



**2017 ADOPTED BUDGET**  
**City of Owatonna**

**The City of Owatonna  
2017 Budget  
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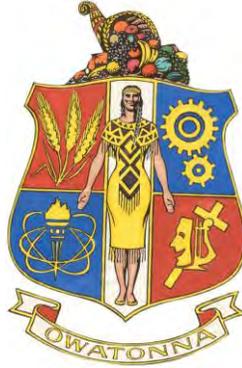
# The City of Owatonna

## 2017 Budget

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# THE CITY OF



# OWATONNA

Kris Busse  
City Administrator

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To: Honorable Mayor and City Councilmembers  
From: Kris M. Busse, City Administrator  
Re: 2017 budget and levy  
Date: December 20, 2016

Pursuant to the Owatonna City Charter and Minnesota Statutes, the City Administrator hereby submits to the City Council the 2017 recommended Budget and Levy for all funds of the City of Owatonna. This budget is the result of months of preparation and review by Council and city staff. Departmental budgets were presented beginning September 6 through October 18, 2016. Council reviewed the Capital Improvement Plan on October 25, 2016 and an overview of the entire budget was reviewed on November 15, 2016. Final budget adoption is scheduled for December 20, 2016.

## **Economic Outlook-**

Owatonna continues to benefit from the pattern of steady tax base and job growth established in 2013-14. A major employer, Viracon, is once again expanding their flagship plant. Construction is underway on a 240,000 square foot addition to the manufacturing space, which will result in 100 additional jobs. Since 2013, Viracon has added 440,000 square feet to the plant and added 300 plus jobs. Bushel Boy has added another 170,000 square feet to their greenhouse space, adding 10 jobs. Cybex, which has been recently purchased by Life Fitness, has broken ground on a 150,000 square foot addition, which will add 62 jobs to our local economy. Pro-Pet has also broken ground on a 30,000 square foot expansion of manufacturing space adding 10 jobs. A new 6,000 square foot commercial building and five mini-storage buildings totaling 25,000 square feet is being constructed on Hoffman Drive. Federated Insurance is investing \$2 million in the downtown headquarters building to upgrade and improve the cafeteria area. Single family residential is also rebounding. The city has seen the highest levels in new permits since 2008. For 2016, the city has issued 37 single-family permits. This increased economic activity has resulted in an overall tax base growth of 4.1%.

## **Budget Highlights-**

City Council has asked staff to consider a long-term financial view to the current budget procedure. In addition to the formalized 5 year CIP and the five by five basic budget, additional steps were taken by developing a ten-year projection to plan for future facility needs. The goal has been for city growth to offset the costs of facility needs. The city is experiencing growth but current tax capacity numbers have not yet exceeded the operating cost increases as they were projected. The budget process affords us an opportunity to review the forecast and make any adjustments as necessary. Current plans involving in the public works shop project and tennis court project must be revised. Staff recommends splitting both projects into two phases and fit them into future CIP and debt service levies without requiring a levy increase.

Local Government Aid remained essentially flat for 2017. Owatonna is scheduled to receive \$14,656 in additional funding under the current formula. The city will continue to support necessary infrastructure investments with LGA. The city is anticipating increased building permit fees based on construction activity. Sewer and storm water revenues will also increase modestly based on the rate study and approved fee schedule.

General fund budget expenditures increased by 4.2% over 2016. Included in these costs are continued funding for the Vehicle Replacement Fund (VRF), continued emphasis on street maintenance and an investment in the City's workforce. The 2017 budget also includes a major investment in turnout gear to ensure fire fighters have appropriate personal protective equipment and related costs for implementing a new document management system, Laserfiche.

The Vehicle Replacement Fund was funded at 100% in the 2016 budget with the exception of Brooktree Golf Course which has been utilizing Imprelis funds for equipment purchases. Brooktree was added to the VRF in 2017. This internal service fund provides 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. 2017 purchases include a variety of equipment needs throughout the city. For example, two-ton plow truck, pick-ups, squad cars, unmarked cars, mowers, front end loader and a tandem axel truck.

Personnel costs reflect the costs of moving to the new salary structure. This investment in such a key component fulfills the strategic objective of attracting and retaining a high performing municipal workforce. Personnel increases were limited. A part-time building inspector was increased to full-time based on the additional workload due to increased construction activity. Increased building permit fees will offset the additional cost. Staffing changes in the finance department allowed for a restructuring of the department and the addition of a part-time administrative position. On a trial basis, the city will utilize a contract for electrical services instead of replacing one full-time senior facilities technician position. Staffing changes in the library provided an opportunity to replace the full-time assistant children's librarian position with two 25 hours per week positions. This change allows for an additional 10 hours of service to the public.

Levies for the EDA and HRA also increased. The EDA has requested an additional \$5,000 in levy authority to reflect the increasing consultant costs involved in larger economic development projects. The HRA has requested an additional \$10,000 in levy authority to continue their work in 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.

Capital items recommended for funding from the CIP levy also reflect investments in key focus areas identified in the city's strategic plan of Infrastructure, Quality of Life and Efficient, Effective and Economical Government. Major items include: computer and technology replacements and upgrades, council chamber renovations, SCBA (self-contained breathing apparatus) for firefighters, library folding wall, fitness center pool heater, Dartts park tennis court resurfacing, and partial funding of Lincoln tennis court reconstruction.

The downtown flooding issue has been studied and staff will bring potential project options for further discussion.

### **Recommendation**

After several years of holding down the levy, the city is faced with addressing some overdue infrastructure issues and necessary investments in personal services. These needs were also identified as key focus areas in the strategic plan for the city. The city has experienced growth and has strong prospects for continued growth and expansion of the commercial and industrial base. In order to continue our progress in Infrastructure, Economic Vitality, Quality of Life and Efficient, Effective and Economical Government, I am recommending a 5.73 % increase in the levy.

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

**CITY OF OWATONNA**

**2017 BUDGET**

2016 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
Interim Library Director	Troy Klecker
Director of Parks and Recreation	James "Corky" Ebeling
Director of Human Resources	Lynn Gorski
Director of Information Technology	Ryan Brown
City Attorney	Mark M. Walbran

## INTRODUCTION



# 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, with a vision toward the future. This plan sets the course for the City of Owatonna to ensure the City's vision is accomplished. The vision, to enhance the quality of life, serves as the foundation for the City's four Key Focus Areas. The Key Focus Areas of Infrastructure, Economic Vitality, Quality of Life, and Efficient, Effective, and Economical Government allow the City to align its efforts and resources to accomplish its goals.

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

**Infrastructure:** *Develop and implement fiscal sustainability policies to support core services that proactively ensure the health, safety and welfare of our citizens: City Facility's Assessment/Usage/Planning; Ten-year Facilities Planning; Funding.*

**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. Downtown Development; Retain/Attract Businesses.*

**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: Craft Brewery; Survey Interests; Motorcross; Community Center; Love Your City.*

**Efficient, Effective, and Economical Government:** *An innovative, responsible and customer-focused government working collaboratively; attract, develop, and retain a high performing municipal workforce: Compensation; Succession Planning; Staffing—Attract & Retain.*

City of Owatonna

**FY 2017-19 Strategic Plan**

# City of Owatonna

## Fund Balance Policy

### I. PURPOSE AND NEED FOR POLICY

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

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

### II. POLICY

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

### III. PROCEDURES

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

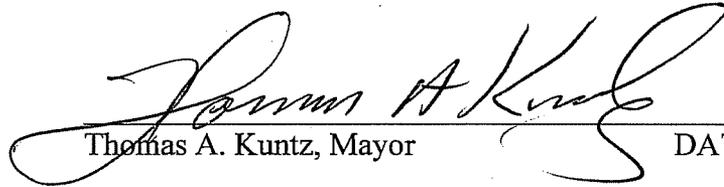
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

**IV. RESPONSIBILITY AND AUTHORITY**

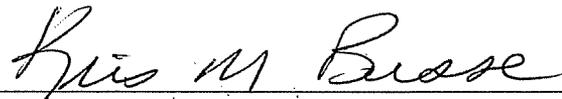
Administrative implementation of policies is the responsibility of staff and council.

**VI. POLICY EFFECTIVE DATE**

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

  
Thomas A. Kuntz, Mayor DATE

ATTEST

  
Kris M. Busse, City Administrator/City Clerk

## Fund Balance Policy - Compliance

- ▶ The fund balance policy provides that the City maintain a general fund unreserved fund balance of 50% of the next year's budgeted expenditures.
- ▶ Unreserved fund balance @ 12/31/15 was \$10,126,348 or 57% of 2016 budgeted expenditures.
- ▶ Council utilized \$200,000 of fund balance to acquire land for a potential fire substation.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/15 balance at the end of 2016.
- ▶ 50% of 2017 budgeted expenditures would be \$9,318,277. Based on fund balance estimates, the 2017 budget does comply with the fund balance policy. It is estimated that the unreserved fund balance @ 12/31/16 will be at least 53% of 2017 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)				
	2016 Budget	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Starting fund balance	\$9.9	\$9.9	\$9.9	\$9.9	\$9.9
Revenues	17.9	18.6	19.3	20.0	20.8
Expenses	17.9	18.6	19.3	20.0	20.8
Surplus/(Deficit)	0.0	0.0	0.0	0.0	0.0
Ending fund balance	\$9.9	\$9.9	\$9.9	\$9.9	\$9.9

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.

	2017 Budget	2018 Budget	2019 Budget	2020 Budget
Total increase in expenses	2.65%	3.65%	3.65%	3.5%
Required levy increase to balance budget	5.73%	6.00%	5.87%	5.51%
Required fund balance per policy	\$9.7	\$10.0	\$10.4	\$10.7

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

Although the City is clearly in a period of growth, the tax capacity numbers have not yet exceeded the operating cost increases to the level that had been projected. This forecast serves as a tool for management to determine how to best meet the City's goals. If necessary, management can look for alternative funding sources or make revisions to the projects or the project timelines.

Adjustments that were made to the plan to accommodate the near future facility needs follow:

- The SE storm water project completed in 2016 was planned to require a 1% levy increase. The City was able to issue bonds for this project and refund some previous bonds at very favorable interest rates. Because of this, no increase to the levy was necessary.
- The City was also able to split the public works shop project and the tennis court project scheduled for 2017 and 2018 into two phases and fit them into its future CIP and debt service levies without requiring an increase.

The first project that will require funding is the remodel LEC in 2021. If it is decided that the remaining projects will occur in the proposed time frame, a levy increase would be necessary in the first two to three years unless projected growth or expenditure figures change.

**City of Owatonna  
2017 Budget Summary by Fund**

	<b>Governmental Funds</b>				<b>Component Units</b>		<b>Enterprise Funds</b>		<b>Total</b>
	<b>General Fund</b>	<b>Special Revenue Funds</b>	<b>Capital Projects Funds</b>	<b>Debt Service Funds</b>	<b>HRA</b>	<b>EDA</b>	<b>Sewer Fund</b>	<b>Storm Water Fund</b>	
<b>Revenues</b>									
<b>Tax Levy</b>	<b>\$9,295,026</b>		<b>\$400,000</b>	<b>\$989,515</b>	<b>\$155,000</b>	<b>\$165,000</b>		<b>\$321,960</b>	<b>\$11,326,501</b>
Other Taxes	350,500		702,748			230,000			1,283,248
Licenses & Permits	358,155								358,155
Intergovernmental	5,499,781		2,760,045		886,050				9,145,876
Charges for Services	2,588,282	2,850			16,500	65,928	3,445,000	950,000	7,068,560
Special Assessments			62,057	441,618			2,116		505,791
Fines & Forfeitures	151,900								151,900
Interest on Investments	90,000	365	43,000	16,000	2,300	17,000	130,000	6,000	304,665
Miscellaneous	302,911	53,000	71,000		42,800	42,716			512,427
Transfers In				148,190					148,190
<b>Total Revenues</b>	<b>\$18,636,555</b>	<b>\$56,215</b>	<b>\$4,038,850</b>	<b>\$1,595,323</b>	<b>\$1,102,650</b>	<b>\$520,644</b>	<b>\$3,577,116</b>	<b>\$1,277,960</b>	<b>\$30,805,313</b>
<b>Expenditures</b>									
Personnel	\$13,278,101				\$138,196	\$61,020	\$910,258	\$98,529	\$14,486,104
Supplies	1,860,673	19,215			1,000	800	374,950	20,750	2,277,388
Other Services/Charges	3,492,281	37,000	554,558		958,867	384,049	2,167,475	425,750	8,019,980
Debt Service				1,864,202			72,000	122,000	2,058,202
Capital Outlay	5,500		5,784,045						5,789,545
Transfers Out			148,190						148,190
<b>Total Expenditures</b>	<b>\$18,636,555</b>	<b>\$56,215</b>	<b>\$6,486,793</b>	<b>\$1,864,202</b>	<b>\$1,098,063</b>	<b>\$445,869</b>	<b>\$3,524,683</b>	<b>\$667,029</b>	<b>\$32,779,409</b>
<b>Other Financing Source</b>									
Bond Proceeds			\$2,430,000						\$2,430,000

**CITY OF OWATONNA  
HISTORY OF LEVY AND LEVY CHANGES  
FOR PERIOD 2008 THRU 2017**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
<b>Tax Capacity Rates</b>										
County	50.212	51.394	52.331	55.332	62.970	62.495	59.246	58.102	60.653	
City	44.650	45.336	46.687	50.197	58.051	59.754	59.018	59.533	60.393	
ISD 761	18.731	18.963	16.646	17.122	20.047	19.375	17.954	16.662	31.493	
<b>Totals</b>	<b>113.593</b>	<b>115.693</b>	<b>115.664</b>	<b>122.651</b>	<b>141.068</b>	<b>141.624</b>	<b>136.218</b>	<b>134.297</b>	<b>152.539</b>	
<b>% Share of Total</b>										
County	44.20%	44.42%	45.24%	45.11%	44.64%	44.13%	43.49%	43.26%	39.76%	
City	39.31%	39.19%	40.36%	40.93%	41.15%	42.19%	43.33%	44.33%	39.59%	
ISD 761	16.49%	16.39%	14.39%	13.96%	14.21%	13.68%	13.18%	12.41%	20.65%	
<b>Totals</b>	<b>100.00%</b>	<b>100.00%</b>								
<b>City Levy</b>										
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	9,137,736
CIP Fund		150,000	150,000	150,000	450,000	550,000	400,000	350,000	305,000	400,000
EDA	120,000	120,000	120,000	120,000	120,000	140,000	140,000	150,000	160,000	165,000
<b>Levy Subject to Levy Limit</b>	<b>7,167,474</b>	<b>7,294,367</b>	<b>7,447,746</b>	<b>7,767,476</b>	<b>8,137,913</b>	<b>8,412,773</b>	<b>8,247,934</b>	<b>8,552,651</b>	<b>9,043,611</b>	<b>9,702,736</b>
PERA Rate Change	74,905	91,277	85,714	85,714	106,449	111,108	113,315	134,947	144,389	157,290
<b>Debt</b>	<b>1,637,332</b>	<b>1,957,321</b>	<b>1,807,320</b>	<b>1,575,627</b>	<b>1,276,418</b>	<b>1,173,384</b>	<b>1,336,016</b>	<b>1,384,920</b>	<b>1,379,550</b>	<b>1,311,475</b>
Abatement - Clinic	38,335	38,335	38,335	38,335	0	0	0	0	0	0
Abatement - WalMart	71,552	61,665	61,665	53,628	0	0	0	0	0	0
<b>Subtotal</b>	<b>8,989,598</b>	<b>9,442,965</b>	<b>9,440,780</b>	<b>9,520,780</b>	<b>9,520,780</b>	<b>9,697,265</b>	<b>9,697,265</b>	<b>10,072,518</b>	<b>10,567,550</b>	<b>11,171,501</b>
HRA	120,000	120,000	120,000	120,000	120,000	120,000	120,000	130,000	145,000	155,000
<b>Total</b>	<b>9,109,598</b>	<b>9,562,965</b>	<b>9,560,780</b>	<b>9,640,780</b>	<b>9,640,780</b>	<b>9,817,265</b>	<b>9,817,265</b>	<b>10,202,518</b>	<b>10,712,550</b>	<b>11,326,501</b>
<b>Levy Percentage Change</b>	<b>14.50%</b>	<b>4.98%</b>	<b>-0.02%</b>	<b>0.84%</b>	<b>0.00%</b>	<b>1.83%</b>	<b>0.00%</b>	<b>3.92%</b>	<b>5.00%</b>	<b>5.73%</b>
<b>Extra Information:</b>										
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	4,103,651
MVC Reduction			467,721	467,721						
LGA Unallotment	534,970	453,956	1,047,449	871,524						
<b>Net State Aid</b>	<b>3,587,090</b>	<b>3,806,322</b>	<b>2,685,403</b>	<b>2,685,403</b>	<b>3,153,124</b>	<b>3,153,124</b>	<b>3,935,915</b>	<b>4,052,823</b>	<b>4,089,010</b>	<b>4,103,651</b>

# 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 2013-2017. The budgeted revenue (excluding transfers in) is \$24,178,753 which is a \$2,675,190 or 12.4% increase from 2016. 2.4% represents the increase in the tax levy and 10.0% represents the increase in intergovernmental revenue.

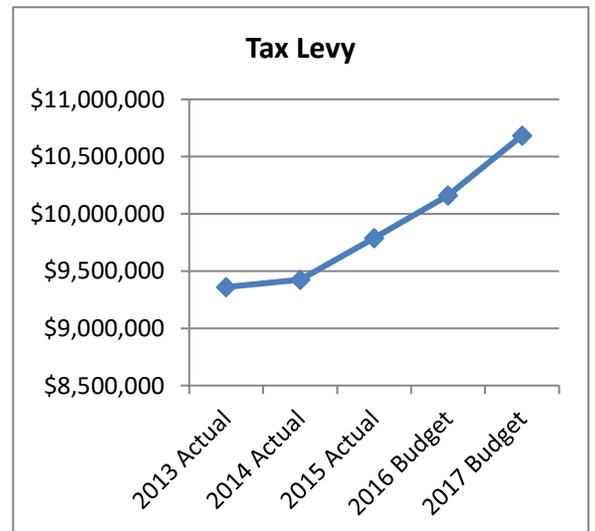
	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Tax Levy	\$9,360,772	\$9,425,403	\$9,789,689	\$10,160,150	\$10,684,541
Other Taxes	638,879	663,785	868,856	1,053,673	1,053,248
Licenses & Permits	350,707	349,311	292,628	352,905	358,155
Intergovernmental	7,562,657	7,755,657	7,290,973	6,083,425	8,259,826
Charges for Services	2,449,835	2,069,610	2,259,971	2,520,812	2,591,132
Special Assessments	1,361,391	1,099,194	1,137,312	631,608	503,675
Fines & Forfeits	172,778	172,951	157,719	204,500	151,900
Interest on Investments	(308,037)	511,958	190,031	124,915	149,365
Miscellaneous	667,413	853,621	1,452,189	371,575	426,911
Imprelis settlement	1,858,593				
Transfers In	0	564,000	128,000	389,000	148,190
<b>Total</b>	<b>\$24,114,988</b>	<b>\$23,465,490</b>	<b>\$23,465,490</b>	<b>\$21,892,563</b>	<b>\$24,326,943</b>

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

### Tax Levy

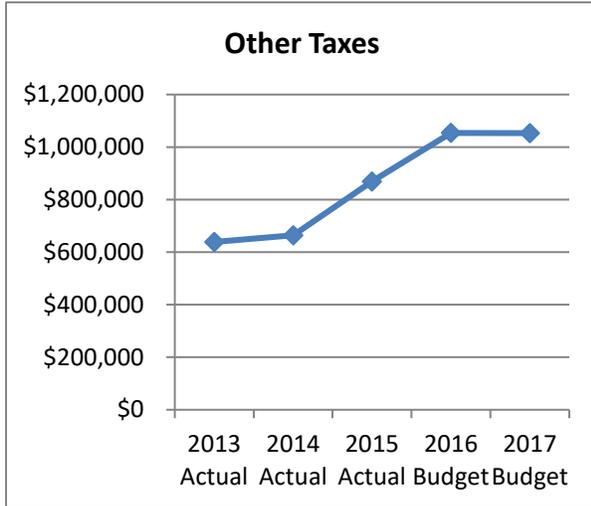
The City relies on property taxes for approximately 44.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

The City's goal is to provide exceptional services to its citizens at an affordable price. With the recent development activity, the City is starting to see growth in its tax capacity. The City has seen over 3 and 4% increases in its tax capacity over the last two years. The current year budget includes a 5.73% levy increase. Recent levy increases are related to the implementation of the vehicle replacement fund (VRF), investments in the City's workforce 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.

There have been some significant TIF districts created in recent years which has resulted in the City's TIF revenues increasing. Some of the new TIF districts created include Sputtering Components, Viracon, the hospital redevelopment site, Daiken, and Vision Processing (Kerry). The economic development TIF districts will continue for 8 years and the redevelopment TIF districts will continue for 25 years.

The original Cybex TIF district will be decertified in 2016. The new Cybex TIF district will result

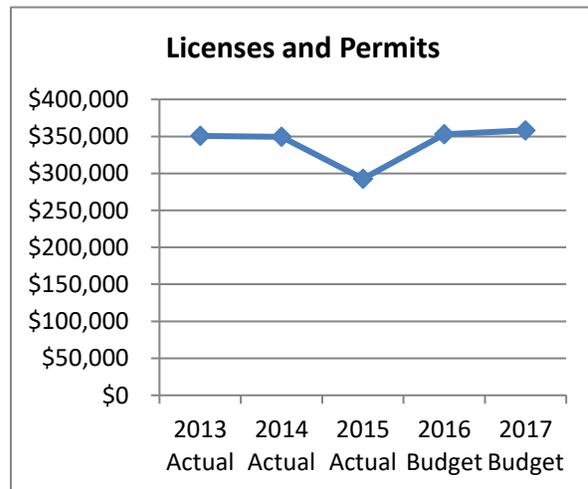
in additional increment starting in 2018.

### 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.

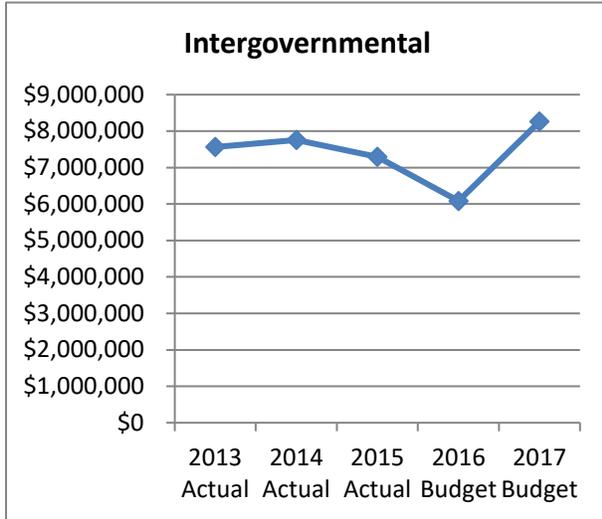
Building permits continue to be the single largest revenue source in this category.

Permit revenue has been rebounding. 2015 actual did not reach the levels anticipated. The City is on track to see these figures rebound. In addition to increased activity, a rate increase is planned for 2017.



## Governmental Fund Revenues – Continued

### Intergovernmental



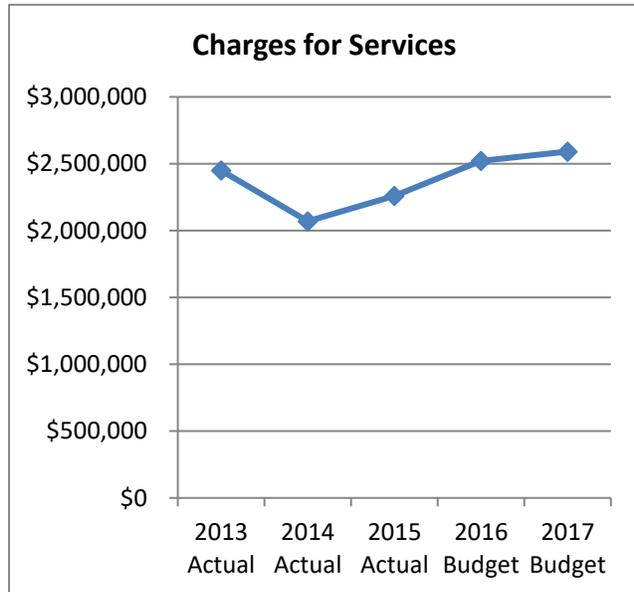
Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 17% of total governmental revenues for 2017.

The 2013 legislature restored some of the LGA funding beginning with 2014. The current year legislature did not get a tax bill passed, which likely would have increased the LGA. Budgeted intergovernmental revenues 2017 include \$2M funding for state aid streets. The City has been quite successful at being awarded grants. The City will continue to

explore all available funding opportunities.

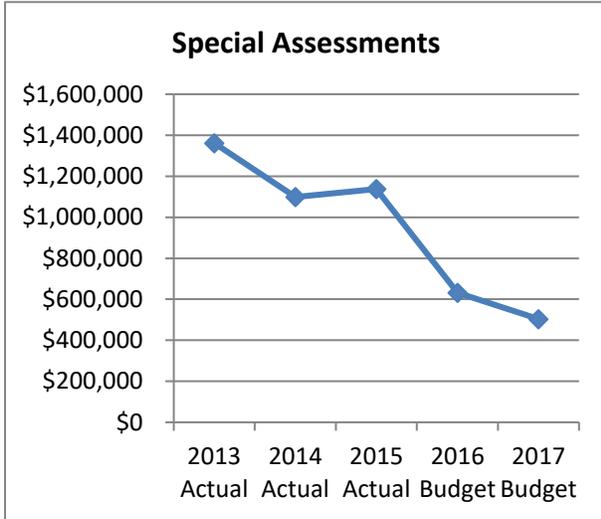
### Charges for Services

Charges for Services include user charges for the recreation department, Tennis and Fitness Center, Brooktree Golf Course and the Aquatic Center. 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.

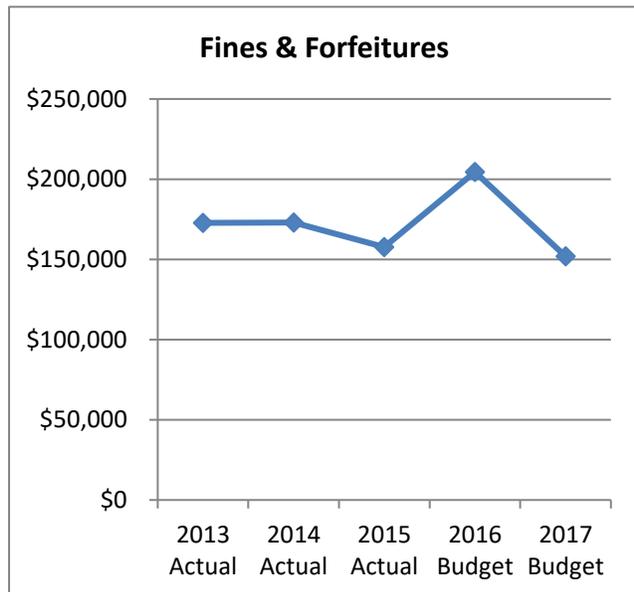
The number and size of construction projects completed has declined as the City, State, and Federal Government all struggle with funding their infrastructure projects. In addition, the assessment interest rate was reduced from 7% to 3.5% which also impacts revenues.

### 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. Court-imposed fines have been gradually declining. The 2017 budget amount has been reduced to reflect this.

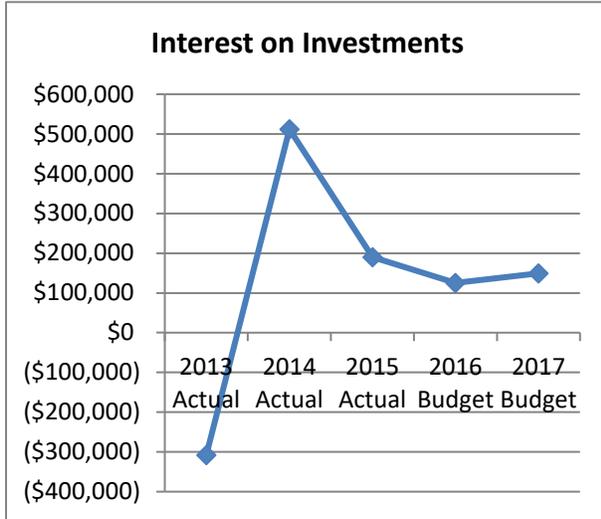
Library fines make up the smallest portion of this category. The fines charged by the library remain fairly level from year to year.

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.

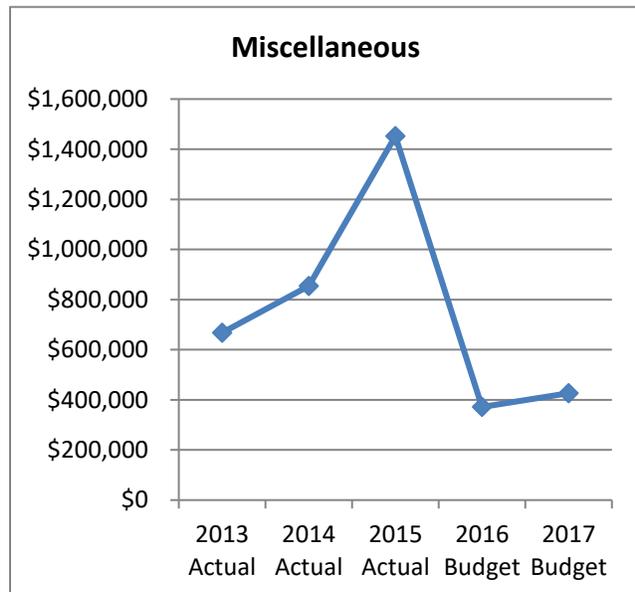
2013 Actual results include a large loss recording investments at market value. This reversed itself in 2014 with revenues exceeding budgeted amounts. After that, rates have remained consistently low.

### Miscellaneous

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

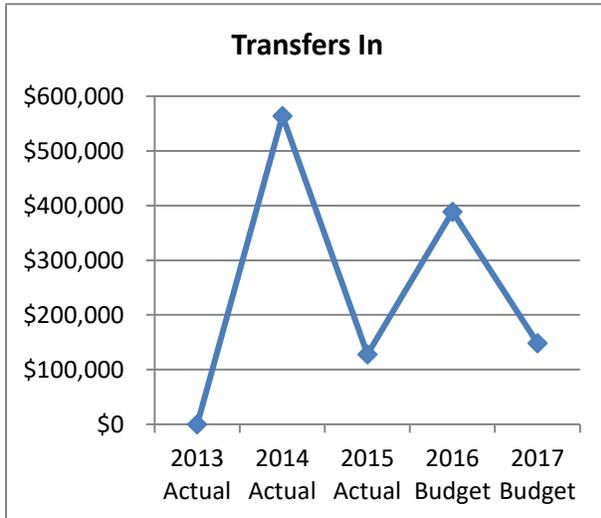
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

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. 2015 includes over \$1M contributed by the art center to apply to the accessible entry project at the art center.



## 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, 2016 and 2017 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.

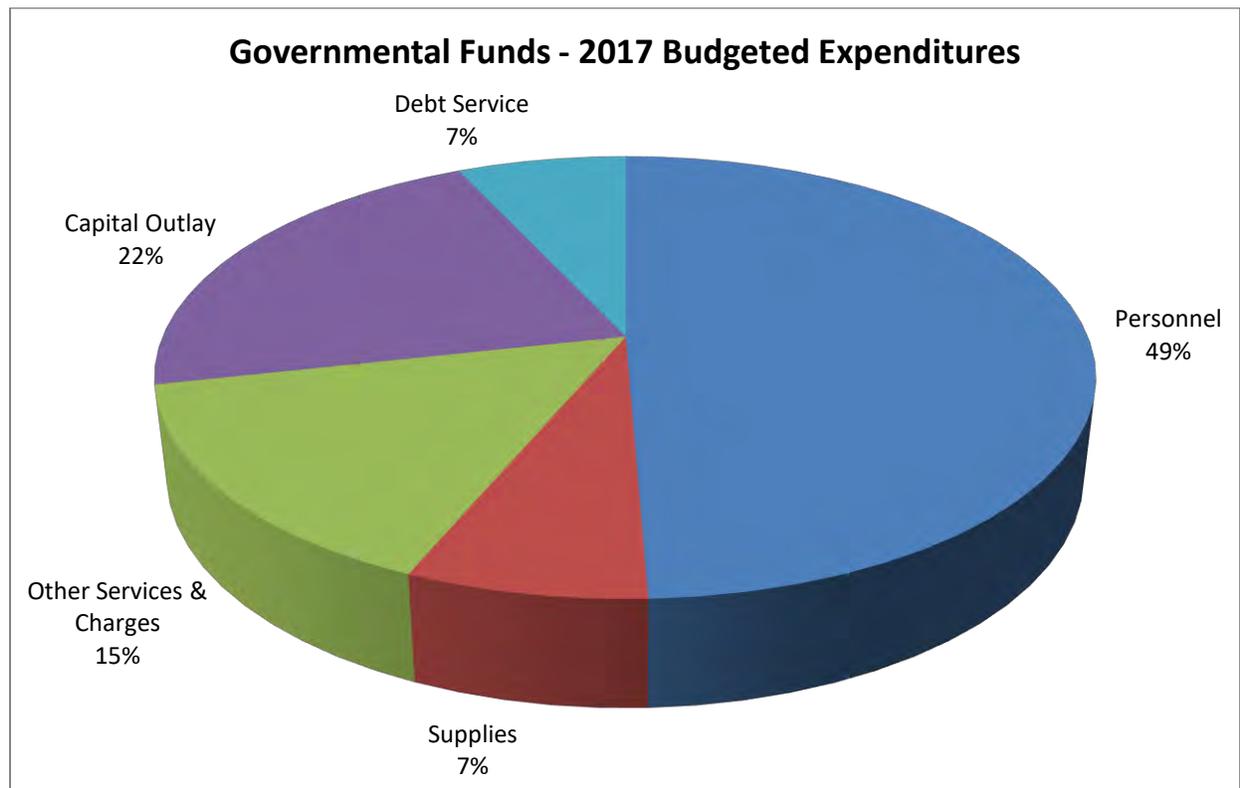
These funds were transferred to capital projects to be used for capital improvements at Brooktree Golf Course.

# Governmental Funds Summary

## Expenditures and Other Financing Uses

The following table shows the five-year history of the Governmental Funds from 2013-2017. The budgeted expenditures (excluding transfers out) are \$26,895,575 which is a \$2,850,979 or 11.9% increase from 2016. The large increase is due to an increase in capital projects planned for 2017 and increases to personnel costs.

	2013 Actual	2014 Actual	2015 Actual	2016 Budget	2017 Budget
Personnel	\$10,806,510	\$11,285,417	\$11,887,033	\$12,421,474	\$13,278,101
Supplies	1,885,350	1,909,794	1,767,585	1,983,010	1,879,888
Other Services & Charges	2,780,731	3,234,592	3,653,997	4,008,964	4,083,839
Capital Outlay	7,234,554	4,615,949	5,905,097	3,621,107	5,789,545
Debt Service	2,477,980	2,158,028	2,183,620	2,010,041	1,864,202
Transfers Out	2,963,221	564,000	128,000	389,000	148,190
Total	\$28,148,346	\$23,767,780	\$25,525,332	\$24,433,596	\$27,043,765



## **Governmental Fund Expenditures**

### **Personnel**

Personnel costs include wages for all full time and part time employees, PERA costs, FICA costs, insurance (health, life, AD&D), uniforms, and worker's compensation costs. Personnel costs include moving to the new salary structure and a modest increase estimated for 2017.

### **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.

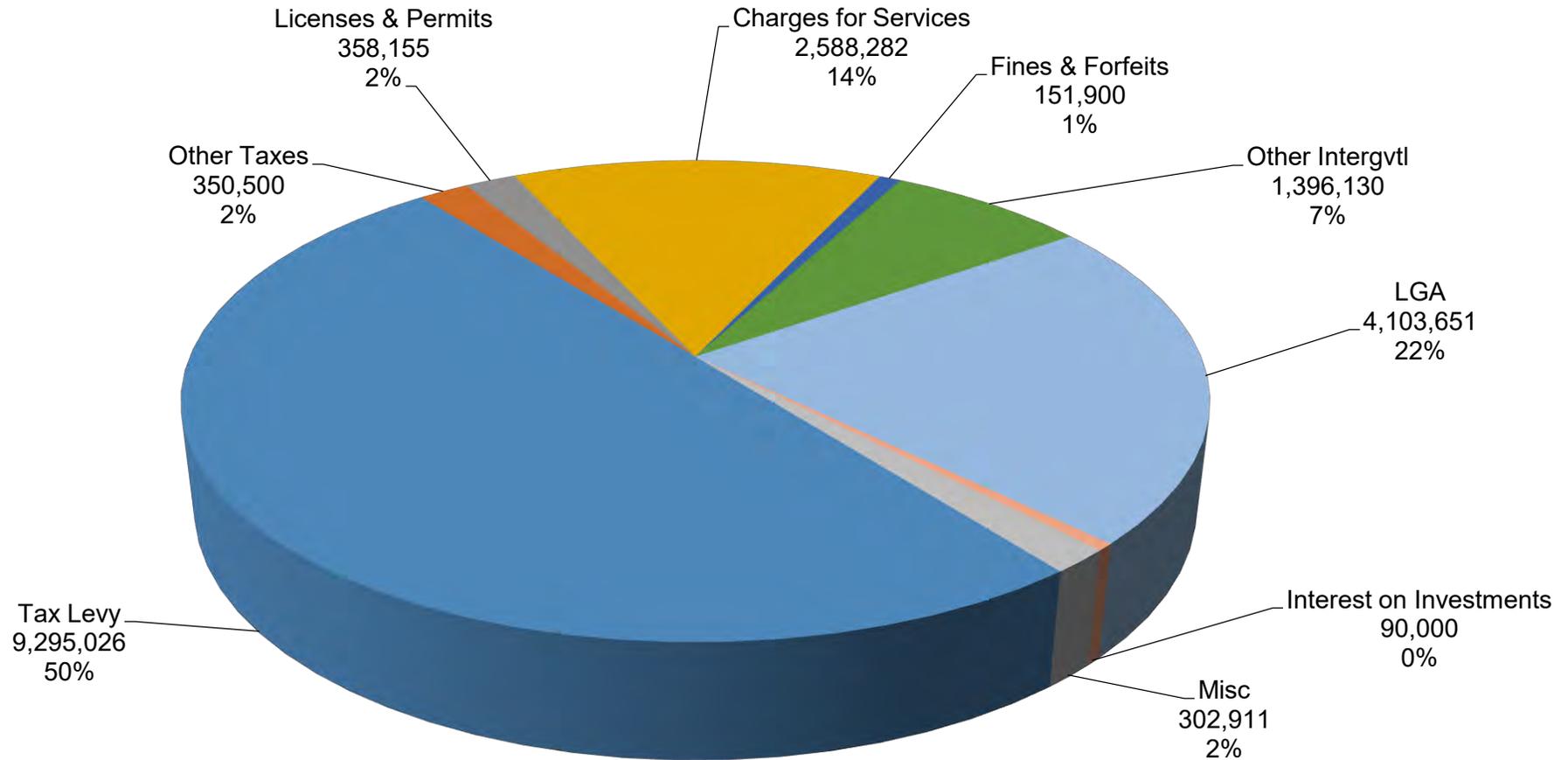
### **Debt Service**

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

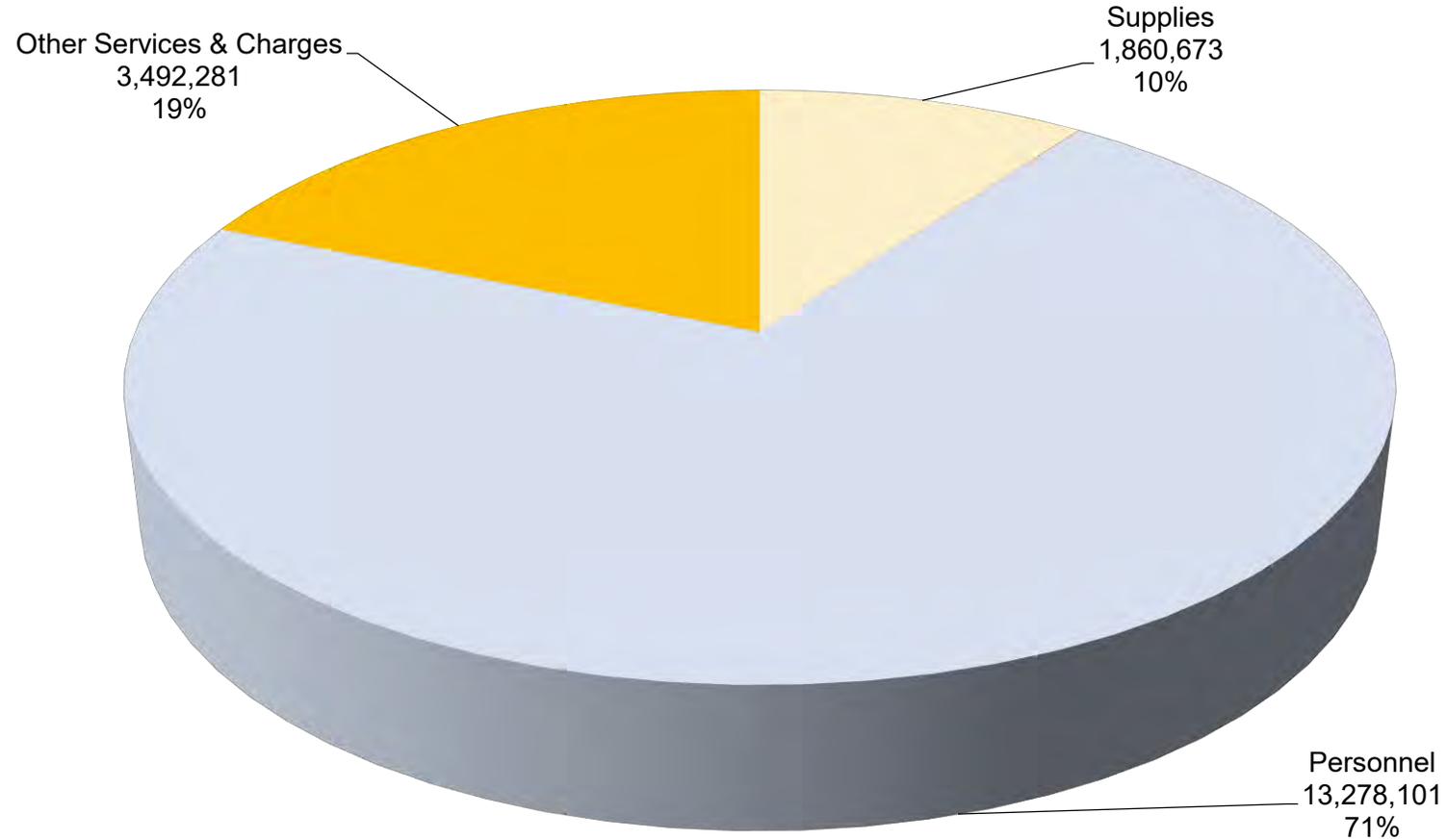
### **Capital Outlay**

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. Purchases made from the internal service fund (vehicle replacement fund) are not included in this figure.

