

2018 ADOPTED BUDGET

City of Owatonna

**The City of Owatonna
2018 Budget
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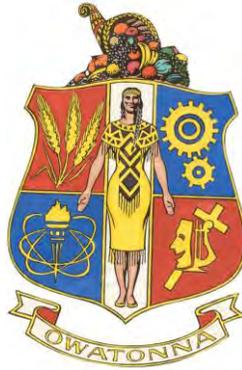
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THE CITY OF



OWATONNA

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City Administrator

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

To: Honorable Mayor and City Councilmembers
From: Kris M. Busse, City Administrator
Re: 2018 recommended budget and levy
Date: December 19, 2017

Pursuant to the Owatonna City Charter and Minnesota Statutes, the City Administrator hereby submits to the City Council the 2018 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. Budget preparations began in early June to allow council sufficient time for review and consideration prior to adopting the preliminary budget and levy. Departmental budget presentations were presented beginning September 5 through October 17. The City Council reviewed the Capital Improvement Plan and overall budget review on November 7, 2017. A public hearing on the proposed budget was held on December 5 and the final adoption of the budget is planned for December 19.

Economic Outlook-

Owatonna was fortunate to have a number of major employers expand their facilities and workforce in 2016-2017. The city is still feeling the positive impacts of this growth. Because of these plant expansions and additional jobs added, the housing market required further development to meet the growing demand. Over the last two years 139 -apartment units, have been constructed or are in the process of development. The city has continued interest from several developers to construct additional multiple family dwellings. The number of single-family home permits also continue to climb. This increased development activity has expanded the City of Owatonna's tax base. Revised estimates from the County indicate the increase in tax capacity is 6%, well over the City's long-term financial plan projected increase of 4.2 %

Budget Highlights-

During the strategic planning session, City Council asked staff to consider the City's long-term financial sustainability as part of the current budget preparation. In creating the ten-year future facility needs projection, it became clear that a building maintenance fund should be established much like the vehicle replacement fund. The City of Owatonna owns several historic structures that require an investment in maintenance that had been deferred. Staff is recommending increasing the levy by five percent to start the building maintenance fund. In addition, several important community infrastructure projects will be completed in 2018 that won't require a debt service levy until 2019. In 2019, this 5% increase will be used to both continue funding the building maintenance fund and to pay the additional debt service levy.

The city did receive a much-needed increase in Local Government Aid for 2018. Owatonna is scheduled to receive \$162,806 in additional funding under the current formula. Even with this additional funding our LGA is still not at the 2002 funding level. The city will continue to support necessary infrastructure investments with LGA. The city is anticipating increased building permit revenue due to increasing construction activity. The city annually reviews fees for appropriateness. Brooktree's membership rates have been adjusted based on a market analysis and cost of service review.

General fund budget expenditures increased by 3% over 2017. Included in these costs are continued funding for the Vehicle Replacement Fund (VRF), continued emphasis on street maintenance and capital projects, along with the investment in the City's workforce. Also included is new technology to implement time tracking and more efficient payroll and benefit processing system. This investment is reflective of the strategic objective of leveraging technology to improve efficiency and effectiveness.

The Vehicle Replacement Fund provides funding for vehicle and equipment needs for all city departments. 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. 2018 purchases include a variety of equipment needs throughout the city. For example, pick-ups, squad cars, unmarked cars, mowers, street sweeper and road grader.

Personnel costs reflect the costs of maintaining the new salary structure. This investment in such a key component fulfills the strategic objective of attracting and retaining a high performing municipal workforce. No new positions were added to the 2018 budget. Two part-time positions in the Park and Recreation department were combined into one full-time position resulting in a reduction of .5 FTEs. An additional 100 hours was added to the seasonal weed and nuisance assistant position. This will allow additional enforcement activities throughout the year. Equipment maintenance was reorganized into a central garage concept. Staff was reorganized into one Equipment Maintenance Foreman and three Equipment Maintenance Technician Specialists. All equipment from all departments will be maintained by the central garage allowing for a more efficient delivery of this service.

Levies for the EDA and HRA also increased. The EDA has requested an additional \$5,000 in levy authority to reflect additional staff time being allocated to the EDA. The HRA has requested an additional \$10,000 in levy authority to continue their work in proactively pursuing redevelopment opportunities in residential and commercial areas of the city. The HRA levy increase also includes an additional allocation of staff time towards these redevelopment efforts. 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, SCBA (self-contained breathing apparatus) for firefighters, phone system improvements, partial replacement of Brooktree irrigation system, and funding of fire station rooftop AC replacements.

A project is planned to address the downtown flooding near the post office and library. Funding will come from users fees from the storm water fund.

Recommendation

Based on the city's history of strong economic growth and city council's interest in beginning to address the long-term financial sustainability of funding both building maintenance and other critical infrastructure needs, I am recommending the city increase the levy by 9.34 %. This is a one-half percent decrease from the preliminary levy. This revised levy will still allow for the establishment of the building maintenance fund (5%) which will position the city well to address current and future building maintenance needs. The levy increase will also allow investment into critical city infrastructure needs in areas of streets, parking lots, trails, and recreation through future debt service payments.

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

2018 BUDGET

2017 CITY COUNCIL

Term Expires

Mayor	Thomas A. Kuntz	December 2020
Council Member at Large	Doug Voss	December 2020
Council Member at Large	Jeffrey Okerberg	December 2018
Council Member First Ward	Nathan Dotson	December 2018
Council Member Second Ward	Greg Schultz	December 2020
Council Member Third Ward	Dave Burbank	December 2018
Council Member Fourth Ward	Kevin Raney	December 2020
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
Library Director	Mark Blando
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.

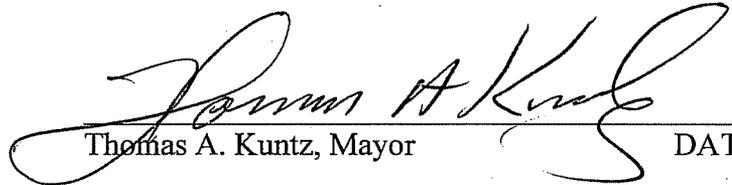
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

IV. RESPONSIBILITY AND AUTHORITY

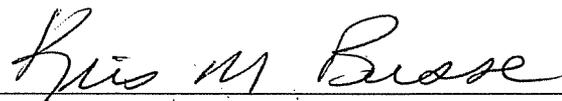
Administrative implementation of policies is the responsibility of staff and council.

