

2016 ADOPTED BUDGET

City of Owatonna

The City of Owatonna
2016 Budget
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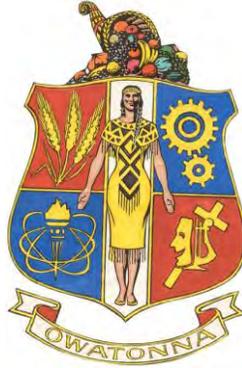
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THE CITY OF



OWATONNA

Kris Busse
City Administrator

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

To: Honorable Mayor and City Councilmembers
From: Kris M. Busse, City Administrator
Re: 2016 Proposed budget and preliminary levy
Date: December 18, 2015

Presented herewith is the 2016 Budget and Levy. This budget is the culmination of months of preparation and study. Budget preparations began in early June to allow council sufficient time for review and consideration prior to adopting the preliminary budget and levy. Departmental budget presentations were scheduled beginning September 1 through October 27. Council reviewed the Capital Improvement Plan on October 27. The overall budget review was held on November 3, 2015. The final budget was adopted by the City Council on December 15, 2015

Economic Outlook-

Owatonna is continuing the pattern of steady tax base growth established in 2013-14. The city has benefited from industrial, commercial and residential expansion. A major employer, Viracon has completed a significant facility expansion to its flagship plant. In 2014, the company completed a 100,000 square foot addition. In the fall of 2015 construction began on a 90,000 square foot addition. In the spring of 2016, Viracon plans to construct an additional 240,000 square feet. Bushel Boy has completed construction of a 170,000 square foot green-house addition. SMMPA (Southern Minnesota Municipal Power Agency), broke ground on a 38 megawatt power generating station. Horizon Eyecare has completed construction on a new 10,000 square foot professional building. Hardees has constructed a new 3,300 square foot restaurant. Gold Cross is constructing a new facility to attach to its existing garages. Residential projects include "the Cottages" a 24-unit memory care facility. Gateway Phase II has begun constructing a 36-unit apartment building with underground parking in the downtown area. This increased economic development activity has resulted in additional growth in the tax base. Overall, the tax base increased 3.31%. This follows a 3.02% increase the previous year. Increased economic development is responsible for a portion of these increases along with changes in valuations.

Budget Highlights-

During the city's strategic planning retreat, council and staff addressed the need to incorporate a long – term financial view to the current budget procedure. That process had already begun with the formalized 5 year CIP and five by five basic budget. Additional steps were taken by developing a ten year facility needs assessment which will incorporate the necessary major facility improvements into current budget planning. The process included a 10 year forecast of expenditure increases and levy increases. Certain assumptions were made in the initial plan and the budget process affords us an opportunity to review the forecast and make any adjustments as necessary. For example, the tax capacity figures for payable 2016 were less than the forecasted amount and as a result changes were made to the infrastructure plan. The West Hills roof project was removed from the plan and the remaining amount needed will come from the sales tax residual fund. The improvements at the street shop were amended to include fuel pumping system replacement and upgrades. Because of this addition, the bond repayment was increased to 10 years. The new fuel pumping system has an expected life of 15 years.

General fund budget expenditures have increased from \$16,973,320 to \$17,892,084 or a 5.4% increase. This reflects necessary increases for funding the Vehicle Replacement Fund, personnel services, additional street maintenance, public computer purchases, and fire dept. turnout gear. Also included is the shift of the Aquatic Center from the enterprise fund to the general fund. This change alone represents 1.25% of the increase.

Local Government Aid (LGA) remained essentially flat for 2016. Owatonna is scheduled to receive \$36,000 in additional funding under the current formula. The city will continue to support necessary infrastructure investments with LGA.

Personnel services reflect a modest wage increase, mandated minimum wage increases and workers compensation increases. Various departments did request additional personnel to address organizational changes, succession planning and workload issues. However, my recommendation is to delay any increases in personnel until the classification and compensation study is complete. As a result, there are no additional personnel in the proposed 2016 budget.

Vehicle replacement funding is proposed to increase to 100%. Limited purchases can be made out of the fund for some equipment. They include: Engineering survey truck, squad car, fire department light rescue vehicle, mosquito sprayer and government buildings pick-up truck. 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.

Levies for the EDA and HRA also increased. The EDA has requested an additional \$10,000 in levy authority to reflect the increased consultant costs involved in larger economic development projects. The HRA has requested an additional \$15,000 in levy authority to more proactively pursue redevelopment opportunities in residential and commercial areas of the city. Both of these requests are included under a key focus area in the City's strategic plan, Economic Vitality and Residential Redevelopment.

Capital items recommended for funding also reflect the key focus areas established in the strategic plan. Major items include: computer and technology replacements and upgrades, new voicemail system,

citizen survey, council chamber renovations, Airport pavement rehab and hangar bi-fold doors, emergency warning siren for Brooktree area, SCBA Compressor for fire station, library window blinds, tennis & fitness center surveillance system and Chase Lake fishing pier.

Staff is also recommending utilizing residual sales tax monies to address critical roofing projects at the fire station, library, and the tennis and fitness center. In addition, the West Hills elevator requires major upgrades. Staff felt that funding these projects with residual funds are consistent with the objectives defined in the referendum.

Recommendation

The city has been very conservative in budgeting over the years and held levy increases to a minimum. To continue to address the key focus area goals of infrastructure, economic vitality, quality of life and residential redevelopment, investments must be made. The city has experienced growth and has strong prospects for continued growth and expansion of the commercial and industrial base. Therefore, I am recommending a 5% increase in the levy. This levy will allow the city to not only continue the investments in the key focus area goals but will also begin to address implementation costs of the class and comp study and potential ACA changes. Personnel services costs are on-going and will need to be included in the levy.

Special thanks to Rhonda Moen and the finance department for their work on the budget and CIP documents and the department heads for their emphasis on continuous improvement.

CITY OF OWATONNA

2016 BUDGET

2015 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 progress for the citizens of Owatonna.

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 neighborhoods.*

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

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.

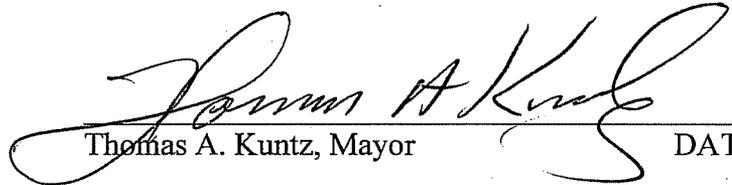
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

IV. RESPONSIBILITY AND AUTHORITY

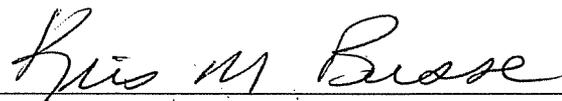
Administrative implementation of policies is the responsibility of staff and council.

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 @ 12/31/14 was \$9,764,448 or 58% of 2015 budgeted expenditures.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/14 balance at the end of 2015.
- ▶ 50% of 2016 budgeted expenditures would be \$8,895,030. Based on fund balance estimates, the 2016 budget does comply with the fund balance policy. It is estimated that the unreserved fund balance @ 12/31/15 will be at least 55% of 2016 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)				
	2015 Budget	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Starting fund balance	\$9.8	\$9.8	\$9.8	\$9.8	\$9.8
Revenues	17.0	17.9	18.2	18.7	19.2
Expenses	17.0	17.9	18.2	18.7	19.2
Surplus/(Deficit)	0.0	0.0	0.0	0.0	0.0
Ending fund balance	\$9.8	\$9.8	\$9.8	\$9.8	\$9.8

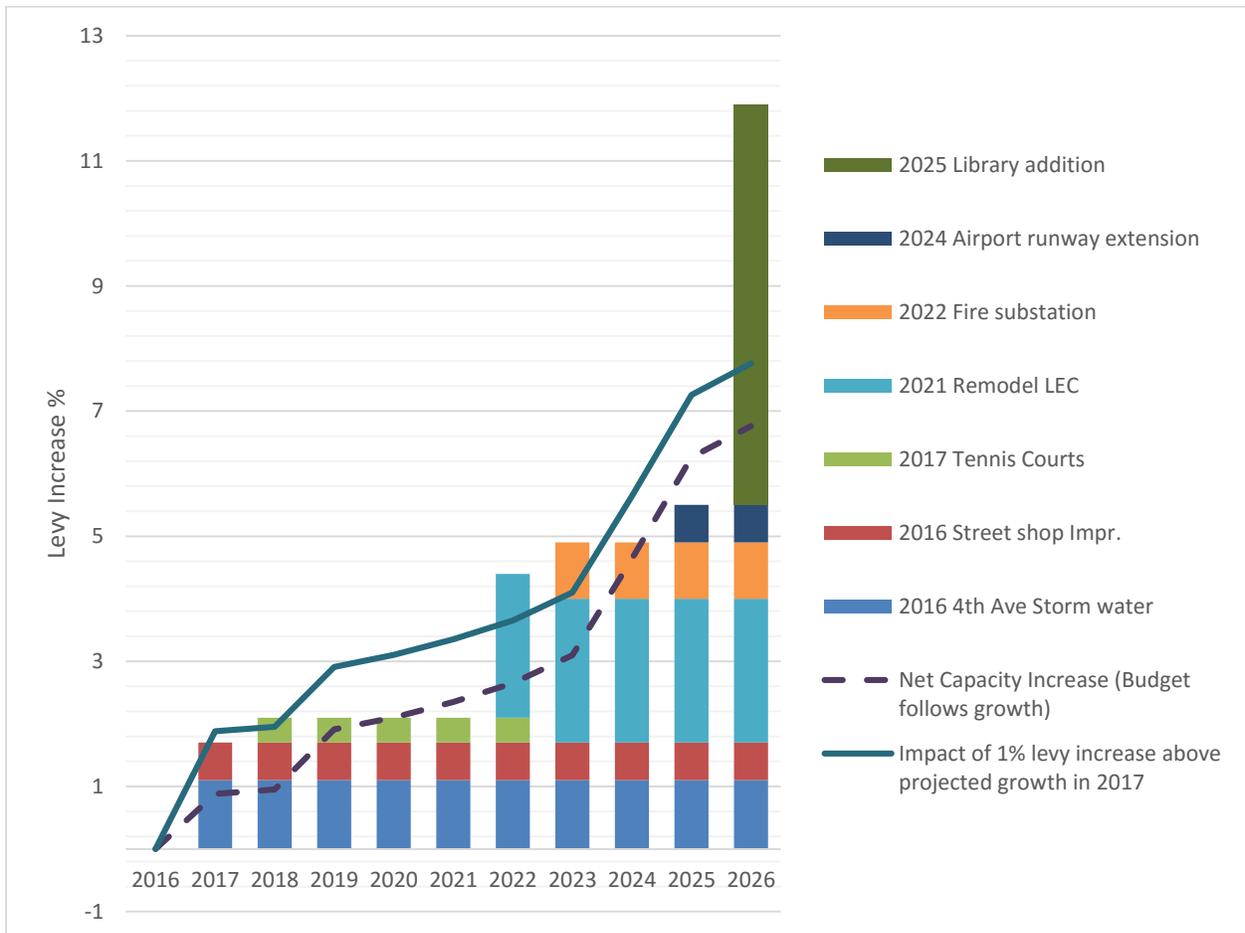
Expense assumptions include fully funding the Vehicle Replacement Fund (VRF), having modest wage increases annually, and a slight increase to factor in inflation. Revenue assumptions include all revenues except the levy remaining flat. Any necessary increase is added to the levy. It is also assumed that 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.

	2016 Budget	2017 Budget	2018 Budget	2019 Budget
Total increase in expenses	4.78%	2.5%	2.5%	2.5%
Required levy increase to balance budget	4.00%	4.19%	4.12%	4.06%
Required fund balance per policy	\$9.1	\$9.4	\$9.6	\$9.8

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

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

Management did use this type of projection during their annual strategic planning process this year. A full ten year projection was prepared with an analysis of the City's long-term facility needs. A plan was developed with the intention of funding the long-term facility needs without a significant impact to the tax levy. The result of this forecast follows:



**City of Owatonna
2016 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	
Revenues									
Tax Levy	\$8,723,000		\$305,000	\$1,132,150	\$145,000	\$160,000		\$247,400	\$10,712,550
Other Taxes	328,500		725,173			210,000			1,263,673
Licenses & Permits	352,905								352,905
Intergovernmental	5,367,818		715,607		869,153				6,952,578
Charges for Services	2,517,962	2,850			16,500	66,768	3,372,600	700,000	6,676,680
Special Assessments			57,604	574,004			2,070		633,678
Fines & Forfeitures	204,500								204,500
Interest on Investments	90,000	665	20,000	14,250	2,350	15,000	130,000	7,500	279,765
Miscellaneous	307,375	64,200			32,400	62,866			466,841
Transfers In				389,000					389,000
Total Revenues	\$17,892,060	\$67,715	\$1,823,384	\$2,109,404	\$1,065,403	\$514,634	\$3,504,670	\$954,900	\$27,932,170
Expenditures									
Personnel	\$12,421,474				\$128,477	\$56,615	\$762,230	\$89,218	\$13,458,014
Supplies	1,951,295	31,715			1,000	800	373,950	20,000	2,378,760
Other Services/Charges	3,513,791	36,000	561,173		924,867	358,061	2,157,275	419,150	7,970,317
Debt Service				2,010,041			80,000	98,000	2,188,041
Capital Outlay	5,500		3,615,607						3,621,107
Transfers Out			164,000	225,000					389,000
Total Expenditures	\$17,892,060	\$67,715	\$4,340,780	\$2,235,041	\$1,054,344	\$415,476	\$3,373,455	\$626,368	\$30,005,239
Other Financing Source									
Bond Proceeds			\$1,820,000						\$1,820,000

**CITY OF OWATONNA
HISTORY OF LEVY AND LEVY CHANGES
FOR PERIOD 2008 THRU 2016**

	2008	2009	2010	2011	2012	2013	2014	2015	2016
Tax Capacity Rates									
County	50.212	51.394	52.331	55.332	62.970	62.495	59.246	58.102	
City	44.650	45.336	46.687	50.197	58.051	59.754	59.018	59.533	
ISD 761	18.731	18.963	16.646	17.122	20.047	19.375	17.954	16.662	
Totals	113.593	115.693	115.664	122.651	141.068	141.624	136.218	134.297	
% Share of Total									
County	44.20%	44.42%	45.24%	45.11%	44.64%	44.13%	43.49%	43.26%	
City	39.31%	39.19%	40.36%	40.93%	41.15%	42.19%	43.33%	44.33%	
ISD 761	16.49%	16.39%	14.39%	13.96%	14.21%	13.68%	13.18%	12.41%	
Totals	100.00%								
City Levy									
General Fund	7,047,474	7,024,367	7,177,746	7,497,476	7,567,913	7,722,773	7,707,934	8,052,651	8,578,611
CIP Fund		150,000	150,000	150,000	450,000	550,000	400,000	350,000	305,000
EDA	120,000	120,000	120,000	120,000	120,000	140,000	140,000	150,000	160,000
Levy Subject to Levy Limit	7,167,474	7,294,367	7,447,746	7,767,476	8,137,913	8,412,773	8,247,934	8,552,651	9,043,611
PERA Rate Change	74,905	91,277	85,714	85,714	106,449	111,108	113,315	134,947	144,389
Debt	1,637,332	1,957,321	1,807,320	1,575,627	1,276,418	1,173,384	1,336,016	1,384,920	1,379,550
Abatement - Clinic	38,335	38,335	38,335	38,335	0	0	0	0	0
Abatement - WalMart	71,552	61,665	61,665	53,628	0	0	0	0	0
Subtotal	8,989,598	9,442,965	9,440,780	9,520,780	9,520,780	9,697,265	9,697,265	10,072,518	10,567,550
HRA	120,000	120,000	120,000	120,000	120,000	120,000	120,000	130,000	145,000
Total	9,109,598	9,562,965	9,560,780	9,640,780	9,640,780	9,817,265	9,817,265	10,202,518	10,712,550
Levy Percentage Change	14.50%	4.98%	-0.02%	0.84%	0.00%	1.83%	0.00%	3.92%	5.00%
Extra Information:									
LGA & MVC from the State of Minnesota									
LGA Certified	4,122,060	4,260,278	4,200,573	4,024,648	3,153,124	3,153,124	3,935,915	4,052,823	4,089,010
MVC Reduction			467,721	467,721					
LGA Unallotment	534,970	453,956	1,047,449	871,524					
Net State Aid	3,587,090	3,806,322	2,685,403	2,685,403	3,153,124	3,153,124	3,935,915	4,052,823	4,089,010

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 2012-2016. The budgeted revenue (excluding transfers in) is \$21,503,563 which is a \$1,251,388 or 6.2% increase from 2015.

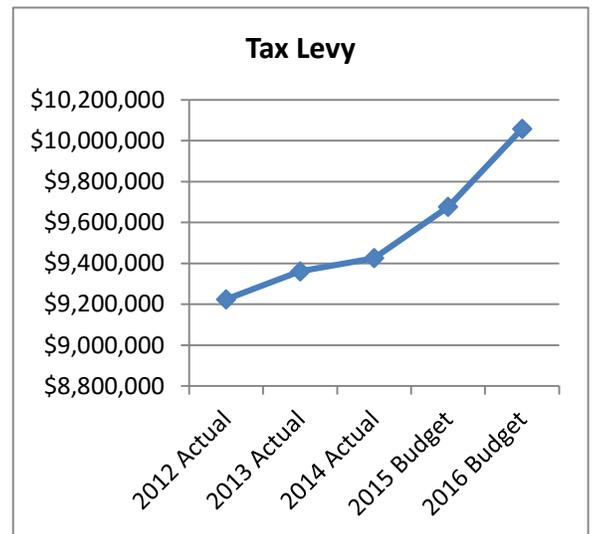
	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Tax Levy	\$9,223,989	\$9,360,772	\$9,425,403	\$9,676,518	\$10,160,150
Other Taxes	596,406	638,879	663,785	894,355	1,053,673
Licenses & Permits	279,645	350,707	349,311	307,575	352,905
Intergovernmental	6,434,010	7,562,657	7,755,657	5,610,893	6,083,425
Charges for Services	2,269,600	2,449,835	2,069,610	2,381,174	2,520,812
Special Assessments	1,444,022	1,361,391	1,099,194	795,330	631,608
Fines & Forfeits	206,517	172,778	172,951	174,900	204,500
Interest on Investments	137,539	(308,037)	511,958	105,300	124,915
Miscellaneous	332,307	667,413	853,621	306,130	371,575
Imprelis settlement		1,858,593			
Transfers In	0	0	564,000	141,000	389,000
Total	\$20,924,035	\$24,114,988	\$23,465,490	\$20,393,175	\$21,892,563

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

Tax Levy

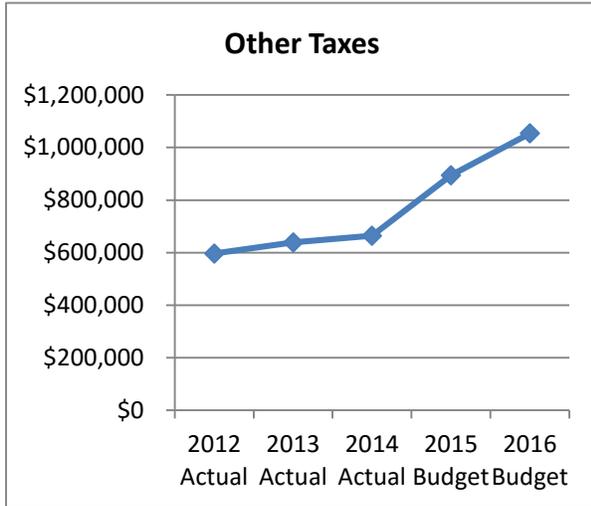
The City relies on property taxes for approximately 48.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

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 2.9% and 4.27% increase in its tax capacity for 2016 and 2015. Prior to 2016, the City's six year combined increase to its levy was 6.69%. The current year budget includes a 4.0% increase. Recent levy increases are related to the implementation of the vehicle replacement fund (VRF) and investments in technology.



Governmental Fund Revenues - Continued

Other Taxes



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

The increases in 2015 and 2016 is primarily due to the new TIF districts created for Sputtering Components, Viracon, the hospital redevelopment site, Daiken, Vision Processing (Kerry), and the Budgetmart and Hardees redevelopment. The economic development TIF districts will continue for 8 years and the redevelopment TIF districts will continue for 25 years.

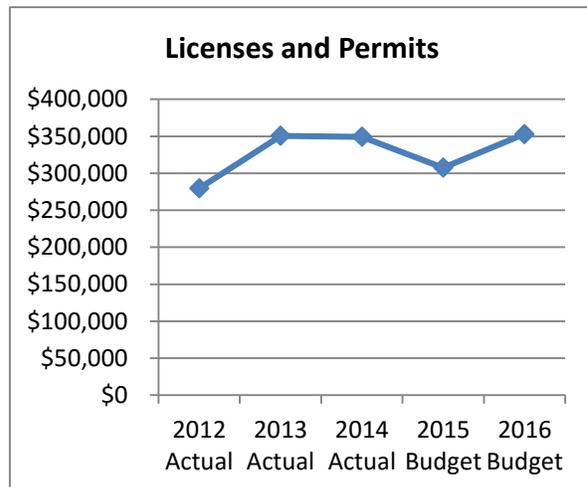
The Coke distribution TIF district ended in 2014. The Cybex TIF district will be decertified in 2016.

Licenses and Permits

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

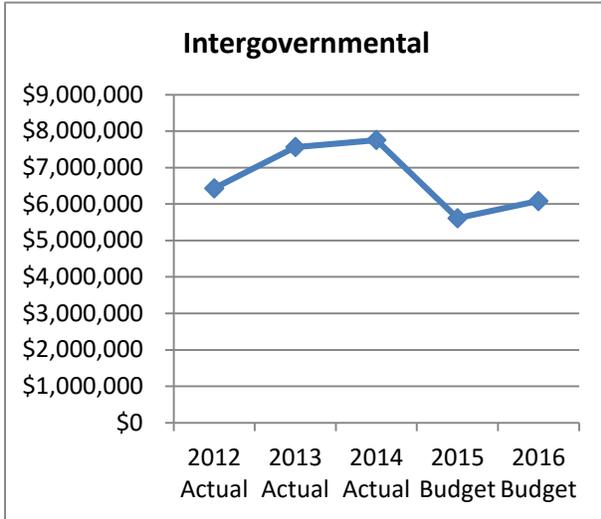
Building permits continue to be the single largest revenue source in this category.

Permit revenue has been rebounding. 2016 budget amounts were increased to reflect recent actual results and anticipated results.



Governmental Fund Revenues – Continued

Intergovernmental

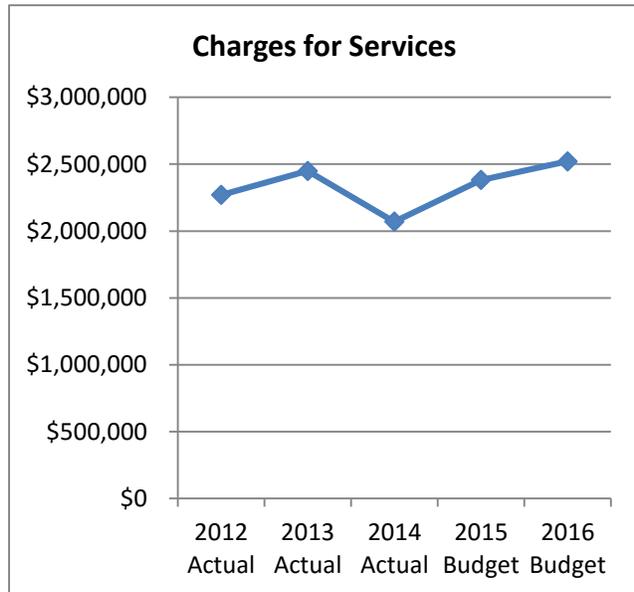


Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 23% of total budgeted revenues for 2016.

The 2013 legislature restored some of the LGA funding beginning with 2014. Budgeted intergovernmental revenues are lower in 2015 and 2016 than previous year's actual results due to unbudgeted grant funds. The City has been quite successful at being awarded grants. The City will continue to explore all available funding opportunities.

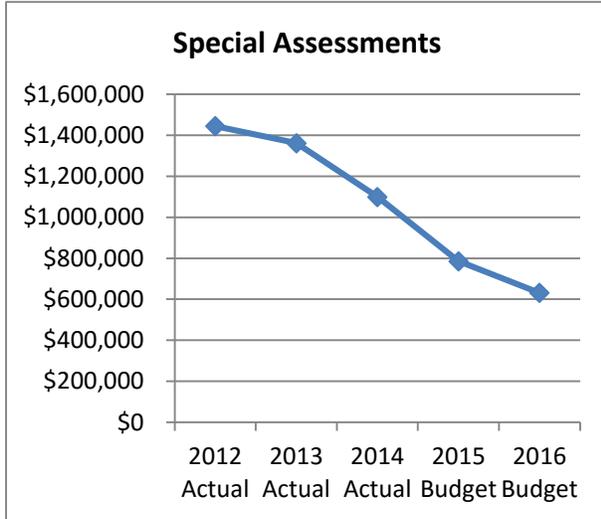
Charges for Services

Charges for Services include user charges for the recreation department, Tennis and Fitness Center, Brooktree Golf Course and the Aquatic Center. The 2016 budget year is the first year that the Aquatic Center has been included in governmental operations. It was previously accounted for as an enterprise fund. Approximately, \$200,000 in revenues are related to the Aquatic Center. 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. The City performed a thorough review of its fees during the budget process this year and made some adjustments to those that were no longer appropriate based on the cost of the service.



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.

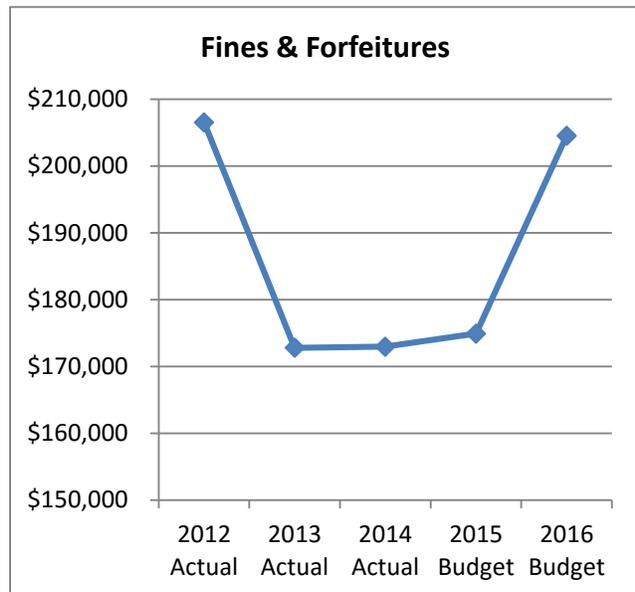
The number of construction projects completed has declined as the City, State, and Federal Government all struggle with funding their infrastructure projects. The decline is a delayed reaction to a reduction in projects beginning in 2009. In addition, the assessment interest rate was reduced from 7%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

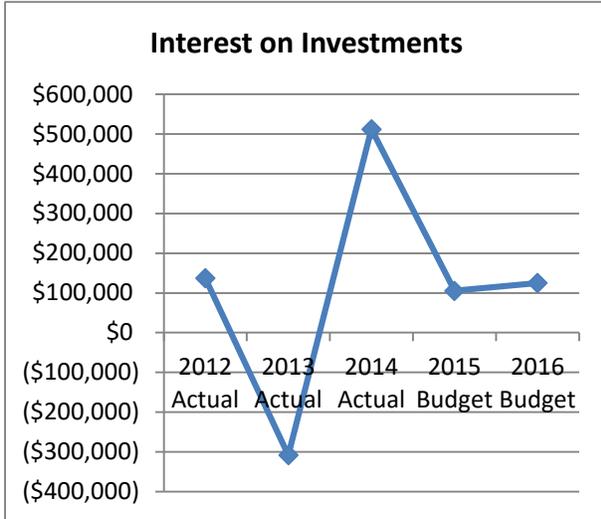
Library fines make up the smallest portion of this category. The fines charged by the library remain fairly level from year to year.

Budgeted revenues have been increased to closer reflect recent 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.

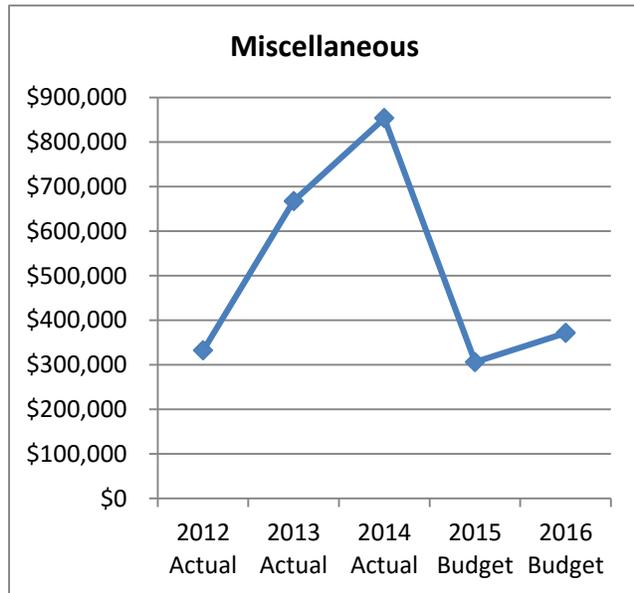
2013 Actual results include a large loss recording investments at market value. This reversed itself in 2014 with revenues exceeding budgeted amounts.

Miscellaneous

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

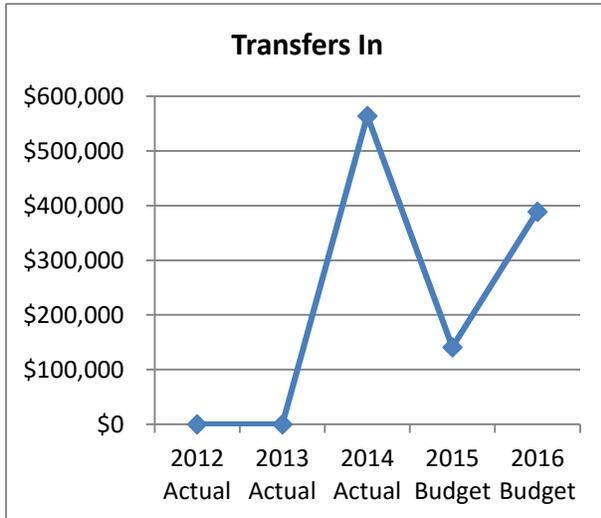
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

The increase in 2013 includes the Bremer grant and the BCBS grant which were both awarded to the library. 2014 included a portion of the SCDP grant in addition to a sizable donation from the Owatonna Public Library Foundation.



Governmental Fund Revenues – Continued

Transfers In



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

The transfers 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 was transferred to the capital projects fund to purchase play equipment for Manthey Park in 2014. The second item was 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 related to the additional LGA received in 2014. \$384,000

was transferred to the capital projects fund to provide funding for priority street maintenance projects which have been delayed during the difficult budget years. The transfers budgeted in 2015 and 2016 were related to debt service. The Viracon TIF received is transferred to a debt service fund to make the annual bond payments related to that project. 2016 also includes some excess debt service funds from issues which are paid in full which are being transferred to the new debt service funds.

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 source”. The City does not expect to have any future items in this category to make a comparison chart.

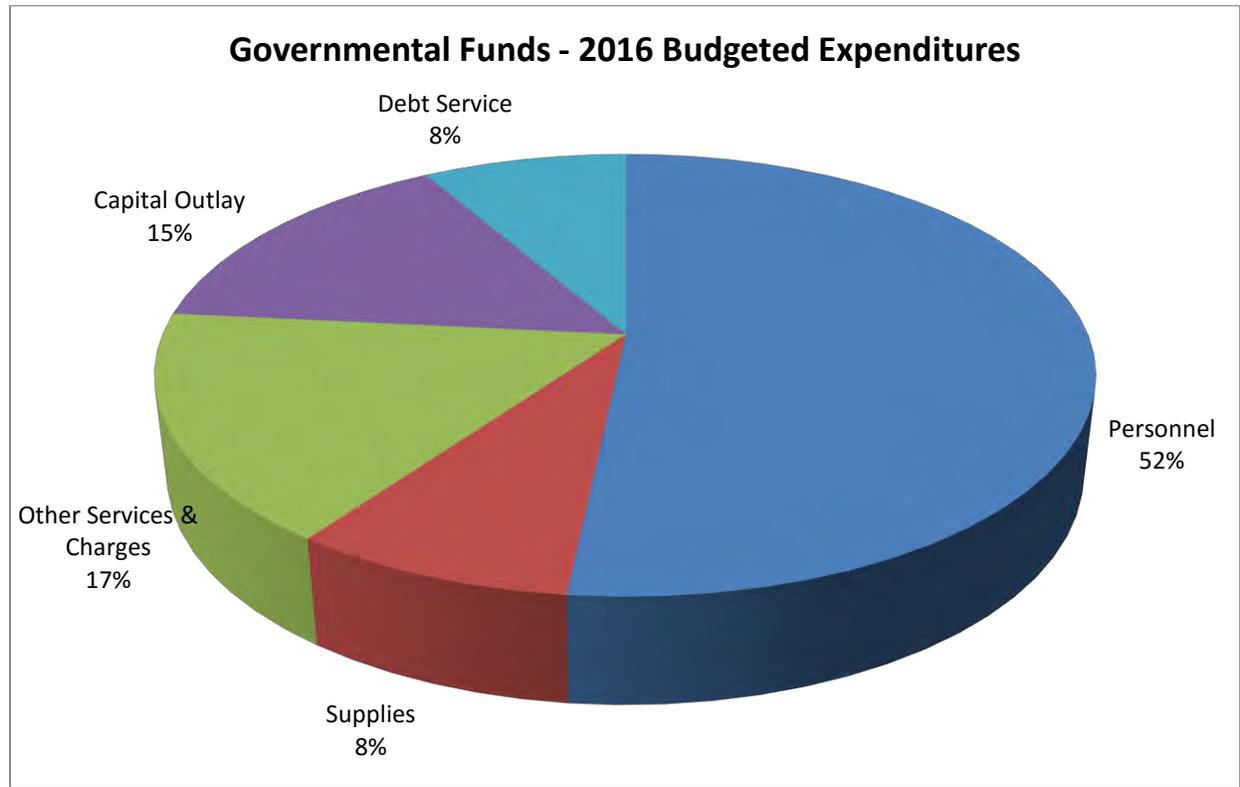
These funds were transferred to capital projects to be used for capital improvements at Brooktree Golf Course.

Governmental Funds Summary

Expenditures and Other Financing Uses

The following table shows the five-year history of the Governmental Funds from 2012-2016. The budgeted expenditures (excluding transfers out) are \$24,044,596 which is a \$3,695,216 or 18.1% increase from 2015. The large increase is due to more detailed budget approach. Previously, the capital outlay that was to be paid for with debt or grant funds was not included in this table.

	2012 Actual	2013 Actual	2014 Actual	2015 Budget	2016 Budget
Personnel	\$10,910,956	\$10,806,510	\$11,285,417	\$11,949,971	\$12,421,474
Supplies	1,847,860	1,885,350	1,909,794	1,937,974	1,983,010
Other Services & Charges	2,740,208	2,780,731	3,234,592	3,976,630	4,008,964
Capital Outlay	4,145,253	7,234,554	4,615,949	350,000	3,621,107
Debt Service	5,059,625	2,477,980	2,158,028	2,134,805	2,010,041
Transfers Out	50,000	2,963,221	564,000	141,000	389,000
Total	\$24,753,902	\$28,148,346	\$23,767,780	\$20,490,380	\$24,433,596



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 2016.

Supplies

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

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

Other Services & Charges

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

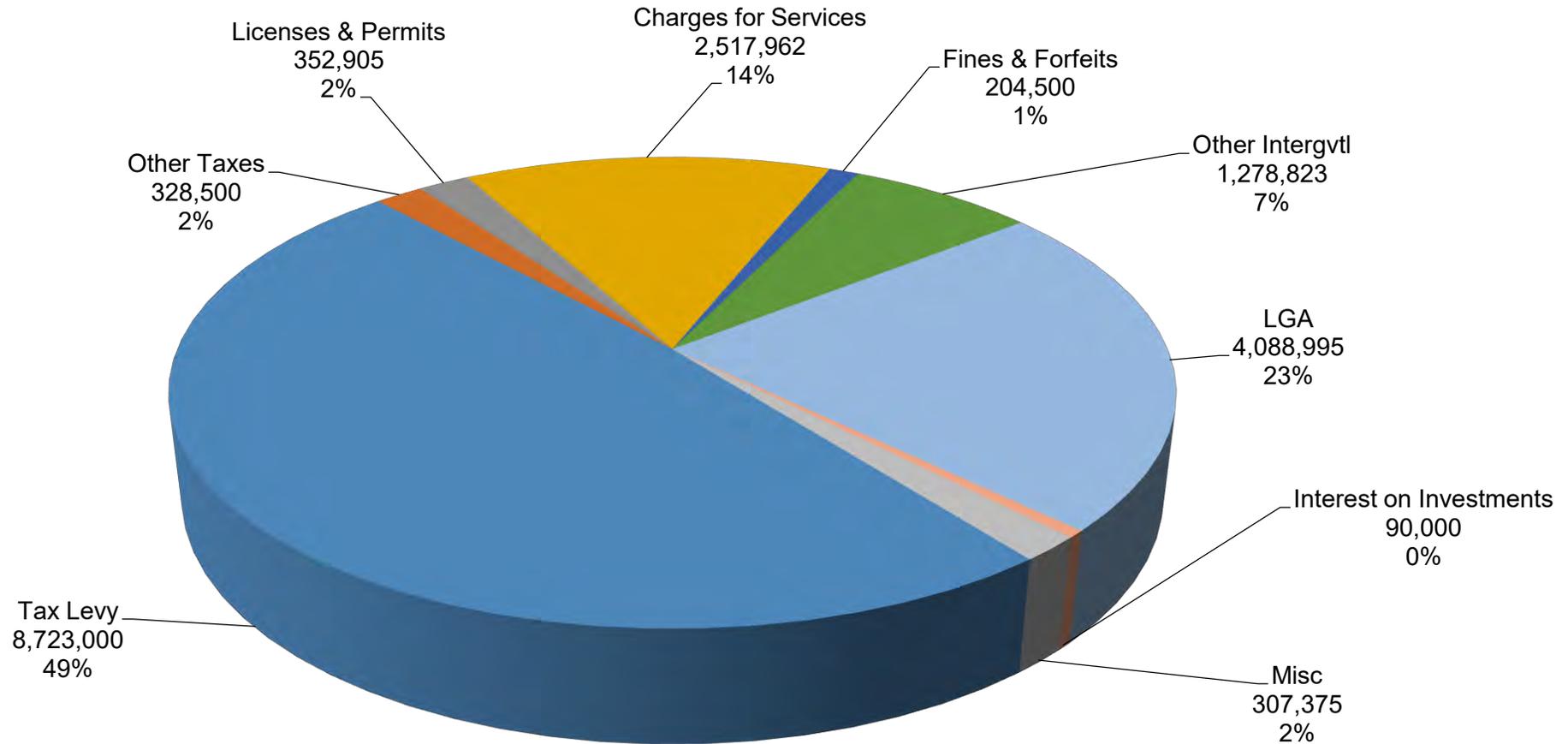
Debt Service

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

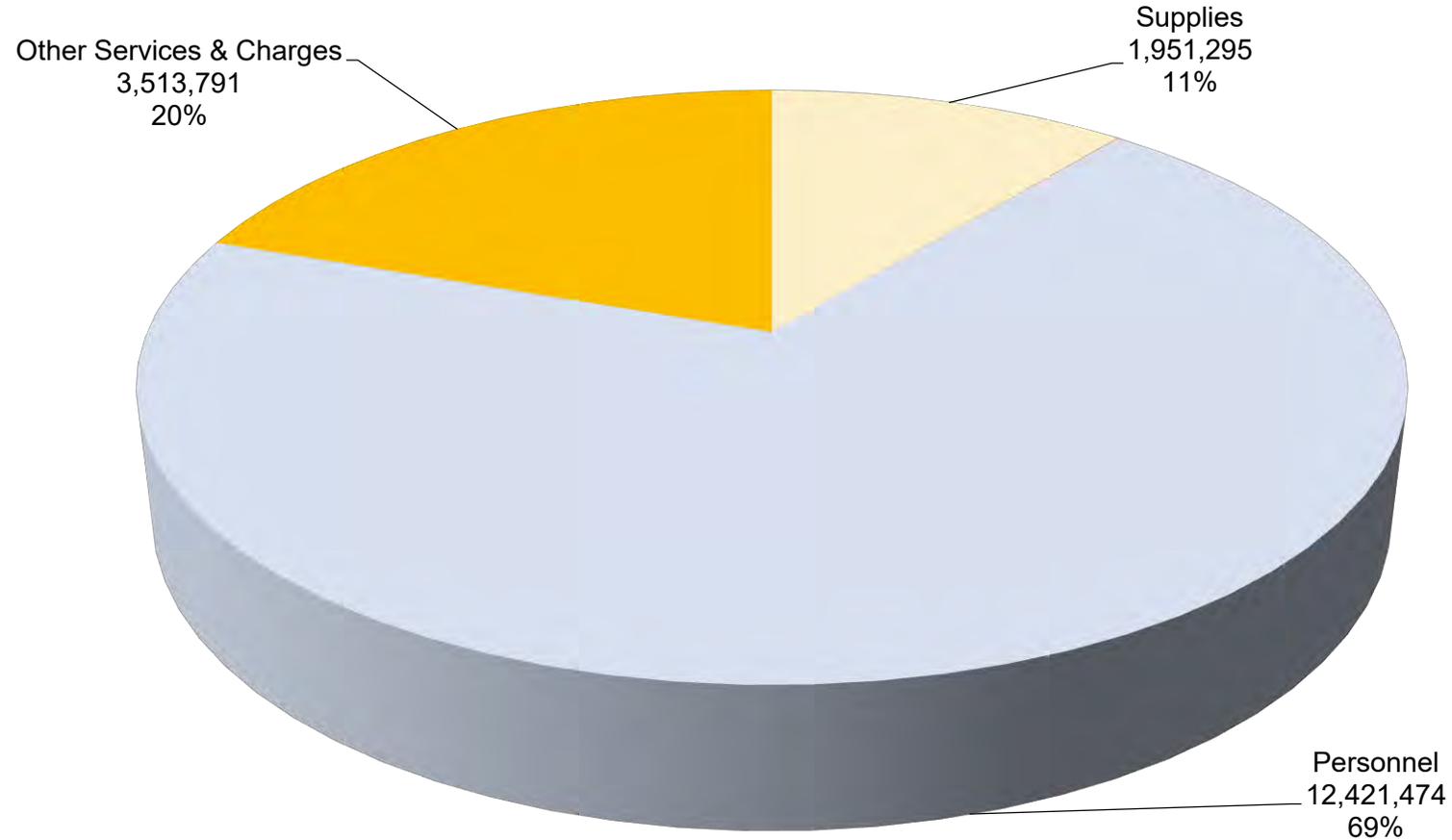
Capital Outlay

Capital outlay includes the expenditure for acquiring capital assets, including land, buildings, improvements, initial equipment, additional equipment and replacement equipment. Street improvement projects were not included prior to the 2016 budget figures.

General Fund Revenues - \$17,892,060



General Fund Expenditures - \$17,892,060



CITY OF OWATONNA
2016 GENERAL FUND BUDGET SUMMARY

REVENUES	2013 ACTUAL	2013 BUDGET	2014 ACTUAL	2014 BUDGET	06/30/15 YTD ACTUAL	2015 BUDGET	2016 BUDGET
Tax Levy	\$7,887,101	\$7,833,881	\$7,928,933	\$7,821,249	\$3,944,588	\$8,187,598	\$8,723,000
Other Taxes	\$324,401	\$302,000	\$342,607	\$311,500	\$159,776	\$322,500	\$328,500
Licenses & Permits	\$350,707	\$299,200	\$349,311	\$309,900	\$141,319	\$307,575	\$352,905
Intergovernmental Revenue	\$4,486,119	\$4,185,593	\$5,380,011	\$5,243,869	\$2,171,933	\$5,375,493	\$5,367,818
Charges for Services	\$2,450,938	\$2,140,860	\$2,069,612	\$2,147,417	\$1,047,616	\$2,228,324	\$2,517,962
Fines & Forfeits	\$172,778	\$217,250	\$172,951	\$177,550	\$108,215	\$174,900	\$204,500
Interest on Investments	(\$140,584)	\$80,000	\$195,742	\$75,000	\$38,816	\$75,000	\$90,000
Miscellaneous	\$2,230,651	\$291,446	\$332,724	\$310,473	\$113,470	\$301,930	\$307,375
Transfers							
Total Revenues	\$17,762,111	\$15,350,230	\$16,771,891	\$16,396,958	\$7,725,733	\$16,973,320	\$17,892,060

EXPENDITURES	2013 ACTUAL	2013 BUDGET	2014 ACTUAL	2014 BUDGET	06/30/15 YTD ACTUAL	2015 BUDGET	2016 BUDGET
General Government:							
Mayor & Council	\$2,841,924	\$341,759	\$689,746	\$957,878	\$158,592	\$406,932	\$497,921
Administrative Services	\$909,039	\$934,640	\$1,060,508	\$1,061,795	\$543,987	\$1,134,351	\$1,251,180
City Attorney	\$217,685	\$246,477	\$221,687	\$242,382	\$116,917	\$234,776	\$244,621
Government Buildings	\$807,247	\$823,245	\$855,577	\$815,230	\$485,912	\$854,376	\$901,438
Total General Government	\$4,775,895	\$2,346,121	\$2,827,518	\$3,077,285	\$1,305,408	\$2,630,435	\$2,895,160
Public Safety:							
Police	\$4,224,967	\$4,199,196	\$4,499,405	\$4,490,655	\$1,878,300	\$4,563,827	\$4,658,757
Fire	\$1,240,489	\$1,250,668	\$1,376,055	\$1,359,593	\$569,384	\$1,433,512	\$1,513,278
Building Inspection	\$354,852	\$352,542	\$349,805	\$387,111	\$151,630	\$363,201	\$370,632
Total Public Safety	\$5,820,308	\$5,802,406	\$6,225,265	\$6,237,359	\$2,599,314	\$6,360,540	\$6,542,667
Public Works:							
Engineering	\$714,281	\$727,677	\$762,715	\$768,521	\$415,721	\$914,644	\$841,940
Street Maintenance	\$1,962,431	\$2,007,994	\$2,252,684	\$2,233,104	\$950,771	\$2,445,156	\$2,698,468
Airport	\$431,455	\$452,118	\$428,815	\$473,864	\$171,399	\$479,201	\$433,218
	\$3,108,167	\$3,187,789	\$3,444,214	\$3,475,489	\$1,537,891	\$3,839,001	\$3,973,626

CITY OF OWATONNA
2016 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2013 ACTUAL	2013 BUDGET	2014 ACTUAL	2014 BUDGET	06/30/15 YTD ACTUAL	2015 BUDGET	2016 BUDGET
Culture & Recreation:							
Library	\$1,109,416	\$1,149,713	\$1,152,685	\$1,128,976	\$565,393	\$1,198,977	\$1,225,576
Park & Rec Administration	\$316,223	\$229,075	\$285,096	\$234,247	\$122,049	\$194,056	\$224,649
Park Maintenance	\$1,067,999	\$1,147,895	\$1,168,832	\$1,128,206	\$530,313	\$1,169,669	\$1,206,679
Adult Recreation	\$89,845	\$93,548	\$78,664	\$86,671	\$35,873	\$93,373	\$97,095
Youth Recreation	\$263,913	\$295,533	\$247,566	\$273,200	\$125,517	\$310,007	\$295,510
Tennis & Fitness Center	\$256,160	\$267,005	\$269,252	\$263,605	\$131,554	\$261,830	\$270,408
Senior Center	\$141,920	\$140,977	\$75,069	\$121,465	\$57,017	\$124,757	\$119,896
Aquatic Center					\$0		\$210,121
Brooktree Golf Course	\$619,416	\$543,593	\$519,766	\$530,422	\$235,825	\$548,524	\$579,094
Total Culture & Recreation	\$3,864,892	\$3,867,339	\$3,796,930	\$3,766,792	\$1,803,541	\$3,901,193	\$4,229,028
Housing & Economic Development							
Planning & Zoning	\$138,306	\$146,575	\$141,644	\$140,033	\$82,968	\$242,151	\$251,579
Total General Fund Expenditures	\$17,707,568	\$15,350,230	\$16,435,571	\$16,696,958	\$7,329,122	\$16,973,320	\$17,892,060

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

FUND 100: GENERAL FUND
DEPT 010: MAYOR & COUNCIL

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Tax Levies	7,887,101	7,833,881	7,928,933	7,821,249	3,944,588	8,187,598	8,723,000
	Other Taxes	324,401	302,000	342,607	311,500	159,776	322,500	328,500
	Licenses & Permits	76,215	81,300	76,401	76,300	65,625	75,575	79,405
	Intergovernmental Revenue	3,254,581	3,175,046	3,995,218	3,957,837	2,026,380	4,074,745	4,110,917
	Charges for Services	-9,523	0	7,652	0	3	0	0
	Fines & Forfeits	2,500	0	1,000	0	700	500	500
	Total Revenues	11,535,275	11,392,227	12,351,811	12,166,886	6,197,072	12,660,918	13,242,322
	PT/Seasonal Wages	61,200	61,200	61,200	61,200	33,900	67,800	67,800
	Benefits	4,808	4,917	4,859	5,326	2,749	5,398	5,425
	PERSONAL SERVICES	66,008	66,117	66,059	66,526	36,649	73,198	73,225
	Supplies	181	700	209	700	376	700	700
	SUPPLIES	181	700	209	700	376	700	700
	Professional Services	14,869	24,000	21,819	40,000	7,292	4,000	4,000
	Communication	360	360	360	360	180	360	360
	Vehicle, Travel & Training	8,991	5,000	10,540	6,000	4,125	7,000	8,000
	Advertising & Promotion	14,239	18,000	14,065	15,000	8,082	15,000	15,000
	Memberships & Subscriptions	63,106	65,000	66,820	65,000	62,221	70,000	68,000
	Insurance	16,306	102,415	9,628	101,665	26,991	102,100	51,770
	Other Services & Charges	13,678	60,167	16,246	199,627	12,676	134,574	276,866
	OTHER SERVICES & CHARGES	131,549	274,942	139,478	427,652	121,567	333,034	423,996
	TRANSFERS OUT	2,644,186	0	484,000	484,000	0	0	0
	Total Expenditures	2,841,924	341,759	689,746	978,878	158,592	406,932	497,921
	Net Revenue	8,693,351	11,050,468	11,662,065	11,188,008	6,038,480	12,253,986	12,744,401
	Total for DEPT 010: MAYOR & COUNCIL	8,693,351	11,050,468	11,662,065	11,188,008	6,038,480	12,253,986	12,744,401

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

DEPT 010: MAYOR & COUNCIL

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Mayor	1	1	\$10,200	\$10,200	Other Taxes	
Council President	1	1	9,600	9,600	Cable Franchise	\$310,000
Council Vice President	1	1	9,000	9,000	Other Franchise	18,500
Council Member	5	5	7,800	39,000	Intergovernmental Revenue	
	<u>8</u>	<u>8</u>		<u>\$67,800</u>	Local Government Aid (LGA) (\$36,172 increase from 2015)	4,088,995
					PERA Aid	21,922
					Advertising & Promotion	
					Legal publications	12,000
					Memberships & Subscriptions	
					CGMC Membership Dues	40,000
					LMC Membership Dues	20,000
					Highway 14 Partnership	8,000
					Insurance	
					Claims (\$100,000 aggregate annual deductible)	50,000
					Other Services & Charges	
					Steele Co Historical Society	5,000
					Community Band Assistance	1,500
					Human Rights Commission	2,700
					So MN Initiative Fund	1,666