# General Fund Revenues - \$18,636,555



# General Fund Expenditures - \$18,636,555



CITY OF OWATONNA  
2017 GENERAL FUND BUDGET SUMMARY

REVENUES	2014 ACTUAL	2014 BUDGET	2015 ACTUAL	2015 BUDGET	06/30/16 YTD ACTUAL	2016 BUDGET	2017 BUDGET
Tax Levy	\$7,928,933	\$7,821,249	\$8,289,370	\$8,187,598	\$4,136,125	\$8,723,000	\$9,295,026
Other Taxes	\$342,607	\$311,500	\$339,323	\$322,500	\$159,923	\$328,500	\$350,500
Licenses & Permits	\$349,311	\$309,900	\$292,630	\$307,575	\$171,471	\$352,905	\$358,155
Intergovernmental Revenue	\$5,380,011	\$5,243,869	\$5,481,607	\$5,375,493	\$2,687,978	\$5,367,818	\$5,499,781
Charges for Services	\$2,069,612	\$2,147,417	\$2,259,972	\$2,228,324	\$898,452	\$2,517,962	\$2,588,282
Fines & Forfeits	\$172,951	\$177,550	\$157,720	\$174,900	\$88,441	\$204,500	\$151,900
Interest on Investments	\$195,742	\$75,000	\$72,448	\$75,000	\$52,805	\$90,000	\$90,000
Miscellaneous	\$332,724	\$310,473	\$316,087	\$301,930	\$182,425	\$307,375	\$302,911
Transfers							
Total Revenues	\$16,771,891	\$16,396,958	\$17,209,157	\$16,973,320	\$8,377,620	\$17,892,060	\$18,636,555

EXPENDITURES	2014 ACTUAL	2014 BUDGET	2015 ACTUAL	2015 BUDGET	06/30/16 YTD ACTUAL	2016 BUDGET	2017 BUDGET
General Government:							
Mayor & Council	\$689,746	\$957,878	\$271,197	\$406,932	\$338,525	\$497,921	\$302,531
Administrative Services	\$1,060,508	\$1,061,795	\$1,146,974	\$1,134,351	\$607,388	\$1,251,180	\$1,417,210
City Attorney	\$221,687	\$242,382	\$220,403	\$234,776	\$234,776	\$244,621	\$245,349
Government Buildings	\$855,577	\$815,230	\$923,787	\$854,376	\$400,839	\$901,438	\$884,536
Total General Government	\$2,827,518	\$3,077,285	\$2,562,361	\$2,630,435	\$1,581,528	\$2,895,160	\$2,849,626
Public Safety:							
Police	\$4,499,405	\$4,490,655	\$4,469,001	\$4,563,827	\$2,056,374	\$4,658,757	\$4,891,027
Fire	\$1,376,055	\$1,359,593	\$1,411,182	\$1,433,512	\$612,553	\$1,513,278	\$1,654,222
Building Inspection	\$349,805	\$387,111	\$347,419	\$363,201	\$171,089	\$370,632	\$390,602
Total Public Safety	\$6,225,265	\$6,237,359	\$6,227,602	\$6,360,540	\$2,840,016	\$6,542,667	\$6,935,851
Public Works:							
Engineering	\$762,715	\$768,521	\$914,644	\$914,644	\$313,953	\$841,940	\$898,182
Street Maintenance	\$2,252,684	\$2,233,104	\$2,445,156	\$2,445,156	\$1,014,420	\$2,698,468	\$2,798,965
Airport	\$428,815	\$473,864	\$390,934	\$479,201	\$161,505	\$433,218	\$432,899
	\$3,444,214	\$3,475,489	\$3,750,734	\$3,839,001	\$1,489,878	\$3,973,626	\$4,130,046

CITY OF OWATONNA  
2017 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2014 ACTUAL	2014 BUDGET	2015 ACTUAL	2015 BUDGET	06/30/16 YTD ACTUAL	2016 BUDGET	2017 BUDGET
Culture & Recreation:							
Library	\$1,152,685	\$1,128,976	\$1,228,025	\$1,198,977	\$607,093	\$1,225,576	\$1,252,386
Park & Rec Administration	\$285,096	\$234,247	\$260,144	\$194,056	\$136,937	\$224,649	\$296,565
Park Maintenance	\$1,168,832	\$1,128,206	\$1,212,049	\$1,169,669	\$610,259	\$1,206,679	\$1,260,502
Adult Recreation	\$78,664	\$86,671	\$85,262	\$93,373	\$35,109	\$97,095	\$88,288
Youth Recreation	\$247,566	\$273,200	\$296,780	\$310,007	\$140,724	\$295,510	\$294,425
Tennis & Fitness Center	\$269,252	\$263,605	\$270,184	\$261,830	\$132,405	\$270,408	\$244,488
Senior Center	\$75,069	\$121,465	\$128,352	\$124,757	\$53,681	\$119,896	\$133,997
Aquatic Center					\$43,062	\$210,121	\$229,986
Brooktree Golf Course	\$519,766	\$530,422	\$573,705	\$548,524	\$246,020	\$579,094	\$641,048
Total Culture & Recreation	\$3,796,930	\$3,766,792	\$4,054,501	\$3,901,193	\$2,005,290	\$4,229,028	\$4,441,685
Housing & Economic Development							
Planning & Zoning	\$141,644	\$140,033	\$222,478	\$242,151	\$121,025	\$251,579	\$279,347
Total General Fund Expenditures	\$16,435,571	\$16,696,958	\$16,817,676	\$16,973,320	\$8,037,737	\$17,892,060	\$18,636,555

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

FUND 100: GENERAL FUND  
DEPT 010: MAYOR & COUNCIL

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Tax Levies	7,928,933	7,821,249	8,289,370	8,187,598	4,136,125	8,723,000	9,303,026
	Other Taxes	342,607	311,500	339,323	322,500	159,923	328,500	342,500
	Licenses & Permits	76,401	76,300	72,710	75,575	71,580	79,405	80,155
	Intergovernmental Revenue	3,995,218	3,957,837	4,074,959	4,074,745	2,044,470	4,110,917	4,125,573
	Charges for Services	7,652	0	3	0	107	0	0
	Fines & Forfeits	1,000	0	700	500	2,200	500	500
	<b>Total Revenues</b>	<b>12,351,811</b>	<b>12,166,886</b>	<b>12,777,065</b>	<b>12,660,918</b>	<b>6,414,405</b>	<b>13,242,322</b>	<b>13,851,754</b>
	PT/Seasonal Wages	61,200	61,200	67,800	67,800	33,900	67,800	67,800
	Benefits	4,859	5,326	5,512	5,398	2,759	5,425	5,560
	<b>PERSONAL SERVICES</b>	<b>66,059</b>	<b>66,526</b>	<b>73,312</b>	<b>73,198</b>	<b>36,659</b>	<b>73,225</b>	<b>73,360</b>
	Supplies	209	700	531	700	590	700	700
	<b>SUPPLIES</b>	<b>209</b>	<b>700</b>	<b>531</b>	<b>700</b>	<b>590</b>	<b>700</b>	<b>700</b>
	Professional Services	21,819	40,000	7,915	4,000	830	4,000	4,000
	Communication	360	360	401	360	214	360	410
	Vehicle, Travel & Training	10,540	6,000	12,271	7,000	5,690	8,000	11,000
	Advertising & Promotion	14,065	15,000	14,285	15,000	5,023	15,000	15,000
	Memberships & Subscriptions	66,820	65,000	70,066	70,000	46,251	68,000	72,000
	Insurance	9,628	101,665	61,568	102,100	30,947	51,770	51,695
	Other Services & Charges	16,246	199,627	30,848	134,574	12,321	51,866	74,366
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>139,478</b>	<b>427,652</b>	<b>197,354</b>	<b>333,034</b>	<b>101,276</b>	<b>198,996</b>	<b>228,471</b>
	TRANSFERS OUT	484,000	484,000	0	0	200,000	0	0
	<b>Total Expenditures</b>	<b>689,746</b>	<b>978,878</b>	<b>271,197</b>	<b>406,932</b>	<b>338,525</b>	<b>272,921</b>	<b>302,531</b>
	Net Revenue	11,662,065	11,188,008	12,505,868	12,253,986	6,075,880	12,969,401	13,549,223
	<b>Total for DEPT 010: MAYOR &amp; COUNCIL</b>	<b>11,662,065</b>	<b>11,188,008</b>	<b>12,505,868</b>	<b>12,253,986</b>	<b>6,075,880</b>	<b>12,969,401</b>	<b>13,549,223</b>

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

DEPT 010: MAYOR & COUNCIL

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Mayor	1	1	Other Taxes	
Council President	1	1	Cable Franchise	\$325,000
Council Vice President	1	1	Other Franchise	17,500
Council Member	5	5		
	8	8	Intergovernmental Revenue	
			Local Government Aid (LGA) (\$14,656 increase from 2016)	4,103,651
			PERA Aid	21,922
			Advertising & Promotion	
			Legal publications	12,000
			Memberships & Subscriptions	
			CGMC Membership Dues	41,000
			LMC Membership Dues	22,500
			Highway 14 Partnership	8,500
			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

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

DEPT 051: ADMINISTRATIVE SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	20,000	29,120	7,089	9,000	0	22,000	8,000
	Charges for Services	60,329	40,000	8,079	7,000	7,234	10,750	10,750
	Interest on Investments	195,742	75,000	72,448	75,000	52,805	90,000	90,000
	Transfers	33,634	42,000	49,122	57,000	13,500	51,000	59,500
	<b>Total Revenues</b>	<b>309,705</b>	<b>186,120</b>	<b>136,738</b>	<b>148,000</b>	<b>73,539</b>	<b>173,750</b>	<b>168,250</b>
	FT Wages	536,896	529,969	588,722	592,345	281,626	635,893	744,037
	PT/Seasonal Wages	26,197	26,500	18,641	17,907	10,590	50,202	43,038
	OT/Holiday/Other	890	1,000	299	1,000	371	1,000	3,000
	Benefits	193,183	194,821	215,068	233,749	113,583	231,335	274,810
	<b>PERSONAL SERVICES</b>	<b>757,166</b>	<b>752,290</b>	<b>822,730</b>	<b>845,001</b>	<b>406,170</b>	<b>918,430</b>	<b>1,064,885</b>
	Supplies	10,803	11,400	10,742	9,500	6,144	12,250	11,000
	Repair Supplies	0	0	0	0	0	0	1,000
	Small Tools & Equipment	6,039	3,250	5,719	3,250	18,435	55,250	57,750
	<b>SUPPLIES</b>	<b>16,842</b>	<b>14,650</b>	<b>16,461</b>	<b>12,750</b>	<b>24,579</b>	<b>67,500</b>	<b>69,750</b>
	Professional Services	89,469	89,170	46,529	56,000	30,245	58,000	55,000
	Communication	21,110	18,950	18,290	20,950	6,856	20,950	14,950
	Transportation (VRF)	0	0	0	0	0	0	3,360
	Vehicle, Travel & Training	20,237	22,700	24,865	25,150	10,289	25,650	26,460
	Advertising & Promotion	457	200	255	200	316	550	200
	Printing	365	1,000	402	1,500	41	1,500	500
	Memberships & Subscriptions	2,445	2,500	2,669	2,500	1,782	2,500	3,250
	Insurance	9,435	9,435	11,900	11,900	5,015	10,030	9,605
	Repairs	90,675	90,400	96,424	97,900	100,648	115,200	121,250
	Other Services & Charges	52,307	60,500	71,160	60,500	22,464	49,500	48,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>286,500</b>	<b>294,855</b>	<b>272,494</b>	<b>276,600</b>	<b>177,656</b>	<b>283,880</b>	<b>282,575</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>35,289</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>1,060,508</b>	<b>1,061,795</b>	<b>1,146,974</b>	<b>1,134,351</b>	<b>608,405</b>	<b>1,269,810</b>	<b>1,417,210</b>
	<b>Net Revenue</b>	<b>-750,803</b>	<b>-875,675</b>	<b>-1,010,236</b>	<b>-986,351</b>	<b>-534,866</b>	<b>-1,096,060</b>	<b>-1,248,960</b>
	<b>Total for DEPT 051: ADMINISTRATIVE SERVICES</b>	<b>-750,803</b>	<b>-875,675</b>	<b>-1,010,236</b>	<b>-986,351</b>	<b>-534,866</b>	<b>-1,096,060</b>	<b>-1,248,960</b>

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

DEPT 051: ADMINISTRATIVE SERVICES

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
City Administrator/City Clerk	1.00	1.00	Intergovernmental Revenue	
Sr. Director - Finance	1.00	1.00	Reimbursement from School district for election costs	\$8,000
Accounting Analyst	0.00	1.00	Transfers	
Accounting Specialist	1.00	0.00	Reimbursement from EDA for accounting services	\$12,000
Accounting Technician	1.00	1.00	Reimbursement from HRA for accounting services	15,000
Administrative Specialist	1.00	1.00	Administration charged on capital projects (1%)	32,500
Director - Human Resources	1.00	1.00	Small Tools & Equipment	
Director - IT	0.75	1.00	Computers & supplies	\$54,500
IT Systems Administrator	0.75	1.00	Professional Services	
IT Systems Administrator	0.75	1.00	Legal/HR & Other Consulting Services	20,000
	8.25	9.00	Audit	29,000
Permanent PT:			LEAN Coordinator	4,000
Admin Technician - HR - PT (50%)	0.50	0.50	Repairs	
Accounting Clerk - PT (50%)	0.00	0.50	Computer Hardware/Software Maintenance Contracts, Licenses	121,000
Other Seasonal Help:			Other Services & Charges	
Election Judges	70.00	0.00	Computer system training	2,500
Other			Computer/Phone system services, and contracts	35,000

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

DEPT 060: CITY ATTORNEYS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Benefits	5,221	6,479	5,269	6,616	2,635	6,511	6,539
	PERSONAL SERVICES	5,221	6,479	5,269	6,616	2,635	6,511	6,539
	Supplies	0	325	1,469	350	0	0	1,500
	SUPPLIES	0	325	1,469	350	0	0	1,500
	Professional Services	213,163	231,578	209,881	223,810	118,247	234,310	233,810
	Communication	299	800	286	800	26	600	0
	Vehicle, Travel & Training	0	400	0	400	0	0	0
	Memberships & Subscriptions	3,004	2,800	3,498	2,800	1,369	3,200	3,500
	OTHER SERVICES & CHARGES	216,466	235,578	213,665	227,810	119,642	238,110	237,310
	Total Expenditures	221,687	242,382	220,403	234,776	122,277	244,621	245,349
	Net Revenue	-221,687	-242,382	-220,403	-234,776	-122,277	-244,621	-245,349
	Total for DEPT 060: CITY ATTORNEYS	-221,687	-242,382	-220,403	-234,776	-122,277	-244,621	-245,349

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

DEPT 060: CITY ATTORNEYS

<b>Personnel</b>			<b>Items of Significance</b>	
<u>Position</u>	<u>2016</u>	<u>2017</u>		
	(None)		Professional Services	
			Prosecuting Attorney	\$127,810
			City Attorney	96,000
			Legal Fees - Other	10,000

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	50	0	13,137	0	0	0	0
	Miscellaneous	81,615	80,000	78,397	80,000	39,797	80,000	80,000
	Total Revenues	81,665	80,000	91,534	80,000	39,797	80,000	80,000
	FT Wages	419,740	409,606	429,642	423,438	187,264	443,438	359,846
	PT/Seasonal Wages	50,931	45,229	49,699	47,990	21,132	49,989	86,069
	OT/Holiday/Other	13,571	10,500	49,510	10,500	18,035	13,500	25,500
	Benefits	167,177	171,307	184,023	177,560	94,440	196,241	170,271
	PERSONAL SERVICES	651,419	636,642	712,874	659,488	320,871	703,168	641,686
	Supplies	29,408	29,300	25,348	31,200	11,548	34,100	28,400
	Repair Supplies	84,197	43,900	40,540	45,900	12,516	54,900	49,900
	Small Tools & Equipment	6,485	15,150	17,586	15,150	5,692	14,250	12,450
	SUPPLIES	120,090	88,350	83,474	92,250	29,756	103,250	90,750
	Professional Services	212	400	709	400	0	400	50,400
	Communication	11,774	17,100	12,299	17,100	8,105	13,800	13,800
	Transportation (VRF)	18,600	18,600	24,800	24,800	15,000	30,000	31,200
	Vehicle, Travel & Training	1,298	2,488	559	2,488	35	2,000	2,000
	Advertising & Promotion	291	200	1,079	200	238	200	200
	Memberships & Subscriptions	118	50	172	50	105	200	200
	Insurance	14,200	14,200	19,400	19,400	10,413	18,600	16,500
	Licenses & Inspections	395	2,900	2,721	2,900	1,437	3,000	3,000
	Repairs	26,954	27,000	43,837	27,000	12,530	29,000	28,000
	Rents/Leases	1,079	1,300	1,429	1,300	625	1,300	1,300
	Other Services & Charges	9,147	6,000	7,579	7,000	1,724	7,000	5,500
	OTHER SERVICES & CHARGES	84,068	90,238	114,584	102,638	50,212	105,500	152,100
	CAPITAL OUTLAY	0	0	12,855	0	0	0	0
	Total Expenditures	855,577	815,230	923,787	854,376	400,839	911,918	884,536
	Net Revenue	-773,912	-735,230	-832,253	-774,376	-361,042	-831,918	-804,536
	MAINTENANCE	-773,912	-735,230	-832,253	-774,376	-361,042	-831,918	-804,536

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Facilities Manager	1.00	1.00	Miscellaneous	
Facilities Specialist	5.00	3.00	Rental Income	\$80,000
Facilities Technician	0.00	1.00	Professional Services	
Custodian	2.00	2.00	Contract electrical work	45,000
	<u>8.00</u>	<u>7.00</u>	Dept of corrections workforce	5,000
Permanent PT:				
Maintenance Worker (1 @ 70%)	0.70	0.70	Communication	
Custodian (2 @ 70%)	1.40	1.40	Alarm Services	10,000
Seasonal:				
Maintenance	1.00	1.00	Transportation (VRF)	
			Includes partial funding for 6 pickup trucks and 1 boom truck	31,200

\* FT wages includes allocations to/from other departments

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

DEPT 110: POLICE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	682,869	728,374	741,096	759,013	191,736	686,964	743,771
	Charges for Services	45,836	25,600	39,942	24,600	6,183	28,900	40,140
	Fines & Forfeits	159,882	162,550	144,442	161,400	79,308	191,000	142,400
	Miscellaneous	19,511	15,698	14,891	12,346	0	14,900	14,891
	Total Revenues	908,098	932,222	940,371	957,359	277,227	921,764	941,202
	FT Wages	2,311,330	2,344,162	2,336,956	2,399,973	1,096,127	2,591,399	2,672,691
	PT/Seasonal Wages	58,896	64,606	78,743	93,980	46,791	99,087	111,321
	OT/Holiday/Other	267,643	201,335	322,062	229,485	84,499	235,685	268,685
	Benefits	906,396	990,752	946,534	1,013,189	463,567	993,246	1,066,015
	PERSONAL SERVICES	3,544,265	3,600,855	3,684,295	3,736,627	1,690,984	3,919,417	4,118,712
	Supplies	184,951	123,200	91,149	116,100	42,212	115,300	82,600
	Repair Supplies	31,099	27,800	46,696	34,900	35,883	34,900	34,900
	Small Tools & Equipment	40,312	25,000	37,042	25,000	16,347	20,500	20,500
	SUPPLIES	256,362	176,000	174,887	176,000	94,442	170,700	138,000
	Professional Services	13,216	12,800	12,993	13,800	7,275	13,800	23,065
	Communication	16,835	19,600	19,018	19,600	2,532	19,600	20,700
	Transportation (VRF)	66,000	66,000	88,700	88,700	55,830	111,600	105,000
	Vehicle, Travel & Training	36,056	38,500	45,905	38,500	24,491	38,500	38,500
	Memberships & Subscriptions	9,080	5,700	5,345	5,700	2,105	5,700	5,700
	Insurance	60,300	60,300	54,000	54,000	25,800	51,600	49,200
	Licenses & Inspections	832	0	333	0	385	0	350
	Repairs	41,016	37,500	41,364	41,500	8,969	3,500	3,500
	Other Services & Charges	375,443	393,400	342,161	389,400	143,561	390,300	388,300
	OTHER SERVICES & CHARGES	618,778	633,800	609,819	651,200	270,948	634,600	634,315
	TRANSFERS OUT	80,000	80,000	0	0	0	0	0
	Total Expenditures	4,499,405	4,490,655	4,469,001	4,563,827	2,056,374	4,724,717	4,891,027
	Net Revenue	-3,591,307	-3,558,433	-3,528,630	-3,606,468	-1,779,147	-3,802,953	-3,949,825
	Total for DEPT 110: POLICE	-3,591,307	-3,558,433	-3,528,630	-3,606,468	-1,779,147	-3,802,953	-3,949,825

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

DEPT 110: POLICE

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Senior Director - Police Dept	1.00	1.00	Intergovernmental Revenue	
Captain	2.00	2.00	State - auto insurance premium tax	\$258,510
Administrative Technician	1.00	1.00	State - police training aid	11,000
Evidence Technician	1.00	1.00	Federal SCDIU grant	153,000
Administrative Technician - Patrol	1.00	1.00	School district reimbursement for SRO officer	146,125
Sergeant	6.00	6.00	School district reimbursement for 3 CSOs	160,631
Sergeant - Investigation	1.00	1.00	Fines & Forfeits	
Patrol	19.00	20.00	Court Collected Fines	95,000
Patrol - Investigation	6.00	5.00	Parking Fines	54,000
CSO	2.00	2.00	Transportation (VRF)	
	<u>40.00</u>	<u>40.00</u>	Includes partial funding for 14 marked squads, 8 unmarked and 1 parking enforcement vehicle	97,103
Permanent PT: CSO (4 @ 70%)	2.80	2.80	Other Services & Charges	
			Federal SCDIU pass-thru grant	153,000
			Reimbursement to Steele Co for LEC costs	228,000

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

DEPT 120: FIRE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	14,732	10,100	10,527	10,000	4,637	13,000	13,000
	Intergovernmental Revenue	159,188	150,000	176,368	150,000	3,071	151,200	151,200
	Charges for Services	125,888	112,250	133,119	122,250	64,133	127,250	127,250
	Miscellaneous	650	0	2,286	0	14	0	0
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	<b>Total Revenues</b>	<b>322,458</b>	<b>294,350</b>	<b>344,300</b>	<b>304,250</b>	<b>82,875</b>	<b>313,450</b>	<b>313,450</b>
	FT Wages	587,352	570,292	592,467	580,488	274,485	626,162	648,133
	PT/Seasonal Wages	62,837	76,078	69,195	76,078	35,868	76,078	74,426
	OT/Holiday/Other	100,071	80,792	74,946	80,792	26,065	83,830	81,000
	Benefits	382,259	384,378	430,612	408,632	119,321	409,377	471,142
	<b>PERSONAL SERVICES</b>	<b>1,132,519</b>	<b>1,111,540</b>	<b>1,167,220</b>	<b>1,145,990</b>	<b>455,739</b>	<b>1,195,447</b>	<b>1,274,701</b>
	Supplies	20,058	27,930	20,888	34,772	6,568	31,068	32,368
	Repair Supplies	15,393	16,714	14,616	16,714	5,692	16,753	16,753
	Small Tools & Equipment	47,570	51,161	30,243	38,641	35,124	59,847	96,847
	<b>SUPPLIES</b>	<b>83,021</b>	<b>95,805</b>	<b>65,747</b>	<b>90,127</b>	<b>47,384</b>	<b>107,668</b>	<b>145,968</b>
	Professional Services	19,753	30,374	17,749	32,594	10,875	31,800	24,900
	Communication	9,337	10,158	9,766	10,080	4,211	10,440	10,440
	Transportation (VRF)	70,700	70,700	99,000	99,000	67,500	135,000	140,000
	Vehicle, Travel & Training	12,116	14,765	12,956	14,765	8,801	15,057	15,057
	Advertising & Promotion	1,783	650	847	2,100	0	2,100	2,100
	Memberships & Subscriptions	2,715	2,934	2,324	2,949	2,147	2,949	2,949
	Insurance	10,800	10,800	11,000	11,000	5,500	11,000	9,100
	Licenses & Inspections	715	750	725	750	0	750	750
	Repairs	29,025	15,877	16,966	16,257	8,390	16,257	16,257
	Other Services & Charges	3,571	7,240	6,882	7,900	912	6,900	12,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>160,515</b>	<b>164,248</b>	<b>178,215</b>	<b>197,395</b>	<b>108,336</b>	<b>232,253</b>	<b>233,553</b>
	<b>Total Expenditures</b>	<b>1,376,055</b>	<b>1,371,593</b>	<b>1,411,182</b>	<b>1,433,512</b>	<b>611,459</b>	<b>1,535,368</b>	<b>1,654,222</b>
	<b>Net Revenue</b>	<b>-1,053,597</b>	<b>-1,077,243</b>	<b>-1,066,882</b>	<b>-1,129,262</b>	<b>-528,584</b>	<b>-1,221,918</b>	<b>-1,340,772</b>
	<b>Total for DEPT 120: FIRE</b>	<b>-1,053,597</b>	<b>-1,077,243</b>	<b>-1,066,882</b>	<b>-1,129,262</b>	<b>-528,584</b>	<b>-1,221,918</b>	<b>-1,340,772</b>

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

DEPT 120: FIRE

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Sr. Director - Fire Dept	1.00	1.00	Intergovernmental Revenue	
Administrative Technician	1.00	1.00	State - auto insurance premium tax	\$150,000
Firefighter - Commander	4.00	4.00	Charges for Services	
Firefighter - Equipment Operator	4.00	4.00	Rural Fire Assn Reimbursement	103,000
	10.00	10.00	Rental inspections	22,000
Other PT:			Transfers	
On-call Firefighters	22.00	22.00	HRA Section 8 rental housing inspections	22,000
Resident firefighters	5.00	5.00	Benefits (Personal Services)	
Weed/Nuisance Assistant	1.00	1.00	Pass-thru of State Tax to Relief Assn	150,000
			Small Tools and Equipment	
			Protective Equipment - Turn out gear	63,000
			Transportation (VRF)	
			Includes partial funding for 3 fire engines, 1 aerial truck, 1 command vehicle, and 3 pickups	140,000

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

DEPT 140: BUILDING INSPECTION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	245,514	221,000	206,001	221,000	111,730	244,000	256,000
	Charges for Services	70,686	66,300	73,272	66,300	72,110	72,300	80,400
	<b>Total Revenues</b>	<b>316,200</b>	<b>287,300</b>	<b>279,273</b>	<b>287,300</b>	<b>183,840</b>	<b>316,300</b>	<b>336,400</b>
	FT Wages	213,038	245,385	224,350	205,488	104,266	219,429	279,869
	PT/Seasonal Wages	0	0	13,123	32,894	13,665	34,819	0
	OT/Holiday/Other	2,808	2,830	2,852	2,897	2,619	2,966	3,135
	Benefits	85,664	108,296	80,754	92,472	37,305	93,298	83,398
	<b>PERSONAL SERVICES</b>	<b>301,510</b>	<b>356,511</b>	<b>321,079</b>	<b>333,751</b>	<b>157,855</b>	<b>350,512</b>	<b>366,402</b>
	Supplies	7,479	7,400	7,769	7,400	3,987	7,400	6,000
	Repair Supplies	357	900	0	900	0	900	0
	Small Tools & Equipment	27,436	5,550	4,460	2,800	664	2,800	1,950
	<b>SUPPLIES</b>	<b>35,272</b>	<b>13,850</b>	<b>12,229</b>	<b>11,100</b>	<b>4,651</b>	<b>11,100</b>	<b>7,950</b>
	Professional Services	999	0	1,666	0	0	0	0
	Communication	1,442	1,600	1,978	2,200	961	2,200	2,900
	Transportation (VRF)	4,200	4,200	5,600	5,600	2,400	4,800	4,800
	Vehicle, Travel & Training	1,945	2,200	1,428	2,200	1,809	2,300	2,800
	Memberships & Subscriptions	960	1,800	635	1,800	120	1,800	1,000
	Insurance	2,400	2,400	2,000	2,000	950	1,900	1,500
	Licenses & Inspections	119	350	330	350	32	350	350
	Repairs	958	4,200	474	4,200	2,311	2,900	2,900
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>13,023</b>	<b>16,750</b>	<b>14,111</b>	<b>18,350</b>	<b>8,583</b>	<b>16,250</b>	<b>16,250</b>
	<b>Total Expenditures</b>	<b>349,805</b>	<b>387,111</b>	<b>347,419</b>	<b>363,201</b>	<b>171,089</b>	<b>377,862</b>	<b>390,602</b>
	<b>Net Revenue</b>	<b>-33,605</b>	<b>-99,811</b>	<b>-68,146</b>	<b>-75,901</b>	<b>12,751</b>	<b>-61,562</b>	<b>-54,202</b>
	<b>Total for DEPT 140: BUILDING INSPECTION</b>	<b>-33,605</b>	<b>-99,811</b>	<b>-68,146</b>	<b>-75,901</b>	<b>12,751</b>	<b>-61,562</b>	<b>-54,202</b>

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

DEPT 140: BUILDING INSPECTION

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Building Official	1.00	1.00	Licenses & Permits	
Plans Examiner	1.00	1.00	Building Permits	\$255,000
Building Inspector	0.00	1.00	Charges for Services	
Administrative Technician	1.00	1.00	Plan checking fees	80,000
	<u>3.00</u>	<u>4.00</u>		
Permanent PT:			Transportation (VRF)	
Building Inspector	0.70	0.00	Includes funding for 2 pickups/vehicles	4,800

\* FT wages includes allocations from other departments

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

DEPT 211: ENGINEERING

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	1,528	1,500	1,897	500	320	8,500	6,000
	Intergovernmental Revenue	1,882	0	0	0	0	0	0
	Charges for Services	70,427	251,000	261,898	301,500	2,192	241,500	326,000
	Transfers	350,000	350,000	350,000	350,000	220,010	440,000	460,000
	<b>Total Revenues</b>	<b>423,837</b>	<b>602,500</b>	<b>613,795</b>	<b>652,000</b>	<b>222,522</b>	<b>690,000</b>	<b>792,000</b>
	FT Wages	402,887	356,580	420,558	394,476	195,356	424,839	444,223
	PT/Seasonal Wages	6,160	5,000	11,370	14,000	2,298	12,500	12,500
	OT/Holiday/Other	2,367	3,000	4,378	3,000	475	3,000	3,000
	Benefits	111,320	129,381	117,287	115,058	56,843	118,561	107,529
	<b>PERSONAL SERVICES</b>	<b>522,734</b>	<b>493,961</b>	<b>553,593</b>	<b>526,534</b>	<b>254,972</b>	<b>558,900</b>	<b>567,252</b>
	Supplies	10,609	10,500	12,889	10,500	5,081	11,250	11,250
	Repair Supplies	2,674	4,000	2,048	4,250	826	4,500	4,500
	Small Tools & Equipment	3,676	9,700	9,208	6,200	1,799	5,900	5,900
	<b>SUPPLIES</b>	<b>16,959</b>	<b>24,200</b>	<b>24,145</b>	<b>20,950</b>	<b>7,706</b>	<b>21,650</b>	<b>21,650</b>
	Professional Services	10,005	3,700	0	2,700	278	2,700	37,700
	Communication	4,005	3,710	4,389	2,960	2,520	3,450	5,250
	Transportation (VRF)	13,750	13,750	18,300	18,300	10,570	21,100	21,000
	Vehicle, Travel & Training	3,729	9,500	2,951	6,000	2,559	6,000	6,000
	Advertising & Promotion	87	600	616	600	699	600	600
	Memberships & Subscriptions	1,345	1,500	1,705	1,500	775	1,500	1,500
	Insurance	3,600	3,600	3,100	3,100	1,650	3,300	2,700
	Licenses & Inspections	242	1,500	1,020	1,500	259	750	750
	Repairs	185,709	202,000	284,417	316,500	18,459	214,500	214,500
	Other Services & Charges	550	10,500	10,658	14,000	13,959	12,500	13,780
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>223,022</b>	<b>250,360</b>	<b>327,156</b>	<b>367,160</b>	<b>51,728</b>	<b>266,400</b>	<b>303,780</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	<b>5,500</b>
	<b>Total Expenditures</b>	<b>762,715</b>	<b>768,521</b>	<b>904,894</b>	<b>914,644</b>	<b>314,406</b>	<b>852,450</b>	<b>898,182</b>
	Net Revenue	-338,878	-166,021	-291,099	-262,644	-91,884	-162,450	-106,182
	<b>Total for DEPT 211: ENGINEERING</b>	<b>-338,878</b>	<b>-166,021</b>	<b>-291,099</b>	<b>-262,644</b>	<b>-91,884</b>	<b>-162,450</b>	<b>-106,182</b>

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

DEPT 211: ENGINEERING

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Sr. Director - Public Works	1.00	1.00	Charges for Services	
Asst City Engineer	1.00	1.00	Engineering charged on capital projects (10%)	\$325,000
Administrative Asst - Public Works	1.00	1.00	Transfers	
Civil Engineer	1.00	1.00	Annual allocation from the WWTP for administration	460,000
Engineering Specialist	1.00	1.00	Professional Services	
Engineering Technician	2.00	2.00	Oak Hoffman Cedar Corridor Study	35,000
	<u>7.00</u>	<u>7.00</u>		
Other Seasonal Help:			Repairs	
Engineering Intern			Repair service - sidewalks	15,000
PT locator			Repair service - curbs	12,000
			Repair service - bituminous	160,000
			Repair service - concrete	15,000
			Repair service - retaining walls	10,000
			Transportation (VRF)	
			Includes funding for 6 pickups/vehicles	21,000
			Other Services & Charges	
			Autocad annual fees	13,780
			Capital Outlay	
			Office renovations related to IT relocation	5,500

\* FT wages are allocated to other departments

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

DEPT 212: STREET MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	10,406	500	1,160	0	200	7,500	2,500
	Intergovernmental Revenue	113,605	99,500	101,684	86,500	34,110	81,000	155,500
	Charges for Services	5,719	2,250	4,829	900	3,333	2,500	2,000
	Miscellaneous	112	0	2,514	0	0	0	0
	Transfers	15,000	15,000	15,000	15,000	25,010	50,000	50,000
	<b>Total Revenues</b>	<b>144,842</b>	<b>117,250</b>	<b>125,187</b>	<b>102,400</b>	<b>62,653</b>	<b>141,000</b>	<b>210,000</b>
	FT Wages	868,177	902,253	921,975	932,801	414,046	977,094	1,037,848
	PT/Seasonal Wages	51,649	8,000	9,194	8,000	1,248	8,000	8,000
	OT/Holiday/Other	85,459	52,771	34,852	49,333	13,835	49,347	37,659
	Benefits	398,713	453,794	429,766	454,322	208,114	449,327	486,383
	<b>PERSONAL SERVICES</b>	<b>1,403,998</b>	<b>1,416,818</b>	<b>1,395,787</b>	<b>1,444,456</b>	<b>637,243</b>	<b>1,483,768</b>	<b>1,569,890</b>
	Supplies	419,457	395,336	462,116	491,300	107,678	375,400	371,050
	Repair Supplies	93,148	98,200	105,367	91,000	52,967	127,200	127,200
	Small Tools & Equipment	9,238	13,400	17,351	14,600	11,623	14,700	15,000
	Other Supplies	0	0	0	0	0	124,000	104,000
	<b>SUPPLIES</b>	<b>521,843</b>	<b>506,936</b>	<b>584,834</b>	<b>596,900</b>	<b>172,268</b>	<b>641,300</b>	<b>617,250</b>
	Professional Services	85	3,200	846	3,200	0	200	200
	Communication	4,298	4,750	4,586	4,750	2,207	5,750	5,800
	Transportation (VRF)	175,000	175,000	236,600	236,600	162,090	324,000	336,000
	Vehicle, Travel & Training	4,211	5,100	2,766	4,100	920	4,100	4,500
	Advertising & Promotion	1,627	0	167	250	0	250	250
	Memberships & Subscriptions	15	1,050	66	1,000	622	700	700
	Insurance	36,600	36,600	34,000	34,000	13,152	26,300	26,900
	Licenses & Inspections	2,020	2,600	3,619	2,600	2,553	2,800	2,800
	Utilities	81	150	79	150	29	150	150
	Repairs	43,781	41,400	39,192	36,900	12,928	166,000	166,400
	Rents/Leases	38,911	33,000	80,905	74,000	9,065	64,000	64,000
	Other Services & Charges	6,619	6,500	6,594	6,250	235	3,750	4,125
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>313,248</b>	<b>309,350</b>	<b>409,420</b>	<b>403,800</b>	<b>203,801</b>	<b>598,000</b>	<b>611,825</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>28,713</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>2,239,089</b>	<b>2,233,104</b>	<b>2,418,754</b>	<b>2,445,156</b>	<b>1,013,312</b>	<b>2,723,068</b>	<b>2,798,965</b>
	<b>Net Revenue</b>	<b>-2,094,247</b>	<b>-2,115,854</b>	<b>-2,293,567</b>	<b>-2,342,756</b>	<b>-950,659</b>	<b>-2,582,068</b>	<b>-2,588,965</b>
	<b>Total for DEPT 212: STREET MAINTENANCE</b>	<b>-2,094,247</b>	<b>-2,115,854</b>	<b>-2,293,567</b>	<b>-2,342,756</b>	<b>-950,659</b>	<b>-2,582,068</b>	<b>-2,588,965</b>

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

DEPT 212: STREET MAINTENANCE

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Maintenance Manager	1.00	1.00	Intergovernmental Revenue	
Maintenance Foreman	1.00	1.00	State - MSA Maintenance	\$125,500
Sr. Maintenance Worker - Lead	2.00	2.00	County - Maintenance	30,000
Sr. Maintenance Worker - Nights	2.00	2.00	Transfers	
Sr. Maintenance Worker	8.00	8.00	Allocation from the Storm Water fund for street sweeping costs	50,000
Equip Maint Tech Specialist	3.00	3.00	Supplies	
	<u>17.00</u>	<u>17.00</u>	Motor Fuels & Lubricants	128,600
Seasonal:			Sand	4,500
Street Dept Assistants	2.00	2.00	Chloride	45,000
			Traffic signs and paint	28,000
			Bituminous Mix	130,000
			Crushed Rock	7,500
			Repair Supplies	
			Vehicles & Equipment	98,000
			Signals	10,000
			Other Supplies	
			Repair service - crack filler	104,000
			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	336,000
			Repairs	
			Vehicles & Equipment	25,200
			Signals	2,100
			Pavement Marking	9,000
			Crack Filling	124,000
			Rents/Leases	
			Annual asphalt zipper lease payment	25,000

\* FT wages includes allocations from other departments

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

DEPT 380: AIRPORT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	56,686	45,648	84,701	50,035	20,967	68,987	68,987
	Charges for Services	179,126	232,725	161,109	233,050	51,418	180,050	170,050
	Miscellaneous	166,092	140,000	144,413	140,000	83,373	140,000	135,000
	<b>Total Revenues</b>	<b>401,904</b>	<b>418,373</b>	<b>390,223</b>	<b>423,085</b>	<b>155,758</b>	<b>389,037</b>	<b>374,037</b>
	FT Wages	69,488	68,326	71,443	70,383	32,842	74,734	79,042
	PT/Seasonal Wages	11,185	11,105	15,810	13,500	5,668	13,500	21,129
	OT/Holiday/Other	229	0	64	0	0	0	0
	Benefits	30,854	31,854	33,450	33,403	15,920	34,009	37,513
	<b>PERSONAL SERVICES</b>	<b>111,756</b>	<b>111,285</b>	<b>120,767</b>	<b>117,286</b>	<b>54,430</b>	<b>122,243</b>	<b>137,684</b>
	Supplies	155,124	203,058	125,463	200,875	33,697	152,900	136,825
	Repair Supplies	19,320	13,100	8,848	13,100	3,726	13,100	12,400
	Small Tools & Equipment	180	2,475	3,966	1,575	1,977	1,650	1,650
	Concession Supplies	180	0	0	0	0	0	0
	<b>SUPPLIES</b>	<b>174,804</b>	<b>218,633</b>	<b>138,277</b>	<b>215,550</b>	<b>39,400</b>	<b>167,650</b>	<b>150,875</b>
	Professional Services	16,800	16,800	15,754	16,800	6,569	16,800	18,000
	Communication	7,050	8,850	6,624	8,650	3,040	7,850	8,200
	Transportation (VRF)	12,250	12,250	16,300	16,300	6,150	12,300	14,400
	Vehicle, Travel & Training	1,595	3,340	1,670	2,840	961	3,340	2,840
	Advertising & Promotion	3,542	5,500	3,939	4,000	910	4,500	4,500
	Memberships & Subscriptions	444	425	675	425	425	700	700
	Insurance	23,600	23,600	23,700	23,700	11,050	22,100	19,700
	Licenses & Inspections	440	2,625	448	1,625	94	1,700	1,000
	Utilities	38,708	36,881	31,857	38,150	13,335	40,650	37,250
	Repairs	20,559	15,275	11,875	15,475	3,608	17,225	16,250
	Other Services & Charges	17,267	18,400	19,043	18,400	21,533	18,400	21,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>142,255</b>	<b>143,946</b>	<b>131,885</b>	<b>146,365</b>	<b>67,675</b>	<b>145,565</b>	<b>144,340</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>428,815</b>	<b>473,864</b>	<b>390,934</b>	<b>479,201</b>	<b>161,505</b>	<b>435,458</b>	<b>432,899</b>
	<b>Net Revenue</b>	<b>-26,911</b>	<b>-55,491</b>	<b>-711</b>	<b>-56,116</b>	<b>-5,747</b>	<b>-46,421</b>	<b>-58,862</b>
	<b>Total for DEPT 380: AIRPORT</b>	<b>-26,911</b>	<b>-55,491</b>	<b>-711</b>	<b>-56,116</b>	<b>-5,747</b>	<b>-46,421</b>	<b>-58,862</b>

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

DEPT 380: AIRPORT

Personnel			Items of Significance	
Position	2016	2017		
Airport Manager	1.00	1.00		
	1.00	1.00	*	
Perm PT:				
Airport Assistant (50% FTE)	0.50	0.50		
Seasonal:				
Intern	1.00	1.00		
			Intergovernmental Revenue	
			State - Airport Maintenance	\$67,212
			Charges for Services	
			Fuel sales	170,000
			Miscellaneous	
			Rental (hangar, land)	140,000
			Supplies	
			Fuel purchased for resale	120,000
			Transportation (VRF)	
			Includes funding for city's portion of a Grader, Tractor w/ mower, a loader, a pickup/truck and a mower	14,400
			Other Services & Charges	
			Real Estate Taxes	20,000

\* FT wages includes allocations from other departments

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

DEPT 420: LIBRARY

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	207,613	199,600	207,290	199,600	105,334	203,600	203,600
	Charges for Services	10,256	9,000	7,917	9,000	3,767	9,000	8,000
	Fines & Forfeits	12,069	15,000	12,578	13,000	5,332	13,000	9,000
	Miscellaneous	0	300	125	109	20	100	20
	<b>Total Revenues</b>	<b>229,938</b>	<b>223,900</b>	<b>227,910</b>	<b>221,709</b>	<b>114,453</b>	<b>225,700</b>	<b>220,620</b>
	FT Wages	588,513	571,702	587,412	603,824	278,225	590,358	530,681
	PT/Seasonal Wages	140,693	154,188	177,162	170,608	85,739	224,817	283,156
	OT/Holiday/Other	6,197	3,552	15,784	3,640	11,771	3,732	0
	Benefits	202,274	206,215	209,551	223,837	102,485	210,232	214,158
	<b>PERSONAL SERVICES</b>	<b>937,677</b>	<b>935,657</b>	<b>989,909</b>	<b>1,001,909</b>	<b>478,220</b>	<b>1,029,139</b>	<b>1,027,995</b>
	Supplies	5,689	6,435	8,381	6,835	3,428	7,275	6,788
	Repair Supplies	6,531	3,000	6,093	5,000	704	5,000	4,500
	Small Tools & Equipment	2,712	2,050	2,622	2,550	11,919	13,350	14,565
	Library Materials	71,734	67,702	106,057	75,070	59,031	80,500	87,575
	Other Supplies	29,529	19,132	28,863	19,132	8,776	19,132	27,132
	<b>SUPPLIES</b>	<b>116,195</b>	<b>98,319</b>	<b>152,016</b>	<b>108,587</b>	<b>83,858</b>	<b>125,257</b>	<b>140,560</b>
	Professional Services	17,889	12,290	2,991	1,600	277	1,600	1,515
	Communication	7,763	8,490	7,994	8,535	3,014	8,470	8,815
	Vehicle, Travel & Training	7,317	6,652	5,036	6,652	2,546	7,540	6,690
	Advertising & Promotion	0	0	1,315	0	1,127	0	0
	Memberships & Subscriptions	946	1,606	1,365	1,608	430	1,750	1,750
	Insurance	7,600	7,600	8,200	8,200	3,800	7,600	6,700
	Repairs	7,678	9,500	7,312	9,500	1,702	8,060	5,344
	Rents/Leases	5,698	4,500	1,930	2,500	1,423	1,825	1,802
	Other Services & Charges	43,922	44,362	49,957	49,886	30,487	53,075	51,215
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>98,813</b>	<b>95,000</b>	<b>86,100</b>	<b>88,481</b>	<b>44,806</b>	<b>89,920</b>	<b>83,831</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>1,152,685</b>	<b>1,128,976</b>	<b>1,228,025</b>	<b>1,198,977</b>	<b>607,093</b>	<b>1,244,316</b>	<b>1,252,386</b>
	<b>Net Revenue</b>	<b>-922,747</b>	<b>-905,076</b>	<b>-1,000,115</b>	<b>-977,268</b>	<b>-492,640</b>	<b>-1,018,616</b>	<b>-1,031,766</b>
	<b>Total for DEPT 420: LIBRARY</b>	<b>-922,747</b>	<b>-905,076</b>	<b>-1,000,115</b>	<b>-977,268</b>	<b>-492,640</b>	<b>-1,018,616</b>	<b>-1,031,766</b>

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

DEPT 420: LIBRARY

Personnel			Items of Significance	
Position	2016	2017		
Director - Library	1.00	1.00	Intergovernmental Revenue	
Asst Library Director	1.00	1.00	Steele Co - separate levy to county residents	\$191,600
Librarian	3.00	3.00	Dodge Co - annual allocation	8,000
Library Specialist	1.00	0.00	Small Tools & Equipment	
Administrative Clerk	1.00	1.00	Public computer replacement	12,000
Administrative Technician	1.00	1.00	Library Materials	
Director - IT *	0.25	0.00	Books	41,000
IT Systems Administrator *	0.25	0.00	Periodicals	12,500
IT Systems Administrator *	0.25	0.00	Digital Media	8,000
	8.75	7.00	Audio Visual	17,350
Permanent PT:			Other Supplies	
Administrative Technician	0.70	0.70	Distribution of county aid to Blooming Prairie Library	27,132
Admin Clerk (5 @ 50-70%)	2.90	3.10	Other Services & Charges	
Admin Clerk (1 @ 25%)	0.25	0.00	Computer Services (SELCO)	49,140
Admin Clerk (2 @ 62.5%)	1.25	1.25		
Library Specialist (2 @ 62.5%)	0.00	1.25		
Other PT/Seasonal:				
Shelver/Page	0.80	0.80		
Other				