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 @ 12/31/16 was \$10,154,863 or 54% of 2017 budgeted expenditures.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/16 balance at the end of 2017.
- ▶ 50% of 2018 budgeted expenditures would be \$9,596,195. Based on fund balance estimates, the 2018 budget does comply with the fund balance policy. It is estimated that the unreserved fund balance @ 12/31/17 will be at least 53% of 2018 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)				
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Starting fund balance	\$10.2	\$10.2	\$10.2	\$10.2	\$10.2
Revenues	18.6	19.2	20.0	20.7	21.3
Expenses	18.6	19.2	20.0	20.7	21.3
Surplus/(Deficit)	0.0	0.0	0.0	0.0	0.0
Ending fund balance	\$10.2	\$10.2	\$10.2	\$10.2	\$10.2

Expense assumptions include having modest wage increases annually, and a slight increase to factor in inflation. Revenue assumptions include all revenues will remain flat. The entire necessary revenue increase is added to the levy. This is a conservative approach as several revenue items will see increases. 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.

	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Total increase in expenses	2.98%	3.65%	3.50%	3.00%
Required levy increase to balance budget	4.34%	5.66%	5.32%	4.48%
Required fund balance per policy	\$9.9	\$10.3	\$10.6	\$10.9

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 had not yet exceeded the operating cost increases to the level that had been projected. The growth estimates for 2018 have now exceeded the City's growth estimates.

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.

The City has committed to establishing a building maintenance fund in 2018. By creating a funding mechanism for maintaining the many buildings owned by the city, it will aid in the City's financial sustainability.

**City of Owatonna
2018 Budget Summary by Fund**

	Governmental Funds				Component Unit	Enterprise Funds			Special Taxing Authority
	General Fund	Special Revenue Funds	Capital Projects Funds	Debt Service Funds	EDA	Sewer Fund	Storm Water Fund	City Total	HRA
Revenues									
Tax Levy	\$9,664,143		\$1,064,325	\$1,008,820	\$170,000		\$312,040	\$12,219,328	\$165,000
Other Taxes	350,000		897,473		240,000			1,487,473	
Licenses & Permits	389,575							389,575	
Intergovernmental	5,609,476		1,028,750					6,638,226	867,200
Charges for Services	2,634,254				69,570	3,556,000	1,125,000	7,384,824	1,316
Special Assessments			59,911	415,152		1,720		476,783	
Fines & Forfeitures	154,400							154,400	
Interest on Investments	90,000	100	69,500	18,500	11,000	120,000	8,000	317,100	1,350
Miscellaneous	300,541	77,000			44,751			422,292	33,000
Transfers In				150,920				150,920	
Total Revenues	\$19,192,389	\$77,100	\$3,119,959	\$1,593,392	\$535,321	\$3,677,720	\$1,445,040	\$29,640,921	\$1,067,866
Expenditures									
Personnel	\$13,544,435				\$75,018	\$879,551	\$102,776	\$14,601,780	\$128,582
Supplies	1,964,031	50,000			800	373,650	30,750	2,419,231	1,000
Other Services/Charges	3,683,923	25,000	846,553		402,849	2,219,675	452,550	7,630,550	912,467
Debt Service				1,555,591		62,000	103,000	1,720,591	
Capital Outlay			6,220,250					6,220,250	
Transfers Out			150,920					150,920	
Total Expenditures	\$19,192,389	\$75,000	\$7,217,723	\$1,555,591	\$478,667	\$3,534,876	\$689,076	\$32,743,322	\$1,042,049
Other Financing Source									
Bond Proceeds			\$5,600,000					\$5,600,000	

**CITY OF OWATONNA
TEN YEAR HISTORY OF LEVY AND LEVY CHANGES
FOR PERIOD 2009 THRU 2018**

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Tax Capacity Rates										
County	51.394	52.331	55.332	62.970	62.495	59.246	58.102	60.653	59.890	
City	45.336	46.687	50.197	58.051	59.754	59.018	59.533	60.393	61.513	
ISD 761	18.963	16.646	17.122	20.047	19.375	17.954	16.662	31.493	30.708	
Totals	115.693	115.664	122.651	141.068	141.624	136.218	134.297	152.539	152.111	
% Share of Total										
County	44.42%	45.24%	45.11%	44.64%	44.13%	43.49%	43.26%	39.76%	39.37%	
City	39.19%	40.36%	40.93%	41.15%	42.19%	43.33%	44.33%	39.59%	40.44%	
ISD 761	16.39%	14.39%	13.96%	14.21%	13.68%	13.18%	12.41%	20.65%	20.19%	
Totals	100.00%	100.00%	100.00%							
City Levy										
General Fund	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	9,502,811
CIP Fund	150,000	150,000	150,000	450,000	550,000	400,000	350,000	305,000	400,000	528,000
Bldg Maint Fund	0	0	0	0	0	0	0	0	0	536,325
EDA	120,000	120,000	120,000	120,000	140,000	140,000	150,000	160,000	165,000	170,000
Levy Subject to Levy Limit	7,294,367	7,447,746	7,767,476	8,137,913	8,412,773	8,247,934	8,552,651	9,043,611	9,702,736	10,737,136
PERA Rate Change	91,277	85,714	85,714	106,449	111,108	113,315	134,947	144,389	157,290	161,332
Debt	1,957,321	1,807,320	1,575,627	1,276,418	1,173,384	1,336,016	1,384,920	1,379,550	1,311,475	1,320,860
Abatement - Clinic	38,335	38,335	38,335	0	0	0	0	0	0	0
Abatement - WalMart	61,665	61,665	53,628	0	0	0	0	0	0	0
Subtotal	9,442,965	9,440,780	9,520,780	9,520,780	9,697,265	9,697,265	10,072,518	10,567,550	11,171,501	12,219,328
HRA	120,000	120,000	120,000	120,000	120,000	120,000	130,000	145,000	155,000	165,000
Total	9,562,965	9,560,780	9,640,780	9,640,780	9,817,265	9,817,265	10,202,518	10,712,550	11,326,501	12,384,328
Levy Percentage Change	4.98%	-0.02%	0.84%	0.00%	1.83%	0.00%	3.92%	5.00%	5.73%	9.34%
Extra Information:										
LGA & MVC from the State of Minnesota										
LGA Certified	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	4,266,457
MVC Reduction		467,721	467,721							
LGA Unallotment	453,956	1,047,449	871,524							
Net State Aid	3,806,322	2,685,403	2,685,403	3,153,124	3,153,124	3,935,915	4,052,823	4,089,010	4,103,651	4,266,457

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 2014-2018. The budgeted revenue (excluding transfers in) is \$23,831,920 which is a \$346,833 or 1.4% decrease from 2017. The significant changes in budgeted revenues for 2018 were an increase in the tax levy offset by an even larger decrease in intergovernmental revenues.