DEPT 051: ADMINISTRATIVE SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Intergovernmental Revenue		0	0	20,000	29,120	-1,584	9,000	22,000
Charges for Services		7,843	5,500	60,329	40,000	9,961	7,000	10,750
Interest on Investments		-140,584	80,000	195,742	75,000	38,816	75,000	90,000
Transfers		73,456	42,000	33,634	42,000	13,500	57,000	51,000
Total Revenues		-59,285	127,500	309,705	186,120	60,693	148,000	173,750
FT Wages		456,328	468,183	536,896	529,969	258,383	592,345	617,263
PT/Seasonal Wages		18,505	0	26,197	26,500	7,365	17,907	50,202
OT/Holiday/Other		611	2,000	890	1,000	0	1,000	1,000
Benefits		165,388	176,862	193,183	194,821	92,985	233,749	231,335
PERSONAL SERVICES		640,832	647,045	757,166	752,290	358,733	845,001	899,800
Supplies		9,247	12,000	10,803	11,400	4,749	9,500	12,250
Small Tools & Equipment		2,918	3,300	6,039	3,250	511	3,250	55,250
SUPPLIES		12,165	15,300	16,842	14,650	5,260	12,750	67,500
Professional Services		61,120	68,000	89,469	89,170	39,643	56,000	58,000
Communication		19,772	18,950	21,110	18,950	8,182	20,950	20,950
Vehicle, Travel & Training		15,531	19,760	20,237	22,700	10,024	25,150	25,650
Advertising & Promotion		681	200	457	200	255	200	550
Printing		2,048	500	365	1,000	31	1,500	1,500
Memberships & Subscriptions		2,126	2,700	2,445	2,500	880	2,500	2,500
Insurance		12,862	13,685	9,435	9,435	5,950	11,900	10,030
Repairs		85,676	88,000	90,675	90,400	84,305	97,900	115,200
Other Services & Charges		56,226	60,500	52,307	60,500	19,471	60,500	49,500
OTHER SERVICES & CHARGES		256,042	272,295	286,500	294,855	168,741	276,600	283,880
CAPITAL OUTLAY		0	0	0	0	11,253	0	0
Total Expenditures		909,039	934,640	1,060,508	1,061,795	543,987	1,134,351	1,251,180
Net Revenue		-968,324	-807,140	-750,803	-875,675	-483,294	-986,351	-1,077,430
Total for DEPT 051: ADMINISTRATIVE SERVICES		-968,324	-807,140	-750,803	-875,675	-483,294	-986,351	-1,077,430

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

DEPT 051: ADMINISTRATIVE SERVICES

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
City Administrator	1.00	1.00	\$113,932	\$116,211	Intergovernmental Revenue	
Finance Director	1.00	1.00	98,232	100,197	Reimbursement from School district for election costs	\$22,000
Sr Accountant	1.00	1.00	63,187	66,146	Transfers	
Accountant	1.00	1.00	24.16/hr	51,258	Reimbursement from EDA for accounting services	\$12,000
Administrative Asst - City Clerk	1.00	1.00	25.30/hr	53,676	Reimbursement from HRA for accounting services	15,000
Human Resources Coordinator	1.00	1.00	69,865	71,955	Administration charged on capital projects (1%)	24,000
Information Tech Coordinator *	0.75	0.75	76,730	58,699	Professional Services	
Information Tech System Admin *	0.75	0.75	63,570	49,904	Legal/HR & Other Consulting Services	20,000
Information Tech System Admin *	0.75	0.75	61,332	49,217	Audit	32,000
	8.25	8.25		\$617,263	LEAN Coordinator	6,000
Permanent PT:					Repairs	
Admin Asst - HR - PT (50%)	0.50	0.50	\$18.95/hr	\$20,102	Computer Hardware/Software Maintenance Contracts	113,000
Other Seasonal Help:					Other Services & Charges	
Election Judges	0	70.00	0	\$26,500	Computer system training	7,500
Other				3,600	Computer/Phone system services, licenses and contracts	40,000
				\$50,202		

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

DEPT 060: CITY ATTORNEYS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Benefits	5,221	5,890	5,221	6,479	2,635	6,616	6,511
	PERSONAL SERVICES	5,221	5,890	5,221	6,479	2,635	6,616	6,511
	Supplies	600	325	0	325	0	350	0
	SUPPLIES	600	325	0	325	0	350	0
	Professional Services	209,130	236,262	213,163	231,578	112,270	223,810	234,310
	Communication	22	800	299	800	124	800	600
	Vehicle, Travel & Training	350	400	0	400	0	400	0
	Memberships & Subscriptions	2,362	2,800	3,004	2,800	1,888	2,800	3,200
	OTHER SERVICES & CHARGES	211,864	240,262	216,466	235,578	114,282	227,810	238,110
	Total Expenditures	217,685	246,477	221,687	242,382	116,917	234,776	244,621
	Net Revenue	-217,685	-246,477	-221,687	-242,382	-116,917	-234,776	-244,621
	Total for DEPT 060: CITY ATTORNEYS	-217,685	-246,477	-221,687	-242,382	-116,917	-234,776	-244,621

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

DEPT 060: CITY ATTORNEYS

Personnel					Items of Significance	
<u>Position</u>	<u>2015</u>	<u>2016</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
	(None)				Professional Services	
					Prosecuting Attorney	\$120,310
					City Attorney	94,000
					Legal Fees - Other	20,000

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	-50	0	50	0	12,914	0	0
	Miscellaneous	81,500	80,000	81,615	80,000	40,227	80,000	80,000
	Total Revenues	81,450	80,000	81,665	80,000	53,141	80,000	80,000
	FT Wages	386,157	355,592	419,740	409,606	206,385	423,438	432,958
	PT/Seasonal Wages	70,506	95,723	50,931	45,229	31,038	47,990	49,989
	OT/Holiday/Other	10,444	15,940	13,571	10,500	36,854	10,500	13,500
	Benefits	156,750	164,192	167,177	171,307	86,640	177,560	196,241
	PERSONAL SERVICES	623,857	631,447	651,419	636,642	360,917	659,488	692,688
	Supplies	27,598	31,200	29,408	29,300	12,186	31,200	34,100
	Repair Supplies	56,350	47,500	84,197	43,900	21,307	45,900	54,900
	Small Tools & Equipment	10,006	15,950	6,485	15,150	3,872	15,150	14,250
	SUPPLIES	93,954	94,650	120,090	88,350	37,365	92,250	103,250
	Professional Services	788	400	212	400	0	400	400
	Communication	12,064	18,910	11,774	17,100	7,891	17,100	13,800
	Transportation (VRF)	0	0	18,600	18,600	12,410	24,800	30,000
	Vehicle, Travel & Training	241	2,988	1,298	2,488	106	2,488	2,000
	Advertising & Promotion	1,234	200	291	200	0	200	200
	Memberships & Subscriptions	0	50	118	50	172	50	200
	Insurance	42,674	38,400	14,200	14,200	9,700	19,400	18,600
	Licenses & Inspections	1,362	2,900	395	2,900	1,044	2,900	3,000
	Repairs	22,079	27,000	26,954	27,000	14,555	27,000	29,000
	Rents/Leases	485	1,300	1,079	1,300	580	1,300	1,300
	Other Services & Charges	8,509	5,000	9,147	6,000	3,390	7,000	7,000
	OTHER SERVICES & CHARGES	89,436	97,148	84,068	90,238	49,848	102,638	105,500
	CAPITAL OUTLAY	0	0	0	0	37,855	0	0
	Total Expenditures	807,247	823,245	855,577	815,230	485,985	854,376	901,438
	Net Revenue	-725,797	-743,245	-773,912	-735,230	-432,844	-774,376	-821,438
	Total for DEPT 590: BUILDING/GROUNDS MAINT	-725,797	-743,245	-773,912	-735,230	-432,844	-774,376	-821,438

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Facilities & Grounds Supt.	1.00	1.00	\$64,274	\$67,255	Miscellaneous	
Master Carpenter	2.00	2.00	25.32/hr	104,743	Rental Income	\$80,000
Senior Facilities Tech	2.00	2.00	25.32/hr	107,438	Communication	
Facilities Tech	1.00	1.00	23.76/hr	50,814	Alarm Services	10,000
Custodian	2.00	2.00	19.49/hr	82,700	Transportation (VRF)	
	<u>8.00</u>	<u>8.00</u>		* \$412,950	Includes partial funding for 6 pickup trucks and 1 boom truck	30,000
Permanent PT:						
Park Bldg Maint II (2 @ 70%)	0.70	1.40	\$14.54/hr	\$21,883		
Prk Bldg Maint I (2 @ 70%) ^	1.40	1.40	12.06/hr	35,555		
Seasonal:						
Maintenance	1.00	1.00	\$9.00-11.00/hr	<u>\$10,000</u>		
				<u>\$67,438</u>		

* FT wages includes allocations to/from other departments

^ PT wages include allocations to other departments

DEPT 110: POLICE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	589,034	578,299	682,869	728,374	144,942	759,013	686,964
	Charges for Services	59,061	9,700	45,836	25,600	10,196	24,600	28,900
	Fines & Forfeits	158,521	200,250	159,882	162,550	92,899	161,400	191,000
	Miscellaneous	23,375	15,698	19,511	15,698	0	12,346	14,900
	Total Revenues	829,991	803,947	908,098	932,222	248,037	957,359	921,764
	FT Wages	2,188,414	2,248,020	2,311,330	2,344,162	1,057,629	2,399,973	2,525,439
	PT/Seasonal Wages	54,784	63,806	58,896	64,606	37,309	93,980	99,087
	OT/Holiday/Other	266,045	201,335	267,643	201,335	112,561	229,485	235,685
	Benefits	878,766	921,235	906,396	990,752	419,249	1,013,189	993,246
	PERSONAL SERVICES	3,388,009	3,434,396	3,544,265	3,600,855	1,626,748	3,736,627	3,853,457
	Supplies	155,342	121,400	184,951	123,200	46,841	116,100	115,300
	Repair Supplies	41,448	27,800	31,099	27,800	26,157	34,900	34,900
	Small Tools & Equipment	26,672	22,500	40,312	25,000	8,670	25,000	20,500
	SUPPLIES	223,462	171,700	256,362	176,000	81,668	176,000	170,700
	Professional Services	5,541	6,500	13,216	12,800	2,562	13,800	13,800
	Communication	18,629	20,200	16,835	19,600	8,866	19,600	19,600
	Transportation (VRF)	0	0	66,000	66,000	44,390	88,700	111,600
	Vehicle, Travel & Training	30,678	38,500	36,056	38,500	10,646	38,500	38,500
	Advertising & Promotion	127	0	0	0	0	0	0
	Memberships & Subscriptions	7,751	5,700	9,080	5,700	1,315	5,700	5,700
	Insurance	10,640	11,300	60,300	60,300	27,000	54,000	51,600
	Licenses & Inspections	260	0	832	0	199	0	0
	Repairs	42,479	37,500	41,016	37,500	20,883	41,500	3,500
	Other Services & Charges	355,816	393,400	375,443	393,400	91,531	389,400	390,300
	OTHER SERVICES & CHARGES	471,921	513,100	618,778	633,800	207,392	651,200	634,600
	CAPITAL OUTLAY	141,575	80,000	0	0	0	0	0
	TRANSFERS OUT	0	0	80,000	80,000	0	0	0
	Total Expenditures	4,224,967	4,199,196	4,499,405	4,490,655	1,915,808	4,563,827	4,658,757
	Net Revenue	-3,394,976	-3,395,249	-3,591,307	-3,558,433	-1,667,771	-3,606,468	-3,736,993
	Total for DEPT 110: POLICE	-3,394,976	-3,395,249	-3,591,307	-3,558,433	-1,667,771	-3,606,468	-3,736,993

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

DEPT 110: POLICE

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Chief of Police	1.00	1.00	\$101,266	\$103,291	Intergovernmental Revenue	
Captain	2.00	2.00	84,402	172,180	State - auto insurance premium tax	\$239,645
Administrative Asst	1.00	1.00	23.89/hr	50,685	County - Reimburse SCDIU agent	21,600
Administrative Asst - Investigation	1.00	1.00	23.89/hr	50,685	Federal SCDIU grant	153,000
Administrative Asst - Patrol	1.00	1.00	23.89/hr	50,685	School district reimbursement for SRO officer	132,690
Sergeant	6.00	6.00	70,797	431,612	School district reimbursement for 3 CSOs	148,261
Sergeant - Investigation	1.00	1.00	70,797	72,213	Fines & Forfeits	
Patrol	20.00	19.00	59,534	1,112,575	Court Collected Fines	123,000
Patrol - Investigation	5.00	6.00	66,035	389,414	Parking Fines	65,000
CSO	2.00	2.00	45,718	92,099	Transportation (VRF)	
	<u>40.00</u>	<u>40.00</u>		<u>\$2,525,439</u>	Includes partial funding for 14 marked squads, 8 unmarked and 1 parking enforcement vehicle	111,600
Permanent PT: CSO (4 @ 70%)	2.80	2.80	\$15.54-18.00/hr	\$99,087	Other Services & Charges	
					Federal SCDIU pass-thru grant	153,000
					Reimbursement to Steele Co for LEC costs	228,000

DEPT 120: FIRE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	19,152	10,100	14,732	10,100	2,979	10,000	13,000
	Intergovernmental Revenue	153,721	100,000	159,188	150,000	6,571	150,000	151,200
	Charges for Services	139,287	106,250	125,888	112,250	62,164	122,250	127,250
	Miscellaneous	2,194	0	650	0	1,726	0	0
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	336,354	238,350	322,458	294,350	84,460	304,250	313,450
	FT Wages	559,205	563,248	587,352	570,292	262,762	580,488	604,072
	PT/Seasonal Wages	59,174	71,652	62,837	76,078	36,712	76,078	76,078
	OT/Holiday/Other	80,956	82,792	100,071	80,792	21,234	80,792	83,830
	Benefits	381,093	338,791	382,259	384,378	123,468	408,632	409,377
	PERSONAL SERVICES	1,080,428	1,056,483	1,132,519	1,111,540	444,176	1,145,990	1,173,357
	Supplies	22,950	30,764	20,058	27,930	8,794	34,772	31,068
	Repair Supplies	14,346	17,359	15,393	16,714	8,309	16,714	16,753
	Small Tools & Equipment	43,515	39,621	47,570	51,161	12,997	38,641	59,847
	SUPPLIES	80,811	87,744	83,021	95,805	30,100	90,127	107,668
	Professional Services	17,956	30,374	19,753	30,374	6,207	32,594	31,800
	Communication	8,174	9,672	9,337	10,158	4,699	10,080	10,440
	Transportation (VRF)	0	0	70,700	70,700	49,500	99,000	135,000
	Vehicle, Travel & Training	8,470	12,765	12,116	14,765	11,726	14,765	15,057
	Advertising & Promotion	0	650	1,783	650	0	2,100	2,100
	Memberships & Subscriptions	2,438	3,545	2,715	2,934	1,665	2,949	2,949
	Insurance	12,491	13,300	10,800	10,800	5,500	11,000	11,000
	Licenses & Inspections	682	750	715	750	700	750	750
	Repairs	13,449	15,877	29,025	15,877	11,750	16,257	16,257
	Other Services & Charges	10,775	13,008	3,571	7,240	3,361	7,900	6,900
	OTHER SERVICES & CHARGES	74,435	99,941	160,515	164,248	95,108	197,395	232,253
	CAPITAL OUTLAY	4,815	6,500	0	0	0	0	0
	Total Expenditures	1,240,489	1,250,668	1,376,055	1,371,593	569,384	1,433,512	1,513,278
	Net Revenue	-904,135	-1,012,318	-1,053,597	-1,077,243	-484,924	-1,129,262	-1,199,828
	Total for DEPT 120: FIRE	-904,135	-1,012,318	-1,053,597	-1,077,243	-484,924	-1,129,262	-1,199,828

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

DEPT 120: FIRE

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Fire Chief	1.00	1.00	\$88,793	\$90,752	Intergovernmental Revenue	
Administrative Asst	1.00	1.00	23.89/hr	50,685	State - auto insurance premium tax	\$150,000
Firefighter - Commander	4.00	4.00	60,143	245,384	Charges for Services	
Firefighter - Operator	4.00	4.00	53,495	217,251	Rural Fire Assn Reimbursement	103,000
	<u>10.00</u>	<u>10.00</u>		<u>\$604,072</u>	Rental inspections	22,000
Other PT:					Transfers	
On-call Firefighters	21.00	21.00		\$71,652	HRA Section 8 rental housing inspections	22,000
Weed/Nuisance Assistant				<u>4,426</u>	Benefits (Personal Services)	
				<u>\$76,078</u>	Pass-thru of State Tax to Relief Assn	150,000
					Small Tools and Equipment	
					Protective Equipment - Turn out gear	17,000
					Transportation (VRF)	
					Includes partial funding for 3 fire engines, 1 aerial truck, 1 command vehicle, and 3 pickups	135,000

DEPT 140: BUILDING INSPECTION

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	249,454	201,000	245,514	221,000	70,193	221,000	244,000
	Charges for Services	105,890	60,300	70,686	66,300	30,372	66,300	72,300
	Total Revenues	355,344	261,300	316,200	287,300	100,565	287,300	316,300
	FT Wages	211,435	238,244	213,038	245,385	102,234	205,488	212,199
	PT/Seasonal Wages	2,775	0	0	0	0	32,894	34,819
	OT/Holiday/Other	2,797	2,803	2,808	2,830	2,552	2,897	2,966
	Benefits	88,630	92,595	85,664	108,296	36,250	92,472	93,298
	PERSONAL SERVICES	305,637	333,642	301,510	356,511	141,036	333,751	343,282
	Supplies	9,873	8,000	7,479	7,400	5,503	7,400	7,400
	Repair Supplies	846	900	357	900	0	900	900
	Small Tools & Equipment	488	2,100	27,436	5,550	30	2,800	2,800
	SUPPLIES	11,207	11,000	35,272	13,850	5,533	11,100	11,100
	Professional Services	4,560	0	999	0	-16	0	0
	Communication	1,523	1,600	1,442	1,600	568	2,200	2,200
	Transportation (VRF)	0	0	4,200	4,200	2,810	5,600	4,800
	Vehicle, Travel & Training	1,416	2,200	1,945	2,200	119	2,200	2,300
	Memberships & Subscriptions	1,155	2,500	960	1,800	100	1,800	1,800
	Insurance	390	400	2,400	2,400	1,000	2,000	1,900
	Licenses & Inspections	196	300	119	350	250	350	350
	Repairs	268	900	958	4,200	230	4,200	2,900
	OTHER SERVICES & CHARGES	9,508	7,900	13,023	16,750	5,061	18,350	16,250
	TRANSFERS OUT	28,500	0	0	0	0	0	0
	Total Expenditures	354,852	352,542	349,805	387,111	151,630	363,201	370,632
	Net Revenue	492	-91,242	-33,605	-99,811	-51,065	-75,901	-54,332
	Total for DEPT 140: BUILDING INSPECTION	492	-91,242	-33,605	-99,811	-51,065	-75,901	-54,332

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

DEPT 140: BUILDING INSPECTION

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Building Official	1.00	1.00	\$70,069	\$71,955	Licenses & Permits	
Senior Inspector/Chief Bldg Insp	1.00	1.00	61,139	62,362	Building Permits	\$243,000
Building Inspector	0.00	0.00	0	0	Charges for Services	
Administrative Asst	1.00	1.00	24.16/hr	51,258	Plan checking fees	72,000
	<u>3.00</u>	<u>3.00</u>		* <u>\$185,575</u>		
Permanent PT:					Transportation (VRF)	
Building Inspector	0.70	0.70	\$22.51/hr	\$34,819	Includes funding for 2 pickups/vehicles	4,800

* FT wages includes allocations from other departments

DEPT 211: ENGINEERING

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	1,404	1,500	1,528	1,500	1,227	500	8,500
	Intergovernmental Revenue	0	0	1,882	0	0	0	0
	Charges for Services	468,650	200,500	70,427	251,000	26,922	301,500	241,500
	Transfers	350,000	350,000	350,000	350,000	175,010	350,000	440,000
	Total Revenues	820,054	552,000	423,837	602,500	203,159	652,000	690,000
	FT Wages	397,741	348,995	402,887	356,580	191,954	394,476	414,329
	PT/Seasonal Wages	8,171	5,000	6,160	5,000	3,645	14,000	12,500
	OT/Holiday/Other	9,744	3,000	2,367	3,000	838	3,000	3,000
	Benefits	120,876	127,682	111,320	129,381	53,305	115,058	118,561
	PERSONAL SERVICES	536,532	484,677	522,734	493,961	249,742	526,534	548,390
	Supplies	11,568	10,200	10,609	10,500	3,986	10,500	11,250
	Repair Supplies	2,634	2,000	2,674	4,000	502	4,250	4,500
	Small Tools & Equipment	3,022	9,500	3,676	9,700	2,068	6,200	5,900
	SUPPLIES	17,224	21,700	16,959	24,200	6,556	20,950	21,650
	Professional Services	205	2,800	10,005	3,700	0	2,700	2,700
	Communication	3,475	4,800	4,005	3,710	2,071	2,960	3,450
	Transportation (VRF)	0	0	13,750	13,750	9,150	18,300	21,100
	Vehicle, Travel & Training	6,615	9,000	3,729	9,500	840	6,000	6,000
	Advertising & Promotion	540	1,000	87	600	409	600	600
	Memberships & Subscriptions	558	1,200	1,345	1,500	1,375	1,500	1,500
	Insurance	1,200	1,300	3,600	3,600	1,550	3,100	3,300
	Licenses & Inspections	0	3,200	242	1,500	142	1,500	750
	Repairs	136,892	188,000	185,709	202,000	134,010	316,500	214,500
	Other Services & Charges	11,040	10,000	550	10,500	9,876	14,000	12,500
	OTHER SERVICES & CHARGES	160,525	221,300	223,022	250,360	159,423	367,160	266,400
	CAPITAL OUTLAY	0	0	0	0	0	0	5,500
	Total Expenditures	714,281	727,677	762,715	768,521	415,721	914,644	841,940
	Net Revenue	105,773	-175,677	-338,878	-166,021	-212,562	-262,644	-151,940
	Total for DEPT 211: ENGINEERING	105,773	-175,677	-338,878	-166,021	-212,562	-262,644	-151,940

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

DEPT 211: ENGINEERING

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
City Engineer	1.00	1.00	\$101,266	\$103,291	Charges for Services	
Asst City Engineer	1.00	1.00	71,919	73,357	Engineering charged on capital projects (10%)	\$240,000
Administrative Asst	1.00	1.00	23.89/hr	50,685	Transfers	
Associate Engineer	2.00	2.00	66,512	134,184	Annual allocation from the WWTP for administration	440,000
Engineer Tech III	2.00	2.00	28.07/hr	119,106	Repairs	
	7.00	7.00		* \$480,623	Repair service - sidewalks	15,000
Other Seasonal Help:					Repair service - curbs	12,000
Engineering Intern				\$5,000	Repair service - bituminous	160,000
PT locator				7,500	Repair service - concrete	15,000
					Repair service - retaining walls	10,000
					Transportation (VRF)	
					Includes funding for 5 pickups/vehicles	21,100
					Other Services & Charges	
					Autocad annual fees	12,500
					Capital Outlay	
					Office renovations related to IT relocation	5,500

* FT wages are allocated to other departments

DEPT 212: STREET MAINTENANCE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Licenses & Permits		3,420	4,800	10,406	500	1,160	0	7,500
Intergovernmental Revenue		118,820	67,000	113,605	99,500	34,628	86,500	81,000
Charges for Services		22,507	1,100	5,719	2,250	1,811	900	2,500
Miscellaneous		11,396	3,000	112	0	1,454	0	0
Transfers		15,000	15,000	15,000	15,000	7,500	15,000	50,000
Total Revenues		171,143	90,900	144,842	117,250	46,553	102,400	141,000
FT Wages		853,174	867,101	868,177	902,253	425,940	932,801	952,494
PT/Seasonal Wages		12,555	14,000	51,649	8,000	2,474	8,000	8,000
OT/Holiday/Other		38,011	53,277	85,459	52,771	16,503	49,333	49,347
Benefits		398,449	419,080	398,713	453,794	196,604	454,322	449,327
PERSONAL SERVICES		1,302,189	1,353,458	1,403,998	1,416,818	641,521	1,444,456	1,459,168
Supplies		418,421	407,336	419,457	395,336	114,205	491,300	375,400
Repair Supplies		112,853	108,700	93,148	98,200	16,696	91,000	127,200
Small Tools & Equipment		7,638	18,600	9,238	13,400	6,649	14,600	14,700
Other Supplies		0	0	0	0	0	0	124,000
SUPPLIES		538,912	534,636	521,843	506,936	137,550	596,900	641,300
Professional Services		1,788	3,200	85	3,200	0	3,200	200
Communication		4,296	5,250	4,298	4,750	1,940	4,750	5,750
Transportation (VRF)		0	0	175,000	175,000	118,400	236,600	324,000
Vehicle, Travel & Training		8,539	9,900	4,211	5,100	1,150	4,100	4,100
Advertising & Promotion		1,258	500	1,627	0	151	250	250
Memberships & Subscriptions		370	1,050	15	1,050	25	1,000	700
Insurance		20,872	22,200	36,600	36,600	17,000	34,000	26,300
Licenses & Inspections		120	2,600	2,020	2,600	2,702	2,600	2,800
Utilities		72	150	81	150	37	150	150
Repairs		52,915	38,750	43,781	41,400	13,743	36,900	166,000
Rents/Leases		24,969	33,000	38,911	33,000	7,033	74,000	64,000
Other Services & Charges		5,658	3,300	6,619	6,500	231	6,250	3,750
OTHER SERVICES & CHARGES		120,857	119,900	313,248	309,350	162,412	403,800	598,000
Total Expenditures		1,961,958	2,007,994	2,239,089	2,233,104	941,483	2,445,156	2,698,468
Net Revenue		-1,790,815	-1,917,094	-2,094,247	-2,115,854	-894,930	-2,342,756	-2,557,468
Total for DEPT 212: STREET MAINTENANCE		-1,790,815	-1,917,094	-2,094,247	-2,115,854	-894,930	-2,342,756	-2,557,468

DEPT 213: STREET-COUNTY MAINTENANCE

PERSONAL SERVICES		473	0	13,595	0	5,843	0	0
Total Expenditures		473	0	13,595	0	5,843	0	0
Total for DEPT 213: STREET-COUNTY MAINT		-473	0	-13,595	0	-5,843	0	0

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

DEPT 212: STREET MAINTENANCE

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Street Supt	1.00	1.00	\$77,598	\$79,150	Intergovernmental Revenue	
Asst Street Supt	1.00	1.00	26.93/hr	57,135	State - MSA Maintenance	\$51,000
Heavy Equip Op - Lead	2.00	2.00	25.46/hr	108,032	County - Maintenance	30,000
Heavy Equip Op - Night	2.00	2.00	23.61/hr	99,173	Transfers	
Heavy Equip Op / Painter	2.00	2.00	23.89/hr	99,717	Allocation from the Storm Water fund for street sweeping costs	50,000
Mechanic	3.00	3.00	24.18/hr	153,900	Supplies	
Heavy Equip Op	6.00	6.00	23.61/hr	300,546	Motor Fuels & Lubricants	128,600
	17.00	17.00		* \$897,653	Sand	9,500
Seasonal:					Chloride	45,000
Street Dept Assistants	2.00	2.00	\$10.00-11.00/hr	\$8,000	Traffic signs and paint	28,000
					Bituminous Mix	130,000
					Crushed Rock	7,500
					Repair Supplies	
					Vehicles & Equipment	115,000
					Signals	10,000
					Other Supplies	
					Repair service - crack filler	124,000
					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	324,000
					Repairs	
					Vehicles & Equipment	29,000
					Signals	2,100
					Pavement Marking	9,000
					Crack Filling	124,000
					Other Services & Charges	
					Tree replacement for downtown	500

* FT wages includes allocations from other departments

DEPT 380: AIRPORT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	66,793	45,648	56,686	45,648	25,482	50,035	68,987
	Charges for Services	176,119	228,163	179,126	232,725	62,480	233,050	180,050
	Miscellaneous	165,623	101,823	166,092	140,000	44,175	140,000	140,000
	Total Revenues	408,535	375,634	401,904	418,373	132,137	423,085	389,037
	FT Wages	67,641	67,484	69,488	68,326	32,889	70,383	72,494
	PT/Seasonal Wages	3,575	0	11,185	11,105	5,685	13,500	13,500
	OT/Holiday/Other	0	0	229	0	64	0	0
	Benefits	28,095	29,205	30,854	31,854	15,109	33,403	34,009
	PERSONAL SERVICES	99,311	96,689	111,756	111,285	53,747	117,286	120,003
	Supplies	150,857	199,010	155,124	203,058	41,843	200,875	152,900
	Repair Supplies	18,126	11,510	19,320	13,100	3,733	13,100	13,100
	Small Tools & Equipment	1,248	2,025	180	2,475	1,734	1,575	1,650
	Concession Supplies	1,037	125	180	0	0	0	0
	SUPPLIES	171,268	212,670	174,804	218,633	47,310	215,550	167,650
	Professional Services	26,030	30,866	16,800	16,800	6,322	16,800	16,800
	Communication	7,047	7,610	7,050	8,850	2,840	8,650	7,850
	Transportation (VRF)	0	0	12,250	12,250	8,170	16,300	12,300
	Vehicle, Travel & Training	1,292	2,590	1,595	3,340	907	2,840	3,340
	Advertising & Promotion	2,235	5,500	3,542	5,500	2,322	4,000	4,500
	Memberships & Subscriptions	425	425	444	425	675	425	700
	Insurance	24,570	26,100	23,600	23,600	11,850	23,700	22,100
	Licenses & Inspections	591	2,625	440	2,625	448	1,625	1,700
	Utilities	38,445	36,881	38,708	36,881	15,673	38,150	40,650
	Repairs	26,000	14,762	20,559	15,275	3,487	15,475	17,225
	Other Services & Charges	17,941	15,400	17,267	18,400	17,643	18,400	18,400
	OTHER SERVICES & CHARGES	144,576	142,759	142,255	143,946	70,337	146,365	145,565
	CAPITAL OUTLAY	16,300	0	0	0	5	0	0
	Total Expenditures	431,455	452,118	428,815	473,864	171,399	479,201	433,218
	Net Revenue	-22,920	-76,484	-26,911	-55,491	-39,262	-56,116	-44,181
	Total for DEPT 380: AIRPORT	-22,920	-76,484	-26,911	-55,491	-39,262	-56,116	-44,181

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

DEPT 380: AIRPORT

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Airport Manager	1.00	1.00	\$66,512	\$67,842	Intergovernmental Revenue	
	1.00	1.00		*	State - Airport Maintenance	\$67,212
Perm PT:					Charges for Services	
Airport Assistant (50% FTE)	0.50	0.50		\$13,500	Fuel sales	180,000
					Miscellaneous	
					Rental (hangar, land)	140,000
					Supplies	
					Fuel purchased for resale	130,000
					Transportation (VRF)	
					Includes funding for city's portion of a Grader, Tractor w/ mower, a loader, a pickup/truck and a mower	12,300
					Other Services & Charges	
					Real Estate Taxes	17,000

* FT wages includes allocations from other departments

DEPT 420: LIBRARY

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	207,084	199,600	207,613	199,600	9,878	199,600	203,600
	Charges for Services	9,604	9,000	10,256	9,000	3,998	9,000	9,000
	Fines & Forfeits	11,757	17,000	12,069	15,000	6,616	13,000	13,000
	Miscellaneous	460	300	0	300	20	109	100
	Total Revenues	228,905	225,900	229,938	223,900	20,512	221,709	225,700
	FT Wages	573,355	642,730	588,513	571,702	282,383	603,824	571,618
	PT/Seasonal Wages	122,350	92,343	140,693	154,188	65,624	170,608	224,817
	OT/Holiday/Other	1,872	3,514	6,197	3,552	15,484	3,640	3,732
	Benefits	191,958	209,883	202,274	206,215	95,216	223,837	210,232
	PERSONAL SERVICES	889,535	948,470	937,677	935,657	458,707	1,001,909	1,010,399
	Supplies	6,764	6,835	5,689	6,435	3,579	6,835	7,275
	Repair Supplies	5,806	3,000	6,531	3,000	2,178	5,000	5,000
	Small Tools & Equipment	1,774	2,050	2,712	2,050	1,984	2,550	13,350
	Library Materials	92,779	84,032	71,734	67,702	49,228	75,070	80,500
	Other Supplies	26,998	19,132	29,529	19,132	4,865	19,132	19,132
	SUPPLIES	134,121	115,049	116,195	98,319	61,834	108,587	125,257
	Professional Services	1,179	1,285	17,889	12,290	241	1,600	1,600
	Communication	7,168	8,960	7,763	8,490	4,233	8,535	8,470
	Vehicle, Travel & Training	5,010	7,412	7,317	6,652	2,439	6,652	7,540
	Advertising & Promotion	1,226	0	0	0	80	0	0
	Memberships & Subscriptions	1,544	1,460	946	1,606	125	1,608	1,750
	Insurance	11,751	12,500	7,600	7,600	4,100	8,200	7,600
	Repairs	5,799	9,000	7,678	9,500	2,977	9,500	8,060
	Rents/Leases	659	4,500	5,698	4,500	899	2,500	1,825
	Other Services & Charges	40,740	41,077	43,922	44,362	29,758	49,886	53,075
	OTHER SERVICES & CHARGES	75,076	86,194	98,813	95,000	44,852	88,481	89,920
	CAPITAL OUTLAY	10,684	0	0	0	0	0	0
	Total Expenditures	1,109,416	1,149,713	1,152,685	1,128,976	565,393	1,198,977	1,225,576
	Net Revenue	-880,511	-923,813	-922,747	-905,076	-544,881	-977,268	-999,876
	Total for DEPT 420: LIBRARY	-880,511	-923,813	-922,747	-905,076	-544,881	-977,268	-999,876

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

DEPT 420: LIBRARY

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Director of Library Services	1.00	1.00	\$88,973	\$90,752	Intergovernmental Revenue	
Asst Library Director	1.00	1.00	70,544	71,955	Steele Co - separate levy to county residents	\$191,600
Librarian	3.00	3.00	66,512	203,526	Dodge Co - annual allocation	8,000
Asst Children's Librarian	1.00	1.00	23.89/hr	50,685	Small Tools & Equipment	
Circulation/Technology Asst	2.00	1.00	24.06/hr	51,046	Public computer replacement	10,000
Technical Services Asst	1.00	1.00	24.06/hr	51,046	Library Materials	
Information Tech Coodinator *	0.25	0.25	76,730	19,566	Books	42,000
Information Tech System Admin *	0.25	0.25	63,570	16,635	Periodicals	11,500
Information Tech System Admin *	0.25	0.25	61,332	16,407	Digital Media	8,000
	9.75	8.75		\$571,618	Audio Visual	17,500
Permanent PT: ^					Other Supplies	
Administrative Asst	0.60	0.70	\$17.53/hr	\$26,383	Distribution of county aid to Blooming Prairie Library	19,132
Desk Assts (5 @ 50-70%)	2.90	2.90	16.08-17.39/hr	104,215	Other Services & Charges	
Desk Assts (1 @ 25-30%)	0.25	0.25	12.51/hr	6,707	Computer Services (SELCO)	50,900
Circulation Assistants (2 @70%)	0.00	2.00	17.53/hr	52,766		
Other PT/Seasonal:						
Shelver/Page	5.00	5.00	\$9.00-9.50/hr	\$15,296		
Other				2,000		
				\$207,367		

^ Includes wages allocated from other departments

* - Other 75% of this position is included in administrative services

DEPT 510: PARK & REC ADMINISTRATION

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	1,099	0	0	0	0	0	0
	Total Revenues	1,099	0	0	0	0	0	0
	FT Wages	151,558	129,820	142,528	141,526	61,554	113,892	115,752
	PT/Seasonal Wages	30,237	26,799	68,493	13,419	24,696	17,591	42,208
	OT/Holiday/Other	5,929	0	6,544	4,548	4,381	4,667	4,789
	Benefits	45,853	42,639	43,161	44,934	19,030	32,161	35,580
	PERSONAL SERVICES	233,577	199,258	260,726	204,427	109,661	168,311	198,329
	Supplies	4,193	3,300	4,662	8,500	2,797	5,000	5,000
	Small Tools & Equipment	0	1,000	1,233	1,000	0	1,000	1,000
	SUPPLIES	4,193	4,300	5,895	9,500	2,797	6,000	6,000
	Professional Services	2,288	0	212	3,000	0	1,500	1,000
	Communication	891	2,100	1,229	2,100	897	2,100	2,000
	Vehicle, Travel & Training	1,712	4,320	6,869	5,820	2,963	5,820	5,820
	Advertising & Promotion	5,067	2,500	3,035	3,500	2,485	3,500	4,000
	Printing	169	2,600	0	2,000	1,071	500	500
	Memberships & Subscriptions	2,574	2,050	3,205	2,000	1,825	2,500	3,000
	Repairs	41	920	3,825	900	0	0	0
	Rents/Leases	5,652	10,027	100	0	0	0	0
	Other Services & Charges	313	1,000	0	1,000	350	3,825	4,000
	OTHER SERVICES & CHARGES	18,707	25,517	18,475	20,320	9,591	19,745	20,320
	CAPITAL OUTLAY	59,746	0	0	0	0	0	0
	Total Expenditures	316,223	229,075	285,096	234,247	122,049	194,056	224,649
	Net Revenue	-315,124	-229,075	-285,096	-234,247	-122,049	-194,056	-224,649
	Total for DEPT 510: PARK & REC ADMINISTRATION	-315,124	-229,075	-285,096	-234,247	-122,049	-194,056	-224,649

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

DEPT 510: PARK & REC ADMINISTRATION

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Director of Parks & Recreation	1.00	1.00	\$88,973	\$90,752	Other Services & Charges	
Administrative Asst	2.00	2.00	23.29-28.66/hr	112,338	Annual software maintenance	\$4,000
Asst Recreation Director	1.00	1.00	66,512	67,842		
	<u>4.00</u>	<u>4.00</u>		* <u>\$270,932</u>		
Permanent PT:						
Office Specialist (2 @ 50-56%)	1.00	1.20	\$18.95/hr	* \$47,742		
Other PT/Seasonal:						
Intern				<u>\$1,250</u>		
				<u>\$48,992</u>		

* FT and PT wages are allocated to other departments

DEPT 511: PARK MAINTENANCE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Licenses & Permits		47	0	0	0	0	0	0
Intergovernmental Revenue		83,574	20,000	60,126	30,000	39,590	30,000	30,000
Charges for Services		16,110	15,000	53,961	15,000	6,391	15,000	15,000
Miscellaneous		49,115	31,500	36,865	32,000	11,043	32,000	38,000
Total Revenues		148,846	66,500	150,952	77,000	57,024	77,000	83,000
FT Wages		352,842	385,496	429,965	376,314	195,286	389,811	402,851
PT/Seasonal Wages		175,705	203,207	166,750	178,227	65,138	183,193	185,669
OT/Holiday/Other		30,867	20,001	18,758	18,000	7,612	18,000	18,000
Benefits		162,395	193,531	187,281	176,778	84,666	183,878	187,572
PERSONAL SERVICES		721,809	802,235	802,754	749,319	352,702	774,882	794,092
Supplies		144,224	120,650	111,837	126,750	68,857	129,750	131,750
Repair Supplies		80,287	104,500	76,793	98,700	32,912	98,700	96,700
Small Tools & Equipment		5,912	19,000	11,338	17,100	8,225	17,100	15,800
SUPPLIES		230,423	244,150	199,968	242,550	109,994	245,550	244,250
Professional Services		30,439	15,150	17,864	15,150	2,941	15,150	20,650
Communication		2,515	2,500	2,298	2,550	1,247	2,550	2,550
Transportation (VRF)		0	0	39,500	39,500	26,360	52,700	70,000
Vehicle, Travel & Training		5,465	6,012	6,838	6,012	3,203	6,012	7,012
Advertising & Promotion		142	300	924	300	1,280	300	300
Memberships & Subscriptions		15	215	0	225	240	225	225
Insurance		36,155	35,600	33,300	33,300	16,000	32,000	33,100
Licenses & Inspections		1,533	4,473	2,007	4,500	1,993	4,500	2,500
Repairs		6,128	8,300	11,413	8,300	2,055	8,300	7,500
Rents/Leases		9,736	10,000	15,261	11,000	3,984	12,000	10,000
Other Services & Charges		13,639	18,960	14,529	15,500	8,314	15,500	14,500
OTHER SERVICES & CHARGES		105,767	101,510	143,934	136,337	67,617	149,237	168,337
CAPITAL OUTLAY		10,000	0	22,176	0	0	0	0
Total Expenditures		1,067,999	1,147,895	1,168,832	1,128,206	530,313	1,169,669	1,206,679
Net Revenue		-919,153	-1,081,395	-1,017,880	-1,051,206	-473,289	-1,092,669	-1,123,679
Total for DEPT 511: PARK MAINTENANCE		-919,153	-1,081,395	-1,017,880	-1,051,206	-473,289	-1,092,669	-1,123,679

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

DEPT 511: PARK MAINTENANCE

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Park Director	1.00	1.00	\$70,544	\$71,955	Miscellaneous Revenue	
Park Foreman	1.00	1.00	26.93/hr	57,135	Rentals	\$15,000
Park Tech I	1.60	1.60 ^	24.18/hr	81,754	Interdepartmental charges	22,000
Heavy Equip Op	2.00	2.00	23.61/hr	100,182	Supplies	
Custodian	3.00	3.00	19.49/hr	124,050	Motor fuels & lubricants	45,000
	<u>8.60</u>	<u>8.60</u>		* \$435,076	Sand	6,500
Permanent PT:					Rock - Crushed & Riprap	9,400
Parks/Bldgs Maint II (4 @ 60-70%)	2.60	2.60	\$15.33/hr	\$83,349	Trees, Shrubs, & Sod	7,100
Seasonal:					Janitorial Supplies	10,000
Mowers	4.00	4.00	\$9.00-12.25/hr	\$20,715	Chemicals & Fertilizers	25,000
Spring Maintenance	2.00	2.00	9.00-12.25/hr	9,800	Professional Services	
Fall Maintenance	2.00	2.00	9.00-12.25/hr	9,800	Contract help (work release)	20,000
Summer Maintenance	15.00	15.00	9.00-12.25/hr	61,000	Transportation (VRF)	
				* \$184,664	Includes partial funding for 15 pickups/trucks, 3 vans, 1 mosquito sprayer, 8 tractor mowers, 5 tractors, 2 trucksters, and 1 loader	70,000
					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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	0	0	6,180	0	0	4,600	5,800
	Charges for Services	77,232	91,109	80,997	86,709	31,103	81,291	80,209
	Miscellaneous	100	1,000	80	1,000	0	1,000	500
	Total Revenues	77,332	92,109	87,257	87,709	31,103	86,891	86,509
	FT Wages	41,513	41,196	36,128	43,617	18,286	46,972	46,519
	PT/Seasonal Wages	17,659	23,855	14,196	19,991	6,596	21,153	18,728
	OT/Holiday/Other	713	100	0	100	0	100	100
	Benefits	10,382	17,907	10,099	13,098	5,491	14,783	13,413
	PERSONAL SERVICES	70,267	83,058	60,423	76,806	30,373	83,008	78,760
	Supplies	7,667	4,100	3,017	3,950	2,163	4,900	4,700
	Small Tools & Equipment	0	250	0	200	100	150	150
	SUPPLIES	7,667	4,350	3,017	4,150	2,263	5,050	4,850
	Professional Services	0	2,120	760	1,800	500	0	500
	Communication	1,377	725	3,225	625	2,524	2,025	3,400
	Vehicle, Travel & Training	564	1,600	1,124	1,600	213	1,600	1,450
	Printing	169	85	0	80	0	80	80
	Repairs	46	0	0	0	0	0	0
	Refunds & Reimbursements	9,755	1,610	10,115	1,610	0	1,610	8,055
	OTHER SERVICES & CHARGES	11,911	6,140	15,224	5,715	3,237	5,315	13,485
	Total Expenditures	89,845	93,548	78,664	86,671	35,873	93,373	97,095
	Net Revenue	-12,513	-1,439	8,593	1,038	-4,770	-6,482	-10,586
	Total for DEPT 512: ADULT RECREATION	-12,513	-1,439	8,593	1,038	-4,770	-6,482	-10,586

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

DEPT 512: ADULT RECREATION

Personnel					Items of Significance	
<u>Position</u>	<u>2015</u>	<u>2016</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Seasonal:					Charges for Services	
Adult Volleyball Official	16.00	16.00	\$17.00/match *	\$16,340	Entry Fees	\$23,140
					Resident Fees	44,549
					Nonresident Fees	12,520

* FT and PT wages include allocations from other departments

DEPT 513: YOUTH RECREATION

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	12,512	0	7,350	3,790	0	12,000	7,350
	Charges for Services	179,391	185,058	161,953	152,483	103,047	144,483	158,983
	Miscellaneous	5,604	6,050	3,384	4,600	1,930	4,600	4,500
	Total Revenues	197,507	191,108	172,687	160,873	104,977	161,083	170,833
	FT Wages	76,391	77,457	77,774	113,039	42,079	97,613	90,844
	PT/Seasonal Wages	93,415	121,639	75,762	71,988	45,425	121,806	112,056
	OT/Holiday/Other	1,657	1,250	420	1,250	846	0	0
	Benefits	28,797	42,667	28,834	43,893	18,080	49,218	41,405
	PERSONAL SERVICES	200,260	243,013	182,790	230,170	106,430	268,637	244,305
	Supplies	15,334	10,980	11,374	9,950	9,948	9,950	11,300
	Repair Supplies	0	600	0	0	0	0	0
	Small Tools & Equipment	260	910	718	910	661	1,000	700
	Concession Supplies	531	0	1,476	0	-8,242	0	0
	SUPPLIES	16,125	12,490	13,568	10,860	2,367	10,950	12,000
	Professional Services	19,144	20,020	20,074	15,600	8,826	13,100	9,500
	Communication	5,828	3,500	5,199	3,450	3,457	3,950	5,100
	Vehicle, Travel & Training	1,683	2,000	2,252	2,000	1,211	1,900	2,900
	Advertising & Promotion	0	400	1,959	500	702	900	1,000
	Printing	169	250	0	250	0	200	200
	Memberships & Subscriptions	394	460	30	460	160	460	460
	Insurance	0	0	1,394	0	0	0	0
	Licenses & Inspections	0	400	333	400	0	400	400
	Repairs	211	200	0	200	0	200	200
	Other Services & Charges	1,158	700	727	700	92	700	775
	Refunds & Reimbursements	18,941	12,100	19,240	8,610	2,272	8,610	18,670
	OTHER SERVICES & CHARGES	47,528	40,030	51,208	32,170	16,720	30,420	39,205
	Total Expenditures	263,913	295,533	247,566	273,200	125,517	310,007	295,510
	Net Revenue	-66,406	-104,425	-74,879	-112,327	-20,540	-148,924	-124,677
	Total for DEPT 513: YOUTH RECREATION	-66,406	-104,425	-74,879	-112,327	-20,540	-148,924	-124,677

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

DEPT 513: YOUTH RECREATION

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Admin Asst - Therap Rec	0.88	0.88	\$23.89/hr	\$44,349	Charges for Services	
Seasonal:					Entry Fees	\$7,950
Therap Rec Program Supervisor	4.00	4.00	\$10.00-14.00/hr	\$4,715	Resident Fees	100,350
Therap Rec Friday Camp Assts	3.00	3.00	9.00-12.00/hr	1,700	Nonresident Fees	31,208
Lifeguards	30.00	30.00	9.50-12.00/hr	10,000	Therapeutic Recreation Memberships	7,575
Water Safety Instructor	16.00	16.00	12.00-13.00/hr	10,000	Miscellaeous	
Lifeguard and WSI Trainer	1.00	1.00	18.00/hr	6,400	Rentals	500
Program Supervisor	3.00	3.00	15.00/hr	5,100	Donations	4,000
Youth Basketball Officials	16.00	16.00	12.00-15.00/hr	4,000	Professional Services	
Summer Camp Staff	3.00	3.00	9.00-12.00/hr	5,000	Youth First support	5,000
Ice Rink Supervisor	1.00	1.00	10.00/hr	4,500	Therapeutic rec busing	2,000
Youth Soccer Officials	30.00	30.00	12.00-15.00/hr	4,000	School district charges for OT (weekend use of facilities)	2,500
Youth Football Officials	16.00	16.00	12.00-15.00/hr	4,000		
Youth Volleyball Officials	6.00	6.00	12.00-15.00/hr	4,000		
Equipment Room Worker	1.00	1.00	9.00/hr	900		
				*		
				\$108,664		

* FT and PT wages include allocations from other departments

DEPT 514: TENNIS AND FITNESS CENTER

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	244,729	237,300	239,541	234,350	130,322	227,400	230,650
	Miscellaneous	739	500	0	500	0	1,000	1,000
	Total Revenues	245,468	237,800	239,541	234,850	130,322	228,400	231,650
	FT Wages	34,820	40,201	38,228	40,923	14,811	38,922	40,353
	PT/Seasonal Wages	61,423	73,700	66,443	71,726	34,877	71,193	76,000
	Benefits	16,392	19,459	18,382	19,976	9,522	20,290	22,385
	PERSONAL SERVICES	112,635	133,360	123,053	132,625	59,210	130,405	138,738
	Supplies	20,333	22,950	24,654	22,450	8,689	21,800	21,850
	Repair Supplies	5,108	3,850	4,030	3,750	1,088	4,250	4,250
	Small Tools & Equipment	6,675	6,100	7,279	6,000	1,058	6,500	6,500
	Concession Supplies	2,550	3,200	1,894	3,000	916	2,500	2,500
	SUPPLIES	34,666	36,100	37,857	35,200	11,751	35,050	35,100
	Professional Services	89,149	73,550	88,105	75,125	51,403	74,645	75,920
	Communication	4,388	3,900	5,887	4,900	2,752	5,100	6,600
	Vehicle, Travel & Training	266	1,300	1,102	1,150	87	1,150	1,150
	Advertising & Promotion	1,583	2,600	1,381	2,600	433	2,600	2,600
	Memberships & Subscriptions	2,929	1,715	2,957	1,925	1,919	2,225	2,225
	Insurance	5,960	6,300	2,900	2,900	1,700	3,400	3,200
	Licenses & Inspections	523	0	523	0	523	525	525
	Repairs	684	2,850	2,095	2,650	555	2,650	1,150
	Rents/Leases	418	50	0	50	0	50	50
	Other Services & Charges	2,959	5,280	3,392	4,480	1,221	4,030	3,150
	OTHER SERVICES & CHARGES	108,859	97,545	108,342	95,780	60,593	96,375	96,570
	Total Expenditures	256,160	267,005	269,252	263,605	131,554	261,830	270,408
	Net Revenue	-10,692	-29,205	-29,711	-28,755	-1,232	-33,430	-38,758
	Total for DEPT 514: TENNIS AND FITNESS CENTER	-10,692	-29,205	-29,711	-28,755	-1,232	-33,430	-38,758

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

DEPT 514: TENNIS AND FITNESS CENTER

Personnel					Items of Significance	
<u>Position</u>	<u>2015</u>	<u>2016</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Asst Recreation Director	1.00	1.00	\$66,512	\$67,842	Charges for Services	
Seasonal:					Tennis Pro Shop Sales	\$17,000
Customer Service	27.00	27.00	\$9.00-12.00/hr	\$33,440	Tennis Instruction	52,500
Water Aerobics	4.00	4.00	12.50-13.50/hr	5,320	Tennis All Other	42,750
Lifeguards	30.00	30.00	9.00-10.00/hr	37,240	Fitness Center	85,500
				*	Aquatics	3,000
				\$76,000	Water Aerobics	18,000
					Professional Services	
					Tennis Instruction	44,625
					Tennis Pro Shop/Program Contract	30,020

* FT and PT wages include allocations from other departments

DEPT 515: SENIOR CENTER

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	38,271	78,000	36,486	51,200	34,024	47,950	48,400
	Miscellaneous	27,740	50,000	23,722	35,000	12,358	30,000	27,000
	Total Revenues	66,011	128,000	60,208	86,200	46,382	77,950	75,400
	FT Wages	58,639	63,154	35,535	38,218	27,745	47,607	49,824
	PT/Seasonal Wages	5,797	9,000	3,032	12,000	984	12,000	9,000
	OT/Holiday/Other	0	0	396	0	51	0	0
	Benefits	25,533	26,817	10,542	20,757	8,679	15,250	15,422
	PERSONAL SERVICES	89,969	98,971	49,505	70,975	37,459	74,857	74,246
	Supplies	6,093	5,600	5,703	13,100	3,919	13,100	12,350
	Repair Supplies	1,629	1,800	160	1,800	230	1,800	1,800
	Concession Supplies	208	0	623	0	94	700	700
	SUPPLIES	7,930	7,400	6,486	14,900	4,243	15,600	14,850
	Professional Services	8,891	0	8,612	17,200	9,426	16,200	12,000
	Communication	3,987	3,841	3,076	4,350	1,621	4,050	3,850
	Vehicle, Travel & Training	915	940	231	940	0	850	1,300
	Advertising & Promotion	192	100	316	750	126	750	750
	Printing	1,760	1,300	115	1,500	39	1,500	1,500
	Memberships & Subscriptions	0	50	15	50	80	50	50
	Insurance	2,663	2,800	2,406	2,400	1,200	2,400	2,300
	Repairs	10,624	5,475	2,419	6,300	2,129	6,300	6,550
	Rents/Leases	1,061	0	706	0	379	100	400
	Other Services & Charges	1,935	2,100	1,182	2,100	315	2,100	2,100
	Refunds & Reimbursements	11,993	18,000	0	0	0	0	0
	OTHER SERVICES & CHARGES	44,021	34,606	19,078	35,590	15,315	34,300	30,800
	Total Expenditures	141,920	140,977	75,069	121,465	57,017	124,757	119,896
	Net Revenue	-75,909	-12,977	-14,861	-35,265	-10,635	-46,807	-44,496
	Total for DEPT 515: SENIOR CENTER	-75,909	-12,977	-14,861	-35,265	-10,635	-46,807	-44,496

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

DEPT 515: SENIOR CENTER

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Senior Center Director	0.00	0.00	\$0	\$0	Charges for Services	
Recreation Supervisor	1.00	1.00	22.69/hr	49,118	Memberships	\$25,000
Admin Asst - Sr Place	0.00	0.00	0	0	Trips	9,000
	1.00	1.00		*	Programs	10,000
				\$49,118	Classes	1,500
Permanent PT:						
Building Supervisors (rentals)				\$9,000	Miscellaneous	
					Rentals	27,000

* FT wages include allocations from other departments

DEPT 520: AQUATIC CENTER

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	0	0	0	0	0	0	210,020
	Miscellaneous	0	0	0	0	0	0	500
	Total Revenues	0	0	0	0	0	0	210,520
	FT Wages	0	0	0	0	0	0	9,240
	PT/Seasonal Wages	0	0	0	0	0	0	105,000
	Benefits	0	0	0	0	0	0	15,281
	PERSONAL SERVICES	0	0	0	0	0	0	129,521
	Supplies	0	0	0	0	0	0	17,300
	Repair Supplies	0	0	0	0	0	0	14,500
	Concession Supplies	0	0	0	0	0	0	23,000
	SUPPLIES	0	0	0	0	0	0	54,800
	Professional Services	0	0	0	0	0	0	200
	Communication	0	0	0	0	0	0	2,250
	Vehicle, Travel & Training	0	0	0	0	0	0	900
	Advertising & Promotion	0	0	0	0	0	0	7,000
	Insurance	0	0	0	0	0	0	10,600
	Licenses & Inspections	0	0	0	0	0	0	650
	Repairs	0	0	0	0	0	0	3,500
	Other Services & Charges	0	0	0	0	0	0	700
	OTHER SERVICES & CHARGES	0	0	0	0	0	0	25,800
	Total Expenditures	0	0	0	0	0	0	210,121
	Net Revenue	0	0	0	0	0	0	399
	Total for DEPT 520: AQUATIC CENTER	0	0	0	0	0	0	399

Note: Aquatic Center was previously reported as an enterprise fund.