^ Includes FT custodian wages allocated from other department

\* - 100% of technology wages are now charged to Administration budget

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

DEPT 510: PARK & REC ADMINISTRATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	FT Wages	142,528	141,526	138,947	113,892	69,266	119,622	151,667
	PT/Seasonal Wages	68,493	13,419	52,830	17,591	24,401	42,208	54,360
	OT/Holiday/Other	6,544	4,548	4,681	4,667	4,406	4,789	5,137
	Benefits	43,161	44,934	42,852	32,161	29,195	35,580	60,101
	<b>PERSONAL SERVICES</b>	<b>260,726</b>	<b>204,427</b>	<b>239,310</b>	<b>168,311</b>	<b>127,268</b>	<b>202,199</b>	<b>271,265</b>
	Supplies	4,662	8,500	5,870	5,000	1,743	5,000	5,000
	Small Tools & Equipment	1,233	1,000	500	1,000	0	1,000	0
	<b>SUPPLIES</b>	<b>5,895</b>	<b>9,500</b>	<b>6,370</b>	<b>6,000</b>	<b>1,743</b>	<b>6,000</b>	<b>5,000</b>
	Professional Services	212	3,000	210	1,500	0	1,000	300
	Communication	1,229	2,100	2,205	2,100	758	2,000	1,500
	Vehicle, Travel & Training	6,869	5,820	3,586	5,820	177	5,820	6,000
	Advertising & Promotion	3,035	3,500	4,217	3,500	1,306	4,000	4,000
	Printing	0	2,000	1,071	500	0	500	500
	Memberships & Subscriptions	3,205	2,000	2,825	2,500	1,410	3,000	3,000
	Repairs	3,825	900	0	0	0	0	0
	Rents/Leases	100	0	0	0	0	0	0
	Other Services & Charges	0	1,000	350	3,825	4,275	4,000	5,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>18,475</b>	<b>20,320</b>	<b>14,464</b>	<b>19,745</b>	<b>7,926</b>	<b>20,320</b>	<b>20,300</b>
	<b>Total Expenditures</b>	<b>285,096</b>	<b>234,247</b>	<b>260,144</b>	<b>194,056</b>	<b>136,937</b>	<b>228,519</b>	<b>296,565</b>
	<b>Net Revenue</b>	<b>-285,096</b>	<b>-234,247</b>	<b>-260,144</b>	<b>-194,056</b>	<b>-136,937</b>	<b>-228,519</b>	<b>-296,565</b>
	<b>Total for DEPT 510: PARK &amp; REC ADMINISTRATION</b>	<b>-285,096</b>	<b>-234,247</b>	<b>-260,144</b>	<b>-194,056</b>	<b>-136,937</b>	<b>-228,519</b>	<b>-296,565</b>

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

DEPT 510: PARK & REC ADMINISTRATION

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017	Other Services & Charges	
Sr. Director - Parks & Rec	1.00	1.00	Annual software maintenance	\$5,000
Recreation Supervisor	1.00	1.00		
Administrative Technician	1.00	1.00		
Recreation Manager	1.00	1.00		
	<u>4.00</u>	<u>4.00</u>		
Permanent PT:				
Admin Asst (2 @ 50-67.5%)	1.20	1.20		
Recreation Facility Asst (1 @ 70%)	0.00	0.70		
Other PT/Seasonal:				
Intern				

\* FT and PT wages are allocated to other departments

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

DEPT 511: PARK MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	60,126	30,000	76,270	30,000	0	30,000	30,000
	Charges for Services	53,961	15,000	55,951	15,000	17,072	15,000	45,000
	Miscellaneous	36,865	32,000	39,320	32,000	27,517	38,000	38,000
	<b>Total Revenues</b>	<b>150,952</b>	<b>77,000</b>	<b>171,541</b>	<b>77,000</b>	<b>44,589</b>	<b>83,000</b>	<b>113,000</b>
	FT Wages	429,965	376,314	446,470	389,811	203,344	417,751	428,111
	PT/Seasonal Wages	166,750	178,227	159,644	183,193	58,570	185,669	195,495
	OT/Holiday/Other	18,758	18,000	19,165	18,000	9,648	18,000	12,000
	Benefits	187,281	176,778	193,781	183,878	93,419	187,572	197,921
	<b>PERSONAL SERVICES</b>	<b>802,754</b>	<b>749,319</b>	<b>819,060</b>	<b>774,882</b>	<b>364,981</b>	<b>808,992</b>	<b>833,527</b>
	Supplies	111,837	126,750	138,438	129,750	73,899	131,750	121,750
	Repair Supplies	76,793	98,700	71,919	98,700	57,715	96,700	96,700
	Small Tools & Equipment	11,338	17,100	27,410	17,100	6,536	15,800	16,800
	<b>SUPPLIES</b>	<b>199,968</b>	<b>242,550</b>	<b>237,767</b>	<b>245,550</b>	<b>138,150</b>	<b>244,250</b>	<b>235,250</b>
	Professional Services	17,864	15,150	22,039	15,150	21,678	20,650	45,650
	Communication	2,298	2,550	2,675	2,550	733	2,550	2,550
	Transportation (VRF)	39,500	39,500	52,700	52,700	35,020	70,000	74,400
	Vehicle, Travel & Training	6,838	6,012	6,181	6,012	2,138	7,012	5,500
	Advertising & Promotion	924	300	1,570	300	429	300	500
	Memberships & Subscriptions	0	225	240	225	380	225	225
	Insurance	33,300	33,300	32,000	32,000	16,550	33,100	27,400
	Licenses & Inspections	2,007	4,500	2,445	4,500	3,626	2,500	2,500
	Repairs	11,413	8,300	5,289	8,300	1,867	7,500	7,500
	Rents/Leases	15,261	11,000	12,327	12,000	5,386	10,000	11,000
	Other Services & Charges	14,529	15,500	17,756	15,500	5,341	14,500	14,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>143,934</b>	<b>136,337</b>	<b>155,222</b>	<b>149,237</b>	<b>93,148</b>	<b>168,337</b>	<b>191,725</b>
	<b>CAPITAL OUTLAY</b>	<b>22,176</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,980</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>1,168,832</b>	<b>1,128,206</b>	<b>1,212,049</b>	<b>1,169,669</b>	<b>610,259</b>	<b>1,221,579</b>	<b>1,260,502</b>
	<b>Net Revenue</b>	<b>-1,017,880</b>	<b>-1,051,206</b>	<b>-1,040,508</b>	<b>-1,092,669</b>	<b>-565,670</b>	<b>-1,138,579</b>	<b>-1,147,502</b>
	<b>Total for DEPT 511: PARK MAINTENANCE</b>	<b>-1,017,880</b>	<b>-1,051,206</b>	<b>-1,040,508</b>	<b>-1,092,669</b>	<b>-565,670</b>	<b>-1,138,579</b>	<b>-1,147,502</b>

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

DEPT 511: PARK MAINTENANCE

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Maintenance Manager	1.00	1.00	Miscellaneous Revenue	
Maintenance Foreman	1.00	1.00	Rentals	\$15,000
Maintenance Worker	0.60	0.60 ^	Interdepartmental charges	22,000
Sr. Maintenance Worker	2.00	2.00	Donations	1,000
Equipment Maintenance Technician	1.00	1.00	Supplies	
Custodian	3.00	3.00	Motor fuels & lubricants	35,000
	<u>8.60</u>	<u>8.60</u>	Sand	6,500
Permanent PT:			Rock - Crushed & Riprap	9,400
Maintenance Worker (4 @ 60-70%)	2.60	2.60	Trees, Shrubs, & Sod	7,100
Seasonal:			Janitorial Supplies	10,000
Mowers	4.00	4.00	Chemicals & Fertilizers	25,000
Spring Maintenance	2.00	2.00	Professional Services	
Fall Maintenance	2.00	2.00	Contract help (work release)	40,000
Summer Maintenance	15.00	15.00	Transportation (VRF)	
			Includes partial funding for 15 pickups/trucks, 3 vans, 1 mosquito sprayer, 8 tractor mowers, 5 tractors, 2 trucksters, and 1 loader	74,400
			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

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

DEPT 512: ADULT RECREATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	6,180	0	5,010	4,600	0	5,800	5,800
	Charges for Services	80,997	86,709	69,524	81,291	35,863	80,209	80,269
	Miscellaneous	80	1,000	0	1,000	0	500	500
	<b>Total Revenues</b>	<b>87,257</b>	<b>87,709</b>	<b>74,534</b>	<b>86,891</b>	<b>35,863</b>	<b>86,509</b>	<b>86,569</b>
	FT Wages	36,128	43,617	40,852	46,972	17,744	48,269	38,328
	PT/Seasonal Wages	14,196	19,991	10,115	21,153	7,123	18,728	22,448
	OT/Holiday/Other	0	100	0	100	0	100	100
	Benefits	10,099	13,098	11,981	14,783	5,584	13,413	13,982
	<b>PERSONAL SERVICES</b>	<b>60,423</b>	<b>76,806</b>	<b>62,948</b>	<b>83,008</b>	<b>30,451</b>	<b>80,510</b>	<b>74,858</b>
	Supplies	3,017	3,950	6,420	4,900	1,772	4,700	5,450
	Small Tools & Equipment	0	200	100	150	0	150	150
	<b>SUPPLIES</b>	<b>3,017</b>	<b>4,150</b>	<b>6,520</b>	<b>5,050</b>	<b>1,772</b>	<b>4,850</b>	<b>5,600</b>
	Professional Services	760	1,800	1,320	0	0	500	500
	Communication	3,225	625	4,957	2,025	2,663	3,400	3,800
	Vehicle, Travel & Training	1,124	1,600	1,042	1,600	223	1,450	1,450
	Printing	0	80	0	80	0	80	80
	Refunds & Reimbursements	10,115	1,610	8,475	1,610	0	8,055	2,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>15,224</b>	<b>5,715</b>	<b>15,794</b>	<b>5,315</b>	<b>2,886</b>	<b>13,485</b>	<b>7,830</b>
	<b>Total Expenditures</b>	<b>78,664</b>	<b>86,671</b>	<b>85,262</b>	<b>93,373</b>	<b>35,109</b>	<b>98,845</b>	<b>88,288</b>
	<b>Net Revenue</b>	<b>8,593</b>	<b>1,038</b>	<b>-10,728</b>	<b>-6,482</b>	<b>754</b>	<b>-12,336</b>	<b>-1,719</b>
	<b>Total for DEPT 512: ADULT RECREATION</b>	<b>8,593</b>	<b>1,038</b>	<b>-10,728</b>	<b>-6,482</b>	<b>754</b>	<b>-12,336</b>	<b>-1,719</b>

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

DEPT 512: ADULT RECREATION

Personnel				Items of Significance	
Position	2016	2017			
Seasonal:				Charges for Services	
Adult Volleyball Official	16.00	16.00	*	Entry Fees	\$23,200
				Resident Fees	44,549
				Nonresident Fees	12,520

\* FT and PT wages include allocations from other departments

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

DEPT 513: YOUTH RECREATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	7,350	3,790	7,140	12,000	0	7,350	7,350
	Charges for Services	161,953	152,483	159,373	144,483	108,788	158,983	163,733
	Miscellaneous	3,384	4,600	4,382	4,600	17,831	4,500	4,500
	<b>Total Revenues</b>	<b>172,687</b>	<b>160,873</b>	<b>170,895</b>	<b>161,083</b>	<b>126,619</b>	<b>170,833</b>	<b>175,583</b>
	FT Wages	77,774	113,039	88,274	97,613	37,315	95,974	83,304
	PT/Seasonal Wages	75,762	71,988	97,565	121,806	47,628	112,056	112,067
	OT/Holiday/Other	420	1,250	986	0	17	0	0
	Benefits	28,834	43,893	44,349	49,218	21,458	41,405	45,103
	<b>PERSONAL SERVICES</b>	<b>182,790</b>	<b>230,170</b>	<b>231,174</b>	<b>268,637</b>	<b>106,418</b>	<b>249,435</b>	<b>240,474</b>
	Supplies	11,374	9,950	14,397	9,950	5,133	11,300	10,400
	Repair Supplies	0	0	0	0	57	0	0
	Small Tools & Equipment	718	910	1,161	1,000	37	700	700
	Concession Supplies	1,476	0	336	0	-5,978	0	0
	<b>SUPPLIES</b>	<b>13,568</b>	<b>10,860</b>	<b>15,894</b>	<b>10,950</b>	<b>-751</b>	<b>12,000</b>	<b>11,100</b>
	Professional Services	20,074	15,600	16,988	13,100	22,269	9,500	9,500
	Communication	5,199	3,450	7,060	3,950	3,519	5,100	5,650
	Vehicle, Travel & Training	2,252	2,000	2,652	1,900	515	2,900	2,900
	Advertising & Promotion	1,959	500	2,333	900	2,474	1,000	3,000
	Printing	0	250	0	200	115	200	0
	Memberships & Subscriptions	30	460	160	460	240	460	400
	Insurance	1,394	0	624	0	1,181	0	1,181
	Licenses & Inspections	333	400	0	400	336	400	400
	Repairs	0	200	0	200	0	200	200
	Other Services & Charges	727	700	962	700	379	775	950
	Refunds & Reimbursements	19,240	8,610	18,933	8,610	4,029	18,670	18,670
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>51,208</b>	<b>32,170</b>	<b>49,712</b>	<b>30,420</b>	<b>35,057</b>	<b>39,205</b>	<b>42,851</b>
	<b>Total Expenditures</b>	<b>247,566</b>	<b>273,200</b>	<b>296,780</b>	<b>310,007</b>	<b>140,724</b>	<b>300,640</b>	<b>294,425</b>
	Net Revenue	-74,879	-112,327	-125,885	-148,924	-14,105	-129,807	-118,842
	<b>Total for DEPT 513: YOUTH RECREATION</b>	<b>-74,879</b>	<b>-112,327</b>	<b>-125,885</b>	<b>-148,924</b>	<b>-14,105</b>	<b>-129,807</b>	<b>-118,842</b>

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

DEPT 513: YOUTH RECREATION

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Recreation Coordinator - TR	0.88	0.88	Charges for Services	
Seasonal:			Entry Fees	\$7,950
Therap Rec Program Supervisor	4.00	5.00	Resident Fees	104,500
Therap Rec Friday Camp Assts	3.00	7.00	Nonresident Fees	31,708
Lifeguards	30.00	30.00	Therapeutic Recreation Memberships	7,575
Water Safety Instructor	16.00	14.00	Miscellaeous	
Lifeguard and WSI Trainer	1.00	1.00	Rentals	500
Program Supervisor	3.00	6.00	Donations	4,000
Youth Basketball Officials	16.00	16.00	Professional Services	
Summer Camp Staff	3.00	4.00	Youth First support	5,000
Ice Rink Supervisor	1.00	2.00	Therapuetic rec busing	2,000
Youth Soccer Officials	30.00	40.00	School district charges for OT (weekend use of facilities)	2,500
Youth Football Officials	16.00	16.00		
Youth Volleyball Officials	6.00	0.00		
Equipment Room Worker	1.00	2.00		

\*

\* FT and PT wages include allocations from other departments

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

DEPT 514: TENNIS AND FITNESS CENTER

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	239,541	234,350	232,262	227,400	133,328	230,650	216,650
	Miscellaneous	0	500	0	1,000	0	1,000	1,000
	<b>Total Revenues</b>	<b>239,541</b>	<b>234,850</b>	<b>232,262</b>	<b>228,400</b>	<b>133,328</b>	<b>231,650</b>	<b>217,650</b>
	FT Wages	38,228	40,923	27,378	38,922	13,530	41,983	44,088
	PT/Seasonal Wages	66,443	71,726	76,022	71,193	40,967	77,260	86,535
	OT/Holiday/Other	0	0	96	0	236	0	0
	Benefits	18,382	19,976	19,009	20,290	9,805	22,385	25,090
	<b>PERSONAL SERVICES</b>	<b>123,053</b>	<b>132,625</b>	<b>122,505</b>	<b>130,405</b>	<b>64,538</b>	<b>141,628</b>	<b>155,713</b>
	Supplies	24,654	22,450	23,701	21,800	7,281	21,850	15,400
	Repair Supplies	4,030	3,750	4,592	4,250	5,466	4,250	4,750
	Small Tools & Equipment	7,279	6,000	7,722	6,500	1,386	6,500	6,500
	Concession Supplies	1,894	3,000	2,284	2,500	1,051	2,500	2,250
	<b>SUPPLIES</b>	<b>37,857</b>	<b>35,200</b>	<b>38,299</b>	<b>35,050</b>	<b>15,184</b>	<b>35,100</b>	<b>28,900</b>
	Professional Services	88,105	75,125	90,840	74,645	45,463	75,920	37,675
	Communication	5,887	4,900	5,393	5,100	2,280	6,600	7,050
	Vehicle, Travel & Training	1,102	1,150	567	1,150	170	1,150	1,300
	Advertising & Promotion	1,381	2,600	1,212	2,600	313	2,600	2,600
	Memberships & Subscriptions	2,957	1,925	3,899	2,225	1,401	2,225	2,225
	Insurance	2,900	2,900	3,400	3,400	1,637	3,200	2,700
	Licenses & Inspections	523	0	523	525	475	525	525
	Repairs	2,095	2,650	584	2,650	473	1,150	2,650
	Rents/Leases	0	50	0	50	0	50	50
	Other Services & Charges	3,392	4,480	2,962	4,030	471	3,150	3,100
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>108,342</b>	<b>95,780</b>	<b>109,380</b>	<b>96,375</b>	<b>52,683</b>	<b>96,570</b>	<b>59,875</b>
	<b>Total Expenditures</b>	<b>269,252</b>	<b>263,605</b>	<b>270,184</b>	<b>261,830</b>	<b>132,405</b>	<b>273,298</b>	<b>244,488</b>
	<b>Net Revenue</b>	<b>-29,711</b>	<b>-28,755</b>	<b>-37,922</b>	<b>-33,430</b>	<b>923</b>	<b>-41,648</b>	<b>-26,838</b>
	<b>Total for DEPT 514: TENNIS AND FITNESS CENTER</b>	<b>-29,711</b>	<b>-28,755</b>	<b>-37,922</b>	<b>-33,430</b>	<b>923</b>	<b>-41,648</b>	<b>-26,838</b>

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

DEPT 514: TENNIS AND FITNESS CENTER

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Recreation Manager	1.00	1.00	Charges for Services	
Seasonal:			Tennis Pro Shop Sales	\$9,000
Guest Services	27.00	27.00	Tennis Instruction	44,000
Water Aerobics	4.00	7.00	Tennis All Other	43,500
Lifeguards	30.00	30.00	Fitness Center	85,750
			Aquatics	750
			Water Aerobics	18,000
Permanent PT:				
Recreation Facility Asst (1 @ 70%)	0.00	0.70	Professional Services	
			Tennis Instruction	34,700

\* FT and PT wages include allocations from other departments

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

DEPT 515: SENIOR CENTER

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	36,486	51,200	50,190	47,950	41,973	48,400	49,150
	Miscellaneous	23,722	35,000	28,375	30,000	10,011	27,000	27,000
	<b>Total Revenues</b>	<b>60,208</b>	<b>86,200</b>	<b>78,565</b>	<b>77,950</b>	<b>51,984</b>	<b>75,400</b>	<b>76,150</b>
	FT Wages	35,535	38,218	59,730	47,607	27,808	51,434	54,571
	PT/Seasonal Wages	3,032	12,000	2,043	12,000	1,006	9,000	15,958
	OT/Holiday/Other	396	0	272	0	192	0	0
	Benefits	10,542	20,757	17,550	15,250	6,165	15,422	16,218
	<b>PERSONAL SERVICES</b>	<b>49,505</b>	<b>70,975</b>	<b>79,595</b>	<b>74,857</b>	<b>35,171</b>	<b>75,856</b>	<b>86,747</b>
	Supplies	5,703	13,100	7,399	13,100	1,926	12,350	10,350
	Repair Supplies	160	1,800	230	1,800	0	1,800	1,800
	Small Tools & Equipment	0	0	3,406	0	0	0	0
	Concession Supplies	623	0	255	700	302	700	500
	<b>SUPPLIES</b>	<b>6,486</b>	<b>14,900</b>	<b>11,290</b>	<b>15,600</b>	<b>2,228</b>	<b>14,850</b>	<b>12,650</b>
	Professional Services	8,612	17,200	26,474	16,200	12,224	12,000	18,000
	Communication	3,076	4,350	3,039	4,050	1,647	3,850	3,400
	Vehicle, Travel & Training	231	940	1,664	850	63	1,300	1,200
	Advertising & Promotion	316	750	440	750	511	750	750
	Printing	115	1,500	84	1,500	141	1,500	750
	Memberships & Subscriptions	15	50	80	50	80	50	100
	Insurance	2,406	2,400	2,400	2,400	1,150	2,300	1,900
	Repairs	2,419	6,300	2,017	6,300	191	6,550	6,300
	Rents/Leases	706	0	323	100	-40	400	400
	Other Services & Charges	1,182	2,100	946	2,100	315	2,100	1,800
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>19,078</b>	<b>35,590</b>	<b>37,467</b>	<b>34,300</b>	<b>16,282</b>	<b>30,800</b>	<b>34,600</b>
	<b>Total Expenditures</b>	<b>75,069</b>	<b>121,465</b>	<b>128,352</b>	<b>124,757</b>	<b>53,681</b>	<b>121,506</b>	<b>133,997</b>
	<b>Net Revenue</b>	<b>-14,861</b>	<b>-35,265</b>	<b>-49,787</b>	<b>-46,807</b>	<b>-1,697</b>	<b>-46,106</b>	<b>-57,847</b>
	<b>Total for DEPT 515: SENIOR CENTER</b>	<b>-14,861</b>	<b>-35,265</b>	<b>-49,787</b>	<b>-46,807</b>	<b>-1,697</b>	<b>-46,106</b>	<b>-57,847</b>

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

DEPT 515: SENIOR CENTER

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Recreation Supervisor	1.00	1.00	Charges for Services	
	1.00	1.00	Memberships	\$20,000
Permanent PT:			Trips	15,000
Building Supervisors (rentals)			Programs	9,000
			Classes	2,500
			Miscellaneous	
			Rentals	27,000
			Professional Services	
			Senior trip costs	15,000

\* FT wages include allocations from other departments

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

DEPT 520: AQUATIC CENTER

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	0	0	0	0	71,488	210,020	211,020
	Miscellaneous	0	0	0	0	3,500	500	500
	<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,988</b>	<b>210,520</b>	<b>211,520</b>
	FT Wages	0	0	0	0	3,396	12,140	10,097
	PT/Seasonal Wages	0	0	0	0	11,967	105,000	121,958
	OT/Holiday/Other	0	0	0	0	524	0	0
	Benefits	0	0	0	0	2,967	15,281	18,931
	<b>PERSONAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,854</b>	<b>132,421</b>	<b>150,986</b>
	Supplies	0	0	0	0	8,369	17,300	18,550
	Repair Supplies	0	0	0	0	5,554	14,500	15,000
	Concession Supplies	0	0	0	0	963	23,000	23,000
	<b>SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,886</b>	<b>54,800</b>	<b>56,550</b>
	Professional Services	0	0	0	0	531	200	200
	Communication	0	0	0	0	896	2,250	2,900
	Vehicle, Travel & Training	0	0	0	0	149	900	900
	Advertising & Promotion	0	0	0	0	1,806	7,000	7,000
	Insurance	0	0	0	0	5,300	10,600	6,600
	Licenses & Inspections	0	0	0	0	630	650	650
	Repairs	0	0	0	0	0	3,500	3,500
	Other Services & Charges	0	0	0	0	10	700	700
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,322</b>	<b>25,800</b>	<b>22,450</b>
	<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,062</b>	<b>213,021</b>	<b>229,986</b>
	<b>Net Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,926</b>	<b>-2,501</b>	<b>-18,466</b>
	<b>Total for DEPT 520: AQUATIC CENTER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,926</b>	<b>-2,501</b>	<b>-18,466</b>

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

DEPT 520: AQUATIC CENTER FUND

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Guest Services Supervisor	2.00	4.00	Charges for Services	
Guest Services	25.00	30.00	Admission Revenue	\$131,020
Head Lifeguards	4.00	4.00	Program Revenue	1,500
Lifeguards	40.00	40.00	Swim Class Fees	7,500
Water Safety Instructor (WSI)	16.00	16.00	Concessions	55,500
Water Aerobics	2.00	4.00	Facility Rental	15,500
	<u>89.00</u>	<u>98.00</u>	Supplies	
		*	Chemicals	16,000

\* FT wages include allocations from other departments

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

DEPT 525: BROOKTREE GOLF COURSE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	69,294	0	0	0	0	0	0
	Charges for Services	487,679	461,450	506,440	455,000	256,957	487,850	414,770
	Miscellaneous	693	1,375	1,384	875	362	875	1,500
	<b>Total Revenues</b>	<b>557,666</b>	<b>462,825</b>	<b>507,824</b>	<b>455,875</b>	<b>257,319</b>	<b>488,725</b>	<b>416,270</b>
	FT Wages	39,132	95,360	63,634	98,231	30,728	126,393	134,390
	PT/Seasonal Wages	143,619	168,075	167,600	170,420	44,212	176,615	159,421
	OT/Holiday/Other	6,379	1,000	8,651	1,000	3,092	1,000	1,000
	Benefits	36,828	61,577	46,946	68,663	17,145	69,896	73,167
	<b>PERSONAL SERVICES</b>	<b>225,958</b>	<b>326,012</b>	<b>286,831</b>	<b>338,314</b>	<b>95,177</b>	<b>373,904</b>	<b>367,978</b>
	Supplies	85,489	76,285	86,259	78,285	73,212	79,345	78,345
	Repair Supplies	31,989	23,000	34,407	23,000	18,077	23,000	25,000
	Small Tools & Equipment	2,486	4,325	2,804	4,325	840	4,325	4,325
	Concession Supplies	62,605	54,000	64,882	54,000	5,799	50,000	10,000
	<b>SUPPLIES</b>	<b>182,569</b>	<b>157,610</b>	<b>188,352</b>	<b>159,610</b>	<b>97,928</b>	<b>156,670</b>	<b>117,670</b>
	Professional Services	53,543	0	16,583	0	20,744	0	35,000
	Communication	10,634	12,000	12,243	12,000	5,040	11,700	9,700
	Transportation (VRF)	0	0	0	0	0	0	70,800
	Vehicle, Travel & Training	1,632	2,000	2,361	2,000	1,279	2,000	2,000
	Advertising & Promotion	6,056	2,000	9,409	4,000	5,440	6,000	6,000
	Memberships & Subscriptions	3,301	3,800	3,483	3,800	2,339	3,800	4,800
	Insurance	11,127	7,200	14,838	9,000	4,843	9,000	6,300
	Licenses & Inspections	819	3,000	2,283	3,000	1,699	3,000	1,000
	Repairs	2,683	5,500	17,093	5,500	7,881	5,500	6,000
	Rents/Leases	13,409	7,500	12,464	7,500	2,958	9,500	8,500
	Other Services & Charges	8,035	3,800	7,728	3,800	692	5,300	5,300
	Refunds & Reimbursements	0	0	37	0	0	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>111,239</b>	<b>46,800</b>	<b>98,522</b>	<b>50,600</b>	<b>52,915</b>	<b>55,800</b>	<b>155,400</b>
	<b>Total Expenditures</b>	<b>519,766</b>	<b>530,422</b>	<b>573,705</b>	<b>548,524</b>	<b>246,020</b>	<b>586,374</b>	<b>641,048</b>
	Net Revenue	37,900	-67,597	-65,881	-92,649	11,299	-97,649	-224,778
	<b>Total for DEPT 525: BROOKTREE GOLF COURSE</b>	<b>37,900</b>	<b>-67,597</b>	<b>-65,881</b>	<b>-92,649</b>	<b>11,299</b>	<b>-97,649</b>	<b>-224,778</b>

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

DEPT 525: BROOKTREE GOLF COURSE

Personnel			Items of Significance	
Position	2016	2017		
Maintenance Worker	1.40	1.40 ^	Charges for Services	
	1.40	1.40 *	Green Fees	\$110,000
Permanent PT:			Cart Rentals	72,700
Recreation Facility Asst (1 @ 70%)	0.70	0.70	Golf Cart User Fees	19,650
Maintenance Worker (2 @ 70%)	1.40	1.40	Golf Passes	160,250
Seasonal:			League Fees	5,500
Grounds Crew	6.00	6.00	Pro Shop Sales	11,000
Proshop Staff	4.00	6.00	Supplies	
Concessions Staff	4.00	0.00	Motor Fuels & Lubricants	15,000
Kitchen Staff	4.00	0.00	Chemicals & Fertilizers	45,000
Ranger	4.00	4.00	Concession Supplies	
			ProShop Supplies	10,000
			Insurance	
			Property & Liability	7,700

^ Other portion of 2 positions are included in Park Maintenance

\* PT wages include allocations to/from other departments

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

DEPT 150: PLANNING & ZONING

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	730	500	335	500	645	500	500
	Charges for Services	12,392	11,100	9,305	11,100	4,865	14,100	14,100
	Transfers	0	0	37,500	37,500	18,750	37,500	37,500
	Total Revenues	13,122	11,600	47,140	49,100	24,260	52,100	52,100
	FT Wages	100,748	96,623	146,506	160,822	76,028	174,011	184,273
	Benefits	31,541	31,710	46,174	59,879	28,798	46,758	63,174
	PERSONAL SERVICES	132,289	128,333	192,680	220,701	104,826	220,769	247,447
	Supplies	934	900	1,192	1,400	205	1,500	1,500
	Repair Supplies	0	0	0	500	0	500	500
	Small Tools & Equipment	0	500	7,831	4,000	0	4,000	1,000
	SUPPLIES	934	1,400	9,023	5,900	205	6,000	3,000
	Professional Services	92	1,000	10,412	2,000	12,546	17,500	18,100
	Communication	1,625	1,500	2,707	2,250	846	2,000	2,000
	Vehicle, Travel & Training	1,308	2,000	2,657	5,500	386	3,500	3,500
	Advertising & Promotion	2,116	2,000	2,335	2,000	1,216	2,000	2,000
	Memberships & Subscriptions	880	1,000	764	1,000	0	1,000	1,000
	Insurance	2,400	2,400	1,900	1,900	1,000	2,000	1,800
	Repairs	0	400	0	900	0	1,000	500
	OTHER SERVICES & CHARGES	8,421	10,300	20,775	15,550	15,994	29,000	28,900
	Total Expenditures	141,644	140,033	222,478	242,151	121,025	255,769	279,347
	Net Revenue	-128,522	-128,433	-175,338	-193,051	-96,765	-203,669	-227,247
	Total for DEPT 150: PLANNING & ZONING	-128,522	-128,433	-175,338	-193,051	-96,765	-203,669	-227,247

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

DEPT 150: PLANNING & ZONING

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Sr Director - Community Development	1.00	1.00	Charges for Services	
Community Development Manager	1.00	1.00	Zone/Variance/Sudivision Applications	\$5,000
GIS Analyst	1.00	1.00	Site Plan Review	8,000
Administrative Technician	1.00	1.00	Annexation Fees	1,000
Housing Manager (HRA)	1.00	1.00	Transfers In	
	<u>5.00</u>	<u>5.00</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	16,700

\* FT wages are allocated to other departments

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

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

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	2,993,770	3,130,000	3,103,912	3,098,000	1,592,440	3,372,600	3,445,000
	Special Assessments	1,603	0	2,092	1,449	0	2,070	2,116
	Interest on Investments	353,348	175,000	136,448	150,000	90,906	130,000	130,000
	Miscellaneous	2,045	0	0	0	17,401	0	0
	<b>Total Revenues</b>	<b>3,350,766</b>	<b>3,305,000</b>	<b>3,242,452</b>	<b>3,249,449</b>	<b>1,700,747</b>	<b>3,504,670</b>	<b>3,577,116</b>
	FT Wages	427,473	461,912	434,216	477,152	200,666	491,331	598,507
	PT/Seasonal Wages	0	14,000	9	9,000	0	5,000	5,000
	OT/Holiday/Other	30,907	42,586	28,827	42,809	17,671	43,036	33,889
	Benefits	172,525	213,842	197,203	219,572	91,211	222,863	272,862
	<b>PERSONAL SERVICES</b>	<b>630,905</b>	<b>732,340</b>	<b>660,255</b>	<b>748,533</b>	<b>309,548</b>	<b>762,230</b>	<b>910,258</b>
	Supplies	175,494	206,700	176,557	233,950	80,997	225,150	226,150
	Repair Supplies	67,747	124,000	51,389	124,000	20,143	126,000	126,000
	Small Tools & Equipment	2,655	11,750	3,739	12,000	3,292	12,800	12,800
	Library Materials	204	10,000	1,314	10,000	4,687	10,000	10,000
	<b>SUPPLIES</b>	<b>246,100</b>	<b>352,450</b>	<b>232,999</b>	<b>379,950</b>	<b>109,119</b>	<b>373,950</b>	<b>374,950</b>
	Professional Services	20,881	50,000	16,370	50,000	5,962	50,000	50,000
	Communication	8,053	10,925	10,422	10,925	4,254	11,225	11,225
	Vehicle, Travel & Training	4,103	7,300	3,411	7,300	3,174	7,300	7,300
	Advertising & Promotion	93	550	161	550	221	550	550
	Memberships & Subscriptions	11,254	1,500	19,177	18,800	25,500	23,800	25,800
	Insurance	39,400	39,400	49,200	49,200	23,350	46,700	39,600
	Licenses & Inspections	16,566	15,500	17,580	15,500	16,734	17,500	17,500
	Utilities	-252	2,200	2,661	2,500	1,042	2,500	2,500
	Repairs	365,380	625,200	421,349	562,200	592,470	567,200	566,950
	Rents/Leases	0	1,500	0	1,500	0	1,500	1,500
	Other Services & Charges	5,866	3,670	4,487	3,500	1,761	3,500	4,050
	Depreciation	1,011,480	940,000	980,108	950,000	472,132	965,000	980,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>1,482,824</b>	<b>1,697,745</b>	<b>1,524,926</b>	<b>1,671,975</b>	<b>1,146,600</b>	<b>1,696,775</b>	<b>1,706,975</b>
	<b>DEBT SERVICE</b>	<b>89,735</b>	<b>94,000</b>	<b>82,595</b>	<b>90,000</b>	<b>38,904</b>	<b>80,000</b>	<b>72,000</b>
	<b>TRANSFERS OUT</b>	<b>350,000</b>	<b>350,000</b>	<b>370,500</b>	<b>370,500</b>	<b>230,280</b>	<b>460,500</b>	<b>460,500</b>
	<b>Total Expenditures</b>	<b>2,799,564</b>	<b>3,226,535</b>	<b>2,871,275</b>	<b>3,260,958</b>	<b>1,834,451</b>	<b>3,373,455</b>	<b>3,524,683</b>
	<b>Net Revenue</b>	<b>551,202</b>	<b>78,465</b>	<b>371,177</b>	<b>-11,509</b>	<b>-133,704</b>	<b>131,215</b>	<b>52,433</b>
	<b>Total for FUND 602: WW TREATMENT FUND</b>	<b>551,202</b>	<b>78,465</b>	<b>371,177</b>	<b>-11,509</b>	<b>-133,704</b>	<b>131,215</b>	<b>52,433</b>

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

DEPT 902: WASTEWATER TREATMENT FUND

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Wastewater Manager	1.00	1.00	Supplies	
Lab Technician	1.00	1.00	Chemicals	\$151,000
Wastewater Foreman	3.00	3.00	Repairs	
Wastewater Operator	4.00	5.00	Other Repair Service - Sewer Slip Lining	435,000
	9.00	10.00	Other Repair Service - Sewer Cleaning	70,000
Seasonal:				
Intern	1.00	1.00	Transfers Out	
I&I Inspections	1.00	1.00	Annual allocation to the general fund for WWTP administration	460,000
			Annual allocation to the general fund for GIS services	20,500

\* FT wages include allocations from other departments

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

FUND 620: STORM WATER UTILITY

DEPT 920: STORM WATER UTILITY

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Tax Levies	251,775	249,600	248,410	246,000	0	247,400	321,960
	Charges for Services	406,483	405,000	397,464	350,000	388,050	700,000	950,000
	Interest on Investments	23,646	4,000	8,044	4,000	4,796	7,500	6,000
	Other Financing Sources	614,426	0	312,059	0	0	0	0
	<b>Total Revenues</b>	<b>1,296,330</b>	<b>658,600</b>	<b>965,977</b>	<b>600,000</b>	<b>392,846</b>	<b>954,900</b>	<b>1,277,960</b>
	FT Wages	55,057	95,589	66,791	67,429	31,958	71,072	79,313
	Benefits	15,747	33,372	21,038	17,512	8,705	18,146	19,216
	<b>PERSONAL SERVICES</b>	<b>70,804</b>	<b>128,961</b>	<b>87,829</b>	<b>84,941</b>	<b>40,663</b>	<b>89,218</b>	<b>98,529</b>
	Supplies	13,578	17,500	1,191	19,500	27	19,500	19,500
	Repair Supplies	0	0	492	0	2,195	500	1,000
	Small Tools & Equipment	0	0	226	0	0	0	250
	<b>SUPPLIES</b>	<b>13,578</b>	<b>17,500</b>	<b>1,909</b>	<b>19,500</b>	<b>2,222</b>	<b>20,000</b>	<b>20,750</b>
	Professional Services	82,773	109,500	45,732	114,000	16,868	116,000	116,000
	Communication	150	700	356	700	126	750	750
	Vehicle, Travel & Training	1,125	4,400	505	3,650	98	3,400	3,500
	Advertising & Promotion	0	2,500	1,076	2,500	171	2,500	2,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	0	2,000	965	2,000	975	2,000	2,000
	Insurance	1,690	1,200	1,300	1,300	500	1,000	1,000
	Repairs	49,196	43,600	88,135	32,500	7,609	40,000	40,000
	Other Services & Charges	793	0	1,498	0	1,254	0	1,500
	Depreciation	180,321	127,000	188,122	170,000	94,666	185,000	190,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>316,048</b>	<b>292,400</b>	<b>327,689</b>	<b>328,150</b>	<b>122,267</b>	<b>352,150</b>	<b>358,750</b>
	<b>DEBT SERVICE</b>	<b>108,107</b>	<b>115,000</b>	<b>99,701</b>	<b>102,000</b>	<b>49,728</b>	<b>98,000</b>	<b>122,000</b>
	<b>TRANSFERS OUT</b>	<b>15,000</b>	<b>15,000</b>	<b>32,000</b>	<b>32,000</b>	<b>33,490</b>	<b>67,000</b>	<b>67,000</b>
	<b>Total Expenditures</b>	<b>523,537</b>	<b>568,861</b>	<b>549,128</b>	<b>566,591</b>	<b>248,370</b>	<b>626,368</b>	<b>667,029</b>
	<b>Net Revenue</b>	<b>772,793</b>	<b>89,739</b>	<b>416,849</b>	<b>33,409</b>	<b>144,476</b>	<b>328,532</b>	<b>610,931</b>
	<b>Total for DEPT 920: STORM WATER UTILITY</b>	<b>772,793</b>	<b>89,739</b>	<b>416,849</b>	<b>33,409</b>	<b>144,476</b>	<b>328,532</b>	<b>610,931</b>
	<b>Total for FUND 620: STORM WATER UTILITY</b>	<b>772,793</b>	<b>89,739</b>	<b>416,849</b>	<b>33,409</b>	<b>144,476</b>	<b>328,532</b>	<b>610,931</b>

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

DEPT 920: STORM WATER FUND

<b>Personnel</b>			<b>Items of Significance</b>	
Position	2016	2017		
Water Quality Specialist	1.00	1.00		
	1.00	1.00	*	
			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

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

FUND 211: LIBRARY RESERVES AND MEMORIALS

DEPT 420: LIBRARY

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	3,619	2,850	4,107	2,850	2,953	2,850	2,850
	Interest on Investments	1,357	1,000	938	500	161	665	365
	Miscellaneous	304,009	4,200	920	4,200	61,860	64,200	53,000
	Total Revenues	308,985	8,050	5,965	7,550	64,974	67,715	56,215
	Supplies	1,044	1,500	29	1,500	363	0	0
	Small Tools & Equipment	4,394	13,500	180	3,500	0	500	200
	Library Materials	112,465	124,000	91,589	124,000	43,835	31,215	19,015
	SUPPLIES	117,903	139,000	91,798	129,000	44,198	31,715	19,215
	Programs	35,784	19,000	33,031	19,000	13,708	36,000	37,000
	Repairs	0	2,000	0	2,000	0	0	0
	OTHER SERVICES & CHARGES	35,784	21,000	33,031	21,000	13,708	36,000	37,000
	CAPITAL OUTLAY	42,374	0	0	0	0	0	0
	Total Expenditures	196,061	160,000	124,829	150,000	57,906	67,715	56,215
	Net Revenue	112,924	-151,950	-118,864	-142,450	7,068	0	0
	Total for DEPT 420: LIBRARY	112,924	-151,950	-118,864	-142,450	7,068	0	0
	MEMORIALS	112,924	-151,950	-118,864	-142,450	7,068	0	0

CITY OF OWATONNA  
BOND PRINCIPAL PAYMENT SCHEDULE  
2017 - 2026 and Thereafter

General Obligation Improvement Bonds	Principal Due	Balance 12/31/16	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Thereafter
2006 GO Street Improvements	March 1	310,000	\$310,000										
2007 GO Street Improvements	March 1	600,000	300,000	300,000									
2011 GO Bonds Street Improvement	March 1	490,000	90,000	90,000	85,000	80,000	75,000	70,000	-	-	-	-	-
2013 GO Bonds Street Improvement	March 1	2,075,000	240,000	245,000	250,000	255,000	260,000	270,000	275,000	280,000			
TIF 3-6	March 1	1,025,000	120,000	120,000	125,000	125,000	130,000	130,000	135,000	140,000			
2014 GO Bonds Street Improvement	March 1	300,000	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	
2016 GO Bonds 2016 Street Improvement	March 1	1,060,000		100,000	100,000	100,000	100,000	105,000	105,000	110,000	110,000	115,000	115,000
2016 Storm Water		2,520,000		140,000	140,000	140,000	150,000	160,000	160,000	160,000	170,000	170,000	1,130,000
Refunding 2008 Storm Water		1,840,000		245,000	245,000	255,000	260,000	270,000	275,000	290,000			
<b>Total General Obligation Improvement Bonds</b>		<b>11,445,000</b>	<b>1,180,000</b>	<b>1,380,000</b>	<b>1,090,000</b>	<b>1,105,000</b>	<b>1,275,000</b>	<b>1,130,000</b>	<b>1,080,000</b>	<b>1,115,000</b>	<b>420,000</b>	<b>425,000</b>	<b>1,245,000</b>
<b>General Obligation Bonds</b>													
2011 Capital Equip Certificates	March 1	155,000	155,000										
2013 Capital Equip Certificates	March 1	120,000	40,000	40,000	40,000								
2014 Capital Equip Certificates	March 1	660,000	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						
2016 Capital Equip Certificates	March 1	240,000	45,000	45,000	50,000	50,000	50,000						
<b>Total General Obligation Bonds</b>		<b>1,635,000</b>	<b>480,000</b>	<b>340,000</b>	<b>350,000</b>	<b>315,000</b>	<b>150,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MN Public Facilities Authority GO Bonds</b>													
2010 MPFA Bonds	August 20	4,954,928	520,000	527,000	535,000	543,000	550,000	558,000	566,000	574,000	581,928		
<b>Total MPFA Bonds</b>		<b>4,954,928</b>	<b>520,000</b>	<b>527,000</b>	<b>535,000</b>	<b>543,000</b>	<b>550,000</b>	<b>558,000</b>	<b>566,000</b>	<b>574,000</b>	<b>581,928</b>	<b>-</b>	<b>-</b>
<b>Total Bond Principal Payments</b>		<b>\$ 18,034,928</b>	<b>\$ 2,180,000</b>	<b>\$ 2,247,000</b>	<b>\$ 1,975,000</b>	<b>\$ 1,963,000</b>	<b>\$ 1,975,000</b>	<b>\$ 1,688,000</b>	<b>\$ 1,646,000</b>	<b>\$ 1,689,000</b>	<b>\$ 1,001,928</b>	<b>\$ 425,000</b>	<b>\$ 1,245,000</b>