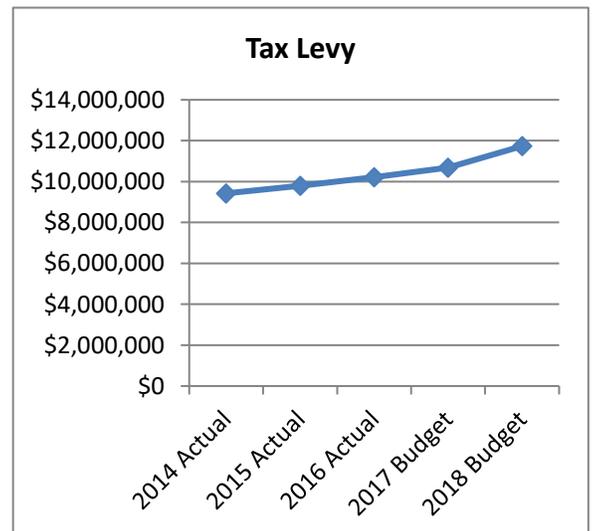
	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Tax Levy	\$9,425,403	\$9,789,689	\$10,210,091	\$10,684,541	\$11,737,288
Other Taxes	663,785	868,856	1,105,594	1,053,248	1,247,473
Licenses & Permits	349,311	292,628	428,137	358,155	389,575
Intergovernmental	7,755,657	7,290,973	6,869,608	8,259,826	6,638,226
Charges for Services	2,069,610	2,259,971	2,663,297	2,591,132	2,634,254
Special Assessments	1,099,194	1,137,312	936,065	503,675	475,063
Fines & Forfeits	172,951	157,719	142,447	151,900	154,400
Interest on Investments	511,958	190,031	134,960	149,365	178,100
Miscellaneous	853,621	1,452,189	630,418	426,911	377,541
Transfers In	564,000	128,000	595,590	148,190	150,920
Total	\$23,465,490	\$23,567,368	\$23,716,207	\$24,326,943	\$23,982,840

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

Tax Levy

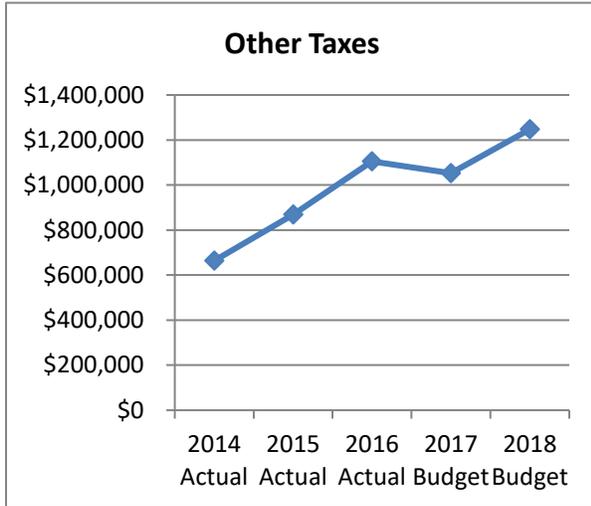
The City relies on property taxes for approximately 50.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

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 3-6% increases in its tax capacity over the last three years. The current year budget includes a 9.34% levy increase. Current and recent levy increases are related to implementation of vehicle replacement and building maintenance funds, investments in the City's workforce, infrastructure and technology.



Governmental Fund Revenues - Continued

Other Taxes



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

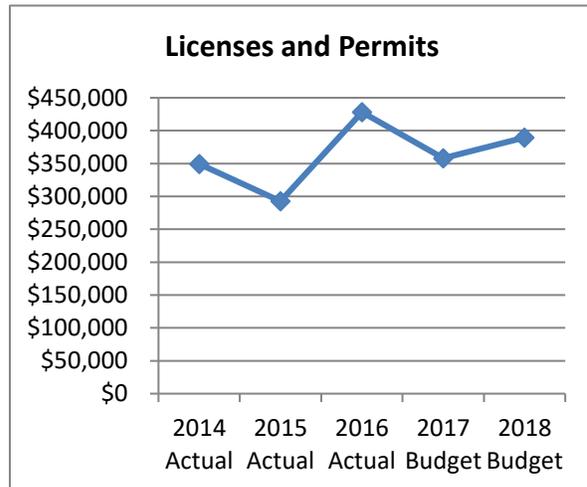
There have been some significant TIF districts created in recent years which has resulted in the City's TIF revenues increasing. Some of the new TIF districts created include Sputtering Components, Viracon, the hospital redevelopment site, Daiken, Vision Processing (Kerry) and Cybex. The economic development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

Licenses and Permits

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

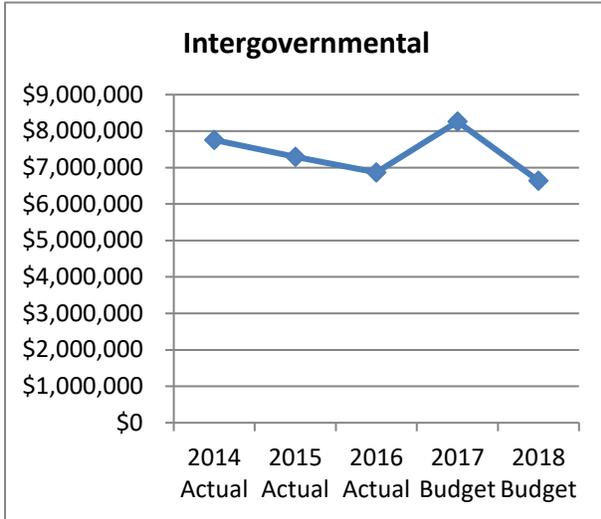
Building permits continue to be the single largest revenue source in this category.

Permit revenue has been rebounding. 2016 actually increased by \$135,509 due to several large commercial projects. Currently we are seeing higher activity in residential projects.