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

DEPT 520: AQUATIC CENTER FUND

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Guest Services Supervisor	2.00	2.00	\$12.00/hr	\$13,000	Charges for Services	
Guest Services	25.00	25.00	9.00/hr	\$27,000	Admission Revenue	\$131,020
Head Lifeguards	4.00	4.00	12.00/hr	\$21,000	Program Revenue	1,500
Lifeguards	40.00	40.00	9.50/hr	\$39,000	Swim Class Fees	7,500
Water Safety Instructor (WSI)	16.00	16.00	13.00/hr	\$3,500	Concessions	55,500
Water Aerobics	2.00	2.00	12.00-12.50/hr	\$1,500	Facility Rental	14,500
	<u>89.00</u>	<u>89.00</u>		*	Supplies	
				\$105,000	Chemicals	15,000

* FT wages include allocations from other departments

DEPT 525: BROOKTREE GOLF COURSE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	0	0	69,294	0	0	0	0
	Charges for Services	2,301,075	473,780	487,679	461,450	293,230	455,000	487,850
	Miscellaneous	4,212	1,575	693	1,375	537	875	875
	Total Revenues	2,305,287	475,355	557,666	462,825	293,767	455,875	488,725
	FT Wages	104,535	101,372	39,132	95,360	29,793	98,231	119,113
	PT/Seasonal Wages	147,360	174,116	143,619	168,075	55,410	170,420	176,615
	OT/Holiday/Other	6,127	1,000	6,379	1,000	2,641	1,000	1,000
	Benefits	52,230	62,568	36,828	61,577	19,608	68,663	69,896
	PERSONAL SERVICES	310,252	339,056	225,958	326,012	107,452	338,314	366,624
	Supplies	77,679	67,185	85,489	76,285	54,862	78,285	79,345
	Repair Supplies	43,147	22,832	31,989	23,000	15,314	23,000	23,000
	Small Tools & Equipment	4,312	4,325	2,486	4,325	600	4,325	4,325
	Concession Supplies	62,466	54,000	62,605	54,000	25,303	54,000	50,000
	SUPPLIES	187,604	148,342	182,569	157,610	96,079	159,610	156,670
	Professional Services	40,435	0	53,543	0	1,334	0	0
	Communication	9,298	11,280	10,634	12,000	5,371	12,000	11,700
	Vehicle, Travel & Training	835	0	1,632	2,000	867	2,000	2,000
	Advertising & Promotion	6,706	1,500	6,056	2,000	2,786	4,000	6,000
	Memberships & Subscriptions	3,870	3,650	3,301	3,800	2,798	3,800	3,800
	Insurance	20,491	21,100	11,127	7,200	9,008	9,000	9,000
	Licenses & Inspections	1,419	3,000	819	3,000	1,704	3,000	3,000
	Repairs	6,921	5,165	2,683	5,500	2,869	5,500	5,500
	Rents/Leases	13,976	5,600	13,409	7,500	2,884	7,500	9,500
	Other Services & Charges	3,501	4,900	8,035	3,800	2,636	3,800	5,300
	Refunds & Reimbursements	0	0	0	0	37	0	0
	OTHER SERVICES & CHARGES	107,452	56,195	111,239	46,800	32,294	50,600	55,800
	CAPITAL OUTLAY	14,108	0	0	0	0	0	0
	Total Expenditures	619,416	543,593	519,766	530,422	235,825	548,524	579,094
	Net Revenue	1,685,871	-68,238	37,900	-67,597	57,942	-92,649	-90,369
	Total for DEPT 525: BROOKTREE GOLF COURSE	1,685,871	-68,238	37,900	-67,597	57,942	-92,649	-90,369

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

DEPT 525: BROOKTREE GOLF COURSE

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Golf Superintendent	0.00	0.00		\$0	Charges for Services	
Park Tech I	1.40	1.40 ^	\$24.18/hr	71,534	Green Fees	\$110,000
	1.40	1.40		*	Cart Rentals	72,700
				\$71,534	Golf Cart User Fees	19,650
Permanent PT:					Golf Passes	160,250
Guest Service Lead (1 @ 70%)	0.00	0.70	\$0	\$23,296	League Fees	5,650
Golf Maintenance II (2 @ 70%)	1.40	1.40	15.72/hr	45,441	Kitchen/Bar Sales	79,750
Seasonal:					Pro Shop Sales	11,000
Grounds Crew	6.00	6.00	\$9.00-11.00/hr	35,878	Supplies	
Proshop Staff	4.00	4.00	9.00-12.00/hr	18,000	Motor Fuels & Lubricants	17,000
Concessions Staff	4.00	4.00		18,000	Chemicals & Fertilizers	45,000
Kitchen Staff	4.00	4.00	9.00-12.00/hr	18,000	Concession Supplies	
Ranger	4.00	4.00	9.00/hr	18,000	Concession Supplies	40,000
				\$176,615	ProShop Supplies	10,000
					Insurance	
					Property & Liability	7,700
					Liquor Liability	1,300

^ Other portion of 2 positions are included in Park Maintenance

* PT wages include allocations to/from other departments

DEPT 150: PLANNING & ZONING

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	1,015	500	730	500	135	500	500
	Charges for Services	11,780	11,100	12,392	11,100	2,898	11,100	14,100
	Transfers	0	0	0	0	18,750	37,500	37,500
	Total Revenues	12,795	11,600	13,122	11,600	21,783	49,100	52,100
	FT Wages	96,598	104,333	100,748	96,623	58,340	160,822	169,821
	Benefits	33,111	34,742	31,541	31,710	17,276	59,879	46,758
	PERSONAL SERVICES	129,709	139,075	132,289	128,333	75,616	220,701	216,579
	Supplies	630	1,000	934	900	587	1,400	1,500
	Repair Supplies	0	0	0	0	0	500	500
	Small Tools & Equipment	586	500	0	500	2,646	4,000	4,000
	SUPPLIES	1,216	1,500	934	1,400	3,233	5,900	6,000
	Professional Services	-106	1,000	92	1,000	174	2,000	17,500
	Communication	1,664	1,500	1,625	1,500	1,428	2,250	2,000
	Vehicle, Travel & Training	1,993	2,000	1,308	2,000	442	5,500	3,500
	Advertising & Promotion	2,553	0	2,116	2,000	1,101	2,000	2,000
	Memberships & Subscriptions	1,055	1,000	880	1,000	24	1,000	1,000
	Insurance	80	100	2,400	2,400	950	1,900	2,000
	Repairs	142	400	0	400	0	900	1,000
	OTHER SERVICES & CHARGES	7,381	6,000	8,421	10,300	4,119	15,550	29,000
	Total Expenditures	138,306	146,575	141,644	140,033	82,968	242,151	251,579
	Net Revenue	-125,511	-134,975	-128,522	-128,433	-61,185	-193,051	-199,479
	Total for DEPT 150: PLANNING & ZONING	-125,511	-134,975	-128,522	-128,433	-61,185	-193,051	-199,479

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

DEPT 150: PLANNING & ZONING

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
Community Development Director	1.00	1.00	\$91,197	\$93,021	Charges for Services	
Community Development Specialist	1.00	1.00	66,512	67,842	Zone/Variance/Sudivision Applications	\$5,000
GIS Specialist	1.00	1.00	63,187	65,690	Site Plan Review	8,000
Planning Tech	1.00	1.00	23.89/hr	50,685	Annexation Fees	1,000
Housing Coordinator (HRA)	1.00	1.00	66,512	67,842	Transfers In	
	<u>5.00</u>	<u>5.00</u>		<u>* \$345,080</u>	Annual allocation from the WWTP for GIS services	20,500
					Annual allocation from the Storm Water Fund for GIS services	17,000
					Professional Services	
					ESRI/Aerial Photography	15,500

* FT wages are allocated to other departments

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

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Intergovernmental Revenue		0	0	345	0	0	0	0
Charges for Services		2,464,845	1,995,000	2,993,770	3,130,000	1,551,150	3,098,000	3,372,600
Special Assessments		2,243	0	1,603	0	207	1,449	2,070
Interest on Investments		-174,862	250,000	353,348	175,000	82,751	150,000	130,000
Miscellaneous		10,791	0	1,700	0	0	0	0
Total Revenues		2,303,017	2,245,000	3,350,766	3,305,000	1,634,108	3,249,449	3,504,670
FT Wages		412,797	461,836	427,473	461,912	199,574	477,152	491,331
PT/Seasonal Wages		702	14,000	0	14,000	9	9,000	5,000
OT/Holiday/Other		29,191	40,998	30,907	42,586	17,268	42,809	43,036
Benefits		171,280	217,310	172,525	213,842	83,630	219,572	222,863
PERSONAL SERVICES		613,970	734,144	630,905	732,340	300,481	748,533	762,230
Supplies		201,398	159,000	175,494	206,700	68,524	233,950	225,150
Repair Supplies		97,374	70,200	67,747	124,000	9,408	124,000	126,000
Small Tools & Equipment		6,921	11,500	2,655	11,750	817	12,000	12,800
Library Materials		13,839	10,000	204	10,000	0	10,000	10,000
SUPPLIES		319,532	250,700	246,100	352,450	78,749	379,950	373,950
Professional Services		27,352	35,000	20,881	50,000	7,032	50,000	50,000
Communication		5,662	8,950	8,053	10,925	3,959	10,925	11,225
Vehicle, Travel & Training		5,494	5,300	4,103	7,300	2,391	7,300	7,300
Advertising & Promotion		152	0	93	550	0	550	550
Memberships & Subscriptions		11,272	12,300	11,254	1,500	8,075	18,800	23,800
Insurance		63,230	67,300	39,400	39,400	24,600	49,200	46,700
Licenses & Inspections		14,563	15,500	16,566	15,500	16,340	15,500	17,500
Utilities		2,940	2,200	-252	2,200	1,001	2,500	2,500
Repairs		64,861	33,500	365,380	625,200	313,807	562,200	567,200
Rents/Leases		0	1,500	0	1,500	0	1,500	1,500
Other Services & Charges		11,237	1,800	5,466	3,670	2,486	3,500	3,500
Depreciation		947,274	940,000	1,011,480	940,000	473,610	950,000	965,000
Refunds & Reimbursements		400	1,000	400	0	0	0	0
OTHER SERVICES & CHARGES		1,147,540	1,124,350	1,482,824	1,697,745	853,301	1,671,975	1,696,775
DEBT SERVICE		104,474	100,000	89,735	94,000	42,505	90,000	80,000
TRANSFERS OUT		350,000	350,000	350,000	350,000	185,280	370,500	460,500
Total Expenditures		2,542,413	2,559,194	2,799,564	3,226,535	1,460,316	3,260,958	3,373,455
Net Revenue		-239,396	-314,194	551,202	78,465	173,792	-11,509	131,215
Total for DEPT 902: WWTF		-239,396	-314,194	551,202	78,465	173,792	-11,509	131,215

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

DEPT 902: WASTEWATER TREATMENT FUND

Personnel					Items of Significance	
Position	2015	2016	Current Rate	Budgeted Total		
WWTP Supt	1.00	1.00	\$71,919	\$73,357	Supplies	
WWTP Lab Manager	1.00	1.00	25.40/hr	53,889	Chemicals	\$151,000
Lead Heavy Equip Op	1.00	1.00	24.36/hr	51,682	Repairs	
First Class Operator	2.00	2.00	26.17/hr	111,044	Other Repair Service - Sewer Slip Lining	435,000
Plant Operator C/D	4.00	4.00	24.18/hr	195,164	Other Repair Service - Sewer Cleaning	70,000
	<u>9.00</u>	<u>9.00</u>		* \$485,136	Transfers Out	
Seasonal:					Annual allocation to the general fund for WWTP administration	440,000
Intern	1.00	1.00		\$2,500	Annual allocation to the general fund for GIS services	20,500
I&I Inspections	1.00	1.00		<u>2,500</u>		
				<u>\$5,000</u>		

* FT wages include allocations from other departments

FUND 620: STORM WATER UTILITY

DEPT 920: STORM WATER UTILITY

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Tax Levies	253,885	253,000	251,775	249,600	769	246,000	247,400
	Charges for Services	344,831	375,000	406,483	405,000	197,500	350,000	700,000
	Interest on Investments	-14,162	1,500	23,646	4,000	4,877	4,000	7,500
	Transfers	50,000	50,000	0	0	0	0	0
	Other Financing Sources	1,666,736	0	614,426	0	0	0	0
	Total Revenues	2,301,290	679,500	1,296,330	658,600	203,146	600,000	954,900
	FT Wages	43,940	93,296	55,057	95,589	25,008	67,429	71,072
	Benefits	19,649	32,867	15,747	33,372	8,306	17,512	18,146
	PERSONAL SERVICES	63,589	126,163	70,804	128,961	33,314	84,941	89,218
	Supplies	782	13,000	13,578	17,500	504	19,500	19,500
	Repair Supplies	0	0	0	0	492	0	500
	SUPPLIES	782	13,000	13,578	17,500	996	19,500	20,000
	Professional Services	10,130	61,500	82,773	109,500	83,911	114,000	116,000
	Communication	23	700	150	700	150	700	750
	Vehicle, Travel & Training	1,289	5,800	1,125	4,400	65	3,650	3,400
	Advertising & Promotion	353	2,500	0	2,500	135	2,500	2,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	965	2,000	0	2,000	965	2,000	2,000
	Insurance	720	900	1,690	1,200	650	1,300	1,000
	Repairs	70,557	23,000	49,196	43,600	3,715	32,500	40,000
	Other Services & Charges	4,852	9,000	793	0	1,473	0	0
	Depreciation	167,901	112,000	180,321	127,000	81,930	170,000	185,000
	OTHER SERVICES & CHARGES	256,790	218,900	316,048	292,400	172,994	328,150	352,150
	DEBT SERVICE	136,216	120,000	108,107	115,000	53,946	102,000	98,000
	TRANSFERS OUT	15,000	15,000	15,000	15,000	15,980	32,000	67,000
	Total Expenditures	472,377	493,063	523,537	568,861	277,230	566,591	626,368
	Net Revenue	1,828,913	186,437	772,793	89,739	-74,084	33,409	328,532
	Total for DEPT 920: STORM WATER UTILITY	1,828,913	186,437	772,793	89,739	-74,084	33,409	328,532
	Total for FUND 620: STORM WATER UTILITY	1,828,913	186,437	772,793	89,739	-74,084	33,409	328,532

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

DEPT 920: STORM WATER FUND

Personnel				
Position	2015	2016	Current Rate	Budgeted Total
Water Quality Specialist	1.00	1.00	\$58,082	\$60,742
	1.00	1.00		* \$60,742

Items of Significance	
Professional Services	
Maple Creek Watershed Study or other project	\$100,000
Other Services & Charges	
Contract services - mowing of storm water ponds	6,000
Transfers Out	
Annual allocation to the general fund for street sweeping	50,000
Annual allocation to the general fund for GIS services	17,000

* FT wages include allocations from other departments

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CITY OF OWATONNA
BOND PRINCIPAL PAYMENT SCHEDULE
2016 - 2026

	Principal Due	Balance 12/31/15	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
General Obligation Improvement Bonds													
2006 GO Street Improvements	March 1	\$ 615,000	\$305,000	\$310,000									
2007 GO Street Improvements	March 1	900,000	300,000	300,000	300,000								
2008 GO Bonds	March 1												
Storm Water Portion		2,420,000	230,000	240,000	250,000	255,000	265,000	275,000	290,000	300,000	315,000		
2008 Street Improvements		1,060,000	250,000	260,000	270,000	280,000							
2011 GO Bonds	March 1												
Street Improvement		585,000	95,000	90,000	90,000	85,000	80,000	75,000	70,000	-	-	-	-
Refunding 2004 & 2005 Portion		100,000	100,000										
2013 GO Bonds													
Street Improvement	March 1	2,310,000	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					
2015 GO Bonds													
Street Improvement	March 1	1,225,000	-	90,000	110,000	115,000	120,000	120,000	125,000	130,000	135,000	140,000	140,000
Total General Obligation Improvement Bonds		10,680,000	1,655,000	1,680,000	1,415,000	1,140,000	875,000	1,040,000	885,000	840,000	870,000	140,000	140,000
General Obligation Bonds													
2011 Capital Equip Certificates	March 1	310,000	155,000	155,000									
2013 Capital Equip Certificates	March 1	155,000	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						
2015 Capital Equip Certificates	March 1	460,000	-	80,000	90,000	95,000	95,000	100,000					
Total General Obligation Bonds		1,735,000	340,000	435,000	295,000	300,000	265,000	100,000	-	-	-	-	-
MN Public Facilities Authority GO Bonds													
2010 MPFA Bonds	August 20	5,467,928	513,000	520,000	527,000	535,000	543,000	550,000	558,000	566,000	574,000	581,928	
Total MPFA Bonds		5,467,928	513,000	520,000	527,000	535,000	543,000	550,000	558,000	566,000	574,000	581,928	-
Total Bond Principal Payments		\$ 17,882,928	\$ 2,508,000	\$ 2,635,000	\$ 2,237,000	\$ 1,975,000	\$ 1,683,000	\$ 1,690,000	\$ 1,443,000	\$ 1,406,000	\$ 1,444,000	\$ 721,928	\$ 140,000

CITY OF OWATONNA
BOND INTEREST PAYMENT SCHEDULE
2016 - 2026

	Interest Due Semi-annual	Remaining Interest 12/31/15	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
General Obligation Improvement Bonds													
2006 GO Street Improvements	Mar 1 & Sep 1	\$23,928	\$17,922	\$6,006									
2007 GO Street Improvements	Mar 1 & Sep 1	54,000	30,000	18,000	6,000								
2008 GO Bonds	Mar 1 & Sep 1												
Storm Water Portion		482,540	95,143	86,030	76,230	66,130	55,531	44,326	32,458	19,920	6,772		
2008 Street Improvements		86,488	37,088	27,200	16,600	5,600							
2011 GO Bonds	Mar 1 & Sep 1												
Street Improvement		37,616	9,477	8,415	7,065	5,534	3,990	2,365	770				
Refunding 2004 & 2005 Portion		525	525										
2013 GO Bonds	Mar 1 & Sep 1												
Street Improvement		260,469	50,013	45,262	40,413	35,462	30,413	24,937	18,638	11,481	3,850		
TIF 3-6		128,530	24,688	22,338	19,937	17,487	14,987	12,274	9,187	5,707	1,925		
2014 GO Street Improvement	Mar 1 & Sep 1	27,250	6,250	5,700	5,100	4,500	3,900	1,800					
2015 GO Street Improvement	Mar 1 & Sep 1	218,229	35,154	34,000	31,000	27,625	24,100	20,500	16,825	13,000	9,025	5,250	1,750
Total General Obligation Improvement Bonds		1,319,574	306,259	252,951	202,345	162,338	132,921	106,202	77,878	50,108	21,572	5,250	1,750
General Obligation Bonds													
2011 Capital Equipment Certificates	Mar 1 & Sep 1	3,720	2,751	969									
2013 Capital Equipment Certificates	Mar 1 & Sep 1	6,350	2,750	2,000	1,200	400							
2014 Capital Equipment Certificates	Mar 1 & Sep 1	41,400	14,700	11,600	8,350	5,050	1,700						
2015 Capital Equipment Certificates	Mar 1 & Sep 1	49,573	13,723	12,600	10,050	7,275	4,425	1,500					
Total General Obligation Bonds		101,043	33,924	27,169	19,600	12,725	6,125	1,500	-	-	-	-	-
MN Public Facilities Authority GO Bonds													
2010 MPFA Bonds	Feb & Aug	436,978	77,808	70,508	63,109	55,610	47,996	40,270	32,444	24,503	16,449	8,281	
Total MPFA Bonds		436,978	77,808	70,508	63,109	55,610	47,996	40,270	32,444	24,503	16,449	8,281	-
Total Debt & Capital Fund		\$ 1,857,595	\$ 417,991	\$ 350,628	\$ 285,054	\$ 230,673	\$ 187,042	\$ 147,972	\$ 110,322	\$ 74,611	\$ 38,021	\$ 13,531	\$ 1,750

CITY OF OWATONNA
DEBT RETIREMENT SCHEDULE
FOR BUDGET YEAR 2016

<u>General Obligation Improvement Bonds</u>	Original Issue Amount	Balance Dec. 31, 2015	2016 Payments	Balance Dec. 31, 2015
2006 GO/SA Improvement	2,790,000	615,000	305,000	310,000
2007 GO/SA Improvement	2,900,000	900,000	300,000	600,000
2008 GO/SA Improvement	3,585,000	1,060,000	250,000	810,000
2011 GO/SA Improvement	2,560,000	685,000	195,000	490,000
2013 GO/SA Improvement	2,515,000	2,310,000	235,000	2,075,000
2014 GO/SA Improvement	325,000	325,000	25,000	300,000
2015 GO/SA Improvement	1,305,000	1,225,000	0	1,225,000
Total General Obligation Improvement Bonds		<u>7,120,000</u>	<u>1,310,000</u>	<u>5,810,000</u>
<u>General Obligation Equipment Certificates</u>				
2011 Equipment Certificates	765,000	310,000	155,000	155,000
2013 Equipment Certificates	190,000	155,000	35,000	120,000
2014 Equipment Certificates	810,000	810,000	150,000	660,000
2015 Equipment Certificates	485,000	460,000	0	460,000
Total General Obligation Equipment Certificates		<u>1,735,000</u>	<u>340,000</u>	<u>1,395,000</u>
<u>General Obligation TIF Bonds</u>				
2011 TIF Bonds (TIF 3-6 Viracon)	1,140,000	1,140,000	115,000	1,025,000
Total General Obligation TIF Bonds		<u>1,140,000</u>	<u>115,000</u>	<u>1,025,000</u>
<u>General Obligation Revenue Bonds</u>				
2008 GO Storm Water Bonds	3,670,000	2,420,000	230,000	2,190,000
2010 MPFA GO Bonds	7,929,333	5,467,928	513,000	4,954,928
Total General Obligation Revenue Bonds		<u>7,887,928</u>	<u>743,000</u>	<u>7,144,928</u>
Total		<u>\$ 17,882,928</u>	<u>\$ 2,508,000</u>	<u>\$ 15,374,928</u>

CITY OF OWATONNA
DEBT SERVICE LEVIES
FISCAL YEARS 2006 - 2020

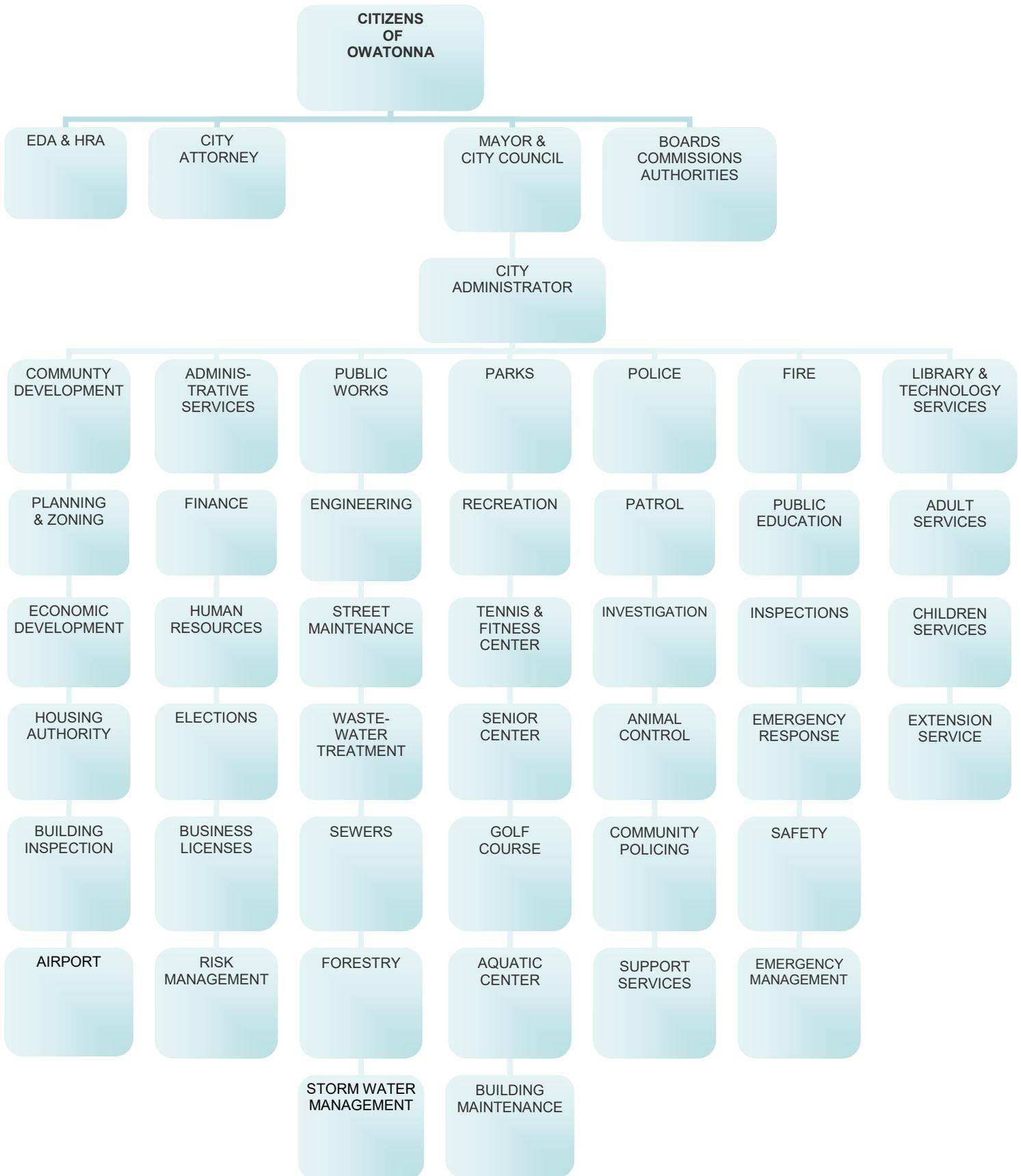
Debt Service Levies	Collection Year				
	2006	2007	2008	2009	2010
1997 GO/SA Issue	\$325,000				
1997 Cabela's/Museum	194,208	\$194,208.00	\$194,208.00		
1998 GO/SA Issue	70,000	70,000	70,000		
1999 GO/SA Issue	81,696	86,642	85,866	\$84,976	
2000 GO/SA Issue	51,942	52,513	52,993	53,379	\$230,000
2001 GO/SA Issue	99,147	100,069	100,733	101,141	101,162
2002 GO/SA Issue	121,677	125,171	128,244	125,395	200,000
2003/4 GO/SA Issue	103,216	126,774	128,692	129,441	129,075
2004 GO Capital Equip Certs	425,939	434,175	436,186	436,732	
2005 GO/SA Issue	4,696	7,066	3,805	5,814	
2006 GO/SA Issue		176,007	176,710	180,288	
2007 GO/SA Issue			154,937	148,115	
2007 GO Capital Equip Certs			104,958	107,940	546,483
2008 1997B Refunding				189,300	190,500
2008 GO/SA Issue				144,700	155,500
2008 GO Storm Water Impr				250,100	254,600
Total	\$1,477,521	\$1,372,625	\$1,637,332	\$1,957,321	\$1,807,320

Debt Service Levies	Collection Year				
	2011	2012	2013	2014	2015
2001 GO/SA Issue	101,056				
2002 GO/SA Issue	200,000	150,000			
2003/4 GO/SA Issue	133,171	259,918			
2006 GO/SA Issue		175,000	175,000	175,000	175,000
2007 GO/SA Issue		147,800	156,000	154,900	153,800
2007 GO Capital Equip Certs	543,900				
2008 1997B Refunding	185,400				
2008 GO/SA Issue	159,600	163,500	172,500	175,300	183,000
2008 GO Storm Water Impr	252,500	250,200	253,000	249,600	246,000
2011 2004 Refunding			244,234	158,619	
2011 GO Capital Equip Certs		130,000	172,650	176,877	175,495
2013 GO Capital Equip Certs				42,910	40,005
2013 GO/SA Issue				202,810	200,430
2014 GO Capital Equip Certs					182,875
2014 GO/SA Issue					28,315
Total	\$1,575,627	\$1,276,418	\$1,173,384	\$1,336,016	\$1,384,920

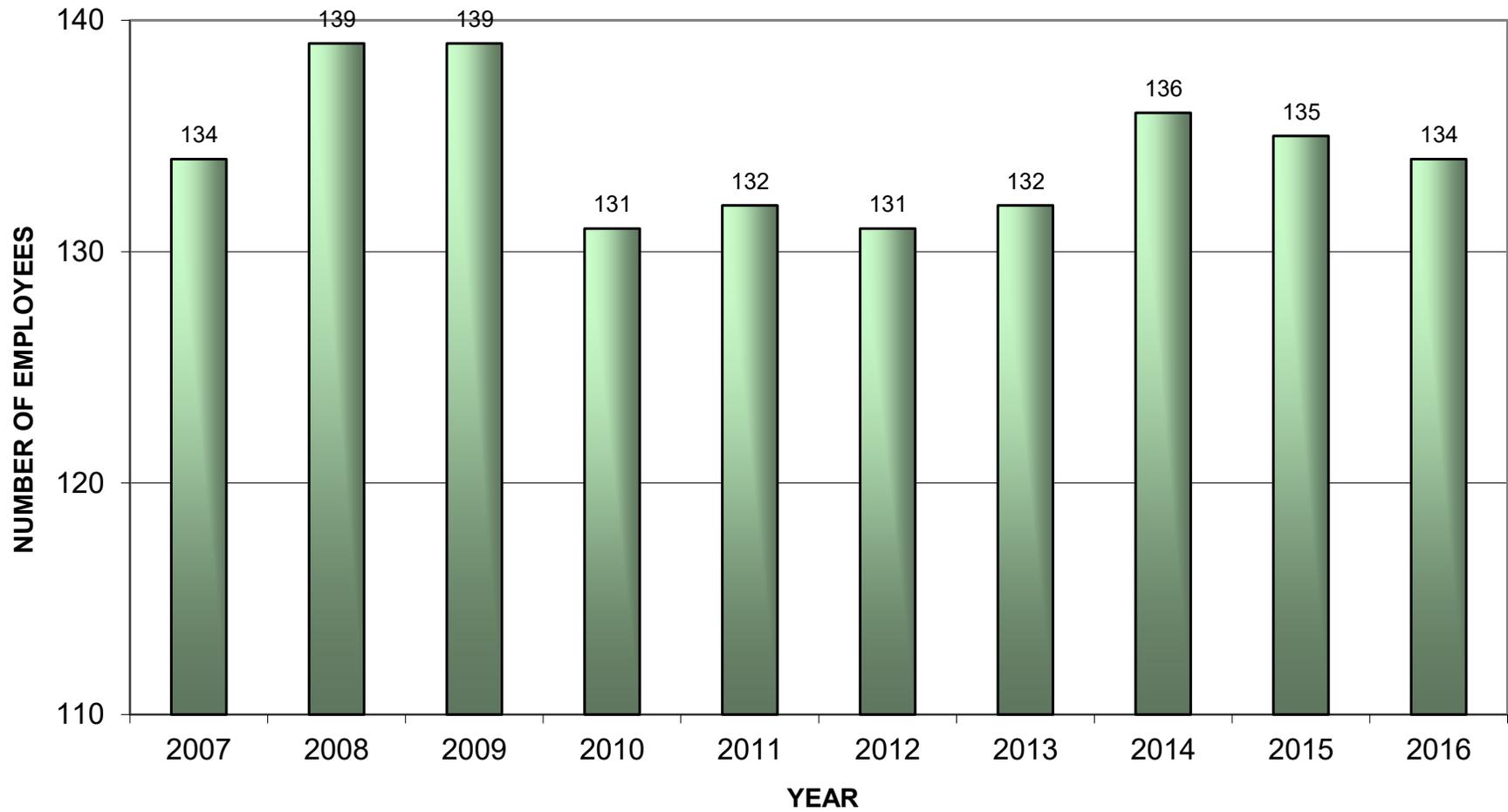
Debt Service Levies	Collection Year				
	2016	2017	2018	2019	2020
2006 GO/SA Issue	205,000				
2007 GO/SA Issue	152,700	151,700			
2008 GO/SA Issue	140,400	146,800	152,700		
2008 GO Storm Water Impr	247,400	247,800	242,600	242,400	241,300
2011 GO Capital Equip Certs	173,785				
2013 GO Capital Equip Certs	44,520	43,680	42,840		
2013 GO/SA Issue	203,440	206,345	209,150		
2014 GO Capital Equip Certs	181,860	183,750	180,285	182,070	
2014 GO/SA Issue	30,445	29,400	28,750	28,100	184,950
2015 GO Capital Equip Certs	105,650 *	106,470	108,900	105,900	108,150
2015 GO/SA Issue	119,120 *	118,930	120,720	122,350	118,570
Total	\$1,604,320	\$1,234,875	\$1,085,945	\$680,820	\$652,970

* (use available debt service funds, not levy)

City of Owatonna, Minnesota Organization Chart



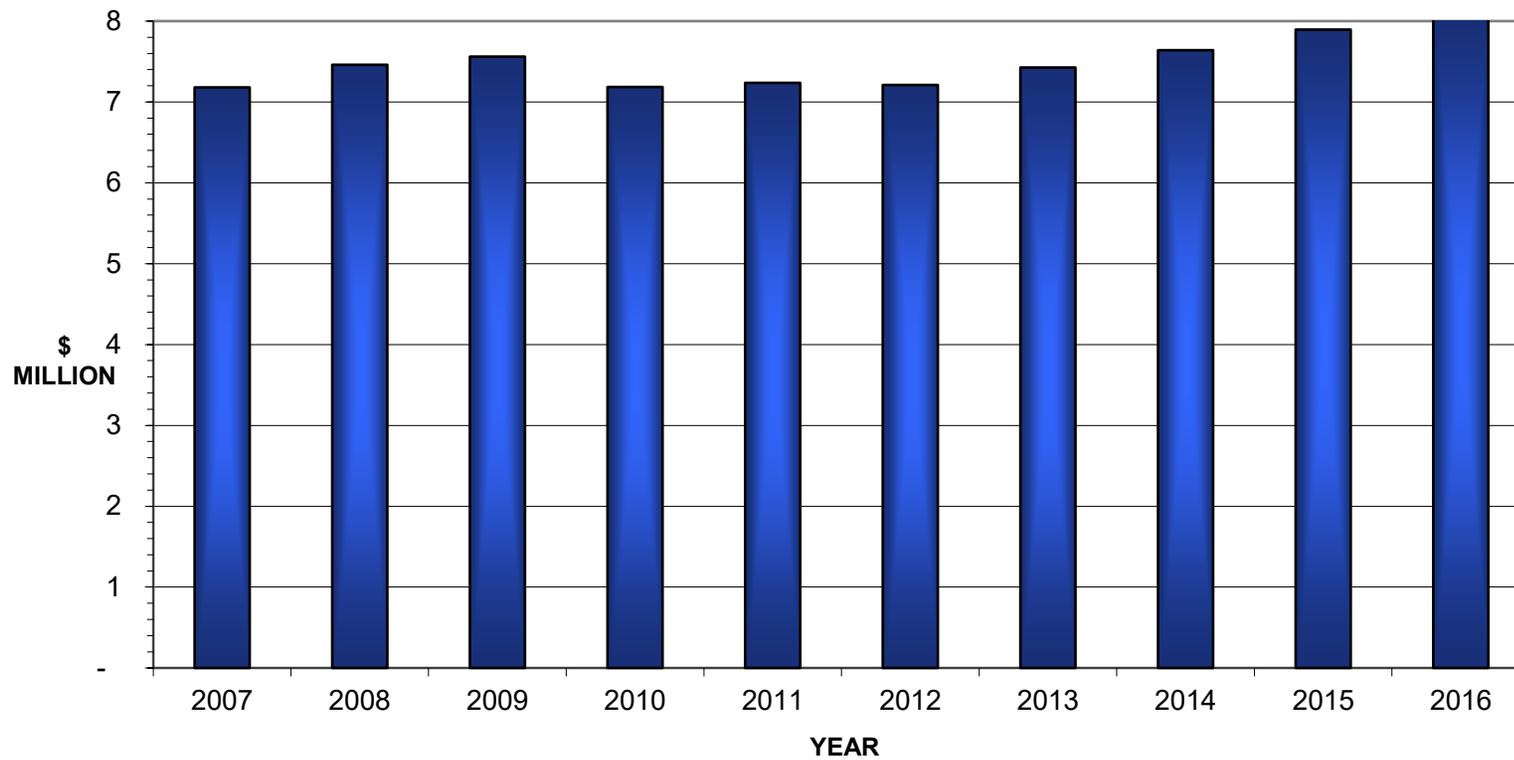
**CITY OF OWATONNA
FULL TIME PERSONNEL REQUESTS
FOR PERIOD 2007 THRU 2016**



CITY OF OWATONNA
 FULL TIME PERSONNEL REQUESTS
 FOR PERIOD 2007 THRU 2016

General Fund	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
City Administration	6.0	6.0	6.0	6.0	6.0	6.0	7.0	7.5	8.3	8.3
Police Department	36.0	38.0	38.0	36.0	38.0	38.0	38.0	41.0	40.0	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	7.0	6.0	6.0	5.0	4.0	4.0	4.0	4.0	3.0	3.0
Planning & Zoning	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0
Engineering Department	8.0	8.0	8.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Street Department	18.5	18.5	18.5	17.5	17.5	16.5	17.0	17.0	17.0	17.0
Library	10.0	11.0	11.0	11.0	11.0	11.0	11.0	9.5	9.7	8.7
Park & Rec Admin	4.0	4.0	4.0	4.0	4.0	4.0	4.0	5.0	4.0	4.0
Park Maintenance	9.5	10.5	10.5	8.5	8.5	8.5	8.2	8.6	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	1.8	1.4	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	9.0	9.0	8.0	8.0	8.0	7.0	8.0	8.0	8.0
Sub Total	123.0	128.0	128.0	120.0	121.0	120.0	121.0	125.0	124.0	123.0
Other Funds										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund						1.0	1.0	1.0	1.0	1.0
WWTP Operations	10.0	10.0	10.0	10.0	10.0	9.0	9.0	9.0	9.0	9.0
Total All Funds	134.0	139.0	139.0	131.0	132.0	131.0	132.0	136.0	135.0	134.0

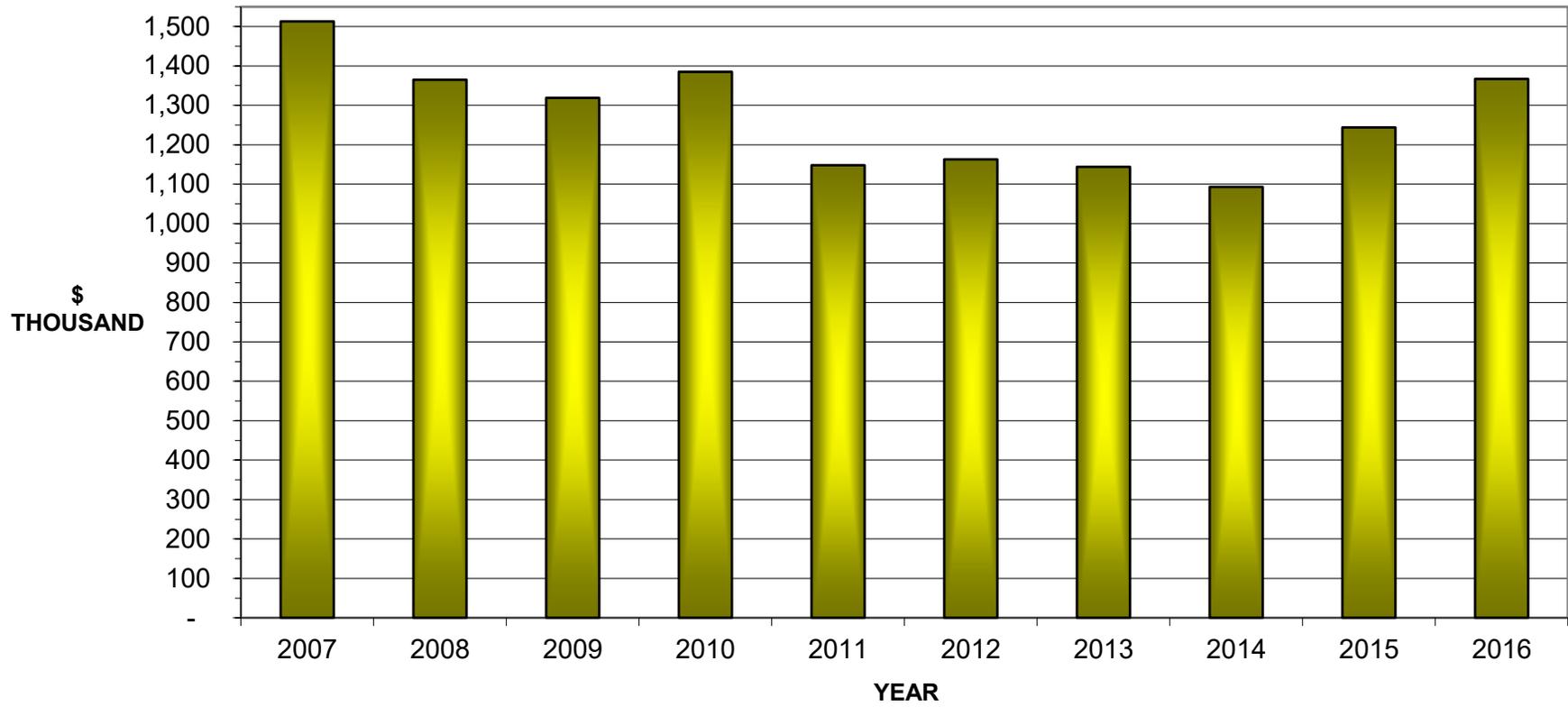
**CITY OF OWATONNA
FULL TIME PERSONNEL WAGES
FOR PERIOD 2007 THRU 2016**



CITY OF OWATONNA
FULL TIME PERSONNEL WAGES
FOR PERIOD 2007 THRU 2016

General Fund	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
City Administration	388,004	390,543	389,779	390,543	387,967	391,917	468,183	529,969	592,345	617,263
Police Department	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	2,525,439
Fire Department	521,801	541,271	544,186	545,329	545,330	550,785	563,248	570,292	580,488	604,072
Building Inspection	359,736	327,704	331,804	295,553	236,166	237,317	238,244	245,385	205,488	212,199
Planning & Zoning	107,798	111,639	112,532	112,532	112,532	99,290	104,333	96,623	160,822	169,821
Engineering Department	401,655	412,941	408,130	359,519	359,519	345,965	348,995	356,580	394,476	414,329
Street Department	891,207	917,955	928,963	885,268	885,830	849,213	867,101	902,254	932,801	952,494
Library	563,982	576,385	619,863	622,082	622,082	628,299	642,730	571,702	603,824	571,618
Park & Rec Admin	115,920	117,089	117,516	117,516	125,695	126,947	129,820	141,526	113,892	115,752
Park Maintenance	417,272	463,358	467,569	377,312	377,873	376,132	385,496	376,314	389,811	402,851
Recreation - Adult	38,618	39,679	39,888	39,888	39,888	40,285	41,196	43,617	46,972	46,519
Recreation - Youth	81,242	82,841	83,589	83,930	74,351	75,417	77,457	113,039	97,613	90,844
Tennis Center	33,182	33,138	34,097	34,892	37,126	38,404	40,201	40,923	38,922	40,353
Senior Place	59,216	60,844	61,146	61,146	61,146	61,757	63,154	38,218	47,607	49,824
Aquatic Center										9,240
Golf	78,568	81,066	81,788	81,788	81,788	85,107	101,372	95,360	98,231	119,113
Airport	61,988	63,616	63,925	63,925	63,925	64,564	67,484	68,326	70,383	72,494
Government Buildings	333,940	421,477	380,169	381,855	381,855	385,930	355,592	409,606	423,438	432,958
Sub Total	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	7,447,183
Other Funds										
H R A	83,756	86,009	86,384	86,384	86,384	79,268	82,102	88,061	90,870	93,648
Economic Development Fund	32,173	32,997	33,099	33,099	33,099	36,476	38,625	42,361	43,874	45,268
WWTF Fund	479,482	497,289	505,486	507,215	507,215	456,946	461,836	461,912	477,152	491,331
Storm Water Fund						81,499	93,296	95,589	67,429	71,072
Aquatic Center					6,920	7,174	7,524	8,312	8,907	0
Payroll Reserves	50,000	50,000	50,000	50,000	50,000	0	0	0	0	0
Total All Funds	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	8,148,502

**CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2007 THRU 2016**



CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2007 THRU 2016

General Fund	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Mayor & Council	61,200	61,200	61,200	61,200	61,200	61,200	61,200	61,200	67,800	67,800
City Administration	12,913	24,460	14,813	24,180	14,813	27,524	0	26,500	17,907	50,202
Police Department	166,550	66,000	54,000	169,795	35,000	62,394	63,806	64,606	93,980	99,087
Fire Department	82,700	87,416	71,652	71,652	71,652	71,652	71,652	76,078	76,078	76,078
Building Inspection	18,000	18,000	9,000						32,894	34,819
Planning & Zoning										
Engineering Department	9,750	9,750	4,750	4,750	4,750		5,000	5,000	14,000	12,500
Street Department	25,000	25,000	15,000	15,000		12,000	14,000	8,000	8,000	8,000
Library	143,935	150,632	90,121	103,554	90,122	91,275	92,343	154,188	170,608	224,817
Park & Rec Admin	46,782	24,613	28,987	28,987	25,987	26,234	26,799	13,419	17,591	42,208
Park Maintenance	270,252	197,992	193,151	204,941	204,941	179,221	203,207	178,227	183,193	185,669
Recreation - Adult	22,960	28,599	24,915	24,915	24,015	22,588	23,855	19,991	21,153	18,728
Recreation - Youth	214,514	214,093	195,853	138,079	122,514	120,286	121,639	71,988	121,806	112,056
Tennis Center	59,400	62,800	64,500	75,300	73,300	73,700	73,700	71,726	71,193	76,000
Senior Place	36,000	47,762	34,149	16,000	9,000	9,000	9,000	12,000	12,000	9,000
Aquatic Center										105,000
Golf	203,101	203,101	173,101	173,101	173,101	173,849	174,116	168,075	170,420	176,615
Airport	4,000	4,000						11,105	13,500	13,500
Government Buildings	118,976	122,032	110,308	118,308	118,308	116,876	95,723	45,229	47,990	49,989
Sub Total	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	1,362,068
Other Funds										
Aquatic Center				149,500	137,500	101,300	97,500	92,000	95,000	0
H R A										
Economic Development Fund										
WWTP Operations	17,000	17,500	17,500	17,500	17,500	17,500	17,500	14,000	9,000	5,000
Total All Funds	1,513,033	1,364,950	1,163,000	1,396,762	1,183,703	1,166,599	1,151,040	1,093,332	1,244,113	1,367,068