CITY OF OWATONNA  
BOND INTEREST PAYMENT SCHEDULE  
2017 - 2026 and Thereafter

	Interest Due Semi-annual	Remaining Interest 12/31/16	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Thereafter
<u>General Obligation Improvement Bonds</u>													
2006 GO Street Improvements	Mar 1 & Sep 1	\$6,006	\$6,006										
2007 GO Street Improvements	Mar 1 & Sep 1	24,000	18,000	6,000									
2011 GO Bonds Street Improvement	Mar 1 & Sep 1	28,139	8,415	7,065	5,534	3,990	2,365	770					
2013 GO Bonds Street Improvement TIF 3-6	Mar 1 & Sep 1	210,456 103,842	45,262 22,338	40,413 19,937	35,462 17,487	30,413 14,987	24,937 12,274	18,638 9,187	11,481 5,707	3,850 1,925			
2014 GO Street Improvement	Mar 1 & Sep 1	21,000	5,700	5,100	4,500	3,900	1,800						
2015 GO Street Improvement	Mar 1 & Sep 1	184,825	34,000	31,000	27,625	24,100	20,500	16,825	13,000	9,025	5,250	1,750	1,750
2016 GO Bonds 2016 Street Improvement 2016 Storm Water 2008 Refunding Storm Water	Mar 1 & Sep 1	173,092 528,350 255,620	29,992 64,394 56,120	28,000 61,238 51,525	25,000 57,038 44,175	22,000 52,838 36,675	19,000 48,488 28,950	15,925 43,838 21,000	12,775 39,038 12,825	9,550 34,238 4,350	6,250 29,286	3,450 25,038	1,150 72,916
<b>Total General Obligation Improvement Bonds</b>		<b>1,535,330</b>	<b>290,227</b>	<b>250,278</b>	<b>216,821</b>	<b>188,903</b>	<b>158,314</b>	<b>126,183</b>	<b>94,826</b>	<b>62,938</b>	<b>40,786</b>	<b>30,238</b>	<b>75,816</b>
<u>General Obligation Bonds</u>													
2011 Capital Equipment Certificates	Mar 1 & Sep 1	969	969										
2013 Capital Equipment Certificates	Mar 1 & Sep 1	3,600	2,000	1,200	400								
2014 Capital Equipment Certificates	Mar 1 & Sep 1	26,700	11,600	8,350	5,050	1,700							
2015 Capital Equipment Certificates	Mar 1 & Sep 1	35,850	12,600	10,050	7,275	4,425	1,500						
2016 Capital Equipment Certificates	Mar 1 & Sep 1	25,770	7,320	6,525	5,175	3,750	2,250	750					
<b>Total General Obligation Bonds</b>		<b>92,889</b>	<b>34,489</b>	<b>26,125</b>	<b>17,900</b>	<b>9,875</b>	<b>3,750</b>	<b>750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>MN Public Facilities Authority GO Bonds</u>													
2010 MPFA Bonds	Feb & Aug	359,170	70,508	63,109	55,610	47,996	40,270	32,444	24,503	16,449	8,281		
<b>Total MPFA Bonds</b>		<b>359,170</b>	<b>70,508</b>	<b>63,109</b>	<b>55,610</b>	<b>47,996</b>	<b>40,270</b>	<b>32,444</b>	<b>24,503</b>	<b>16,449</b>	<b>8,281</b>	<b>-</b>	<b>-</b>
<b>Total Debt &amp; Capital Fund</b>		<b>\$ 1,987,389</b>	<b>\$ 395,224</b>	<b>\$ 339,512</b>	<b>\$ 290,331</b>	<b>\$ 246,774</b>	<b>\$ 202,334</b>	<b>\$ 159,377</b>	<b>\$ 119,329</b>	<b>\$ 79,387</b>	<b>\$ 49,067</b>	<b>\$ 30,238</b>	<b>\$ 75,816</b>

CITY OF OWATONNA  
DEBT RETIREMENT SCHEDULE  
FOR BUDGET YEAR 2017

<u>General Obligation Improvement Bonds</u>	<u>Original Issue Amount</u>	<u>Balance Dec. 31, 2016</u>	<u>2017 Payments</u>	<u>Balance Dec. 31, 2017</u>
2006 GO/SA Improvement	2,790,000	310,000	310,000	0
2007 GO/SA Improvement	2,900,000	600,000	300,000	300,000
2011 GO/SA Improvement	2,560,000	490,000	90,000	400,000
2013 GO/SA Improvement	2,515,000	2,075,000	240,000	1,835,000
2014 GO/SA Improvement	325,000	300,000	30,000	270,000
2015 GO/SA Improvement	1,305,000	1,225,000	90,000	1,135,000
2016 GO/SA Improvement	1,060,000	1,060,000	0	1,060,000
Total General Obligation Improvement Bonds		<u>6,060,000</u>	<u>1,060,000</u>	<u>5,000,000</u>
<u>General Obligation Equipment Certificates</u>				
2011 Equipment Certificates	765,000	155,000	155,000	0
2013 Equipment Certificates	190,000	120,000	40,000	80,000
2014 Equipment Certificates	810,000	660,000	160,000	500,000
2015 Equipment Certificates	485,000	460,000	80,000	380,000
2016 Equipment Certificates	240,000	240,000	45,000	195,000
Total General Obligation Equipment Certificates		<u>1,635,000</u>	<u>480,000</u>	<u>1,155,000</u>
<u>General Obligation TIF Bonds</u>				
2011 TIF Bonds (TIF 3-6 Viracon)	1,140,000	1,025,000	120,000	905,000
Total General Obligation TIF Bonds		<u>1,025,000</u>	<u>120,000</u>	<u>905,000</u>
<u>General Obligation Revenue Bonds</u>				
2008 GO Storm Water Bonds	3,670,000	1,840,000	0	1,840,000
2016 GO Storm Water Bonds	2,520,000	2,520,000	0	2,520,000
2010 MPFA GO Bonds	7,929,333	4,954,928	520,000	4,434,928
Total General Obligation Revenue Bonds		<u>9,314,928</u>	<u>520,000</u>	<u>8,794,928</u>
Total		<u>\$ 18,034,928</u>	<u>\$ 2,180,000</u>	<u>\$ 15,854,928</u>

CITY OF OWATONNA  
DEBT SERVICE LEVIES  
FISCAL YEARS 2006 - 2020

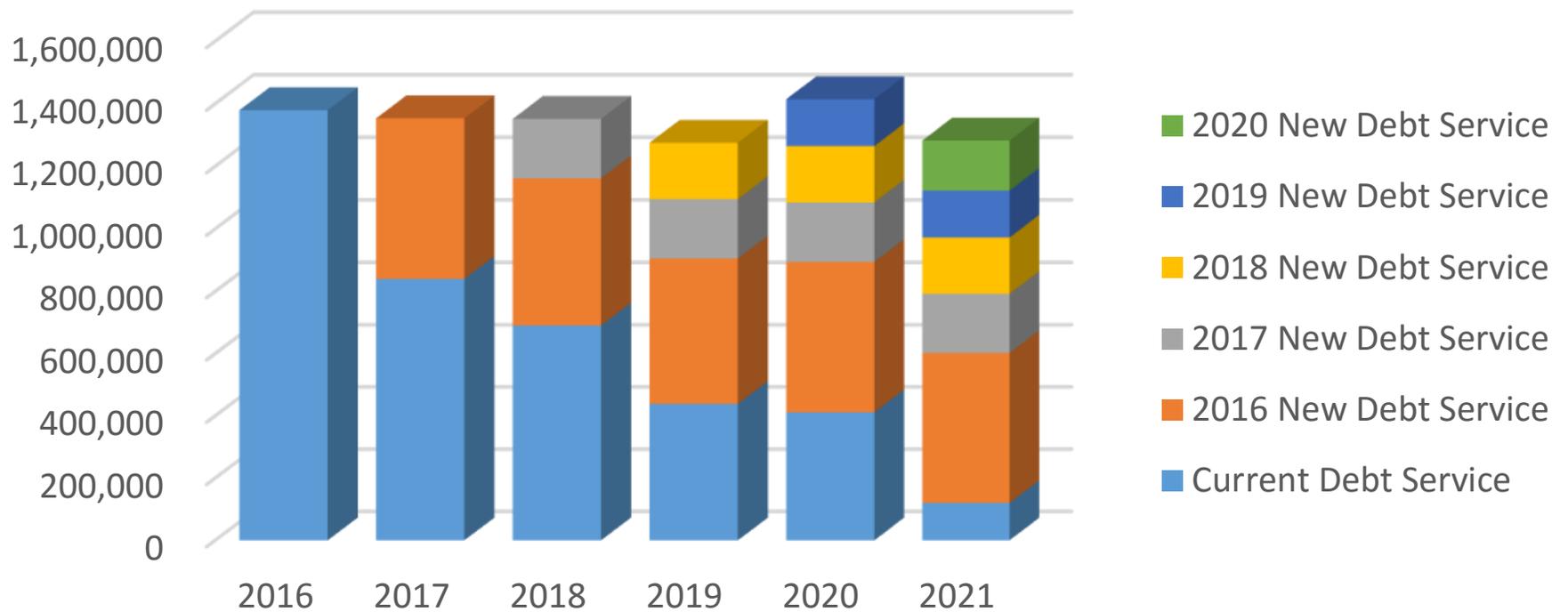
Debt Service Levies	Collection Year				
	2007	2008	2009	2010	2011
1997 Cabela's/Museum	\$194,208.00	\$194,208.00			
1998 GO/SA Issue	70,000	70,000			
1999 GO/SA Issue	86,642	85,866	\$84,976		
2000 GO/SA Issue	52,513	52,993	53,379	\$230,000	
2001 GO/SA Issue	100,069	100,733	101,141	101,162	\$101,056
2002 GO/SA Issue	125,171	128,244	125,395	200,000	200,000
2003/4 GO/SA Issue	126,774	128,692	129,441	129,075	133,171
2004 GO Capital Equip Certs	434,175	436,186	436,732		
2005 GO/SA Issue	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	543,900
2008 1997B Refunding			189,300	190,500	185,400
2008 GO/SA Issue			144,700	155,500	159,600
2008 GO Storm Water Impr			250,100	254,600	252,500
Total	<u>\$1,372,625</u>	<u>\$1,637,332</u>	<u>\$1,957,321</u>	<u>\$1,807,320</u>	<u>\$1,575,627</u>

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

\* (use available debt service funds, not levy)

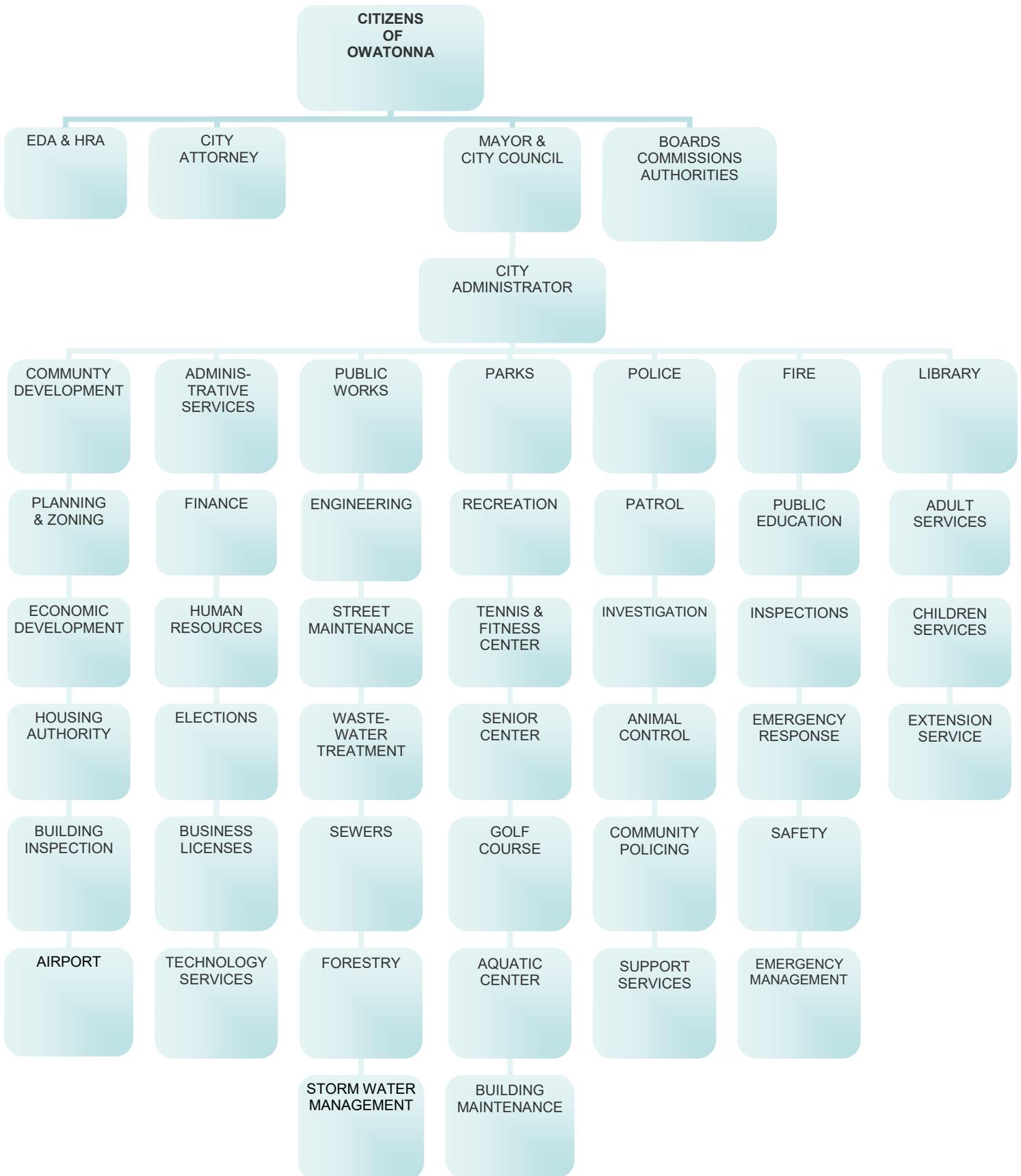
Debt Service Levies	Collection Year				
	2017	2018	2019	2020	2021
2007 GO/SA Issue	151,700				
2013 GO Capital Equip Certs	43,680	42,840			
2013 GO/SA Issue	206,345	209,150			
2014 GO Capital Equip Certs	183,750	180,285	182,070		
2014 GO/SA Issue	29,400	28,750	28,100	184,950	
2015 GO Capital Equip Certs	106,470	108,900	105,900	108,150	
2015 GO/SA Issue	118,930	120,720	122,350	118,570	120,050
2016 GO Capital Equip Certs	54,810	53,390	57,225	55,650	54,075
2016 GO/SA Issue	94,430	93,610	91,480	89,360	92,480
2016 GO Storm Water Impr	106,750	104,550	102,340	105,390	108,275
2016 GO Storm Water Refund	215,210	207,490	210,275	207,490	209,800
Total	<u>\$1,311,475</u>	<u>\$1,149,685</u>	<u>\$899,740</u>	<u>\$869,560</u>	<u>\$584,680</u>

## City of Owatonna Projected Debt Service Levies

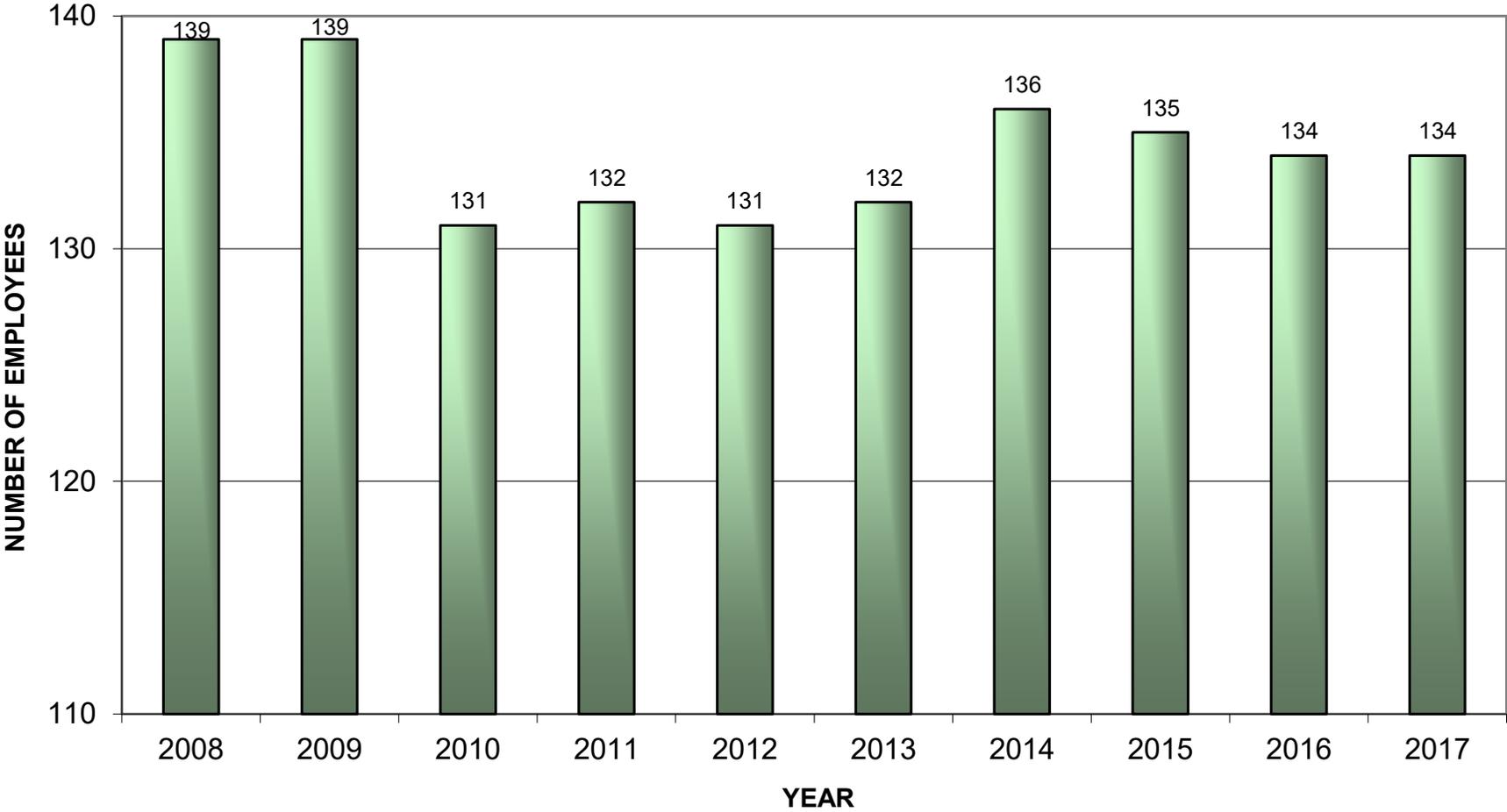


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# City of Owatonna, Minnesota Organization Chart



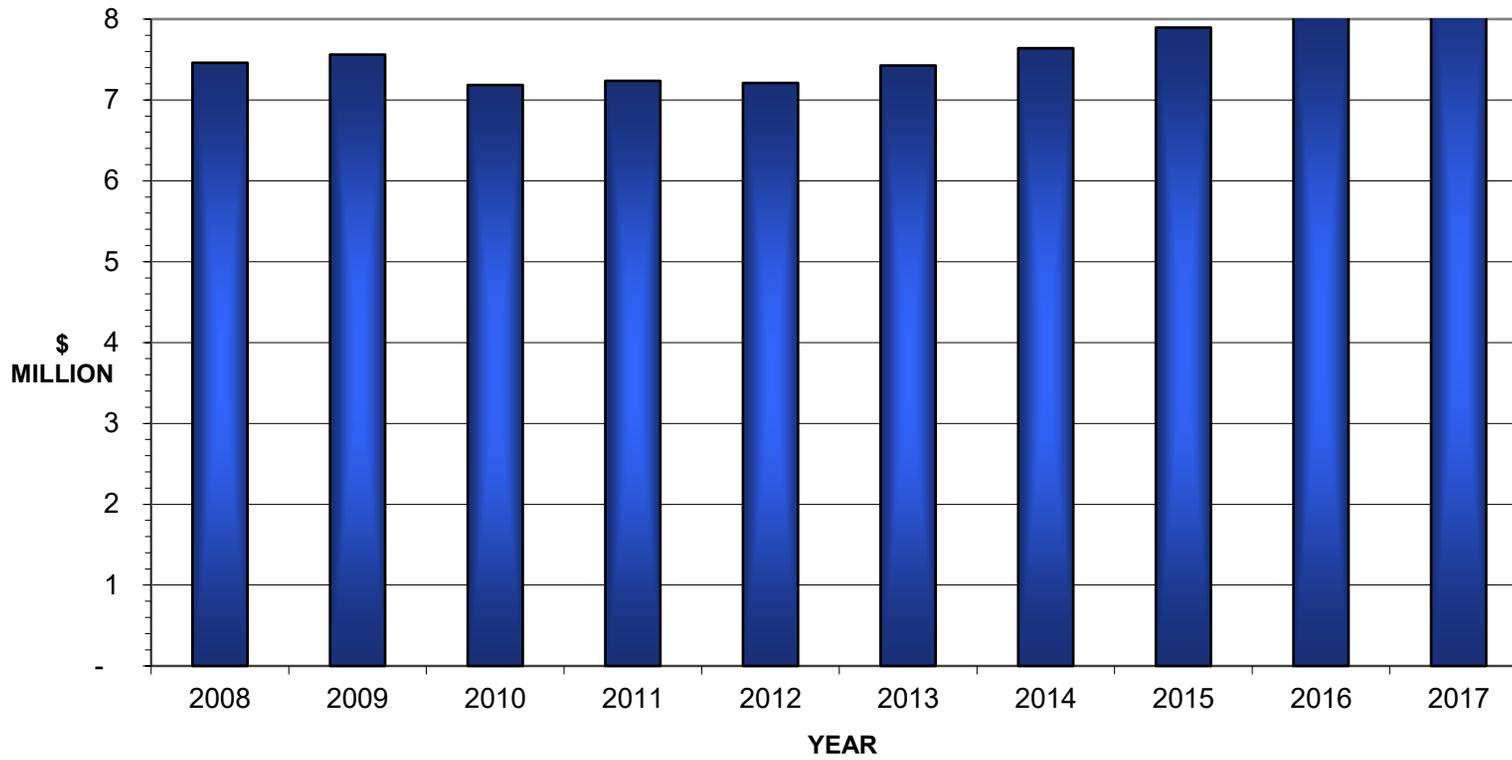
**CITY OF OWATONNA  
FULL TIME PERSONNEL REQUESTS  
FOR PERIOD 2008 THRU 2017**



CITY OF OWATONNA  
 FULL TIME PERSONNEL REQUESTS  
 FOR PERIOD 2008 THRU 2017

General Fund	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
City Administration	7.0	7.0	7.0	7.0	7.0	8.0	8.0	9.0	9.0	9.0
Police Department	38.0	38.0	36.0	38.0	38.0	38.0	41.0	40.0	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	6.0	6.0	5.0	4.0	4.0	4.0	4.0	3.0	3.0	4.0
Planning & Zoning	3.0	3.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0	4.0
Engineering Department	8.0	8.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Street Department	18.5	18.5	17.5	17.5	16.5	17.0	17.0	17.0	17.0	17.0
Library	10.0	10.0	10.0	10.0	10.0	10.0	9.0	9.0	8.0	7.0
Park & Rec Admin	4.0	4.0	4.0	4.0	4.0	4.0	5.0	4.0	4.0	4.0
Park Maintenance	10.5	10.5	8.5	8.5	8.5	8.2	8.6	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	1.8	1.4	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	9.0	9.0	8.0	8.0	8.0	7.0	8.0	8.0	8.0	7.0
<b>Sub Total</b>	<b>128.0</b>	<b>128.0</b>	<b>120.0</b>	<b>121.0</b>	<b>120.0</b>	<b>121.0</b>	<b>125.0</b>	<b>124.0</b>	<b>123.0</b>	<b>122.0</b>
<b>Other Funds</b>										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund					1.0	1.0	1.0	1.0	1.0	1.0
WWTP Operations	10.0	10.0	10.0	10.0	9.0	9.0	9.0	9.0	9.0	10.0
<b>Total All Funds</b>	<b>139.0</b>	<b>139.0</b>	<b>131.0</b>	<b>132.0</b>	<b>131.0</b>	<b>132.0</b>	<b>136.0</b>	<b>135.0</b>	<b>134.0</b>	<b>134.0</b>

**CITY OF OWATONNA  
FULL TIME PERSONNEL WAGES  
FOR PERIOD 2008 THRU 2017**



CITY OF OWATONNA  
 FULL TIME PERSONNEL WAGES  
 FOR PERIOD 2008 THRU 2017

General Fund	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
City Administration	390,543	389,779	390,543	387,967	391,917	468,183	529,969	592,345	617,263	744,037
Police Department	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	2,672,691
Fire Department	541,271	544,186	545,329	545,330	550,785	563,248	570,292	580,488	604,072	648,133
Building Inspection	327,704	331,804	295,553	236,166	237,317	238,244	245,385	205,488	212,199	279,869
Planning & Zoning	111,639	112,532	112,532	112,532	99,290	104,333	96,623	160,822	169,821	184,273
Engineering Department	412,941	408,130	359,519	359,519	345,965	348,995	356,580	394,476	414,329	444,223
Street Department	917,955	928,963	885,268	885,830	849,213	867,101	902,254	932,801	952,494	1,037,848
Library	576,385	619,863	622,082	622,082	628,299	642,730	571,702	603,824	571,618	530,681
Park & Rec Admin	117,089	117,516	117,516	125,695	126,947	129,820	141,526	113,892	115,752	151,667
Park Maintenance	463,358	467,569	377,312	377,873	376,132	385,496	376,314	389,811	402,851	428,111
Recreation - Adult	39,679	39,888	39,888	39,888	40,285	41,196	43,617	46,972	46,519	38,328
Recreation - Youth	82,841	83,589	83,930	74,351	75,417	77,457	113,039	97,613	90,844	83,304
Tennis Center	33,138	34,097	34,892	37,126	38,404	40,201	40,923	38,922	40,353	44,088
Senior Place	60,844	61,146	61,146	61,146	61,757	63,154	38,218	47,607	49,824	54,571
Aquatic Center									9,240	10,097
Golf	81,066	81,788	81,788	81,788	85,107	101,372	95,360	98,231	119,113	134,390
Airport	63,616	63,925	63,925	63,925	64,564	67,484	68,326	70,383	72,494	79,042
Government Buildings	421,477	380,169	381,855	381,855	385,930	355,592	409,606	423,438	432,958	359,846
<b>Sub Total</b>	<b>6,795,203</b>	<b>6,850,989</b>	<b>6,508,964</b>	<b>6,559,550</b>	<b>6,548,703</b>	<b>6,742,626</b>	<b>6,943,896</b>	<b>7,197,086</b>	<b>7,447,183</b>	<b>7,925,199</b>
<b>Other Funds</b>										
H R A	86,009	86,384	86,384	86,384	79,268	82,102	88,061	90,870	93,648	102,154
Economic Development Fund	32,997	33,099	33,099	33,099	36,476	38,625	42,361	43,874	45,268	49,368
WWTF Fund	497,289	505,486	507,215	507,215	456,946	461,836	461,912	477,152	491,331	598,507
Storm Water Fund					81,499	93,296	95,589	67,429	71,072	79,313
Aquatic Center				6,920	7,174	7,524	8,312	8,907	0	0
Payroll Reserves	50,000	50,000	50,000	50,000	0	0	0	0	0	0
<b>Total All Funds</b>	<b>7,461,498</b>	<b>7,525,958</b>	<b>7,185,662</b>	<b>7,243,168</b>	<b>7,210,066</b>	<b>7,426,009</b>	<b>7,640,131</b>	<b>7,885,318</b>	<b>8,148,502</b>	<b>8,754,541</b>

CITY OF OWATONNA  
PART TIME PERSONNEL REQUESTS (FTE)  
FOR PERIOD 2013 THRU 2017

General Fund	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Mayor/Council	8.0	8.0	8.0	8.0	8.0
City Administration			0.5	0.5	1.0
Police Department	2.6	2.6	2.8	2.8	2.8
Building Inspection			0.7	0.7	
Library	1.9	3.5	3.8	5.9	7.1
Park & Rec Admin	1.8	0.7	1.0	1.2	1.9
Park Maintenance	3.5	2.6	2.6	2.6	2.6
Youth Recreation	0.9	0.0	0.9	0.9	0.9
Tennis Center				0.7	0.7
Golf	2.5	2.3	1.4	2.1	2.1
Airport		0.5	0.5	0.5	0.5
Government Buildings	<u>3.3</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>
Total All Funds	<u><u>24.4</u></u>	<u><u>22.2</u></u>	<u><u>24.2</u></u>	<u><u>27.9</u></u>	<u><u>29.7</u></u>

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

FTEs for PT personnel were not tracked prior to 2013

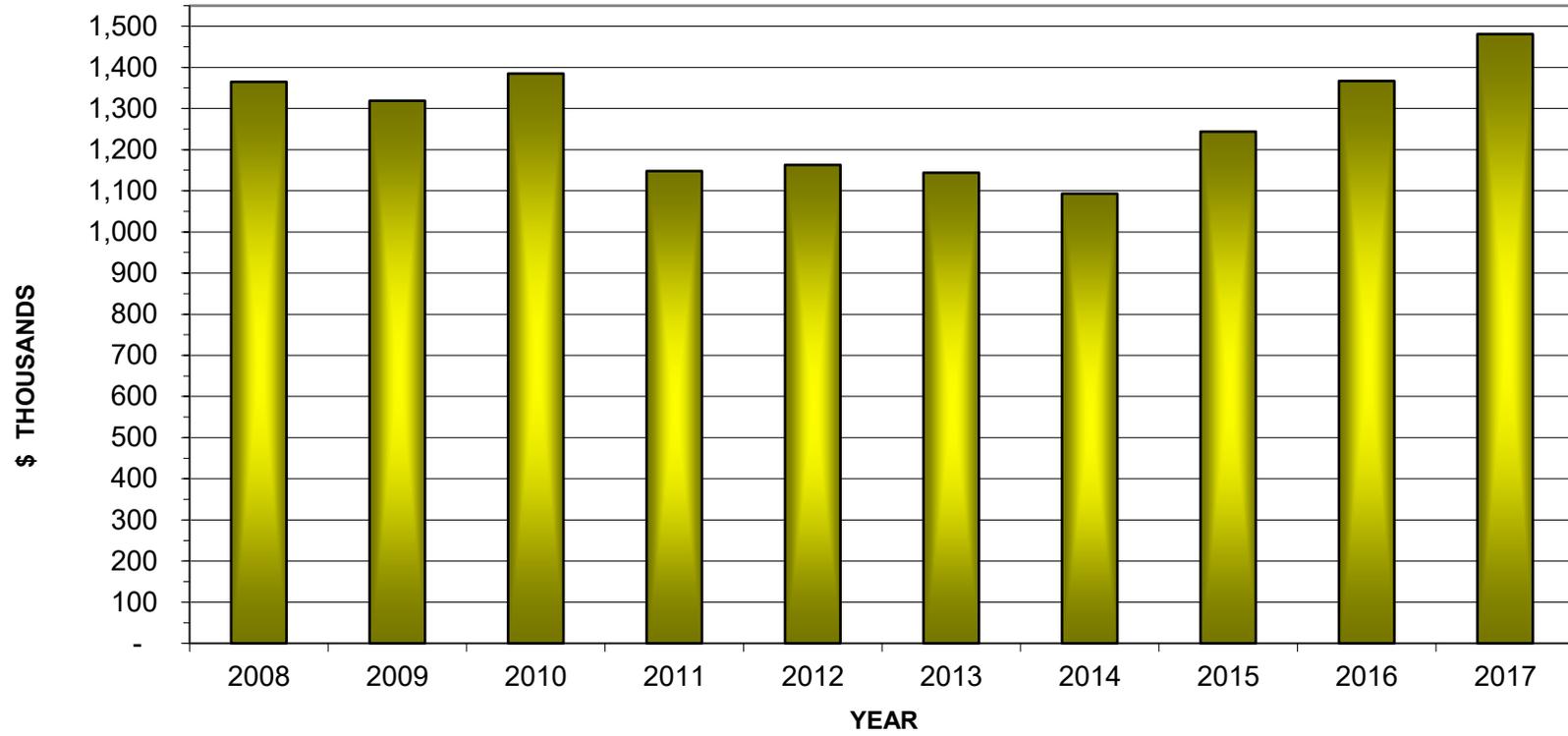
CITY OF OWATONNA  
PART TIME PERSONNEL REQUESTS (FTE)  
FOR PERIOD 2013 THRU 2017

General Fund	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Mayor/Council	8.0	8.0	8.0	8.0	8.0
City Administration			0.5	0.5	1.0
Police Department	2.6	2.6	2.8	2.8	2.8
Building Inspection			0.7	0.7	
Library	1.9	3.5	3.8	5.9	7.1
Park & Rec Admin	1.8	0.7	1.0	1.2	1.9
Park Maintenance	3.5	2.6	2.6	2.6	2.6
Youth Recreation	0.9	0.0	0.9	0.9	0.9
Tennis Center				0.7	0.7
Golf	2.5	2.3	1.4	2.1	2.1
Airport		0.5	0.5	0.5	0.5
Government Buildings	<u>3.3</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>	<u>2.1</u>
Total All Funds	<u><u>24.4</u></u>	<u><u>22.2</u></u>	<u><u>24.2</u></u>	<u><u>27.9</u></u>	<u><u>29.7</u></u>

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

FTEs for PT personnel were not tracked prior to 2013

**CITY OF OWATONNA  
PART TIME PERSONNEL WAGES  
FOR PERIOD 2008 THRU 2017**



CITY OF OWATONNA  
PART TIME PERSONNEL WAGES  
FOR PERIOD 2008 THRU 2017

General Fund	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Mayor & Council	61,200	61,200	61,200	61,200	61,200	61,200	61,200	67,800	67,800	67,800
City Administration	24,460	14,813	24,180	14,813	27,524	0	26,500	17,907	50,202	43,038
Police Department	66,000	54,000	169,795	35,000	62,394	63,806	64,606	93,980	99,087	111,321
Fire Department	87,416	71,652	71,652	71,652	71,652	71,652	76,078	76,078	76,078	74,426
Building Inspection	18,000	9,000						32,894	34,819	0
Planning & Zoning										
Engineering Department	9,750	4,750	4,750	4,750		5,000	5,000	14,000	12,500	12,500
Street Department	25,000	15,000	15,000		12,000	14,000	8,000	8,000	8,000	8,000
Library	150,632	90,121	103,554	90,122	91,275	92,343	154,188	170,608	224,817	283,156
Park & Rec Admin	24,613	28,987	28,987	25,987	26,234	26,799	13,419	17,591	42,208	54,360
Park Maintenance	197,992	193,151	204,941	204,941	179,221	203,207	178,227	183,193	185,669	195,495
Recreation - Adult	28,599	24,915	24,915	24,015	22,588	23,855	19,991	21,153	18,728	22,448
Recreation - Youth	214,093	195,853	138,079	122,514	120,286	121,639	71,988	121,806	112,056	112,067
Tennis Center	62,800	64,500	75,300	73,300	73,700	73,700	71,726	71,193	76,000	86,535
Senior Place	47,762	34,149	16,000	9,000	9,000	9,000	12,000	12,000	9,000	15,958
Aquatic Center									105,000	121,958
Golf	203,101	173,101	173,101	173,101	173,849	174,116	168,075	170,420	176,615	159,421
Airport	4,000						11,105	13,500	13,500	21,129
Government Buildings	122,032	110,308	118,308	118,308	116,876	95,723	45,229	47,990	49,989	86,069
<b>Sub Total</b>	<b>1,347,450</b>	<b>1,145,500</b>	<b>1,229,762</b>	<b>1,028,703</b>	<b>1,047,799</b>	<b>1,036,040</b>	<b>987,332</b>	<b>1,140,113</b>	<b>1,362,068</b>	<b>1,475,681</b>
<b>Other Funds</b>										
Aquatic Center			149,500	137,500	101,300	97,500	92,000	95,000	0	0
H R A										
Economic Development Fund										
WWTP Operations	17,500	17,500	17,500	17,500	17,500	17,500	14,000	9,000	5,000	5,000
<b>Total All Funds</b>	<b>1,364,950</b>	<b>1,163,000</b>	<b>1,396,762</b>	<b>1,183,703</b>	<b>1,166,599</b>	<b>1,151,040</b>	<b>1,093,332</b>	<b>1,244,113</b>	<b>1,367,068</b>	<b>1,480,681</b>

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City of Owatonna, Minnesota

Capital Improvement Plan

2017 thru 2021

PROJECTS BY FUNDING SOURCE

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Capital Projects Fund Levy</b>								
Server Replacements	ADM-13-002	2	28,000	25,000	25,000	25,000	25,000	128,000
Annual Copier Replacement	ADM-13-010	2	9,000	20,000	21,000	22,000	23,000	95,000
Networking Infrastructure Replacement	ADM-13-012	2	25,000	25,000	25,000	25,000	25,000	125,000
Data Management and Archiving Software	ADM-15-001	2	23,000	22,000				45,000
Council Chamber renovations	ADM-16-002	2	15,000					15,000
Network Attached Storage (NAS)	ADM-17-001	1	20,000				35,000	55,000
Phone System Improvements	ADM-17-002	2		37,000	40,000			77,000
Website Update	ADM-17-003	2	25,000					25,000
Networking Room Improvements	ADM-17-004	1	35,000	8,000	10,000			53,000
Environmental Assessment-South Bldg Area	AP-16-001	3					12,500	12,500
Airport Maint Bldg Extension Design-Build	AP-16-002	3				115,500		115,500
Power Broom	AP-19-002	4			4,000			4,000
Automobile Parking Lot Crack Seal and Seal Coat	AP-19-003	2			9,000			9,000
Replace GPS	ENG-18-001	2		35,000		30,000		65,000
Flooring Replacement	F-13-003	3			14,000			14,000
Emergency Warning Sirens	F-13-008	2			17,000		17,000	34,000
HVAC Control System - Fire Dept	F-15-002	3		15,160				15,160
Self-contained Breathing Apparatus (SCBA)	F-17-001	1	120,000	48,000				168,000
Sand Bag Machine	F-17-002	3			6,000			6,000
Yamaha Viking ATV	F-17-003	3			9,850			9,850
Fire Station Rooftop AC Replacement	F-19-001	2		142,000				142,000
Fire Station Vehicle Exhaust System	F-19-002	2			75,000			75,000
Apparatus Bay Roof	F-23-001	4		54,000				54,000
Carpenter Shop Roof - C	GB-13-002	2				28,000		28,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2					25,000	25,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2		25,000				25,000
Henderson Hall Roof - C	GB-13-008	3		20,000				20,000
Velve Hall Roof - C	GB-13-009	3		20,000				20,000
Seniorplace Kitchen Remodel - C	GB-13-010	2		18,000				18,000
Fitness Center Weight Room & Office Flooring - C	GB-13-011	3		7,500				7,500
Tennis Center Carpet and Paint - C	GB-13-013	3				10,000		10,000
Fitness Center Track & 3rd Floor Flooring - C	GB-13-014	3				10,000		10,000
Morehouse Chalet Roof - C	GB-13-016	3					18,000	18,000
SeniorPlace Roof - C	GB-15-001	2			30,000			30,000
Merrill Hall Rubber Roofs - C	GB-16-005	3					80,000	80,000
Merrill Hall Heating & Cooling - C	GB-17-001	2				550,000		550,000
Fitness Center Pool Heater - C	GB-17-002	1	15,000					15,000
Replace furniture in Children's and Adult Services	LIB-13-003	2		25,000				25,000
Automatic Check Equipment	LIB-13-005	2		12,000		13,000		25,000
Library Window Replacement - Reading Room	LIB-13-008	3				92,400		92,400
Folding Wall Replacement - Children's Services	LIB-16-003	1	20,000					20,000
Library Clay Tile Roof	LIB-17-002	1			240,000			240,000
Library Security Improvements	LIB-17-003	2	15,000					15,000
Brooktree Central & Satellite Cont Irrigation-C/I	P&R-13-018	3		45,000				45,000

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Backstops - C - O	P&R-13-027	3		15,000		12,500		27,500
In Line Rink Re-Surfacing - C	P&R-13-029	3		20,000				20,000
Play Equipment - C - G	P&R-13-034	2		50,000		80,000		130,000
Restroom Updates - C	P&R-13-040	3					20,000	20,000
Ski Trail Groomer - C	P&R-13-042	4				15,000		15,000
Central Park Fountain - C	P&R-13-045	3					30,000	30,000
Lake Kohlmier Retaining Wall - C	P&R-16-002	3				300,000		300,000
Golf Maintenance Storage Building - C	P&R-16-003	2				100,000		100,000
Max Solutions Software update - C	P&R-16-004	2		26,000				26,000
Dart's Park East Parking Lot - C O	P&R-17-002	1				50,000		50,000
Lincoln Park Tennis Court Reconstruction - C-G-O	P&R-17-003	1	20,000	80,000				100,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	1	30,000			20,000	30,000	80,000
Tennis & Fitness Center Pool - C	P&R-17-006	1		100,000				100,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	5				75,000		75,000
Tennis & Fitness Center Pool Hallway Flooring - C	P&R-18-002	3				6,000		6,000
Brooktree Clubhouse Carpet Replacement - C	P&R-18-003	3		15,000				15,000
Tennis and Fitness Center Court Resurfacing - C	P&R-20-002	3			45,000			45,000
Paint Striper	ST-15-005	4		15,000				15,000

**Capital Projects Fund Levy Total**

400,000 924,660 570,850 1,579,400 340,500 3,815,410

**Capital Projects Fund Reserves**

City Hall Roof - C-T	GB-13-005	2			800,000			800,000
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**Capital Projects Fund Reserves Total**

800,000 800,000

**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
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**

1,185,000 545,000 700,000 700,000 500,000 3,630,000

**Debt to be repaid with levy**

Financial Software Upgrade/New	ADM-21-001	3					250,000	250,000
City Maintenance Facility	ST-25-001	2	200,000		175,000			375,000
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**

1,200,000 1,000,000 1,175,000 1,000,000 1,250,000 5,625,000

**FAA**

Environmental Assessment-South Bldg Area	AP-16-001	3					112,500	112,500
Loader with Blower Attachment	AP-17-003	2		247,500				247,500
Power Broom	AP-19-002	4			72,000			72,000

**FAA Total**

247,500 72,000 112,500 432,000

**Federal Highway Funds**

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
Park Drive NW - Concrete	STR-20-001	2				950,000		950,000
<b>Federal Highway Funds Total</b>						950,000		950,000
<b>General Fund</b>								
Tennis and Fitness Center Equipment - C	P&R-13-023	2		10,000	10,000	10,000	10,000	40,000
Trail Overlay - C	P&R-13-037	3		40,000	50,000	50,000	50,000	190,000
Bituminous Overlays	STR-14-001	3	160,000	175,000	175,000	175,000	175,000	860,000
Cedar, Oak, Hoffman Corridor	STR-15-007	2	35,000					35,000
<b>General Fund Total</b>			195,000	225,000	235,000	235,000	235,000	1,125,000
<b>Imprelis Settlement</b>								
Brooktree Central & Satellite Cont Irrigation-C/I	P&R-13-018	3		45,000				45,000
Golf Fairway Mowers - I	P&R-17-005	2	80,000					80,000
<b>Imprelis Settlement Total</b>			80,000	45,000				125,000
<b>Other funding source</b>								
Main Hangar Bifold Door Replacement	AP-15-002	3	10,500					10,500
Tennis & Fitness Center Heating and Cooling - O	GB-16-010	2	180,000					180,000
Backstops - C - O	P&R-13-027	3		15,000		12,500		27,500
Dart's Park East Parking Lot - C O	P&R-17-002	1				50,000		50,000
Lincoln Park Tennis Court Reconstruction - C-G-O	P&R-17-003	1		175,000				175,000
<b>Other funding source Total</b>			190,500	190,000		62,500		443,000
<b>Other Grant Funds</b>								
Thermal Imager Camera	F-14-009	3			14,000			14,000
Replace furniture in Children's and Adult Services	LIB-13-003	2	30,000					30,000
Library Clay Tile Roof	LIB-17-002	1		20,000				20,000
Play Equipment - C - G	P&R-13-034	2		25,000				25,000
North Straight River Trail - G	P&R-17-001	1	474,680					474,680
Lincoln Park Tennis Court Reconstruction - C-G-O	P&R-17-003	1		25,000				25,000
<b>Other Grant Funds Total</b>			504,680	70,000	14,000			588,680
<b>Residual funds from previous yr CIP</b>								
Kaplan's Woods Ravine Stabilization	STM-17-003	2	400,000					400,000
<b>Residual funds from previous yr CIP Total</b>			400,000					400,000
<b>Residual Sales Tax Funds</b>								
City Hall Roof - C-T	GB-13-005	2			800,000			800,000
West Hills Elevators - T	GB-16-002	2		80,000				80,000
Library elevator	LIB-18-002	2		40,000				40,000
<b>Residual Sales Tax Funds Total</b>				120,000	800,000			920,000
<b>Residual State Aid Funds</b>								
Cedar, Oak, Hoffman Corridor	STR-15-007	2	15,000	150,000				165,000