Governmental Fund Revenues – Continued

Intergovernmental



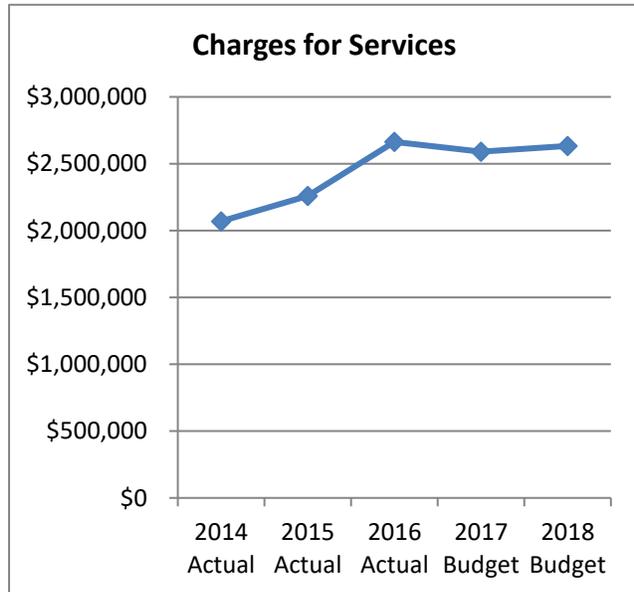
Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 18% of total governmental revenues for 2018.

The 2017 legislature restored some of the LGA funding beginning with 2018. For 2018, LGA will increase \$162,806, which represents a 3.97% increase. Budgeted intergovernmental revenues for 2018 decreased by \$1.6M due to a planned decline in request for state aid street project reimbursements. The City has been quite successful at being awarded grants. The

City will continue to explore all available funding opportunities.

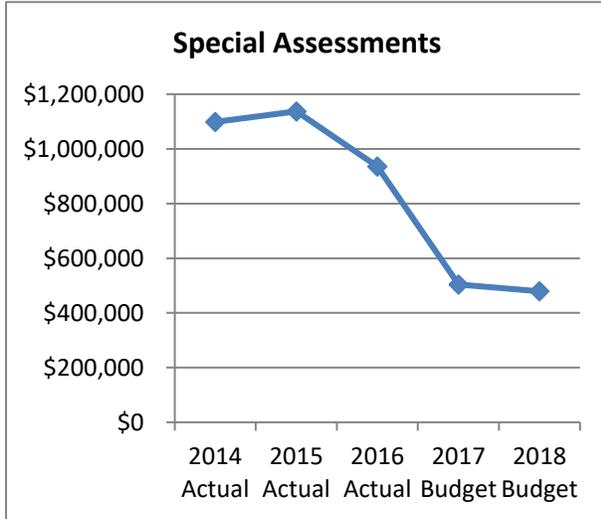
Charges for Services

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. Annually, the City performs a thorough review of its fees during the budget process. Included in the proposed increases are the membership rates at Brooktree. The current rates were no longer appropriate based on the cost of the providing the service and regional comparisons.



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.

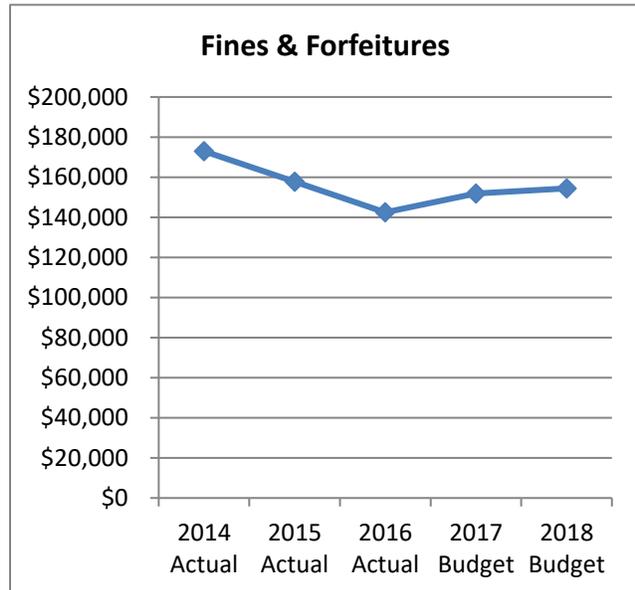
The number and size of construction projects completed has declined as the City, State, and Federal Government all struggle with funding their infrastructure projects. In addition, the assessment interest rate was reduced from 7% to 3.5% which also impacts revenues.

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 2018 budget amount has been reduced to reflect this.

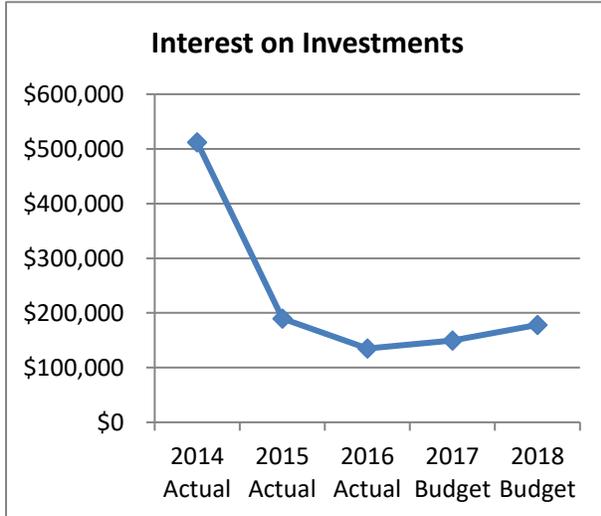
Library fines make up the smallest portion of this category. The fines charged by the library remain fairly level from year to year.

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.

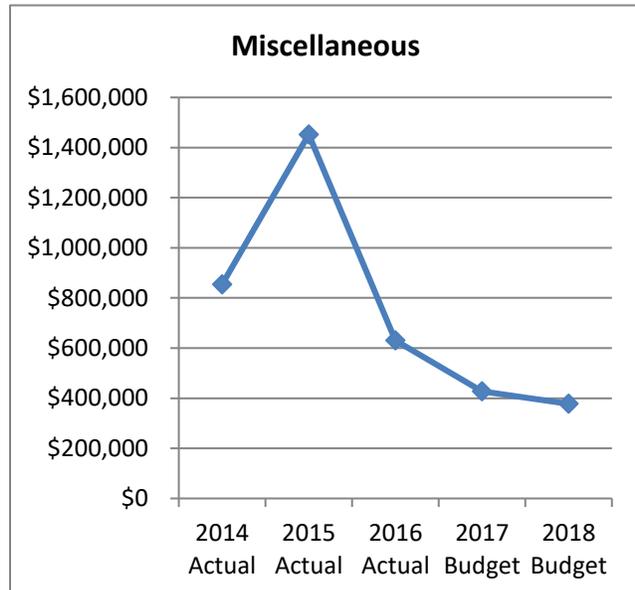
Interest rates have hit record lows in the last few years; however, the current fixed income market is providing marginal rate increases, which has been reflected for 2018. Budget amounts have been adjusted to reflect actual returns on investments.