CITY OF OWATONNA
2016 Personnel requests

FULL TIME WAGES

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
051	EMPL	100.00%	CITY ADMINISTRATOR	152,728
051	EMPL	100.00%	ADMIN ASST-CITY CLERK	64,870
051	EMPL	100.00%	HR COORDINATOR 5/16/15 100%	100,436
051	EMPL	100.00%	FINANCE DIRECTOR	134,146
051	EMPL	100.00%	ACCOUNTANT	76,465
051	EMPL	100.00%	SR ACCOUNTANT 12/23/15 97.5%	93,709
110	EMPL	100.00%	CHIEF OF POLICE	129,342
110	EMPL	100.00%	POLICE CAPTAIN	107,543
110	EMPL	100.00%	POLICE CAPTAIN	121,939
110	EMPL	100.00%	ADMIN ASST-POLICE	75,801
110	EMPL	100.00%	ADMIN ASST-POLICE INVESTIGATIONS	61,405
110	EMPL	100.00%	ADMIN ASST-PATROL	66,527
120	EMPL	100.00%	FIRE CHIEF	119,772
120	EMPL	100.00%	ADMIN ASST-FIRE DEPT	75,801
140	EMPL	100.00%	BUILDING OFFICIAL 4/2/15 100%	100,457
140	EMPL	100.00%	CHIEF BUILDING INSPECTOR	89,344
140	EMPL	100.00%	ADMIN ASST-BLDG INSP	79,722
150	EMPL	100.00%	COMMUNITY DEVEL DIRECTOR	111,439
150	EMPL	100.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	95,673
150	EMPL	100.00%	GIS TECHNICIAN 4/6/16 95%	78,784
150	EMPL	100.00%	PLANNING TECH	65,214
4831	EMPL	100.00%	HOUSING COORD	95,673
211	EMPL	100.00%	DIRECTOR PUBLIC WORKS	123,365
211	EMPL	100.00%	ASST CITY ENGINEER	102,083
211	EMPL	100.00%	ASSOCIATE ENGINEER 11/4/16 100.0%	83,368
211	EMPL	100.00%	ASSOCIATE ENGINEER	81,297
211	EMPL	100.00%	ADMIN ASST-PUBLIC WORKS	65,214
212	EMPL	100.00%	STREET SUPT	104,174
420	EMPL	100.00%	DIRECTOR LIBRARY SERVICES	112,620
420	EMPL	100.00%	ASST LIBRARY DIRECTOR	100,436
420	EMPL	100.00%	LIBRARIAN	89,172
420	EMPL	100.00%	LIBRARIAN	95,673
420	EMPL	100.00%	LIBRARIAN	85,086
420	EMPL	100.00%	INFORMATION TECH COORDINATOR	107,744
420	EMPL	100.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	94,162
420	EMPL	100.00%	IT SYSTEM ADMIN 5/11/16 95%	93,104
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	65,632
420	EMPL	100.00%	CIRCUL ASST LIBR - VACANT REPLACE (2) 28HR	0
420	EMPL	100.00%	TECHNICAL SERVICES ASSISTANT	65,632
420	EMPL	100.00%	ASST CHILDREN LIBRARIAN	61,405
510	EMPL	100.00%	ADMIN ASST-PARK & REC 5/31/16 100%	77,974
511	EMPL	100.00%	PARK DIRECTOR	102,681
510	EMPL	100.00%	PARK & REC DIRECTOR	117,024
510	EMPL	100.00%	ADMIN ASST-REC 1/14/16 100.0%	61,349
510	EMPL	100.00%	ASST RECREATION DIRECTOR	87,203
514	EMPL	100.00%	ASST RECREATION DIRECTOR	83,394
515	EMPL	100.00%	RECREATION SUPERVISOR 3/24/16 97.5%	63,778
513	EMPL	100.00%	ADMIN ASST-THER REC/REC -ELIMINATED	0
590	EMPL	100.00%	FACILITIES & GROUNDS SUPER 5/3/16 97.5%	97,905
380	EMPL	100.00%	AIRPORT MANAGER	98,278
902	EMPL	100.00%	WWTF SUPT	109,416
902	EMPL	100.00%	WWTF LAB MANAGER	67,201
902	EMPL	100.00%	WATER QUALITY SPECIALIST 1/13/16 100%	76,881
SERGEANTS				
110	EMPL	100.00%	SERGEANT	105,161
110	EMPL	100.00%	SERGEANT	105,161
110	EMPL	100.00%	SERGEANT	105,161
110	EMPL	100.00%	SERGEANT	90,765
110	EMPL	100.00%	INVESTIGATION - SERGEANT	105,161
110	EMPL	100.00%	SERGEANT 6/8/16 97.5%	89,758
110	EMPL	100.00%	SERGEANT 6/9/16 97.5%	89,758
PATROL				
110	EMPL	100.00%	PATROL 2/26/16 92.0%	84,832
110	EMPL	100.00%	PATROL 6/29/15 100%	76,875
110	EMPL	100.00%	INVESTIGATION - PATROL 5/18/16 92.5%	81,785
110	EMPL	100.00%	INVESTIGATION - PATROL 6/2/16 95%	94,355
110	EMPL	100.00%	PATROL	91,271
110	EMPL	100.00%	PATROL 8/24/16 100%	78,763
110	EMPL	100.00%	INVESTIGATION - PATROL 12/1/16 95%	82,750
110	EMPL	100.00%	PATROL	80,684
110	EMPL	100.00%	PATROL 9/8/16 100%	78,650
110	EMPL	100.00%	PATROL 11/5/16 100%	78,199
110	EMPL	100.00%	PATROL	76,875
110	EMPL	100.00%	INVESTIGATION - PATROL 12/19/15 100%	84,892
110	EMPL	100.00%	PATROL 8/25/16 92.0%	68,968
110	EMPL	100.00%	PATROL 12/5/16 100%	88,560

CITY OF OWATONNA
2016 Personnel requests

FULL TIME WAGES (CONTINUED)

DEPT	PROG	COST	POSITION	EMPLOYER
				COSTS
110	EMPL	100.00%	INVESTIGATION - PATROL 7/11/15 100%	88,701
110	EMPL	100.00%	PATROL	91,271
110	EMPL	100.00%	INVESTIGATION - CORPORAL	99,288
110	EMPL	100.00%	PATROL 3/23/15 100%	90,593
110	EMPL	100.00%	PATROL 10/20/16 92%	72,438
110	EMPL	100.00%	PATROL VACANT 96%	73,938
110	EMPL	100.00%	PATROL 7/2/16 96.0%	72,469
110	EMPL	100.00%	PATROL 10/24/16 100.0%	88,898
110	EMPL	100.00%	PATROL 2/6/16 96.0%	77,408
110	EMPL	100.00%	PATROL	91,271
110	EMPL	100.00%	PATROL 7/8/16 96%	72,469
110	EMPL	100.00%	CSO	0
110	EMPL	100.00%	CSO	58,920
110	EMPL	100.00%	CSO	57,538
120	EMPL	100.00%	FIREFIGHTER	74,582
120	EMPL	100.00%	FIREFIGHTER-COMM	79,162
120	EMPL	100.00%	FIREFIGHTER	85,169
120	EMPL	100.00%	FIREFIGHTER-COMM	93,558
120	EMPL	100.00%	FIREFIGHTER 8/25/15 96%	69,527
120	EMPL	100.00%	FIREFIGHTER-COMM	79,162
120	EMPL	100.00%	FIREFIGHTER	72,381
120	EMPL	100.00%	FIREFIGHTER-COMM	79,162
140	EMPL	100.00%	BUILDING INSP VACANT 95.0%	0
211	EMPL	100.00%	ENGINEER TECH III	86,091
211	EMPL	100.00%	ENGINEER TECH III	71,695
212	EMPL	100.00%	PAINTER CURRENTLY HEO 10/28/16 100%	77,598
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	83,748
212	EMPL	100.00%	ASST STREET SUPT	87,596
212	EMPL	100.00%	MECHANIC	78,304
212	EMPL	100.00%	MECHANIC	63,908
212	EMPL	100.00%	MECHANIC	78,304
212	EMPL	100.00%	PAINTER	65,242
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	61,301
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT	71,022
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	83,748
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	64,509
511	EMPL	100.00%	PARK FOREMAN	85,054
511	EMPL	100.00%	PARK TECH I	78,115
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	66,089
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,676
511	EMPL	100.00%	PARK TECH I 6/20/16 100.0%	62,991
511	EMPL	100.00%	PARK TECH I	63,719
511	EMPL	100.00%	CUSTODIAN	56,193
511	EMPL	100.00%	CUSTODIAN	56,193
511	EMPL	100.00%	CUSTODIAN	52,384
590	EMPL	100.00%	MASTER CARPENTER	81,641
590	EMPL	100.00%	SENIOR FACILITIES TECH	71,054
590	EMPL	100.00%	SENIOR FACILITIES TECH	81,641
590	EMPL	100.00%	MASTER CARP - VAC CURR FAC. TECH	78,404
590	EMPL	100.00%	FACILITIES TECH 9/10/16 97.5%	63,755
590	EMPL	100.00%	CUSTODIAN	56,193
590	EMPL	100.00%	CUSTODIAN	56,193
902	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR I	82,351
902	EMPL	100.00%	FIRST CLASS OPERATOR	87,146
902	EMPL	100.00%	PLANT OPERATOR D 1/28/16 100.0%	60,495
902	EMPL	100.00%	FIRST CLASS OPERATOR	83,553
902	EMPL	100.00%	PLANT OPERATOR C	78,499
902	EMPL	100.00%	PLANT OPERATOR C	67,912
902	EMPL	100.00%	PLANT OPER C - ELIMINATED	73,903
940	EMPL	100.00%	PAYROLL RESERVES	0
			FULL TIME TOTALS	<u>11,164,078</u>

CITY OF OWATONNA
2016 PERSONNEL REQUESTS

PART TIME WAGES

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
10	100		MAYOR	10,891
10	100		COUNCIL PRESIDENT	11,085
10	100		COUNCIL VICE PRESIDENT	9,609
10	100		5 COUNCIL MEMBERS	41,640
PERMANENT PART TIME				
051	110	EMPL	AA-HR - PT (50% FTE)	24,633
110	230	EMPL	CSO - PT (70.0% FTE)	28,277
110	230	EMPL	CSO - PT (70.0% FTE)	28,277
110	230	EMPL	CSO - PT (70.0% FTE)	32,498
110	280	EMPL	CSO - PT (70.0% FTE)	29,277
140	380	EMPL	BUILDING INSP (70% FTE) 95.0%	40,337
380	490	EMPL	AIRPORT - PT (50% FTE)	16,154
420	MULTI	EMPL	PAGE - PT (30% FTE)	6,643
420	MULTI	EMPL	PAGE - PT (25% FTE)	5,536
420	MULTI	EMPL	PAGE - PT (25% FTE)	5,536
420	MULTI	EMPL	CIRCULATION ASST - PT (70% FTE)	30,557
420	MULTI	EMPL	CIRCULATION ASST - PT (70% FTE)	30,557
420	MULTI	EMPL	AA-LIBRARY - PT (70% FTE)	30,557
420	MULTI	EMPL	DESK ASST - (25% FTE)	7,768
420	MULTI	EMPL	DESK ASST - (50% FTE) 2/20/15 92.5%	19,756
420	MULTI	EMPL	DESK ASST - PT (50% FTE) 1/2/15 95.0%	19,756
420	MULTI	EMPL	DESK ASST - PT (50% FTE)	21,366
420	MULTI	EMPL	DESK ASST - PT (70% FTE)	29,912
420	MULTI	EMPL	DESK ASST - PT (70% FTE)	29,912
510	500	EMPL	AA - P&R - PT (70% FTE)	32,013
510	500	EMPL	AA - P&R - PT (50% FTE)	24,633
513	530	EMPL	THERAPEUTIC - PT (87.5% FTE)	55,451
525	562	EMPL	CLUB HOUSE MANAGER - PT (87.5% FTE)	0
514	546	EMPL	GUEST SERVICE LEAD (70% FTE)	27,708
525	562	EMPL	GUEST SERVICE LEAD (70% FTE)	27,708
525	564	EMPL	PRK BLDG MNT II - PT (70.0% FTE) 2/17/16 95%	25,964
525	564	EMPL	GOLF MAINT II - PT (70.0% FTE)	27,434
511	500	EMPL	PARK MAINT II - PT (70% FTE) 4/12/16 100%	27,556
511	500	EMPL	PARK MAINT II - PT (70% FTE) 5/12/16 95%	25,169
511	500	EMPL	PARK MAINT II - PT (60% FTE) 4/15/16 100%	23,619
511	500	EMPL	PARK MAINT II - PT (60% FTE) 9/4/16 97.5%	22,791
590	580	EMPL	PRK BLDG MNT II - PT (87.5% FTE)	0
590	580	EMPL	PRK BLDG MNT II - PT (70.0% FTE) 95%	26,293
590	580	EMPL	PRK BLDG MNT I - PT (70.0% FTE) 8/13/16 100%	21,754
590	580	EMPL	PRK BLDG MNT I - PT (70.0% FTE) 12/15/16 97.5%	20,966
SEASONAL PART TIME				
51	120		ELECTION JUDGES	26,500
51	110		ADMINISTRATION	3,900
120	330		FIREFIGHTERS - VOLUNTEER	84,212
120	310		FIRE - WEED & NUISANCE	4,796
211			ENGINEERING PART TIME	13,542
212	MULTI		STREET DEPT PART TIME	9,271
420	MULTI		LIBRARY PART TIME	2,166
510	500		RECREATION INTERN & FILE CLERK	1,354
512	520		ADULT RECREATION PART TIME	18,209
513	530		YOUTH RECREATION PART TIME	71,673
514	546		TENNIS & FITNESS PART TIME	59,033
515	550		SENIOR CENTER PART TIME	9,818
525	562		BROOKTREE CLUBHOUSE PART TIME	82,942
525	564		BROOKTREE COURSE PART TIME	38,434
511	510		PARK MAINT PART TIME	112,905
590	580		GOVERNMENT BLDGS PART TIME	11,265
520	570		AQUATIC CENTER PART TIME	117,612
902	902		WWTP PART TIME	2,805
902	910		WWTP ASST OPERATOR	2,805
PART TIME TOTALS				1,572,837

CITY OF OWATONNA
2016 Personnel requests

MAYOR & COUNCIL (100 010 100)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
			MAYOR	10,891
			COUNCIL PRESIDENT	11,085
			COUNCIL VICE PRESIDENT	9,609
			5 COUNCIL MEMBERS	41,640
DEPARTMENT TOTALS				73,225

CITY ATTORNEY (100 060 150)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
060	150		INSURANCE	6,511
DEPARTMENT TOTALS				6,511

CITY ADMINISTRATION DEPARTMENT

DEPT	PROG	COST	POSITION	COSTS
051	EMPL	100.00%	CITY ADMINISTRATOR	152,728
051	EMPL	100.00%	HR COORDINATOR 5/16/15 100%	100,436
051	EMPL	100.00%	ADMIN ASST-CITY CLERK	64,870
051	110	90.00%	ADMIN ASST-CITY CLERK	58,383
051	120	10.00%	ADMIN ASST-CITY CLERK	6,487
051	EMPL	100.00%	FINANCE DIRECTOR	134,146
051	EMPL	100.00%	ACCOUNTANT	76,465
051	EMPL	100.00%	SR ACCOUNTANT 12/23/15 97.5%	93,709
SUB TOTAL FULL TIME				622,353
TRANSFER FROM OTHER DEPARTMENT				
420	140	75.00%	INFORMATION TECH COORDINATOR	80,808
420	140	75.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	70,622
051	140	75.00%	IT SYSTEM ADMIN 5/11/16 95%	69,828
TOTAL FULL TIME				843,611
051	110		AA-HR - PT (50% FTE)	24,633
TOTAL PARTTIME				
PARTTIME				3,900
ELECTION JUDGES				26,500
OVERTIME				1,156
DEPARTMENT TOTALS				899,800
PROGRAM TOTALS				899,800

ADMINISTRATION (100 051 110)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
051	110	100.00%	CITY ADMINISTRATOR	152,728
051	110	100.00%	HR COORDINATOR 5/16/15 100%	100,436
051	110	90.00%	ADMIN ASST-CITY CLERK	58,383
FULL TIME TOTALS				311,547
051	110		AA-HR - PT (50% FTE)	24,633
PART TIME TOTALS				
PARTTIME				3,900
OVERTIME				0
PROGRAM TOTALS				340,080

ELECTIONS (100 051 120)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
051	120	10.00%	ADMIN ASST-CITY CLERK	6,487
ELECTION JUDGES				26,500
OVERTIME				0
PROGRAM TOTALS				32,987

FINANCE (100 051 130)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
051	130	100.00%	FINANCE DIRECTOR	134,146
051	130	100.00%	ACCOUNTANT	76,465
051	130	100.00%	SR ACCOUNTANT 12/23/15 97.5%	93,709
FULL TIME TOTALS				304,319
PARTTIME				0
OVERTIME				1,156
PROGRAM TOTALS				305,475

TECHNOLOGY COORDINATORS (100 051 140)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
420	140	75.00%	INFORMATION TECH COORDINATOR	80,808
420	140	75.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	70,622
051	140	75.00%	IT SYSTEM ADMIN 5/11/16 95%	69,828
FULL TIME TOTALS				221,258

CITY OF OWATONNA
2016 Personnel requests

POLICE DEPARTMENT

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
110	200	100.00%	CHIEF OF POLICE	129,342
110	200	100.00%	POLICE CAPTAIN	107,543
110	200	100.00%	POLICE CAPTAIN	121,939
110	200	100.00%	ADMIN ASST-POLICE	75,801
110	220	100.00%	ADMIN ASST-POLICE INVESTIGATIONS	61,405
110	210	100.00%	ADMIN ASST-PATROL	66,527
110	210	100.00%	SERGEANT	105,161
110	210	100.00%	SERGEANT	105,161
110	210	100.00%	SERGEANT	105,161
110	210	100.00%	SERGEANT	90,765
110	220	100.00%	INVESTIGATION - SERGEANT	105,161
110	210	100.00%	SERGEANT 6/8/16 97.5%	89,758
110	220	100.00%	SERGEANT 6/9/16 97.5%	89,758
110	210	100.00%	PATROL 2/26/16 92.0%	84,832
110	210	100.00%	PATROL 6/29/15 100%	76,875
110	220	100.00%	INVESTIGATION - PATROL 5/18/16 92.5%	81,785
110	220	100.00%	INVESTIGATION - PATROL 6/2/16 95%	94,355
110	210	100.00%	PATROL	91,271
110	210	100.00%	PATROL 8/24/16 100%	78,763
110	220	100.00%	INVESTIGATION - PATROL 12/1/16 95%	82,750
110	210	100.00%	PATROL	80,684
110	210	100.00%	PATROL 9/8/16 100%	78,650
110	210	100.00%	PATROL 11/5/16 100%	78,199
110	210	100.00%	PATROL	76,875
110	210	100.00%	INVESTIGATION - PATROL 12/19/15 100%	84,892
110	210	100.00%	PATROL 8/25/16 92.0%	68,968
110	210	100.00%	PATROL 12/5/16 100%	88,560
110	220	100.00%	INVESTIGATION - PATROL 7/11/15 100%	88,701
110	210	100.00%	PATROL	91,271
110	220	100.00%	INVESTIGATION - CORPORAL	99,288
110	210	100.00%	PATROL 3/23/15 100%	90,593
110	210	100.00%	PATROL 10/20/16 92%	72,438
110	210	100.00%	PATROL VACANT 96%	73,938
110	210	100.00%	PATROL 7/2/16 96.0%	72,469
110	220	100.00%	PATROL 10/24/16 100.0%	88,898
110	210	100.00%	PATROL 2/6/16 96.0%	77,408
110	210	100.00%	PATROL	91,271
110	210	100.00%	PATROL 7/8/16 96%	72,469
110	230	100.00%	CSO	0
110	230	100.00%	CSO	58,920
110	230	100.00%	CSO	57,538
			FULL TIME TOTALS	3,436,139
110	230	EMPL	CSO - PT (70.0% FTE)	28,277
110	230	EMPL	CSO - PT (70.0% FTE)	28,277
110	230	EMPL	CSO - PT (70.0% FTE)	32,498
110	280	EMPL	CSO - PT (70.0% FTE)	29,277
			PART TIME TOTALS	118,329
			OVERTIME	84,463
			SHIFT PAY	33,111
			UNIFORMS	14,725
			HOLIDAY	166,688
			DEPARTMENT TOTALS	3,853,456
			PROGRAM TOTALS	3,853,456

ADMINISTRATION (100 110 200)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
110	200	100.00%	CHIEF OF POLICE	129,342
110	200	100.00%	POLICE CAPTAIN	107,543
110	200	100.00%	POLICE CAPTAIN	121,939
110	200	100.00%	ADMIN ASST-POLICE	75,801
			FULL TIME TOTALS	434,626
			UNIFORMS	925
			PROGRAM TOTALS	435,551

CITY OF OWATONNA
2016 Personnel requests

POLICE DEPARTMENT (CONTINUED)

PATROL SERVICES (100 110 210)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
110	210	100.00%	ADMIN ASST-PATROL	66,527
110	210	100.00%	SERGEANT	105,161
110	210	100.00%	SERGEANT	105,161
110	210	100.00%	SERGEANT	105,161
110	210	100.00%	SERGEANT	90,765
110	220	100.00%	SERGEANT 6/9/16 97.5%	89,758
110	210	100.00%	SERGEANT 6/8/16 97.5%	89,758
110	210	100.00%	PATROL 2/26/16 92.0%	84,832
110	210	100.00%	PATROL 6/29/15 100%	76,875
110	210	100.00%	PATROL	91,271
110	210	100.00%	PATROL 8/24/16 100%	78,763
110	210	100.00%	PATROL	80,684
110	210	100.00%	PATROL 9/8/16 100%	78,650
110	210	100.00%	PATROL 11/5/16 100%	78,199
110	210	100.00%	PATROL	76,875
110	210	100.00%	PATROL 8/25/16 92.0%	68,968
110	210	100.00%	PATROL 12/5/16 100%	88,560
110	210	100.00%	PATROL	91,271
110	210	100.00%	PATROL 3/23/15 100%	90,593
110	210	100.00%	PATROL 10/20/16 92%	72,438
110	210	100.00%	PATROL VACANT 96%	73,938
110	210	100.00%	PATROL 7/2/16 96.0%	72,469
110	220	100.00%	PATROL 10/24/16 100.0%	88,898
110	210	100.00%	PATROL 2/6/16 96.0%	77,408
110	210	100.00%	PATROL	91,271
110	210	100.00%	PATROL 7/8/16 96%	72,469
			FULL TIME TOTALS	2,186,718
			OVERTIME	63,506
			SHIFT PAY	33,111
			UNIFORMS	10,150
			HOLIDAY	129,736
			PROGRAM TOTALS	2,423,222

CRIMINAL INVESTIGATIONS (100 110 220)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
110	220	100.00%	ADMIN ASST-POLICE INVESTIGATIONS	61,405
110	220	100.00%	INVESTIGATION - SERGEANT	105,161
110	220	100.00%	INVESTIGATION - PATROL 12/1/16 95%	82,750
110	220	100.00%	INVESTIGATION - CORPORAL	99,288
110	210	100.00%	INVESTIGATION - PATROL 12/19/15 100%	84,892
110	220	100.00%	INVESTIGATION - PATROL 5/18/16 92.5%	81,785
110	220	100.00%	INVESTIGATION - PATROL 6/2/16 95%	94,355
110	220	100.00%	INVESTIGATION - PATROL 7/11/15 100%	88,701
			FULL TIME TOTALS	698,337
			OVERTIME	20,370
			UNIFORMS	650
			HOLIDAY	30,228
			PROGRAM TOTALS	749,585

SUPPORT SERVICES (100 110 230)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
110	230	EMPL	CSO - PT (70.0% FTE)	28,277
110	230	EMPL	CSO - PT (70.0% FTE)	28,277
110	230	EMPL	CSO - PT (70.0% FTE)	32,498
			PART TIME TOTALS	89,052
			OVERTIME	587
			UNIFORMS	3,000
			HOLIDAY	5,199
			PROGRAM TOTALS	97,838

COMMUNITY POLICING (100 110 240)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
			NO PERSONNEL COSTS	

ANIMAL CONTROL (100 110 250)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
				0

LEC DISPATCH CENTER (100 110 260)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
NO PERSONNEL COSTS				

SCHOOL DISTRICT CSO SERVICE (100 110 280)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
110	280	EMPL	CSO	58,920
110	280	EMPL	CSO	57,538
			FULL TIME TOTALS	116,458
110	280	EMPL	CSO - PT (70.0% FTE)	29,277
			PART TIME TOTALS	29,277
			OVERTIME	0
			HOLIDAY	1,525
			PROGRAM TOTALS	147,261

CITY OF OWATONNA
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FIRE DEPARTMENT

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
120	EMPL	100.00%	FIRE CHIEF	119,772
120	300	85.00%	FIRE CHIEF	101,806
120	330	15.00%	FIRE CHIEF	17,966
120	EMPL	100.00%	ADMIN ASST-FIRE DEPT	75,801
120	EMPL	100.00%	FIREFIGHTER	74,582
120	EMPL	100.00%	FIREFIGHTER-COMM	79,162
120	EMPL	100.00%	FIREFIGHTER	85,169
120	EMPL	100.00%	FIREFIGHTER-COMM	93,558
120	EMPL	100.00%	FIREFIGHTER 8/25/15 96%	69,527
120	EMPL	100.00%	FIREFIGHTER-COMM	79,162
120	EMPL	100.00%	FIREFIGHTER	72,381
120	EMPL	100.00%	FIREFIGHTER-COMM	79,162
			FULL TIME TOTALS	828,276
			PARTTIME	4,796
			FIREFIGHTERS	84,212
			OVERTIME	67,327
			FIRE RELIEF PENSION PLAN	150,000
			UNIFORMS	3,491
			HOLIDAY	35,255
			DEPARTMENT TOTALS	1,173,357
			PROGRAM TOTALS	1,173,357

ADMINISTRATION (100 120 300)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
120	300	85.00%	FIRE CHIEF	101,806
120	300	100.00%	ADMIN ASST-FIRE DEPT	75,801
			FULL TIME TOTALS	177,607
			OVERTIME	1,217
			FIRE RELIEF PENSION PLAN	0
			UNIFORMS	442
			HOLIDAY W/8 FIRE FIGHTERS	0
			PROGRAM TOTALS	179,266

INSPECTION SERVICES (100 120 310)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
			PARTTIME	4,796
			PROGRAM TOTALS	4,796

EMERGENCY RESPONSE SERVICES 100 120 330)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
120	330	15.00%	FIRE CHIEF	17,966
120	330	100.00%	FIREFIGHTER	74,582
120	330	100.00%	FIREFIGHTER-COMM	79,162
120	330	100.00%	FIREFIGHTER	85,169
120	330	100.00%	FIREFIGHTER-COMM	93,558
120	330	100.00%	FIREFIGHTER 8/25/15 96%	69,527
120	330	100.00%	FIREFIGHTER-COMM	79,162
120	330	100.00%	FIREFIGHTER	72,381
120	330	100.00%	FIREFIGHTER-COMM	79,162
			FULL TIME TOTALS	650,669
			PARTTIME	0
	100.00%		FIRE FIGHTERS	84,212
			OVERTIME	66,111
	100.00%		FIRE RELIEF PENSION PLAN	150,000
			UNIFORMS	3,049
	100.00%		HOLIDAY	35,255
			PROGRAM TOTALS	989,295

CITY OF OWATONNA
2016 Personnel requests

COMMUNITY SERVICES

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

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
150	EMPL	100.00%	COMMUNITY DEVEL DIRECTOR	111,439
150	390	30.00%	COMMUNITY DEVEL DIRECTOR	33,432
140	380	15.00%	COMMUNITY DEVEL DIRECTOR	16,716
380	490	5.00%	COMMUNITY DEVEL DIRECTOR	5,572
680	680	15.00%	COMMUNITY DEVEL DIRECTOR	16,716
690	695	35.00%	COMMUNITY DEVEL DIRECTOR	39,004
150	EMPL	100.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	95,673
150	390	75.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	71,755
680	680	10.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	9,567
690	695	15.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	14,351
150	EMPL	100.00%	GIS TECHNICIAN 4/6/16 95%	78,784
150	EMPL	100.00%	PLANNING TECH	65,214
140	380	25.00%	PLANNING TECH	16,304
150	390	50.00%	PLANNING TECH	32,607
211	400	10.00%	PLANNING TECH	6,521
680	680	10.00%	PLANNING TECH	6,521
690	695	5.00%	PLANNING TECH	3,261
680	EMPL	100.00%	HOUSING COORD	95,673
680	680	50.00%	HOUSING COORD	47,836
680	682	50.00%	HOUSING COORD	47,836
140	EMPL	100.00%	BUILDING OFFICIAL 4/2/15 100%	100,457
140	380	100.00%	BUILDING OFFICIAL 4/2/15 100%	100,457
140	EMPL	100.00%	CHIEF BUILDING INSPECTOR	89,344
140	380	100.00%	CHIEF BUILDING INSPECTOR	89,344
140	EMPL	100.00%	ADMIN ASST-BLDG INSP	79,722
140	380	100.00%	ADMIN ASST-BLDG INSP	79,722
140	EMPL	100.00%	BUILDING INSP VACANT 95.0%	0
140	380	100.00%	BUILDING INSP VACANT 95.0%	0
			SUBTOTAL	716,307
TRANSFER TO OTHER DEPARTMENT				
380	490	5.00%	COMMUNITY DEVEL DIRECTOR	(5,572)
211	400	10.00%	PLANNING TECH	(6,521)
			FULL TIME TOTALS	704,214
140	380	100.00%	PT/PT OFFICE AIDE	0
140	380	100.00%	BUILDING INSP (70% FTE) 95.0%	40,337
140	380	100.00%	OVERTIME	0
140	380	100.00%	UNIFORMS	400
			DEPARTMENT TOTALS	744,951
			PROGRAM TOTALS	744,951

BUILDING INSPECTION ADMINISTRATION (100 140 380)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
140	380	15.00%	COMMUNITY DEVEL DIRECTOR	16,716
140	380	100.00%	BUILDING OFFICIAL 4/2/15 100%	100,457
140	380	100.00%	CHIEF BUILDING INSPECTOR	89,344
140	380	100.00%	BUILDING INSP VACANT 95.0%	0
140	380	100.00%	ADMIN ASST-BLDG INSP	79,722
140	380	25.00%	PLANNING TECH	16,304
			FULL TIME TOTALS	302,543
140	380	100.00%	PT/PT OFFICE AIDE	0
140	380	100.00%	BUILDING INSP (70% FTE) 95.0%	40,337
140	380	100.00%	OVERTIME	0
140	380	100.00%	UNIFORMS	400
			PROGRAM TOTALS	343,281

PLANNING & ZONING DEPT ADMINISTRATION (100 150 390)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
150	390	30.00%	COMMUNITY DEVEL DIRECTOR	33,432
150	390	75.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	71,755
150	390	50.00%	PLANNING TECH	32,607
			FULL TIME TOTALS	137,794
			PROGRAM TOTALS	137,794

CITY OF OWATONNA
2016 Personnel requests

COMMUNITY SERVICES (CONTINUED)

COMMUNITY DEVELOPMENT GIS (100 150 395)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
150	395	100.00%	GIS TECHNICIAN 4/6/16 95%	78,784
			FULL TIME TOTALS	78,784
			PROGRAM TOTALS	78,784

H R A - USD HUD (282 680 682)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
680	682	50.00%	HOUSING COORD	47,836
			FULL TIME TOTALS	47,836
			DEPARTMENT TOTALS	47,836

H R A - ADMINISTRATION (280 680 680)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
150	680	15.00%	COMMUNITY DEVEL DIRECTOR	16,716
150	680	10.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	9,567
680	680	50.00%	HOUSING COORD	47,836
680	680	10.00%	PLANNING TECH	6,521
			FULL TIME TOTALS	80,641
			DEPARTMENT TOTALS	80,641

E D A - ADMINISTRATION (290 690 695)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
150	695	35.00%	COMMUNITY DEVEL DIRECTOR	39,004
150	695	15.00%	COMMUNITY DEV SPECIALIST 4/9/15 100%	14,351
690	695	5.00%	PLANNING TECH	3,261
			FULL TIME TOTALS	56,615
			DEPARTMENT TOTALS	56,615

CITY OF OWATONNA
2016 Personnel requests

ENGINEERING DEPARTMENT

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
211	EMPL	100.00%	DIRECTOR PUBLIC WORKS	123,365
211	400	55.00%	DIRECTOR PUBLIC WORKS	67,851
211	410	10.00%	DIRECTOR PUBLIC WORKS	12,336
212	420	15.00%	DIRECTOR PUBLIC WORKS	18,505
902	900	5.00%	DIRECTOR PUBLIC WORKS	6,168
902	906	5.00%	DIRECTOR PUBLIC WORKS	6,168
920	920	10.00%	DIRECTOR PUBLIC WORKS	12,336
211	EMPL	100.00%	ASST CITY ENGINEER	102,083
211	400	40.00%	ASST CITY ENGINEER	40,833
211	410	50.00%	ASST CITY ENGINEER	51,041
212	420	5.00%	ASST CITY ENGINEER	5,104
902	906	5.00%	ASST CITY ENGINEER	5,104
211	EMPL	100.00%	ASSOCIATE ENGINEER 11/4/16 100.0%	83,368
211	400	30.00%	ASSOCIATE ENGINEER 11/4/16 100.0%	25,011
211	410	70.00%	ASSOCIATE ENGINEER 11/4/16 100.0%	58,358
211	EMPL	100.00%	ASSOCIATE ENGINEER	81,297
211	400	30.00%	ASSOCIATE ENGINEER	24,389
211	410	70.00%	ASSOCIATE ENGINEER	56,908
211	EMPL	100.00%	ADMIN ASST-PUBLIC WORKS	65,214
211	400	45.00%	ADMIN ASST-PUBLIC WORKS	29,346
902	906	2.50%	ADMIN ASST-PUBLIC WORKS	1,630
902	900	2.50%	ADMIN ASST-PUBLIC WORKS	1,630
212	420	50.00%	ADMIN ASST-PUBLIC WORKS	32,607
211	EMPL	100.00%	ENGINEER TECH III	86,091
211	400	20.00%	ENGINEER TECH III	17,218
211	410	80.00%	ENGINEER TECH III	68,872
211	410	100.00%	ENGINEER TECH I	0
211	EMPL	100.00%	ENGINEER TECH III	71,695
211	400	10.00%	ENGINEER TECH III	7,169
211	410	90.00%	ENGINEER TECH III	64,525
920	920	0.00%	ENGINEER TECH III	0
SUBTOTAL				613,113

TRANSFER FROM OTHER DEPARTMENTS

150	380	10.00%	PLANNING TECH	6,521
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TRANSFERS TO OTHER DEPARTMENTS

212	420	15.00%	DIRECTOR PUBLIC WORKS	(18,505)
902	900	5.00%	DIRECTOR PUBLIC WORKS	(6,168)
902	906	5.00%	DIRECTOR PUBLIC WORKS	(6,168)
920	920	10.00%	DIRECTOR PUBLIC WORKS	(12,336)
212	420	5.00%	ASST CITY ENGINEER	(5,104)
902	906	5.00%	ASST CITY ENGINEER	(5,104)
902	906	2.50%	ADMIN ASST-PUBLIC WORKS	(1,630)
902	900	2.50%	ADMIN ASST-PUBLIC WORKS	(1,630)
212	420	50.00%	ADMIN ASST-PUBLIC WORKS	(32,607)
920	920	0.00%	ENGINEER TECH III	0
FULL TIME TOTALS				530,380

100.00%	PARTTIME	13,542
100.00%	OVERTIME	3,469
100.00%	UNIFORMS	1,000

DEPARTMENT TOTALS 548,390

PROGRAM TOTALS 548,390

ENGINEERING DEPARTMENT - ADMINISTRATION (100 211 400)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
211	400	55.00%	DIRECTOR PUBLIC WORKS	67,851
211	400	40.00%	ASST CITY ENGINEER	40,833
211	400	30.00%	ASSOCIATE ENGINEER 11/4/16 100.0%	25,011
211	400	30.00%	ASSOCIATE ENGINEER	24,389
211	400	45.00%	ADMIN ASST-PUBLIC WORKS	29,346
211	400	20.00%	ENGINEER TECH III	17,218
211	400	10.00%	ENGINEER TECH III	7,169
211	400	10.00%	PLANNING TECH	6,521
FULL TIME TOTALS				218,339
PARTTIME				8,124
OVERTIME				0
UNIFORMS				250
PROGRAM TOTALS				<u>226,713</u>

ENGINEERING DEPARTMENT - CONSTRUCTION PROGRAM (100 211 410)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
211	410	10.00%	DIRECTOR PUBLIC WORKS	12,336
211	410	50.00%	ASST CITY ENGINEER	51,041
211	410	70.00%	ASSOCIATE ENGINEER 11/4/16 100.0%	58,358
211	410	70.00%	ASSOCIATE ENGINEER	56,908
211	410	80.00%	ENGINEER TECH III	68,872
211	410	90.00%	ENGINEER TECH III	64,525
211	410	100.00%	ENGINEER TECH I	0
			FULL TIME TOTALS	312,041
		100.00%	PARTTIME	5,418
		100.00%	OVERTIME	3,469
		100.00%	UNIFORMS	750
			PROGRAM TOTALS	321,677

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STREET DEPARTMENT

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
212	EMPL	100.00%	STREET SUPT	104,174
212	420	70.00%	STREET SUPT	72,922
212	421	10.00%	STREET SUPT	10,417
212	422	5.00%	STREET SUPT	5,209
212	423	5.00%	STREET SUPT	5,209
212	425	5.00%	STREET SUPT	5,209
212	426	5.00%	STREET SUPT	5,209
212	EMPL	100.00%	PAINTER CURRENTLY HEO 10/28/16 100%	77,598
212	420	20.00%	PAINTER CURRENTLY HEO 10/28/16 100%	15,520
212	421	15.00%	PAINTER CURRENTLY HEO 10/28/16 100%	11,640
212	422	50.00%	PAINTER CURRENTLY HEO 10/28/16 100%	38,799
212	426	15.00%	PAINTER CURRENTLY HEO 10/28/16 100%	11,640
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	83,748
212	400	30.00%	LEAD HEAVY EQUIP OPERATOR II	25,124
212	421	15.00%	LEAD HEAVY EQUIP OPERATOR II	12,562
212	423	55.00%	LEAD HEAVY EQUIP OPERATOR II	46,062
212	EMPL	100.00%	ASST STREET SUPT	87,596
212	420	25.00%	ASST STREET SUPT	21,899
212	421	20.00%	ASST STREET SUPT	17,519
212	425	5.00%	ASST STREET SUPT	4,380
212	426	50.00%	ASST STREET SUPT	43,798
212	EMPL	100.00%	MECHANIC	78,304
212	420	85.00%	MECHANIC	66,559
212	421	15.00%	MECHANIC	11,746
212	EMPL	100.00%	MECHANIC	63,908
212	420	85.00%	MECHANIC	54,322
212	421	15.00%	MECHANIC	9,586
212	EMPL	100.00%	MECHANIC	78,304
212	420	85.00%	MECHANIC	66,559
212	421	15.00%	MECHANIC	11,746
212	EMPL	100.00%	PAINTER	65,242
212	420	20.00%	PAINTER	13,048
212	421	15.00%	PAINTER	9,786
212	422	50.00%	PAINTER	32,621
212	426	15.00%	PAINTER	9,786
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	61,301
212	420	20.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	12,260
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	12,260
212	422	10.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	6,130
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	3,065
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	27,586
212	EMPL	100.00%	HEAVY EQUIP OPERATOR-NIGHT	71,022
212	420	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,102
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT	14,204
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT	3,551
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT	31,960
212	426	20.00%	HEAVY EQUIP OPERATOR-NIGHT	14,204
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	420	20.00%	HEAVY EQUIP OPERATOR	15,781
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	422	10.00%	HEAVY EQUIP OPERATOR	7,891
212	425	20.00%	HEAVY EQUIP OPERATOR	15,781
212	426	35.00%	HEAVY EQUIP OPERATOR	27,617
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	420	20.00%	HEAVY EQUIP OPERATOR	15,781
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	423	55.00%	HEAVY EQUIP OPERATOR	43,398
212	426	10.00%	HEAVY EQUIP OPERATOR	7,891
212	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR II	83,748
212	420	25.00%	LEAD HEAVY EQUIP OPERATOR II	20,937
212	421	20.00%	LEAD HEAVY EQUIP OPERATOR II	16,750
212	425	5.00%	LEAD HEAVY EQUIP OPERATOR II	4,187
212	426	50.00%	LEAD HEAVY EQUIP OPERATOR II	41,874
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	420	45.00%	HEAVY EQUIP OPERATOR	35,507
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	423	40.00%	HEAVY EQUIP OPERATOR	31,562

CITY OF OWATONNA
2016 Personnel requests

STREET DEPARTMENT

DEPT	PROG	COST	POSITION	
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	420	15.00%	HEAVY EQUIP OPERATOR	11,836
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	423	10.00%	HEAVY EQUIP OPERATOR	7,891
212	424	0.00%	HEAVY EQUIP OPERATOR	0
212	425	20.00%	HEAVY EQUIP OPERATOR	15,781
212	426	40.00%	HEAVY EQUIP OPERATOR	31,562
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	78,905
212	420	10.00%	HEAVY EQUIP OPERATOR	7,891
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	425	15.00%	HEAVY EQUIP OPERATOR	11,836
212	426	60.00%	HEAVY EQUIP OPERATOR	47,343
212	EMPL	100.00%	HEAVY EQUIP OPERATOR	64,509
212	420	10.00%	HEAVY EQUIP OPERATOR	6,451
212	421	15.00%	HEAVY EQUIP OPERATOR	9,676
212	422	5.00%	HEAVY EQUIP OPERATOR	3,225
212	423	5.00%	HEAVY EQUIP OPERATOR	3,225
212	425	15.00%	HEAVY EQUIP OPERATOR	9,676
212	426	50.00%	HEAVY EQUIP OPERATOR	32,255
			SUBTOTAL	1,313,984

TRANSFERS FROM OTHER DEPARTMENTS

211	420	15.00%	DIRECTOR PUBLIC WORKS	18,505
211	420	5.00%	ASST CITY ENGINEER	5,104
211	420	50.00%	ADMIN ASST-PUBLIC WORKS	32,607
902	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	16,470
			FULL TIME TOTALS	1,386,670

212		0.00%	PARTTIME	9,271
212	422	0.00%	PARTTIME	6,953
212	423	0.00%	PARTTIME	0
212	426	0.00%	PARTTIME	2,318
212		81.00%	OVERTIME	52,058
212	420	19.00%	OVERTIME	9,893
212	421	73.23%	OVERTIME	38,123
212	422	1.16%	OVERTIME	603
212	423	1.23%	OVERTIME	639
212	424	0.00%	OVERTIME	0
212	425	2.73%	OVERTIME	1,424
212	426	2.64%	OVERTIME	1,375
212	420	100.00%	ON CALL	6,170
212	420	100.00%	UNIFORMS	5,000

DEPARTMENT TOTALS 1,459,168

PROGRAM TOTALS 1,459,168

CITY OF OWATONNA
2016 Personnel requests

STREET DEPARTMENT (CONTINUED)

ADMINISTRATION (100 212 420)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
212	420	70.00%	STREET SUPT	72,922
212	420	20.00%	PAINTER CURRENTLY HEO 10/28/16 100%	15,520
212	400	30.00%	LEAD HEAVY EQUIP OPERATOR II	25,124
212	420	25.00%	ASST STREET SUPT	21,899
212	420	85.00%	MECHANIC	66,559
212	420	85.00%	MECHANIC	54,322
212	420	85.00%	MECHANIC	66,559
212	420	20.00%	PAINTER	13,048
212	420	20.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	12,260
212	420	10.00%	HEAVY EQUIP OPERATOR-NIGHT	7,102
212	420	20.00%	HEAVY EQUIP OPERATOR	15,781
212	420	20.00%	HEAVY EQUIP OPERATOR	15,781
212	420	25.00%	LEAD HEAVY EQUIP OPERATOR II	20,937
212	420	45.00%	HEAVY EQUIP OPERATOR	35,507
212	420	15.00%	HEAVY EQUIP OPERATOR	11,836
212	420	10.00%	HEAVY EQUIP OPERATOR	7,891
212	420	10.00%	HEAVY EQUIP OPERATOR	6,451
212	420	5.00%	HEAVY EQUIP OPERATOR - VACANT	0
FULL TIME SUBTOTAL				469,499
TRANSFERS FROM OTHER DEPARTMENTS				
211	420	15.00%	DIRECTOR PUBLIC WORKS	18,505
211	420	5.00%	ASST CITY ENGINEER	5,104
211	420	50.00%	ADMIN ASST-PUBLIC WORKS	32,607
FULL TIME TOTAL				525,715
212	420	10.00%	HEAVY EQUIPMENT OPERATOR-PT (87.5% FTE)	0
212	420	19.00%	OVERTIME	9,893
212	420	100.00%	ON CALL	6,170
212	420	100.00%	UNIFORMS	5,000
PROGRAM TOTALS				546,778

ICE & SNOW REMOVAL (100 212 421)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
212	421	10.00%	STREET SUPT	10,417
212	421	15.00%	PAINTER CURRENTLY HEO 10/28/16 100%	11,640
212	421	15.00%	LEAD HEAVY EQUIP OPERATOR II	12,562
212	421	20.00%	ASST STREET SUPT	17,519
212	421	15.00%	MECHANIC	11,746
212	421	15.00%	MECHANIC	9,586
212	421	15.00%	MECHANIC	11,746
212	421	15.00%	PAINTER	9,786
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	12,260
212	421	20.00%	HEAVY EQUIP OPERATOR-NIGHT	14,204
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	421	20.00%	LEAD HEAVY EQUIP OPERATOR II	16,750
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	421	15.00%	HEAVY EQUIP OPERATOR	11,836
212	421	15.00%	HEAVY EQUIP OPERATOR	9,676
212	421	5.00%	HEAVY EQUIP OPERATOR - VACANT	0
SUBTOTAL				207,072
TRANSFERS FROM OTHER DEPARTMENTS				
902	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	16,470
FULL TIME TOTALS				223,542
212	421	15.00%	HEAVY EQUIPMENT OPERATOR-PT (87.5% FTE)	0
212	421	73.23%	OVERTIME	38,123
PROGRAM TOTALS				261,666

CITY OF OWATONNA
2016 Personnel requests

STREET DEPARTMENT (CONTINUED)

STREET SIGNS AND MARKINGS (100 212 422)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
212	422	5.00%	STREET SUPT	5,209
212	422	50.00%	PAINTER CURRENTLY HEO 10/28/16 100%	38,799
212	422	50.00%	PAINTER	32,621
212	422	10.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	6,130
212	422	10.00%	HEAVY EQUIP OPERATOR	7,891
212	422	5.00%	HEAVY EQUIP OPERATOR	3,225
			FULL TIME TOTALS	93,875
212	422	0.00%	PARTTIME	6,953
212	422	1.16%	OVERTIME	603
			PROGRAM TOTALS	<u>101,432</u>

FORESTRY (100 212 423)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
212	423	5.00%	STREET SUPT	5,209
212	423	55.00%	LEAD HEAVY EQUIP OPERATOR II	46,062
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	3,065
212	423	5.00%	HEAVY EQUIP OPERATOR-NIGHT	3,551
212	423	55.00%	HEAVY EQUIP OPERATOR	43,398
212	423	40.00%	HEAVY EQUIP OPERATOR	31,562
212	423	10.00%	HEAVY EQUIP OPERATOR	7,891
212	423	5.00%	HEAVY EQUIP OPERATOR	3,225
			FULL TIME TOTALS	143,962
212	423	1.23%	OVERTIME	639
			PROGRAM TOTALS	<u>144,602</u>

STREET CLEANING (100 212 425)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
212	425	5.00%	STREET SUPT	5,209
212	425	5.00%	ASST STREET SUPT	4,380
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT 1/26/16 95%	27,586
212	425	45.00%	HEAVY EQUIP OPERATOR-NIGHT	31,960
212	425	20.00%	HEAVY EQUIP OPERATOR	15,781
212	425	5.00%	LEAD HEAVY EQUIP OPERATOR II	4,187
212	425	20.00%	HEAVY EQUIP OPERATOR	15,781
212	425	15.00%	HEAVY EQUIP OPERATOR	11,836
212	425	15.00%	HEAVY EQUIP OPERATOR	9,676
			FULL TIME TOTALS	126,396
212	425	2.73%	OVERTIME	1,424
			PROGRAM TOTALS	<u>127,819</u>

STREET MAINTENANCE REPAIR (100 212 426)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
212	426	5.00%	STREET SUPT	5,209
212	426	15.00%	PAINTER CURRENTLY HEO 10/28/16 100%	11,640
212	426	50.00%	ASST STREET SUPT	43,798
212	426	15.00%	PAINTER	9,786
212	426	20.00%	HEAVY EQUIP OPERATOR-NIGHT	14,204
212	426	35.00%	HEAVY EQUIP OPERATOR	27,617
212	426	10.00%	HEAVY EQUIP OPERATOR	7,891
212	426	50.00%	LEAD HEAVY EQUIP OPERATOR II	41,874
212	426	40.00%	HEAVY EQUIP OPERATOR	31,562
212	426	60.00%	HEAVY EQUIP OPERATOR	47,343
212	426	50.00%	HEAVY EQUIP OPERATOR	32,255
			FULL TIME TOTALS	273,179
212	426	0.00%	PARTTIME	2,318
212	426	2.64%	OVERTIME	1,375
			PROGRAM TOTALS	<u>276,872</u>

CITY OF OWATONNA
2016 Personnel requests

AIRPORT

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
380	EMPL	100.00%	AIRPORT MANAGER	98,278
380	490	96.00%	AIRPORT MANAGER	94,347
380	490	4.00%	AIRPORT MANAGER	3,931
SUBTOTAL				98,278
TRANSFERS FROM OTHER DEPARTMENTS				
380	490	5.00%	COMMUNITY DEVEL DIRECTOR	5,572
FULL TIME TOTALS				103,850
380	EMPL	0.00%	PARTTIME	0
380	490	EMPL	AIRPORT - PT (50% FTE)	16,154
DEPARTMENT TOTALS				120,004
PROGRAM TOTALS				120,004

ADMINISTRATION (100 380 490)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
380	490	96.00%	AIRPORT MANAGER	94,347
380	490	5.00%	COMMUNITY DEVEL DIRECTOR	5,572
FULL TIME TOTALS				99,919
PROGRAM TOTALS				99,919

ADMINISTRATION (100 380 491)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
380	490	4.00%	AIRPORT MANAGER	3,931
FULL TIME TOTALS				3,931
380	490	EMPL	AIRPORT - PT (50% FTE)	16,154
PROGRAM TOTALS				20,085