Source	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Residual State Aid Funds Total</b>			15,000	150,000				165,000
<b>Sewer Fund</b>								
Sanitary Sewer Replacement	WTP-13-001	2	300,000	350,000	350,000	350,000	350,000	1,700,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
A Trunk line capacity analysis	WTP-15-004	3	30,000					30,000
Utility/Shop Truck	WTP-16-002	3					45,000	45,000
Jetter/Vac Truck Replacement	WTP-17-001	1	300,000					300,000
CCTV Camera	WTP-17-002	2	85,000					85,000
Lawn Tractor + attachments	WTP-17-003	2	20,000					20,000
Replace ceramic diffusers in aeration basin	WTP-18-001	2		150,000				150,000
Clarifier drive and collection system	WTP-18-002	3		200,000				200,000
Plant Expansion	WTP-20-001	2	1,000,000	9,000,000	1,000,000	9,000,000		20,000,000
<b>Sewer Fund Total</b>			1,885,000	9,850,000	1,500,000	9,500,000	545,000	23,280,000
<b>State Aid</b>								
Main Hangar Bifold Door Replacement	AP-15-002	3	66,500					66,500
Airport Maint Bldg Extension Design-Build	AP-16-002	3				269,500		269,500
Loader with Blower Attachment	AP-17-003	2		13,750				13,750
1-Ton Utility Truck	AP-17-004	2	66,500					66,500
Riding Mower	AP-17-005	3		56,000				56,000
Power Broom	AP-19-002	4			4,000			4,000
Automobile Parking Lot Crack Seal and Seal Coat	AP-19-003	2			21,000			21,000
Road Grader w/ wing	AP-20-001	3				175,000		175,000
State Aid Streets- Bituminous Reconstruction	STR-15-002	2		180,000				180,000
Cedar, Oak, Hoffman Corridor	STR-15-007	2		250,000				250,000
Cedar Avenue - Freemont to North Street	STR-16-003	3	1,000,000					1,000,000
Bridge Street Retaining Walls	STR-17-003	3	150,000					150,000
Traffic Signal	STR-19-001	3			420,000		100,000	520,000
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 Streets	STR-21-001	3					1,200,000	1,200,000
<b>State Aid Total</b>			2,283,000	499,750	1,165,000	444,500	1,300,000	5,692,250
<b>Storm Fund</b>								
NW Industrial Park Pond - 06a	STM-16-001	2				200,000		200,000
Leo Rudolph Nature Reserve Ravine	STM-17-001	2	150,000					150,000
Stormwater Vehicle	STM-17-004	3		30,000				30,000
Sunnydale Pond Storm Sewer Reconstruct	STM-18-001	3		75,000				75,000
Cardinal Drive rehab	STM-19-001	2			1,500,000			1,500,000
Smith Avenue Improvements	STM-20-001	2				600,000		600,000
Downtown Drainage Rehabilitation	STM-23-001	2		350,000				350,000
<b>Storm Fund Total</b>			150,000	455,000	1,500,000	800,000		2,905,000
<b>Vehicle Replacement Fund</b>								
Loader with Blower Attachment	AP-17-003	2		13,750				13,750
1-Ton Utility Truck	AP-17-004	2	28,500					28,500
Riding Mower	AP-17-005	3		24,000				24,000

<b>Source</b>	<b>Project#</b>	<b>Priority</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Total</b>
Road Grader w/ wing	AP-20-001	3				75,000		75,000
Engineering Pickup	ENG-15-002	2	30,000	30,000	27,000	8,000		95,000
Survey Pickup	ENG-16-001	2					12,000	12,000
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 - V	GB-13-017	2	40,000	40,000	40,000	40,000	120,000	280,000
Utility Trucksters (golf) - V	P&R-13-017	3					30,000	30,000
Pick-Up (golf) - V	P&R-13-025	2				40,000		40,000
Trucks - V	P&R-13-030	3		40,000	50,000	50,000	30,000	170,000
Grounds Equipment Vehicles - V	P&R-13-031	2	95,000	70,000	35,000	20,000	70,000	290,000
Marked Patrol Fleet	POL-13-002	2	60,000	30,000	90,000	60,000	90,000	330,000
Unmarked Patrol Fleet	POL-13-004	2	25,000				50,000	75,000
Support Services/Parking Control	POL-18-001	2		60,000				60,000
Street Sweeper	ST-13-003	1		130,000		150,000		280,000
2 Ton Trucks with Plow and Wings	ST-14-001	1	225,000		155,000			380,000
Pickup Truck	ST-14-002	2		60,000	50,000	20,000	15,000	145,000
Front End Loader	ST-14-003	2	125,000					125,000
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	39,500	20,000	20,000	20,000	108,500
Hydraulic Arm Mower	ST-16-003	2	10,000		10,000		10,000	30,000
Tandem Axle Truck	ST-16-004	2	200,000					200,000
Asphalt Roller	ST-17-002	3	50,000					50,000
Tree chipper	ST-18-001	2		60,000				60,000
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
Stump Grinder	ST-21-002	2					25,000	25,000
<b>Vehicle Replacement Fund Total</b>			897,500	952,250	567,000	1,138,000	472,000	4,026,750
<b>GRAND TOTAL</b>			9,385,680	15,274,160	9,098,850	16,409,400	4,755,000	54,923,090

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City of Owatonna, Minnesota

*Capital Improvement Plan*

2017 thru 2021

**PROJECTS BY DEPARTMENT**

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
<b>Administration</b>								
Server Replacements	ADM-13-002	2	28,000	25,000	25,000	25,000	25,000	128,000
Annual Copier Replacement	ADM-13-010	2	9,000	20,000	21,000	22,000	23,000	95,000
Networking Infrastructure Replacement	ADM-13-012	2	25,000	25,000	25,000	25,000	25,000	125,000
Data Management and Archiving Software	ADM-15-001	2	23,000	22,000				45,000
Council Chamber renovations	ADM-16-002	2	40,000					40,000
Network Attached Storage (NAS)	ADM-17-001	1	20,000				35,000	55,000
Phone System Improvements	ADM-17-002	2		37,000	40,000			77,000
Website Update	ADM-17-003	2	25,000					25,000
Networking Room Improvements	ADM-17-004	1	35,000	8,000	10,000			53,000
Financial Software Upgrade/New	ADM-21-001	3					250,000	250,000
<b>Administration Total</b>			205,000	137,000	121,000	72,000	358,000	893,000
<b>Airport</b>								
Main Hangar Bifold Door Replacement	AP-15-002	3	95,000					95,000
Environmental Assessment-South Bldg Area	AP-16-001	3					125,000	125,000
Airport Maint Bldg Extension Design-Build	AP-16-002	3				385,000		385,000
Loader with Blower Attachment	AP-17-003	2		275,000				275,000
1-Ton Utility Truck	AP-17-004	2	95,000					95,000
Riding Mower	AP-17-005	3		80,000				80,000
Power Broom	AP-19-002	4			80,000			80,000
Automobile Parking Lot Crack Seal and Seal Coat	AP-19-003	2			30,000			30,000
Road Grader w/ wing	AP-20-001	3				250,000		250,000
<b>Airport Total</b>			190,000	355,000	110,000	635,000	125,000	1,415,000
<b>Engineering</b>								
Engineering Pickup	ENG-15-002	2	30,000	30,000	27,000	8,000		95,000
Survey Pickup	ENG-16-001	2					12,000	12,000
Replace GPS	ENG-18-001	2		35,000		30,000		65,000
<b>Engineering Total</b>			30,000	65,000	27,000	38,000	12,000	172,000
<b>Fire</b>								
Flooring Replacement	F-13-003	3			14,000			14,000
Emergency Warning Sirens	F-13-008	2			17,000		17,000	34,000
Thermal Imager Camera	F-14-009	3			14,000			14,000
HVAC Control System - Fire Dept	F-15-002	3		15,160				15,160
Self-contained Breathing Apparatus (SCBA)	F-17-001	1	120,000	48,000				168,000
Sand Bag Machine	F-17-002	3			6,000			6,000
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	2		142,000				142,000
Fire Station Vehicle Exhaust System	F-19-002	2			75,000			75,000

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Apparatus Bay Roof	F-23-001	4		54,000				54,000
<b>Fire Total</b>			120,000	349,160	135,850	550,000	17,000	1,172,010
<b>Government Buildings</b>								
Carpenter Shop Roof - C	GB-13-002	2				28,000		28,000
City Hall Roof - C-T	GB-13-005	2			1,600,000			1,600,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2					25,000	25,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2		25,000				25,000
Henderson Hall Roof - C	GB-13-008	3		20,000				20,000
Velve Hall Roof - C	GB-13-009	3		20,000				20,000
Seniorplace Kitchen Remodel - C	GB-13-010	2		18,000				18,000
Fitness Center Weight Room & Office Flooring - C	GB-13-011	3		7,500				7,500
Tennis Center Carpet and Paint - C	GB-13-013	3				10,000		10,000
Fitness Center Track & 3rd Floor Flooring - C	GB-13-014	3				10,000		10,000
Morehouse Chalet Roof - C	GB-13-016	3					18,000	18,000
Truck - V	GB-13-017	2	40,000	40,000	40,000	40,000	120,000	280,000
SeniorPlace Roof - C	GB-15-001	2			30,000			30,000
West Hills Elevators - T	GB-16-002	2		80,000				80,000
Merrill Hall Rubber Roofs - C	GB-16-005	3					80,000	80,000
Tennis & Fitness Center Heating and Cooling - O	GB-16-010	2	180,000					180,000
Merrill Hall Heating & Cooling - C	GB-17-001	2				550,000		550,000
Fitness Center Pool Heater - C	GB-17-002	1	15,000					15,000
Tennis & Fitness Center Pool Hallway Flooring - C	P&R-18-002	3				6,000		6,000
<b>Government Buildings Total</b>			235,000	210,500	1,670,000	644,000	243,000	3,002,500
<b>Library</b>								
Replace furniture in Children's and Adult Services	LIB-13-003	2	30,000	25,000				55,000
Automatic Check Equipment	LIB-13-005	2		12,000		13,000		25,000
Library Window Replacement - Reading Room	LIB-13-008	3				92,400		92,400
Folding Wall Replacement - Children's Services	LIB-16-003	1	20,000					20,000
Library Clay Tile Roof	LIB-17-002	1		20,000	240,000			260,000
Library Security Improvements	LIB-17-003	2	15,000					15,000
Library elevator	LIB-18-002	2		40,000				40,000
<b>Library Total</b>			65,000	97,000	240,000	105,400		507,400
<b>Parks and Recreation</b>								
Utility Trucksters (golf) - V	P&R-13-017	3					30,000	30,000
Brooktree Central & Satellite Cont Irrigation-C/I	P&R-13-018	3		90,000				90,000
Tennis and Fitness Center Equipment - C	P&R-13-023	2		10,000	10,000	10,000	10,000	40,000
Pick-Up (golf) - V	P&R-13-025	2				40,000		40,000
Backstops - C - O	P&R-13-027	3		30,000		25,000		55,000
In Line Rink Re-Surfacing - C	P&R-13-029	3		20,000				20,000
Trucks - V	P&R-13-030	3		40,000	50,000	50,000	30,000	170,000
Grounds Equipment Vehicles - V	P&R-13-031	2	95,000	70,000	35,000	20,000	70,000	290,000
Play Equipment - C - G	P&R-13-034	2		75,000		80,000		155,000
Trail Overlay - C	P&R-13-037	3		40,000	50,000	50,000	50,000	190,000
Restroom Updates - C	P&R-13-040	3					20,000	20,000
Ski Trail Groomer - C	P&R-13-042	4				15,000		15,000
Central Park Fountain - C	P&R-13-045	3					30,000	30,000
Lake Kohlmier Retaining Wall - C	P&R-16-002	3				300,000		300,000
Golf Maintenance Storage Building - C	P&R-16-003	2				100,000		100,000
Max Solutions Software update - C	P&R-16-004	2		26,000				26,000
North Straight River Trail - G	P&R-17-001	1	474,680					474,680
Dart's Park East Parking Lot - C O	P&R-17-002	1				100,000		100,000

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Lincoln Park Tennis Court Reconstruction - C-G-O	P&R-17-003	1	20,000	280,000				300,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	1	30,000			20,000	30,000	80,000
Golf Fairway Mowers - I	P&R-17-005	2	80,000					80,000
Tennis & Fitness Center Pool - C	P&R-17-006	1		100,000				100,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	5				75,000		75,000
Brooktree Clubhouse Carpet Replacement - C	P&R-18-003	3		15,000				15,000
Tennis and Fitness Center Court Resurfacing - C	P&R-20-002	3			45,000			45,000
<b>Parks and Recreation Total</b>			699,680	796,000	190,000	885,000	270,000	2,840,680
<b>Police</b>								
Marked Patrol Fleet	POL-13-002	2	60,000	30,000	90,000	60,000	90,000	330,000
Unmarked Patrol Fleet	POL-13-004	2	25,000				50,000	75,000
Support Services/Parking Control	POL-18-001	2		60,000				60,000
<b>Police Total</b>			85,000	90,000	90,000	60,000	140,000	465,000
<b>Storm Water</b>								
NW Industrial Park Pond - 06a	STM-16-001	2				200,000		200,000
Leo Rudolph Nature Reserve Ravine	STM-17-001	2	150,000					150,000
Kaplan's Woods Ravine Stabilization	STM-17-003	2	400,000					400,000
Stormwater Vehicle	STM-17-004	3		30,000				30,000
Sunnydale Pond Storm Sewer Reconstruct	STM-18-001	3		75,000				75,000
Cardinal Drive rehab	STM-19-001	2			1,500,000			1,500,000
Smith Avenue Improvements	STM-20-001	2				600,000		600,000
Downtown Drainage Rehabilitation	STM-23-001	2		350,000				350,000
<b>Storm Water Total</b>			550,000	455,000	1,500,000	800,000		3,305,000
<b>Street Construction</b>								
Bituminous Overlays	STR-14-001	3	160,000	175,000	175,000	175,000	175,000	860,000
State Aid Streets- Bituminous Reconstruction	STR-15-002	2		225,000				225,000
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 - Freemont to North Street	STR-16-003	3	1,200,000					1,200,000
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		100,000	520,000
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
State Aid Streets	STR-21-001	3					1,200,000	1,200,000
<b>Street Construction Total</b>			4,545,000	2,300,000	3,015,000	2,825,000	2,975,000	15,660,000
<b>Street Maintenance</b>								
Street Sweeper	ST-13-003	1		130,000		150,000		280,000
2 Ton Trucks with Plow and Wings	ST-14-001	1	225,000		155,000			380,000
Pickup Truck	ST-14-002	2		60,000	50,000	20,000	15,000	145,000
Front End Loader	ST-14-003	2	125,000					125,000
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	39,500	20,000	20,000	20,000	108,500
Hydraulic Arm Mower	ST-16-003	2	10,000		10,000		10,000	30,000
Tandem Axle Truck	ST-16-004	2	200,000					200,000
Asphalt Roller	ST-17-002	3	50,000					50,000

Department	Project#	Priority	2017	2018	2019	2020	2021	Total
Tree chipper	ST-18-001	2		60,000				60,000
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
Stump Grinder	ST-21-002	2					25,000	25,000
City Maintenance Facility	ST-25-001	2	200,000		175,000			375,000
<b>Street Maintenance Total</b>			819,000	569,500	500,000	295,000	70,000	2,253,500
<b>Wastewater Treatment Plant</b>								
Sanitary Sewer Replacement	WTP-13-001	2	300,000	350,000	350,000	350,000	350,000	1,700,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
A Trunk line capacity analysis	WTP-15-004	3	30,000					30,000
Utility/Shop Truck	WTP-16-002	3					45,000	45,000
Jetter/Vac Truck Replacement	WTP-17-001	1	300,000					300,000
CCTV Camera	WTP-17-002	2	85,000					85,000
Lawn Tractor + attachments	WTP-17-003	2	20,000					20,000
Replace ceramic diffusers in aeration basin	WTP-18-001	2		150,000				150,000
Clarifier drive and collection system	WTP-18-002	3		200,000				200,000
Plant Expansion	WTP-20-001	2	1,000,000	9,000,000	1,000,000	9,000,000		20,000,000
<b>Wastewater Treatment Plant Total</b>			1,885,000	9,850,000	1,500,000	9,500,000	545,000	23,280,000
<b>GRAND TOTAL</b>			9,428,680	15,274,160	9,098,850	16,409,400	4,755,000	54,966,090

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

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

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Tax Levies	7,928,933	7,821,249	8,289,370	8,187,598	4,136,125	8,723,000	9,303,026
	Other Taxes	342,607	311,500	339,323	322,500	159,923	328,500	342,500
	Licenses & Permits	76,401	76,300	72,710	75,575	71,580	79,405	80,155
	Intergovernmental Revenue	3,995,218	3,957,837	4,074,959	4,074,745	2,044,470	4,110,917	4,125,573
	Charges for Services	7,652	0	3	0	107	0	0
	Fines & Forfeits	1,000	0	700	500	2,200	500	500
	<b>Total Revenues</b>	<b>12,351,811</b>	<b>12,166,886</b>	<b>12,777,065</b>	<b>12,660,918</b>	<b>6,414,405</b>	<b>13,242,322</b>	<b>13,851,754</b>
	PT/Seasonal Wages	61,200	61,200	67,800	67,800	33,900	67,800	67,800
	Benefits	4,859	5,326	5,512	5,398	2,759	5,425	5,560
	<b>PERSONAL SERVICES</b>	<b>66,059</b>	<b>66,526</b>	<b>73,312</b>	<b>73,198</b>	<b>36,659</b>	<b>73,225</b>	<b>73,360</b>
	Supplies	209	700	531	700	590	700	700
	<b>SUPPLIES</b>	<b>209</b>	<b>700</b>	<b>531</b>	<b>700</b>	<b>590</b>	<b>700</b>	<b>700</b>
	Professional Services	21,819	40,000	7,915	4,000	830	4,000	4,000
	Communication	360	360	401	360	214	360	410
	Vehicle, Travel & Training	10,540	6,000	12,271	7,000	5,690	8,000	11,000
	Advertising & Promotion	14,065	15,000	14,285	15,000	5,023	15,000	15,000
	Memberships & Subscriptions	66,820	65,000	70,066	70,000	46,251	68,000	72,000
	Insurance	9,628	101,665	61,568	102,100	30,947	51,770	51,695
	Other Services & Charges	16,246	199,627	30,848	134,574	12,321	51,866	74,366
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>139,478</b>	<b>427,652</b>	<b>197,354</b>	<b>333,034</b>	<b>101,276</b>	<b>198,996</b>	<b>228,471</b>
	<b>TRANSFERS OUT</b>	<b>484,000</b>	<b>484,000</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>689,746</b>	<b>978,878</b>	<b>271,197</b>	<b>406,932</b>	<b>338,525</b>	<b>272,921</b>	<b>302,531</b>
	<b>Net Revenue</b>	<b>11,662,065</b>	<b>11,188,008</b>	<b>12,505,868</b>	<b>12,253,986</b>	<b>6,075,880</b>	<b>12,969,401</b>	<b>13,549,223</b>
	<b>Total for PROG 100: MAYOR &amp; COUNCIL</b>	<b>11,662,065</b>	<b>11,188,008</b>	<b>12,505,868</b>	<b>12,253,986</b>	<b>6,075,880</b>	<b>12,969,401</b>	<b>13,549,223</b>
	<b>Total for DEPT 010: MAYOR &amp; COUNCIL</b>	<b>11,662,065</b>	<b>11,188,008</b>	<b>12,505,868</b>	<b>12,253,986</b>	<b>6,075,880</b>	<b>12,969,401</b>	<b>13,549,223</b>

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

DEPT 051: ADMINISTRATIVE SERVICES

PROG 110: ADMINISTRATIVE SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	53,420	33,500	697	500	915	1,000	1,000
	Interest on Investments	195,742	75,000	72,448	75,000	52,805	90,000	90,000
	Total Revenues	249,162	108,500	73,145	75,500	53,720	91,000	91,000
	FT Wages	228,286	220,528	238,617	228,845	110,369	243,974	268,738
	PT/Seasonal Wages	5,778	0	17,181	17,907	10,590	23,702	24,926
	Benefits	71,437	70,453	76,923	84,779	42,100	79,903	93,355
	PERSONAL SERVICES	305,501	290,981	332,721	331,531	163,059	347,579	387,019
	Supplies	2,605	1,900	2,873	2,000	1,527	2,000	2,500
	Small Tools & Equipment	3	500	3,491	500	196	500	500
	SUPPLIES	2,608	2,400	6,364	2,500	1,723	2,500	3,000
	Professional Services	22,342	26,000	15,933	26,000	5,745	26,000	24,000
	Communication	2,382	1,950	2,552	1,950	950	1,950	1,950
	Vehicle, Travel & Training	8,641	9,000	11,016	10,200	5,625	10,700	14,520
	Advertising & Promotion	159	200	255	200	0	200	200
	Memberships & Subscriptions	1,515	1,500	2,017	1,500	1,442	1,500	2,000
	Insurance	4,995	4,995	6,300	6,300	2,655	5,310	5,085
	Repairs	5,400	5,400	5,630	5,400	0	10,000	10,000
	OTHER SERVICES & CHARGES	45,434	49,045	43,703	51,550	16,417	55,660	57,755
	Total Expenditures	353,543	342,426	382,788	385,581	181,199	405,739	447,774
	Net Revenue	-104,381	-233,926	-309,643	-310,081	-127,479	-314,739	-356,774
	Total for PROG 110: ADMINISTRATIVE SERVICES	-104,381	-233,926	-309,643	-310,081	-127,479	-314,739	-356,774

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

**2016 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
- Created three computer advisory governance committees for IT, GIS and records management
- Completed classification and compensation study and began implementation of new salary structure
- Added additional doors to security system
- Codification process complete
- Continue to apply LEAN principles to financial processes and permit processes
- Continued staff development : Followership, Violence in workplace, customer service, 2nd year clerk training
- Completed franchise agreement with Charter communications
- Retained city Aa2 bond rating
- Continued lobbying efforts for Highway 14
- Collaboration with multiple entities for staff training

**2017 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 our ability to attract and retain top talent.
- Expand lobbying efforts for completion of Highway 14.
  
- Continue implementation of classification and compensation study
- Continue implementing technology study findings
- Continue to explore appropriate use of technology to improve effectiveness.
- Continue to pursue applicable state and federal resources to support needed flood mitigation efforts.
- Implement NEOGOV Onboarding
- Train Supervisors/Department Heads on conducting performance evaluations
- Implement performance evaluations for all city employees

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

PROG 120: ELECTIONS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	20,000	29,120	7,089	9,000	0	22,000	8,000
	Total Revenues	20,000	29,120	7,089	9,000	0	22,000	8,000
	FT Wages	4,221	5,059	127	5,211	0	5,368	5,859
	PT/Seasonal Wages	19,838	26,500	1,460	0	0	26,500	0
	OT/Holiday/Other	36	0	0	0	0	0	0
	Benefits	1,511	1,061	141	1,091	0	1,120	1,198
	PERSONAL SERVICES	25,606	32,620	1,728	6,302	0	32,988	7,057
	Supplies	2,572	1,500	3	0	0	2,750	0
	SUPPLIES	2,572	1,500	3	0	0	2,750	0
	Advertising & Promotion	298	0	0	0	0	350	0
	Other Services & Charges	8,652	9,000	16,608	9,000	608	500	9,000
	OTHER SERVICES & CHARGES	8,950	9,000	16,608	9,000	608	850	9,000
	Total Expenditures	37,128	43,120	18,339	15,302	608	36,588	16,057
	Net Revenue	-17,128	-14,000	-11,250	-6,302	-608	-14,588	-8,057
	Total for PROG 120: ELECTIONS	-17,128	-14,000	-11,250	-6,302	-608	-14,588	-8,057

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

**2016 Goals**

Continue training of judges and staff  
Recruit additional replacement judges

**2017 Goals**

non-election year  
Review and update polling sites

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

PROG 130: FINANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	6,909	6,500	7,382	6,500	6,319	9,750	9,750
	Transfers	33,634	42,000	49,122	57,000	13,500	51,000	59,500
	Total Revenues	40,543	48,500	56,504	63,500	19,819	60,750	69,250
	FT Wages	202,544	201,102	211,620	207,155	98,462	223,501	239,824
	PT/Seasonal Wages	581	0	0	0	0	0	18,112
	OT/Holiday/Other	854	1,000	299	1,000	371	1,000	1,000
	Benefits	79,513	81,973	83,602	84,950	40,478	86,874	92,288
	PERSONAL SERVICES	283,492	284,075	295,521	293,105	139,311	311,375	351,224
	Supplies	5,626	8,000	7,866	7,500	4,617	7,500	7,500
	Small Tools & Equipment	4,136	750	655	750	887	750	750
	SUPPLIES	9,762	8,750	8,521	8,250	5,504	8,250	8,250
	Professional Services	32,421	31,000	30,396	30,000	24,500	32,000	31,000
	Communication	2,086	2,000	1,855	2,000	942	2,000	2,000
	Vehicle, Travel & Training	3,047	3,900	3,892	3,900	2,301	3,900	6,400
	Advertising & Promotion	0	0	0	0	316	0	0
	Printing	365	1,000	402	1,500	41	1,500	500
	Memberships & Subscriptions	930	1,000	652	1,000	340	1,000	1,250
	Insurance	2,775	2,775	3,500	3,500	1,475	2,950	2,825
	Repairs	31,455	32,500	33,000	32,500	30,080	34,000	33,250
	Other Services & Charges	1,937	5,000	3,000	5,000	0	7,500	2,500
	OTHER SERVICES & CHARGES	75,016	79,175	76,697	79,400	59,995	84,850	79,725
	Total Expenditures	368,270	372,000	380,739	380,755	204,810	404,475	439,199
	Net Revenue	-327,727	-323,500	-324,235	-317,255	-184,991	-343,725	-369,949
	Total for PROG 130: FINANCE	-327,727	-323,500	-324,235	-317,255	-184,991	-343,725	-369,949

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

**2016 Accomplishments**

- Received the City's 5th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2015 Comprehensive Annual Financial Report (CAFR)
- Updated the City's five year capital improvement plan focusing on the last 4 years to make it more realistic. Additionally, worked with department heads to begin the process of routinely looking out 10 years.
- Due to staff changes, took the opportunity to restructure the finance department. Will continue 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 to work with department heads to ensure the vehicle replacement funds available will meet each department's needs.
- 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.
- Participated in the newly established IT governance committee allowing for more purposeful technology advancements.
- Participated in the newly established document management sub-committee of the IT governance committee. Selected the software, Laserfiche, to move forward with.
- Assisted other departments with putting to use the GEMS training that occurred at the end of 2015.

**2017 Goals**

- Continue to assist the other departments in more fully utilizing the new financial software after the GEMS training.
- Continue review of policies and procedures ensuring adequate internal controls.
- Centralize city billing/invoice procedures.
- Serve as a resource for other departments.
- Continue to implement recommendations from the technology study.
- 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 copies of finance related documents as needed.

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

PROG 140: TECHNOLOGY

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	FT Wages	101,845	103,280	138,358	151,134	72,795	163,050	229,616
	OT/Holiday/Other	0	0	0	0	0	0	2,000
	Benefits	40,722	41,334	54,402	62,929	31,005	63,438	87,969
	<b>PERSONAL SERVICES</b>	<b>142,567</b>	<b>144,614</b>	<b>192,760</b>	<b>214,063</b>	<b>103,800</b>	<b>226,488</b>	<b>319,585</b>
	Supplies	0	0	0	0	0	0	1,000
	Repair Supplies	0	0	0	0	0	0	1,000
	Small Tools & Equipment	1,900	2,000	1,573	2,000	17,352	54,000	56,500
	<b>SUPPLIES</b>	<b>1,900</b>	<b>2,000</b>	<b>1,573</b>	<b>2,000</b>	<b>17,352</b>	<b>54,000</b>	<b>58,500</b>
	Professional Services	34,706	32,170	200	0	0	0	0
	Communication	16,642	15,000	13,883	17,000	4,964	17,000	11,000
	Transportation (VRF)	0	0	0	0	0	0	3,360
	Vehicle, Travel & Training	8,549	9,800	9,957	11,050	2,363	11,050	5,540
	Insurance	1,665	1,665	2,100	2,100	885	1,770	1,695
	Repairs	53,820	52,500	57,794	60,000	70,568	71,200	78,000
	Other Services & Charges	41,718	46,500	51,552	46,500	21,856	41,500	36,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>157,100</b>	<b>157,635</b>	<b>135,486</b>	<b>136,650</b>	<b>100,636</b>	<b>142,520</b>	<b>136,095</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>35,289</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>301,567</b>	<b>304,249</b>	<b>365,108</b>	<b>352,713</b>	<b>221,788</b>	<b>423,008</b>	<b>514,180</b>
	<b>Net Revenue</b>	<b>-301,567</b>	<b>-304,249</b>	<b>-365,108</b>	<b>-352,713</b>	<b>-221,788</b>	<b>-423,008</b>	<b>-514,180</b>
	<b>Total for PROG 140: TECHNOLOGY</b>	<b>-301,567</b>	<b>-304,249</b>	<b>-365,108</b>	<b>-352,713</b>	<b>-221,788</b>	<b>-423,008</b>	<b>-514,180</b>

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

**2016 Accomplishments**

Moving a portion of staff to Office 365  
Replaced all networking equipment at the Library for the Public Computers  
Replaced wireless with fiber for Airport, Brooktree, Riversprings  
Added 15 more computers to improve access for staff  
Added staff photos for use on internal communication systems

**2017 Goals**

Continue Disaster recovery planning (City Hall server room)  
Improve/Replace the City's website  
Research less expensive data storage options for staff and backups  
Research training options for staff  
Review Fiber options with OPU and Steele County

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

DEPT 060: CITY ATTORNEYS  
 PROG 150: CITY ATTORNEYS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Benefits	5,221	6,479	5,269	6,616	2,635	6,511	6,539
	PERSONAL SERVICES	5,221	6,479	5,269	6,616	2,635	6,511	6,539
	Supplies	0	325	1,469	350	0	0	1,500
	SUPPLIES	0	325	1,469	350	0	0	1,500
	Professional Services	213,163	231,578	209,881	223,810	118,247	234,310	233,810
	Communication	299	800	286	800	26	600	0
	Vehicle, Travel & Training	0	400	0	400	0	0	0
	Memberships & Subscriptions	3,004	2,800	3,498	2,800	1,369	3,200	3,500
	OTHER SERVICES & CHARGES	216,466	235,578	213,665	227,810	119,642	238,110	237,310
	Total Expenditures	221,687	242,382	220,403	234,776	122,277	244,621	245,349
	Net Revenue	-221,687	-242,382	-220,403	-234,776	-122,277	-244,621	-245,349
	Total for PROG 150: CITY ATTORNEYS	-221,687	-242,382	-220,403	-234,776	-122,277	-244,621	-245,349
	Total for DEPT 060: CITY ATTORNEYS	-221,687	-242,382	-220,403	-234,776	-122,277	-244,621	-245,349

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

DEPT 110: POLICE

PROG 200: POLICE DEPARTMENT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	22,044	20,500	21,795	20,150	0	20,150	21,150
	Charges for Services	454	0	1,135	0	75	2,400	1,140
	Miscellaneous	4,100	0	0	0	0	0	0
	Total Revenues	26,598	20,500	22,930	20,150	75	22,550	22,290
	FT Wages	310,694	307,952	319,654	316,658	147,582	334,306	357,495
	OT/Holiday/Other	51	0	0	0	0	0	0
	Benefits	100,720	114,950	106,498	105,913	53,039	109,395	99,350
	PERSONAL SERVICES	411,465	422,902	426,152	422,571	200,621	443,701	456,845
	Supplies	39,185	25,600	0	0	0	0	0
	Repair Supplies	1,332	500	0	0	0	0	0
	Small Tools & Equipment	1,296	1,000	0	0	0	0	0
	SUPPLIES	41,813	27,100	0	0	0	0	0
	Professional Services	515	1,000	0	0	0	0	0
	Communication	16,312	19,600	0	0	0	0	0
	Transportation (VRF)	5,400	5,400	7,200	7,200	4,500	9,000	0
	Vehicle, Travel & Training	5,031	5,000	0	0	0	0	0
	Memberships & Subscriptions	8,241	5,700	0	0	50	0	0
	Insurance	3,015	3,015	2,700	2,700	1,290	2,580	2,460
	Repairs	407	500	0	0	0	0	0
	Other Services & Charges	0	2,000	0	2,000	0	2,000	0
	OTHER SERVICES & CHARGES	38,921	42,215	9,900	11,900	5,840	13,580	2,460
	Total Expenditures	492,199	492,217	436,052	434,471	206,461	457,281	459,305
	Net Revenue	-465,601	-471,717	-413,122	-414,321	-206,386	-434,731	-437,015
	Total for PROG 200: POLICE DEPARTMENT	-465,601	-471,717	-413,122	-414,321	-206,386	-434,731	-437,015

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

**2016 Accomplishments**

- Police Chief achieved a Master Level Chief Law Enforcement Officer Certification through the MN Chief of Police Association
  
- Actively participated in the Classification and Compensation Study. City Council approved the new structure.
- Selected a vendor, LaserFische for the transition of paper documents to digital
- 100% retention of FT Community Service Officers (CSOs) working within school district
  
- Maintained the authorized levels for staffing with focus placed on succession planning
- Participated in the 1st Annual Promoting Peace Conference
- Moonlighter's Exchange Club presented the 1st Annual Police Officer of the Year
  
- Hosted the Statewide Paralegal Quarterly Training
- Financial management resulted in expenditures being 2.06% below the proposed budget.
- Enhanced operations with forfeiture funds by procuring an unmarked squad car and weaponry for unmarked vehicles.

**2017 Goals**

- Conduct 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; specifically, an APP
- Conduct staffing analysis for additional police officer FTE
  
- Participate in an additional community non-profit
- Reduce Part I and Part II crimes with emphasis on Robbery, Aggravated Assault, Burglary, and Larceny.
- Participate in the 2nd Annual Promoting Peace Conference
- Participate in a multi-agency community listening session
  
- Use forfeiture funds to enhance operations

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

PROG 210: PATROL SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	204,595	193,945	213,681	192,313	0	182,313	213,630
	Charges for Services	10,792	4,000	8,100	3,000	708	4,900	8,000
	Fines & Forfeits	157,334	162,550	141,953	158,400	78,525	188,600	139,900
	Miscellaneous	510	0	0	0	0	0	0
	Total Revenues	373,231	360,495	363,734	353,713	79,233	375,813	361,530
	FT Wages	1,509,934	1,538,439	1,478,558	1,570,537	707,126	1,637,572	1,679,599
	OT/Holiday/Other	192,178	166,235	235,425	187,685	59,774	187,685	214,685
	Benefits	602,844	632,916	630,186	664,646	304,397	640,665	669,413
	PERSONAL SERVICES	2,304,956	2,337,590	2,344,169	2,422,868	1,071,297	2,465,922	2,563,697
	Supplies	131,161	81,100	1,625	1,000	615	1,700	1,700
	Repair Supplies	27,013	24,000	0	0	0	0	0
	Small Tools & Equipment	33,640	15,500	0	0	0	0	0
	SUPPLIES	191,814	120,600	1,625	1,000	615	1,700	1,700
	Professional Services	8,303	5,000	0	1,000	0	1,000	1,000
	Communication	513	0	0	0	0	0	0
	Transportation (VRF)	45,200	45,200	61,000	61,000	40,010	80,000	0
	Vehicle, Travel & Training	28,338	27,000	0	0	280	0	0
	Memberships & Subscriptions	839	0	0	0	0	0	0
	Insurance	42,210	42,210	37,800	37,800	18,060	36,120	34,440
	Licenses & Inspections	832	0	0	0	0	0	0
	Repairs	39,317	35,000	3,816	6,000	192	0	0
	Other Services & Charges	271	4,000	0	0	0	0	0
	OTHER SERVICES & CHARGES	165,823	158,410	102,616	105,800	58,542	117,120	35,440
	Total Expenditures	2,662,593	2,616,600	2,448,410	2,529,668	1,130,454	2,584,742	2,600,837
	Net Revenue	-2,289,362	-2,256,105	-2,084,676	-2,175,955	-1,051,221	-2,208,929	-2,239,307
	Total for PROG 210: PATROL SERVICES	-2,289,362	-2,256,105	-2,084,676	-2,175,955	-1,051,221	-2,208,929	-2,239,307

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

**2016 Accomplishments**

- As of August, 2016 created a lateral developmental assignment to enhance a patrol officers investigative competencies
- Revisited the interactions with the City of Owatonna Landlord Association (COLA)
  
- Improved Weapon Systems in Unmarked Fleet
  
- Hired 3 licensed police officers and 2 community service officers in FY2015
  
- Received a total of \$5,094.38 in Toward Zero Death campaign grant(s) which provided 108.5 additional hours of enhanced traffic enforcement in our community.
- Significant efforts were directed towards traffic enforcement. Officers conducted 6,895 traffic stops.

**2017 Goals**

- 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. With emphasis on reducing larceny.
  
- Emphasis placed on home / curfew visits for offenders in the Drug Court Program
- Continue participating in the Toward Zero Death campaign.

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

PROG 220: CRIMINAL INVESTIGATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	177,040	175,740	189,985	173,240	69,704	173,240	189,985
	Charges for Services	34,590	21,600	30,707	21,600	5,400	21,600	31,000
	<b>Total Revenues</b>	<b>211,630</b>	<b>197,340</b>	<b>220,692</b>	<b>194,840</b>	<b>75,104</b>	<b>194,840</b>	<b>220,985</b>
	FT Wages	424,174	425,987	444,009	424,507	196,472	525,412	545,362
	OT/Holiday/Other	72,954	32,000	82,790	37,000	23,389	42,000	50,000
	Benefits	165,935	165,632	172,836	168,042	87,720	195,273	193,979
	<b>PERSONAL SERVICES</b>	<b>663,063</b>	<b>623,619</b>	<b>699,635</b>	<b>629,549</b>	<b>307,581</b>	<b>762,685</b>	<b>789,341</b>
	Supplies	2,738	4,000	0	0	0	0	0
	Repair Supplies	463	2,000	0	0	0	0	0
	Small Tools & Equipment	3,336	3,000	0	0	0	0	0
	<b>SUPPLIES</b>	<b>6,537</b>	<b>9,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Professional Services	3,034	6,300	7,480	6,300	3,372	6,300	0
	Communication	10	0	0	0	0	0	0
	Transportation (VRF)	10,800	10,800	14,400	14,400	9,000	18,000	0
	Vehicle, Travel & Training	2,687	5,500	0	0	0	0	0
	Insurance	9,045	9,045	8,100	8,100	3,870	7,740	7,380
	Repairs	1,138	1,000	0	0	0	0	0
	Other Services & Charges	2,767	6,000	4,875	6,000	1,128	6,000	6,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>29,481</b>	<b>38,645</b>	<b>34,855</b>	<b>34,800</b>	<b>17,370</b>	<b>38,040</b>	<b>13,380</b>
	<b>Total Expenditures</b>	<b>699,081</b>	<b>671,264</b>	<b>734,490</b>	<b>664,349</b>	<b>324,951</b>	<b>800,725</b>	<b>802,721</b>
	Net Revenue	-487,451	-473,924	-513,798	-469,509	-249,847	-605,885	-581,736
	<b>Total for PROG 220: CRIMINAL INVESTIGATION</b>	<b>-487,451</b>	<b>-473,924</b>	<b>-513,798</b>	<b>-469,509</b>	<b>-249,847</b>	<b>-605,885</b>	<b>-581,736</b>

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

**2016 Accomplishments**

- 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. Received the Community Partner Award from the MN Third Judicial Branch.
- Improved Weapon Systems in Unmarked Fleet
- Actively participate on the Steele/Waseca Drug Court Team.
- Conduct tobacco and alcohol compliance checks. Our local businesses were successful and obtained a 94.4% success rate for tobacco and a 90.5% success rate for alcohol.
- Monitored 107 Predatory Offenders. We conducted 10 non-compliance investigations and formally charged 5 offenders.
- Responded to 677 call for service within the school district. Maintained a positive relationship with students, teachers, administrators and parents.
  
- The Detective Bureau was referred 1,281 cases with 817 being assigned for further investigation. The investigation type was 16% Crimes against Persons, 54% Crimes against Property, 27% Child/Adult Protection, and 3% Other Part II Crimes.

**2017 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%
- Procure a Cellebrite system to assist with forensic analysis
- Train a staff member(s) in crime analysis or analytics.
  
- Continue tobacco and alcohol compliance checks.
  
- Continue to monitor the Predatory Offenders Registry.
  
- Continue our Community Service Officer and School Resource Officer relationships with the school district.

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

PROG 230: SUPPORT SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	0	0	0	0	0	10,000	0
	Total Revenues	0	0	0	0	0	10,000	0
	FT Wages	4,083	0	4,738	0	2,814	2,010	0
	PT/Seasonal Wages	55,710	64,606	56,393	70,803	36,228	75,206	83,491
	OT/Holiday/Other	1,705	3,100	2,133	4,800	815	4,800	2,800
	Benefits	12,297	13,849	13,602	16,726	7,360	17,832	57,533
	PERSONAL SERVICES	73,795	81,555	76,866	92,329	47,217	99,848	143,824
	Supplies	3,569	4,300	84,870	112,100	41,565	112,100	76,900
	Repair Supplies	2,291	1,300	46,696	34,900	35,883	34,900	34,900
	Small Tools & Equipment	1,154	1,000	36,327	20,500	16,347	20,500	20,500
	SUPPLIES	7,014	6,600	167,893	167,500	93,795	167,500	132,300
	Professional Services	0	0	4,837	5,000	3,833	5,000	20,365
	Communication	0	0	19,018	19,600	2,532	19,600	20,700
	Transportation (VRF)	4,600	4,600	6,100	6,100	2,320	4,600	105,000
	Vehicle, Travel & Training	0	1,000	45,905	38,500	24,211	38,500	38,500
	Memberships & Subscriptions	0	0	5,345	5,700	2,055	5,700	5,700
	Insurance	3,015	3,015	2,700	2,700	1,290	2,580	2,460
	Licenses & Inspections	0	0	333	0	385	0	350
	Repairs	154	1,000	37,548	35,500	8,777	3,500	3,500
	Other Services & Charges	0	0	-284	0	175	900	900
	OTHER SERVICES & CHARGES	7,769	9,615	121,502	113,100	45,578	80,380	197,475
	Total Expenditures	88,578	97,770	366,261	372,929	186,590	347,728	473,599
	Net Revenue	-88,578	-97,770	-366,261	-372,929	-186,590	-337,728	-473,599
	Total for PROG 230: SUPPORT SERVICES	-88,578	-97,770	-366,261	-372,929	-186,590	-337,728	-473,599

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

**2016 Accomplishments**

- Improved upon our Animal Shelter Facebook page (As of 7/29/2016-- visits=1,575 & more likes)
- Developed and fostered private partnerships
  
- Generated 1,359 Calls for Service
  
  
- Issued 1,031 violations for odd/even parking, 1,226 violations for parking, and 1,276 for 2-4 hour parking violations.

**2017 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
- Maximize parking spaces for downtown customers, business, and residents. Maintain odd/even parking to create efficient street operations.

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

PROG 240: COMMUNITY POLICING

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Miscellaneous	10	0	0	0	0	0	0
	Total Revenues	10	0	0	0	0	0	0
	Supplies	551	1,500	832	1,500	0	0	0
	Small Tools & Equipment	886	4,500	715	4,500	0	0	0
	SUPPLIES	1,437	6,000	1,547	6,000	0	0	0
	Total Expenditures	1,437	6,000	1,547	6,000	0	0	0
	Net Revenue	-1,427	-6,000	-1,547	-6,000	0	0	0
	Total for PROG 240: COMMUNITY POLICING	-1,427	-6,000	-1,547	-6,000	0	0	0

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

**2016 Accomplishments**

- Participated in Leadership Owatonna
- Reserve Officers volunteered 1,286 hours.
  
- The Chaplains volunteered 95 hours.
- Re-energized the City of Owatonna Landlord Association. As a result, disorderly use and nuisance calls were at an all time low.
- Continued Explorer Post #204, and members participated in training meetings.
- Collectively, 224 3rd graders graduated from the Steele County Safety Camp.
- In the frigid month of January 2015, a total of 165 participants, including the police department participated in the Polar Plunge to help bring awareness to special olympics. Raised \$36,635 for the cause.
- Participated in Night to Unit and visited over 28 different neighborhoods and an estimated 1,200 community members.
- Participated in Shop with a Cop
- Donated to Big Brothers Big Sisters annual fundraiser.

**2017 Goals**

- 3rd Annual Police Citizen's Academy
- Continue to foster and develop relationships with volunteers to maintain and improve upon volunteers services.
- Continue with programming and community engagement efforts.