Miscellaneous

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

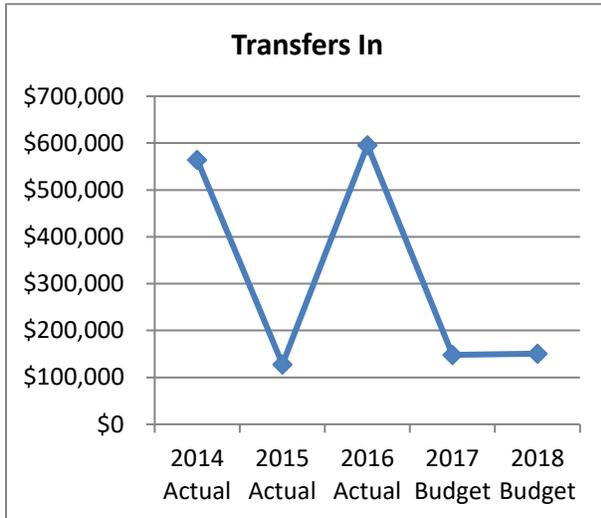
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

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 as their contribution 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

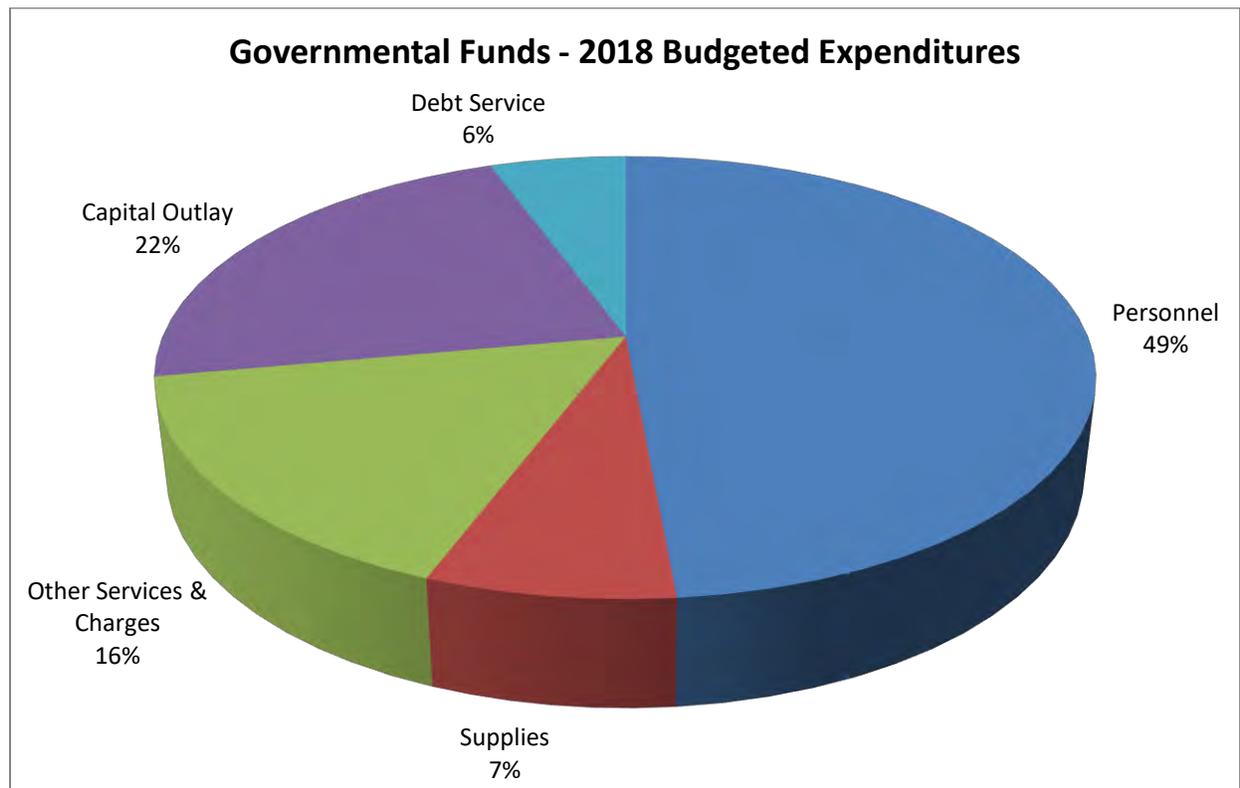
was transferred to the capital projects fund to provide funding for priority street maintenance projects which have been delayed during the difficult budget years. The transfers budgeted in 2015, 2016 and 2017 were related to debt service and capital projects. 2016 included a transfer from the general fund to the capital projects fund to purchase land for a future fire substation site. The Viracon TIF received each year is transferred from a capital projects fund to a debt service fund to make the annual bond payments related to that project.

Governmental Funds Summary

Expenditures and Other Financing Uses

The following table shows the five-year history of the Governmental Funds from 2014-2018. The budgeted expenditures (excluding transfers out) are \$27,889,783 which is a \$994,208 or 3.7% increase from 2017. The increase is primarily due to rising personnel costs, larger number of capital projects planned for 2018 and increases in TIF reimbursements.

	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2018 Budget
Personnel	\$11,285,417	\$11,887,033	\$12,736,977	\$13,278,101	\$13,544,435
Supplies	1,909,794	1,767,585	1,938,483	1,879,888	2,014,031
Other Services & Charges	3,234,592	3,653,997	4,667,502	4,083,839	4,555,476
Capital Outlay	4,615,949	5,905,097	3,566,393	5,789,545	6,220,250
Debt Service	2,158,028	2,183,620	2,010,040	1,864,202	1,555,591
Transfers Out	564,000	128,000	170,590	148,190	150,920
Total	\$23,767,780	\$25,525,332	\$25,089,985	\$27,043,765	\$28,040,703



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 step increases under the new salary structure and a modest cost of living increase estimated for 2018.

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.