CITY OF OWATONNA
2016 Personnel requests

LIBRARY

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
420	EMPL	100.00%	DIRECTOR LIBRARY SERVICES	112,620
420	600	70.00%	DIRECTOR LIBRARY SERVICES	78,834
420	610	5.00%	DIRECTOR LIBRARY SERVICES	5,631
420	620	5.00%	DIRECTOR LIBRARY SERVICES	5,631
420	630	10.00%	DIRECTOR LIBRARY SERVICES	11,262
420	640	10.00%	DIRECTOR LIBRARY SERVICES	11,262
420	EMPL	100.00%	ASST LIBRARY DIRECTOR	100,436
420	600	55.00%	ASST LIBRARY DIRECTOR	55,240
420	610	10.00%	ASST LIBRARY DIRECTOR	10,044
420	620	10.00%	ASST LIBRARY DIRECTOR	10,044
420	630	12.50%	ASST LIBRARY DIRECTOR	12,555
420	640	12.50%	ASST LIBRARY DIRECTOR	12,555
420	EMPL	100.00%	LIBRARIAN	89,172
420	610	15.00%	LIBRARIAN	13,376
420	620	15.00%	LIBRARIAN	13,376
420	630	70.00%	LIBRARIAN	62,421
420	EMPL	100.00%	LIBRARIAN	95,673
420	610	15.00%	LIBRARIAN	14,351
420	620	15.00%	LIBRARIAN	14,351
420	630	70.00%	LIBRARIAN	66,971
420	EMPL	100.00%	LIBRARIAN	85,086
420	610	15.00%	LIBRARIAN	12,763
420	620	15.00%	LIBRARIAN	12,763
420	630	70.00%	LIBRARIAN	59,560
420	EMPL	100.00%	INFORMATION TECH COORDINATOR	107,744
420	630	25.00%	INFORMATION TECH COORDINATOR	26,936
051	140	75.00%	INFORMATION TECH COORDINATOR	80,808
420	EMPL	100.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	94,162
420	630	25.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	23,541
051	140	75.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	70,622
420	EMPL	100.00%	IT SYSTEM ADMIN 5/11/16 95%	93,104
420	630	25.00%	IT SYSTEM ADMIN 5/11/16 95%	23,276
051	140	75.00%	IT SYSTEM ADMIN 5/11/16 95%	69,828
420	EMPL	100.00%	CIRCULATION ASST LIBRARY	65,632
420	610	100.00%	CIRCULATION ASST LIBRARY	65,632
420	EMPL	100.00%	TECHNICAL SERVICES ASSISTANT	65,632
420	610	100.00%	TECHNICAL SERVICES ASSISTANT	65,632
420	EMPL	100.00%	ASST CHILDREN LIBRARIAN	61,405
420	610	100.00%	ASST CHILDREN LIBRARIAN	61,405
			SUBTOTAL	970,668
TRANSFER TO OTHER DEPARTMENTS				
051	140	75.00%	INFORMATION TECH COORDINATOR	(80,808)
051	140	75.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	(70,622)
051	140	75.00%	IT SYSTEM ADMIN 5/11/16 95%	(69,828)
			FULL TIME TOTALS	749,410
420	610	100.00%	PAGE - PT (30% FTE)	6,643
420	610	100.00%	PAGE - PT (25% FTE)	5,536
420	610	100.00%	PAGE - PT (25% FTE)	5,536
420	610	100.00%	CIRCULATION ASST - PT (70% FTE)	30,557
420	610	100.00%	CIRCULATION ASST - PT (70% FTE)	30,557
420	EMPL	100.00%	AA-LIBRARY - PT (70% FTE)	30,557
420	600	62.50%	AA-LIBRARY - PT (70% FTE)	19,098
420	610	18.75%	AA-LIBRARY - PT (70% FTE)	5,729
420	620	18.75%	AA-LIBRARY - PT (70% FTE)	5,729
420	610	100.00%	DESK ASST - (25% FTE)	7,768
420	610	100.00%	DESK ASST - (50% FTE) 2/20/15 92.5%	19,756
420	610	100.00%	DESK ASST - PT (50% FTE) 1/2/15 95.0%	19,756
420	610	100.00%	DESK ASST - PT (50% FTE)	21,366
420	610	100.00%	DESK ASST - PT (70% FTE)	29,912
420	610	100.00%	DESK ASST - PT (70% FTE)	29,912
			PERM PART TIME SUBTOTAL	237,856
PT TRANSFER FROM OTHER DEPARTMENTS				
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)12/15/16 97.5%	20,966
420		100.00%	PARTTIME	2,166
420	620		PARTTIME	1,083
420	640		PARTTIME	1,083
			DEPARTMENT TOTALS	1,010,399
			PROGRAM TOTALS	1,010,399

CITY OF OWATONNA
2016 Personnel requests

LIBRARY (CONTINUED)

ADMINISTRATION (100 420 600)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
420	600	70.00%	DIRECTOR LIBRARY SERVICES	78,834
420	600	55.00%	ASST LIBRARY DIRECTOR	55,240
			FULL TIME TOTALS	134,074
420	600	62.50%	AA-LIBRARY - PT (70% FTE)	19,098
			PROGRAM TOTALS	153,172

CIRCULATION SERVICES (100 420 610)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
420	610	5.00%	DIRECTOR LIBRARY SERVICES	5,631
420	610	10.00%	ASST LIBRARY DIRECTOR	10,044
420	610	15.00%	LIBRARIAN	13,376
420	610	15.00%	LIBRARIAN	14,351
420	610	15.00%	LIBRARIAN	12,763
420	610	100.00%	CIRCULATION ASST LIBRARY	65,632
420	610	100.00%	TECHNICAL SERVICES ASSISTANT	65,632
420	610	100.00%	ASST CHILDREN LIBRARIAN	61,405
			FULL TIME TOTALS	248,834
420	610	100.00%	PAGE - PT (30% FTE)	6,643
420	610	100.00%	PAGE - PT (25% FTE)	5,536
420	610	100.00%	PAGE - PT (25% FTE)	5,536
420	610	100.00%	CIRCULATION ASST - PT (70% FTE)	30,557
420	610	100.00%	CIRCULATION ASST - PT (70% FTE)	30,557
420	610	18.75%	AA-LIBRARY - PT (70% FTE)	5,729
420	610	100.00%	DESK ASST - (25% FTE)	7,768
420	610	100.00%	DESK ASST - (50% FTE) 2/20/15 92.5%	19,756
420	610	100.00%	DESK ASST - PT (50% FTE) 1/2/15 95.0%	19,756
420	610	100.00%	DESK ASST - PT (50% FTE)	21,366
420	610	100.00%	DESK ASST - PT (70% FTE)	29,912
420	610	100.00%	DESK ASST - PT (70% FTE)	29,912
			PROGRAM TOTALS	461,863

LIBRARY SITE USE (100 420 620)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
420	620	5.00%	DIRECTOR LIBRARY SERVICES	5,631
420	620	10.00%	ASST LIBRARY DIRECTOR	10,044
420	620	15.00%	LIBRARIAN	13,376
420	620	15.00%	LIBRARIAN	14,351
420	620	15.00%	LIBRARIAN	12,763
			FULL TIME TOTALS	56,164
420	620	18.75%	AA-LIBRARY - PT (70% FTE)	5,729
420	620	0.00%	PARTTIME	1,083

TRANSFER FROM OTHER DEPARTMENTS

590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)12/15/16 97.5%	20,966
			PART TIME TOTALS	27,779
			PROGRAM TOTALS	83,943

LIBRARY INFORMATION SERVICES (100 420 630)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
420	630	10.00%	DIRECTOR LIBRARY SERVICES	11,262
420	630	12.50%	ASST LIBRARY DIRECTOR	12,555
420	630	70.00%	LIBRARIAN	62,421
420	630	70.00%	LIBRARIAN	66,971
420	630	70.00%	LIBRARIAN	59,560
420	630	25.00%	INFORMATION TECH COORDINATOR	26,936
420	630	25.00%	INFO TECH SYSEM ADMIN 9/30/16 97.5%	23,541
420	630	25.00%	IT SYSTEM ADMIN 5/11/16 95%	23,276
			FULL TIME TOTALS	286,521
			PROGRAM TOTALS	<u>286,521</u>

LIBRARY OFF-SITE USE (100 420 640)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
420	640	10.00%	DIRECTOR LIBRARY SERVICES	11,262
420	640	12.50%	ASST LIBRARY DIRECTOR	12,555
			FULL TIME TOTALS	23,817
420	640	0.00%	PARTTIME	1,083
			PROGRAM TOTALS	<u>24,900</u>

CITY OF OWATONNA
2016 Personnel requests

PARK & RECREATION ADMINISTRATION

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
510	EMPL	100.00%	PARK & REC DIRECTOR	117,024
510	500	100.00%	PARK & REC DIRECTOR	117,024
514	EMPL	100.00%	ASST RECREATION DIRECTOR	83,394
513	530	60.00%	ASST RECREATION DIRECTOR	50,036
512	520	40.00%	ASST RECREATION DIRECTOR	33,357
510	EMPL	100.00%	ADMIN ASST-PARK & REC 5/31/16 100%	77,974
510	500	20.00%	ADMIN ASST-PARK & REC 5/31/16 100%	15,595
511	510	10.00%	ADMIN ASST-PARK & REC 5/31/16 100%	7,797
512	520	15.00%	ADMIN ASST-PARK & REC 5/31/16 100%	11,696
513	530	20.00%	ADMIN ASST-PARK & REC 5/31/16 100%	15,595
525	562	30.00%	ADMIN ASST-PARK & REC 5/31/16 100%	23,392
590	580	5.00%	ADMIN ASST-PARK & REC 5/31/16 100%	3,899
510	EMPL	100.00%	ADMIN ASST-REC 1/14/16 100.0%	61,349
510	500	25.00%	ADMIN ASST-REC 1/14/16 100.0%	15,337
511	510	10.00%	ADMIN ASST-REC 1/14/16 100.0%	6,135
512	520	20.00%	ADMIN ASST-REC 1/14/16 100.0%	12,270
513	530	40.00%	ADMIN ASST-REC 1/14/16 100.0%	24,539
590	580	5.00%	ADMIN ASST-REC 1/14/16 100.0%	3,067
SUBTOTAL				339,741

TRANSFERS TO/FR OTHER DEPARTMENTS

513	530	60.00%	ASST RECREATION DIRECTOR	(50,036)
512	520	40.00%	ASST RECREATION DIRECTOR	(33,357)
511	510	10.00%	ADMIN ASST-PARK & REC 5/31/16 100%	(7,797)
512	520	15.00%	ADMIN ASST-PARK & REC 5/31/16 100%	(11,696)
513	530	20.00%	ADMIN ASST-PARK & REC 5/31/16 100%	(15,595)
525	562	30.00%	ADMIN ASST-PARK & REC 5/31/16 100%	(23,392)
590	580	5.00%	ADMIN ASST-PARK & REC 5/31/16 100%	(3,899)
511	510	10.00%	ADMIN ASST-REC 1/14/16 100.0%	(6,135)
512	520	20.00%	ADMIN ASST-REC 1/14/16 100.0%	(12,270)
513	530	40.00%	ADMIN ASST-REC 1/14/16 100.0%	(24,539)
590	580	5.00%	ADMIN ASST-REC 1/14/16 100.0%	(3,067)
FULL TIME TOTALS				147,956

510	500	EMPL	AA - P&R - PT (70% FTE)	32,013
510	500	90.00%	AA - P&R - PT (70% FTE)	28,812
512	520	5.00%	AA - P&R - PT (70% FTE)	1,601
513	530	5.00%	AA - P&R - PT (70% FTE)	1,601
510	500	EMPL	AA - P&R - PT (50% FTE)	24,633
510	500	80.00%	AA - P&R - PT (50% FTE)	19,707
511	510	5.00%	AA - P&R - PT (50% FTE)	1,232
512	520	5.00%	AA - P&R - PT (50% FTE)	1,232
513	530	10.00%	AA - P&R - PT (50% FTE)	2,463
510	500	100.00%	INTERN & FILE CLERK	1,354
510	500	100.00%	PARK POLICE	0
PART TIME TOTALS				58,001

510	500	100.00%	OVERTIME	0	
				UNIFORMS	500

PT TRANSFERS TO OTHER DEPARTMENTS

-10.00%	AA - P&R - PT (70% FTE)	(3,201)
-20.00%	AA - P&R - PT (50% FTE)	(4,927)

DEPARTMENT TOTALS 198,329

PROGRAM TOTALS 198,329

ADMINISTRATION (100 510 500)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS	
510	500	100.00%	PARK & REC DIRECTOR	117,024	
510	500	20.00%	ADMIN ASST-PARK & REC 5/31/16 100%	15,595	
510	500	25.00%	ADMIN ASST-REC 1/14/16 100.0%	15,337	
FULL TIME TOTALS				147,956	
510	500	90.00%	AA - P&R - PT (70% FTE)	28,812	
510	500	80.00%	AA - P&R - PT (50% FTE)	19,707	
510	500	100.00%	INTERN & FILE CLERK	1,354	
				UNIFORMS	500
510	500	100.00%	OVERTIME	0	
PROGRAM TOTALS				<u>198,329</u>	

CITY OF OWATONNA
2016 Personnel requests

ADULT RECREATION

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
512	520	40.00%	ASST RECREATION DIRECTOR	33,357
512	520	15.00%	ADMIN ASST-PARK & REC 5/31/16 100%	11,696
512	520	20.00%	ADMIN ASST-REC 1/14/16 100.0%	12,270
FULL TIME TOTALS				57,323
510	500	5.00%	AA - P&R - PT (70% FTE)	1,601
510	500	5.00%	AA - P&R - PT (50% FTE)	1,232
512	520	100.00%	PARTTIME	18,209
512	520	100.00%	UNIFORMS	280
512	520	100.00%	OVERTIME	116
DEPARTMENT TOTALS				78,760
PROGRAM TOTALS				78,760

ADULT RECREATION (100 512 520)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
512	520	40.00%	ASST RECREATION DIRECTOR	33,357
512	520	15.00%	ADMIN ASST-PARK & REC 5/31/16 100%	11,696
512	520	20.00%	ADMIN ASST-REC 1/14/16 100.0%	12,270
FULL TIME TOTAL				57,323
510	500	5.00%	AA - P&R - PT (70% FTE)	1,601
510	500	5.00%	AA - P&R - PT (50% FTE)	1,232
512	520	100.00%	PARTTIME	18,209
512	520	100.00%	UNIFORMS	280
512	520	100.00%	OVERTIME	116
PROGRAM TOTALS				78,760

CITY OF OWATONNA
2016 Personnel requests

YOUTH RECREATION

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
TRANSFERS FROM OTHER DEPARTMENTS				
513	530	60.00%	ASST RECREATION DIRECTOR	50,036
513	530	15.00%	ASST RECREATION DIRECTOR	13,080
513	530	15.00%	RECREATION SUPERVISOR 3/24/16 97.5%	9,567
513	530	20.00%	ADMIN ASST-PARK & REC 5/31/16 100%	15,595
513	530	40.00%	ADMIN ASST-REC 1/14/16 100.0%	24,539
FULL TIME TOTALS				112,818
513	530	5.00%	AA - P&R - PT (70% FTE)	1,601
513	530	10.00%	AA - P&R - PT (50% FTE)	2,463
513	530	EMPL	THERAPEUTIC - PT (87.5% FTE)	55,451
513	530	100.00%	OVERTIME	0
513	530	100.00%	UNIFORMS	300
513	530	100.00%	PARTTIME	71,673
DEPARTMENT TOTALS				244,305
PROGRAM TOTALS				244,305

YOUTH RECREATION (100 513 530)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
510	530	60.00%	ASST RECREATION DIRECTOR	50,036
513	530	15.00%	ASST RECREATION DIRECTOR	13,080
513	530	15.00%	RECREATION SUPERVISOR 3/24/16 97.5%	9,567
513	530	20.00%	ADMIN ASST-PARK & REC 5/31/16 100%	15,595
513	530	40.00%	ADMIN ASST-REC 1/14/16 100.0%	24,539
FULL TIME TOTALS				112,818
513	530	100.00%	OVERTIME	0
510	530	5.00%	AA - P&R - PT (70% FTE)	1,601
510	530	10.00%	AA - P&R - PT (50% FTE)	2,463
513	530	EMPL	THERAPEUTIC - PT (87.5% FTE)	55,451
513	530	100.00%	PARTTIME	71,673
513	530	100.00%	UNIFORMS	300
PROGRAM TOTALS				244,305

CITY OF OWATONNA
2016 Personnel requests

TENNIS/FITNESS CENTER

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
510	EMPL	100.00%	ASST RECREATION DIRECTOR	87,203
514	540	45.00%	ASST RECREATION DIRECTOR	39,241
513	530	15.00%	ASST RECREATION DIRECTOR	13,080
515	550	30.00%	ASST RECREATION DIRECTOR	26,161
630	570	10.00%	ASST RECREATION DIRECTOR	8,720
514	540	0.00%	ASST RECREATION DIRECTOR	0
SUB TOTALS				87,203

TRANSFERS TO/FROM OTHER DEPARTMENTS

514	540	20.00%	RECREATION SUPERVISOR 3/24/16 97.5%	12,756
513	530	-15.00%	ASST RECREATION DIRECTOR	(13,080)
515	550	-30.00%	ASST RECREATION DIRECTOR	(26,161)
630	570	-10.00%	ASST RECREATION DIRECTOR	(8,720)
FULL TIME TOTALS				51,997

514	540	10.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	0
514	546	EMPL	GUEST SERVICE LEAD (70% FTE)	27,708
514	546	100.00%	PARTTIME	59,033

DEPARTMENT TOTALS 138,738

PROGRAM TOTALS 138,738

ADMINISTRATION (100 514 540)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
514	540	45.00%	ASST RECREATION DIRECTOR	39,241
514	540	20.00%	RECREATION SUPERVISOR 3/24/16 97.5%	12,756
514	540	0.00%	ASST RECREATION DIRECTOR	0
FULL TIME TOTALS				51,997

514	540	100.00%	PARTTIME	0
PROGRAM TOTALS				51,997

FITNESS, AQUATICS, CONCESSIONS (100 514 546)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
514	546	EMPL	GUEST SERVICE LEAD (70% FTE)	27,708
514	546	100.00%	PARTTIME	59,033
PROGRAM TOTALS				86,742

SENIOR PLACE

ADMINISTRATION (100 515 550)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
515	EMPL	100.00%	SENIOR CITIZENS DIR	0
515	EMPL	100.00%	RECREATION SUPERVISOR 3/24/16 97.5%	63,778
515	550	60.00%	RECREATION SUPERVISOR 3/24/16 97.5%	38,267
514	540	20.00%	RECREATION SUPERVISOR 3/24/16 97.5%	12,756
513	530	15.00%	RECREATION SUPERVISOR 3/24/16 97.5%	9,567
630	570	5.00%	RECREATION SUPERVISOR 3/24/16 97.5%	3,189
FULL TIME TOTALS				63,778

TRANSFER TO/FROM OTHER DEPARTMENTS

515	550	30.00%	ASST RECREATION DIRECTOR	26,161
514	540	20.00%	RECREATION SUPERVISOR 3/24/16 97.5%	(12,756)
513	530	15.00%	RECREATION SUPERVISOR 3/24/16 97.5%	(9,567)
630	570	5.00%	RECREATION SUPERVISOR 3/24/16 97.5%	(3,189)
FULL TIME TOTALS				64,428

515	550	100.00%	PARTTIME	9,818
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DEPARTMENT TOTALS 74,246

CITY OF OWATONNA
2016 Personnel requests

OWATONNA AQUATIC CENTER

ADMINISTRATION (100 520 575)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
630	570	10%	ASST RECREATION DIRECTOR	8,720
630	570	5%	RECREATION SUPERVISOR 3/24/16 97.5%	3,189
			FULL TIME TOTALS	11,909
			PARTTIME	117,612
			DEPARTMENT TOTALS	129,521

CITY OF OWATONNA
2016 Personnel requests

BROOKTREE GOLF COURSE

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
525	EMPL	100.00%	GOLF SUPT	0
525	560	0.00%	GOLF SUPT	0
525	562	10.00%	GOLF SUPT	0
525	564	90.00%	GOLF SUPT	0
525	566	0.00%	GOLF SUPT	0
525	568	0.00%	GOLF SUPT	0
			SUBTOTAL	0
TRANSFERS FROM OTHER DEPARTMENTS				
500	562	30.00%	ADMIN ASST-PARK & REC 5/31/16 100%	23,392
511	510	40.00%	PARK DIRECTOR	41,072
511	510	60.00%	PARK TECH I	46,869
511	510	80.00%	PARK TECH I	50,975
			FULL TIME TOTALS	162,308
525	562	EMPL	GUEST SERVICE LEAD (70% FTE)	27,708
525	564	EMPL	PRK BLDG MNT II - PT (70.0% FTE) 2/17/16 95%	25,964
525	564	EMPL	GOLF MAINT II - PT (70.0% FTE)	27,434
			PERM PT SUBTOTALS	81,106
525	562	100.00%	PARTTIME	82,942
525	564	100.00%	PARTTIME	38,434
525	564	100.00%	UNIFORMS	1,000
525	564	100.00%	OVERTIME	1,167
			DEPARTMENT TOTALS	366,958
			PROGRAM TOTALS	366,958

CLUBHOUSE ACTIVITIES (100 525 562)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
525	562	10.00%	GOLF SUPT	0
500	562	30.00%	ADMIN ASST-PARK & REC 5/31/16 100%	23,392
			FULL TIME TOTALS	23,392
525	562	80.00%	CLUB HOUSE MANAGER - PT (87.5% FTE)	0
525	562	EMPL	GUEST SERVICE LEAD (70% FTE)	27,708
525	562	100.00%	PARTTIME	82,942
			PART TIME TOTALS	110,651
			PROGRAM TOTALS	134,043

DAILY MAINTENANCE (100 525 564)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
525	564	90.00%	GOLF SUPT	0
511	510	40.00%	PARK DIRECTOR	41,072
511	510	60.00%	PARK TECH I	46,869
511	510	80.00%	PARK TECH I	50,975
			FULL TIME TOTALS	138,916
525	564	100.00%	PRK BLDG MNT II - PT (70.0% FTE) 2/17/16 95%	25,964
525	564	100.00%	GOLF MAINT II - PT (70.0% FTE)	27,434
525	564	100.00%	PARTTIME	38,434
			PART TIME TOTALS	91,832
525	564	100.00%	UNIFORMS	1,000
525	564	100.00%	OVERTIME	1,167
			PROGRAM TOTALS	232,915

CITY OF OWATONNA
2016 Personnel requests

PARK MAINTENANCE

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
511	EMPL	100.00%	PARK DIRECTOR	102,681
511	510	40.00%	PARK DIRECTOR	41,072
525	564	40.00%	PARK DIRECTOR	41,072
590	580	20.00%	PARK DIRECTOR	20,536
511	EMPL	100.00%	PARK FOREMAN	85,054
511	EMPL	100.00%	PARK TECH I	78,115
511	510	40.00%	PARK TECH I	31,246
525	564	60.00%	PARK TECH I	46,869
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	66,089
511	EMPL	100.00%	PARK TECH I 6/20/16 100.0%	62,991
511	EMPL	100.00%	HEAVY EQUIP OPERATOR	76,676
511	EMPL	100.00%	PARK TECH I	63,719
511	510	20.00%	PARK TECH I	12,744
525	564	80.00%	PARK TECH I	50,975
511	EMPL	100.00%	CUSTODIAN	56,193
511	EMPL	100.00%	CUSTODIAN	56,193
511	EMPL	100.00%	CUSTODIAN	52,384
			SUBTOTAL	700,094
TRANSFERS FROM OTHER DEPARTMENTS				
511	510	10.00%	ADMIN ASST-PARK & REC 5/31/16 100%	7,797
511	510	10.00%	ADMIN ASST-REC 1/14/16 100.0%	6,135
511	510	25.00%	HEAVY EQUIP OPERATOR - VACANT	0
TRANSFERS TO OTHER DEPARTMENTS				
590	580	40.00%	PARK DIRECTOR	(41,072)
590	580	20.00%	PARK DIRECTOR	(20,536)
525	564	60.00%	PARK TECH I	(46,869)
525	564	80.00%	PARK TECH I	(50,975)
			FULL TIME TOTALS	554,574
511	EMPL	100.00%	PARK MAINT II - PT (70% FTE) 4/12/16 100%	27,556
511	EMPL	100.00%	PARK MAINT II - PT (70% FTE) 5/12/16 95%	25,169
511	EMPL	100.00%	PARK MAINT II - PT (60% FTE) 4/15/16 100%	23,619
511	EMPL	100.00%	PARK MAINT II - PT (60% FTE) 9/4/16 97.5%	22,791
				0
			PERM PART TIME SUBTOTALS	99,135
511	510	5.00%	AA - P&R - PT (50% FTE)	1,232
511	510	100.00%	PARTTIME	112,905
511	510	100.00%	OVERTIME	15,298
511	510	100.00%	ON CALL	5,947
511	510	100.00%	UNIFORMS	5,000
			DEPARTMENT & PROGRAM TOTALS	794,091

CITY OF OWATONNA
2016 Personnel requests

BUILDING/GROUNDS MAINTENANCE

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
590	EMPL	100.00%	FACILITIES & GROUNDS SUPER 5/3/16 97.5%	97,905
590	EMPL	100.00%	MASTER CARPENTER	81,641
590	EMPL	100.00%	SENIOR FACILITIES TECH	71,054
590	EMPL	100.00%	SENIOR FACILITIES TECH	81,641
590	EMPL	100.00%	MASTER CARP - VAC CURR FAC. TECH	78,404
590	EMPL	100.00%	FACILITIES TECH 9/10/16 97.5%	63,755
590	EMPL	100.00%	CUSTODIAN	56,193
590	EMPL	100.00%	CUSTODIAN	56,193
			SUBTOTAL	586,787
TRANSFER FROM OTHER DEPARTMENTS				
511	510	20.00%	PARK DIRECTOR	20,536
510	580	5.00%	ADMIN ASST-PARK & REC 5/31/16 100%	3,899
590	580	5.00%	ADMIN ASST-REC 1/14/16 100.0%	3,067
			FULL TIME TOTALS	614,289
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%	26,293
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE) 8/13/16 100%	21,754
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)12/15/16 97.5%	20,966
			PERM PART TIME SUBTOTAL	69,013
TRANSFER TO OTHER DEPARTMENTS				
590	EMPL	100.00%	PRK BLDG MNT I - PT (70.0% FTE)12/15/16 97.5%	(20,966)
590		100.00%	PARTTIME	11,265
			PART TIME TOTALS	59,311
590		100.00%	OVERTIME	9,479
590		100.00%	ON CALL	6,608
590		100.00%	UNIFORMS	3,200
			DEPARTMENT & PROGRAM TOTALS	692,888

CITY OF OWATONNA
2016 Personnel requests

WASTE WATER - SEWER COLLECTION DEPARTMENT

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
902	EMPL	100.00%	WWTF SUPT	109,416
902	900	50.00%	WWTF SUPT	54,708
902	902	20.00%	WWTF SUPT	21,883
902	906	30.00%	WWTF SUPT	32,825
902	EMPL	100.00%	WWTF LAB MANAGER	67,201
902	EMPL	100.00%	LEAD HEAVY EQUIP OPERATOR I	82,351
902	906	80.00%	LEAD HEAVY EQUIP OPERATOR I	65,881
212	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	16,470
902	EMPL	100.00%	FIRST CLASS OPERATOR	87,146
902	902	90.00%	FIRST CLASS OPERATOR	78,431
902	904	10.00%	FIRST CLASS OPERATOR	8,715
902	EMPL	100.00%	PLANT OPERATOR D 1/28/16 100.0%	60,495
902	EMPL	100.00%	FIRST CLASS OPERATOR	83,553
902	EMPL	100.00%	PLANT OPER C - ELIMINATED	73,903
902	EMPL	100.00%	PLANT OPERATOR C	78,499
902	902	95.00%	PLANT OPERATOR C	74,574
902	904	5.00%	PLANT OPERATOR C	3,925
902	EMPL	100.00%	PLANT OPERATOR C	67,912
902	906	100.00%	PLANT OPERATOR C	67,912
902	910	0.00%	PLANT OPERATOR C	0
			SUBTOTAL	710,476
TRANSFERS TO AND FROM OTHER DEPARTMENTS				
212	421	20.00%	LEAD HEAVY EQUIP OPERATOR I	(16,470)
920	920	0.00%	LEAD HEAVY EQUIP OPERATOR I	0
211	900	5.00%	DIRECTOR PUBLIC WORKS	6,168
211	906	5.00%	DIRECTOR PUBLIC WORKS	6,168
211	906	5.00%	ASST CITY ENGINEER	5,104
211	906	2.50%	ADMIN ASST-PUBLIC WORKS	1,630
211	900	2.50%	ADMIN ASST-PUBLIC WORKS	1,630
			FULL TIME TOTALS	714,708
902	902	100.00%	PARTTIME	2,805
902	906	100.00%	ASS'T OPERATOR	2,805
		100.00%	OVERTIME	25,999
902	902	80.00%	OVERTIME	20,799
902	906	20.00%	OVERTIME	5,200
		100.00%	UNIFORMS	2,150
902	902	80.00%	UNIFORMS	1,720
902	906	20.00%	UNIFORMS	430
902	900	100.00%	ON CALL	13,764
			DEPARTMENT TOTALS	762,230
			PROGRAM TOTALS	762,230

W W T F - ADMINISTRATION (602 902 900)

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
211	900	5.00%	DIRECTOR PUBLIC WORKS	6,168
902	900	50.00%	WWTF SUPT	54,708
211	900	2.50%	ADMIN ASST-PUBLIC WORKS	1,630
			FULL TIME TOTALS	62,507
		0.00%	PARTTIME	0
		0.00%	OVERTIME	0
		0.00%	UNIFORMS	0
902	900	100.00%	ON CALL	13,764
			PROGRAM TOTALS	76,271

CITY OF OWATONNA
2016 Personnel requests

WASTE WATER - SEWER COLLECTION DEPARTMENT (CONTINUED)

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

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
902	902	20.00%	WWTF SUPT	21,883
902	902	100.00%	WWTF LAB MANAGER	67,201
902	902	90.00%	FIRST CLASS OPERATOR	78,431
902	902	100.00%	PLANT OPERATOR D 1/28/16 100.0%	60,495
902	902	100.00%	FIRST CLASS OPERATOR	83,553
902	902	100.00%	PLANT OPER C - ELIMINATED	73,903
902	902	95.00%	PLANT OPERATOR C	74,574
FULL TIME TOTALS				460,041
902	902	100.00%	PARTTIME	2,805
902	902	80.00%	OVERTIME	20,799
902	902	80.00%	UNIFORMS	1,720
PROGRAM TOTALS				485,365

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

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
902	904	10.00%	FIRST CLASS OPERATOR	8,715
902	904	5.00%	PLANT OPERATOR C	3,925
FULL TIME TOTALS				12,640
PARTTIME				0
OVERTIME				0
UNIFORMS				0
PROGRAM TOTALS				12,640

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

DEPT	PROG	COST	POSITION	EMPLOYER COSTS
902	906	30.00%	WWTF SUPT	32,825
211	906	5.00%	DIRECTOR PUBLIC WORKS	6,168
211	906	5.00%	ASST CITY ENGINEER	5,104
211	906	2.50%	ADMIN ASST-PUBLIC WORKS	1,630
902	906	80.00%	LEAD HEAVY EQUIP OPERATOR I	65,881
902	906	100.00%	PLANT OPERATOR C	67,912
FULL TIME TOTALS				179,520
PARTTIME				0
902	906	100.00%	ASST OPERATOR	2,805
902	906	20.00%	OVERTIME	5,200
902	906	20.00%	UNIFORMS	430
PROGRAM TOTALS				187,955

CITY OF OWATONNA
2016 Personnel requests

STORM WATER UTILITY

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

<u>DEPT</u>	<u>PROG</u>	<u>COST</u>	<u>POSITION</u>	<u>EMPLOYER COSTS</u>
902	EMPL	100%	WATER QUALITY SPECIALIST 1/13/16 100%	76,881
TRANSFERS TO AND FROM OTHER DEPARTMENTS				
920	920	10.00%	DIRECTOR PUBLIC WORKS	12,336
920	920	0.00%	ENGINEER TECH III	0
920	920	0.00%	LEAD HEAVY EQUIP OPERATOR I	0
FULL TIME TOTALS				<u>89,218</u>
PARTTIME				0
OVERTIME				0
UNIFORMS				0
ON CALL				0
PROGRAM TOTALS				<u><u>89,218</u></u>
DEPARTMENT & PROGRAM TOTALS				<u><u>89,218</u></u>

CITY OF OWATONNA
2016 Personnel requests

RECAP FROM ALL PROGRAM BUDGETS		EMPLOYER COSTS
DEPARTMENT BUDGETS	FULL TIME PERSONNEL	<u>11,164,078</u>
FULL TIME (PAGES 2-3)	FULL TIME PERSONNEL	11,164,078
	OVERTIME	260,531
	PARTTIME	1,572,837
	FIRE RELIEF ASSOCIATION	150,000
	INSURANCE	6,511
	SHIFT PAY	33,111
	UNIFORMS	37,046
	ON CALL	32,489
	HOLIDAY	<u>201,943</u>
	TOTAL PERSONNEL COSTS	<u>13,458,547</u>
	GENERAL FUND ONLY	12,422,006
	EDA & HRA	185,093
	ENTERPRISE FUNDS (WWTP& STORM)	851,448
	TOTAL	13,458,547

City of Owatonna, Minnesota

Capital Improvement Plan

2016 thru 2020

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Capital Projects Fund								
Server Replacements	ADM-13-002	2	20,000	20,000	20,000	20,000	20,000	100,000
Annual Copier Replacement	ADM-13-010	2	5,000	20,000	20,000	20,000		65,000
Networking Infrastructure Replacement	ADM-13-012	2	67,000	30,000	30,000	30,000	30,000	187,000
Voicemail System	ADM-16-001	2	22,000					22,000
Council Chamber renovations	ADM-16-002	2	25,000					25,000
Citizen Survey	ADM-16-003	3	5,000					5,000
Acquisiton/removal of Structures in Floodplain	ADM-16-004	2		50,000	50,000	50,000	50,000	200,000
T-Hangar Pavement Reconstruction	AP-14-002	3	12,500					12,500
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
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
Signal control software	ENG-16-003	2	7,500					7,500
Replace GPS	ENG-18-001	2			35,000			35,000
Flooring Replacement	F-13-003	4		14,000	17,000			31,000
Emergency Warning Sirens	F-13-008	2	17,000		17,000		17,000	51,000
HVAC Control System - Fire Dept	F-15-002	3		15,160				15,160
SCBA Air Compressor	F-16-001	3	35,000					35,000
Fire Hall Tuck Pointing	F-16-006	2		20,000	20,000	20,000		60,000
Self-contained Breathing Apparatus (SCBA)	F-17-001	1		168,000				168,000
Sand Bag Machine	F-17-002	3		5,915				5,915
Yamaha Viking ATV	F-17-003	3		9,850				9,850
Fire Station Rooftop AC Replacement	F-19-001	3				142,000		142,000
Fire Station Vehicle Exhaust System	F-19-002	3				75,000		75,000
Carpenter Shop Roof	GB-13-002	2		28,000				28,000
Power Plant Roof	GB-13-003	3			29,000			29,000
West Hills Building Carpet	GB-13-004	4		10,000	10,000	10,000	10,000	40,000
City Hall Roof	GB-13-005	2		800,000				800,000
West Hills sidewalk additions/repairs	GB-13-006	2		10,000	10,000	10,000	10,000	40,000
Tuck Pointing West Hills Campus Buildings	GB-13-007	2		25,000	25,000	25,000	25,000	100,000
Henderson Hall	GB-13-008	3			18,000			18,000
Velve Hall Roof	GB-13-009	3			18,000			18,000
Seniorplace Kitchen Remodel	GB-13-010	4					15,000	15,000
Weight Room Flooring	GB-13-011	3			20,000			20,000
Tennis Center Netting	GB-13-012	3		10,000				10,000

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
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	20,000		60,000
Morehouse Chalet Roof	GB-13-016	3				15,000		15,000
SeniorPlace Roof	GB-15-001	3				30,000		30,000
Merrill Hall Steps	GB-16-001	2		17,500				17,500
SeniorPlace Elevator	GB-16-003	2		100,000				100,000
Gym Ceiling Plaster	GB-16-008	3		10,000				10,000
Gym & Tennis Heating and Cooling	GB-16-010	2		180,000				180,000
Merrill Hall Heating & Cooling	GB-17-001	2			300,000			300,000
Replace furniture in Children's and Adult Services	LIB-13-003	2			50,000			50,000
Automatic Check Equip & Fix	LIB-13-005	2			12,000	12,000	12,000	36,000
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
Replace Library Window Blinds	LIB-16-002	3	17,000					17,000
Folding Wall Replacement - Childrens's Services	LIB-16-003	1		35,000				35,000
Restroom renovation	LIB-16-004	1		20,000	35,000	35,000		90,000
Expand library parking lot	LIB-17-001	1		96,400				96,400
Library Tuck Pointing	LIB-18-001	3			36,000	96,400		132,400
2000's Golf Cars	P&R-13-010	3					20,000	20,000
Brooktree Central & Satellite Contr - 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	1	10,000					10,000
Tennis and Fitness Center Equipment	P&R-13-023	2	5,000	10,000	10,000	10,000	10,000	45,000
In Line Rink Re-Surfacing	P&R-13-029	3		80,000				80,000
Tennis Court Resurfacing	P&R-13-033	2		200,000	30,000	40,000	30,000	300,000
Play Equipment	P&R-13-034	2		50,000	50,000	80,000	80,000	260,000
Trail Overlay	P&R-13-037	3	20,000	35,000	40,000	50,000	50,000	195,000
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	60,000
Ski Trail Groomer	P&R-13-042	4					15,000	15,000
Herbicide Sprayer	P&R-13-044	3		35,000		35,000		70,000
Central Park Fountain	P&R-13-045	3			30,000			30,000
Dog Park	P&R-13-046	4					25,000	25,000
Chase Lake Fishing Pier	P&R-15-001	3	9,000					9,000
Archery Range	P&R-16-001	3	5,000					5,000
Lake Kohlmer Retaining Wall	P&R-16-002	3					300,000	300,000
Golf Maintenance Storage Building	P&R-16-003	2					100,000	100,000
Max Solutions Software update	P&R-16-004	2		20,000				20,000
P&R Comprehensive Plan Update	P&R-16-005	3	5,000					5,000
North Straight River Trail	P&R-17-001	1		100,000				100,000
River Springs Water Park Water Slides	P&R-18-001	3			75,000			75,000
Pickleball Court Lights	P&R-19-001	4				30,000		30,000
Paint Striper	ST-15-005	4		15,000				15,000
Hydraulic Arm Mower	ST-16-003	2		10,000		10,000		20,000
Cedar, Oak, Hoffman Corridor	STR-15-007	2		50,000	150,000			200,000
Capital Projects Fund Total			305,000	2,569,971	1,567,000	1,220,400	1,051,400	6,713,771

Debt to be repaid with assessments

State Aid Streets- Bituminous Reconstruction	STR-15-002	2			45,000			45,000
Annual Street and Utility	STR-16-001	2	500,000	500,000	500,000	500,000	500,000	2,500,000
Cedar Avenue - Freemont to North Street	STR-16-003	3		200,000				200,000
Park Drive NW - Bituminous 32nd to 39th	STR-16-004	3		235,000				235,000

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Bridge Street Retaining Walls	STR-17-003	3		50,000				50,000
Austin Road SE	STR-19-002	3				200,000		200,000
Park Drive NW - Concrete	STR-20-001	2					200,000	200,000
Lemond Road - Kim Lane to I-35	STR-20-002	2					200,000	200,000
Debt to be repaid with assessments Total			500,000	985,000	545,000	700,000	900,000	3,630,000

Debt to be repaid with levy

Tandem Axle Truck	ST-16-004	2	190,000					190,000
Chipper Truck	ST-16-005	2	60,000					60,000
City Maintenance Facility	ST-25-001	2	530,000					530,000
4th Ave. SE & 18th St. SE Storm Sewer	STM-15-001	1	1,300,000					1,300,000
Annual Street and Utility	STR-16-001	2	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Debt to be repaid with levy Total			3,080,000	1,000,000	1,000,000	1,000,000	1,000,000	7,080,000

FAA

T-Hangar Pavement Reconstruction	AP-14-002	3	112,107					112,107
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
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			112,107	435,000	1,125,000	1,995,000		3,667,107

FAA - other

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
FAA - other Total				939,671		750,000		1,689,671

Federal Highway Funds

Park Drive NW - Concrete	STR-20-001	2					950,000	950,000
Federal Highway Funds Total							950,000	950,000

General Fund

Engineering Office Revisions	ENG-16-002	2	5,500					5,500
Bituminous Overlays	STR-14-001	3	175,000	175,000	175,000	175,000	175,000	875,000
General Fund Total			180,500	175,000	175,000	175,000	175,000	880,500

Other funding source

Citizen Survey	ADM-16-003	3	7,500					7,500
Signal control software	ENG-16-003	2	7,500					7,500
2nd Fire Station	F-16-002	2	200,000					200,000

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Tennis Court Resurfacing	P&R-13-033	2		100,000				100,000
Other funding source Total			215,000	100,000				315,000

Other Grant Funds

Replace furniture in Children's and Adult Services	LIB-13-003	2		30,000				30,000
Early Literacy Play Spot	LIB-16-001	4		41,000				41,000
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	3	9,000					9,000
Archery Range	P&R-16-001	3	5,000					5,000
North Straight River Trail	P&R-17-001	1		374,680				374,680
Other Grant Funds Total			14,000	495,680	25,000		5,000	539,680

Residual Sales Tax Funds

Fire Hall Roof	F-16-007	2	50,000					50,000
City Hall Roof	GB-13-005	2		800,000				800,000
Administration Building Elevator	GB-16-002	2	155,000					155,000
Gym & Fitness Roof	GB-16-004	1	20,000					20,000
Library Roof Repair (patch and repair)	LIB-13-004	2	50,000					50,000
Residual Sales Tax Funds Total			275,000	800,000				1,075,000

Sewer Fund

Sanitary Sewer Replacement	WTP-13-001	2	300,000	300,000	350,000	350,000		1,300,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000		200,000
Bridge Street Lift Station Upgrades	WTP-14-001	1	700,000					700,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000		400,000
A Trunk line capacity analysis	WTP-15-004	n/a		30,000				30,000
Utility/Shop Truck	WTP-16-002	3	40,000					40,000
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
Clarifier drive and collection system	WTP-18-002	n/a			200,000			200,000
Plant Expansion	WTP-19-001	2	1,000,000	9,000,000	1,000,000	9,000,000		20,000,000
Sewer Fund Total			2,240,000	9,930,000	1,700,000	9,500,000		23,370,000

State Aid

T-Hangar Pavement Reconstruction	AP-14-002	3	31,500					31,500
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
State Aid Streets- Bituminous Reconstruction	STR-15-002	2	250,000		180,000			430,000
Cedar, Oak, Hoffman Corridor	STR-15-007	2			250,000			250,000
Cedar Avenue - Freemont to North Street	STR-16-003	3	250,000	1,000,000				1,250,000

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Bridge Street Retaining Walls	STR-17-003	3		150,000				150,000
Traffic Signal	STR-19-001	3				420,000		420,000
Austin Road SE	STR-19-002	3				720,000		720,000
Lemond Road - Kim Lane to I-35	STR-20-002	2					1,000,000	1,000,000
State Aid Total			603,500	1,612,596	530,000	1,140,000	1,000,000	4,886,096

Storm Fund

4th Ave. SE & 18th St. SE Storm Sewer	STM-15-001	1	1,300,000					1,300,000
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
Leo Rudolph Nature Reserve Ravine	STM-17-001	2		150,000				150,000
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
Stormwater Vehicle	STM-18-003	3			30,000			30,000
Storm Fund Total			1,345,000	430,000	65,000			1,840,000

Unfunded

Water Truck	ST-17-001	4		80,000				80,000
Unfunded Total				80,000				80,000

Vehicle Replacement Fund

Engineering Pickup	ENG-15-002	2		30,000	30,000	27,000	8,000	95,000
Survey Pickup	ENG-16-001	2	39,000					39,000
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
9703 Fire Engine Replacement	F-18-003	2			550,000			550,000
Truck	GB-13-017	2	30,000	40,000	40,000	40,000	40,000	190,000
Pick-Up (golf)	P&R-13-025	2					40,000	40,000
Trucks	P&R-13-030	3		60,000	40,000	50,000	50,000	200,000
Mowers	P&R-13-031	2		75,000	55,000	80,000	80,000	290,000
Utility Trucksters	P&R-13-032	3		30,000		45,000		75,000
Tractors	P&R-13-035	2				50,000		50,000
Mosquito Sprayer	P&R-13-043	3	12,000		15,000		15,000	42,000
Marked Patrol Fleet	POL-13-002	2	90,000	60,000	60,000	90,000	60,000	360,000
Unmarked Patrol Fleet	POL-13-004	2		25,000				25,000
Support Services/Parking Control	POL-18-001	2			30,000			30,000
Street Sweeper	ST-13-003	1		80,000		100,000		180,000
2 Ton Trucks with Plow and Wings	ST-14-001	1		150,000	155,000	155,000		460,000
Pickup Truck	ST-14-002	2		50,000	100,000	50,000	20,000	220,000
Front End Loader	ST-14-003	2		125,000			100,000	225,000
Snowblower	ST-14-007	1				90,000		90,000
1 Ton Truck with Plow	ST-15-007	2			65,000			65,000
Skid Steer Loader	ST-16-001	2	9,000	9,000	39,500	18,000	18,000	93,500
Tandem Axle Truck	ST-16-004	2		200,000				200,000
Asphalt Roller	ST-17-002	3		50,000				50,000
Stump Grinder	ST-18-002	2			25,000			25,000
Road Grader	ST-18-003	2			200,000			200,000
Rubber Tire Backhoe	ST-20-001	2					30,000	30,000
Asphalt Zipper	ST-20-002	2					75,000	75,000

Source	Project#	Priority	2016	2017	2018	2019	2020	Total
Vehicle Replacement Fund Total			315,000	984,000	1,494,500	795,000	536,000	4,124,500
GRAND TOTAL			9,185,107	20,536,918	8,226,500	17,275,400	5,617,400	60,841,325

City of Owatonna, Minnesota

Capital Improvement Plan

2016 thru 2020

PROJECTS BY DEPARTMENT

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Administration								
Server Replacements	ADM-13-002	2	20,000	20,000	20,000	20,000	20,000	100,000
Annual Copier Replacement	ADM-13-010	2	5,000	20,000	20,000	20,000		65,000
Networking Infrastructure Replacement	ADM-13-012	2	67,000	30,000	30,000	30,000	30,000	187,000
Voicemail System	ADM-16-001	2	22,000					22,000
Council Chamber renovations	ADM-16-002	2	25,000					25,000
Citizen Survey	ADM-16-003	3	12,500					12,500
Acquisiiton/removal of Structures in Floodplain	ADM-16-004	2		50,000	50,000	50,000	50,000	200,000
Administration Total			151,500	120,000	120,000	120,000	100,000	611,500
Airport								
T-Hangar Pavement Reconstruction	AP-14-002	3	156,107					156,107
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
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			246,107	2,087,413	1,450,000	3,050,000		6,833,520
Engineering								
Engineering Pickup	ENG-15-002	2		30,000	30,000	27,000	8,000	95,000
Survey Pickup	ENG-16-001	2	39,000					39,000
Engineering Office Revisions	ENG-16-002	2	5,500					5,500
Signal control software	ENG-16-003	2	15,000					15,000
Replace GPS	ENG-18-001	2			35,000			35,000
Engineering Total			59,500	30,000	65,000	27,000	8,000	189,500
Fire								
Flooring Replacement	F-13-003	4		14,000	17,000			31,000
Emergency Warning Sirens	F-13-008	2	17,000		17,000		17,000	51,000
9710 Light Rescue Command Vehicle	F-14-002	2	135,000					135,000
HVAC Control System - Fire Dept	F-15-002	3		15,160				15,160
SCBA Air Compressor	F-16-001	3	35,000					35,000
2nd Fire Station	F-16-002	2	200,000					200,000
Fire Hall Tuck Pointing	F-16-006	2		20,000	20,000	20,000		60,000
Fire Hall Roof	F-16-007	2	50,000					50,000

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Self-contained Breathing Apparatus (SCBA)	F-17-001	1		168,000				168,000
Sand Bag Machine	F-17-002	3		5,915				5,915
Yamaha Viking ATV	F-17-003	3		9,850				9,850
9708 F350 Utility Vehicle	F-18-001	3			45,000			45,000
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 Station Rooftop AC Replacement	F-19-001	3				142,000		142,000
Fire Station Vehicle Exhaust System	F-19-002	3				75,000		75,000
Fire Total			437,000	232,925	694,000	237,000	17,000	1,617,925

Government Buildings

Carpenter Shop Roof	GB-13-002	2		28,000				28,000
Power Plant Roof	GB-13-003	3			29,000			29,000
West Hills Building Carpet	GB-13-004	4		10,000	10,000	10,000	10,000	40,000
City Hall Roof	GB-13-005	2		1,600,000				1,600,000
West Hills sidewalk additions/repairs	GB-13-006	2		10,000	10,000	10,000	10,000	40,000
Tuck Pointing West Hills Campus Buildings	GB-13-007	2		25,000	25,000	25,000	25,000	100,000
Henderson Hall	GB-13-008	3			18,000			18,000
Velve Hall Roof	GB-13-009	3			18,000			18,000
Seniorplace Kitchen Remodel	GB-13-010	4					15,000	15,000
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	20,000		60,000
Morehouse Chalet Roof	GB-13-016	3				15,000		15,000
Truck	GB-13-017	2	30,000	40,000	40,000	40,000	40,000	190,000
SeniorPlace Roof	GB-15-001	3				30,000		30,000
Merrill Hall Steps	GB-16-001	2		17,500				17,500
Administration Building Elevator	GB-16-002	2	155,000					155,000
SeniorPlace Elevator	GB-16-003	2		100,000				100,000
Gym & Fitness Roof	GB-16-004	1	20,000					20,000
Gym Ceiling Plaster	GB-16-008	3		10,000				10,000
Gym & Tennis Heating and Cooling	GB-16-010	2		180,000				180,000
Merrill Hall Heating & Cooling	GB-17-001	2			300,000			300,000
Government Buildings Total			205,000	2,050,500	500,000	150,000	100,000	3,005,500

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	50,000					50,000
Automatic Check Equip & Fix	LIB-13-005	2			12,000	12,000	12,000	36,000
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	17,000					17,000
Folding Wall Replacement - Children's Services	LIB-16-003	1		35,000				35,000
Restroom renovation	LIB-16-004	1		20,000	35,000	35,000		90,000
Expand library parking lot	LIB-17-001	1		96,400				96,400
Library Tuck Pointing	LIB-18-001	3			36,000	96,400		132,400
Library Total			67,000	222,400	163,000	143,400	194,400	790,200

Parks and Recreation

2000's Golf Cars	P&R-13-010	3					20,000	20,000
Brooktree Central & Satellite Contr - Irrigation	P&R-13-018	3			75,000			75,000