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

PROG 250: ANIMAL CONTROL

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Fines & Forfeits	2,548	0	2,489	3,000	783	2,400	2,500
	Total Revenues	2,548	0	2,489	3,000	783	2,400	2,500
	Supplies	7,747	6,700	3,822	1,500	32	1,500	4,000
	SUPPLIES	7,747	6,700	3,822	1,500	32	1,500	4,000
	Professional Services	596	500	676	500	70	500	700
	Other Services & Charges	335	400	335	400	140	400	400
	OTHER SERVICES & CHARGES	931	900	1,011	900	210	900	1,100
	Total Expenditures	8,678	7,600	4,833	2,400	242	2,400	5,100
	Net Revenue	-6,130	-7,600	-2,344	600	541	0	-2,600
	Total for PROG 250: ANIMAL CONTROL	-6,130	-7,600	-2,344	600	541	0	-2,600

**CITY OF OWATONNA 2016 PROGRAM BUDGETS**

**Public Safety - Police**

**Animal Control 110-250**

**2016 Accomplishments**

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

**2017 Goals**

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

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

PROG 260: LEC OPERATIONS/REC MANAGEMENT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	34,116	50,000	41,644	50,000	0	0	0
	Miscellaneous	14,891	15,698	14,891	12,346	0	14,900	14,891
	<b>Total Revenues</b>	<b>49,007</b>	<b>65,698</b>	<b>56,535</b>	<b>62,346</b>	<b>0</b>	<b>14,900</b>	<b>14,891</b>
	Insurance	3,015	3,015	2,700	2,700	1,290	2,580	2,460
	Other Services & Charges	218,750	228,000	203,663	228,000	84,354	228,000	228,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>221,765</b>	<b>231,015</b>	<b>206,363</b>	<b>230,700</b>	<b>85,644</b>	<b>230,580</b>	<b>230,460</b>
	TRANSFERS OUT	80,000	80,000	0	0	0	0	0
	<b>Total Expenditures</b>	<b>301,765</b>	<b>311,015</b>	<b>206,363</b>	<b>230,700</b>	<b>85,644</b>	<b>230,580</b>	<b>230,460</b>
	Net Revenue	-252,758	-245,317	-149,828	-168,354	-85,644	-215,680	-215,569
	<b>Total for PROG 260: LEC OPERATIONS/REC MANAGEMENT</b>	<b>-252,758</b>	<b>-245,317</b>	<b>-149,828</b>	<b>-168,354</b>	<b>-85,644</b>	<b>-215,680</b>	<b>-215,569</b>

**CITY OF OWATONNA 2016 PROGRAM BUDGETS**

**Public Safety - Police**

**LEC Operations - 110-260**

**2016 Accomplishments**

- Added storage capabilities to new garage facility
- New roof and commercial HVAC system on west tower

**2017 Goals**

- Research secure gating for LEC
- Purchase vacant lot for future public parking lot
- Research surveillance system for exterior of LEC

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

PROG 270: SCDIU GRANT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	153,320	153,000	133,572	153,000	57,764	153,000	153,000
	Total Revenues	153,320	153,000	133,572	153,000	57,764	153,000	153,000
	Other Services & Charges	153,320	153,000	133,572	153,000	57,764	153,000	153,000
	OTHER SERVICES & CHARGES	153,320	153,000	133,572	153,000	57,764	153,000	153,000
	Total Expenditures	153,320	153,000	133,572	153,000	57,764	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**

**2016 Accomplishments**

- Had a successful audit of operations
- Assigned new Drug Agent(s)
- Conduct 83 active investigations, 57 felony drug arrests, 23 non-drug arrests, 18 search warrants, 8 consent searches, and 14 presentations.
- SWAT was activated and responded to 5 events.

**2017 Goals**

- Business needs assessment and implementation of new processes, policies, and procedures
- Improve upon enforcement efforts
- Improve structure and co-location processes
- Focus on large scale drug operations
- SWAT tacticians to maintain proficiency by attending basic and advanced training.

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

PROG 280: SCHOOL DISTRICT CSO SERVICE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	91,754	135,189	140,419	170,310	64,268	148,261	166,006
	Total Revenues	91,754	135,189	140,419	170,310	64,268	148,261	166,006
	FT Wages	62,445	71,784	89,997	88,271	42,133	92,099	90,235
	PT/Seasonal Wages	3,186	0	22,350	23,177	10,563	23,881	27,830
	OT/Holiday/Other	755	0	1,714	0	521	1,200	1,200
	Benefits	24,600	63,405	23,412	57,862	11,051	30,081	45,740
	PERSONAL SERVICES	90,986	135,189	137,473	169,310	64,268	147,261	165,005
	Professional Services	768	0	0	1,000	0	1,000	1,000
	OTHER SERVICES & CHARGES	768	0	0	1,000	0	1,000	1,000
	Total Expenditures	91,754	135,189	137,473	170,310	64,268	148,261	166,005
	Net Revenue	0	0	2,946	0	0	0	1
	Total for PROG 280: SCHOOL DISTRICT CSO SERVICE	0	0	2,946	0	0	0	1

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

**2016 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

**2017 Goals**

- Maintain levels of service with potential of increased costs

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

DEPT 120: FIRE

PROG 300: FIRE DEPARTMENT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	0	0	2,602	2,000	0	2,000	2,000
	Total Revenues	0	0	2,602	2,000	0	2,000	2,000
	FT Wages	123,336	120,477	124,044	124,103	57,890	131,005	138,478
	OT/Holiday/Other	1,092	4,470	677	1,000	385	1,000	1,000
	Benefits	41,519	41,985	55,981	57,777	23,184	50,441	61,597
	PERSONAL SERVICES	165,947	166,932	180,702	182,880	81,459	182,446	201,075
	Supplies	3,141	6,149	4,791	6,199	1,324	5,760	5,400
	Repair Supplies	4,780	6,300	5,419	6,300	780	5,600	5,600
	Small Tools & Equipment	100	363	100	363	100	363	363
	SUPPLIES	8,021	12,812	10,310	12,862	2,204	11,723	11,363
	Professional Services	495	902	35	3,122	2,400	1,500	1,500
	Communication	1,974	1,630	2,145	2,247	722	2,247	2,247
	Transportation (VRF)	2,100	2,100	3,300	3,300	2,100	4,200	4,200
	Vehicle, Travel & Training	1,691	2,607	3,192	2,607	2,319	3,000	3,000
	Advertising & Promotion	1,783	650	847	2,100	0	2,100	2,100
	Memberships & Subscriptions	542	570	374	585	302	585	585
	Insurance	1,620	1,620	1,650	1,650	825	1,650	1,365
	Repairs	6,165	6,650	4,319	7,030	1,723	7,030	7,030
	Other Services & Charges	1,823	1,500	1,910	1,700	288	700	700
	OTHER SERVICES & CHARGES	18,193	18,229	17,772	24,341	10,679	23,012	22,727
	Total Expenditures	192,161	197,973	208,784	220,083	94,342	217,181	235,165
	Net Revenue	-192,161	-197,973	-206,182	-218,083	-94,342	-215,181	-233,165
	Total for PROG 300: FIRE DEPARTMENT	-192,161	-197,973	-206,182	-218,083	-94,342	-215,181	-233,165

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Public Safety - Fire**  
**Administration 120-300**

**2016 Accomplishments**

- Implemented new online training program for the Fire Department.
- Implemented new Online City Employee Safety Training Program.
- Updated CIP for long term planning for vehicle and Equipment Replacement.
- Identified new ways to manage data
- Purchased land for future 2nd Fire Station.
- Provided Training Opportunities for firefighters and Officers to improve knowledge and skills. Succession Planning

**2017 Goals**

- Identify Ways to improve recruitment and retention of firefighters
- Identify ways to improve firefighter safety and personal protection.
- Identify ways to reduce response time
  
- Identify new ways to manage data
- Identify Grant Opportunities for the Fire Department
- Continue to create performance based training and evaluation crosswalks.

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

PROG 310: INSPECTION SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	14,732	10,100	10,527	10,000	4,637	13,000	13,000
	Charges for Services	24,302	18,250	26,790	20,250	12,832	22,250	22,250
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	61,034	50,350	59,317	52,250	28,489	57,250	57,250
	PT/Seasonal Wages	1,840	4,426	2,530	4,426	685	4,426	4,426
	Benefits	149	574	213	366	57	370	361
	PERSONAL SERVICES	1,989	5,000	2,743	4,792	742	4,796	4,787
	Supplies	981	1,836	780	2,400	138	1,900	1,400
	Small Tools & Equipment	566	2,756	0	236	0	2,300	1,300
	SUPPLIES	1,547	4,592	780	2,636	138	4,200	2,700
	Professional Services	4,898	8,922	550	8,922	0	8,900	6,000
	Communication	854	2,715	686	2,020	307	2,380	2,380
	Vehicle, Travel & Training	539	1,915	328	1,915	0	1,500	1,500
	Memberships & Subscriptions	1,331	900	1,421	900	1,440	900	900
	Insurance	2,700	2,700	2,750	2,750	1,375	2,750	2,275
	Other Services & Charges	378	4,000	4,287	4,000	-473	4,000	4,000
	OTHER SERVICES & CHARGES	10,700	21,152	10,022	20,507	2,649	20,430	17,055
	Total Expenditures	14,236	30,744	13,545	27,935	3,529	29,426	24,542
	Net Revenue	46,798	19,606	45,772	24,315	24,960	27,824	32,708
	Total for PROG 310: INSPECTION SERVICES	46,798	19,606	45,772	24,315	24,960	27,824	32,708

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**

**Public Safety - Fire**

**Inspection 120-310**

**2016 Accomplishments**

- Adopted new MN Fire Code and Minimum Housing Code changes.
- Continued the part time Weed & Nuisance Inspector position
- Provided Training for Inspectors for Fire Inspector Certification
- Installed new Lock Box Tumblers and Security for program
  
- Completed Fire Code Inspections in the Downtown area by occupancy.

**2017 Goals**

- Adopt the ICC Property Maintenance Code
- Implement the Vacant Registry Program
- Implement the Compliance Engine Records Management Program
- Develop a broader base of knowledge among staff with different specific codes
- Update Weed & Nuisance Program
  
- Abandoned Property Response Guideline

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

PROG 320: PUBLIC EDUCATION SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Miscellaneous	305	0	515	0	14	0	0
	Total Revenues	305	0	515	0	14	0	0
	Supplies	1,589	2,071	2,445	2,485	450	2,600	2,600
	Repair Supplies	1,608	1,300	1,300	1,300	0	1,000	1,000
	Small Tools & Equipment	67	119	0	119	0	1,200	1,200
	SUPPLIES	3,264	3,490	3,745	3,904	450	4,800	4,800
	Communication	1,138	1,200	1,594	1,200	614	1,200	1,200
	Vehicle, Travel & Training	650	986	294	986	0	1,000	1,000
	Insurance	1,080	1,080	1,100	1,100	550	1,100	910
	OTHER SERVICES & CHARGES	2,868	3,266	2,988	3,286	1,164	3,300	3,110
	Total Expenditures	6,132	6,756	6,733	7,190	1,614	8,100	7,910
	Net Revenue	-5,827	-6,756	-6,218	-7,190	-1,600	-8,100	-7,910
	Total for PROG 320: PUBLIC EDUCATION SERVICES	-5,827	-6,756	-6,218	-7,190	-1,600	-8,100	-7,910

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**

**Public Safety - Fire**

**Public Education 120-320**

**2016 Accomplishments**

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

**2017 Goals**

- Create online public education videos on website.
- Establish written guidelines for Public Education program.
- Citizen Academy for the Fire Department
- Make it easier for the public to find information on our website.
- Provide Safety programs to different cultural groups

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

PROG 330: EMERGENCY RESPONSE SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	159,188	150,000	176,368	150,000	3,071	151,200	151,200
	Charges for Services	101,586	94,000	103,727	100,000	51,301	103,000	103,000
	Miscellaneous	345	0	1,771	0	0	0	0
	<b>Total Revenues</b>	<b>261,119</b>	<b>244,000</b>	<b>281,866</b>	<b>250,000</b>	<b>54,372</b>	<b>254,200</b>	<b>254,200</b>
	FT Wages	464,016	449,815	468,423	456,385	216,595	495,157	509,655
	PT/Seasonal Wages	60,997	71,652	66,665	71,652	35,183	71,652	70,000
	OT/Holiday/Other	98,979	76,322	74,269	79,792	25,680	82,830	80,000
	Benefits	340,591	341,819	374,418	350,489	96,080	358,566	409,184
	<b>PERSONAL SERVICES</b>	<b>964,583</b>	<b>939,608</b>	<b>983,775</b>	<b>958,318</b>	<b>373,538</b>	<b>1,008,205</b>	<b>1,068,839</b>
	Supplies	13,907	16,949	12,176	22,949	4,506	20,069	22,229
	Repair Supplies	7,590	7,661	7,610	7,661	4,943	8,700	8,700
	Small Tools & Equipment	40,817	40,969	24,763	30,969	31,328	49,030	87,030
	<b>SUPPLIES</b>	<b>62,314</b>	<b>65,579</b>	<b>44,549</b>	<b>61,579</b>	<b>40,777</b>	<b>77,799</b>	<b>117,959</b>
	Professional Services	14,360	13,900	10,559	13,900	8,043	16,250	13,750
	Communication	1,682	815	1,611	815	939	815	815
	Transportation (VRF)	68,600	68,600	95,700	95,700	65,400	130,800	135,800
	Vehicle, Travel & Training	9,236	9,200	9,142	9,200	6,482	9,500	9,500
	Memberships & Subscriptions	693	1,000	500	1,000	350	1,000	1,000
	Insurance	4,320	4,320	4,400	4,400	2,200	4,400	3,640
	Licenses & Inspections	715	750	725	750	0	750	750
	Repairs	22,860	9,227	12,647	9,227	6,667	9,227	9,227
	Other Services & Charges	1,370	1,740	685	2,200	1,097	2,200	7,300
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>123,836</b>	<b>109,552</b>	<b>135,969</b>	<b>137,192</b>	<b>91,178</b>	<b>174,942</b>	<b>181,782</b>
	<b>Total Expenditures</b>	<b>1,150,733</b>	<b>1,114,739</b>	<b>1,164,293</b>	<b>1,157,089</b>	<b>505,493</b>	<b>1,260,946</b>	<b>1,368,580</b>
	Net Revenue	-889,614	-870,739	-882,427	-907,089	-451,121	-1,006,746	-1,114,380
	<b>Total for PROG 330: EMERGENCY RESPONSE SERVICES</b>	<b>-889,614</b>	<b>-870,739</b>	<b>-882,427</b>	<b>-907,089</b>	<b>-451,121</b>	<b>-1,006,746</b>	<b>-1,114,380</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Public Safety - Fire**  
**Emergency Response 120-330**

**2016 Accomplishments**

- Worked with Dispatch to implement new CAD for Fire
- Implemented a new regional fire officer program and Meetings
  
- Continued to improve performance based training program for firefighters
- Improved overall performance of firefighters and department with new training
- Continued with implementation of the MN Fire Officer Certification Program
- Implemented Transitional Fire Attack

**2017 Goals**

- Implement Active 911 Program with Dispatch Center
- Full Time Career Development Plan for each employee (Certification & Skills)
- Develop Rapid Intervention Team
  
- Fire Apparatus Operator Certification
  
- Implement a duty shift program for paid on call firefighters.

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

PROG 340: SAFETY SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Supplies	440	925	696	739	150	739	739
	Repair Supplies	1,415	1,453	287	1,453	-31	1,453	1,453
	Small Tools & Equipment	6,020	6,954	5,380	6,954	3,696	6,954	6,954
	SUPPLIES	7,875	9,332	6,363	9,146	3,815	9,146	9,146
	Professional Services	0	6,650	6,605	6,650	432	5,150	3,650
	Communication	3,689	3,798	3,730	3,798	1,629	3,798	3,798
	Vehicle, Travel & Training	0	57	0	57	0	57	57
	Memberships & Subscriptions	149	464	29	464	55	464	464
	Insurance	1,080	1,080	1,100	1,100	550	1,100	910
	OTHER SERVICES & CHARGES	4,918	12,049	11,464	12,069	2,666	10,569	8,879
	Total Expenditures	12,793	21,381	17,827	21,215	6,481	19,715	18,025
	Net Revenue	-12,793	-21,381	-17,827	-21,215	-6,481	-19,715	-18,025
	Total for PROG 340: SAFETY SERVICES	-12,793	-21,381	-17,827	-21,215	-6,481	-19,715	-18,025
	Total for DEPT 120: FIRE	-1,053,597	-1,077,243	-1,066,882	-1,129,262	-528,584	-1,221,918	-1,340,772

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**

**Public Safety - Fire**

**Safety Services 120-340**

**2016 Accomplishments**

- Implemented new Online Safety Program for City Employees
- Outdoor Emergency Notification System voice siren at Brooktree.
- Participated in Regional Safety Training Group with Medford.
  
- Provided new Emergency Response Guidebooks for all first responders
  
- Delegated more responsibility to supervisors for safety training.

**2017 Goals**

- Complete Job Safety Analysis Job Descriptions.
- Employee & Management Team for Site Safety Evaluations
- Implement Engineering, Education and Enforcement Plan into safety program
- Provide safety policies, procedures and guidelines for city employees.
  
- Improve individual training compliance for all employees

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

DEPT 140: BUILDING INSPECTION

PROG 380: BUILDING INSPECTION DEPARTMENT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	245,514	221,000	206,001	221,000	111,730	244,000	256,000
	Charges for Services	70,686	66,300	73,272	66,300	72,110	72,300	80,400
	Total Revenues	316,200	287,300	279,273	287,300	183,840	316,300	336,400
	FT Wages	213,038	245,385	224,350	205,488	104,266	219,429	279,869
	PT/Seasonal Wages	0	0	13,123	32,894	13,665	34,819	0
	OT/Holiday/Other	2,808	2,830	2,852	2,897	2,619	2,966	3,135
	Benefits	85,664	108,296	80,754	92,472	37,305	93,298	83,398
	PERSONAL SERVICES	301,510	356,511	321,079	333,751	157,855	350,512	366,402
	Supplies	7,479	7,400	7,769	7,400	3,987	7,400	6,000
	Repair Supplies	357	900	0	900	0	900	0
	Small Tools & Equipment	27,436	5,550	4,460	2,800	664	2,800	1,950
	SUPPLIES	35,272	13,850	12,229	11,100	4,651	11,100	7,950
	Professional Services	999	0	1,666	0	0	0	0
	Communication	1,442	1,600	1,978	2,200	961	2,200	2,900
	Transportation (VRF)	4,200	4,200	5,600	5,600	2,400	4,800	4,800
	Vehicle, Travel & Training	1,945	2,200	1,428	2,200	1,809	2,300	2,800
	Memberships & Subscriptions	960	1,800	635	1,800	120	1,800	1,000
	Insurance	2,400	2,400	2,000	2,000	950	1,900	1,500
	Licenses & Inspections	119	350	330	350	32	350	350
	Repairs	958	4,200	474	4,200	2,311	2,900	2,900
	OTHER SERVICES & CHARGES	13,023	16,750	14,111	18,350	8,583	16,250	16,250
	Total Expenditures	349,805	387,111	347,419	363,201	171,089	377,862	390,602
	Net Revenue	-33,605	-99,811	-68,146	-75,901	12,751	-61,562	-54,202
	Total for PROG 380: BUILDING INSPECTION DEPARTMENT	-33,605	-99,811	-68,146	-75,901	12,751	-61,562	-54,202

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

**2016 Accomplishments**

Trained new building inspector to perform residential inspections.  
Trained new building inspector to perform minor commercial inspections.  
Provided education opportunities to new inspector to cross train into mechanical and plumbing inspections.

Participated in lean event to try to streamline commercial plans routing process.

In the process of developing online permit application submittals and revised commercial plan submittal process.

**2017 Goals**

Administration:

Acquire full time employment status for new building inspector  
Train new Building Inspector commercial jobsite inspections procedures  
Complete education requirements 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 light commercial plan review

Inspections:

Continue to find new ways to expand the use of the new Surface Pro devices for on-site inspections to reduce duplicate processes.  
Expand procedure with Fire Department on new Rental Licenses

Expand communication with Fire Department to ensure consistency between building inspections and fire inspections

Other:

Provide quarterly or bi-monthly update news letters to contractors

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

DEPT 211: ENGINEERING

PROG 400: ENGINEERING DEPARTMENT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	1,528	1,500	1,897	500	320	8,500	6,000
	Charges for Services	0	0	75	0	31	0	0
	Transfers	350,000	350,000	350,000	350,000	220,010	440,000	460,000
	Total Revenues	351,528	351,500	351,972	350,500	220,361	448,500	466,000
	FT Wages	249,206	129,109	219,668	155,086	99,711	176,551	184,399
	PT/Seasonal Wages	2,540	0	2,840	0	1,272	7,500	7,500
	OT/Holiday/Other	15	0	786	0	0	0	0
	Benefits	71,266	38,755	59,367	42,661	27,603	47,061	45,306
	PERSONAL SERVICES	323,027	167,864	282,661	197,747	128,586	231,112	237,205
	Supplies	2,209	2,000	6,122	2,000	3,067	2,750	2,750
	Repair Supplies	77	1,500	0	1,500	0	1,500	1,500
	Small Tools & Equipment	2,018	2,200	2,242	2,200	1,495	2,400	2,400
	SUPPLIES	4,304	5,700	8,364	5,700	4,562	6,650	6,650
	Communication	1,077	710	2,698	710	1,886	1,200	3,000
	Transportation (VRF)	2,500	2,500	3,300	3,300	1,650	3,300	3,300
	Vehicle, Travel & Training	2,108	4,000	2,336	4,000	2,459	4,000	4,000
	Advertising & Promotion	-54	100	616	100	699	100	100
	Memberships & Subscriptions	1,345	1,500	1,705	1,500	775	1,500	1,500
	Insurance	3,600	3,600	3,100	3,100	1,650	3,300	2,700
	Licenses & Inspections	165	1,000	903	1,000	259	250	250
	Repairs	262	1,000	311	1,000	303	1,000	1,000
	Other Services & Charges	550	10,500	10,658	14,000	13,959	12,500	13,780
	OTHER SERVICES & CHARGES	11,553	24,910	25,627	28,710	23,640	27,150	29,630
	CAPITAL OUTLAY	0	0	0	0	0	5,500	5,500
	Total Expenditures	338,884	198,474	316,652	232,157	156,788	270,412	278,985
	Net Revenue	12,644	153,026	35,320	118,343	63,573	178,088	187,015
	Total for PROG 400: ENGINEERING DEPARTMENT	12,644	153,026	35,320	118,343	63,573	178,088	187,015

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Public Works - Engineering**  
**Administration 211-400**

**2016 Accomplishments**

Added additional data to Pavement Management Program  
Increased maintenance activities  
Updated Ordinances for ROW  
Updated record keeping procedures  
Created mobile app for ADA, signs and trees  
Created mobile app for sanitary sewer and storm sewer  
Created mobile app for monitoring private utility construction

**2017 Goals**

Continue focus on preventative maintenance activities  
Update subdivision design standard  
Implement Digital Record Management  
Update standards for construction, specifications, detail plates, etc.

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

PROG 410: CONSTRUCTION PROJECTS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	1,882	0	0	0	0	0	0
	Charges for Services	70,427	251,000	261,823	301,500	2,161	241,500	326,000
	Total Revenues	72,309	251,000	261,823	301,500	2,161	241,500	326,000
	FT Wages	151,851	184,839	200,890	239,390	95,645	248,288	259,824
	PT/Seasonal Wages	3,620	5,000	8,530	14,000	1,026	5,000	5,000
	OT/Holiday/Other	2,352	3,000	3,592	3,000	475	3,000	3,000
	Benefits	38,003	77,840	57,856	72,397	29,240	71,500	62,223
	PERSONAL SERVICES	195,826	270,679	270,868	328,787	126,386	327,788	330,047
	Supplies	8,371	8,000	6,767	8,500	2,014	8,500	8,500
	Repair Supplies	2,597	2,000	2,048	2,750	826	3,000	3,000
	Small Tools & Equipment	1,118	4,000	6,966	4,000	304	3,500	3,500
	SUPPLIES	12,086	14,000	15,781	15,250	3,144	15,000	15,000
	Professional Services	10,005	2,700	0	2,700	278	2,700	37,700
	Communication	1,618	2,250	1,691	2,250	634	2,250	2,250
	Transportation (VRF)	11,250	11,250	15,000	15,000	8,920	17,800	17,700
	Vehicle, Travel & Training	896	2,000	615	2,000	100	2,000	2,000
	Advertising & Promotion	141	500	0	500	0	500	500
	Licenses & Inspections	77	500	117	500	0	500	500
	Repairs	185,447	200,500	284,106	315,500	18,156	213,500	213,500
	OTHER SERVICES & CHARGES	209,434	219,700	301,529	338,450	28,088	239,250	274,150
	Total Expenditures	417,346	504,379	588,178	682,487	157,618	582,038	619,197
	Net Revenue	-345,037	-253,379	-326,355	-380,987	-155,457	-340,538	-293,197
	Total for PROG 410: CONSTRUCTION PROJECTS	-345,037	-253,379	-326,355	-380,987	-155,457	-340,538	-293,197

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

**2016 Accomplishments**

- Construction of SE Stormwater Phase II
- Completed Street Condition Survey
- Preliminary Planning for WWTP Upgrades
- Completed Intersection replacement at North and Cedar
- Completed upgrades to Bridge Street Lift Station

**2017 Goals**

- Design and prepare plans and specifications for petitioned projects.
- Complete Lemond Road SW from Kim Lane to 24th Avenue
- Complete Cedar Avenue from Front Street to North Street
- Complete North Straight River Trail - TAP Federal Grant
- Complete 2017 Street and Utility Project

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

DEPT 212: STREET MAINTENANCE  
PROG 420: STREET MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	13,018	0	13,664	0	0	0	0
	Charges for Services	1,869	1,250	2,722	400	1,162	1,000	1,000
	Total Revenues	14,887	1,250	16,386	400	1,162	1,000	1,000
	FT Wages	241,952	246,256	318,503	256,504	185,721	378,956	404,877
	PT/Seasonal Wages	40,590	0	170	0	0	0	0
	OT/Holiday/Other	29,849	5,645	10,258	5,060	4,951	13,260	5,230
	Benefits	101,833	112,346	138,482	115,017	86,925	164,081	182,004
	PERSONAL SERVICES	414,224	364,247	467,413	376,581	277,597	556,297	592,111
	Supplies	29,709	24,600	16,374	24,800	-14,060	38,400	38,400
	Repair Supplies	62	300	335	300	6,333	32,200	32,200
	Small Tools & Equipment	4,344	1,900	2,589	2,500	5,280	4,900	4,900
	SUPPLIES	34,115	26,800	19,298	27,600	-2,447	75,500	75,500
	Professional Services	85	3,200	846	3,200	0	200	200
	Communication	4,298	4,750	4,586	4,750	2,180	5,750	5,750
	Transportation (VRF)	5,000	5,000	6,700	6,700	2,020	4,000	4,000
	Vehicle, Travel & Training	3,400	1,200	1,239	1,200	90	1,600	1,600
	Advertising & Promotion	1,627	0	167	250	0	250	250
	Memberships & Subscriptions	0	400	0	400	622	400	400
	Insurance	5,490	5,490	5,100	5,100	3,288	6,575	6,725
	Licenses & Inspections	1,995	2,000	3,619	2,000	2,553	2,800	2,800
	Repairs	328	0	130	0	8,043	10,000	10,000
	Rents/Leases	0	0	0	0	0	1,000	1,000
	Other Services & Charges	3,031	1,250	69	1,250	49	1,250	1,625
	OTHER SERVICES & CHARGES	25,254	23,290	22,456	24,850	18,845	33,825	34,350
	CAPITAL OUTLAY	0	0	28,713	0	0	0	0
	Total Expenditures	473,593	414,337	537,880	429,031	293,995	665,622	701,961
	Net Revenue	-458,706	-413,087	-521,494	-428,631	-292,833	-664,622	-700,961
	Total for PROG 420: STREET MAINTENANCE	-458,706	-413,087	-521,494	-428,631	-292,833	-664,622	-700,961

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Public Works - Street**  
**Administration 212-420**

**2016 Accomplishments**

Respond to questions and concerns in a timely manner  
Maintain 200 fleet vehicles and equipment for WWTP, government buildings, engineering, administration, street, fire, police, building inspection and airport  
Improved street patching process with in house build of patching equipment  
Sold water truck and replaced with water tank, reducing long term costs  
  
Continued evaluation of contract vs. self perform

**2017 Goals**

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.  
Remove obsolete vehicles from fleet

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

PROG 421: ICE & SNOW REMOVAL

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	51,357	66,000	44,825	52,000	17,055	55,500	130,000
	Total Revenues	51,357	66,000	44,825	52,000	17,055	55,500	130,000
	FT Wages	180,228	143,344	106,824	147,798	79,313	156,043	165,622
	OT/Holiday/Other	41,209	32,920	10,034	32,303	6,610	32,317	27,259
	Benefits	94,053	78,689	54,103	78,967	43,911	77,806	82,547
	PERSONAL SERVICES	315,490	254,953	170,961	259,068	129,834	266,166	275,428
	Supplies	117,492	77,600	78,700	96,700	38,960	95,700	91,200
	Repair Supplies	48,641	37,100	50,370	37,000	18,101	37,000	37,000
	Small Tools & Equipment	4	1,500	1,503	1,500	600	1,500	1,500
	SUPPLIES	166,137	116,200	130,573	135,200	57,661	134,200	129,700
	Transportation (VRF)	82,000	82,000	109,300	109,300	55,010	110,000	114,000
	Vehicle, Travel & Training	0	1,000	0	0	220	0	500
	Memberships & Subscriptions	0	50	30	0	0	0	0
	Insurance	7,320	7,320	6,800	6,800	2,630	5,260	5,380
	Repairs	9,624	7,200	8,208	8,700	608	7,200	7,200
	Rents/Leases	21,876	16,000	62,550	55,000	9,065	37,000	37,000
	OTHER SERVICES & CHARGES	120,820	113,570	186,888	179,800	67,533	159,460	164,080
	Total Expenditures	602,447	484,723	488,422	574,068	255,028	559,826	569,208
	Net Revenue	-551,090	-418,723	-443,597	-522,068	-237,973	-504,326	-439,208
	Total for PROG 421: ICE & SNOW REMOVAL	-551,090	-418,723	-443,597	-522,068	-237,973	-504,326	-439,208

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Public Works - Street**  
**Ice/Snow Removal 212-421**

**2016 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.  
Increased use of straight salt, improving road conditions and reducing spring cleanup.  
Implemented trial of automatic vehicle locating devices (AVL)  
Continued evaluation of contract vs. self perform

**2017 Goals**

Continue current level of snow removal and ice control with increased mileage of street due to new annexations.  
Continued optimization of equipment and personnel

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

PROG 422: STREET SIGNS AND MARKINGS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	33	0	60	0	0	0	0
	Total Revenues	33	0	60	0	0	0	0
	FT Wages	28,931	63,188	34,027	63,960	14,092	67,859	72,642
	PT/Seasonal Wages	4,015	6,000	4,884	6,000	0	6,000	6,000
	OT/Holiday/Other	1,637	815	1,587	500	71	500	1,850
	Benefits	11,563	29,407	13,867	29,303	8,283	28,853	38,229
	PERSONAL SERVICES	46,146	99,410	54,365	99,763	22,446	103,212	118,721
	Supplies	23,756	31,200	19,324	31,600	10,434	31,600	31,600
	Repair Supplies	12,901	9,400	12,965	11,800	4,685	12,000	12,000
	Small Tools & Equipment	963	800	1,312	800	528	1,000	1,000
	SUPPLIES	37,620	41,400	33,601	44,200	15,647	44,600	44,600
	Transportation (VRF)	2,400	2,400	3,200	3,200	2,020	4,000	4,000
	Vehicle, Travel & Training	0	800	435	800	0	800	800
	Insurance	1,830	1,830	1,700	1,700	658	1,315	1,345
	Utilities	81	150	79	150	29	150	150
	Repairs	13,943	15,500	8,367	11,500	0	11,600	11,600
	OTHER SERVICES & CHARGES	18,254	20,680	13,781	17,350	2,707	17,865	17,895
	Total Expenditures	102,020	161,490	101,747	161,313	40,800	165,677	181,216
	Net Revenue	-101,987	-161,490	-101,687	-161,313	-40,800	-165,677	-181,216
	Total for PROG 422: STREET SIGNS AND MARKINGS	-101,987	-161,490	-101,687	-161,313	-40,800	-165,677	-181,216

**CITY OF OWATONNA 2016 PROGRAM BUDGETS**

**Public Works - Street  
Signs/Markings 212-422**

**2016 Accomplishments**

Started sign inventory

Increase sign replacement and inspection

Continued evaluation of contract vs. self perform

**2017 Goals**

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

Increase sign replacement and inspection

Improve partnerships with other government agencies for sharing opportunities.

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

PROG 423: FORESTRY

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	11,086	0	0	0	0	0	0
	Charges for Services	1,941	500	1,600	500	2,038	1,500	1,000
	Miscellaneous	0	0	1,454	0	0	0	0
	<b>Total Revenues</b>	<b>13,027</b>	<b>500</b>	<b>3,054</b>	<b>500</b>	<b>2,038</b>	<b>1,500</b>	<b>1,000</b>
	FT Wages	88,882	88,268	103,457	91,206	54,324	95,925	101,822
	PT/Seasonal Wages	0	0	3,660	0	0	0	0
	OT/Holiday/Other	331	733	598	560	76	560	1,000
	Benefits	46,559	49,033	56,459	50,022	31,294	50,317	52,772
	<b>PERSONAL SERVICES</b>	<b>135,772</b>	<b>138,034</b>	<b>164,174</b>	<b>141,788</b>	<b>85,694</b>	<b>146,802</b>	<b>155,594</b>
	Supplies	25,798	16,600	10,169	17,300	5,408	17,300	17,300
	Repair Supplies	6,167	6,200	9,395	6,500	1,918	6,500	6,500
	Small Tools & Equipment	859	1,900	1,896	1,900	115	2,300	2,100
	<b>SUPPLIES</b>	<b>32,824</b>	<b>24,700</b>	<b>21,460</b>	<b>25,700</b>	<b>7,441</b>	<b>26,100</b>	<b>25,900</b>
	Communication	0	0	0	0	27	0	50
	Transportation (VRF)	10,000	10,000	13,300	13,300	9,000	18,000	18,600
	Vehicle, Travel & Training	721	1,400	651	1,400	594	1,400	1,400
	Memberships & Subscriptions	15	600	36	600	0	300	300
	Insurance	1,830	1,830	1,700	1,700	658	1,315	1,345
	Repairs	4,267	4,000	8,267	5,000	1,179	5,000	5,000
	Rents/Leases	0	0	0	1,000	0	1,000	1,000
	Other Services & Charges	134	3,750	1,088	4,000	0	1,500	1,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>16,967</b>	<b>21,580</b>	<b>25,042</b>	<b>27,000</b>	<b>11,458</b>	<b>28,515</b>	<b>29,195</b>
	<b>Total Expenditures</b>	<b>185,563</b>	<b>184,314</b>	<b>210,676</b>	<b>194,488</b>	<b>104,593</b>	<b>201,417</b>	<b>210,689</b>
	Net Revenue	-172,536	-183,814	-207,622	-193,988	-102,555	-199,917	-209,689
	<b>Total for PROG 423: FORESTRY</b>	<b>-172,536</b>	<b>-183,814</b>	<b>-207,622</b>	<b>-193,988</b>	<b>-102,555</b>	<b>-199,917</b>	<b>-209,689</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**

**Public Works - Street**

**Forestry 212-423**

**2016 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.

Continued evaluation of contract vs. self perform

**2017 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

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

PROG 425: STREET CLEANING

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Transfers	15,000	15,000	15,000	15,000	25,010	50,000	50,000
	Total Revenues	15,000	15,000	15,000	15,000	25,010	50,000	50,000
	FT Wages	41,545	85,642	50,966	88,501	24,442	91,307	95,244
	PT/Seasonal Wages	0	0	80	0	0	0	0
	OT/Holiday/Other	264	2,763	0	1,450	142	1,450	0
	Benefits	14,792	43,814	19,792	42,952	10,516	37,162	38,178
	PERSONAL SERVICES	56,601	132,219	70,838	132,903	35,100	129,919	133,422
	Supplies	14,956	14,600	11,296	15,000	3,409	15,000	15,000
	Repair Supplies	24,769	20,500	16,945	21,500	11,235	21,500	21,500
	Small Tools & Equipment	84	500	305	500	0	500	0
	SUPPLIES	39,809	35,600	28,546	37,000	14,644	37,000	36,500
	Transportation (VRF)	25,600	25,600	34,100	34,100	20,020	40,000	41,400
	Vehicle, Travel & Training	90	100	64	100	0	100	0
	Insurance	5,490	5,490	5,100	5,100	1,973	3,945	4,035
	Repairs	0	4,000	1,568	4,000	0	1,000	1,000
	Other Services & Charges	2,682	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	33,862	35,190	40,832	43,300	21,993	45,045	46,435
	Total Expenditures	130,272	203,009	140,216	213,203	71,737	211,964	216,357
	Net Revenue	-115,272	-188,009	-125,216	-198,203	-46,727	-161,964	-166,357
	Total for PROG 425: STREET CLEANING	-115,272	-188,009	-125,216	-198,203	-46,727	-161,964	-166,357

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

**2016 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.

Started use of AVL on sweepers

Continued evaluation of contract vs. self perform

**2017 Goals**

Optimize sweeping activities to only that which is necessary.

Optimize sweeping routes and improve record keeping - AVL

Sweeping to comply with the city storm water pollution prevention plan.

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

PROG 426: STREET MAINTENANCE REPAIR

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	10,406	500	1,160	0	200	7,500	2,500
	Intergovernmental Revenue	32,178	33,500	43,195	34,500	17,055	25,500	25,500
	Charges for Services	0	0	0	0	133	0	0
	Miscellaneous	112	0	1,060	0	0	0	0
	<b>Total Revenues</b>	<b>42,696</b>	<b>34,000</b>	<b>45,415</b>	<b>34,500</b>	<b>17,388</b>	<b>33,000</b>	<b>28,000</b>
	FT Wages	160,618	171,988	189,227	177,023	56,154	187,004	197,641
	PT/Seasonal Wages	7,044	2,000	400	2,000	1,248	2,000	2,000
	OT/Holiday/Other	3,952	1,290	6,426	1,260	1,985	1,260	2,320
	Benefits	76,222	93,008	92,416	88,810	27,185	91,108	92,653
	<b>PERSONAL SERVICES</b>	<b>247,836</b>	<b>268,286</b>	<b>288,469</b>	<b>269,093</b>	<b>86,572</b>	<b>281,372</b>	<b>294,614</b>
	Supplies	199,273	217,936	308,213	293,100	63,527	177,400	177,550
	Repair Supplies	30,862	18,000	38,573	18,000	10,695	18,000	18,000
	Small Tools & Equipment	1,524	4,000	7,472	5,000	5,100	4,500	5,500
	Other Supplies	0	0	0	0	0	124,000	104,000
	<b>SUPPLIES</b>	<b>231,659</b>	<b>239,936</b>	<b>354,258</b>	<b>316,100</b>	<b>79,322</b>	<b>323,900</b>	<b>305,050</b>
	Transportation (VRF)	50,000	50,000	70,000	70,000	74,020	148,000	154,000
	Vehicle, Travel & Training	0	200	287	200	16	200	200
	Insurance	10,980	10,980	10,200	10,200	3,945	7,890	8,070
	Repairs	7,925	3,200	11,655	3,200	3,098	131,200	131,600
	Rents/Leases	16,905	17,000	18,355	17,000	0	25,000	25,000
	Other Services & Charges	703	1,000	5,437	1,000	186	1,000	1,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>86,513</b>	<b>82,380</b>	<b>115,934</b>	<b>101,600</b>	<b>81,265</b>	<b>313,290</b>	<b>319,870</b>
	<b>Total Expenditures</b>	<b>566,008</b>	<b>590,602</b>	<b>758,661</b>	<b>686,793</b>	<b>247,159</b>	<b>918,562</b>	<b>919,534</b>
	<b>Net Revenue</b>	<b>-523,312</b>	<b>-556,602</b>	<b>-713,246</b>	<b>-652,293</b>	<b>-229,771</b>	<b>-885,562</b>	<b>-891,534</b>
	<b>Total for PROG 426: STREET MAINTENANCE REPAIR</b>	<b>-523,312</b>	<b>-556,602</b>	<b>-713,246</b>	<b>-652,293</b>	<b>-229,771</b>	<b>-885,562</b>	<b>-891,534</b>
	<b>Total for DEPT 213: STREET-COUNTY MAINTENANCE</b>	<b>-13,595</b>	<b>0</b>	<b>-6,095</b>	<b>0</b>	<b>-1,108</b>	<b>0</b>	<b>0</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Public Works - Street**  
**Street Maintenance/Repair 212-426**

**2016 Accomplishments**

- Crack sealing and sealcoating of approximately 8 miles of bituminous pavement
- Evaluated mowing activities and removed or reduced unnecessary mowing

Continued evaluation of contract vs. self perform

**2017 Goals**

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

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

DEPT 380: AIRPORT

PROG 490: AIRPORT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	2,068	1,775	1,904	1,775	1,272	1,775	1,775
	Charges for Services	179,126	232,725	161,109	233,050	51,418	180,050	170,050
	Miscellaneous	166,092	140,000	144,413	140,000	83,373	140,000	135,000
	Total Revenues	347,286	374,500	307,426	374,825	136,063	321,825	306,825
	FT Wages	67,029	65,768	68,327	67,748	31,540	71,510	76,082
	PT/Seasonal Wages	1,188	0	3,390	0	1,533	0	1,250
	Benefits	28,156	28,602	29,975	29,624	14,530	30,138	32,135
	PERSONAL SERVICES	96,373	94,370	101,692	97,372	47,603	101,648	109,467
	Supplies	131,219	179,608	112,429	179,150	28,802	131,150	121,100
	Small Tools & Equipment	0	2,050	1,955	1,150	1,934	1,150	1,150
	Concession Supplies	180	0	0	0	0	0	0
	SUPPLIES	131,399	181,658	114,384	180,300	30,736	132,300	122,250
	Professional Services	16,800	16,800	15,754	16,800	6,569	16,800	18,000
	Communication	7,050	8,850	6,624	8,650	3,040	7,850	8,200
	Vehicle, Travel & Training	1,595	3,340	1,670	2,840	961	3,340	2,840
	Advertising & Promotion	3,542	5,500	3,939	4,000	910	4,500	4,500
	Memberships & Subscriptions	444	425	675	425	425	700	700
	Insurance	23,600	23,600	23,700	23,700	11,050	22,100	19,700
	Licenses & Inspections	440	2,625	448	1,625	94	1,700	1,000
	Utilities	38,708	36,881	31,857	38,150	13,335	40,650	37,250
	Repairs	0	0	2,000	0	0	0	0
	Other Services & Charges	17,267	18,400	19,043	18,400	21,533	18,400	21,500
	OTHER SERVICES & CHARGES	109,446	116,421	105,710	114,590	57,917	116,040	113,690
	CAPITAL OUTLAY	0	0	5	0	0	0	0
	Total Expenditures	337,218	392,449	321,791	392,262	136,256	349,988	345,407
	Net Revenue	10,068	-17,949	-14,365	-17,437	-193	-28,163	-38,582
	Total for PROG 490: AIRPORT	10,068	-17,949	-14,365	-17,437	-193	-28,163	-38,582

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

**2016 Accomplishments**

- Provided high quality transportation infrastructure for corporate and general aviation users.
- Completed new mobile friendly airport website and expanded use of social media.
- Completed FAA required selection process for airport engineering firm.
- 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.
- Completed review of airport rates and charges structure and implemented.
  
- Re-bid all City of Owatonna farm land agricultural leases.

**2017 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.
- Work with EDA and business leaders to promote business use of airport.
  
- Increase revenues through use of facilities, services, and use of airport property.
- Promote airport through continued school tours, youth aviation camp, tenant events, informational meetings, and other special events.
- 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.

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

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	54,618	43,873	82,797	48,260	19,695	67,212	67,212
	Total Revenues	54,618	43,873	82,797	48,260	19,695	67,212	67,212
	FT Wages	2,459	2,558	3,116	2,635	1,302	3,224	2,960
	PT/Seasonal Wages	9,997	11,105	12,420	13,500	4,135	13,500	19,879
	OT/Holiday/Other	229	0	64	0	0	0	0
	Benefits	2,698	3,252	3,475	3,779	1,390	3,871	5,378
	PERSONAL SERVICES	15,383	16,915	19,075	19,914	6,827	20,595	28,217
	Supplies	23,905	23,450	13,034	21,725	4,895	21,750	15,725
	Repair Supplies	19,320	13,100	8,848	13,100	3,726	13,100	12,400
	Small Tools & Equipment	180	425	2,011	425	43	500	500
	SUPPLIES	43,405	36,975	23,893	35,250	8,664	35,350	28,625
	Transportation (VRF)	12,250	12,250	16,300	16,300	6,150	12,300	14,400
	Repairs	20,559	15,275	9,875	15,475	3,608	17,225	16,250
	OTHER SERVICES & CHARGES	32,809	27,525	26,175	31,775	9,758	29,525	30,650
	Total Expenditures	91,597	81,415	69,143	86,939	25,249	85,470	87,492
	Net Revenue	-36,979	-37,542	13,654	-38,679	-5,554	-18,258	-20,280
	Total for PROG 491: AIRPORT BUILDING & MAINTENANCE	-36,979	-37,542	13,654	-38,679	-5,554	-18,258	-20,280
	Total for DEPT 380: AIRPORT	-26,911	-55,491	-711	-56,116	-5,747	-46,421	-58,862

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

**2016 Accomplishments**

- Completed Runway 5/23, parallel taxiway "B", and main apron crack sealing and sealcoat project.
- Completed 100% of airport Preventive Maintenance Program.
- Installed new aviation fuel cabinets and pumps.
- Completed landscaping improvements in terminal area including reconstruction of pedestrian sidewalk.
- Completed new pavement markings consistent with FAA requirements.
- Completed installation of air compressor and layout improvements of airport maintenance building to improve operational efficiencies and functionality.

**2017 Goals**

- Replace main hangar bi-fold doors.
- Replace depreciated 1-ton utility truck utilizing 70% state airport grant funding participation.
- Work with FAA to add instrument approach procedure to Runway 5/23.
- Replace depreciated toro groundmaster riding mower utilizing 70% state airport grant funding participation.
- Maintain existing buildings, equipment, and navigational aids with limited resources and personnel through efficient preventive maintenance program.
- Complete crack seal and sealcoat of auto parking lot.