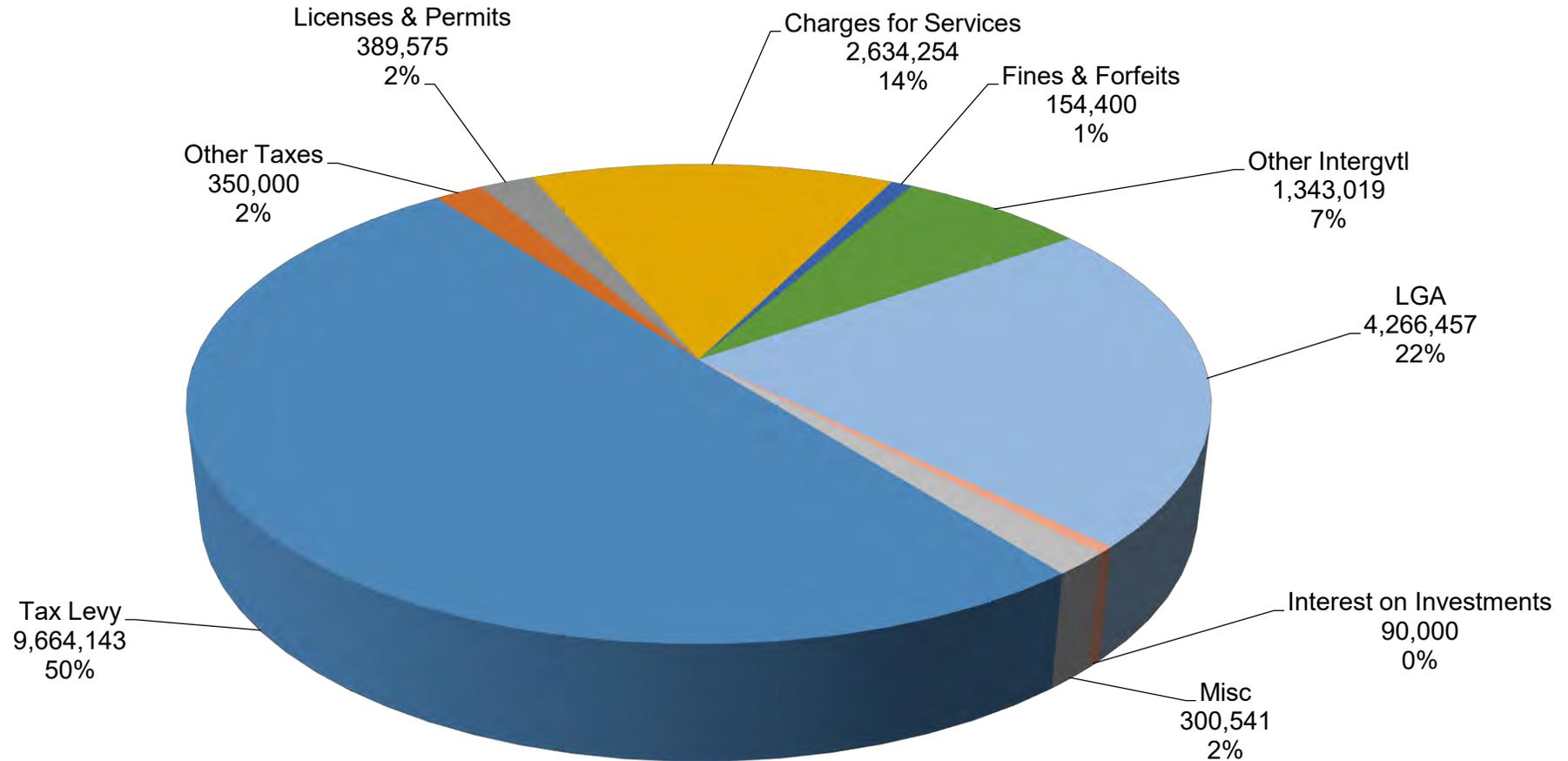
Debt Service

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

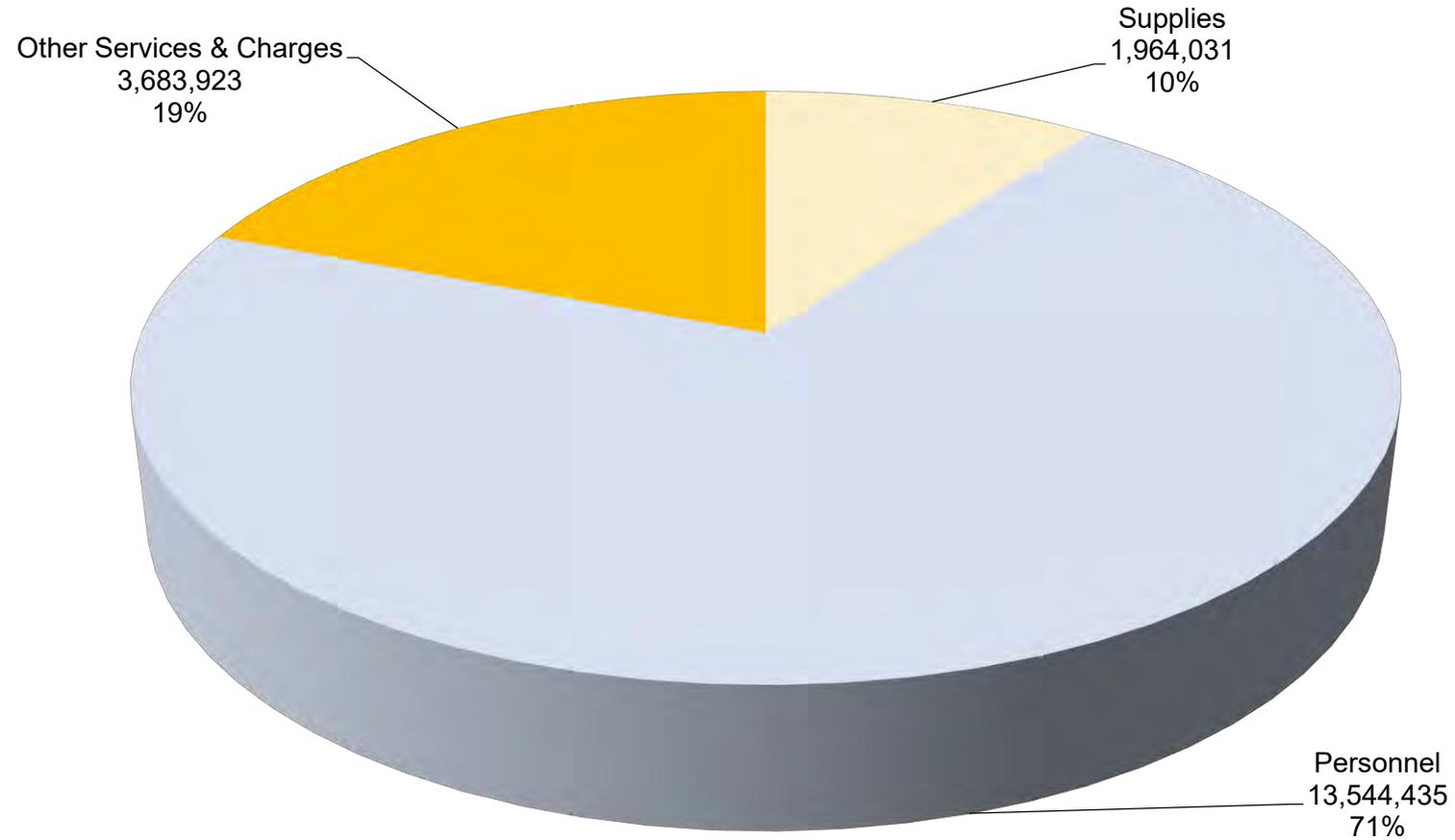
Capital Outlay

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 - \$19,192,389



General Fund Expenditures - \$19,192,389



CITY OF OWATONNA
2018 GENERAL FUND BUDGET SUMMARY

REVENUES	2015 ACTUAL	2015 BUDGET	2016 ACTUAL	2016 BUDGET	06/30/17 YTD ACTUAL	2017 BUDGET	2018 BUDGET
Tax Levy	\$8,289,370	\$8,187,598	\$8,770,153	\$8,723,000	\$4,674,781	\$9,295,026	\$9,672,143
Other Taxes	\$339,323	\$322,500	\$346,778	\$328,500	\$156,207	\$350,500	\$342,000
Licenses & Permits	\$292,630	\$307,575	\$428,137	\$352,905	\$234,597	\$358,155	\$389,575
Intergovernmental Revenue	\$5,481,607	\$5,375,493	\$5,527,140	\$5,422,818	\$2,416,159	\$5,499,781	\$5,609,476
Charges for Services	\$2,259,972	\$2,228,324	\$2,660,049	\$2,531,962	\$1,162,466	\$2,588,282	\$2,634,254
Fines & Forfeits	\$157,720	\$174,900	\$142,447	\$204,500	\$86,141	\$151,900	\$154,400
Interest on Investments	\$72,448	\$75,000	\$46,174	\$90,000	\$59,581	\$90,000	\$90,000
Miscellaneous	\$316,087	\$301,930	\$341,903	\$322,375	\$130,805	\$302,911	\$300,541
Transfers							
Total Revenues	\$17,209,157	\$16,973,320	\$18,262,781	\$17,976,060	\$8,920,737	\$18,636,555	\$19,192,389

EXPENDITURES	2015 ACTUAL	2015 BUDGET	2016 ACTUAL	2016 BUDGET	06/30/17 YTD ACTUAL	2017 BUDGET	2018 BUDGET
General Government:							
Mayor & Council	\$271,197	\$406,932	\$447,573	\$472,921	\$102,396	\$302,531	\$405,382
Administrative Services	\$1,146,974	\$1,134,351	\$1,308,131	\$1,269,810	\$739,087	\$1,417,210	\$1,578,007
City Attorney	\$220,403	\$234,776	\$228,626	\$244,621	\$124,731	\$245,349	\$250,739
Government Buildings	\$923,787	\$854,376	\$890,307	\$915,718	\$398,490	\$884,536	\$894,650
Total General Government	\$2,562,361	\$2,630,435	\$2,874,637	\$2,903,070	\$1,364,704	\$2,849,626	\$3,128,778
Public Safety:							
Police	\$4,469,001	\$4,563,827	\$4,719,265	\$4,724,717	\$2,229,258	\$4,891,027	\$4,960,486