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Parks and Recreation Security System	P&R-13-021	2					10,000	10,000
Tennis and Fitness Surveillance System	P&R-13-022	1	10,000					10,000
Tennis and Fitness Center Equipment	P&R-13-023	2	5,000	10,000	10,000	10,000	10,000	45,000
Pick-Up (golf)	P&R-13-025	2					40,000	40,000
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	55,000	80,000	80,000	290,000
Utility Trucksters	P&R-13-032	3		30,000		45,000		75,000
Tennis Court Resurfacing	P&R-13-033	2		325,000	30,000	40,000	30,000	425,000
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
Trail Overlay	P&R-13-037	3	20,000	35,000	40,000	50,000	50,000	195,000
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	60,000
Ski Trail Groomer	P&R-13-042	4					15,000	15,000
Mosquito Sprayer	P&R-13-043	3	12,000		15,000		15,000	42,000
Herbicide Sprayer	P&R-13-044	3		35,000		35,000		70,000
Central Park Fountain	P&R-13-045	3			30,000			30,000
Dog Park	P&R-13-046	4					25,000	25,000
Chase Lake Fishing Pier	P&R-15-001	3	18,000					18,000
Archery Range	P&R-16-001	3	10,000					10,000
Lake Kohlmier Retaining Wall	P&R-16-002	3					300,000	300,000
Golf Maintenance Storage Building	P&R-16-003	2					100,000	100,000
Max Solutions Software update	P&R-16-004	2		20,000				20,000
P&R Comprehensive Plan Update	P&R-16-005	3	5,000					5,000
North Straight River Trail	P&R-17-001	1		474,680				474,680
River Springs Water Park Water Slides	P&R-18-001	3			75,000			75,000
Pickleball Court Lights	P&R-19-001	4				30,000		30,000
Parks and Recreation Total			80,000	1,219,680	495,000	520,000	870,000	3,184,680
Police								
Marked Patrol Fleet	POL-13-002	2	90,000	60,000	60,000	90,000	60,000	360,000
Unmarked Patrol Fleet	POL-13-004	2		25,000				25,000
Support Services/Parking Control	POL-18-001	2			30,000			30,000
Police Total			90,000	85,000	90,000	90,000	60,000	415,000
Storm Water								
4th Ave. SE & 18th St. SE Storm Sewer	STM-15-001	1	2,600,000					2,600,000
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
Leo Rudolph Nature Reserve Ravine	STM-17-001	2		150,000				150,000
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
Stormwater Vehicle	STM-18-003	3			30,000			30,000
Storm Water Total			2,645,000	430,000	65,000			3,140,000
Street Construction								
Bituminous Overlays	STR-14-001	3	175,000	175,000	175,000	175,000	175,000	875,000
State Aid Streets- Bituminous Reconstruction	STR-15-002	2	250,000		225,000			475,000
Cedar, Oak, Hoffman Corridor	STR-15-007	2		50,000	400,000			450,000
Annual Street and Utility	STR-16-001	2	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	7,500,000
Cedar Avenue - Fremont to North Street	STR-16-003	3	250,000	1,200,000				1,450,000

Department	Project#	Priority	2016	2017	2018	2019	2020	Total
Park Drive NW - Bituminous 32nd to 39th	STR-16-004	3		235,000				235,000
Bridge Street Retaining Walls	STR-17-003	3		200,000				200,000
Traffic Signal	STR-19-001	3				420,000		420,000
Austin Road SE	STR-19-002	3				920,000		920,000
Park Drive NW - Concrete	STR-20-001	2					1,150,000	1,150,000
Lemond Road - Kim Lane to I-35	STR-20-002	2					1,200,000	1,200,000
Street Construction Total			2,175,000	3,360,000	2,300,000	3,015,000	4,025,000	14,875,000

Street Maintenance								
Street Sweeper	ST-13-003	1		80,000			100,000	180,000
2 Ton Trucks with Plow and Wings	ST-14-001	1		150,000	155,000	155,000		460,000
Pickup Truck	ST-14-002	2		50,000	100,000	50,000	20,000	220,000
Front End Loader	ST-14-003	2		125,000			100,000	225,000
Snowblower	ST-14-007	1				90,000		90,000
Paint Striper	ST-15-005	4		15,000				15,000
1 Ton Truck with Plow	ST-15-007	2			65,000			65,000
Skid Steer Loader	ST-16-001	2	9,000	9,000	39,500	18,000	18,000	93,500
Hydraulic Arm Mower	ST-16-003	2		10,000		10,000		20,000
Tandem Axle Truck	ST-16-004	2	190,000	200,000				390,000
Chipper Truck	ST-16-005	2	60,000					60,000
Water Truck	ST-17-001	4		80,000				80,000
Asphalt Roller	ST-17-002	3		50,000				50,000
Stump Grinder	ST-18-002	2			25,000			25,000
Road Grader	ST-18-003	2			200,000			200,000
Rubber Tire Backhoe	ST-20-001	2					30,000	30,000
Asphalt Zipper	ST-20-002	2					75,000	75,000
City Maintenance Facility	ST-25-001	2	530,000					530,000
Street Maintenance Total			789,000	769,000	584,500	423,000	243,000	2,808,500

Wastewater Treatment Plant								
Sanitary Sewer Replacement	WTP-13-001	2	300,000	300,000	350,000	350,000		1,300,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000		200,000
Bridge Street Lift Station Upgrades	WTP-14-001	1	700,000					700,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000		400,000
A Trunk line capacity analysis	WTP-15-004	n/a		30,000				30,000
Utility/Shop Truck	WTP-16-002	3	40,000					40,000
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
Clarifier drive and collection system	WTP-18-002	n/a			200,000			200,000
Plant Expansion	WTP-19-001	2	1,000,000	9,000,000	1,000,000	9,000,000		20,000,000
Wastewater Treatment Plant Total			2,240,000	9,930,000	1,700,000	9,500,000		23,370,000

GRAND TOTAL **9,185,107** **20,536,918** **8,226,500** **17,275,400** **5,617,400** **60,841,325**

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

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

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Tax Levies	7,887,101	7,833,881	7,928,933	7,821,249	3,944,588	8,187,598	8,723,000
	Other Taxes	324,401	302,000	342,607	311,500	159,776	322,500	328,500
	Licenses & Permits	76,215	81,300	76,401	76,300	65,625	75,575	79,405
	Intergovernmental Revenue	3,254,581	3,175,046	3,995,218	3,957,837	2,026,380	4,074,745	4,110,917
	Charges for Services	-9,523	0	7,652	0	3	0	0
	Fines & Forfeits	2,500	0	1,000	0	700	500	500
	Total Revenues	11,535,275	11,392,227	12,351,811	12,166,886	6,197,072	12,660,918	13,242,322
	PT/Seasonal Wages	61,200	61,200	61,200	61,200	33,900	67,800	67,800
	Benefits	4,808	4,917	4,859	5,326	2,749	5,398	5,425
	PERSONAL SERVICES	66,008	66,117	66,059	66,526	36,649	73,198	73,225
	Supplies	181	700	209	700	376	700	700
	SUPPLIES	181	700	209	700	376	700	700
	Professional Services	14,869	24,000	21,819	40,000	7,292	4,000	4,000
	Communication	360	360	360	360	180	360	360
	Vehicle, Travel & Training	8,991	5,000	10,540	6,000	4,125	7,000	8,000
	Advertising & Promotion	14,239	18,000	14,065	15,000	8,082	15,000	15,000
	Memberships & Subscriptions	63,106	65,000	66,820	65,000	62,221	70,000	68,000
	Insurance	16,306	102,415	9,628	101,665	26,991	102,100	51,770
	Other Services & Charges	13,678	60,167	16,246	199,627	12,676	134,574	276,866
	OTHER SERVICES & CHARGES	131,549	274,942	139,478	427,652	121,567	333,034	423,996
	TRANSFERS OUT	2,644,186	0	484,000	484,000	0	0	0
	Total Expenditures	2,841,924	341,759	689,746	978,878	158,592	406,932	497,921
	Net Revenue	8,693,351	11,050,468	11,662,065	11,188,008	6,038,480	12,253,986	12,744,401
	Total for PROG 100: MAYOR & COUNCIL	8,693,351	11,050,468	11,662,065	11,188,008	6,038,480	12,253,986	12,744,401
	Total for DEPT 010: MAYOR & COUNCIL	8,693,351	11,050,468	11,662,065	11,188,008	6,038,480	12,253,986	12,744,401

DEPT 051: ADMINISTRATIVE SERVICES

PROG 110: ADMINISTRATIVE SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	804	500	53,420	33,500	5,979	500	1,000
	Interest on Investments	-140,584	80,000	195,742	75,000	38,816	75,000	90,000
	Total Revenues	-139,780	80,500	249,162	108,500	44,795	75,500	91,000
	FT Wages	225,792	210,687	228,286	220,528	106,925	228,845	236,474
	PT/Seasonal Wages	0	0	5,778	0	7,072	17,907	23,702
	Benefits	69,351	68,784	71,437	70,453	34,349	84,779	79,903
	PERSONAL SERVICES	295,143	279,471	305,501	290,981	148,346	331,531	340,079
	Supplies	2,064	2,000	2,605	1,900	1,257	2,000	2,000
	Small Tools & Equipment	0	500	3	500	33	500	500
	SUPPLIES	2,064	2,500	2,608	2,400	1,290	2,500	2,500
	Professional Services	30,310	31,000	22,342	26,000	10,312	26,000	26,000
	Communication	1,964	1,950	2,382	1,950	1,106	1,950	1,950
	Vehicle, Travel & Training	5,997	6,820	8,641	9,000	4,292	10,200	10,700
	Advertising & Promotion	432	200	159	200	255	200	200
	Memberships & Subscriptions	1,481	1,500	1,515	1,500	555	1,500	1,500
	Insurance	6,809	7,245	4,995	4,995	3,150	6,300	5,310
	Repairs	472	0	5,400	5,400	230	5,400	10,000
	OTHER SERVICES & CHARGES	47,465	48,715	45,434	49,045	19,900	51,550	55,660
	Total Expenditures	344,672	330,686	353,543	342,426	169,536	385,581	398,239
	Net Revenue	-484,452	-250,186	-104,381	-233,926	-124,741	-310,081	-307,239
	Total for PROG 110: ADMINISTRATIVE SERVICES	-484,452	-250,186	-104,381	-233,926	-124,741	-310,081	-307,239

CITY OF OWATONNA 2016 PROGRAM BUDGETS
General Government - Administrative Services
Administration 051-110

2015 Accomplishments

Updated three-year strategic plan and prepared a ten year major facility needs plan
Held joint workshop with City, County, School and OPU provided key updates and joint collaboration information

Completed information technology report card and began process of implementation
Retained Fox Lawson to begin Classification and Compensation study
implemented new security system
Codification process complete
Continue to apply LEAN principles to financial processes and permit processes
Collaboration with county on signal maintenance
Completed franchise agreement process
Retained city Aa2 bond rating
Continued staff development : Followership, Violence in workplace, Customer service, 2nd year clerk training
Continued lobbying efforts for Highway 14
Collaboration with multiple entities for staff training

2016 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.

Begin implementation of classification and compensation study
Begin implementation of technology report card findings

PROG 120: ELECTIONS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	0	0	20,000	29,120	-1,584	9,000	22,000
	Total Revenues	0	0	20,000	29,120	-1,584	9,000	22,000
	FT Wages	1,067	4,980	4,221	5,059	0	5,211	5,368
	PT/Seasonal Wages	0	0	19,838	26,500	293	0	26,500
	OT/Holiday/Other	173	0	36	0	0	0	0
	Benefits	614	1,050	1,511	1,061	24	1,091	1,120
	PERSONAL SERVICES	1,854	6,030	25,606	32,620	317	6,302	32,988
	Supplies	0	0	2,572	1,500	0	0	2,750
	SUPPLIES	0	0	2,572	1,500	0	0	2,750
	Advertising & Promotion	0	0	298	0	0	0	350
	Other Services & Charges	8,739	9,000	8,652	9,000	8,608	9,000	500
	OTHER SERVICES & CHARGES	8,739	9,000	8,950	9,000	8,608	9,000	850
	Total Expenditures	10,593	15,030	37,128	43,120	8,925	15,302	36,588
	Net Revenue	-10,593	-15,030	-17,128	-14,000	-10,509	-6,302	-14,588
	Total for PROG 120: ELECTIONS	-10,593	-15,030	-17,128	-14,000	-10,509	-6,302	-14,588

CITY OF OWATONNA 2016 PROGRAM BUDGETS
General Government - Administrative Services
Elections 051-120

2015 Accomplishments

non election year
Assist with school bond referendum, tabulation

2016 Goals

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

PROG 130: FINANCE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	7,039	5,000	6,909	6,500	3,982	6,500	9,750
	Transfers	73,456	42,000	33,634	42,000	13,500	57,000	51,000
	Total Revenues	80,495	47,000	40,543	48,500	17,482	63,500	60,750
	FT Wages	185,891	188,197	202,544	201,102	97,624	207,155	217,601
	PT/Seasonal Wages	25	0	581	0	0	0	0
	OT/Holiday/Other	438	2,000	854	1,000	0	1,000	1,000
	Benefits	77,230	80,163	79,513	81,973	38,374	84,950	86,874
	PERSONAL SERVICES	263,584	270,360	283,492	284,075	135,998	293,105	305,475
	Supplies	7,183	10,000	5,626	8,000	3,492	7,500	7,500
	Small Tools & Equipment	1,118	800	4,136	750	0	750	750
	SUPPLIES	8,301	10,800	9,762	8,750	3,492	8,250	8,250
	Professional Services	30,605	37,000	32,421	31,000	29,200	30,000	32,000
	Communication	2,360	2,000	2,086	2,000	776	2,000	2,000
	Vehicle, Travel & Training	3,304	3,900	3,047	3,900	2,385	3,900	3,900
	Advertising & Promotion	172	0	0	0	0	0	0
	Printing	2,048	500	365	1,000	31	1,500	1,500
	Memberships & Subscriptions	645	1,200	930	1,000	325	1,000	1,000
	Insurance	3,783	4,025	2,775	2,775	1,750	3,500	2,950
	Repairs	31,106	33,000	31,455	32,500	30,617	32,500	34,000
	Other Services & Charges	0	5,000	1,937	5,000	0	5,000	7,500
	OTHER SERVICES & CHARGES	74,023	86,625	75,016	79,175	65,084	79,400	84,850
	Total Expenditures	345,908	367,785	368,270	372,000	204,574	380,755	398,575
	Net Revenue	-265,413	-320,785	-327,727	-323,500	-187,092	-317,255	-337,825
	Total for PROG 130: FINANCE	-265,413	-320,785	-327,727	-323,500	-187,092	-317,255	-337,825

CITY OF OWATONNA 2016 PROGRAM BUDGETS
General Government - Administrative Services
Finance 051-130

2015 Accomplishments

- Received the City's 4th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2014 Comprehensive Annual Financial Report (CAFR)
- Updated the City's five year capital improvement plan fine tuning the last 4 years
- Continued with training and cross-training of finance staff to better prepare for succession planning.
- Issued bonds for the financing of the City's capital improvement projects and maintained the City's Aa2 bond rating.
- Continued with implementation of a central garage fund/vehicle replacement fund.
- Assisted with the city's long-term facility plan as part of the annual strategic planning process. Integrated this with the already existing 5 year CIP and the City's annual budget process.
- Held GEMS training for over 40 city employees enabling several employees to feel comfortable with using the software.

2016 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.
- Implement recommendations from the technology study.

PROG 140: TECHNOLOGY

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	FT Wages	43,578	64,319	101,845	103,280	53,834	151,134	157,820
	PT/Seasonal Wages	18,480	0	0	0	0	0	0
	Benefits	18,193	26,865	40,722	41,334	20,238	62,929	63,438
	PERSONAL SERVICES	80,251	91,184	142,567	144,614	74,072	214,063	221,258
	Small Tools & Equipment	1,800	2,000	1,900	2,000	478	2,000	54,000
	SUPPLIES	1,800	2,000	1,900	2,000	478	2,000	54,000
	Professional Services	205	0	34,706	32,170	131	0	0
	Communication	15,448	15,000	16,642	15,000	6,300	17,000	17,000
	Vehicle, Travel & Training	6,230	9,040	8,549	9,800	3,347	11,050	11,050
	Advertising & Promotion	77	0	0	0	0	0	0
	Insurance	2,270	2,415	1,665	1,665	1,050	2,100	1,770
	Repairs	54,098	55,000	53,820	52,500	53,458	60,000	71,200
	Other Services & Charges	47,487	46,500	41,718	46,500	10,863	46,500	41,500
	OTHER SERVICES & CHARGES	125,815	127,955	157,100	157,635	75,149	136,650	142,520
	CAPITAL OUTLAY	0	0	0	0	11,253	0	0
	Total Expenditures	207,866	221,139	301,567	304,249	160,952	352,713	417,778
	Net Revenue	-207,866	-221,139	-301,567	-304,249	-160,952	-352,713	-417,778
	Total for PROG 140: TECHNOLOGY	-207,866	-221,139	-301,567	-304,249	-160,952	-352,713	-417,778
	Total for DEPT 051: ADMINISTRATIVE SERVICES	-968,324	-807,140	-750,803	-875,675	-483,294	-986,351	-1,077,430

CITY OF OWATONNA 2016 PROGRAM BUDGETS
General Government - Administrative Services
Technology Coordinator 051-140

2015 Accomplishments

- Added an additional IT Systems Administrator
- Moved IT office space to City Hall
- Changed the computer replacement lifecycle from 4 to 5 years
- Replaced a portion of the City's networking switches (5-7 years to replace them all)
- Joint GIS project with OPU
- Reconfigured phone system (OPU moved to a new system)
- Moving a portion of staff to Office 365
- Installed an IT Ticketing software package
- Installed new backup software and upgraded hardware
- Installed a new surveillance server

2016 Goals

- Continue Disaster recovery planning
- Move more staff to Office 365
- Review and determine if we should move more Systems to a Cloud environment
- Install 2 new firewalls (one for the Police Department and one for the City)
- Start migrating portions of our current phone system to a new system
- Setup a second site for servers at City Hall

DEPT 060: CITY ATTORNEYS

PROG 150: CITY ATTORNEYS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Benefits	5,221	5,890	5,221	6,479	2,635	6,616	6,511
	PERSONAL SERVICES	5,221	5,890	5,221	6,479	2,635	6,616	6,511
	Supplies	600	325	0	325	0	350	0
	SUPPLIES	600	325	0	325	0	350	0
	Professional Services	209,130	236,262	213,163	231,578	112,270	223,810	234,310
	Communication	22	800	299	800	124	800	600
	Vehicle, Travel & Training	350	400	0	400	0	400	0
	Memberships & Subscriptions	2,362	2,800	3,004	2,800	1,888	2,800	3,200
	OTHER SERVICES & CHARGES	211,864	240,262	216,466	235,578	114,282	227,810	238,110
	Total Expenditures	217,685	246,477	221,687	242,382	116,917	234,776	244,621
	Net Revenue	-217,685	-246,477	-221,687	-242,382	-116,917	-234,776	-244,621
	Total for PROG 150: CITY ATTORNEYS	-217,685	-246,477	-221,687	-242,382	-116,917	-234,776	-244,621
	Total for DEPT 060: CITY ATTORNEYS	-217,685	-246,477	-221,687	-242,382	-116,917	-234,776	-244,621

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DEPT 110: POLICE

PROG 200: POLICE DEPARTMENT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	21,755	7,300	22,044	20,500	0	20,150	20,150
	Charges for Services	1,399	0	454	0	1,002	0	2,400
	Miscellaneous	275	0	4,100	0	0	0	0
	Total Revenues	23,429	7,300	26,598	20,500	1,002	20,150	22,550
	FT Wages	310,321	303,738	310,694	307,952	147,475	316,658	326,156
	OT/Holiday/Other	12,202	0	51	0	0	0	0
	Benefits	109,482	112,186	100,720	114,950	49,046	105,913	109,395
	PERSONAL SERVICES	432,005	415,924	411,465	422,902	196,521	422,571	435,551
	Supplies	21,177	27,000	39,185	25,600	0	0	0
	Repair Supplies	2,444	500	1,332	500	0	0	0
	Small Tools & Equipment	1,019	1,000	1,296	1,000	0	0	0
	SUPPLIES	24,640	28,500	41,813	27,100	0	0	0
	Professional Services	785	1,000	515	1,000	0	0	0
	Communication	18,614	20,200	16,312	19,600	0	0	0
	Transportation (VRF)	0	0	5,400	5,400	3,600	7,200	9,000
	Vehicle, Travel & Training	3,536	5,000	5,031	5,000	0	0	0
	Advertising & Promotion	127	0	0	0	0	0	0
	Memberships & Subscriptions	6,551	5,700	8,241	5,700	0	0	0
	Insurance	532	565	3,015	3,015	1,350	2,700	2,580
	Repairs	219	500	407	500	0	0	0
	Other Services & Charges	13	2,000	0	2,000	0	2,000	2,000
	OTHER SERVICES & CHARGES	30,377	34,965	38,921	42,215	4,950	11,900	13,580
	Total Expenditures	487,022	479,389	492,199	492,217	201,471	434,471	449,131
	Net Revenue	-463,593	-472,089	-465,601	-471,717	-200,469	-414,321	-426,581
	Total for PROG 200: POLICE DEPARTMENT	-463,593	-472,089	-465,601	-471,717	-200,469	-414,321	-426,581

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
Administration 110-200

2015 Accomplishments

- Participated and facilitated the beginning stages of a comparable worth study
- Transitioned paper documents to digital
- Improved retention of Community Service Officers (CSOs)
- Researched, designed, and created a joint training room
- Maintained the authorized levels for staffing with focus placed on succession planning
- Enhanced Annual Report
- Assumed a leadership role with the Steele County Safe and Drug Free Coalition

2016 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
- Complete and submit application for Master Level Chief Law Enforcement Officer Certification through the MN Chief of Police Association
- Conduct staffing analysis for additional police officer FTE
- Participate in an additional community non-profit

PROG 210: PATROL SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	201,778	202,695	204,595	193,945	1,356	192,313	182,313
	Charges for Services	9,895	4,000	10,792	4,000	3,794	3,000	4,900
	Fines & Forfeits	154,897	198,750	157,334	162,550	91,854	158,400	188,600
	Miscellaneous	10,655	0	510	0	0	0	0
	Total Revenues	377,225	405,445	373,231	360,495	97,004	353,713	375,813
	FT Wages	1,456,890	1,528,860	1,509,934	1,538,439	666,266	1,570,537	1,594,872
	OT/Holiday/Other	188,977	166,235	192,178	166,235	67,154	187,685	187,685
	Benefits	597,841	642,187	602,844	632,916	276,190	664,646	640,665
	PERSONAL SERVICES	2,243,708	2,337,282	2,304,956	2,337,590	1,009,610	2,422,868	2,423,222
	Supplies	115,732	81,100	131,161	81,100	539	1,000	1,700
	Repair Supplies	34,310	24,000	27,013	24,000	0	0	0
	Small Tools & Equipment	18,808	16,500	33,640	15,500	0	0	0
	SUPPLIES	168,850	121,600	191,814	120,600	539	1,000	1,700
	Professional Services	2,910	5,000	8,303	5,000	0	1,000	1,000
	Communication	0	0	513	0	0	0	0
	Transportation (VRF)	0	0	45,200	45,200	30,520	61,000	80,000
	Vehicle, Travel & Training	23,045	27,000	28,338	27,000	0	0	0
	Memberships & Subscriptions	1,100	0	839	0	0	0	0
	Insurance	7,448	7,910	42,210	42,210	18,900	37,800	36,120
	Licenses & Inspections	260	0	832	0	0	0	0
	Repairs	42,046	35,000	39,317	35,000	3,291	6,000	0
	Other Services & Charges	2,359	4,000	271	4,000	0	0	0
	OTHER SERVICES & CHARGES	79,168	78,910	165,823	158,410	52,711	105,800	117,120
	Total Expenditures	2,491,726	2,537,792	2,662,593	2,616,600	1,062,860	2,529,668	2,542,042
	Net Revenue	-2,114,501	-2,132,347	-2,289,362	-2,256,105	-965,856	-2,175,955	-2,166,229
	Total for PROG 210: PATROL SERVICES	-2,114,501	-2,132,347	-2,289,362	-2,256,105	-965,856	-2,175,955	-2,166,229

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
Patrol Services 110-210

2015 Accomplishments

- Facilitated, presented, and instructed our second Police Citizen's Academy
- Reduced overtime costs (FY2013: 4,060-FY2014: 3,273)
- Revisited the interactions with the City of Owatonna Landlord Association (COLA)
- Improved Weapon Systems in Marked Fleet
- Hired six licensed police officers and five community service officers in FY2014

2016 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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	176,200	157,500	177,040	175,740	66,345	173,240	173,240
	Charges for Services	42,349	5,700	34,590	21,600	5,400	21,600	21,600
	Total Revenues	218,549	163,200	211,630	197,340	71,745	194,840	194,840
	FT Wages	411,171	415,422	424,174	425,987	199,828	424,507	512,312
	OT/Holiday/Other	61,793	32,000	72,954	32,000	43,843	37,000	42,000
	Benefits	154,621	153,091	165,935	165,632	77,529	168,042	195,273
	PERSONAL SERVICES	627,585	600,513	663,063	623,619	321,200	629,549	749,585
	Supplies	3,523	4,000	2,738	4,000	0	0	0
	Repair Supplies	4,368	2,000	463	2,000	0	0	0
	Small Tools & Equipment	6,845	3,000	3,336	3,000	0	0	0
	SUPPLIES	14,736	9,000	6,537	9,000	0	0	0
	Professional Services	0	0	3,034	6,300	1,729	6,300	6,300
	Communication	15	0	10	0	-40	0	0
	Transportation (VRF)	0	0	10,800	10,800	7,200	14,400	18,000
	Vehicle, Travel & Training	4,097	5,500	2,687	5,500	0	0	0
	Memberships & Subscriptions	100	0	0	0	0	0	0
	Insurance	1,596	1,695	9,045	9,045	4,050	8,100	7,740
	Repairs	214	1,000	1,138	1,000	0	0	0
	Other Services & Charges	16,111	6,000	2,767	6,000	1,405	6,000	6,000
	OTHER SERVICES & CHARGES	22,133	14,195	29,481	38,645	14,344	34,800	38,040
	Total Expenditures	664,454	623,708	699,081	671,264	335,544	664,349	787,625
	Net Revenue	-445,905	-460,508	-487,451	-473,924	-263,799	-469,509	-592,785
	Total for PROG 220: CRIMINAL INVESTIGATION	-445,905	-460,508	-487,451	-473,924	-263,799	-469,509	-592,785

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety
Criminal Investigation 110-220

2015 Accomplishments

- FY2013-FY2014 Reduced Part 1 Crimes (2782 to 2581)
- 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
- FY2013-FY2014 Improved clearance rates (49%-59%)
- FY2013-FY2014 Reduced combined Part 1 and Part 2 Crimes (6291-6029)
- As of 1/15/2015 Conducted 70 random drug court participant visits

2016 Goals

- Re-establish an additional investigative assignment to assist with case load(s)
- Research alternative fuel vehicles
- Provide proper resources to drug court by increasing participant visits
- Improve clearance rates by 2%

PROG 230: SUPPORT SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	0	0	0	0	0	0	10,000
	Charges for Services	5,418	0	0	0	0	0	0
	Total Revenues	5,418	0	0	0	0	0	10,000
	FT Wages	3,207	0	4,083	0	2,494	0	0
	PT/Seasonal Wages	54,784	63,806	55,710	64,606	27,273	70,803	75,206
	OT/Holiday/Other	2,800	3,100	1,705	3,100	934	4,800	4,800
	Benefits	13,258	13,771	12,297	13,849	5,755	16,726	17,832
	PERSONAL SERVICES	74,049	80,677	73,795	81,555	36,456	92,329	97,838
	Supplies	2,890	4,300	3,569	4,300	45,596	112,100	112,100
	Repair Supplies	20	1,300	2,291	1,300	26,157	34,900	34,900
	Small Tools & Equipment	0	1,000	1,154	1,000	8,670	20,500	20,500
	SUPPLIES	2,910	6,600	7,014	6,600	80,423	167,500	167,500
	Professional Services	328	0	0	0	601	5,000	5,000
	Communication	0	0	0	0	8,906	19,600	19,600
	Transportation (VRF)	0	0	4,600	4,600	3,070	6,100	4,600
	Vehicle, Travel & Training	0	1,000	0	1,000	10,646	38,500	38,500
	Memberships & Subscriptions	0	0	0	0	1,315	5,700	5,700
	Insurance	532	565	3,015	3,015	1,350	2,700	2,580
	Licenses & Inspections	0	0	0	0	199	0	0
	Repairs	0	1,000	154	1,000	17,592	35,500	3,500
	Other Services & Charges	0	0	0	0	-367	0	900
	OTHER SERVICES & CHARGES	860	2,565	7,769	9,615	43,312	113,100	80,380
	Total Expenditures	77,819	89,842	88,578	97,770	160,191	372,929	345,718
	Net Revenue	-72,401	-89,842	-88,578	-97,770	-160,191	-372,929	-335,718
	Total for PROG 230: SUPPORT SERVICES	-72,401	-89,842	-88,578	-97,770	-160,191	-372,929	-335,718

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
Support Services 110-230

2015 Accomplishments

- Improved upon our Animal Shelter Facebook page (more visits & more likes)
- Developed and fostered private partnerships

2016 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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Miscellaneous		99	0	10	0	0	0	0
Total Revenues		99	0	10	0	0	0	0
Supplies		1,668	1,500	551	1,500	417	1,500	0
Small Tools & Equipment		0	1,000	886	4,500	0	4,500	0
SUPPLIES		1,668	2,500	1,437	6,000	417	6,000	0
Total Expenditures		1,668	2,500	1,437	6,000	417	6,000	0
Net Revenue		-1,569	-2,500	-1,427	-6,000	-417	-6,000	0
Total for PROG 240: COMMUNITY POLICING		-1,569	-2,500	-1,427	-6,000	-417	-6,000	0

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
Community Policing 110-240

2015 Accomplishments

- Citizen's Police Academy
- Participated in Leadership Owatonna
- Expanded and enhanced public notifications
- Volunteer Reserve Unit hours increased from FY2013: 2,230 to FY2014: 2,354
- The Chaplain volunteer donated 158 hours in FY2014

2016 Goals

- 3rd Annual Police Citizen's Academy

PROG 250: ANIMAL CONTROL

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Fines & Forfeits	3,624	1,500	2,548	0	1,045	3,000	2,400
	Total Revenues	3,624	1,500	2,548	0	1,045	3,000	2,400
	Supplies	10,352	3,500	7,747	6,700	289	1,500	1,500
	Repair Supplies	306	0	0	0	0	0	0
	SUPPLIES	10,658	3,500	7,747	6,700	289	1,500	1,500
	Professional Services	783	500	596	500	232	500	500
	Other Services & Charges	360	400	335	400	140	400	400
	OTHER SERVICES & CHARGES	1,143	900	931	900	372	900	900
	Total Expenditures	11,801	4,400	8,678	7,600	661	2,400	2,400
	Net Revenue	-8,177	-2,900	-6,130	-7,600	384	600	0
	Total for PROG 250: ANIMAL CONTROL	-8,177	-2,900	-6,130	-7,600	384	600	0

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
Animal Control 110-250

2015 Accomplishments

- Maintained a low cost service model
- Maintained a low euthanization rate

2016 Goals

- Maintain a low cost service model
- Maintain a low euthanization rate

PROG 260: LEC OPERATIONS/REC MANAGEMENT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	35,353	57,804	34,116	50,000	9,485	50,000	0
	Miscellaneous	12,346	15,698	14,891	15,698	0	12,346	14,900
	Total Revenues	47,699	73,502	49,007	65,698	9,485	62,346	14,900
	Insurance	532	565	3,015	3,015	1,350	2,700	2,580
	Other Services & Charges	194,422	228,000	218,750	228,000	56,290	228,000	228,000
	OTHER SERVICES & CHARGES	194,954	228,565	221,765	231,015	57,640	230,700	230,580
	CAPITAL OUTLAY	141,575	80,000	0	0	0	0	0
	TRANSFERS OUT	0	0	80,000	80,000	0	0	0
	Total Expenditures	336,529	308,565	301,765	311,015	57,640	230,700	230,580
	Net Revenue	-288,830	-235,063	-252,758	-245,317	-48,155	-168,354	-215,680
	Total for PROG 260: LEC OPERATIONS/REC MANAGEMENT	-288,830	-235,063	-252,758	-245,317	-48,155	-168,354	-215,680

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
LEC Operations - 110-260

2015 Accomplishments

- Demolished the storage facility at Morehouse Park
- Added storage capabilities to new garage facility

2016 Goals

- Research secure gating for LEC

PROG 270: SCDIU GRANT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	142,551	153,000	153,320	153,000	34,063	153,000	153,000
	Total Revenues	142,551	153,000	153,320	153,000	34,063	153,000	153,000
	Other Services & Charges	142,551	153,000	153,320	153,000	34,063	153,000	153,000
	OTHER SERVICES & CHARGES	142,551	153,000	153,320	153,000	34,063	153,000	153,000
	Total Expenditures	142,551	153,000	153,320	153,000	34,063	153,000	153,000
	Total for PROG 270: SCDIU GRANT	0	0	0	0	0	0	0

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
SCDIU Grant - 110-270

2015 Accomplishments

- Had a successful audit of operations
- Assigned new Drug Agent(s)
- Designed, created, and implemented a co-location

2016 Goals

- Business needs assessment and implementation of new processes, policies, and procedures
- Improve upon enforcement efforts
- Improve structure and co-location processes

PROG 280: SCHOOL DISTRICT CSO SERVICE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	11,397	0	91,754	135,189	33,693	170,310	148,261
	Total Revenues	11,397	0	91,754	135,189	33,693	170,310	148,261
	FT Wages	6,825	0	62,445	71,784	41,566	88,271	92,099
	PT/Seasonal Wages	0	0	3,186	0	10,036	23,177	23,881
	OT/Holiday/Other	273	0	755	0	630	0	1,200
	Benefits	3,564	0	24,600	63,405	10,729	57,862	30,081
	PERSONAL SERVICES	10,662	0	90,986	135,189	62,961	169,310	147,261
	Professional Services	735	0	768	0	0	1,000	1,000
	OTHER SERVICES & CHARGES	735	0	768	0	0	1,000	1,000
	Total Expenditures	11,397	0	91,754	135,189	62,961	170,310	148,261
	Net Revenue	0	0	0	0	-29,268	0	0
	Total for PROG 280: SCHOOL DISTRICT CSO SERVICE	0	0	0	0	-29,268	0	0
	Total for DEPT 110: POLICE	-3,394,976	-3,395,249	-3,591,307	-3,558,433	-1,667,771	-3,606,468	-3,736,993

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Police
School District CSO Service - 110-280

2015 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

2016 Goals

- Maintain levels of service with potential of increased costs

DEPT 120: FIRE

PROG 300: FIRE DEPARTMENT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	15,065	0	0	0	0	2,000	2,000
	Total Revenues	15,065	0	0	0	0	2,000	2,000
	FT Wages	132,240	119,003	123,336	120,477	58,003	124,103	127,825
	OT/Holiday/Other	331	6,470	1,092	4,470	471	1,000	1,000
	Benefits	41,086	40,766	41,519	41,985	26,108	57,777	50,441
	PERSONAL SERVICES	173,657	166,239	165,947	166,932	84,582	182,880	179,266
	Supplies	5,010	6,449	3,141	6,149	1,440	6,199	5,760
	Repair Supplies	5,239	6,600	4,780	6,300	1,851	6,300	5,600
	Small Tools & Equipment	100	363	100	363	100	363	363
	SUPPLIES	10,349	13,412	8,021	12,812	3,391	12,862	11,723
	Professional Services	664	902	495	902	0	3,122	1,500
	Communication	1,125	1,630	1,974	1,630	999	2,247	2,247
	Transportation (VRF)	0	0	2,100	2,100	1,650	3,300	4,200
	Vehicle, Travel & Training	1,376	2,607	1,691	2,607	2,789	2,607	3,000
	Advertising & Promotion	0	650	1,783	650	0	2,100	2,100
	Memberships & Subscriptions	319	570	542	570	165	585	585
	Insurance	1,874	1,995	1,620	1,620	825	1,650	1,650
	Repairs	4,280	6,650	6,165	6,650	2,143	7,030	7,030
	Other Services & Charges	1,771	1,500	1,823	1,500	1,584	1,700	700
	OTHER SERVICES & CHARGES	11,409	16,504	18,193	18,229	10,155	24,341	23,012
	Total Expenditures	195,415	196,155	192,161	197,973	98,128	220,083	214,001
	Net Revenue	-180,350	-196,155	-192,161	-197,973	-98,128	-218,083	-212,001
	Total for PROG 300: FIRE DEPARTMENT	-180,350	-196,155	-192,161	-197,973	-98,128	-218,083	-212,001

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Fire
Administration 120-300

2015 Accomplishments

- Implemented new Fire Department Online Standard Operating Guidelines
- Continued to build performance based training and incident evaluation crosswalks.
- Updated CIP for long term planning for vehicle and Equipment Replacement Plan.
- Implemented new Fire Department Response Plan to reduce response times.
- Added two additional resident rooms on the 2nd Floor.
- Provided Training Opportunities for firefighters and Officers to improve knowledge and skills.

2016 Goals

- Implement Online Training Program.
- Set standard of measure for emergency response times
- Identify ways to reduce response time
- Identify new ways to manage data
- Identify Grant Opportunities for the Fire Department
- Succession Plan for Fire Chief

PROG 310: INSPECTION SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	19,152	10,100	14,732	10,100	2,979	10,000	13,000
	Charges for Services	23,970	12,250	24,302	18,250	10,956	20,250	22,250
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	65,122	44,350	61,034	50,350	24,955	52,250	57,250
	PT/Seasonal Wages	0	0	1,840	4,426	390	4,426	4,426
	Benefits	-1,330	0	149	574	33	366	370
	PERSONAL SERVICES	-1,330	0	1,989	5,000	423	4,792	4,796
	Supplies	667	1,836	981	1,836	443	2,400	1,900
	Small Tools & Equipment	0	2,856	566	2,756	0	236	2,300
	SUPPLIES	667	4,692	1,547	4,592	443	2,636	4,200
	Professional Services	7,517	8,922	4,898	8,922	0	8,922	8,900
	Communication	959	2,715	854	2,715	214	2,020	2,380
	Vehicle, Travel & Training	400	1,915	539	1,915	0	1,915	1,500
	Memberships & Subscriptions	1,331	783	1,331	900	1,421	900	900
	Insurance	3,123	3,325	2,700	2,700	1,375	2,750	2,750
	Other Services & Charges	3,313	9,000	378	4,000	1,382	4,000	4,000
	OTHER SERVICES & CHARGES	16,643	26,660	10,700	21,152	4,392	20,507	20,430
	Total Expenditures	15,980	31,352	14,236	30,744	5,258	27,935	29,426
	Net Revenue	49,142	12,998	46,798	19,606	19,697	24,315	27,824
	Total for PROG 310: INSPECTION SERVICES	49,142	12,998	46,798	19,606	19,697	24,315	27,824

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Fire
Inspection 120-310

2015 Accomplishments

- Implemented program to Improve Inspection Reports
- Implemented new noxious weed guidelines for Weed and Nuisance Program
- Adopted new MN Fire Code and Minimum Housing Code changes.
- Continued to implement the use of 4G tablet program for code enforcement.
- Continued the part time Weed & Nuisance Inspector position
- Fire Marshal / Inspector Position assigned.

2016 Goals

- Provide Project Management Software and Training for Code Enforcement Program
- Develop a broader base of knowledge among staff with different specific codes
- Develop a Inspection Program Plan for each Occupancy Type
- Vacant Registry Program in the City
- Abandoned Property Response Guideline

PROG 320: PUBLIC EDUCATION SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Miscellaneous		709	0	305	0	155	0	0
Total Revenues		709	0	305	0	155	0	0
FT Wages		479	0	0	0	0	0	0
Benefits		-284	0	0	0	0	0	0
PERSONAL SERVICES		195	0	0	0	0	0	0
Supplies		1,419	2,171	1,589	2,071	1,180	2,485	2,600
Repair Supplies		1,303	1,045	1,608	1,300	0	1,300	1,000
Small Tools & Equipment		0	119	67	119	0	119	1,200
SUPPLIES		2,722	3,335	3,264	3,490	1,180	3,904	4,800
Communication		1,065	814	1,138	1,200	729	1,200	1,200
Vehicle, Travel & Training		0	986	650	986	0	986	1,000
Insurance		1,249	1,330	1,080	1,080	550	1,100	1,100
OTHER SERVICES & CHARGES		2,314	3,130	2,868	3,266	1,279	3,286	3,300
Total Expenditures		5,231	6,465	6,132	6,756	2,459	7,190	8,100
Net Revenue		-4,522	-6,465	-5,827	-6,756	-2,304	-7,190	-8,100
Total for PROG 320: PUBLIC EDUCATION SERVICES		-4,522	-6,465	-5,827	-6,756	-2,304	-7,190	-8,100

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Fire
Public Education 120-320

2015 Accomplishments

- Provided Fire Prevention Tips on Social Media Sites Facebook and Twitter
- Updated Fire Department Website
- Planning and Implementation of Safety Camp (4th Grade)
- Planning and Implementation of Have a Safe Summer Event (All Ages)
- Implemented Juvenile Fire Setter Programs with 4 certified Intervention Specialists
- Participated in the Nite to Unite program and distributed Home Inspection

2016 Goals

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

PROG 330: EMERGENCY RESPONSE SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	153,721	100,000	159,188	150,000	6,571	150,000	151,200
	Charges for Services	100,252	94,000	101,586	94,000	51,208	100,000	103,000
	Miscellaneous	1,485	0	345	0	1,571	0	0
	Total Revenues	255,458	194,000	261,119	244,000	59,350	250,000	254,200
	FT Wages	426,486	444,245	464,016	449,815	204,759	456,385	476,247
	PT/Seasonal Wages	59,174	71,652	60,997	71,652	36,322	71,652	71,652
	OT/Holiday/Other	80,625	76,322	98,979	76,322	20,763	79,792	82,830
	Benefits	342,090	298,025	340,591	341,819	97,327	350,489	358,566
	PERSONAL SERVICES	908,375	890,244	964,583	939,608	359,171	958,318	989,295
	Supplies	15,513	19,383	13,907	16,949	5,456	22,949	20,069
	Repair Supplies	6,561	8,161	7,590	7,661	6,452	7,661	8,700
	Small Tools & Equipment	37,402	30,329	40,817	40,969	9,220	30,969	49,030
	SUPPLIES	59,476	57,873	62,314	65,579	21,128	61,579	77,799
	Professional Services	9,228	13,900	14,360	13,900	6,207	13,900	16,250
	Communication	1,387	815	1,682	815	754	815	815
	Transportation (VRF)	0	0	68,600	68,600	47,850	95,700	130,800
	Vehicle, Travel & Training	6,694	7,200	9,236	9,200	8,937	9,200	9,500
	Memberships & Subscriptions	625	1,728	693	1,000	50	1,000	1,000
	Insurance	4,996	5,320	4,320	4,320	2,200	4,400	4,400
	Licenses & Inspections	682	750	715	750	700	750	750
	Repairs	9,169	9,227	22,860	9,227	9,607	9,227	9,227
	Other Services & Charges	5,691	2,508	1,370	1,740	395	2,200	2,200
	OTHER SERVICES & CHARGES	38,472	41,448	123,836	109,552	76,700	137,192	174,942
	CAPITAL OUTLAY	4,815	6,500	0	0	0	0	0
	Total Expenditures	1,011,138	996,065	1,150,733	1,114,739	456,999	1,157,089	1,242,036
	Net Revenue	-755,680	-802,065	-889,614	-870,739	-397,649	-907,089	-987,836
	Total for PROG 330: EMERGENCY RESPONSE SERVICES	-755,680	-802,065	-889,614	-870,739	-397,649	-907,089	-987,836

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Fire
Emergency Response 120-330

2015 Accomplishments

- Performance Appraisal System implemented
- Performance based training program for firefighters
- Implemented new Standard Operating Guidelines
- Improved response capabilities for compressed air foam system, and apparatus operation.
- Improved overall performance of firefighters and department with new training

2016 Goals

- Fire Apparatus Operator Certification
- Implement Active 911 Program with Dispatch Center
- Continued with implementation of the MN Fire Officer Certification Program
- Full Time Career Development Plan for each employee (Certification & Skills)
- Implement a duty shift program for paid on call firefighters.

PROG 340: SAFETY SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Benefits	-469	0	0	0	0	0	0
	PERSONAL SERVICES	-469	0	0	0	0	0	0
	Supplies	341	925	440	925	275	739	739
	Repair Supplies	1,243	1,553	1,415	1,453	6	1,453	1,453
	Small Tools & Equipment	6,013	5,954	6,020	6,954	3,677	6,954	6,954
	SUPPLIES	7,597	8,432	7,875	9,332	3,958	9,146	9,146
	Professional Services	547	6,650	0	6,650	0	6,650	5,150
	Communication	3,638	3,698	3,689	3,798	2,003	3,798	3,798
	Vehicle, Travel & Training	0	57	0	57	0	57	57
	Memberships & Subscriptions	163	464	149	464	29	464	464
	Insurance	1,249	1,330	1,080	1,080	550	1,100	1,100
	OTHER SERVICES & CHARGES	5,597	12,199	4,918	12,049	2,582	12,069	10,569
	Total Expenditures	12,725	20,631	12,793	21,381	6,540	21,215	19,715
	Net Revenue	-12,725	-20,631	-12,793	-21,381	-6,540	-21,215	-19,715
	Total for PROG 340: SAFETY SERVICES	-12,725	-20,631	-12,793	-21,381	-6,540	-21,215	-19,715
	Total for DEPT 120: FIRE	-904,135	-1,012,318	-1,053,597	-1,077,243	-484,924	-1,129,262	-1,199,828

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Fire
Safety Services 120-340

2015 Accomplishments

- Participated in Regional Safety Training Group with Medford and Faribault.
- Completed OSHA inspection and compliance requirements for city.
- Used grant funding to distribute 240 NOAA All Hazard Weather Radios within the City of Owatonna.

2016 Goals

- Complete Job Safety Analysis Job Descriptions from the Clasification and Compensation Study
- Employee & Management Team for Site Safety Evaluations
- Outdoor Emergency Notification System voice siren at Brooktree.
- Implement Engineering, Education and Enforcement Plan into safety program
- Provide safety policies, procedures and guidelines for city employees.