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

DEPT 420: LIBRARY

PROG 600: LIBRARY

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	18,884	18,800	18,889	18,800	9,433	18,800	18,800
	Total Revenues	18,884	18,800	18,889	18,800	9,433	18,800	18,800
	FT Wages	120,508	97,174	112,021	100,099	56,209	105,992	100,520
	PT/Seasonal Wages	15,740	14,209	19,166	18,009	10,707	16,489	20,498
	Benefits	38,227	31,085	36,719	32,797	18,674	33,581	37,531
	PERSONAL SERVICES	174,475	142,468	167,906	150,905	85,590	156,062	158,549
	Supplies	345	300	542	300	253	300	270
	Repair Supplies	0	0	60	0	0	0	0
	Library Materials	0	150	0	150	0	150	135
	SUPPLIES	345	450	602	450	253	450	405
	Professional Services	212	320	420	350	0	350	315
	Communication	1,541	2,815	950	2,815	340	1,350	1,215
	Vehicle, Travel & Training	6,936	6,180	4,689	6,180	2,546	7,540	6,690
	Advertising & Promotion	0	0	1,315	0	1,127	0	0
	Memberships & Subscriptions	946	1,606	1,365	1,608	430	1,750	1,750
	Insurance	760	760	820	820	380	760	670
	Repairs	154	500	400	500	0	500	450
	Rents/Leases	225	225	112	225	0	225	202
	Other Services & Charges	4,190	4,193	4,816	4,635	2,969	5,090	4,915
	OTHER SERVICES & CHARGES	14,964	16,599	14,887	17,133	7,792	17,565	16,207
	Total Expenditures	189,784	159,517	183,395	168,488	93,635	174,077	175,161
	Net Revenue	-170,900	-140,717	-164,506	-149,688	-84,202	-155,277	-156,361
	Total for PROG 600: LIBRARY	-170,900	-140,717	-164,506	-149,688	-84,202	-155,277	-156,361

**CITY OF OWATONNA 2015 PROGRAM BUDGETS**  
**Culture & Recreation - Library**  
**Administration 420-600**

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

**2016 Accomplishments**

Provide for the informational, recreational, educational and cultural needs of the residents of Owatonna, Blooming Prairie and rural Steele County through organized collections of various media and access through technology to other resources. Received substantial grant for early literacy play spot. Received grant for art installation. Staffing changed. Information technology established as a stand-alone department. Director honored as a "pillar of our community" in Owatonna People's Press *Portraits*.

Continued leadership in regional library system in appointed and elected positions. Regional board meetings, advisory meetings, and integrated library system operations meetings. Facilitated meetings of the Library Board. Focused on engaging the community. Provided community with shared greenspace and garden. Collaborate with community organizations. Participated in City leadership, safety, insurance, and wellness committees. With Library Board, participated in City Council study session on flooding in the downtown area.

Provided staff with training on loss, change, and grief, and three wellness classes on nutrition. Participated in City compensation/classification project. Annual State of MN library report raw data distributed to Council and public. Responded and supported to specific community needs.

**2017 Goals**

Continue mission.

Hire and retain staff sufficient to provide service to public.

Ensure staff has necessary tools to provide service to public: Replace staff computers, install self-checkout stations. With library board and staff, continue succession planning. Continue.

Continue.

Continue.

Provide the community with appropriate physical space that meets the community's needs. Space allocation study and space needs study. Provide staff with training.

Distribute contextual report.

Anticipate and respond to needs of the community.

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

PROG 610: CIRCULATION SERVICES PROGRAM

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	65,932	60,900	66,238	60,900	35,094	64,900	64,900
	Fines & Forfeits	12,069	15,000	12,578	13,000	5,332	13,000	9,000
	Miscellaneous	0	300	125	100	20	100	20
	<b>Total Revenues</b>	<b>78,001</b>	<b>76,200</b>	<b>78,941</b>	<b>74,000</b>	<b>40,446</b>	<b>78,000</b>	<b>73,920</b>
	FT Wages	239,652	168,354	243,521	173,421	117,406	204,379	154,146
	PT/Seasonal Wages	111,646	109,325	137,845	127,367	67,450	183,931	254,509
	OT/Holiday/Other	519	533	12,741	546	11,481	560	0
	Benefits	90,658	71,969	94,388	77,909	44,411	82,333	79,669
	<b>PERSONAL SERVICES</b>	<b>442,475</b>	<b>350,181</b>	<b>488,495</b>	<b>379,243</b>	<b>240,748</b>	<b>471,203</b>	<b>488,324</b>
	Supplies	1,244	1,125	1,237	1,125	944	1,125	1,013
	Small Tools & Equipment	881	500	1,159	1,000	400	1,000	900
	Library Materials	58,165	55,295	89,252	60,700	50,223	65,000	70,500
	<b>SUPPLIES</b>	<b>60,290</b>	<b>56,920</b>	<b>91,648</b>	<b>62,825</b>	<b>51,567</b>	<b>67,125</b>	<b>72,413</b>
	Professional Services	0	250	102	250	-2	250	0
	Communication	2,839	3,675	3,197	3,600	1,334	3,600	3,500
	Vehicle, Travel & Training	381	0	347	0	0	0	0
	Insurance	2,432	2,432	2,624	2,624	1,216	2,432	2,144
	Repairs	0	500	2,685	500	0	500	450
	Other Services & Charges	16,945	16,900	19,262	18,666	11,878	20,485	19,768
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>22,597</b>	<b>23,757</b>	<b>28,217</b>	<b>25,640</b>	<b>14,426</b>	<b>27,267</b>	<b>25,862</b>
	<b>Total Expenditures</b>	<b>525,362</b>	<b>430,858</b>	<b>608,360</b>	<b>467,708</b>	<b>306,741</b>	<b>565,595</b>	<b>586,599</b>
	Net Revenue	-447,361	-354,658	-529,419	-393,708	-266,295	-487,595	-512,679
	<b>Total for PROG 610: CIRCULATION SERVICES PROGRAM</b>	<b>-447,361</b>	<b>-354,658</b>	<b>-529,419</b>	<b>-393,708</b>	<b>-266,295</b>	<b>-487,595</b>	<b>-512,679</b>

**CITY OF OWATONNA 2015 PROGRAM BUDGETS**  
**Culture & Recreation - Library**  
**Circulation Services 420-610**

**OBJECTIVE: Provide organized collections of materials for community use.**

**2016 Accomplishments**

Anticipatory and responsive customer focus.  
Constantly evaluated and updated collection.

Provided appropriate materials to community in a timely manner.  
Dispersed weeded and donated materials. Explored recycling options.  
Maintained strong social media presence. Added Instagram.

**2017 Goals**

Continue to focus on customer. Increase materials budget.  
Continue to predict and assess patron needs for media; explore new formats; replace materials.  
Purchase current books, DVDs, spoken word recordings, magazines, and other materials in a timely manner.  
Use social media to promote resources and engage the community.

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

PROG 620: LIBRARY SITE USE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	55,346	55,100	55,362	55,100	27,646	55,100	55,100
	Charges for Services	10,256	9,000	7,917	9,000	3,767	9,000	8,000
	Miscellaneous	0	0	0	9	0	0	0
	<b>Total Revenues</b>	<b>65,602</b>	<b>64,100</b>	<b>63,279</b>	<b>64,109</b>	<b>31,413</b>	<b>64,100</b>	<b>63,100</b>
	FT Wages	48,513	88,975	39,467	91,653	20,682	44,462	88,811
	PT/Seasonal Wages	11,267	26,571	20,151	24,232	7,582	23,397	7,149
	OT/Holiday/Other	3,255	533	537	546	220	560	0
	Benefits	16,679	32,132	16,406	33,087	8,765	17,724	31,893
	<b>PERSONAL SERVICES</b>	<b>79,714</b>	<b>148,211</b>	<b>76,561</b>	<b>149,518</b>	<b>37,249</b>	<b>86,143</b>	<b>127,853</b>
	Supplies	3,867	4,760	5,960	4,760	2,231	5,200	4,920
	Repair Supplies	6,531	3,000	6,033	5,000	704	5,000	4,500
	Small Tools & Equipment	1,457	1,300	1,436	1,300	394	2,000	1,350
	Library Materials	3,969	2,720	4,101	2,720	4,068	3,600	4,540
	<b>SUPPLIES</b>	<b>15,824</b>	<b>11,780</b>	<b>17,530</b>	<b>13,780</b>	<b>7,397</b>	<b>15,800</b>	<b>15,310</b>
	Professional Services	6,957	1,000	1,421	1,000	279	1,000	1,200
	Communication	3,383	2,000	3,847	2,120	1,340	3,520	4,100
	Insurance	2,204	2,204	2,378	2,378	1,102	2,204	1,943
	Repairs	7,428	7,500	4,077	7,500	1,702	6,860	4,264
	Rents/Leases	5,473	3,600	1,818	1,600	1,423	1,600	1,600
	Other Services & Charges	5,925	6,494	6,617	8,135	3,762	7,140	6,877
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>31,370</b>	<b>22,798</b>	<b>20,158</b>	<b>22,733</b>	<b>9,608</b>	<b>22,324</b>	<b>19,984</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>126,908</b>	<b>182,789</b>	<b>114,249</b>	<b>186,031</b>	<b>54,463</b>	<b>124,267</b>	<b>163,147</b>
	<b>Net Revenue</b>	<b>-61,306</b>	<b>-118,689</b>	<b>-50,970</b>	<b>-121,922</b>	<b>-23,050</b>	<b>-60,167</b>	<b>-100,047</b>
	<b>Total for PROG 620: LIBRARY SITE USE</b>	<b>-61,306</b>	<b>-118,689</b>	<b>-50,970</b>	<b>-121,922</b>	<b>-23,050</b>	<b>-60,167</b>	<b>-100,047</b>

**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.**

**2016 Accomplishments**

Blinds installed. Flat roof of 1992 addition repaired. Painted Children's Services. Installed early literacy playground. Replace technical and computer furniture in Children's Services. Restored fencing to parking lots north of library building. Provide three-month children's summer reading program. Collaborated with community organizations/volunteers. Materials and programs provided with gift funds. Replace Children's Services signage. Maintain building, furnishings, and property to provide a clean, safe, and pleasant space for customers and staff. Community investment in early literacy: early literacy playground.

Installed Light of Learning sculpture in the foyer. Evaluation notes: "Other comments included 'this needs to be in the paper' and '...the library is one of the community institutions that changes lives – and this represents old and new with the old building and this new sculpture...'"

**2017 Goals**

Replace people counters. Assess and prepare architectural plans for original 1900 clay tile roof.

Continue to monitor contract.

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

Replace 25-year-old worn and recycled furnishings in Adult Services. Add early literacy components.

Focus Children's Services programs on preschool literacy. Consider long-range program.

East of Downtown project. With community, explore library physical space, including parking lots, landscaping, greenspace, steps, driveways, and sidewalks. Deferred to 2020. Install system to assess parking lot use. Extend parking lot.

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

PROG 630: LIBRARY INFORMATION SERVICES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	25,413	25,300	25,420	25,300	12,694	25,300	25,300
	Total Revenues	25,413	25,300	25,420	25,300	12,694	25,300	25,300
	FT Wages	165,425	200,168	177,498	221,108	78,288	217,005	169,251
	OT/Holiday/Other	2,423	2,486	2,506	2,548	70	2,612	0
	Benefits	51,992	65,294	57,488	74,363	28,678	70,764	58,721
	PERSONAL SERVICES	219,840	267,948	237,492	298,019	107,036	290,381	227,972
	Supplies	233	250	642	650	0	650	585
	Small Tools & Equipment	374	250	27	250	11,125	10,350	12,315
	Library Materials	9,600	9,537	12,704	11,500	4,740	11,750	12,400
	SUPPLIES	10,207	10,037	13,373	12,400	15,865	22,750	25,300
	Professional Services	10,720	10,720	1,048	0	0	0	0
	Insurance	988	988	1,066	1,066	494	988	871
	Repairs	96	1,000	150	1,000	0	200	180
	Rents/Leases	0	675	0	675	0	0	0
	Other Services & Charges	16,862	16,775	19,262	18,450	11,878	20,360	19,655
	OTHER SERVICES & CHARGES	28,666	30,158	21,526	21,191	12,372	21,548	20,706
	Total Expenditures	258,713	308,143	272,391	331,610	135,273	334,679	273,978
	Net Revenue	-233,300	-282,843	-246,971	-306,310	-122,579	-309,379	-248,678
	Total for PROG 630: LIBRARY INFORMATION SERVICES	-233,300	-282,843	-246,971	-306,310	-122,579	-309,379	-248,678

**CITY OF OWATONNA 2015 PROGRAM BUDGETS**  
**Culture & Recreation - Library**  
**Information Services 420-630**

**2016 Accomplishments**

Hours restored.  
Provided technology for staff and public to improve effectiveness and efficiency.  
Added additional online music resources: streaming option.  
Provided inter-library loan services to the region, state, and community.  
Collaborated with community organizations to offer job club.  
  
Provided technology training to the community.  
Provided timely and accurate information and resources.  
Replaced public computers in Adult Services. Replaced public computers in Children's Services.  
Continued proctoring program.  
Continued to assess and purchase digital resources.  
Created Instagram space.  
Developed and presented inventive local food program. Being replicated at Rochester and Dodge Center Public Libraries.  
Collaborated with Mayo Clinic program to offer program on patient portal.  
Provided polling place.  
Provided photography program in teen makerspace.  
Provided much-used state-of-the-art meeting space for the community.  
Assisted with Muslim culture seminar.

**2017 Goals**

Enhance quality of life.  
Continue.  
  
Continuing.  
  
Continue to collaborate with community organizations. Offer space to county to offer social services to the community.  
Continuing.  
Continuing.  
Continuing.  
  
Continuing.  
Continuing.  
Improve mobile app.  
Stay nimble, agile and flexible when engaging with the community.  
  
Continue to grow partnerships with community.

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

PROG 640: LIBRARY OFF-SITE USE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	42,038	39,500	41,381	39,500	20,467	39,500	39,500
	Total Revenues	42,038	39,500	41,381	39,500	20,467	39,500	39,500
	FT Wages	14,415	17,031	14,905	17,543	5,640	18,520	17,953
	PT/Seasonal Wages	2,040	4,083	0	1,000	0	1,000	1,000
	Benefits	4,718	5,735	4,550	5,681	1,957	5,830	6,344
	PERSONAL SERVICES	21,173	26,849	19,455	24,224	7,597	25,350	25,297
	Other Supplies	29,529	19,132	28,863	19,132	8,776	19,132	27,132
	SUPPLIES	29,529	19,132	28,863	19,132	8,776	19,132	27,132
	Vehicle, Travel & Training	0	472	0	472	0	0	0
	Insurance	1,216	1,216	1,312	1,312	608	1,216	1,072
	OTHER SERVICES & CHARGES	1,216	1,688	1,312	1,784	608	1,216	1,072
	Total Expenditures	51,918	47,669	49,630	45,140	16,981	45,698	53,501
	Net Revenue	-9,880	-8,169	-8,249	-5,640	3,486	-6,198	-14,001
	Total for PROG 640: LIBRARY OFF-SITE USE	-9,880	-8,169	-8,249	-5,640	3,486	-6,198	-14,001
	Total for DEPT 420: LIBRARY	-922,747	-905,076	-1,000,115	-977,268	-492,640	-1,018,616	-1,031,766

**CITY OF OWATONNA 2015 PROGRAM BUDGETS**  
**Culture & Recreation - Library**  
**Off-site Use 420-640**

**2016 Accomplishments**

Collaborated with BPBL to schedule, implement library programming. Share marketing.  
Collaborated with Healthy Seniors to offer books to the homebound.  
Dispersed bookmobile collection.

**2017 Goals**

Continue collaboration.  
Enhance online library card application.

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

DEPT 510: PARK & REC ADMINISTRATION

PROG 500: PARK & REC ADMINISTRATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	FT Wages	142,528	141,526	138,947	113,892	69,266	119,622	151,667
	PT/Seasonal Wages	68,493	13,419	52,830	17,591	24,401	42,208	54,360
	OT/Holiday/Other	6,544	4,548	4,681	4,667	4,406	4,789	5,137
	Benefits	43,161	44,934	42,852	32,161	29,195	35,580	60,101
	<b>PERSONAL SERVICES</b>	<b>260,726</b>	<b>204,427</b>	<b>239,310</b>	<b>168,311</b>	<b>127,268</b>	<b>202,199</b>	<b>271,265</b>
	Supplies	4,662	8,500	5,870	5,000	1,743	5,000	5,000
	Small Tools & Equipment	1,233	1,000	500	1,000	0	1,000	0
	<b>SUPPLIES</b>	<b>5,895</b>	<b>9,500</b>	<b>6,370</b>	<b>6,000</b>	<b>1,743</b>	<b>6,000</b>	<b>5,000</b>
	Professional Services	212	3,000	210	1,500	0	1,000	300
	Communication	1,229	2,100	2,205	2,100	758	2,000	1,500
	Vehicle, Travel & Training	6,869	5,820	3,586	5,820	177	5,820	6,000
	Advertising & Promotion	3,035	3,500	4,217	3,500	1,306	4,000	4,000
	Printing	0	2,000	1,071	500	0	500	500
	Memberships & Subscriptions	3,205	2,000	2,825	2,500	1,410	3,000	3,000
	Repairs	3,825	900	0	0	0	0	0
	Rents/Leases	100	0	0	0	0	0	0
	Other Services & Charges	0	1,000	350	3,825	4,275	4,000	5,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>18,475</b>	<b>20,320</b>	<b>14,464</b>	<b>19,745</b>	<b>7,926</b>	<b>20,320</b>	<b>20,300</b>
	<b>Total Expenditures</b>	<b>285,096</b>	<b>234,247</b>	<b>260,144</b>	<b>194,056</b>	<b>136,937</b>	<b>228,519</b>	<b>296,565</b>
	Net Revenue	-285,096	-234,247	-260,144	-194,056	-136,937	-228,519	-296,565
	<b>Total for PROG 500: PARK &amp; REC ADMINISTRATION</b>	<b>-285,096</b>	<b>-234,247</b>	<b>-260,144</b>	<b>-194,056</b>	<b>-136,937</b>	<b>-228,519</b>	<b>-296,565</b>
	<b>Total for DEPT 510: PARK &amp; REC ADMINISTRATION</b>	<b>-285,096</b>	<b>-234,247</b>	<b>-260,144</b>	<b>-194,056</b>	<b>-136,937</b>	<b>-228,519</b>	<b>-296,565</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Park and Recreation**  
**Administration 510-500**

**2016 Accomplishments**

Analyze and reorganize department structure

Obtained additional partnerships to assist in department operations

Obtained Grants

- National Council on Aging Aging Mastery Program

- DNR Archery Range

- DNR North Stright River Trail

- DNR Kaplan's Woods Trail Groomer - cooperative with OTA

Implemented new software offerings

Marketed department offerings to community

- added to marketing checklist & follow-up procedure

- spoke at many civic service groups

- updated website

Began to look at comprehensive plan

Engaged Park & Recreation Board

- involved in budget processes, programs

- assisted in selection of department mission statement

Built Archery Range

Leased Brooktree food & beverage operations to Master's Bar & Grille

**2017 Goals**

Continue analyzing department structure & prepare 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.

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

DEPT 511: PARK MAINTENANCE

PROG 510: PARK MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	60,126	30,000	76,270	30,000	0	30,000	30,000
	Charges for Services	53,961	15,000	55,951	15,000	17,072	15,000	45,000
	Miscellaneous	36,865	32,000	39,320	32,000	27,517	38,000	38,000
	Total Revenues	150,952	77,000	171,541	77,000	44,589	83,000	113,000
	FT Wages	429,965	376,314	446,470	389,811	203,344	417,751	428,111
	PT/Seasonal Wages	166,750	178,227	159,644	183,193	58,570	185,669	195,495
	OT/Holiday/Other	18,758	18,000	19,165	18,000	9,648	18,000	12,000
	Benefits	187,281	176,778	193,781	183,878	93,419	187,572	197,921
	PERSONAL SERVICES	802,754	749,319	819,060	774,882	364,981	808,992	833,527
	Supplies	111,837	126,750	138,438	129,750	73,899	131,750	121,750
	Repair Supplies	76,793	98,700	71,919	98,700	57,715	96,700	96,700
	Small Tools & Equipment	11,338	17,100	27,410	17,100	6,536	15,800	16,800
	SUPPLIES	199,968	242,550	237,767	245,550	138,150	244,250	235,250
	Professional Services	17,864	15,150	22,039	15,150	21,678	20,650	45,650
	Communication	2,298	2,550	2,675	2,550	733	2,550	2,550
	Transportation (VRF)	39,500	39,500	52,700	52,700	35,020	70,000	74,400
	Vehicle, Travel & Training	6,838	6,012	6,181	6,012	2,138	7,012	5,500
	Advertising & Promotion	924	300	1,570	300	429	300	500
	Memberships & Subscriptions	0	225	240	225	380	225	225
	Insurance	33,300	33,300	32,000	32,000	16,550	33,100	27,400
	Licenses & Inspections	2,007	4,500	2,445	4,500	3,626	2,500	2,500
	Repairs	11,413	8,300	5,289	8,300	1,867	7,500	7,500
	Rents/Leases	15,261	11,000	12,327	12,000	5,386	10,000	11,000
	Other Services & Charges	14,529	15,500	17,756	15,500	5,341	14,500	14,500
	OTHER SERVICES & CHARGES	143,934	136,337	155,222	149,237	93,148	168,337	191,725
	CAPITAL OUTLAY	22,176	0	0	0	13,980	0	0
	Total Expenditures	1,168,832	1,128,206	1,212,049	1,169,669	610,259	1,221,579	1,260,502
	Net Revenue	-1,017,880	-1,051,206	-1,040,508	-1,092,669	-565,670	-1,138,579	-1,147,502
	Total for PROG 510: PARK MAINTENANCE	-1,017,880	-1,051,206	-1,040,508	-1,092,669	-565,670	-1,138,579	-1,147,502

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Park Maintenance**  
**Park Maintenance 511-510**

**2016 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 - Kaplans 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  
Continue to explore options for Lincoln tennis courts  
Began work on City Archery Range  
Dredge north pond  
Install permanent dugouts at fairgrounds D2, D3  
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 with goats  
Continue to update flood/FEMA documentation  
Successful deer hunt in six parks  
Finished work at Dartts Concession Stand

**2017 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 - 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, backstop and side fences at fairgrounds - D1  
Cleaned Manthey Park Woods  
Dredge North Pond  
Successful deer hunt in six parks  
Cleaned out waterway at Kriesel Woods  
  
Explore options for Lincoln Tennis Courts  
Explore options for 18-hole disc golf  
Explore options for in-line skating rink

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

DEPT 512: ADULT RECREATION  
 PROG 520: ADULT RECREATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	6,180	0	5,010	4,600	0	5,800	5,800
	Charges for Services	80,997	86,709	69,524	81,291	35,863	80,209	80,269
	Miscellaneous	80	1,000	0	1,000	0	500	500
	<b>Total Revenues</b>	<b>87,257</b>	<b>87,709</b>	<b>74,534</b>	<b>86,891</b>	<b>35,863</b>	<b>86,509</b>	<b>86,569</b>
	FT Wages	36,128	43,617	40,852	46,972	17,744	48,269	38,328
	PT/Seasonal Wages	14,196	19,991	10,115	21,153	7,123	18,728	22,448
	OT/Holiday/Other	0	100	0	100	0	100	100
	Benefits	10,099	13,098	11,981	14,783	5,584	13,413	13,982
	<b>PERSONAL SERVICES</b>	<b>60,423</b>	<b>76,806</b>	<b>62,948</b>	<b>83,008</b>	<b>30,451</b>	<b>80,510</b>	<b>74,858</b>
	Supplies	3,017	3,950	6,420	4,900	1,772	4,700	5,450
	Small Tools & Equipment	0	200	100	150	0	150	150
	<b>SUPPLIES</b>	<b>3,017</b>	<b>4,150</b>	<b>6,520</b>	<b>5,050</b>	<b>1,772</b>	<b>4,850</b>	<b>5,600</b>
	Professional Services	760	1,800	1,320	0	0	500	500
	Communication	3,225	625	4,957	2,025	2,663	3,400	3,800
	Vehicle, Travel & Training	1,124	1,600	1,042	1,600	223	1,450	1,450
	Printing	0	80	0	80	0	80	80
	Refunds & Reimbursements	10,115	1,610	8,475	1,610	0	8,055	2,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>15,224</b>	<b>5,715</b>	<b>15,794</b>	<b>5,315</b>	<b>2,886</b>	<b>13,485</b>	<b>7,830</b>
	<b>Total Expenditures</b>	<b>78,664</b>	<b>86,671</b>	<b>85,262</b>	<b>93,373</b>	<b>35,109</b>	<b>98,845</b>	<b>88,288</b>
	Net Revenue	8,593	1,038	-10,728	-6,482	754	-12,336	-1,719
	<b>Total for PROG 520: ADULT RECREATION</b>	<b>8,593</b>	<b>1,038</b>	<b>-10,728</b>	<b>-6,482</b>	<b>754</b>	<b>-12,336</b>	<b>-1,719</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Adult Recreation**  
**Adult Recreation 512-520**

**2016 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.
- \* Pursue other avenues of gym space to grow or start new programs .
  
- \* Continue to offer quality programs with high approval ratings of participants.
- \* Partnerships: Steele County, Owatonna Adult Softball Assn., Knights of Columbus, Owatonna Peoples Press, KRFO, Community Service Groups, Grants, Area businesses.
- \* Continue to partner with Owatonna Softball Association on dugout replacement as Diamond 1/2/3 was completed in 2016.
- \* Partnered with Faribault Park and Recreation for Men's Adult Power Volleyball traveling league
- \* Received grant for \$15,000 from Owatonna Foundation for dugouts at Fairgrounds

**2017 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 softball association on backstop and fencing replacement

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

DEPT 513: YOUTH RECREATION  
PROG 530: YOUTH RECREATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	7,350	3,790	7,140	12,000	0	7,350	7,350
	Charges for Services	161,953	152,483	159,373	144,483	108,788	158,983	163,733
	Miscellaneous	3,384	4,600	4,382	4,600	17,831	4,500	4,500
	<b>Total Revenues</b>	<b>172,687</b>	<b>160,873</b>	<b>170,895</b>	<b>161,083</b>	<b>126,619</b>	<b>170,833</b>	<b>175,583</b>
	FT Wages	77,774	113,039	88,274	97,613	37,315	95,974	83,304
	PT/Seasonal Wages	75,762	71,988	97,565	121,806	47,628	112,056	112,067
	OT/Holiday/Other	420	1,250	986	0	17	0	0
	Benefits	28,834	43,893	44,349	49,218	21,458	41,405	45,103
	<b>PERSONAL SERVICES</b>	<b>182,790</b>	<b>230,170</b>	<b>231,174</b>	<b>268,637</b>	<b>106,418</b>	<b>249,435</b>	<b>240,474</b>
	Supplies	11,374	9,950	14,397	9,950	5,133	11,300	10,400
	Repair Supplies	0	0	0	0	57	0	0
	Small Tools & Equipment	718	910	1,161	1,000	37	700	700
	Concession Supplies	1,476	0	336	0	-5,978	0	0
	<b>SUPPLIES</b>	<b>13,568</b>	<b>10,860</b>	<b>15,894</b>	<b>10,950</b>	<b>-751</b>	<b>12,000</b>	<b>11,100</b>
	Professional Services	20,074	15,600	16,988	13,100	22,269	9,500	9,500
	Communication	5,199	3,450	7,060	3,950	3,519	5,100	5,650
	Vehicle, Travel & Training	2,252	2,000	2,652	1,900	515	2,900	2,900
	Advertising & Promotion	1,959	500	2,333	900	2,474	1,000	3,000
	Printing	0	250	0	200	115	200	0
	Memberships & Subscriptions	30	460	160	460	240	460	400
	Insurance	1,394	0	624	0	1,181	0	1,181
	Licenses & Inspections	333	400	0	400	336	400	400
	Repairs	0	200	0	200	0	200	200
	Other Services & Charges	727	700	962	700	379	775	950
	Refunds & Reimbursements	19,240	8,610	18,933	8,610	4,029	18,670	18,670
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>51,208</b>	<b>32,170</b>	<b>49,712</b>	<b>30,420</b>	<b>35,057</b>	<b>39,205</b>	<b>42,851</b>
	<b>Total Expenditures</b>	<b>247,566</b>	<b>273,200</b>	<b>296,780</b>	<b>310,007</b>	<b>140,724</b>	<b>300,640</b>	<b>294,425</b>
	<b>Net Revenue</b>	<b>-74,879</b>	<b>-112,327</b>	<b>-125,885</b>	<b>-148,924</b>	<b>-14,105</b>	<b>-129,807</b>	<b>-118,842</b>
	<b>Total for PROG 530: YOUTH RECREATION</b>	<b>-74,879</b>	<b>-112,327</b>	<b>-125,885</b>	<b>-148,924</b>	<b>-14,105</b>	<b>-129,807</b>	<b>-118,842</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Youth Recreation**  
**Youth Recreation 513-530**

**2016 Accomplishments**

- \* Received matching grant from DNR for public archery range to be build in 2016/2017
- \* 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 remodeling concession stand at Dartt's Park, and new concession stand at Jaycee Park.
- \* 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.
- \* Partnered with Cabela's and received grant from them for dock at Chase Lake
- \* Added successful programs including; Party in the Park, Olympic Sports Camp, Competitive Swim, Woof Stock, National day Out, Calendar Photo Contest, and new events for the weekend out.
- \* Continued to offer three movies in the park in the summer months.
- \* Partnered with Huskies Bullpen Club and Viracon on St.Paul Saints vs. Southern Minny All Star Baseball game that drew over 1000 attendees.
  
- \* Scheduled "All Group" events once per month for all Teen club, Night Club, and LIFE Group members to attend.
  
- \* Inistiated a TR Fundraiser of concessions for the 2016 Polar Plunge, and made plans to coordinate the 2017 Special Olympics Polar Plunge with Park and Recreation's Winter Weekend Out.
- \* Improved the camp staff training for Friday Camp leaders by inviting a panel of parents and professionals to speak to staff about disabilities and information for working with their kids

**2017 Goals**

- \* Continue to work for Inclusive playground/Miracle field
- \* 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 70% self sufficient.
- \* Continue to improve efficiency and customer service with new software system.
- \* Continue to partner or establish partnerships with local organizations/clubs to provide better programs and more efficient where possible.
- \* Establish a recreation/leisure advisory board and begin to meet quarterly.
- \* Expand on offerings of the Max Solutions software to the public (tee-times/court time reservations, debit card).
- \* Continue to keep activity fees cost effective and affordable.
- \* Move to add a youth advisory board in order to get a cross segment of the community in order toaccess existing programs meet community needs and new programs are added where needed.
- \* Continue to visit with Owatonna Community Education on potential cooperative programs and/or less duplication of services to the public if they currently exist.
- \* Cooperatively plan TR programs with Special Olympics.
- \* Evaluate TR programs through out the year, while identifying recreation needs/leisure interest of TR members
  
- \* Continue to expand options for Friday camp participants by inviting special guest presenters, and incorporating field trips to explore new nature experiences.

Partnerships: Owatonna School District, Owatonna Scuba Club, Steele County, Owatonna Football Assn., Owatonna Soccer Assn., Owatonna Baseball Assn., Knights of Columbus, Area Businesses/Clubs, Owatonna Varsity Programs, Public, Area Businesses, Individuals, Police, Fire, Industrial Businesses, Owatonna Mayo Clinic Health System, Red Cross, Community Education, OHS Track, Owatonna People's Press, KRFO, Civic organizations, Cabela's, Volleyball Booster's Club, Husky Fastpitch Club

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

DEPT 514: TENNIS AND FITNESS CENTER

PROG 540: TENNIS AND FITNESS CENTER

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	6,814	7,000	6,374	7,000	3,911	7,000	7,000
	Miscellaneous	0	500	0	500	0	500	500
	Total Revenues	6,814	7,500	6,374	7,500	3,911	7,500	7,500
	FT Wages	37,900	40,923	26,328	38,922	13,530	41,983	44,088
	PT/Seasonal Wages	29	3,026	2,146	3,193	6,028	0	86,535
	OT/Holiday/Other	0	0	96	0	236	0	0
	Benefits	10,317	12,425	8,082	12,817	5,036	11,944	25,090
	PERSONAL SERVICES	48,246	56,374	36,652	54,932	24,830	53,927	155,713
	Supplies	3,427	5,000	2,648	5,500	1,168	5,700	5,700
	SUPPLIES	3,427	5,000	2,648	5,500	1,168	5,700	5,700
	Professional Services	154	0	209	0	55	0	0
	Communication	1,314	1,400	1,322	1,400	699	5,650	6,100
	Vehicle, Travel & Training	1,102	1,150	567	1,150	170	1,150	1,300
	Advertising & Promotion	273	0	122	0	69	0	0
	Memberships & Subscriptions	550	225	963	225	80	225	225
	Licenses & Inspections	523	0	523	525	475	525	525
	Repairs	0	400	0	400	0	400	400
	Other Services & Charges	3,392	3,600	2,962	3,150	471	3,150	3,100
	OTHER SERVICES & CHARGES	7,308	6,775	6,668	6,850	2,019	11,100	11,650
	Total Expenditures	58,981	68,149	45,968	67,282	28,017	70,727	173,063
	Net Revenue	-52,167	-60,649	-39,594	-59,782	-24,106	-63,227	-165,563
	Total for PROG 540: TENNIS AND FITNESS CENTER	-52,167	-60,649	-39,594	-59,782	-24,106	-63,227	-165,563

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Tennis & Fitness**  
**Tennis & Fitness Center 514-540, 514-544, 514-546**

**2016 Accomplishments**

- Continued to expand personal trainer programming options
- Kept the budget in the black
- Replace the exterior roof of the Fitness Center.
- Partner with the Owatonna School District on Pickleball Court Space and Tennis Team facility use.
- Partnered with Alliana Health to offer Allina Bucks
- Expanded the use of social media venues as advertisements and as an informational source.
- Successful number of patrons and user groups visiting the facility
- Successful number of outside rentals including; colleges and universities renting the facility for meets.
- Added Surveillance System to entire facility and intercom system between the Tennis & Fitness Facility
- Continued partnership with Owatonna Tennis Association.

**2017 Goals**

- Continue to strive towards being 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 advertising avenues for memberships and facility rentals.
- Replace outdated and worn down equipment.
- Look to offer new aquatics programs for users--potentially tie in with personal trainer programs
- Work with the Owatonna Public Utilities for the potential of a new heating and cooling system.
- Development of new staff trainings and quarterly staff meetings.
- Continue and expand additional marketing through increasing the exposure of the Center to area corporations/businesses and regional sources. Get involved in safety fairs, tap into additional free advertisement; make personal appearances to inform potential patrons of the variety of activities offered.
- Restructure Tennis Court Group Rental Priority
- Restructure Tennis Court Group Rental Rates and Rental Time Layouts
- Create Tennis Group Rental Procedures and Policies with Rental Deposit & Confirmation Procedures
- Evaluate and potentially restructure facility surcharge layout
- Partner with USTA to offer Tournaments and USTA summer leagues
- Continue to increase adult membership through new programming.
- Renovate the Pro Shop for change in staff use

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

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

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	124,613	111,500	118,960	109,250	61,486	111,750	96,000
	Miscellaneous	0	0	0	500	0	500	500
	<b>Total Revenues</b>	<b>124,613</b>	<b>111,500</b>	<b>118,960</b>	<b>109,750</b>	<b>61,486</b>	<b>112,250</b>	<b>96,500</b>
	Supplies	16,523	13,000	14,696	11,750	4,031	11,500	4,500
	Repair Supplies	1,487	1,050	2,010	1,050	376	1,050	1,550
	<b>SUPPLIES</b>	<b>18,010</b>	<b>14,050</b>	<b>16,706</b>	<b>12,800</b>	<b>4,407</b>	<b>12,550</b>	<b>6,050</b>
	Professional Services	86,582	73,000	87,863	74,645	42,960	74,645	34,700
	Communication	2,290	1,800	2,042	1,700	720	450	450
	Advertising & Promotion	700	1,300	0	1,300	122	1,300	1,300
	Memberships & Subscriptions	830	200	1,213	500	523	500	500
	Repairs	0	250	0	250	0	250	250
	Other Services & Charges	0	440	0	440	0	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>90,402</b>	<b>76,990</b>	<b>91,118</b>	<b>78,835</b>	<b>44,325</b>	<b>77,145</b>	<b>37,200</b>
	<b>Total Expenditures</b>	<b>108,412</b>	<b>91,040</b>	<b>107,824</b>	<b>91,635</b>	<b>48,732</b>	<b>89,695</b>	<b>43,250</b>
	<b>Net Revenue</b>	<b>16,201</b>	<b>20,460</b>	<b>11,136</b>	<b>18,115</b>	<b>12,754</b>	<b>22,555</b>	<b>53,250</b>
	<b>Total for PROG 544: TENNIS-PRO SHOP,INSTR,USER FEE</b>	<b>16,201</b>	<b>20,460</b>	<b>11,136</b>	<b>18,115</b>	<b>12,754</b>	<b>22,555</b>	<b>53,250</b>

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

PROG 546: FITNESS, AQUATICS, CONCESSIONS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	108,114	115,850	106,928	111,150	67,931	111,900	113,650
	Total Revenues	108,114	115,850	106,928	111,150	67,931	111,900	113,650
	FT Wages	328	0	1,050	0	0	0	0
	PT/Seasonal Wages	66,414	68,700	73,876	68,000	34,939	77,260	0
	Benefits	8,065	7,551	10,927	7,473	4,769	10,441	0
	PERSONAL SERVICES	74,807	76,251	85,853	75,473	39,708	87,701	0
	Supplies	4,704	4,450	6,357	4,550	2,082	4,650	5,200
	Repair Supplies	2,543	2,700	2,582	3,200	5,090	3,200	3,200
	Small Tools & Equipment	7,279	6,000	7,722	6,500	1,386	6,500	6,500
	Concession Supplies	1,894	3,000	2,284	2,500	1,051	2,500	2,250
	SUPPLIES	16,420	16,150	18,945	16,750	9,609	16,850	17,150
	Professional Services	1,369	2,125	2,768	0	2,448	1,275	2,975
	Communication	2,283	1,700	2,029	2,000	861	500	500
	Advertising & Promotion	408	1,300	1,090	1,300	122	1,300	1,300
	Memberships & Subscriptions	1,577	1,500	1,723	1,500	798	1,500	1,500
	Insurance	2,900	2,900	3,400	3,400	1,637	3,200	2,700
	Repairs	2,095	2,000	584	2,000	473	500	2,000
	Rents/Leases	0	50	0	50	0	50	50
	Other Services & Charges	0	440	0	440	0	0	0
	OTHER SERVICES & CHARGES	10,632	12,015	11,594	10,690	6,339	8,325	11,025
	Total Expenditures	101,859	104,416	116,392	102,913	55,656	112,876	28,175
	Net Revenue	6,255	11,434	-9,464	8,237	12,275	-976	85,475
	Total for PROG 546: FITNESS, AQUATICS, CONCESSIONS	6,255	11,434	-9,464	8,237	12,275	-976	85,475

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

DEPT 515: SENIOR CENTER  
 PROG 550: SENIOR CENTER

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	36,486	51,200	50,190	47,950	41,973	48,400	49,150
	Miscellaneous	23,722	35,000	28,375	30,000	10,011	27,000	27,000
	<b>Total Revenues</b>	<b>60,208</b>	<b>86,200</b>	<b>78,565</b>	<b>77,950</b>	<b>51,984</b>	<b>75,400</b>	<b>76,150</b>
	FT Wages	35,535	38,218	59,730	47,607	27,808	51,434	54,571
	PT/Seasonal Wages	3,032	12,000	2,043	12,000	1,006	9,000	15,958
	OT/Holiday/Other	396	0	272	0	192	0	0
	Benefits	10,542	20,757	17,550	15,250	6,165	15,422	16,218
	<b>PERSONAL SERVICES</b>	<b>49,505</b>	<b>70,975</b>	<b>79,595</b>	<b>74,857</b>	<b>35,171</b>	<b>75,856</b>	<b>86,747</b>
	Supplies	5,703	13,100	7,399	13,100	1,926	12,350	10,350
	Repair Supplies	160	1,800	230	1,800	0	1,800	1,800
	Small Tools & Equipment	0	0	3,406	0	0	0	0
	Concession Supplies	623	0	255	700	302	700	500
	<b>SUPPLIES</b>	<b>6,486</b>	<b>14,900</b>	<b>11,290</b>	<b>15,600</b>	<b>2,228</b>	<b>14,850</b>	<b>12,650</b>
	Professional Services	8,612	17,200	26,474	16,200	12,224	12,000	18,000
	Communication	3,076	4,350	3,039	4,050	1,647	3,850	3,400
	Vehicle, Travel & Training	231	940	1,664	850	63	1,300	1,200
	Advertising & Promotion	316	750	440	750	511	750	750
	Printing	115	1,500	84	1,500	141	1,500	750
	Memberships & Subscriptions	15	50	80	50	80	50	100
	Insurance	2,406	2,400	2,400	2,400	1,150	2,300	1,900
	Repairs	2,419	6,300	2,017	6,300	191	6,550	6,300
	Rents/Leases	706	0	323	100	-40	400	400
	Other Services & Charges	1,182	2,100	946	2,100	315	2,100	1,800
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>19,078</b>	<b>35,590</b>	<b>37,467</b>	<b>34,300</b>	<b>16,282</b>	<b>30,800</b>	<b>34,600</b>
	<b>Total Expenditures</b>	<b>75,069</b>	<b>121,465</b>	<b>128,352</b>	<b>124,757</b>	<b>53,681</b>	<b>121,506</b>	<b>133,997</b>
	Net Revenue	-14,861	-35,265	-49,787	-46,807	-1,697	-46,106	-57,847
	<b>Total for PROG 550: SENIOR CENTER</b>	<b>-14,861</b>	<b>-35,265</b>	<b>-49,787</b>	<b>-46,807</b>	<b>-1,697</b>	<b>-46,106</b>	<b>-57,847</b>
	<b>Total for DEPT 515: SENIOR CENTER</b>	<b>-14,861</b>	<b>-35,265</b>	<b>-49,787</b>	<b>-46,807</b>	<b>-1,697</b>	<b>-46,106</b>	<b>-57,847</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Senior Center**  
**Senior Center 515-550**

**2016 Accomplishments**

- Continued to expand the day trip program for the SeniorPlace members and non-members.
- Increased the number of brand new members
- Continue to Partner and Collaborate with SeniorPlace Inc.
- 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 employee's such as; Yoga Instructor and Massage Therapist.
- Partnered with Eccuman Brooks & Countryside Assist Living for program sponsorships
- Restructured the facility rental fee layout
- Received a Grant through the National Council on Aging to offer various programs
- Restructured the Senior Dance Program
- Received a SHIP Grant in partnership with Straight River Sports for an Electric Assist Bike

**2017 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 people to the facility.
- Continue and expand volunteer opportunities
- Continue and expand marketing of SeniorPlace by reaching out to the community and 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.
  
- Become more knowledgeable in the new MaxSolutions software and Implement additional features to allow for more efficient operation of the facility.

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

DEPT 520: AQUATIC CENTER  
 PROG 575: AQUATIC CENTER

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	0	0	0	0	71,488	210,020	211,020
	Miscellaneous	0	0	0	0	3,500	500	500
	<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,988</b>	<b>210,520</b>	<b>211,520</b>
	FT Wages	0	0	0	0	3,396	12,140	10,097
	PT/Seasonal Wages	0	0	0	0	11,967	105,000	121,958
	OT/Holiday/Other	0	0	0	0	524	0	0
	Benefits	0	0	0	0	2,967	15,281	18,931
	<b>PERSONAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,854</b>	<b>132,421</b>	<b>150,986</b>
	Supplies	0	0	0	0	8,369	17,300	18,550
	Repair Supplies	0	0	0	0	5,554	14,500	15,000
	Concession Supplies	0	0	0	0	963	23,000	23,000
	<b>SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,886</b>	<b>54,800</b>	<b>56,550</b>
	Professional Services	0	0	0	0	531	200	200
	Communication	0	0	0	0	896	2,250	2,900
	Vehicle, Travel & Training	0	0	0	0	149	900	900
	Advertising & Promotion	0	0	0	0	1,806	7,000	7,000
	Insurance	0	0	0	0	5,300	10,600	6,600
	Licenses & Inspections	0	0	0	0	630	650	650
	Repairs	0	0	0	0	0	3,500	3,500
	Other Services & Charges	0	0	0	0	10	700	700
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,322</b>	<b>25,800</b>	<b>22,450</b>
	<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,062</b>	<b>213,021</b>	<b>229,986</b>
	<b>Net Revenue</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,926</b>	<b>-2,501</b>	<b>-18,466</b>
	<b>Total for PROG 575: AQUATIC CENTER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>31,926</b>	<b>-2,501</b>	<b>-18,466</b>

## CITY OF OWATONNA 2017 PROGRAM BUDGETS

### Aquatic Center Aquatic Center 520-575

#### 2016 Accomplishments

- Successful number of patrons and user groups visiting the facility
- Successful offered/attended programs
- Developed new mystery programs and events throughout the season.
- Continued to expand the use of social media venues as advertisement and as an informational source
- Developed a new strategy for staff trainings and orientations.
- Received a Sponsorship for an additional Shade Funbrella
- Continued partnership with Owatonna Scuba Club.
- Implement new strategies for off season maintenance of pool swim area
- Resurfaced the Lobby and Bathroom floors
- Replenished our stock of Slide/Lazy River Tubes
- Establish a punchcard option for water aerobics and lap swim participants.
- Reformatted the beginning of season staff orientation training to include additional training variables on Max Solutions.