Fire	\$1,411,182	\$1,433,512	\$1,513,343	\$1,535,368	\$624,803	\$1,654,222	\$1,635,884
Building Inspection	\$347,419	\$363,201	\$394,061	\$402,862	\$211,094	\$390,602	\$409,153
Total Public Safety	\$6,227,602	\$6,360,540	\$6,626,669	\$6,662,947	\$3,065,155	\$6,935,851	\$7,005,523
Public Works:							
Engineering	\$904,894	\$914,644	\$843,396	\$852,650	\$334,021	\$898,182	\$882,216
Street Maintenance	\$2,424,849	\$2,445,156	\$2,722,845	\$2,732,468	\$1,147,145	\$2,798,965	\$2,973,975
Airport	\$390,934	\$479,201	\$386,709	\$435,458	\$189,176	\$432,899	\$424,991
	\$3,720,677	\$3,839,001	\$3,952,950	\$4,020,576	\$1,670,342	\$4,130,046	\$4,281,182

CITY OF OWATONNA
2018 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2015 ACTUAL	2015 BUDGET	2016 ACTUAL	2016 BUDGET	06/30/17 YTD ACTUAL	2017 BUDGET	2018 BUDGET
Culture & Recreation:							
Library	\$1,228,025	\$1,198,977	\$1,318,956	\$1,314,316	\$542,371	\$1,252,386	\$1,300,523
Park & Rec Administration	\$260,144	\$194,056	\$297,381	\$228,519	\$176,067	\$296,565	\$322,843
Park Maintenance	\$1,212,049	\$1,169,669	\$1,357,805	\$1,257,279	\$612,440	\$1,260,502	\$1,277,011
Adult Recreation	\$85,262	\$93,373	\$85,379	\$98,845	\$35,498	\$88,288	\$78,100
Youth Recreation	\$296,780	\$310,007	\$332,738	\$315,640	\$174,930	\$294,425	\$306,136
Tennis & Fitness Center	\$270,184	\$261,830	\$255,403	\$273,298	\$152,944	\$244,488	\$299,760
Senior Center	\$128,352	\$124,757	\$113,336	\$121,506	\$46,051	\$133,997	\$109,865
Aquatic Center			\$209,022	\$213,021	\$73,677	\$229,986	\$243,092
Brooktree Golf Course	\$573,705	\$548,524	\$564,562	\$606,274	\$280,119	\$641,048	\$581,440
Total Culture & Recreation	\$4,054,501	\$3,901,193	\$4,534,582	\$4,428,698	\$2,094,097	\$4,441,685	\$4,518,770
Housing & Economic Development							
Planning & Zoning	\$222,478	\$242,151	\$265,469	\$255,769	\$139,295	\$279,347	\$258,136
Total General Fund Expenditures	\$16,787,619	\$16,973,320	\$18,254,307	\$18,271,060	\$8,333,593	\$18,636,555	\$19,192,389