DEPT 140: BUILDING INSPECTION
 PROG 380: BUILDING INSPECTION DEPARTMENT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	249,454	201,000	245,514	221,000	70,193	221,000	244,000
	Charges for Services	105,890	60,300	70,686	66,300	30,372	66,300	72,300
	Total Revenues	355,344	261,300	316,200	287,300	100,565	287,300	316,300
	FT Wages	211,435	238,244	213,038	245,385	102,234	205,488	212,199
	PT/Seasonal Wages	2,775	0	0	0	0	32,894	34,819
	OT/Holiday/Other	2,797	2,803	2,808	2,830	2,552	2,897	2,966
	Benefits	88,630	92,595	85,664	108,296	36,250	92,472	93,298
	PERSONAL SERVICES	305,637	333,642	301,510	356,511	141,036	333,751	343,282
	Supplies	9,873	8,000	7,479	7,400	5,503	7,400	7,400
	Repair Supplies	846	900	357	900	0	900	900
	Small Tools & Equipment	488	2,100	27,436	5,550	30	2,800	2,800
	SUPPLIES	11,207	11,000	35,272	13,850	5,533	11,100	11,100
	Professional Services	4,560	0	999	0	-16	0	0
	Communication	1,523	1,600	1,442	1,600	568	2,200	2,200
	Transportation (VRF)	0	0	4,200	4,200	2,810	5,600	4,800
	Vehicle, Travel & Training	1,416	2,200	1,945	2,200	119	2,200	2,300
	Memberships & Subscriptions	1,155	2,500	960	1,800	100	1,800	1,800
	Insurance	390	400	2,400	2,400	1,000	2,000	1,900
	Licenses & Inspections	196	300	119	350	250	350	350
	Repairs	268	900	958	4,200	230	4,200	2,900
	OTHER SERVICES & CHARGES	9,508	7,900	13,023	16,750	5,061	18,350	16,250
	TRANSFERS OUT	28,500	0	0	0	0	0	0
	Total Expenditures	354,852	352,542	349,805	387,111	151,630	363,201	370,632
	Net Revenue	492	-91,242	-33,605	-99,811	-51,065	-75,901	-54,332
	Total for PROG 380: BUILDING INSPECTION DEPARTMENT	492	-91,242	-33,605	-99,811	-51,065	-75,901	-54,332
	Total for DEPT 140: BUILDING INSPECTION	492	-91,242	-33,605	-99,811	-51,065	-75,901	-54,332

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Safety - Building Inspection
Building Inspection 140-380

2015 Accomplishments

Hired part time employee for open Building Inspector position
Reviewed internal policies and updated
Performing lean event for commercial plans submittal and review
Trained staff to use the new Inspections Software
Acquired new permit software
Reviewed and updated handouts for 2015 building code changes
Coordinated with Fire Department to impliment inspections of blighted buildings

2016 Goals

Administration:

Train new Building Inspector primarily in residential inspections
Complete on line or mailing customer survey form
Provide education opportunities to allow new Building Inspector to become MN
Licensed

Plan Review:

Continue to refine commercial plans routing process
Continue to improve commercial plan review using LEAN process techniques
Train new Building Inspector in residential plan review

Inspections:

Acquire new devices to allow for in field connection to inspections software
Creat procedure with Fire Department on new Rental License requirements

Other:

Review the need for contractor training/education for the 2015 MN Residential
Building Code

DEPT 211: ENGINEERING

PROG 400: ENGINEERING DEPARTMENT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	1,404	1,500	1,528	1,500	1,227	500	8,500
	Charges for Services	0	0	0	0	75	0	0
	Transfers	350,000	350,000	350,000	350,000	175,010	350,000	440,000
	Total Revenues	351,404	351,500	351,528	351,500	176,312	350,500	448,500
	FT Wages	191,473	125,297	249,206	129,109	103,454	155,086	172,151
	PT/Seasonal Wages	1,822	0	2,540	0	975	0	7,500
	OT/Holiday/Other	6,217	0	15	0	195	0	0
	Benefits	47,598	38,010	71,266	38,755	27,136	42,661	47,061
	PERSONAL SERVICES	247,110	163,307	323,027	167,864	131,760	197,747	226,712
	Supplies	2,899	1,700	2,209	2,000	1,267	2,000	2,750
	Repair Supplies	0	0	77	1,500	0	1,500	1,500
	Small Tools & Equipment	391	2,000	2,018	2,200	188	2,200	2,400
	SUPPLIES	3,290	3,700	4,304	5,700	1,455	5,700	6,650
	Communication	774	1,200	1,077	710	579	710	1,200
	Transportation (VRF)	0	0	2,500	2,500	1,650	3,300	3,300
	Vehicle, Travel & Training	3,730	3,500	2,108	4,000	425	4,000	4,000
	Advertising & Promotion	479	0	-54	100	409	100	100
	Memberships & Subscriptions	558	1,200	1,345	1,500	1,375	1,500	1,500
	Insurance	1,200	1,300	3,600	3,600	1,550	3,100	3,300
	Licenses & Inspections	0	1,000	165	1,000	25	1,000	250
	Repairs	742	1,000	262	1,000	311	1,000	1,000
	Other Services & Charges	11,040	10,000	550	10,500	9,876	14,000	12,500
	OTHER SERVICES & CHARGES	18,523	19,200	11,553	24,910	16,200	28,710	27,150
	CAPITAL OUTLAY	0	0	0	0	0	0	5,500
	Total Expenditures	268,923	186,207	338,884	198,474	149,415	232,157	266,012
	Net Revenue	82,481	165,293	12,644	153,026	26,897	118,343	182,488
	Total for PROG 400: ENGINEERING DEPARTMENT	82,481	165,293	12,644	153,026	26,897	118,343	182,488

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Engineering
Administration 211-400

2015 Accomplishments

Added additional data to Pavement Management Program
Increased maintenance activities
Updated Ordinances
Updated record keeping procedures

2016 Goals

- Continue focus on maintenance activities
- Update subdivision design standard
- Continue record keeping procedures
- Update standards for construction, specifications, detail plates, etc.
- Implement new GIS system in utility locating

PROG 410: CONSTRUCTION PROJECTS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	0	0	1,882	0	0	0	0
	Charges for Services	468,650	200,500	70,427	251,000	26,847	301,500	241,500
	Total Revenues	468,650	200,500	72,309	251,000	26,847	301,500	241,500
	FT Wages	205,904	182,147	151,851	184,839	88,232	239,390	242,178
	PT/Seasonal Wages	6,349	5,000	3,620	5,000	2,670	14,000	5,000
	OT/Holiday/Other	3,527	3,000	2,352	3,000	643	3,000	3,000
	Benefits	71,628	77,120	38,003	77,840	25,430	72,397	71,500
	PERSONAL SERVICES	287,408	267,267	195,826	270,679	116,975	328,787	321,678
	Supplies	8,657	8,000	8,371	8,000	2,710	8,500	8,500
	Repair Supplies	2,634	1,500	2,597	2,000	502	2,750	3,000
	Small Tools & Equipment	669	4,000	1,118	4,000	380	4,000	3,500
	SUPPLIES	11,960	13,500	12,086	14,000	3,592	15,250	15,000
	Professional Services	205	2,600	10,005	2,700	0	2,700	2,700
	Communication	1,591	2,850	1,618	2,250	787	2,250	2,250
	Transportation (VRF)	0	0	11,250	11,250	7,500	15,000	17,800
	Vehicle, Travel & Training	390	2,000	896	2,000	415	2,000	2,000
	Advertising & Promotion	61	1,000	141	500	0	500	500
	Licenses & Inspections	0	2,200	77	500	117	500	500
	Repairs	136,150	186,500	185,447	200,500	133,699	315,500	213,500
	OTHER SERVICES & CHARGES	138,397	197,150	209,434	219,700	142,518	338,450	239,250
	Total Expenditures	437,765	477,917	417,346	504,379	263,085	682,487	575,928
	Net Revenue	30,885	-277,417	-345,037	-253,379	-236,238	-380,987	-334,428
	Total for PROG 410: CONSTRUCTION PROJECTS	30,885	-277,417	-345,037	-253,379	-236,238	-380,987	-334,428
	Total for DEPT 211: ENGINEERING	105,773	-175,677	-338,878	-166,021	-212,562	-262,644	-151,940

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Engineering
Construction 211-410

2015 Accomplishments

- Design and prepare plans and specifications for petitioned projects.
- Increased variety of repair techniques for roadway construction
- Construction of Mineral Springs Parkway
- Construction of Lemond Road
- Design SE Stormwater improvements.
- Expanded bituminous street reconstruction

2016 Goals

- Design and prepare plans and specifications for petitioned projects.
- Complete street condition survey
- Construction of SE stormwater Phase II
- Construct path along 18th Street SE
- Planning for WWTP upgrades

DEPT 212: STREET MAINTENANCE

PROG 420: STREET MAINTENANCE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	3,101	0	13,018	0	7,302	0	0
	Charges for Services	6,866	0	1,869	1,250	928	400	1,000
	Total Revenues	9,967	0	14,887	1,250	8,230	400	1,000
	FT Wages	235,256	240,155	241,952	246,256	159,676	256,504	369,436
	PT/Seasonal Wages	1,495	0	40,590	0	86	0	0
	OT/Holiday/Other	11,560	2,157	29,849	5,645	4,674	5,060	13,260
	Benefits	101,665	99,863	101,833	112,346	67,367	115,017	164,081
	PERSONAL SERVICES	349,976	342,175	414,224	364,247	231,803	376,581	546,777
	Supplies	22,248	23,300	29,709	24,600	-2,289	24,800	38,400
	Repair Supplies	77	300	62	300	1	300	32,200
	Small Tools & Equipment	2,798	2,000	4,344	1,900	1,161	2,500	4,900
	SUPPLIES	25,123	25,600	34,115	26,800	-1,127	27,600	75,500
	Professional Services	1,788	3,200	85	3,200	0	3,200	200
	Communication	4,296	5,150	4,298	4,750	1,940	4,750	5,750
	Transportation (VRF)	0	0	5,000	5,000	3,370	6,700	4,000
	Vehicle, Travel & Training	6,824	6,000	3,400	1,200	0	1,200	1,600
	Advertising & Promotion	1,258	500	1,627	0	151	250	250
	Memberships & Subscriptions	355	400	0	400	0	400	400
	Insurance	3,131	3,330	5,490	5,490	2,550	5,100	6,575
	Licenses & Inspections	95	2,000	1,995	2,000	2,702	2,000	2,800
	Repairs	0	0	328	0	130	0	10,000
	Rents/Leases	0	0	0	0	0	0	1,000
	Other Services & Charges	720	0	3,031	1,250	0	1,250	1,250
	OTHER SERVICES & CHARGES	18,467	20,580	25,254	23,290	10,843	24,850	33,825
	Total Expenditures	393,566	388,355	473,593	414,337	241,519	429,031	656,102
	Net Revenue	-383,599	-388,355	-458,706	-413,087	-233,289	-428,631	-655,102
	Total for PROG 420: STREET MAINTENANCE	-383,599	-388,355	-458,706	-413,087	-233,289	-428,631	-655,102

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Street
Administration 212-420

2015 Accomplishments

- Respond to questions and concerns in a timely manner-target response time of 24 hours to inform citizen of answer or proposed solution.
- Updated Steele County Maintenance Agreement
- Sold many out of date pieces of equipment
- 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 2 obsolete vehicles from fleet and 1 heavy equipment

2016 Goals

- Implement Fleet Management Program (Software)
- Implement asset tracking software
- Implement electronic time reporting and insure accurate cost coding
- 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 421: ICE & SNOW REMOVAL

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	47,178	33,500	51,357	66,000	14,478	52,000	55,500
	Miscellaneous	8,465	1,000	0	0	0	0	0
	Total Revenues	55,643	34,500	51,357	66,000	14,478	52,000	55,500
	FT Wages	158,644	138,079	180,228	143,344	85,052	147,798	151,543
	OT/Holiday/Other	16,835	35,101	41,209	32,920	6,717	32,303	32,317
	Benefits	80,808	75,344	94,053	78,689	40,552	78,967	77,806
	PERSONAL SERVICES	256,287	248,524	315,490	254,953	132,321	259,068	261,666
	Supplies	125,870	87,200	117,492	77,600	45,760	96,700	95,700
	Repair Supplies	46,377	39,000	48,641	37,100	10,453	37,000	37,000
	Small Tools & Equipment	305	1,500	4	1,500	300	1,500	1,500
	SUPPLIES	172,552	127,700	166,137	116,200	56,513	135,200	134,200
	Transportation (VRF)	0	0	82,000	82,000	54,670	109,300	110,000
	Vehicle, Travel & Training	0	1,000	0	1,000	0	0	0
	Memberships & Subscriptions	0	50	0	50	0	0	0
	Insurance	4,174	4,440	7,320	7,320	3,400	6,800	5,260
	Repairs	1,473	10,700	9,624	7,200	3,849	8,700	7,200
	Rents/Leases	10,150	16,000	21,876	16,000	7,033	55,000	37,000
	OTHER SERVICES & CHARGES	15,797	32,190	120,820	113,570	68,952	179,800	159,460
	Total Expenditures	444,636	408,414	602,447	484,723	257,786	574,068	555,326
	Net Revenue	-388,993	-373,914	-551,090	-418,723	-243,308	-522,068	-499,826
	Total for PROG 421: ICE & SNOW REMOVAL	-388,993	-373,914	-551,090	-418,723	-243,308	-522,068	-499,826

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Street
Ice/Snow Removal 212-421

2015 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.
- Created snow plow route map

2016 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 - evaluate straight salt

PROG 422: STREET SIGNS AND MARKINGS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	0	0	33	0	10	0	0
	Total Revenues	0	0	33	0	10	0	0
	FT Wages	39,348	61,341	28,931	63,188	13,913	63,960	66,079
	PT/Seasonal Wages	2,538	6,000	4,015	6,000	888	6,000	6,000
	OT/Holiday/Other	742	969	1,637	815	344	500	500
	Benefits	15,373	23,105	11,563	29,407	5,343	29,303	28,853
	PERSONAL SERVICES	58,001	91,415	46,146	99,410	20,488	99,763	101,432
	Supplies	21,346	33,300	23,756	31,200	9,250	31,600	31,600
	Repair Supplies	22,171	9,800	12,901	9,400	318	11,800	12,000
	Small Tools & Equipment	550	5,800	963	800	25	800	1,000
	SUPPLIES	44,067	48,900	37,620	41,400	9,593	44,200	44,600
	Transportation (VRF)	0	0	2,400	2,400	1,610	3,200	4,000
	Vehicle, Travel & Training	711	800	0	800	435	800	800
	Insurance	1,044	1,110	1,830	1,830	850	1,700	1,315
	Utilities	72	150	81	150	37	150	150
	Repairs	11,924	15,500	13,943	15,500	0	11,500	11,600
	OTHER SERVICES & CHARGES	13,751	17,560	18,254	20,680	2,932	17,350	17,865
	Total Expenditures	115,819	157,875	102,020	161,490	33,013	161,313	163,897
	Net Revenue	-115,819	-157,875	-101,987	-161,490	-33,003	-161,313	-163,897
	Total for PROG 422: STREET SIGNS AND MARKINGS	-115,819	-157,875	-101,987	-161,490	-33,003	-161,313	-163,897

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Street
Signs/Markings 212-422

2015 Accomplishments

- Completed retroreflectivity compliance plan
- Optimized timing of crosswalk painting
- Install signage on all new construction streets, parking lots and alleys and replace old signs with mandated HIP signs.

2016 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

PROG 423: FORESTRY

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	14,331	0	11,086	0	0	0	0
	Charges for Services	12,575	100	1,941	500	500	500	1,500
	Miscellaneous	0	2,000	0	0	1,454	0	0
	Total Revenues	26,906	2,100	13,027	500	1,954	500	1,500
	FT Wages	110,376	86,114	88,882	88,268	48,921	91,206	93,725
	PT/Seasonal Wages	1,946	0	0	0	1,420	0	0
	OT/Holiday/Other	1,277	1,108	331	733	222	560	560
	Benefits	58,022	47,516	46,559	49,033	26,563	50,022	50,317
	PERSONAL SERVICES	171,621	134,738	135,772	138,034	77,126	141,788	144,602
	Supplies	28,207	18,250	25,798	16,600	5,449	17,300	17,300
	Repair Supplies	5,292	5,500	6,167	6,200	1,290	6,500	6,500
	Small Tools & Equipment	2,711	1,900	859	1,900	1,056	1,900	2,300
	SUPPLIES	36,210	25,650	32,824	24,700	7,795	25,700	26,100
	Communication	0	50	0	0	0	0	0
	Transportation (VRF)	0	0	10,000	10,000	6,670	13,300	18,000
	Vehicle, Travel & Training	699	1,400	721	1,400	561	1,400	1,400
	Memberships & Subscriptions	15	600	15	600	25	600	300
	Insurance	1,044	1,110	1,830	1,830	850	1,700	1,315
	Repairs	4,517	2,250	4,267	4,000	93	5,000	5,000
	Rents/Leases	1,247	0	0	0	0	1,000	1,000
	Other Services & Charges	4,491	0	134	3,750	0	4,000	1,500
	OTHER SERVICES & CHARGES	12,013	5,410	16,967	21,580	8,199	27,000	28,515
	Total Expenditures	219,844	165,798	185,563	184,314	93,120	194,488	199,217
	Net Revenue	-192,938	-163,698	-172,536	-183,814	-91,166	-193,988	-197,717
	Total for PROG 423: FORESTRY	-192,938	-163,698	-172,536	-183,814	-91,166	-193,988	-197,717

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Street
Forestry 212-423

2015 Accomplishments

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

2016 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 425: STREET CLEANING

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Transfers		15,000	15,000	15,000	15,000	7,500	15,000	50,000
Total Revenues		15,000	15,000	15,000	15,000	7,500	15,000	50,000
FT Wages		87,435	80,854	41,545	85,642	22,407	88,501	89,207
PT/Seasonal Wages		0	0	0	0	80	0	0
OT/Holiday/Other		534	2,883	264	2,763	0	1,450	1,450
Benefits		39,198	39,823	14,792	43,814	9,726	42,952	37,162
PERSONAL SERVICES		127,167	123,560	56,601	132,219	32,213	132,903	127,819
Supplies		15,572	15,300	14,956	14,600	5,401	15,000	15,000
Repair Supplies		16,969	28,500	24,769	20,500	7,801	21,500	21,500
Small Tools & Equipment		-9	500	84	500	0	500	500
SUPPLIES		32,532	44,300	39,809	35,600	13,202	37,000	37,000
Transportation (VRF)		0	0	25,600	25,600	17,060	34,100	40,000
Vehicle, Travel & Training		15	100	90	100	64	100	100
Insurance		3,131	3,330	5,490	5,490	2,550	5,100	3,945
Repairs		9,446	3,500	0	4,000	0	4,000	1,000
Other Services & Charges		0	0	2,682	0	0	0	0
OTHER SERVICES & CHARGES		12,592	6,930	33,862	35,190	19,674	43,300	45,045
Total Expenditures		172,291	174,790	130,272	203,009	65,089	213,203	209,864
Net Revenue		-157,291	-159,790	-115,272	-188,009	-57,589	-198,203	-159,864
Total for PROG 425: STREET CLEANING		-157,291	-159,790	-115,272	-188,009	-57,589	-198,203	-159,864

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Street
Street Cleaning 212-425

2015 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.
- Purchased leaf vac to improve efficiency

2016 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 - AVL

PROG 426: STREET MAINTENANCE REPAIR

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	3,420	4,800	10,406	500	1,160	0	7,500
	Intergovernmental Revenue	47,178	33,500	32,178	33,500	12,848	34,500	25,500
	Charges for Services	0	1,000	0	0	0	0	0
	Miscellaneous	1,272	0	112	0	0	0	0
	Total Revenues	51,870	39,300	42,696	34,000	14,008	34,500	33,000
	FT Wages	116,140	158,303	160,618	171,988	46,103	177,023	182,504
	PT/Seasonal Wages	6,576	8,000	7,044	2,000	0	2,000	2,000
	OT/Holiday/Other	2,210	1,578	3,952	1,290	1,003	1,260	1,260
	Benefits	59,654	86,169	76,222	93,008	22,562	88,810	91,108
	PERSONAL SERVICES	184,580	254,050	247,836	268,286	69,668	269,093	276,872
	Supplies	193,462	219,786	199,273	217,936	43,796	293,100	177,400
	Repair Supplies	24,400	18,600	30,862	18,000	8,321	18,000	18,000
	Small Tools & Equipment	962	4,000	1,524	4,000	3,760	5,000	4,500
	Other Supplies	0	0	0	0	0	0	124,000
	SUPPLIES	218,824	242,386	231,659	239,936	55,877	316,100	323,900
	Transportation (VRF)	0	0	50,000	50,000	35,020	70,000	148,000
	Vehicle, Travel & Training	200	200	0	200	0	200	200
	Insurance	6,261	6,660	10,980	10,980	5,100	10,200	7,890
	Repairs	8,132	3,300	7,925	3,200	9,671	3,200	131,200
	Rents/Leases	16,905	17,000	16,905	17,000	0	17,000	25,000
	Other Services & Charges	447	1,000	703	1,000	231	1,000	1,000
	OTHER SERVICES & CHARGES	31,945	28,160	86,513	82,380	50,022	101,600	313,290
	Total Expenditures	435,349	524,596	566,008	590,602	175,567	686,793	914,062
	Net Revenue	-383,479	-485,296	-523,312	-556,602	-161,559	-652,293	-881,062
	Total for PROG 426: STREET MAINT REPAIR	-383,479	-485,296	-523,312	-556,602	-161,559	-652,293	-881,062
	Total for DEPT 212: STREET MAINTENANCE	-1,790,815	-1,917,094	-2,094,247	-2,115,854	-894,930	-2,342,756	-2,557,468
	Total for DEPT 213: STREET-COUNTY MAINT	-473	0	-13,595	0	-5,843	0	0

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Public Works - Street
Street Maintenance/Repair 212-426

2015 Accomplishments

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

2016 Goals

- Evaluate options for street patching
- continued evaluation of lease vs. purchase equipment

DEPT 380: AIRPORT
 PROG 490: AIRPORT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	1,753	1,775	2,068	1,775	1,404	1,775	1,775
	Charges for Services	176,119	228,163	179,126	232,725	62,480	233,050	180,050
	Miscellaneous	165,623	101,823	166,092	140,000	44,175	140,000	140,000
	Total Revenues	343,495	331,761	347,286	374,500	108,059	374,825	321,825
	FT Wages	62,453	64,958	67,029	65,768	31,180	67,748	69,780
	PT/Seasonal Wages	2,812	0	1,188	0	1,822	0	0
	Benefits	25,772	28,070	28,156	28,602	13,694	29,624	30,138
	PERSONAL SERVICES	91,037	93,028	96,373	94,370	46,696	97,372	99,918
	Supplies	129,766	175,560	131,219	179,608	34,524	179,150	131,150
	Small Tools & Equipment	1,248	1,600	0	2,050	1,615	1,150	1,150
	Concession Supplies	1,037	125	180	0	0	0	0
	SUPPLIES	132,051	177,285	131,399	181,658	36,139	180,300	132,300
	Professional Services	26,030	30,866	16,800	16,800	6,322	16,800	16,800
	Communication	7,047	7,610	7,050	8,850	2,840	8,650	7,850
	Vehicle, Travel & Training	1,292	2,590	1,595	3,340	907	2,840	3,340
	Advertising & Promotion	2,235	5,500	3,542	5,500	2,322	4,000	4,500
	Memberships & Subscriptions	425	425	444	425	675	425	700
	Insurance	24,570	26,100	23,600	23,600	11,850	23,700	22,100
	Licenses & Inspections	591	2,625	440	2,625	448	1,625	1,700
	Utilities	38,445	36,881	38,708	36,881	15,673	38,150	40,650
	Other Services & Charges	17,941	15,400	17,267	18,400	17,643	18,400	18,400
	OTHER SERVICES & CHARGES	118,576	127,997	109,446	116,421	58,680	114,590	116,040
	CAPITAL OUTLAY	0	0	0	0	5	0	0
	Total Expenditures	341,664	398,310	337,218	392,449	141,520	392,262	348,258
	Net Revenue	1,831	-66,549	10,068	-17,949	-33,461	-17,437	-26,433
	Total for PROG 490: AIRPORT	1,831	-66,549	10,068	-17,949	-33,461	-17,437	-26,433

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Community Development - Airport
Administration 380-490

2015 Accomplishments

- Provided high quality transportation infrastructure for corporate and general aviation users.
- Completed FAA required required airport Master Plan and Airport Layout Plan (ALP) update.
- Developed airport Business Policy and Development Working Group.
- Completed review and update of Airport Emergency Plan.
- Maintained safe and efficient facilities and services.
- Promoted airport through school tours, youth aviation camps, tenant events, informational meetings, and other special events.

2016 Goals

- Maintain high level of customer service.
- Work with airport business development group to identify and develop qualified leads for prospective airport based businesses.
- Improve communication through use of website, social media, and business branding.
- Promote airport through continued school tours, youth aviation camp, tenant events, informational meetings, and other special events.
- Increase revenues through use of facilities, services, and use of airport property.
- Work with EDA and business leaders to promote business use of airport.
- Work with Airport Commission and Joint Airport Zoning Board to review and update airport zoning consistent with the approved airport Master Plan and state/federal regulations.
- Review and implement new airport rental and fee structure.

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	65,040	43,873	54,618	43,873	24,078	48,260	67,212
	Total Revenues	65,040	43,873	54,618	43,873	24,078	48,260	67,212
	FT Wages	5,188	2,526	2,459	2,558	1,709	2,635	2,714
	PT/Seasonal Wages	763	0	9,997	11,105	3,863	13,500	13,500
	OT/Holiday/Other	0	0	229	0	64	0	0
	Benefits	2,323	1,135	2,698	3,252	1,415	3,779	3,871
	PERSONAL SERVICES	8,274	3,661	15,383	16,915	7,051	19,914	20,085
	Supplies	21,091	23,450	23,905	23,450	7,319	21,725	21,750
	Repair Supplies	18,126	11,510	19,320	13,100	3,733	13,100	13,100
	Small Tools & Equipment	0	425	180	425	119	425	500
	SUPPLIES	39,217	35,385	43,405	36,975	11,171	35,250	35,350
	Transportation (VRF)	0	0	12,250	12,250	8,170	16,300	12,300
	Repairs	26,000	14,762	20,559	15,275	3,487	15,475	17,225
	OTHER SERVICES & CHARGES	26,000	14,762	32,809	27,525	11,657	31,775	29,525
	CAPITAL OUTLAY	16,300	0	0	0	0	0	0
	Total Expenditures	89,791	53,808	91,597	81,415	29,879	86,939	84,960
	Net Revenue	-24,751	-9,935	-36,979	-37,542	-5,801	-38,679	-17,748
	MAINTENANCE	-24,751	-9,935	-36,979	-37,542	-5,801	-38,679	-17,748
	Total for DEPT 380: AIRPORT	-22,920	-76,484	-26,911	-55,491	-39,262	-56,116	-44,181

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Community Development - Airport
Buildings/Maintenance 380-491

2015 Accomplishments

- Completed T-Hangar taxiway pavement re-construction project.
- Completed 100% of airport Preventive Maintenance Program.
- Installed new aviation fuel cabinets and pumps.
- Completed re-location of Civil Air Patrol (CAP) squadron facility.
- Increased State maintenance & operations funding by 39% by completing amendment to grant.
- Completed removal of trees/shrubs in ditch line south of Runway 12/30 identified as obstructions.

2016 Goals

- Complete Main Apron, Joint Sealing, and Runway 5/23 pavement re-habilitation phase of pavement maintenance program.
- Replace main hangar bi-fold doors.
- Work with FAA to add instrument approach procedure to Runway 5/23.
- Improve airport aesthetics through landscaping, entrance, and lighting upgrades.
- Maintain existing buildings, equipment, and navigational aids with limited resources and personnel through efficient preventive maintenance program.

DEPT 420: LIBRARY

PROG 600: LIBRARY ADMIN

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	19,078	18,800	18,884	18,800	0	18,800	18,800
	Total Revenues	19,078	18,800	18,884	18,800	0	18,800	18,800
	FT Wages	100,513	125,802	120,508	97,174	51,456	100,099	103,102
	PT/Seasonal Wages	20,267	0	15,740	14,209	10,025	18,009	16,489
	Benefits	32,567	32,482	38,227	31,085	16,797	32,797	33,581
	PERSONAL SERVICES	153,347	158,284	174,475	142,468	78,278	150,905	153,172
	Supplies	318	300	345	300	317	300	300
	Repair Supplies	0	0	0	0	60	0	0
	Library Materials	0	150	0	150	0	150	150
	SUPPLIES	318	450	345	450	377	450	450
	Professional Services	0	160	212	320	0	350	350
	Communication	1,962	3,300	1,541	2,815	141	2,815	1,350
	Vehicle, Travel & Training	4,989	6,940	6,936	6,180	2,092	6,180	7,540
	Advertising & Promotion	1,149	0	0	0	80	0	0
	Memberships & Subscriptions	1,544	1,460	946	1,606	125	1,608	1,750
	Insurance	1,175	1,250	760	760	410	820	760
	Repairs	498	500	154	500	0	500	500
	Rents/Leases	0	225	225	225	0	225	225
	Other Services & Charges	3,890	3,890	4,190	4,193	2,884	4,635	5,090
	OTHER SERVICES & CHARGES	15,207	17,725	14,964	16,599	5,732	17,133	17,565
	Total Expenditures	168,872	176,459	189,784	159,517	84,387	168,488	171,187
	Net Revenue	-149,794	-157,659	-170,900	-140,717	-84,387	-149,688	-152,387
	Total for PROG 600: LIBRARY	-149,794	-157,659	-170,900	-140,717	-84,387	-149,688	-152,387

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Culture & Recreation - Library

Administration 420-600

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

2015 Accomplishments

Staff provided service to public. Administrative assistant position has increased to twenty-eight hours per week. Circulation assistant changed from one FT to two PT positions increasing total hours of coverage by 16/wk. and increased flexibility in scheduling.

Added one staff to information technology department. One-fourth is paid from library operating budget. Relocate City information technology employees to City Hall at West Hills complex. City Hall/West Hills office redesigned, refurnished, redecorated.

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

Collaborated with community organizations to provide community with shared greenspace. Use gift funds for collaboration leadership. Continued leadership in regional library system: Participated in regional board meetings, advisory meetings, and integrated library system operations meetings.

Space allocation study completed. Owatonna Public Utilities facility renovation provides inspiration and confirmation of public acceptance of facilities needs.

Participated in City leadership, safety, insurance and wellness committees.

Discussed downtown and east-of-downtown flooding with city engineer, city administrator and library board. Recommended short-term solution to keep flood waters from library building when Broadway is flooded.

Provided library staff with training on audio-visual equipment, workplace bullying and discrimination, workplace stress, and violence in the workplace. All-city training included customer service. Supervisor training included followership.

Provided public with basic computer training. City technology report card completed. City compensation plan updated.

2016 Goals

Hire and retain staff sufficient to provide service to public.

Train new staff quickly and thoroughly.

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 after staff changes.

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, insurance, 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. Implement updated City compensation plan. Consider and implement updated technology recommendations.

PROG 610: CIRCULATION SERVICES PROGRAM

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	66,585	60,900	65,932	60,900	5,013	60,900	64,900
	Fines & Forfeits	11,757	17,000	12,069	15,000	6,616	13,000	13,000
	Miscellaneous	415	300	0	300	20	100	100
	Total Revenues	78,757	78,200	78,001	76,200	11,649	74,000	78,000
	FT Wages	216,436	175,249	239,652	168,354	120,400	173,421	195,039
	PT/Seasonal Wages	96,198	83,260	111,646	109,325	53,184	127,367	183,931
	OT/Holiday/Other	281	527	519	533	12,696	546	560
	Benefits	78,437	66,497	90,658	71,969	42,762	77,909	82,333
	PERSONAL SERVICES	391,352	325,533	442,475	350,181	229,042	379,243	461,863
	Supplies	834	1,125	1,244	1,125	465	1,125	1,125
	Small Tools & Equipment	474	500	881	500	794	1,000	1,000
	Library Materials	80,813	72,032	58,165	55,295	42,561	60,700	65,000
	SUPPLIES	82,121	73,657	60,290	56,920	43,820	62,825	67,125
	Professional Services	0	125	0	250	1	250	250
	Communication	2,833	3,500	2,839	3,675	1,641	3,600	3,600
	Vehicle, Travel & Training	0	0	381	0	347	0	0
	Insurance	3,760	4,000	2,432	2,432	1,312	2,624	2,432
	Repairs	1	1,000	0	500	0	500	500
	Other Services & Charges	15,562	15,686	16,945	16,900	11,536	18,666	20,485
	OTHER SERVICES & CHARGES	22,156	24,311	22,597	23,757	14,837	25,640	27,267
	Total Expenditures	495,629	423,501	525,362	430,858	287,699	467,708	556,255
	Net Revenue	-416,872	-345,301	-447,361	-354,658	-276,050	-393,708	-478,255
	PROGRAM	-416,872	-345,301	-447,361	-354,658	-276,050	-393,708	-478,255

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Culture & Recreation - Library

Circulation Services 420-610

OBJECTIVE: Provide organized collections of materials for community use.

2015 Accomplishments

Staff provided service to public. Administrative assistant position has increased to twenty-eight hours per week. Circulation assistant changed from one FT to two PT positions increasing total hours of coverage by 16/wk. and increased flexibility in scheduling.

Constantly evaluated and updated collection. Arranged space for displaced collections. Participated in regional Collection HQ project.
Purchased current books, DVDs, spoken word recordings, magazines, and other materials in a timely manner.
Used social media to promote resources.
Employees cross-trained in inventory, bill-paying, money handling and inter-library loan as staffing changes occurred.
Served as community recycling center for donated print and video materials. Dispersed donated materials. Sought new recycling options without success.

Replaced shelvers. Hosted Workforce Center youth worker.

2016 Goals

Maintain sufficient hours for most effective service to the community.
Add one self-checkout station in Children's Services, using capital funds.

Continue to predict and assess patron needs for media; explore new formats; replace materials.

Weed. Evaluate and update collection. Seek space for displaced collections. Use Collection HQ to help manage acquisitions.
Continue to purchase current books, DVDs, spoken word recordings, magazines, and other materials in a timely manner.
Use 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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	55,915	55,100	55,346	55,100	0	55,100	55,100
	Charges for Services	9,604	9,000	10,256	9,000	3,998	9,000	9,000
	Miscellaneous	45	0	0	0	0	9	0
	Total Revenues	65,564	64,100	65,602	64,100	3,998	64,109	64,100
	FT Wages	59,966	96,839	48,513	88,975	20,644	91,653	42,262
	PT/Seasonal Wages	4,685	5,000	11,267	26,571	2,415	24,232	23,397
	OT/Holiday/Other	281	527	3,255	533	492	546	560
	Benefits	19,578	28,865	16,679	32,132	6,954	33,087	17,724
	PERSONAL SERVICES	84,510	131,231	79,714	148,211	30,505	149,518	83,943
	Supplies	5,132	4,760	3,867	4,760	2,310	4,760	5,200
	Repair Supplies	5,806	3,000	6,531	3,000	2,118	5,000	5,000
	Small Tools & Equipment	1,300	1,300	1,457	1,300	1,190	1,300	2,000
	Library Materials	3,142	2,600	3,969	2,720	1,843	2,720	3,600
	SUPPLIES	15,380	11,660	15,824	11,780	7,461	13,780	15,800
	Professional Services	1,179	1,000	6,957	1,000	240	1,000	1,000
	Communication	2,373	2,160	3,383	2,000	2,451	2,120	3,520
	Insurance	3,408	3,625	2,204	2,204	1,189	2,378	2,204
	Repairs	5,300	6,500	7,428	7,500	2,977	7,500	6,860
	Rents/Leases	659	3,600	5,473	3,600	899	1,600	1,600
	Other Services & Charges	5,726	5,940	5,925	6,494	3,802	8,135	7,140
	OTHER SERVICES & CHARGES	18,645	22,825	31,370	22,798	11,558	22,733	22,324
	CAPITAL OUTLAY	10,684	0	0	0	0	0	0
	Total Expenditures	129,219	165,716	126,908	182,789	49,524	186,031	122,067
	Net Revenue	-63,655	-101,616	-61,306	-118,689	-45,526	-121,922	-57,967
	Total for PROG 620: LIBRARY SITE USE	-63,655	-101,616	-61,306	-118,689	-45,526	-121,922	-57,967

CITY OF OWATONNA 2015 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.

2015 Accomplishments

Carpeted Children's Services. Planned/purchased/installed furnishings in Children's Services. Planned early literacy play spot.

Space allocation study pursued and completed.

Staff provided service to public. Administrative assistant position has increased to twenty-eight hours per week. Circulation assistant changed from one FT to two PT positions increasing total hours of coverage by 16/wk. and increased flexibility in scheduling.

Maintained building, furnishings, and property to provide a clean, safe, and pleasant space for customers and staff.

Discussed downtown and east-of-downtown flooding with city engineer, city administrator and library board. Recommended short-term solution to keep flood waters from library building when Broadway floods.

With gift funds, provided three-month children's summer reading program.

Collaborated with community organizations/volunteers.

Hosted community presentations for the public.

Supported Dolly Parton Imagination Library.

2016 Goals

Install early literacy play spot.

Follow recommendations of space allocation study.

Maintain building, furnishings, and property to provide a clean, safe, and pleasant space for customers and staff. Wash windows. Plan, purchase, and install furnishings for Adult Services second floor east. Install blinds.

Seek solution for neighborhood flooding. Update disaster plan.

East of Downtown project. With community, explore placemaking. 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. Consider long-range program.

PROG 630: LIBRARY INFORMATION SERVICES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	25,674	25,300	25,413	25,300	0	25,300	25,300
	Total Revenues	25,674	25,300	25,413	25,300	0	25,300	25,300
	FT Wages	180,684	228,020	165,425	200,168	82,707	221,108	213,145
	PT/Seasonal Wages	1,200	0	0	0	0	0	0
	OT/Holiday/Other	1,310	2,460	2,423	2,486	2,296	2,548	2,612
	Benefits	56,661	76,493	51,992	65,294	26,505	74,363	70,764
	PERSONAL SERVICES	239,855	306,973	219,840	267,948	111,508	298,019	286,521
	Supplies	480	650	233	250	487	650	650
	Small Tools & Equipment	0	250	374	250	0	250	10,350
	Library Materials	8,824	9,250	9,600	9,537	4,824	11,500	11,750
	SUPPLIES	9,304	10,150	10,207	10,037	5,311	12,400	22,750
	Professional Services	0	0	10,720	10,720	0	0	0
	Advertising & Promotion	77	0	0	0	0	0	0
	Insurance	1,528	1,625	988	988	533	1,066	988
	Repairs	0	1,000	96	1,000	0	1,000	200
	Rents/Leases	0	675	0	675	0	675	0
	Other Services & Charges	15,562	15,561	16,862	16,775	11,536	18,450	20,360
	OTHER SERVICES & CHARGES	17,167	18,861	28,666	30,158	12,069	21,191	21,548
	Total Expenditures	266,326	335,984	258,713	308,143	128,888	331,610	330,819
	Net Revenue	-240,652	-310,684	-233,300	-282,843	-128,888	-306,310	-305,519
	Total for PROG 630: LIBRARY INFORMATION SERVICES	-240,652	-310,684	-233,300	-282,843	-128,888	-306,310	-305,519

CITY OF OWATONNA 2015 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.

2015 Accomplishments

Staff provided service to public. Administrative assistant position has increased to twenty-eight hours per week. Circulation assistant changed from one FT to two PT positions increasing total hours of coverage by 16/wk. and increased flexibility in scheduling.

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

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

Provided technology and hardware for public use.

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 to community.

Hired third City information technology employee.

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

2016 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.

PROG 640: LIBRARY OFF-SITE USE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	39,832	39,500	42,038	39,500	4,865	39,500	39,500
	Total Revenues	39,832	39,500	42,038	39,500	4,865	39,500	39,500
	FT Wages	15,756	16,820	14,415	17,031	7,176	17,543	18,070
	PT/Seasonal Wages	0	4,083	2,040	4,083	0	1,000	1,000
	Benefits	4,715	5,546	4,718	5,735	2,198	5,681	5,830
	PERSONAL SERVICES	20,471	26,449	21,173	26,849	9,374	24,224	24,900
	Other Supplies	26,998	19,132	29,529	19,132	4,865	19,132	19,132
	SUPPLIES	26,998	19,132	29,529	19,132	4,865	19,132	19,132
	Vehicle, Travel & Training	21	472	0	472	0	472	0
	Insurance	1,880	2,000	1,216	1,216	656	1,312	1,216
	OTHER SERVICES & CHARGES	1,901	2,472	1,216	1,688	656	1,784	1,216
	Total Expenditures	49,370	48,053	51,918	47,669	14,895	45,140	45,248
	Net Revenue	-9,538	-8,553	-9,880	-8,169	-10,030	-5,640	-5,748
	Total for PROG 640: LIBRARY OFF-SITE USE	-9,538	-8,553	-9,880	-8,169	-10,030	-5,640	-5,748
	Total for DEPT 420: LIBRARY	-880,511	-923,813	-922,747	-905,076	-544,881	-977,268	-999,876

CITY OF OWATONNA 2015 PROGRAM BUDGETS

Culture & Recreation - Library

Off-site Use 420-640

OBJECTIVE: Provide library outreach and extension services.

2015 Accomplishments

Consulted weekly with BPBL staff and leadership.
Staff provided service to public. Administrative assistant position has increased to twenty-eight hours per week. Circulation assistant changed from one FT to two PT positions increasing total hours of coverage by 16/wk. and increased flexibility in scheduling.

Enhanced offerings to children in Early Childhood Family Education programs in Ellendale, Litomysl and Medford.
Collaborated with Healthy Seniors to offer books to the homebound.

Provided offsite collections to greater Steele County.

2016 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 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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	1,099	0	0	0	0	0	0
	Total Revenues	1,099	0	0	0	0	0	0
	FT Wages	151,558	129,820	142,528	141,526	61,554	113,892	115,752
	PT/Seasonal Wages	30,237	26,799	68,493	13,419	24,696	17,591	42,208
	OT/Holiday/Other	5,929	0	6,544	4,548	4,381	4,667	4,789
	Benefits	45,853	42,639	43,161	44,934	19,030	32,161	35,580
	PERSONAL SERVICES	233,577	199,258	260,726	204,427	109,661	168,311	198,329
	Supplies	4,193	3,300	4,662	8,500	2,797	5,000	5,000
	Small Tools & Equipment	0	1,000	1,233	1,000	0	1,000	1,000
	SUPPLIES	4,193	4,300	5,895	9,500	2,797	6,000	6,000
	Professional Services	2,288	0	212	3,000	0	1,500	1,000
	Communication	891	2,100	1,229	2,100	897	2,100	2,000
	Vehicle, Travel & Training	1,712	4,320	6,869	5,820	2,963	5,820	5,820
	Advertising & Promotion	5,067	2,500	3,035	3,500	2,485	3,500	4,000
	Printing	169	2,600	0	2,000	1,071	500	500
	Memberships & Subscriptions	2,574	2,050	3,205	2,000	1,825	2,500	3,000
	Repairs	41	920	3,825	900	0	0	0
	Rents/Leases	5,652	10,027	100	0	0	0	0
	Other Services & Charges	313	1,000	0	1,000	350	3,825	4,000
	OTHER SERVICES & CHARGES	18,707	25,517	18,475	20,320	9,591	19,745	20,320
	CAPITAL OUTLAY	59,746	0	0	0	0	0	0
	Total Expenditures	316,223	229,075	285,096	234,247	122,049	194,056	224,649
	Net Revenue	-315,124	-229,075	-285,096	-234,247	-122,049	-194,056	-224,649
	Total for PROG 500: PARK & REC ADMINISTRATION	-315,124	-229,075	-285,096	-234,247	-122,049	-194,056	-224,649
	Total for DEPT 510: PARK & REC ADMINISTRATION	-315,124	-229,075	-285,096	-234,247	-122,049	-194,056	-224,649

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Park and Recreation
Administration 510-500

2015 Accomplishments

Analyze and reorganize department structure
Obtained additional partnerships to assist in department operations
Obtained Grants
- TDAP Grant for North Straight River Trail
- Alliana Health Grant
- Target
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
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

2016 Goals

Continue analyzing department structure & prepare for succession planning
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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Licenses & Permits	47	0	0	0	0	0	0
	Intergovernmental Revenue	83,574	20,000	60,126	30,000	39,590	30,000	30,000
	Charges for Services	16,110	15,000	53,961	15,000	6,391	15,000	15,000
	Miscellaneous	49,115	31,500	36,865	32,000	11,043	32,000	38,000
	Total Revenues	148,846	66,500	150,952	77,000	57,024	77,000	83,000
	FT Wages	352,842	385,496	429,965	376,314	195,286	389,811	402,851
	PT/Seasonal Wages	175,705	203,207	166,750	178,227	65,138	183,193	185,669
	OT/Holiday/Other	30,867	20,001	18,758	18,000	7,612	18,000	18,000
	Benefits	162,395	193,531	187,281	176,778	84,666	183,878	187,572
	PERSONAL SERVICES	721,809	802,235	802,754	749,319	352,702	774,882	794,092
	Supplies	144,224	120,650	111,837	126,750	68,857	129,750	131,750
	Repair Supplies	80,233	104,500	76,793	98,700	32,912	98,700	96,700
	Small Tools & Equipment	5,912	19,000	11,338	17,100	8,225	17,100	15,800
	SUPPLIES	230,369	244,150	199,968	242,550	109,994	245,550	244,250
	Professional Services	30,439	15,150	17,864	15,150	2,941	15,150	20,650
	Communication	2,515	2,500	2,298	2,550	1,247	2,550	2,550
	Transportation (VRF)	0	0	39,500	39,500	26,360	52,700	70,000
	Vehicle, Travel & Training	5,465	6,012	6,838	6,012	3,203	6,012	7,012
	Advertising & Promotion	142	300	924	300	1,280	300	300
	Memberships & Subscriptions	15	215	0	225	240	225	225
	Insurance	36,155	35,600	33,300	33,300	16,000	32,000	33,100
	Licenses & Inspections	1,533	4,473	2,007	4,500	1,993	4,500	2,500
	Repairs	6,128	8,300	11,413	8,300	2,055	8,300	7,500
	Rents/Leases	9,736	10,000	15,261	11,000	3,984	12,000	10,000
	Other Services & Charges	13,639	18,960	14,529	15,500	8,314	15,500	14,500
	OTHER SERVICES & CHARGES	105,767	101,510	143,934	136,337	67,617	149,237	168,337
	CAPITAL OUTLAY	10,000	0	22,176	0	0	0	0
	Total Expenditures	1,067,945	1,147,895	1,168,832	1,128,206	530,313	1,169,669	1,206,679
	Net Revenue	-919,099	-1,081,395	-1,017,880	-1,051,206	-473,289	-1,092,669	-1,123,679
	Total for PROG 510: PARK MAINTENANCE	-919,099	-1,081,395	-1,017,880	-1,051,206	-473,289	-1,092,669	-1,123,679
	Total for DEPT 511: PARK MAINTENANCE	-919,153	-1,081,395	-1,017,880	-1,051,206	-473,289	-1,092,669	-1,123,679

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Park Maintenance
Park Maintenance 511-510

2015 Accomplishments

Provide good customer service
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
Continue to install vandal proof restroom fixtures
Ice Skating and cross country ski trails
Mechanical repairs and maintenance to all park and government building equipment and vehicles
Continue to work on North Straight River Trail
Turf management, mowing, trimming, all parks, Library, public parking lots, and West Hills
Flood and storm repairs - Kaplan's woods bridge
Respond to vandalism within 24 hours
Playground repairs and replacement, athletic field maintenance
Maintain and make repairs as necessary to all park buildings and grounds,
Snow removal all public sidewalks and trails
Respond to special requests as approved
Trail Overlays
Reconstruct Manthey tennis & basketball courts
Installed permanent dugouts at fairgrounds - D3 & D2
Cleaned Manthey Park Woods
Began work on new pavilion at Jaycee Park
Started work on new concession stand at Dartts
Installed new fishing pier at Lake Kohlmeier
Removed brush & invasive species at Lake Chase
Successful deer hunt in seven parks
Cleaned out waterway at Hammann Park

2016 Goals

Provide good customer service
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
Continue to install vandal proof restroom fixtures
Ice Skating and cross country ski trails
Mechanical repairs and maintenance to all park and government building equipment and vehicles
Continue to work on North Straight River Trail
Turf management, mowing, trimming, all parks, Library, public parking lots, and West Hills
Flood and storm repairs
Respond to vandalism within 24 hours
Playground repairs and replacement, athletic field maintenance
Maintain and make repairs as necessary to all park buildings and grounds,
Snow removal all public sidewalks and trails
Respond to special requests as approved
Trail Overlays
Continue to explore options for Lincoln tennis courts
Work with Cabela's for an outdoor archery ranges at Sommers Park
Dredge north pond
Install permanent dugouts at fairgrounds D1
Complete new pavilion & restrooms at Jaycee Park
Install fishing at pier at Lake Chase
Continue to remove buckthorn and other invasive species throughout park system
Continue to update flood/FEMA documentation

DEPT 512: ADULT RECREATION

PROG 520: ADULT RECREATION

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Intergovernmental Revenue		0	0	6,180	0	0	4,600	5,800
Charges for Services		77,232	91,109	80,997	86,709	31,103	81,291	80,209
Miscellaneous		100	1,000	80	1,000	0	1,000	500
Total Revenues		77,332	92,109	87,257	87,709	31,103	86,891	86,509
FT Wages		41,513	41,196	36,128	43,617	18,286	46,972	46,519
PT/Seasonal Wages		17,489	23,855	14,196	19,991	6,596	21,153	18,728
OT/Holiday/Other		713	100	0	100	0	100	100
Benefits		10,382	17,907	10,099	13,098	5,491	14,783	13,413
PERSONAL SERVICES		70,097	83,058	60,423	76,806	30,373	83,008	78,760
Supplies		7,667	4,100	3,017	3,950	2,163	4,900	4,700
Small Tools & Equipment		0	250	0	200	100	150	150
SUPPLIES		7,667	4,350	3,017	4,150	2,263	5,050	4,850
Professional Services		0	2,120	760	1,800	500	0	500
Communication		1,377	725	3,225	625	2,524	2,025	3,400
Vehicle, Travel & Training		564	1,600	1,124	1,600	213	1,600	1,450
Printing		169	85	0	80	0	80	80
Repairs		46	0	0	0	0	0	0
Refunds & Reimbursements		9,755	1,610	10,115	1,610	0	1,610	8,055
OTHER SERVICES & CHARGES		11,911	6,140	15,224	5,715	3,237	5,315	13,485
Total Expenditures		89,675	93,548	78,664	86,671	35,873	93,373	97,095
Net Revenue		-12,343	-1,439	8,593	1,038	-4,770	-6,482	-10,586
Total for PROG 520: ADULT RECREATION		-12,343	-1,439	8,593	1,038	-4,770	-6,482	-10,586
Total for DEPT 512: ADULT RECREATION		-12,513	-1,439	8,593	1,038	-4,770	-6,482	-10,586

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Adult Recreation
Adult Recreation 512-520

2015 Accomplishments

- * Improved efficiency on scheduling and uploading of standings with use of new software system.
- * Send out schedules, rules of leagues and other correspondence thru emails to defer costs.
- * Continued to partner with Owatonna Softball Association to complete dugouts at farigrounds with diamond 4 completed in 2015.
- * Added manatory manager's meetings at the beginning of season for volleyball and continued softball for better communication of procedures and rules.
- * Reached 110% self sufficient of Adult programs in 2015.
- * 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., Kights of Columbus, Owatonna People's Press, KRFO, Community Service Groups, Grants, Area businesses.

2016 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 as Diamond 4 was completed in 2015.

DEPT 513: YOUTH RECREATION

PROG 530: YOUTH RECREATION

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	12,512	0	7,350	3,790	0	12,000	7,350
	Charges for Services	179,337	185,058	161,953	152,483	103,047	144,483	158,983
	Miscellaneous	5,604	6,050	3,384	4,600	1,930	4,600	4,500
	Total Revenues	197,453	191,108	172,687	160,873	104,977	161,083	170,833
	FT Wages	76,391	77,457	77,774	113,039	42,079	97,613	90,844
	PT/Seasonal Wages	93,251	121,639	75,762	71,988	45,425	121,806	112,056
	OT/Holiday/Other	1,657	1,250	420	1,250	846	0	0
	Benefits	28,793	42,667	28,834	43,893	18,080	49,218	41,405
	PERSONAL SERVICES	200,092	243,013	182,790	230,170	106,430	268,637	244,305
	Supplies	15,242	10,980	11,374	9,950	9,948	9,950	11,300
	Repair Supplies	0	600	0	0	0	0	0
	Small Tools & Equipment	260	910	718	910	661	1,000	700
	Concession Supplies	531	0	1,476	0	-8,242	0	0
	SUPPLIES	16,033	12,490	13,568	10,860	2,367	10,950	12,000
	Professional Services	18,511	20,020	20,074	15,600	8,826	13,100	9,500
	Communication	5,795	3,500	5,199	3,450	3,457	3,950	5,100
	Vehicle, Travel & Training	1,683	2,000	2,252	2,000	1,211	1,900	2,900
	Advertising & Promotion	0	400	1,959	500	702	900	1,000
	Printing	169	250	0	250	0	200	200
	Memberships & Subscriptions	394	460	30	460	160	460	460
	Insurance	0	0	1,394	0	0	0	0
	Licenses & Inspections	0	400	333	400	0	400	400
	Repairs	211	200	0	200	0	200	200
	Other Services & Charges	1,158	700	727	700	92	700	775
	Refunds & Reimbursements	20,104	12,100	19,240	8,610	2,272	8,610	18,670
	OTHER SERVICES & CHARGES	48,025	40,030	51,208	32,170	16,720	30,420	39,205
	Total Expenditures	264,150	295,533	247,566	273,200	125,517	310,007	295,510
	Net Revenue	-66,697	-104,425	-74,879	-112,327	-20,540	-148,924	-124,677
	Total for PROG 530: YOUTH RECREATION	-66,697	-104,425	-74,879	-112,327	-20,540	-148,924	-124,677
	Total for DEPT 513: YOUTH RECREATION	-66,406	-104,425	-74,879	-112,327	-20,540	-148,924	-124,677

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation
Youth Recreation 513-530

2015 Accomplishments

- * Continued implentation of Max Solutions software for registrations that started in 2014. Also, have 90% of programs on-line and increased 20% in on-line registration
- * Met the goal of youth recreation at 70% self sufficient.
- * Continued updates, make ups, adult schedules, correspondences to participants/coaches thru our new softare, resulting in cost savings of postage.
- * Partnered with Huskies Bullpen Club on scoreboard replacement at Dartt's Park, Willow Creek School and Jaycee Park, with dedication in 2015.
- * Continued 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; Trick or Treat Trail, Photo Contest, Darn Near Full Moon Festival, Science Museum Trip, Sledding & Movie Event, and new events for weekend out.
- * 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.
- * 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.
- * Partnered with Huskies Bullpen Club and Viracon on St.Paul Saints vs. Southern Minny All Star Baseball game that drew over 1000 attendance.

2016 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 72% 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 work with Cabelas Campfire group and DNR on the development of Chase Lake and potential programs at that facility with public asscess 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 exsisting 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 curret 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.