#### 2017 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.
- Explore additional play features and for the Water Park facility
- Install a pavilion style shade structure within the facility
- Implement an additional lifeguard training instructor and WSI trainer.
- Update the recruitment method for lifeguards, WSI and Guest Services Staff

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

DEPT 525: BROOKTREE GOLF COURSE

PROG 562: CLUBHOUSE ACTIVITIES

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	486,770	461,450	506,440	455,000	256,957	487,850	414,770
	Miscellaneous	693	1,375	1,384	875	362	875	1,500
	<b>Total Revenues</b>	<b>487,463</b>	<b>462,825</b>	<b>507,824</b>	<b>455,875</b>	<b>257,319</b>	<b>488,725</b>	<b>416,270</b>
	FT Wages	-3,311	0	12,321	0	5,227	21,371	25,906
	PT/Seasonal Wages	69,817	92,045	81,550	93,386	13,727	98,055	72,830
	OT/Holiday/Other	1,085	0	689	0	0	0	0
	Benefits	8,283	11,411	12,730	16,995	3,431	17,143	17,179
	<b>PERSONAL SERVICES</b>	<b>75,874</b>	<b>103,456</b>	<b>107,290</b>	<b>110,381</b>	<b>22,385</b>	<b>136,569</b>	<b>115,915</b>
	Supplies	4,440	6,500	7,094	6,500	8,889	6,500	7,500
	Small Tools & Equipment	0	300	0	300	0	300	300
	Concession Supplies	62,605	54,000	64,882	54,000	5,799	50,000	10,000
	<b>SUPPLIES</b>	<b>67,045</b>	<b>60,800</b>	<b>71,976</b>	<b>60,800</b>	<b>14,688</b>	<b>56,800</b>	<b>17,800</b>
	Professional Services	-14	0	985	0	116	0	0
	Communication	8,252	10,500	9,896	10,500	4,660	10,200	8,200
	Vehicle, Travel & Training	680	1,000	1,751	1,000	970	1,000	1,000
	Advertising & Promotion	6,056	2,000	9,409	4,000	5,440	6,000	6,000
	Memberships & Subscriptions	2,796	3,300	3,108	3,300	1,734	3,300	4,300
	Insurance	11,127	7,200	14,838	9,000	4,500	9,000	6,300
	Licenses & Inspections	809	2,000	1,623	2,000	660	2,000	0
	Repairs	2,651	5,500	17,093	5,500	7,865	5,500	6,000
	Rents/Leases	8,470	5,500	9,403	5,500	1,933	5,500	4,500
	Other Services & Charges	4,415	2,700	7,034	2,700	413	3,800	3,800
	Refunds & Reimbursements	0	0	37	0	0	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>45,242</b>	<b>39,700</b>	<b>75,177</b>	<b>43,500</b>	<b>28,291</b>	<b>46,300</b>	<b>40,100</b>
	<b>Total Expenditures</b>	<b>188,161</b>	<b>203,956</b>	<b>254,443</b>	<b>214,681</b>	<b>65,364</b>	<b>239,669</b>	<b>173,815</b>
	<b>Net Revenue</b>	<b>299,302</b>	<b>258,869</b>	<b>253,381</b>	<b>241,194</b>	<b>191,955</b>	<b>249,056</b>	<b>242,455</b>
	<b>Total for PROG 562: CLUBHOUSE ACTIVITIES</b>	<b>299,302</b>	<b>258,869</b>	<b>253,381</b>	<b>241,194</b>	<b>191,955</b>	<b>249,056</b>	<b>242,455</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Brooktree Golf Course**  
**Clubhouse 525-562**

**2016 Accomplishments**

Improved staff training with consistency and regular communication.  
Improved customer service, with experienced staff, rolling water station with ranger cart, self check-in  
Increased rangersing & have consistant duties & log book.  
Increased promotional opportunities using social networking, e-mail and coupons.  
Changed Jr. Golf program to better suit their needs.  
Implemented new league & handicap software

Negotiated lease agreement for food & beverage service, with Master's Bar & Grille.  
Increased revenue from previous year.  
Added new programs - Wine, Women & Golf; Mommy & Me and Daddy & Me Golf, Music on the Patio, Movie on the Patio, Free Birthday Round, Beat the Heat Specials  
Maintained league play for both men and women.  
Updated pro shop area to be modern and welcoming  
Added additional tournaments  
Increased reciprocal program to increase revenue and provide more benefits for members  
Added better inventory controls through MaxSolutions  
Began attaching names to each tee time on the computer

**2017 Goals**

Continue to improve staff training.  
Continue to improve customer service.

Continue to improve rangersing consistency.  
Implement Max Galaxy software, including golf module.

Implement use of USGA handicapping for leagues  
Continue promotional opportunities using social networking, e-mail and coupons, filling gaps during slow times  
Continue Junior Golf Program.

Implement womens & mens beginner golf program.  
Promote Brooktree as a golf destination and social destination by increasing variety of opportunities

Maintain solid revenue from memberships, punch cards and green fees  
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.  
Add additional tournaments or events during slow times.  
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.

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

PROG 564: DAILY MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	69,294	0	0	0	0	0	0
	Charges for Services	909	0	0	0	0	0	0
	<b>Total Revenues</b>	<b>70,203</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	FT Wages	42,443	95,360	51,313	98,231	25,501	105,022	108,484
	PT/Seasonal Wages	73,802	76,030	86,050	77,034	30,485	78,560	86,591
	OT/Holiday/Other	5,294	1,000	7,962	1,000	3,092	1,000	1,000
	Benefits	28,545	50,166	34,216	51,668	13,714	52,753	55,988
	<b>PERSONAL SERVICES</b>	<b>150,084</b>	<b>222,556</b>	<b>179,541</b>	<b>227,933</b>	<b>72,792</b>	<b>237,335</b>	<b>252,063</b>
	Supplies	81,049	69,785	79,165	71,785	64,323	72,845	70,845
	Repair Supplies	31,989	23,000	34,407	23,000	18,077	23,000	25,000
	Small Tools & Equipment	2,486	4,025	2,804	4,025	840	4,025	4,025
	<b>SUPPLIES</b>	<b>115,524</b>	<b>96,810</b>	<b>116,376</b>	<b>98,810</b>	<b>83,240</b>	<b>99,870</b>	<b>99,870</b>
	Professional Services	53,557	0	15,598	0	20,628	0	35,000
	Communication	2,382	1,500	2,347	1,500	380	1,500	1,500
	Transportation (VRF)	0	0	0	0	0	0	70,800
	Vehicle, Travel & Training	952	1,000	610	1,000	309	1,000	1,000
	Memberships & Subscriptions	505	500	375	500	605	500	500
	Insurance	0	0	0	0	343	0	0
	Licenses & Inspections	10	1,000	660	1,000	1,039	1,000	1,000
	Repairs	32	0	0	0	16	0	0
	Rents/Leases	4,939	2,000	3,061	2,000	1,025	4,000	4,000
	Other Services & Charges	3,620	1,100	694	1,100	279	1,500	1,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>65,997</b>	<b>7,100</b>	<b>23,345</b>	<b>7,100</b>	<b>24,624</b>	<b>9,500</b>	<b>115,300</b>
	<b>Total Expenditures</b>	<b>331,605</b>	<b>326,466</b>	<b>319,262</b>	<b>333,843</b>	<b>180,656</b>	<b>346,705</b>	<b>467,233</b>
	<b>Net Revenue</b>	<b>-261,402</b>	<b>-326,466</b>	<b>-319,262</b>	<b>-333,843</b>	<b>-180,656</b>	<b>-346,705</b>	<b>-467,233</b>
	<b>Total for PROG 564: DAILY MAINTENANCE</b>	<b>-261,402</b>	<b>-326,466</b>	<b>-319,262</b>	<b>-333,843</b>	<b>-180,656</b>	<b>-346,705</b>	<b>-467,233</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Culture & Recreation - Brooktree Golf Course**  
**Golf Course Maintenance 525-564**

**2016 Accomplishments**

Working closely with the Brooktree Golf Association regarding operation & needs  
Successfully implementing DuPont/Imprelis plan renovating golf course  
Updating irrigation system  
  
Grind stumps, take trees out  
Work closely with certain staff to take over day to day grounds maintenance.  
Establish Brooktree as first-class maintained golf course  
Installed new entrance sign  
Finishing cart path project  
Reconstruction of tee boxes  
Construction of new drainage tile from upper pond to Maple Creek  
Renovating roug areas by over-seeding & aerifying

**2017 Goals**

Continue to implement proposal for DuPont settlement to address the needs of Brooktree Golf Course  
Work with staff on taking over day to day grounds maintainance.  
Utilize the Park Board and BGA in making sound financial decisions concerning the needs of Brooktree  
Establish Brooktree as first-class maintained golf course  
Replace tee signs that indicate hole layout and yardage numbers  
  
Continue upgrading irrigation system  
Continuation fo grinding out stumps and renovating rough/bad areas  
Purchase golf cart seeders for replacing divots

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

PROG 580: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	50	0	13,137	0	0	0	0
	Miscellaneous	81,615	80,000	78,397	80,000	39,797	80,000	80,000
	Total Revenues	81,665	80,000	91,534	80,000	39,797	80,000	80,000
	FT Wages	419,700	409,606	429,642	423,438	187,264	443,438	359,846
	PT/Seasonal Wages	50,931	45,229	49,699	47,990	21,132	49,989	86,069
	OT/Holiday/Other	13,571	10,500	49,510	10,500	18,035	13,500	25,500
	Benefits	167,177	171,307	184,023	177,560	94,440	196,241	170,271
	PERSONAL SERVICES	651,379	636,642	712,874	659,488	320,871	703,168	641,686
	Supplies	29,408	29,300	25,348	31,200	11,548	34,100	28,400
	Repair Supplies	84,197	43,900	40,540	45,900	12,516	54,900	49,900
	Small Tools & Equipment	6,485	15,150	17,586	15,150	5,692	14,250	12,450
	SUPPLIES	120,090	88,350	83,474	92,250	29,756	103,250	90,750
	Professional Services	212	400	709	400	0	400	50,400
	Communication	11,774	17,100	12,299	17,100	8,105	13,800	13,800
	Transportation (VRF)	18,600	18,600	24,800	24,800	15,000	30,000	31,200
	Vehicle, Travel & Training	1,298	2,488	559	2,488	35	2,000	2,000
	Advertising & Promotion	291	200	1,079	200	238	200	200
	Memberships & Subscriptions	118	50	172	50	105	200	200
	Insurance	14,200	14,200	19,400	19,400	10,413	18,600	16,500
	Licenses & Inspections	395	2,900	2,721	2,900	1,437	3,000	3,000
	Repairs	26,954	27,000	43,837	27,000	12,530	29,000	28,000
	Rents/Leases	1,079	1,300	1,429	1,300	625	1,300	1,300
	Other Services & Charges	9,147	6,000	7,579	7,000	1,724	7,000	5,500
	OTHER SERVICES & CHARGES	84,068	90,238	114,584	102,638	50,212	105,500	152,100
	CAPITAL OUTLAY	0	0	12,855	0	0	0	0
	Total Expenditures	855,537	815,230	923,787	854,376	400,839	911,918	884,536
	Net Revenue	-773,872	-735,230	-832,253	-774,376	-361,042	-831,918	-804,536
	Total for PROG 580: BUILDING/GROUNDS MAINTENANCE	-773,872	-735,230	-832,253	-774,376	-361,042	-831,918	-804,536

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**General Government - Government Buildings**  
**Government Buildings 590-580**

**2016 Accomplishments**

- Respond to vandalism repairs within 24 hours.
- Fulfill special requests as approved.
- Maintain 19 traffic signals.
- 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.
- Daily Boiler inspection
  - Replaced Roof at gym
  - Art Center addition
  - Built Jaycee Park Pavilion
  
- Replaced Gainey Park roof
- Remodeled Dartts Concession Stand
- Built 4 dugout roofs at fairgrounds ball diamonds
- Repaired numerous areas at the Water Park
- Replaced rubber roof at the Library
- Added more key card doors to the security plan
- Added countertops, electrical and Cat 6 cables for computers added in various departments
  - Added panic buttons at City Hall for additional security

**2017 Goals**

- Respond to vandalism repairs within 24 hours.
- Fulfill special requests as approved.
- Maintain 19 traffic signals.
- 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.
- Daily Boiler inspection
- Build two dugout roofs at fairground ball diamonds
- Build archery range for Parks & Recreation
- Replace many old roofs, including Fire Hall, Library, Salt Shed, 6-car garage, Power Plant, City Hall, Soccer Field, Farigrounds, Carpenter shop, and others
  
- Remodel basement room for Police Department
- Replace and repair parking lots at West Hills
- Continue to work with OPU to get funds to replace gym boiler
- Install AC units in IT room at City Hall
- Install fire suppression system for IT room at City Hall
- Add camerals at traffic lights so loops in the ground may be eliminated
- Remodel men's and women's park restrooms (annually)
  
- Fix kitchen at SeniorPlace to update and comply with health codes
- Tuck point projects at City Hall

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

DEPT 150: PLANNING & ZONING

PROG 390: PLANNING & ZONING DEPARTMENT

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Licenses & Permits	730	500	335	500	645	500	500
	Charges for Services	12,392	11,100	9,305	11,100	4,865	14,100	14,100
	Total Revenues	13,122	11,600	9,640	11,600	5,510	14,600	14,600
	FT Wages	100,748	96,623	102,384	100,719	47,325	106,731	114,174
	Benefits	31,541	31,710	32,977	33,023	16,056	33,664	34,972
	PERSONAL SERVICES	132,289	128,333	135,361	133,742	63,381	140,395	149,146
	Supplies	934	900	734	900	201	1,000	1,000
	Small Tools & Equipment	0	500	2,646	500	0	500	500
	SUPPLIES	934	1,400	3,380	1,400	201	1,500	1,500
	Professional Services	92	1,000	1,190	1,000	46	1,000	1,400
	Communication	1,625	1,500	2,497	1,500	671	1,500	1,500
	Vehicle, Travel & Training	1,308	2,000	1,348	2,000	386	2,000	2,000
	Advertising & Promotion	2,116	2,000	2,335	2,000	1,216	2,000	2,000
	Memberships & Subscriptions	880	1,000	764	1,000	0	1,000	1,000
	Insurance	2,400	2,400	1,900	1,900	1,000	2,000	1,800
	Repairs	0	400	0	400	0	500	0
	OTHER SERVICES & CHARGES	8,421	10,300	10,034	9,800	3,319	10,000	9,700
	Total Expenditures	141,644	140,033	148,775	144,942	66,901	151,895	160,346
	Net Revenue	-128,522	-128,433	-139,135	-133,342	-61,391	-137,295	-145,746
	Total for PROG 390: PLANNING & ZONING DEPARTMENT	-128,522	-128,433	-139,135	-133,342	-61,391	-137,295	-145,746

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

**2016 Accomplishments**

Continued Flood mitigation efforts

- Demolished 3 houses in the floodplain

- Obtained \$500,000 grant for Flood Plain Demolition

Adopted Brewery/Taproom Ordinance

Adopted New Planning & Zoning fees

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

**2017 Goals**

- Continue to work on redevelopment of blighted properties.
- Work in coordination with all entities regarding improvements to the 26th Street Corridor & Hoffman Drive/Oak Avenue
- Work on corridor beautification efforts.
- Continue to amend the outdated portions of the zoning / subdivision / sign ordinances.
- Continue flood mitigation efforts, including demo of 2 houses.
- Continue to work with Steele County on the redevelopment of the former Highway Dept Site

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

PROG 395: G I S PROGRAMS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Transfers	0	0	37,500	37,500	18,750	37,500	37,500
	Total Revenues	0	0	37,500	37,500	18,750	37,500	37,500
	FT Wages	0	0	44,122	60,103	28,703	67,280	70,099
	Benefits	0	0	13,197	26,856	12,742	13,094	28,202
	PERSONAL SERVICES	0	0	57,319	86,959	41,445	80,374	98,301
	Supplies	0	0	458	500	4	500	500
	Repair Supplies	0	0	0	500	0	500	500
	Small Tools & Equipment	0	0	5,185	3,500	0	3,500	500
	SUPPLIES	0	0	5,643	4,500	4	4,500	1,500
	Professional Services	0	0	9,222	1,000	12,500	16,500	16,700
	Communication	0	0	210	750	175	500	500
	Vehicle, Travel & Training	0	0	1,309	3,500	0	1,500	1,500
	Repairs	0	0	0	500	0	500	500
	OTHER SERVICES & CHARGES	0	0	10,741	5,750	12,675	19,000	19,200
	Total Expenditures	0	0	73,703	97,209	54,124	103,874	119,001
	Net Revenue	0	0	-36,203	-59,709	-35,374	-66,374	-81,501
	Total for PROG 395: G I S PROGRAMS	0	0	-36,203	-59,709	-35,374	-66,374	-81,501
	Total for DEPT 150: PLANNING & ZONING	-128,522	-128,433	-175,338	-193,051	-96,765	-203,669	-227,247

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

**2016 Accomplishments**

Updated Sanitary Sewer System Database  
Updated Storm Sewer Database  
Created a Sewer Inspection / Maintenance Mobile Ap  
Created a Playground Inspection Mobile Ap  
Created a Ped Ramp Inspection Ap  
Implemented new Aerial Photos

**2017 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  
Install an in house IT server for GIS  
Continue to develop, inspect, and create accurate data

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

FUND 280: OWATONNA HRA

PROG 680: H.R.A.

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Tax Levies	121,176	120,000	131,274	130,000	72,000	145,000	155,000
	Intergovernmental Revenue	51,572	57,000	157,311	57,000	16,091	51,500	46,500
	Charges for Services	12,227	0	9,017	14,216	0	1,500	1,500
	Interest on Investments	6,491	2,000	2,131	2,000	836	2,000	2,000
	Miscellaneous	25,944	19,200	28,273	19,200	9,167	32,400	42,800
	Transfers	0	10,000	0	7,000	0	15,000	15,000
	<b>Total Revenues</b>	<b>217,410</b>	<b>208,200</b>	<b>328,006</b>	<b>229,416</b>	<b>98,094</b>	<b>247,400</b>	<b>262,800</b>
	FT Wages	54,921	56,090	56,182	57,937	25,645	59,727	65,157
	Benefits	19,979	19,889	20,369	20,625	9,660	20,914	21,634
	<b>PERSONAL SERVICES</b>	<b>74,900</b>	<b>75,979</b>	<b>76,551</b>	<b>78,562</b>	<b>35,305</b>	<b>80,641</b>	<b>86,791</b>
	Supplies	900	1,000	1,093	1,000	45	1,000	1,000
	<b>SUPPLIES</b>	<b>900</b>	<b>1,000</b>	<b>1,093</b>	<b>1,000</b>	<b>45</b>	<b>1,000</b>	<b>1,000</b>
	Professional Services	0	0	7,777	0	2,242	0	0
	Communication	1,345	1,575	2,365	1,575	658	1,500	1,500
	Vehicle, Travel & Training	1,138	2,000	1,218	2,000	211	2,000	2,000
	Housing & Economic Devel	2,709	4,500	3,070	4,500	3,354	4,500	4,500
	Advertising & Promotion	112	1,000	373	1,000	0	1,000	1,000
	Memberships & Subscriptions	180	400	100	400	200	400	400
	Insurance	3,950	5,000	3,600	3,600	1,700	3,400	2,900
	Repairs	22,389	10,600	37,799	10,600	8,780	10,600	10,600
	Other Services & Charges	115,941	90,667	219,745	100,667	100,037	130,667	135,667
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>147,764</b>	<b>115,742</b>	<b>276,047</b>	<b>124,342</b>	<b>117,182</b>	<b>154,067</b>	<b>158,567</b>
	TRANSFERS OUT	15,000	15,000	15,000	15,000	7,500	15,000	15,000
	<b>Total Expenditures</b>	<b>238,564</b>	<b>207,721</b>	<b>368,691</b>	<b>218,904</b>	<b>160,032</b>	<b>250,708</b>	<b>261,358</b>
	Net Revenue	-21,154	479	-40,685	10,512	-61,938	-3,308	1,442
	<b>Total for PROG 680: H.R.A.</b>	<b>-21,154</b>	<b>479</b>	<b>-40,685</b>	<b>10,512</b>	<b>-61,938</b>	<b>-3,308</b>	<b>1,442</b>

PROG 681: BRIDGES PROGRAM

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	216,036	158,000	165,041	107,000	86,924	165,000	158,000
	<b>Total Revenues</b>	<b>216,036</b>	<b>158,000</b>	<b>165,041</b>	<b>107,000</b>	<b>86,924</b>	<b>165,000</b>	<b>158,000</b>
	Other Services & Charges	201,925	145,000	157,081	99,000	79,140	150,000	145,000
	<b>Total Expenditures</b>	<b>201,925</b>	<b>145,000</b>	<b>157,081</b>	<b>99,000</b>	<b>79,140</b>	<b>150,000</b>	<b>145,000</b>
	Net Revenue	14,111	13,000	7,960	8,000	7,784	15,000	13,000

## CITY OF OWATONNA 2017 PROGRAM BUDGETS

### Housing & Economic Development

#### HRA Administration 680-680

#### 2016 Accomplishments

- Administered funding to provide affordable rental housing for households with mental illness.
  - \$45,000 for local Bridges program through Steele County to assist 14 households.
  - \$209,443 for regional Bridges program through MHFA serving 67 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.
  - Developed Downpayment Assistance Program for new home construction.
- 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 155 Minimum Housing Quality Standard inspections for Bridges and other local affordable housing programs - Project Home and Semcac.
  - Purchase and demolition 435 Mineral Springs Road for coordination with City for park land.
  - Coordinate rehabilitation of 224 N Cedar Ave for Redevelopment.
  - Financially support the Rental Code Enforcement and local Minimum Housing Code.
- Contribute to the upgrade and long term viability of community housing stock.
  - Northgate Development with Housing TIF and Bridges funding for LTH units.
  - Updated the Housing Market Analysis and Demand Estimates for Steele County.
- Ensure equal opportunity housing and affirmatively further fair housing.
  - Coordinated with the City of Owatonna Landlord Association.
  - Participate with local community service providers for Project Community Connect - January.
- Increase awareness of affordable housing issues through newsletters, local media, local and regional meetings.
- Supported Community Redevelopment.
  - Coordinated efforts for the collocation of local community services at West Hills Campus.
  - Lease 122 E Fremont and 140 32nd Ave NE for future redevelopment.
  - Purchase and demolish 134 E Fremont for future redevelopment.
  - Lease 116, 122, and 128 E Pearl Street for future redevelopment.
  - Purchase Partridge Property to replat salable lots with City development of storm water pond.

#### 2017 Goals

- Contribute to the upgrade and long term viability of community housing stock.
  - Monitor and assess activities 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
  - Support redevelopment areas in community that reduce slum and blight and provide redevelopment opportunities.

**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	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	571,969	624,779	587,288	677,666	324,409	652,653	681,550
	Interest on Investments	247	340	74	300	77	350	300
	<b>Total Revenues</b>	<b>572,216</b>	<b>625,119</b>	<b>587,362</b>	<b>677,966</b>	<b>324,486</b>	<b>653,003</b>	<b>681,850</b>
	FT Wages	28,596	31,971	28,742	32,933	13,143	33,921	36,997
	Benefits	11,636	13,398	11,681	13,882	5,641	13,915	14,408
	<b>PERSONAL SERVICES</b>	<b>40,232</b>	<b>45,369</b>	<b>40,423</b>	<b>46,815</b>	<b>18,784</b>	<b>47,836</b>	<b>51,405</b>
	Professional Services	10,874	20,100	11,813	18,948	6,932	26,500	27,000
	Vehicle, Travel & Training	496	650	420	650	87	500	500
	Other Services & Charges	530,944	559,000	550,652	619,368	308,910	578,800	612,800
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>542,314</b>	<b>579,750</b>	<b>562,885</b>	<b>638,966</b>	<b>315,929</b>	<b>605,800</b>	<b>640,300</b>
	<b>Total Expenditures</b>	<b>582,546</b>	<b>625,119</b>	<b>603,308</b>	<b>685,781</b>	<b>334,713</b>	<b>653,636</b>	<b>691,705</b>
	Net Revenue	-10,330	0	-15,946	-7,815	-10,227	-633	-9,855
	<b>Total for PROG 682: H R A U S D H U D</b>	<b>-10,330</b>	<b>0</b>	<b>-15,946</b>	<b>-7,815</b>	<b>-10,227</b>	<b>-633</b>	<b>-9,855</b>
	<b>Total for DEPT 680: HRA</b>	<b>-10,330</b>	<b>0</b>	<b>-15,946</b>	<b>-7,815</b>	<b>-10,227</b>	<b>-633</b>	<b>-9,855</b>
	<b>Total for FUND 282: OWATONNA HRA-HUD</b>	<b>-10,330</b>	<b>0</b>	<b>-15,946</b>	<b>-7,815</b>	<b>-10,227</b>	<b>-633</b>	<b>-9,855</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Housing & Economic Development**  
**HRA Section 8 680-682**

**2016 Accomplishments**

- Administered funding to provide affordable rental housing for low income households in Steele County
  - \$587,703 for HUD Housing Choice Voucher Program serving 110 households monthly.
- Conducted 220 Minimum Housing Quality Standard inspections for the Housing Choice Voucher Program and Bridges Programs.
- Continue 4 Project-Based housing vouchers at Willow Run II.
- Allocate 6 additional Project-based vouchers for Heather Court Redevelopment.
- 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 8 household.

**2017 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.

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

FUND 290: EDA ADMINISTRATION

DEPT 690: EDA

PROG 695: ECONOMIC DEVELOPMENT AUTHORITY

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Tax Levies	140,000	140,000	150,000	150,000	80,050	160,000	165,000
	Other Taxes	232,644	210,000	249,450	210,000	94,918	210,000	230,000
	Intergovernmental Revenue	0	0	400,000	0	0	0	0
	Charges for Services	24,832	16,280	26,679	34,400	0	29,000	28,160
	Interest on Investments	866	200	657	200	8	0	0
	Miscellaneous	1,666	1,666	1,666	1,666	1,666	1,666	1,666
	<b>Total Revenues</b>	<b>400,008</b>	<b>368,146</b>	<b>828,452</b>	<b>396,266</b>	<b>176,642</b>	<b>400,666</b>	<b>424,826</b>
	FT Wages	37,473	42,361	39,921	43,874	18,871	45,268	49,368
	Benefits	9,549	10,393	10,104	10,795	4,934	11,347	11,652
	<b>PERSONAL SERVICES</b>	<b>47,022</b>	<b>52,754</b>	<b>50,025</b>	<b>54,669</b>	<b>23,805</b>	<b>56,615</b>	<b>61,020</b>
	Supplies	50	400	92	400	91	400	400
	Small Tools & Equipment	0	400	0	400	0	400	400
	<b>SUPPLIES</b>	<b>50</b>	<b>800</b>	<b>92</b>	<b>800</b>	<b>91</b>	<b>800</b>	<b>800</b>
	Professional Services	63,100	15,000	30,500	25,000	0	30,000	30,000
	Communication	139	400	138	400	45	200	400
	Vehicle, Travel & Training	601	830	499	1,000	278	1,000	1,000
	Housing & Economic Devel	77,500	77,500	77,500	77,500	77,500	77,500	82,000
	Advertising & Promotion	244	1,000	492	1,000	311	1,000	1,000
	Memberships & Subscriptions	0	200	0	200	0	200	200
	Repairs	0	250	0	250	0	250	250
	Rents/Leases	3,432	3,432	3,900	3,744	4,110	3,744	4,032
	Other Services & Charges	222,693	201,167	638,644	201,167	91,840	201,167	220,167
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>367,709</b>	<b>299,779</b>	<b>751,673</b>	<b>310,261</b>	<b>174,084</b>	<b>315,061</b>	<b>339,049</b>
	<b>TRANSFERS OUT</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>6,000</b>	<b>12,000</b>	<b>12,000</b>
	<b>Total Expenditures</b>	<b>426,781</b>	<b>365,333</b>	<b>813,790</b>	<b>377,730</b>	<b>203,980</b>	<b>384,476</b>	<b>412,869</b>
	Net Revenue	-26,773	2,813	14,662	18,536	-27,338	16,190	11,957
	<b>Total for PROG 695: ECONOMIC DEVELOPMENT AUTHORITY</b>	<b>-26,773</b>	<b>2,813</b>	<b>14,662</b>	<b>18,536</b>	<b>-27,338</b>	<b>16,190</b>	<b>11,957</b>

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

**2016 Accomplishments**

- Assisted Bushel Boy in their expansion project by receiving a BDPI Grant
- Assisted Viracon in their expansion project.
- Administered Small Cities Development Grant from DEED for downtown improvements.
- Assisted Cybex in their expansion project.
- Participated in the Northgate apartments project & received a contamination cleanup grant
- Repaired & cleaned out Bubba's Bar & prepared for sale
- Purchased properties for a downtown redevelopment project

**2017 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.
- Continue to purchase properties towards a large downtown redevelopment project
- Prepare and award a RFP on the former State Theater property
- Assist Steele County in redevelopment of the former Highway Dept Site

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

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

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Interest on Investments	24,801	7,500	10,057	7,500	6,645	7,500	8,000
	Total Revenues	24,801	7,500	10,057	7,500	6,645	7,500	8,000
	Total for PROG 690: EDA LOANS	24,801	7,500	10,057	7,500	6,645	7,500	8,000

PROG 691: COMMERCIAL/RETAIL LOANS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	25,000	0	5,000	0	46,800	0	0
	Miscellaneous	3,970	3,326	2,264	2,176	722	1,200	1,050
	Total Revenues	28,970	3,326	7,264	2,176	47,522	1,200	1,050
	Refunds & Reimbursements	25,000	0	27,898	0	34,050	0	0
	OTHER SERVICES & CHARGES	25,000	0	27,898	0	34,050	0	0
	Total Expenditures	25,000	0	27,898	0	34,050	0	0
	Net Revenue	3,970	3,326	-20,634	2,176	13,472	1,200	1,050
	Total for PROG 691: COMMERCIAL/RETAIL LOANS	3,970	3,326	-20,634	2,176	13,472	1,200	1,050

PROG 692: INDUSTRIAL LOANS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Miscellaneous	192	2,976	0	2,951	0	0	0
	Total Revenues	192	2,976	0	2,951	0	0	0
	Total for PROG 692: INDUSTRIAL LOANS	192	2,976	0	2,951	0	0	0

PROG 694: EDA - REVOLVING LOANS - FED

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Miscellaneous	565	1,283	220	220	3	0	0
	Total Revenues	565	1,283	220	220	3	0	0
	Total for PROG 694: EDA - REVOLVING LOANS - FED	565	1,283	220	220	3	0	0

	Total for FUND 292: EDA LOANS	29,528	15,085	-10,357	12,847	20,120	8,700	9,050
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**City of Owatonna**  
**Summary Budget Comparison by Program**

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

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	0	0	142,045	0	0	0	0
	Charges for Services	172,975	37,768	37,768	37,768	374	37,768	37,768
	Interest on Investments	26,903	7,500	11,193	5,000	6,760	7,500	9,000
	Miscellaneous	61,337	60,847	52,657	60,433	3,180	60,000	40,000
	Total Revenues	<u>261,215</u>	<u>106,115</u>	<u>243,663</u>	<u>103,201</u>	<u>10,314</u>	<u>105,268</u>	<u>86,768</u>
	Professional Services	2,200	15,000	11,403	15,000	0	15,000	15,000
	Other Services & Charges	15,586	15,000	15,085	16,000	17,970	16,000	18,000
	OTHER SERVICES & CHARGES	<u>17,786</u>	<u>30,000</u>	<u>26,488</u>	<u>31,000</u>	<u>17,970</u>	<u>31,000</u>	<u>33,000</u>
	CAPITAL OUTLAY	150,000	0	148,738	0	56,185	0	0
	Total Expenditures	<u>167,786</u>	<u>30,000</u>	<u>175,226</u>	<u>31,000</u>	<u>74,155</u>	<u>31,000</u>	<u>33,000</u>
	Net Revenue	<u>93,429</u>	<u>76,115</u>	<u>68,437</u>	<u>72,201</u>	<u>-63,841</u>	<u>74,268</u>	<u>53,768</u>
	Total for PROG 696: EDA LAND	93,429	76,115	68,437	72,201	-63,841	74,268	53,768
	Total for FUND 294: EDA LAND	93,429	76,115	68,437	72,201	-63,841	74,268	53,768

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

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

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Intergovernmental Revenue	345	0	0	0	0	0	0
	Charges for Services	2,993,760	3,130,000	3,103,912	3,098,000	1,592,440	3,372,600	3,445,000
	Special Assessments	1,603	0	2,092	1,449	0	2,070	2,116
	Interest on Investments	353,348	175,000	136,448	150,000	90,906	130,000	130,000
	Miscellaneous	1,700	0	0	0	17,401	0	0
	<b>Total Revenues</b>	<b>3,350,756</b>	<b>3,305,000</b>	<b>3,242,452</b>	<b>3,249,449</b>	<b>1,700,747</b>	<b>3,504,670</b>	<b>3,577,116</b>
	FT Wages	94,829	40,489	90,321	41,855	24,371	43,110	47,851
	OT/Holiday/Other	21,718	13,396	22,668	13,444	7,413	13,493	13,691
	Benefits	38,446	18,605	51,840	19,244	14,307	19,667	20,475
	<b>PERSONAL SERVICES</b>	<b>154,993</b>	<b>72,490</b>	<b>164,829</b>	<b>74,543</b>	<b>46,091</b>	<b>76,270</b>	<b>82,017</b>
	Supplies	0	200	200	200	0	250	250
	Small Tools & Equipment	478	0	299	250	630	500	500
	<b>SUPPLIES</b>	<b>478</b>	<b>200</b>	<b>499</b>	<b>450</b>	<b>630</b>	<b>750</b>	<b>750</b>
	Professional Services	3,159	35,000	1,509	35,000	0	35,000	35,000
	Communication	605	2,025	725	2,025	198	2,325	2,325
	Vehicle, Travel & Training	555	3,000	0	3,000	0	3,000	3,000
	Advertising & Promotion	93	250	26	250	0	250	250
	Memberships & Subscriptions	11,000	1,200	19,075	18,500	25,500	23,500	25,500
	Repairs	0	250	0	250	0	250	0
	Other Services & Charges	0	0	0	0	0	0	375
	Depreciation	1,011,480	940,000	980,108	950,000	472,132	965,000	980,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>1,026,892</b>	<b>981,725</b>	<b>1,001,443</b>	<b>1,009,025</b>	<b>497,830</b>	<b>1,029,325</b>	<b>1,046,450</b>
	DEBT SERVICE	89,735	94,000	82,595	90,000	38,904	80,000	72,000
	TRANSFERS OUT	350,000	350,000	370,500	370,500	230,280	460,500	460,500
	<b>Total Expenditures</b>	<b>1,622,098</b>	<b>1,498,415</b>	<b>1,619,866</b>	<b>1,544,518</b>	<b>813,735</b>	<b>1,646,845</b>	<b>1,661,717</b>
	Net Revenue	1,728,658	1,806,585	1,622,586	1,704,931	887,012	1,857,825	1,915,399
	<b>Total for PROG 900: WASTEWATER TREATMENT FACILITY</b>	<b>1,728,658</b>	<b>1,806,585</b>	<b>1,622,586</b>	<b>1,704,931</b>	<b>887,012</b>	<b>1,857,825</b>	<b>1,915,399</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Administration 902-900**

**2016 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
- construct improvements Bridge Street Lift Station

**2017 Goals**

- Complete MPCA Biosolids report.
- Complete MPCA Pretreatment report.
- Complete DMR reports according to NPDES permit requirements.
- Complete DMR reports according to NPDES permit requirements.

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

PROG 902: WWTF PLANT OPERATIONS

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Charges for Services	10	0	0	0	0	0	0
	Total Revenues	10	0	0	0	0	0	0
	FT Wages	251,856	296,320	267,051	306,281	134,405	315,351	404,244
	PT/Seasonal Wages	0	4,000	9	4,000	0	2,500	2,500
	OT/Holiday/Other	6,326	21,072	4,768	21,157	3,995	21,243	12,311
	Benefits	101,788	139,619	113,103	144,149	58,612	146,271	193,159
	PERSONAL SERVICES	359,970	461,011	384,931	475,587	197,012	485,365	612,214
	Supplies	154,800	169,400	146,196	171,150	57,034	171,800	172,800
	Repair Supplies	61,595	88,000	29,505	88,000	19,456	90,000	90,000
	Small Tools & Equipment	1,881	7,250	3,315	7,250	2,662	7,500	7,500
	Library Materials	204	10,000	1,314	10,000	4,687	10,000	10,000
	SUPPLIES	218,480	274,650	180,330	276,400	83,839	279,300	280,300
	Professional Services	17,722	15,000	14,861	15,000	5,962	15,000	15,000
	Communication	4,446	3,400	6,000	3,400	1,952	3,400	3,400
	Vehicle, Travel & Training	3,548	4,000	3,411	4,000	3,174	4,000	4,000
	Advertising & Promotion	0	150	0	150	221	150	150
	Memberships & Subscriptions	254	300	102	300	0	300	300
	Insurance	39,400	39,400	49,200	49,200	23,350	46,700	39,600
	Licenses & Inspections	16,566	15,500	17,580	15,500	16,734	17,500	17,500
	Repairs	13,128	106,200	12,415	43,200	304	43,200	43,200
	Rents/Leases	0	1,500	0	1,500	0	1,500	1,500
	Other Services & Charges	4,591	2,670	3,612	2,500	1,126	2,500	2,675
	OTHER SERVICES & CHARGES	99,655	188,120	107,181	134,750	52,823	134,250	127,325
	Total Expenditures	678,105	923,781	672,442	886,737	333,674	898,915	1,019,839
	Net Revenue	-678,095	-923,781	-672,442	-886,737	-333,674	-898,915	-1,019,839
	Total for PROG 902: WWTF PLANT OPERATIONS	-678,095	-923,781	-672,442	-886,737	-333,674	-898,915	-1,019,839

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Plant Operations 902-902**

**2016 Accomplishments**

- Preliminary planning plant upgrades
- Received Operational Award from MPCA

**2017 Goals**

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

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

PROG 904: WWTF - LIFT STATION

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	FT Wages	0	7,651	0	7,881	0	8,117	8,780
	OT/Holiday/Other	0	302	155	309	2,512	316	337
	Benefits	0	4,016	74	4,158	192	4,206	4,328
	PERSONAL SERVICES	0	11,969	229	12,348	2,704	12,639	13,445
	Supplies	1,011	0	4,714	500	1,637	1,000	1,000
	Repair Supplies	600	15,000	17,710	15,000	0	15,000	15,000
	SUPPLIES	1,611	15,000	22,424	15,500	1,637	16,000	16,000
	Communication	3,002	5,500	3,697	5,500	2,104	5,500	5,500
	Utilities	-252	2,200	2,661	2,500	1,042	2,500	2,500
	Repairs	13,558	10,750	4,661	10,750	5,786	10,750	10,750
	OTHER SERVICES & CHARGES	16,308	18,450	11,019	18,750	8,932	18,750	18,750
	Total Expenditures	17,919	45,419	33,672	46,598	13,273	47,389	48,195
	Net Revenue	-17,919	-45,419	-33,672	-46,598	-13,273	-47,389	-48,195
	Total for PROG 904: WWTF - LIFT STATION	-17,919	-45,419	-33,672	-46,598	-13,273	-47,389	-48,195

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Lift Stations 902-904**

**2016 Accomplishments**

- Rehab lift stations as needed
- Monitor and document run times
- Work with commercial contributors to reduce grease problems.
- Complete rehabilitation of Bridge Street Lift

**2017 Goals**

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

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

PROG 906: WWTF - COLLECTION PROGRAM

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	FT Wages	76,537	117,452	76,844	121,135	41,838	124,753	137,632
	PT/Seasonal Wages	0	10,000	0	5,000	0	2,500	2,500
	OT/Holiday/Other	2,793	7,816	1,236	7,899	1,412	7,984	7,550
	Benefits	31,438	51,602	32,180	52,021	17,894	52,719	54,900
	PERSONAL SERVICES	110,768	186,870	110,260	186,055	61,144	187,956	202,582
	Supplies	19,683	37,100	25,447	62,100	22,326	52,100	52,100
	Repair Supplies	5,552	21,000	4,174	21,000	687	21,000	21,000
	Small Tools & Equipment	296	4,500	125	4,500	0	4,800	4,800
	SUPPLIES	25,531	62,600	29,746	87,600	23,013	77,900	77,900
	Vehicle, Travel & Training	0	300	0	300	0	300	300
	Advertising & Promotion	0	150	135	150	0	150	150
	Repairs	338,694	508,000	404,273	508,000	586,380	513,000	513,000
	Other Services & Charges	875	1,000	875	1,000	635	1,000	1,000
	OTHER SERVICES & CHARGES	339,569	509,450	405,283	509,450	587,015	514,450	514,450
	Total Expenditures	475,868	758,920	545,289	783,105	671,172	780,306	794,932
	Net Revenue	-475,868	-758,920	-545,289	-783,105	-671,172	-780,306	-794,932
	Total for PROG 906: WWTF - COLLECTION PROGRAM	-475,868	-758,920	-545,289	-783,105	-671,172	-780,306	-794,932

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Sewer Collection 902-906**

**2016 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 20,000 linear feet of sanitary main
- Maintain inspection data.
- Continue sump main installations as needed.

**2017 Goals**

- 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

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

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

Account Number	Account Name	2014 Actual	2014 Budget	2015 Actual	2015 Budget	06/30/16 YTD	2016 Budget	2017 Budget
	Tax Levies	251,775	249,600	248,410	246,000	0	247,400	321,960
	Charges for Services	406,483	405,000	397,464	350,000	388,050	700,000	950,000
	Interest on Investments	23,646	4,000	8,044	4,000	4,796	7,500	6,000
	Other Financing Sources	614,426	0	312,059	0	0	0	0
	<b>Total Revenues</b>	<b>1,296,330</b>	<b>658,600</b>	<b>965,977</b>	<b>600,000</b>	<b>392,846</b>	<b>954,900</b>	<b>1,277,960</b>
	FT Wages	55,057	95,589	66,791	67,429	31,958	71,072	79,313
	Benefits	15,747	33,372	21,038	17,512	8,705	18,146	19,216
	<b>PERSONAL SERVICES</b>	<b>70,804</b>	<b>128,961</b>	<b>87,829</b>	<b>84,941</b>	<b>40,663</b>	<b>89,218</b>	<b>98,529</b>
	Supplies	13,578	17,500	1,191	19,500	27	19,500	19,500
	Repair Supplies	0	0	492	0	2,195	500	1,000
	Small Tools & Equipment	0	0	226	0	0	0	250
	<b>SUPPLIES</b>	<b>13,578</b>	<b>17,500</b>	<b>1,909</b>	<b>19,500</b>	<b>2,222</b>	<b>20,000</b>	<b>20,750</b>
	Professional Services	82,773	109,500	45,732	114,000	16,868	116,000	116,000
	Communication	150	700	356	700	126	750	750
	Vehicle, Travel & Training	1,125	4,400	505	3,650	98	3,400	3,500
	Advertising & Promotion	0	2,500	1,076	2,500	171	2,500	2,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	0	2,000	965	2,000	975	2,000	2,000
	Insurance	1,690	1,200	1,300	1,300	500	1,000	1,000
	Licenses & Inspections	0	0	25	0	0	0	0
	Repairs	49,196	43,600	88,135	32,500	7,609	40,000	40,000
	Other Services & Charges	793	0	1,473	0	1,254	0	1,500
	Depreciation	180,321	127,000	188,122	170,000	94,666	185,000	190,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>316,048</b>	<b>292,400</b>	<b>327,689</b>	<b>328,150</b>	<b>122,267</b>	<b>352,150</b>	<b>358,750</b>
	<b>DEBT SERVICE</b>	<b>108,107</b>	<b>115,000</b>	<b>99,701</b>	<b>102,000</b>	<b>49,728</b>	<b>98,000</b>	<b>122,000</b>
	<b>TRANSFERS OUT</b>	<b>15,000</b>	<b>15,000</b>	<b>32,000</b>	<b>32,000</b>	<b>33,490</b>	<b>67,000</b>	<b>67,000</b>
	<b>Total Expenditures</b>	<b>523,537</b>	<b>568,861</b>	<b>549,128</b>	<b>566,591</b>	<b>248,370</b>	<b>626,368</b>	<b>667,029</b>
	<b>Net Revenue</b>	<b>772,793</b>	<b>89,739</b>	<b>416,849</b>	<b>33,409</b>	<b>144,476</b>	<b>328,532</b>	<b>610,931</b>
	<b>Total for PROG 920: STORM WATER UTILITY</b>	<b>772,793</b>	<b>89,739</b>	<b>416,849</b>	<b>33,409</b>	<b>144,476</b>	<b>328,532</b>	<b>610,931</b>
	<b>Total for FUND 620: STORM WATER UTILITY</b>	<b>772,793</b>	<b>89,739</b>	<b>416,849</b>	<b>33,409</b>	<b>144,476</b>	<b>328,532</b>	<b>610,931</b>

**CITY OF OWATONNA 2017 PROGRAM BUDGETS**  
**Storm Water**  
**Storm Water 920-920**

**2016 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 dredging of two ponds

**2017 Goals**

- Implement approved rate increase per the storm water rate study
- 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.
- Improved relationships with contractors
- 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