Partnerships: Owatonna School District, Owatonna Scuba Driver, Steele County, Owatonna Football Assn., Owatonna Soccer Assn., Owatonna Baseball Assn., Knights of Columbus, Area Businesses/Clubs, Owatonna Baseball Assn., Owatonna Varsity Programs, Public, Area Businesses, Individuals, Police, Fire, Industrial Businesses, Owatonna Clinic, Red Cross, Community Education, Owatonna People's Press, KRFO, Civic organizations

DEPT 514: TENNIS AND FITNESS CENTER

PROG 540: TENNIS AND FITNESS CENTER

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	7,251	7,000	6,814	7,000	3,842	7,000	7,000
	Miscellaneous	0	500	0	500	0	500	500
	Total Revenues	7,251	7,500	6,814	7,500	3,842	7,500	7,500
	FT Wages	32,809	40,201	37,900	40,923	13,660	38,922	40,353
	PT/Seasonal Wages	174	0	29	3,026	0	3,193	0
	Benefits	8,808	11,721	10,317	12,425	3,854	12,817	11,944
	PERSONAL SERVICES	41,791	51,922	48,246	56,374	17,514	54,932	52,297
	Supplies	6,408	5,000	3,427	5,000	698	5,500	5,700
	Repair Supplies	2,474	0	0	0	0	0	0
	SUPPLIES	8,882	5,000	3,427	5,000	698	5,500	5,700
	Professional Services	0	0	154	0	-1	0	0
	Communication	1,208	850	1,314	1,400	724	1,400	5,650
	Vehicle, Travel & Training	266	1,300	1,102	1,150	87	1,150	1,150
	Advertising & Promotion	180	0	273	0	122	0	0
	Memberships & Subscriptions	214	215	550	225	80	225	225
	Licenses & Inspections	523	0	523	0	523	525	525
	Repairs	0	400	0	400	0	400	400
	Other Services & Charges	2,959	4,400	3,392	3,600	1,221	3,150	3,150
	OTHER SERVICES & CHARGES	5,350	7,165	7,308	6,775	2,756	6,850	11,100
	Total Expenditures	56,023	64,087	58,981	68,149	20,968	67,282	69,097
	Net Revenue	-48,772	-56,587	-52,167	-60,649	-17,126	-59,782	-61,597
	Total for PROG 540: TENNIS AND FITNESS CENTER	-48,772	-56,587	-52,167	-60,649	-17,126	-59,782	-61,597

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Tennis & Fitness Center 514-540

2015 Accomplishments

- Developed a contract with our new certified trainer Aaron Halla.
- Kept the budget in the black
- Replacement of new cardio and weight room equipment
- Implemented new fitness classes with the contract agreement of Aaron Halla
- Collaborated with the Owatonna School District on an employee wellness program.
- Expanded the use of social media venues as advertisements as an informational source.
- Development of new staff trainings and quarterly staff meetings.
- Successful number of patrons and user groups visiting the facility
- Collaboration between SeniorPlace and the West Hills Tennis and Fitness Center for a birthday party package rental. (Includes three different packages)

2016 Goals

- 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.
- Improve and increase advertisement avenues for memberships and facility rentals.
- Replace outdated and worn down cardio equipment.
- Continue and expand on approaching 10 or more new companies/businesses to offer a group membership to increase corporate memberships.
- Continue to have good communication with parents that register their children for swimming lessons.
 - Look to offer new aquatics programs for users, potentially tie in the new personal trainer to increase programs.
 - Continue and expand on becoming self sufficient.
- 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.
 - Replace the exterior roof of the Fitness Center.
 - Work with the Owatonna Public Utilities for the potential of a new heating and cooling system.
 - Installation of a security camera system for the safety and security of our staff and patrons.

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

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	117,387	113,000	124,613	111,500	66,963	109,250	111,750
	Miscellaneous	500	0	0	0	0	500	500
	Total Revenues	117,887	113,000	124,613	111,500	66,963	109,750	112,250
	Supplies	9,298	13,500	16,523	13,000	5,716	11,750	11,500
	Repair Supplies	714	950	1,487	1,050	136	1,050	1,050
	SUPPLIES	10,012	14,450	18,010	14,050	5,852	12,800	12,550
	Professional Services	81,019	72,200	86,582	73,000	49,980	74,645	74,645
	Communication	1,597	1,350	2,290	1,800	1,014	1,700	450
	Advertising & Promotion	1,310	1,300	700	1,300	0	1,300	1,300
	Memberships & Subscriptions	1,284	0	830	200	513	500	500
	Repairs	0	250	0	250	0	250	250
	Other Services & Charges	0	440	0	440	0	440	0
	OTHER SERVICES & CHARGES	85,210	75,540	90,402	76,990	51,507	78,835	77,145
	Total Expenditures	95,222	89,990	108,412	91,040	57,359	91,635	89,695
	Net Revenue	22,665	23,010	16,201	20,460	9,604	18,115	22,555
	Total for PROG 544: TENNIS-PRO SHOP,INSTR,USER FEE	22,665	23,010	16,201	20,460	9,604	18,115	22,555

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Tennis 514-544

2015 Accomplishments

- Collaboration with OTA and Youth 1st for fundraisign and marketing strategies.
- Continue to develop the Jr. Tennis Team.
- Continued revitalization of the Owatonna Tennis Association.
- Successful number of outside rentals including; colleges and universities renting the facility for meets.

2016 Goals

- Improve and continue to seek other advertising outlets for rentals.
- Facility improvement to better control costumer traffic
 - The placement of a door in the Pro Shop leading to the courts.
- Evaluate and potentially restructure adult league program layout
- Continue to increase adult membership through new programming.
- 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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Charges for Services		120,091	117,300	108,114	115,850	59,517	111,150	111,900
Miscellaneous		239	0	0	0	0	0	0
Total Revenues		120,330	117,300	108,114	115,850	59,517	111,150	111,900
FT Wages		2,011	0	328	0	1,151	0	0
PT/Seasonal Wages		61,249	73,700	66,414	68,700	34,877	68,000	76,000
Benefits		7,584	7,738	8,065	7,551	5,668	7,473	10,441
PERSONAL SERVICES		70,844	81,438	74,807	76,251	41,696	75,473	86,441
Supplies		4,627	4,450	4,704	4,450	2,275	4,550	4,650
Repair Supplies		1,920	2,900	2,543	2,700	952	3,200	3,200
Small Tools & Equipment		6,675	6,100	7,279	6,000	1,058	6,500	6,500
Concession Supplies		2,550	3,200	1,894	3,000	916	2,500	2,500
SUPPLIES		15,772	16,650	16,420	16,150	5,201	16,750	16,850
Professional Services		8,130	1,350	1,369	2,125	1,424	0	1,275
Communication		1,583	1,700	2,283	1,700	1,014	2,000	500
Advertising & Promotion		93	1,300	408	1,300	311	1,300	1,300
Memberships & Subscriptions		1,431	1,500	1,577	1,500	1,326	1,500	1,500
Insurance		5,960	6,300	2,900	2,900	1,700	3,400	3,200
Repairs		684	2,200	2,095	2,000	555	2,000	500
Rents/Leases		418	50	0	50	0	50	50
Other Services & Charges		0	440	0	440	0	440	0
OTHER SERVICES & CHARGES		18,299	14,840	10,632	12,015	6,330	10,690	8,325
Total Expenditures		104,915	112,928	101,859	104,416	53,227	102,913	111,616
Net Revenue		15,415	4,372	6,255	11,434	6,290	8,237	284
Total for PROG 546: FITNESS, AQUATICS, CONCESSIONS		15,415	4,372	6,255	11,434	6,290	8,237	284
Total for DEPT 514: TENNIS AND FITNESS CENTER		-10,692	-29,205	-29,711	-28,755	-1,232	-33,430	-38,758

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Fitness Center/Aquatics 514-546

2015 Accomplishments

- 514-546 Accomplishments were combined 514-540 Accomplishments as many of them fall under facility wide accomplishments.

2016 Goals

- 514-546 Goals were combined 514-540 Goals as many of them fall under facility wide goals.

DEPT 515: SENIOR CENTER
 PROG 550: SENIOR CENTER

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	38,271	78,000	36,486	51,200	34,024	47,950	48,400
	Miscellaneous	27,740	50,000	23,722	35,000	12,358	30,000	27,000
	Total Revenues	66,011	128,000	60,208	86,200	46,382	77,950	75,400
	FT Wages	58,639	63,154	35,535	38,218	27,745	47,607	49,824
	PT/Seasonal Wages	5,797	9,000	3,032	12,000	984	12,000	9,000
	OT/Holiday/Other	0	0	396	0	51	0	0
	Benefits	25,533	26,817	10,542	20,757	8,679	15,250	15,422
	PERSONAL SERVICES	89,969	98,971	49,505	70,975	37,459	74,857	74,246
	Supplies	6,093	5,600	5,703	13,100	3,919	13,100	12,350
	Repair Supplies	1,629	1,800	160	1,800	230	1,800	1,800
	Concession Supplies	208	0	623	0	94	700	700
	SUPPLIES	7,930	7,400	6,486	14,900	4,243	15,600	14,850
	Professional Services	8,891	0	8,612	17,200	9,426	16,200	12,000
	Communication	3,987	3,841	3,076	4,350	1,621	4,050	3,850
	Vehicle, Travel & Training	915	940	231	940	0	850	1,300
	Advertising & Promotion	192	100	316	750	126	750	750
	Printing	1,760	1,300	115	1,500	39	1,500	1,500
	Memberships & Subscriptions	0	50	15	50	80	50	50
	Insurance	2,663	2,800	2,406	2,400	1,200	2,400	2,300
	Repairs	10,624	5,475	2,419	6,300	2,129	6,300	6,550
	Rents/Leases	1,061	0	706	0	379	100	400
	Other Services & Charges	1,935	2,100	1,182	2,100	315	2,100	2,100
	Refunds & Reimbursements	11,993	18,000	0	0	0	0	0
	OTHER SERVICES & CHARGES	44,021	34,606	19,078	35,590	15,315	34,300	30,800
	Total Expenditures	141,920	140,977	75,069	121,465	57,017	124,757	119,896
	Net Revenue	-75,909	-12,977	-14,861	-35,265	-10,635	-46,807	-44,496
	Total for PROG 550: SENIOR CENTER	-75,909	-12,977	-14,861	-35,265	-10,635	-46,807	-44,496
	Total for DEPT 515: SENIOR CENTER	-75,909	-12,977	-14,861	-35,265	-10,635	-46,807	-44,496

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Senior Center
Senior Center 515-550

2015 Accomplishments

- Restructure the day trip program for the SeniorPlace members and non-members.
- Increased the number of brand new members joined.
- Developed a subsidy program with SeniorPlace Inc. to help cut costs for trips and activities.
- Expanded the use of social media and local publications as advertisement and an informational source.
- Continued to offer free educational speakers and seminars.
- Collaboration with contracted employees such as; Yoga Instructor and Massage Therapist.
- Developed new strategies for smaller renters/businesses such as; contracts with Cakepopparazzi and Sunshine Massage.

2016 Goals

- Expand the use of social media venues as advertisement and as an informational source
- Continue to seek out more programming, daily offerings, and create more in house activities to draw more people to the facility.
- Continue and expand volunteer opportunities
- Continue and expand marketing of SeniorPlace by reaching out to the community, businesses,
- Continue to expand our relationship with Healthy Seniors and SEMCAC Dining Services.
- Continue to increase sponsorship program with the Partnership Program
- Maintain the budget
- Maintain/Increase yearly membership levels
- Create a dual membership between Fitness Center and SeniorPlace
- Develop and implement a marketing plan to change the brand/face of SeniorPlace
- Continue to hold a strong working relationship with SeniorPlace Inc.

DEPT 520: AQUATIC CENTER
 PROG 575: AQUATIC CENTER

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	0	0	0	0	0	0	210,020
	Miscellaneous	0	0	0	0	0	0	500
	Total Revenues	0	0	0	0	0	0	210,520
	FT Wages	0	0	0	0	0	0	9,240
	PT/Seasonal Wages	0	0	0	0	0	0	105,000
	Benefits	0	0	0	0	0	0	15,281
	PERSONAL SERVICES	0	0	0	0	0	0	129,521
	Supplies	0	0	0	0	0	0	17,300
	Repair Supplies	0	0	0	0	0	0	14,500
	Concession Supplies	0	0	0	0	0	0	23,000
	SUPPLIES	0	0	0	0	0	0	54,800
	Professional Services	0	0	0	0	0	0	200
	Communication	0	0	0	0	0	0	2,250
	Vehicle, Travel & Training	0	0	0	0	0	0	900
	Advertising & Promotion	0	0	0	0	0	0	7,000
	Insurance	0	0	0	0	0	0	10,600
	Licenses & Inspections	0	0	0	0	0	0	650
	Repairs	0	0	0	0	0	0	3,500
	Other Services & Charges	0	0	0	0	0	0	700
	OTHER SERVICES & CHARGES	0	0	0	0	0	0	25,800
	Total Expenditures	0	0	0	0	0	0	210,121
	Net Revenue	0	0	0	0	0	0	399
	Total for PROG 575: AQUATIC CENTER	0	0	0	0	0	0	399
	Total for DEPT 520: AQUATIC CENTER	0	0	0	0	0	0	399

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Aquatic Center
Aquatic Center 520-575

2015 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.
- Developed new mystery programs and events throughout the season.
- Expanded use of social media venues as advertisement and as an informational source
- Developed a new strategy for staff trainings and orientations.
- The purchase of a new chlorine feeder for the pool filtration system.
- Continued partnership with Atlantis Swim Club and Owatonna Scuba Club.

2016 Goals

- Continue to re-structure our training procedures for higher efficiency.
- 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 on Max Solutions.
- Explore additional play features for the Water Park facility.
- Establish a punchcard option for water aerobics and lap swim participants.
- Implement an additional lifeguard training instructor and WSI trainer.

DEPT 525: BROOKTREE GOLF COURSE

PROG 562: CLUBHOUSE ACTIVITIES

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Charges for Services		438,153	473,780	486,770	461,450	293,230	455,000	487,850
Miscellaneous		937	1,575	693	1,375	537	875	875
Total Revenues		439,090	475,355	487,463	462,825	293,767	455,875	488,725
FT Wages		11,348	6,331	-3,311	0	5,440	0	18,511
PT/Seasonal Wages		84,730	96,967	69,817	92,045	26,048	93,386	98,055
OT/Holiday/Other		22	0	1,085	0	0	0	0
Benefits		13,953	14,439	8,283	11,411	4,439	16,995	17,143
PERSONAL SERVICES		110,053	117,737	75,874	103,456	35,927	110,381	133,709
Supplies		3,798	6,000	4,440	6,500	2,543	6,500	6,500
Small Tools & Equipment		0	300	0	300	0	300	300
Concession Supplies		62,466	54,000	62,605	54,000	25,303	54,000	50,000
SUPPLIES		66,264	60,300	67,045	60,800	27,846	60,800	56,800
Professional Services		-44	0	-14	0	1,124	0	0
Communication		7,205	10,000	8,252	10,500	4,327	10,500	10,200
Vehicle, Travel & Training		533	0	680	1,000	272	1,000	1,000
Advertising & Promotion		6,706	1,500	6,056	2,000	2,786	4,000	6,000
Memberships & Subscriptions		3,505	3,300	2,796	3,300	2,423	3,300	3,300
Insurance		20,491	21,100	11,127	7,200	9,008	9,000	9,000
Licenses & Inspections		809	2,000	809	2,000	1,123	2,000	2,000
Repairs		5,935	5,165	2,651	5,500	2,869	5,500	5,500
Rents/Leases		9,161	3,600	8,470	5,500	2,345	5,500	5,500
Other Services & Charges		2,476	3,200	4,415	2,700	2,333	2,700	3,800
Refunds & Reimbursements		0	0	0	0	37	0	0
OTHER SERVICES & CHARGES		56,777	49,865	45,242	39,700	28,647	43,500	46,300
Total Expenditures		233,094	227,902	188,161	203,956	92,420	214,681	236,809
Net Revenue		205,996	247,453	299,302	258,869	201,347	241,194	251,916
Total for PROG 562: CLUBHOUSE ACTIVITIES		205,996	247,453	299,302	258,869	201,347	241,194	251,916

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Clubhouse 525-562

2015 Accomplishments

Improved staff training with consistency and staff meetings.
Improved customer service.
Improved rangering, consistency in rangering and ranger training.
Increased promotional opportunities using social networking, e-mail and coupons.
Continued Junior Golf Program.
Promote clubhouse as a meeting space - engineering group, financial, etc.
Increased revenue from previous year.
Improved food quality, added new menu items, consistent food production.
Maintained league play for both men and women.
Restructured season pass options to be fiscally sound, fair and consistent.
Created employee handbook, including standard operating procedures and checklists.
Kitchen remodeled and updated to be MDH compliant, replacing non-compliant items.
Added new events to increase exposure to non-golfers.
- Paint & Sip, craft sale, Wednesday Wobblers, Fall Shindig
Updated menu & fee boards to be modern and classy.
Removed neon signs & other bar propeganda to enhance atmosphere.
Added reciprocal program for members with two other golf courses.
Restructured employee structure. Leads, guest services, kitchen and food lead.
Rebranded "new" Brooktree - a great golf destination to play, relax and enjoy!

2016 Goals

Continue to improve staff training & staff meetings.
Continue to improve customer service.
Improve rangering , consistency in rangering, have them out more often.
Implement Max Galaxy software, including golf module.
Research and implement new league and handicap software.
Continue promotional opportunities using social networking, e-mail and coupons.
Continue Junior Golf Program.
Implement womens beginner golf program.
Promote clubhouse rentals for meeting space, etc.
Increase revenue from previous year.
Find alternate uses for the course, foot golf, etc.
During the off-season, pursue leasing of food & beverage services
Maintain league play for both men and women.
Continue season pass options to be fiscally sound, fair and consistent.
Improve and expand employee handbook.
Continue to add new events to increase exposure to non-golfers - outdoor movies, family event, etc.
Add additional tournaments or events during slow times.
Evaluate days and times when course is not busy & promote special to fill these gaps.
Market course to intermittent users, including out-of-town visitors.
Attach names to each tee time, including name of each person in foursomes, gathering further customer data.
Add additional courses to reciprocal program.
Continue to update registers to be as through as possible and use inventory controls.

PROG 564: DAILY MAINTENANCE

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Intergovernmental Revenue		0	0	69,294	0	0	0	0
Charges for Services		1,862,922	0	909	0	0	0	0
Miscellaneous		3,275	0	0	0	0	0	0
Total Revenues		1,866,197	0	70,203	0	0	0	0
FT Wages		93,187	95,041	42,443	95,360	24,353	98,231	100,602
PT/Seasonal Wages		62,630	77,149	73,802	76,030	29,362	77,034	78,560
OT/Holiday/Other		6,105	1,000	5,294	1,000	2,641	1,000	1,000
Benefits		38,277	48,129	28,545	50,166	15,169	51,668	52,753
PERSONAL SERVICES		200,199	221,319	150,084	222,556	71,525	227,933	232,915
Supplies		73,881	61,185	81,049	69,785	52,319	71,785	72,845
Repair Supplies		43,147	22,832	31,989	23,000	15,314	23,000	23,000
Small Tools & Equipment		4,312	4,025	2,486	4,025	600	4,025	4,025
SUPPLIES		121,340	88,042	115,524	96,810	68,233	98,810	99,870
Professional Services		40,479	0	53,557	0	210	0	0
Communication		2,093	1,280	2,382	1,500	1,044	1,500	1,500
Vehicle, Travel & Training		302	0	952	1,000	595	1,000	1,000
Memberships & Subscriptions		365	350	505	500	375	500	500
Licenses & Inspections		610	1,000	10	1,000	581	1,000	1,000
Repairs		986	0	32	0	0	0	0
Rents/Leases		4,815	2,000	4,939	2,000	539	2,000	4,000
Other Services & Charges		1,025	1,700	3,620	1,100	303	1,100	1,500
OTHER SERVICES & CHARGES		50,675	6,330	65,997	7,100	3,647	7,100	9,500
CAPITAL OUTLAY		14,108	0	0	0	0	0	0
Total Expenditures		386,322	315,691	331,605	326,466	143,405	333,843	342,285
Net Revenue		1,479,875	-315,691	-261,402	-326,466	-143,405	-333,843	-342,285
Total for PROG 564: DAILY MAINTENANCE		1,479,875	-315,691	-261,402	-326,466	-143,405	-333,843	-342,285
Total for DEPT 525: BROOKTREE GOLF COURSE		1,685,871	-68,238	37,900	-67,597	57,942	-92,649	-90,369

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Golf Course Maintenance 525-564

2015 Accomplishments

Working closely with the Brooktree Golf Association regarding operation & needs
Successfully implementing DuPont/Imprelis plan renovating golf course
Finishing cart path project
Reconstruction of tee boxes
 updating irrigation system
Grind stumps, take trees out
Clubhouse patio grills added
Work closely with Wes Miller to take over day to day grounds maintenance.
Establish Brooktree as first-class maintained golf course
Secured approx. \$60,000 in FEMA funds to repair flood damage

2016 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 maintainance.
Establish Brooktree as first-class maintained golf course
Installatino of new entrance sign
Replacing tee signs that indicate hole layout and yardage numbers
Continue upgrading irrigation system

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

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Charges for Services		-50	0	50	0	12,914	0	0
Miscellaneous		81,500	80,000	81,615	80,000	40,227	80,000	80,000
Total Revenues		81,450	80,000	81,665	80,000	53,141	80,000	80,000
FT Wages		386,157	355,592	419,700	409,606	206,385	423,438	432,958
PT/Seasonal Wages		70,506	95,723	50,931	45,229	31,038	47,990	49,989
OT/Holiday/Other		10,444	15,940	13,571	10,500	36,854	10,500	13,500
Benefits		156,750	164,192	167,177	171,307	86,640	177,560	196,241
PERSONAL SERVICES		623,857	631,447	651,379	636,642	360,917	659,488	692,688
Supplies		27,598	31,200	29,408	29,300	12,186	31,200	34,100
Repair Supplies		56,350	47,500	84,197	43,900	21,307	45,900	54,900
Small Tools & Equipment		10,006	15,950	6,485	15,150	3,872	15,150	14,250
SUPPLIES		93,954	94,650	120,090	88,350	37,365	92,250	103,250
Professional Services		788	400	212	400	0	400	400
Communication		12,064	18,910	11,774	17,100	7,891	17,100	13,800
Transportation (VRF)		0	0	18,600	18,600	12,410	24,800	30,000
Vehicle, Travel & Training		241	2,988	1,298	2,488	106	2,488	2,000
Advertising & Promotion		1,234	200	291	200	0	200	200
Memberships & Subscriptions		0	50	118	50	172	50	200
Insurance		42,674	38,400	14,200	14,200	9,700	19,400	18,600
Licenses & Inspections		1,362	2,900	395	2,900	1,044	2,900	3,000
Repairs		22,079	27,000	26,954	27,000	14,555	27,000	29,000
Rents/Leases		485	1,300	1,079	1,300	580	1,300	1,300
Other Services & Charges		8,509	5,000	9,147	6,000	3,390	7,000	7,000
OTHER SERVICES & CHARGES		89,436	97,148	84,068	90,238	49,848	102,638	105,500
CAPITAL OUTLAY		0	0	0	0	37,855	0	0
Total Expenditures		807,247	823,245	855,537	815,230	485,985	854,376	901,438
Net Revenue		-725,797	-743,245	-773,872	-735,230	-432,844	-774,376	-821,438
Total for PROG 580: BUILDING/GROUNDS MAINT		-725,797	-743,245	-773,872	-735,230	-432,844	-774,376	-821,438
Total for DEPT 590: BUILDING/GROUNDS MAINT		-725,797	-743,245	-773,912	-735,230	-432,844	-774,376	-821,438

CITY OF OWATONNA 2016 PROGRAM BUDGETS
General Government - Government Buildings
Government Buildings 590-580

2015 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

2016 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
- Replace some roofs that are very bad. (Soccer field/Gainey Park/Fairgrounds/6 car garage salt shed-roof and gutters, carpenter shop roof.)
- Get into more routine maintenance. Fix things before we get called on them.
- Get all flat roofs within the city on a maintenance program through roofing company that would inspect and grade them, and tell us the life of the roof and the cost of replacement

DEPT 150: PLANNING & ZONING

PROG 390: PLANNING & ZONING DEPARTMENT

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Licenses & Permits		1,015	500	730	500	135	500	500
Charges for Services		11,780	11,100	12,392	11,100	2,898	11,100	14,100
Total Revenues		12,795	11,600	13,122	11,600	3,033	11,600	14,600
FT Wages		96,598	104,333	100,748	96,623	46,828	100,719	104,131
Benefits		33,111	34,742	31,541	31,710	15,222	33,023	33,664
PERSONAL SERVICES		129,709	139,075	132,289	128,333	62,050	133,742	137,795
Supplies		630	1,000	934	900	218	900	1,000
Small Tools & Equipment		586	500	0	500	2,646	500	500
SUPPLIES		1,216	1,500	934	1,400	2,864	1,400	1,500
Professional Services		-106	1,000	92	1,000	174	1,000	1,000
Communication		1,664	1,500	1,625	1,500	1,428	1,500	1,500
Vehicle, Travel & Training		1,993	2,000	1,308	2,000	352	2,000	2,000
Advertising & Promotion		2,553	0	2,116	2,000	1,101	2,000	2,000
Memberships & Subscriptions		1,055	1,000	880	1,000	24	1,000	1,000
Insurance		80	100	2,400	2,400	950	1,900	2,000
Repairs		142	400	0	400	0	400	500
OTHER SERVICES & CHARGES		7,381	6,000	8,421	10,300	4,029	9,800	10,000
Total Expenditures		138,306	146,575	141,644	140,033	68,943	144,942	149,295
Net Revenue		-125,511	-134,975	-128,522	-128,433	-65,910	-133,342	-134,695
Total for PROG 390: PLANNING & ZONING DEPARTMENT		-125,511	-134,975	-128,522	-128,433	-65,910	-133,342	-134,695

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Planning and Zoning
Planning and Zoning 150-390

2015 Accomplishments

Continued Flood mitigation efforts

- Demolished 2 houses in the floodplain
- Demolished unused storage building in Morehouse Park
- Completed FEMA Map Revision of Izaak Walton Creek Area

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

Long Range Development Plan for SW Industrial Park Area

2016 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.
- Implement new fee schedule.

PROG 395: G I S PROGRAMS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Transfers	0	0	0	0	18,750	37,500	37,500
	Total Revenues	0	0	0	0	18,750	37,500	37,500
	FT Wages	0	0	0	0	11,512	60,103	65,690
	Benefits	0	0	0	0	2,054	26,856	13,094
	PERSONAL SERVICES	0	0	0	0	13,566	86,959	78,784
	Supplies	0	0	0	0	369	500	500
	Repair Supplies	0	0	0	0	0	500	500
	Small Tools & Equipment	0	0	0	0	0	3,500	3,500
	SUPPLIES	0	0	0	0	369	4,500	4,500
	Professional Services	0	0	0	0	0	1,000	16,500
	Communication	0	0	0	0	0	750	500
	Vehicle, Travel & Training	0	0	0	0	90	3,500	1,500
	Repairs	0	0	0	0	0	500	500
	OTHER SERVICES & CHARGES	0	0	0	0	90	5,750	19,000
	Total Expenditures	0	0	0	0	14,025	97,209	102,284
	Net Revenue	0	0	0	0	4,725	-59,709	-64,784
	Total for PROG 395: G I S PROGRAMS	0	0	0	0	4,725	-59,709	-64,784
	Total for DEPT 150: PLANNING & ZONING	-125,511	-134,975	-128,522	-128,433	-61,185	-193,051	-199,479

CITY OF OWATONNA 2016 PROGRAM BUDGETS
GIS Program
GIS Program 150-395

2015 Accomplishments

Hired GIS Coordinator
Updated Sanitary Sewer System Database
Updated Storm Sewer Database
Converted and Moved all GIS data to OPU's ArcServer

2016 Goals

Continue to grow partnership with OPU & Steele County w/ GIS
Develop Mobile Apps to allow additional efficiencies for the City
Assist in the 2016 Aerial Photos
Increase Real Time Information available to the Public & Staff

- Implement new fee schedule.

FUND 280: OWATONNA HRA

PROG 680: H.R.A.

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Tax Levies		120,503	120,000	121,176	120,000	64,980	130,000	145,000
Intergovernmental Revenue		64,100	57,000	51,572	57,000	26,152	57,000	51,500
Charges for Services		1,378	1,375	12,227	0	0	14,216	1,500
Interest on Investments		-3,580	3,000	6,491	2,000	1,290	2,000	2,000
Miscellaneous		15,194	19,440	25,944	19,200	10,702	19,200	32,400
Transfers		7,180	13,600	0	10,000	0	7,000	15,000
Total Revenues		204,775	214,415	217,410	208,200	103,124	229,416	247,400
FT Wages		50,980	50,525	54,921	56,090	25,597	57,937	59,727
Benefits		18,702	18,387	19,979	19,889	9,162	20,625	20,914
PERSONAL SERVICES		69,682	68,912	74,900	75,979	34,759	78,562	80,641
Supplies		253	1,500	900	1,000	486	1,000	1,000
SUPPLIES		253	1,500	900	1,000	486	1,000	1,000
Professional Services		13,230	15,000	0	0	0	0	0
Communication		1,747	1,575	1,345	1,575	806	1,575	1,500
Vehicle, Travel & Training		1,581	3,000	1,138	2,000	398	2,000	2,000
Housing & Economic Devel		4,963	4,500	2,709	4,500	2,235	4,500	4,500
Advertising & Promotion		30	1,000	112	1,000	0	1,000	1,000
Memberships & Subscriptions		255	200	180	400	100	400	400
Insurance		1,950	2,100	3,950	5,000	1,800	3,600	3,400
Licenses & Inspections		0	4,000	0	0	0	0	0
Repairs		15,171	6,600	22,389	10,600	7,200	10,600	10,600
Other Services & Charges		47,635	151,667	115,941	90,667	57,194	100,667	130,667
OTHER SERVICES & CHARGES		86,562	189,642	147,764	115,742	69,733	124,342	154,067
TRANSFERS OUT		37,000	37,000	15,000	15,000	7,500	15,000	15,000
Total Expenditures		193,497	297,054	238,564	207,721	112,478	218,904	250,708
Net Revenue		11,278	-82,639	-21,154	479	-9,354	10,512	-3,308
Total for PROG 680: H.R.A.		11,278	-82,639	-21,154	479	-9,354	10,512	-3,308

PROG 681: BRIDGES PROGRAM

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Intergovernmental Revenue		207,192	269,000	216,036	158,000	85,954	107,000	165,000
Total Revenues		207,192	269,000	216,036	158,000	85,954	107,000	165,000
Other Services & Charges		198,635	269,000	201,925	145,000	82,336	99,000	150,000
Total Expenditures		198,635	269,000	201,925	145,000	82,336	99,000	150,000
Net Revenue		8,557	0	14,111	13,000	3,618	8,000	15,000
Total for PROG 681: BRIDGES PROGRAM		8,557	0	14,111	13,000	3,618	8,000	15,000
Total for FUND 280: OWATONNA HRA		19,835	-82,639	-7,043	13,479	-5,736	18,512	11,692

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Housing & Economic Development
HRA Administration 680-680

2015 Accomplishments

- Administered funding to provide affordable rental housing for households with mental illness.
 - \$50,000 for local Bridges program through Steele County to assist 17 households.
 - \$215,908 for regional Bridges program through MHFA serving 62 households.
- Promoted homeownership.
 - Coordination with USDA Rural Development, SEMN 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 & MMP mortgage programs low interest loans.
- Addressed community slum and blight conditions through commercial, housing and rental rehabilitation
 - Administer 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 125 Minimum Housing Quality Standard inspections for Bridges and other local affordable housing programs - Project Home and Semcac.
 - Purchase and demolition 437 Mineral Springs Road for coordination with City for park land.
 - Demolition 425 Mineral Springs Road for coordination with the City for park land
 - Purchase of 122 E Fremont for future redevelopment
 - Coordinate with developers for the purchase and rehabilitation of 224 N Cedar Ave
 - Financially support the Rental Code Enforcement and local Minimum Housing Code.
- Coordinated with developers to address housing identified in Housing Market Analysis
 - Northgate Development with Housing TIF and Bridges funding for LTH units
- Ensure equal opportunity housing and affirmatively further fair housing.
 - Coordinated with the City of Owatonna Landlord Association to present Fair housing Workshop in July
 - Coordinated other local community service providers for Project Community Connect - January
- Increase awareness of affordable housing issues through newsletters, local media, local and regional meetings.

2016 Goals

- Contribute to the upgrade and long term viability of community housing stock.
 - Monitor and assess activities through the update of 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 MN Housing Partnership, Three Rivers CAC, and local lenders to leverage resources and services such as the Section 8 Homeownership, Autumn Hills, MCPP, MMP, CRV, Emerging Markets and other funding.
- Seek additional resources to provide rehabilitation to aging housing stock.
 - Coordinate with Semcac, USDA Rural Development, SE MN 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.
 - 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 Entry for local services assisting homeless households mandated by HUD.
- Support Community Redevelopment.
 - Support the SCCL redevelopment of Cedarview and Community Services Co-location

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

FUND 282: OWATONNA HRA-HUD

DEPT 680: HRA

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

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Intergovernmental Revenue	677,459	617,107	571,969	624,779	280,098	677,666	652,653
	Interest on Investments	-368	0	247	340	78	300	350
	Total Revenues	677,091	617,107	572,216	625,119	280,176	677,966	653,003
	FT Wages	28,062	31,577	28,596	31,971	14,513	32,933	33,921
	Benefits	11,591	13,343	11,636	13,398	5,915	13,882	13,915
	PERSONAL SERVICES	39,653	44,920	40,232	45,369	20,428	46,815	47,836
	Professional Services	19,264	27,100	10,874	20,100	8,856	18,948	26,500
	Vehicle, Travel & Training	800	650	496	650	283	650	500
	Other Services & Charges	622,566	554,705	530,944	559,000	257,280	619,368	578,800
	OTHER SERVICES & CHARGES	642,630	582,455	542,314	579,750	266,419	638,966	605,800
	Total Expenditures	682,283	627,375	582,546	625,119	286,847	685,781	653,636
	Net Revenue	-5,192	-10,268	-10,330	0	-6,671	-7,815	-633
	Total for PROG 682: H R A U S D H U D	-5,192	-10,268	-10,330	0	-6,671	-7,815	-633
	Total for DEPT 680: HRA	-5,192	-10,268	-10,330	0	-6,671	-7,815	-633
	Total for FUND 282: OWATONNA HRA-HUD	-5,192	-10,268	-10,330	0	-6,671	-7,815	-633

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Housing & Economic Development
HRA Section 8 680-682

2015 Accomplishments

- Administered funding to provide affordable rental housing for low income households in Steele County
 - \$575,504 for HUD Housing Choice Voucher Program serving 110 households monthly.
- Conducted 215 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.

2016 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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Tax Levies	140,000	140,000	140,000	140,000	75,000	150,000	160,000
	Other Taxes	218,445	210,000	232,644	210,000	88,237	210,000	210,000
	Intergovernmental Revenue	300,000	0	0	0	0	0	0
	Charges for Services	29,069	13,856	24,832	16,280	0	34,400	29,000
	Interest on Investments	-641	0	866	200	211	200	0
	Miscellaneous	1,666	1,666	1,666	1,666	0	1,666	1,666
	Total Revenues	688,539	365,522	400,008	368,146	163,448	396,266	400,666
	FT Wages	34,540	38,625	37,473	42,361	18,055	43,874	45,268
	Benefits	8,152	8,976	9,549	10,393	4,434	10,795	11,347
	PERSONAL SERVICES	42,692	47,601	47,022	52,754	22,489	54,669	56,615
	Supplies	0	400	50	400	18	400	400
	Small Tools & Equipment	0	400	0	400	0	400	400
	SUPPLIES	0	800	50	800	18	800	800
	Professional Services	26,500	25,000	63,100	15,000	15,500	25,000	30,000
	Communication	112	400	139	400	43	400	200
	Vehicle, Travel & Training	662	830	601	830	248	1,000	1,000
	Housing & Economic Devel	77,500	77,500	77,500	77,500	72,500	77,500	77,500
	Advertising & Promotion	828	0	244	1,000	191	1,000	1,000
	Memberships & Subscriptions	0	200	0	200	0	200	200
	Repairs	142	250	0	250	0	250	250
	Rents/Leases	3,432	4,000	3,432	3,432	3,900	3,744	3,744
	Other Services & Charges	509,190	201,167	222,693	201,167	85,491	201,167	201,167
	OTHER SERVICES & CHARGES	618,366	309,347	367,709	299,779	177,873	310,261	315,061
	TRANSFERS OUT	12,000	12,000	12,000	12,000	6,000	12,000	12,000
	Total Expenditures	673,058	369,748	426,781	365,333	206,380	377,730	384,476
	Net Revenue	15,481	-4,226	-26,773	2,813	-42,932	18,536	16,190
	Total for PROG 695: ECONOMIC DEVELOPMENT AUTHORITY	15,481	-4,226	-26,773	2,813	-42,932	18,536	16,190
	Total for DEPT 690: EDA	15,481	-4,226	-26,773	2,813	-42,932	18,536	16,190
	Total for FUND 290: EDA ADMINISTRATION	15,481	-4,226	-26,773	2,813	-42,932	18,536	16,190

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Economic Development
EDA Administration 690-695

2015 Accomplishments

- Assisted Bushel Boy in their expansion project.
- Assisted Viracon in their expansion project.
- Administered Small Cities Development Grant from DEED for downtown improvements.
- Participated in the Northgate apartments project.

2016 Goals

- Continue efforts to pursue grant money for public infrastructure improvements.
- Continue efforts to recruit commercial businesses.
- Work with OPED in measuring success in economic development.
- Continue efforts to fill vacant commercial buildings.
- Implement new fee schedule.

FUND 292: EDA LOANS

PROG 690: EDA LOANS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Interest on Investments	-11,992	7,500	24,801	7,500	6,025	7,500	7,500
	Total Revenues	-11,992	7,500	24,801	7,500	6,025	7,500	7,500
	Net Revenue	-11,992	7,500	24,801	7,500	6,025	7,500	7,500
	Total for PROG 690: EDA LOANS	-11,992	7,500	24,801	7,500	6,025	7,500	7,500

PROG 691: COMMERCIAL/RETAIL LOANS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	77,897	0	25,000	0	0	0	0
	Miscellaneous	5,924	4,039	3,970	3,326	1,745	2,176	1,200
	Total Revenues	83,821	4,039	28,970	3,326	1,745	2,176	1,200
	Refunds & Reimbursements	0	0	25,000	0	0	0	0
	Total Expenditures	0	0	25,000	0	0	0	0
	Net Revenue	83,821	4,039	3,970	3,326	1,745	2,176	1,200
	Total for PROG 691: COMM/RETAIL LOANS	83,821	4,039	3,970	3,326	1,745	2,176	1,200

PROG 692: INDUSTRIAL LOANS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Miscellaneous	6,257	2,022	192	2,976	0	2,951	0
	Total Revenues	6,257	2,022	192	2,976	0	2,951	0
	Net Revenue	6,257	2,022	192	2,976	0	2,951	0
	Total for PROG 692: INDUSTRIAL LOANS	6,257	2,022	192	2,976	0	2,951	0

PROG 694: EDA - REVOLVING LOANS - FED

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Miscellaneous	985	985	565	1,283	154	220	0
	Total Revenues	985	985	565	1,283	154	220	0
	Net Revenue	985	985	565	1,283	154	220	0
	Total for PROG 694: EDA - REVOLV LOANS - FED	985	985	565	1,283	154	220	0

Total for DEPT 690: EDA 79,071 14,546 29,528 15,085 7,924 12,847 8,700

Total for FUND 292: EDA LOANS 79,071 14,546 29,528 15,085 7,924 12,847 8,700

FUND 294: EDA LAND
 DEPT 690: EDA
 PROG 696: EDA LAND

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	37,768	37,768	172,975	37,768	0	37,768	37,768
	Interest on Investments	-14,758	1,000	26,903	7,500	6,818	5,000	7,500
	Miscellaneous	61,081	23,304	61,337	60,847	25,914	60,433	60,000
	Total Revenues	84,091	62,072	261,215	106,115	32,732	103,201	105,268
	Professional Services	0	15,000	2,200	15,000	2,375	15,000	15,000
	Other Services & Charges	13,506	10,000	15,586	15,000	15,085	16,000	16,000
	OTHER SERVICES & CHARGES	13,506	25,000	17,786	30,000	17,460	31,000	31,000
	CAPITAL OUTLAY	0	0	150,000	0	1,356	0	0
	Total Expenditures	13,506	25,000	167,786	30,000	18,816	31,000	31,000
	Net Revenue	70,585	37,072	93,429	76,115	13,916	72,201	74,268
	Total for PROG 696: EDA LAND	70,585	37,072	93,429	76,115	13,916	72,201	74,268
	Total for DEPT 690: EDA	70,585	37,072	93,429	76,115	13,916	72,201	74,268
	Total for FUND 294: EDA LAND	70,585	37,072	93,429	76,115	13,916	72,201	74,268

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

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
Intergovernmental Revenue		0	0	345	0	0	0	0
Charges for Services		2,463,362	1,995,000	2,993,760	3,130,000	1,551,150	3,098,000	3,372,600
Special Assessments		2,243	0	1,603	0	207	1,449	2,070
Interest on Investments		-174,862	250,000	353,348	175,000	82,751	150,000	130,000
Miscellaneous		0	0	1,700	0	0	0	0
Other Financing Sources		10,791	0	0	0	0	0	0
Total Revenues		2,301,534	2,245,000	3,350,756	3,305,000	1,634,108	3,249,449	3,504,670
FT Wages		78,072	39,779	94,829	40,489	40,363	41,855	43,110
OT/Holiday/Other		21,712	1,876	21,718	13,396	14,614	13,444	13,493
Benefits		35,837	15,831	38,446	18,605	17,745	19,244	19,667
PERSONAL SERVICES		135,621	57,486	154,993	72,490	72,722	74,543	76,270
Supplies		0	200	0	200	0	200	250
Small Tools & Equipment		161	0	478	0	299	250	500
SUPPLIES		161	200	478	200	299	450	750
Professional Services		8,636	25,000	3,159	35,000	770	35,000	35,000
Communication		1,062	550	605	2,025	201	2,025	2,325
Vehicle, Travel & Training		555	3,000	555	3,000	0	3,000	3,000
Advertising & Promotion		152	0	93	250	0	250	250
Memberships & Subscriptions		11,000	12,000	11,000	1,200	8,075	18,500	23,500
Repairs		0	100	0	250	0	250	250
Depreciation		947,274	940,000	1,011,480	940,000	473,610	950,000	965,000
OTHER SERVICES & CHARGES		968,679	980,650	1,026,892	981,725	482,656	1,009,025	1,029,325
DEBT SERVICE		104,474	100,000	89,735	94,000	42,505	90,000	80,000
TRANSFERS OUT		350,000	350,000	350,000	350,000	185,280	370,500	460,500
Total Expenditures		1,558,935	1,488,336	1,622,098	1,498,415	783,462	1,544,518	1,646,845
Net Revenue		742,599	756,664	1,728,658	1,806,585	850,646	1,704,931	1,857,825
Total for PROG 900: WASTEWATER TREATMENT FACILITY		742,599	756,664	1,728,658	1,806,585	850,646	1,704,931	1,857,825

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Waste Water Treatment Plant
Administration 902-900

2015 Accomplishments

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

2016 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.
- construct improvements Bridge Street Lift Station

PROG 902: WWTF PLANT OPERATIONS

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Charges for Services	933	0	10	0	0	0	0
	Total Revenues	933	0	10	0	0	0	0
	FT Wages	261,004	298,730	251,856	296,320	122,150	306,281	315,351
	PT/Seasonal Wages	260	4,000	0	4,000	9	4,000	2,500
	OT/Holiday/Other	6,109	29,601	6,326	21,072	2,177	21,157	21,243
	Benefits	106,778	147,689	101,788	139,619	50,984	144,149	146,271
	PERSONAL SERVICES	374,151	480,020	359,970	461,011	175,320	475,587	485,365
	Supplies	165,317	127,900	154,800	169,400	63,843	171,150	171,800
	Repair Supplies	74,132	56,500	61,595	88,000	8,015	88,000	90,000
	Small Tools & Equipment	6,417	7,000	1,881	7,250	488	7,250	7,500
	Library Materials	13,839	10,000	204	10,000	0	10,000	10,000
	SUPPLIES	259,705	201,400	218,480	274,650	72,346	276,400	279,300
	Professional Services	18,716	10,000	17,722	15,000	6,262	15,000	15,000
	Communication	4,237	2,900	4,446	3,400	2,577	3,400	3,400
	Vehicle, Travel & Training	4,939	2,000	3,548	4,000	2,391	4,000	4,000
	Advertising & Promotion	0	0	0	150	0	150	150
	Memberships & Subscriptions	272	300	254	300	0	300	300
	Insurance	63,230	67,300	39,400	39,400	24,600	49,200	46,700
	Licenses & Inspections	14,563	15,500	16,566	15,500	16,340	15,500	17,500
	Repairs	28,362	18,700	13,128	106,200	867	43,200	43,200
	Rents/Leases	0	1,500	0	1,500	0	1,500	1,500
	Other Services & Charges	3,465	800	4,591	2,670	1,611	2,500	2,500
	OTHER SERVICES & CHARGES	137,784	119,000	99,655	188,120	54,648	134,750	134,250
	Total Expenditures	771,640	800,420	678,105	923,781	302,314	886,737	898,915
	Net Revenue	-770,707	-800,420	-678,095	-923,781	-302,314	-886,737	-898,915
	Total for PROG 902: WWTF PLANT OPERATIONS	-770,707	-800,420	-678,095	-923,781	-302,314	-886,737	-898,915

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Waste Water Treatment Plant
Plant Operations 902-902

2015 Accomplishments

- Preliminary planning plant upgrades
- Received Operational Award from MPCA

2016 Goals

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

PROG 904: WWTF - LIFT STATION

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	FT Wages	0	7,557	0	7,651	0	7,881	8,117
	OT/Holiday/Other	0	299	0	302	76	309	316
	Benefits	0	3,896	0	4,016	37	4,158	4,206
	PERSONAL SERVICES	0	11,752	0	11,969	113	12,348	12,639
	Supplies	0	0	1,011	0	576	500	1,000
	Repair Supplies	13,910	10,000	600	15,000	341	15,000	15,000
	SUPPLIES	13,910	10,000	1,611	15,000	917	15,500	16,000
	Communication	0	5,500	3,002	5,500	1,181	5,500	5,500
	Utilities	2,940	2,200	-252	2,200	1,001	2,500	2,500
	Repairs	9,935	8,200	13,558	10,750	670	10,750	10,750
	OTHER SERVICES & CHARGES	12,875	15,900	16,308	18,450	2,852	18,750	18,750
	Total Expenditures	26,785	37,652	17,919	45,419	3,882	46,598	47,389
	Net Revenue	-26,785	-37,652	-17,919	-45,419	-3,882	-46,598	-47,389
	Total for PROG 904: WWTF - LIFT STATION	-26,785	-37,652	-17,919	-45,419	-3,882	-46,598	-47,389

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Waste Water Treatment Plant
Lift Stations 902-904

2015 Accomplishments

- Rehab lift stations as needed
- Monitor and document run times
- Work with commercial contributors to reduce grease problems.
- Work on plans and specifications for Bridge Street Lift

2016 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	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	FT Wages	70,404	89,313	76,537	117,452	35,142	121,135	124,753
	PT/Seasonal Wages	0	0	0	10,000	0	5,000	2,500
	OT/Holiday/Other	1,370	8,659	2,793	7,816	249	7,899	7,984
	Benefits	27,969	38,968	31,438	51,602	14,422	52,021	52,719
	PERSONAL SERVICES	99,743	136,940	110,768	186,870	49,813	186,055	187,956
	Supplies	36,033	30,900	19,683	37,100	4,105	62,100	52,100
	Repair Supplies	9,332	3,700	5,552	21,000	1,052	21,000	21,000
	Small Tools & Equipment	343	4,500	296	4,500	30	4,500	4,800
	SUPPLIES	45,708	39,100	25,531	62,600	5,187	87,600	77,900
	Vehicle, Travel & Training	0	300	0	300	0	300	300
	Advertising & Promotion	0	0	0	150	0	150	150
	Repairs	26,314	6,500	338,694	508,000	312,270	508,000	513,000
	Other Services & Charges	875	1,000	875	1,000	875	1,000	1,000
	OTHER SERVICES & CHARGES	27,189	7,800	339,569	509,450	313,145	509,450	514,450
	CAPITAL OUTLAY	6,657	0	0	0	0	0	0
	Total Expenditures	179,297	183,840	475,868	758,920	368,145	783,105	780,306
	Net Revenue	-179,297	-183,840	-475,868	-758,920	-368,145	-783,105	-780,306
	Total for PROG 906: WWTF - COLLECTION PROGRAM	-179,297	-183,840	-475,868	-758,920	-368,145	-783,105	-780,306
	Total for FUND 602: WASTEWATER TREATMENT FUND	-239,396	-314,194	551,202	78,465	173,792	-11,509	131,215

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Waste Water Treatment Plant
Sewer Collection 902-906

2015 Accomplishments

- Contract cleaning of approximately 100,000 feet of sewer
- Televising 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
- Lined an additional 14,500 linear feet of sanitary main
- Maintain inspection data.
- Continue sump main installations as needed.
- Continue flow monitoring in target areas.

2016 Goals

- Evaluate capacity of B trunk line
- Televising 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
- Line 18,000 to 20,000 linear feet of sanitary main

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

Account Number	Account Name	2013 Actual	2013 Budget	2014 Actual	2014 Budget	06/30/15 YTD	2015 Budget	2016 Budget
	Tax Levies	253,885	253,000	251,775	249,600	769	246,000	247,400
	Charges for Services	344,831	375,000	406,483	405,000	197,500	350,000	700,000
	Interest on Investments	-14,162	1,500	23,646	4,000	4,877	4,000	7,500
	Transfers	50,000	50,000	0	0	0	0	0
	Other Financing Sources	1,666,736	0	614,426	0	0	0	0
	Total Revenues	2,301,290	679,500	1,296,330	658,600	203,146	600,000	954,900
	FT Wages	43,940	93,296	55,057	95,589	25,008	67,429	71,072
	Benefits	19,649	32,867	15,747	33,372	8,306	17,512	18,146
	PERSONAL SERVICES	63,589	126,163	70,804	128,961	33,314	84,941	89,218
	Supplies	782	13,000	13,578	17,500	504	19,500	19,500
	Repair Supplies	0	0	0	0	492	0	500
	SUPPLIES	782	13,000	13,578	17,500	996	19,500	20,000
	Professional Services	10,130	61,500	82,773	109,500	83,911	114,000	116,000
	Communication	23	700	150	700	150	700	750
	Vehicle, Travel & Training	1,289	5,800	1,125	4,400	65	3,650	3,400
	Advertising & Promotion	353	2,500	0	2,500	135	2,500	2,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	965	2,000	0	2,000	965	2,000	2,000
	Insurance	720	900	1,690	1,200	650	1,300	1,000
	Repairs	70,557	23,000	49,196	43,600	3,715	32,500	40,000
	Other Services & Charges	4,852	9,000	793	0	1,473	0	0
	Depreciation	167,901	112,000	180,321	127,000	81,930	170,000	185,000
	OTHER SERVICES & CHARGES	256,790	218,900	316,048	292,400	172,994	328,150	352,150
	DEBT SERVICE	136,216	120,000	108,107	115,000	53,946	102,000	98,000
	TRANSFERS OUT	15,000	15,000	15,000	15,000	15,980	32,000	67,000
	Total Expenditures	472,377	493,063	523,537	568,861	277,230	566,591	626,368
	Net Revenue	1,828,913	186,437	772,793	89,739	-74,084	33,409	328,532
	Total for PROG 920: STORM WATER UTILITY	1,828,913	186,437	772,793	89,739	-74,084	33,409	328,532
	Total for DEPT 920: STORM WATER UTILITY	1,828,913	186,437	772,793	89,739	-74,084	33,409	328,532
	Total for FUND 620: STORM WATER UTILITY	1,828,913	186,437	772,793	89,739	-74,084	33,409	328,532

CITY OF OWATONNA 2016 PROGRAM BUDGETS
Storm Water
Storm Water 920-920

2015 Accomplishments

- Held 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.
- Revised Storm Water Capital Improvement Plan
- To increase public participation and involvement in Storm Water Programming.
- Audit and corrected billings for Stormwater Utility Fee
- Completed rate study
- Completed dredging of Kriesel pond

2016 Goals

- Implement rate increase
- Update outlet elevations and NWL for all existing stormwater ponds to conform to MPCA mandate.
- Continue Updating 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
- Continue dredging of stormwater ponds in problem areas