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City of Owatonna
Summary Budget Comparison by Department

FUND 100: GENERAL FUND
DEPT 010: MAYOR & COUNCIL

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Tax Levies	8,289,370	8,187,598	8,770,153	8,723,000	4,674,781	9,303,026	9,672,143
Other Taxes	339,323	322,500	346,778	328,500	156,207	342,500	342,000
Licenses & Permits	72,710	75,575	82,730	79,405	71,863	80,155	81,875
Intergovernmental Revenue	4,074,959	4,074,745	4,111,108	4,110,917	2,051,820	4,125,573	4,288,379
Charges for Services	3	0	572	0	6	0	0
Fines & Forfeits	700	500	2,500	500	106	500	500
Total Revenues	12,777,065	12,660,918	13,313,841	13,242,322	6,954,783	13,851,754	14,384,897
PT/Seasonal Wages	67,800	67,800	67,800	67,800	33,900	67,800	67,800
Benefits	5,512	5,398	5,519	5,425	2,359	5,560	4,711
PERSONAL SERVICES	73,312	73,198	73,319	73,225	36,259	73,360	72,511
Supplies	531	700	885	700	199	700	700
SUPPLIES	531	700	885	700	199	700	700
Professional Services	7,915	4,000	1,326	4,000	898	4,000	6,000
Communication	401	360	400	360	182	410	410
Vehicle, Travel & Training	12,271	7,000	11,332	8,000	4,392	11,000	10,000
Advertising & Promotion	14,285	15,000	12,393	15,000	7,397	15,000	15,000
Memberships & Subscriptions	70,066	70,000	65,715	68,000	48,243	72,000	74,000
Insurance	61,568	102,100	65,350	51,770	19,532	51,695	51,395
Other Services & Charges	30,848	134,574	16,853	51,866	21,573	74,366	175,366
OTHER SERVICES & CHARGES	197,354	333,034	173,369	198,996	102,217	228,471	332,171
TRANSFERS OUT	0	0	200,000	200,000	0	0	0
Total Expenditures	271,197	406,932	447,573	472,921	138,675	302,531	405,382
Net Revenue	12,505,868	12,253,986	12,866,268	12,769,401	6,816,108	13,549,223	13,979,515
Total for DEPT 010: MAYOR & COUNCIL	12,505,868	12,253,986	12,866,268	12,769,401	6,816,108	13,549,223	13,979,515

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

DEPT 010: MAYOR & COUNCIL

Personnel				Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total	
Mayor	1	1	\$10,200	\$10,200	Other Taxes
Council President	1	1	9,600	9,600	Cable Franchise
Council Vice President	1	1	9,000	9,000	Other Franchise
Council Member	5	5	7,800	39,000	
	<u>8</u>	<u>8</u>		<u>\$67,800</u>	Intergovernmental Revenue
					Local Government Aid (LGA) (\$162,806 increase from 2017)
					PERA Aid
					Professional Services
					Legal and other
					Filming of council meetings
					Advertising & Promotion
					Legal publications
					Memberships & Subscriptions
					CGMC Membership Dues
					LMC Membership Dues
					Highway 14 Partnership
					Insurance
					Claims (\$100,000 aggregate annual deductible)
					Other Services & Charges
					Steele Co Historical Society
					Community Band Assistance
					Human Rights Commission
					So MN Initiative Fund

City of Owatonna
Summary Budget Comparison by Department

DEPT 051: ADMINISTRATIVE SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	7,089	9,000	17,171	22,000	4,394	8,000	18,000
Charges for Services	8,079	7,000	11,947	10,750	5,980	10,750	11,000
Interest on Investments	72,448	75,000	46,174	90,000	59,581	90,000	90,000
Transfers	49,122	57,000	59,848	51,000	13,500	59,500	54,500
Total Revenues	136,738	148,000	135,140	173,750	83,455	168,250	173,500
FT Wages	588,722	592,345	664,475	635,893	369,136	744,037	771,122
PT/Seasonal Wages	18,641	17,907	49,540	50,202	18,489	43,038	71,556
OT/Holiday/Other	299	1,000	371	1,000	0	3,000	3,000
Benefits	215,068	233,749	243,447	231,335	134,626	274,810	270,664
PERSONAL SERVICES	822,730	845,001	957,833	918,430	522,251	1,064,885	1,116,342
Supplies	10,742	9,500	11,840	12,250	3,225	11,000	11,130
Repair Supplies	0	0	0	0	87	1,000	1,000
Small Tools & Equipment	5,719	3,250	53,602	55,250	10,056	57,750	62,250
SUPPLIES	16,461	12,750	65,442	67,500	13,368	69,750	74,380
Professional Services	46,529	56,000	53,048	58,000	49,218	55,000	61,000
Communication	18,290	20,950	14,530	20,950	6,261	14,950	21,405
Transportation (VRF)	0	0	0	0	1,680	3,360	6,000
Vehicle, Travel & Training	24,865	25,150	20,204	25,650	10,388	26,460	35,680
Advertising & Promotion	255	200	1,651	550	395	200	425
Printing	402	1,500	460	1,500	44	500	500
Memberships & Subscriptions	2,669	2,500	2,895	2,500	1,952	3,250	3,250
Insurance	11,900	11,900	10,030	10,030	4,804	9,605	7,905
Repairs	96,424	97,900	117,448	115,200	104,892	121,250	117,620
Other Services & Charges	71,160	60,500	64,590	49,500	23,834	48,000	133,500
OTHER SERVICES & CHARGES	272,494	276,600	284,856	283,880	203,468	282,575	387,285
CAPITAL OUTLAY	35,289	0	0	0	0	0	0
Total Expenditures	1,146,974	1,134,351	1,308,131	1,269,810	739,087	1,417,210	1,578,007
Net Revenue	-1,010,236	-986,351	-1,172,991	-1,096,060	-655,632	-1,248,960	-1,404,507
Total for DEPT 051: ADMINISTRATIVE SERVICES	-1,010,236	-986,351	-1,172,991	-1,096,060	-655,632	-1,248,960	-1,404,507

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

DEPT 051: ADMINISTRATIVE SERVICES

Personnel

Position	2017	2018	Current Rate	Budgeted Total
City Administrator/City Clerk	1.00	1.00	\$127,899	\$132,280
Sr. Director - Finance	1.00	1.00	110,073	113,800
Senior Accountant	1.00	1.00	70,907	73,445
Accounting Technician	1.00	1.00	26.67/hr	57,357
Administrative Specialist	1.00	1.00	28.48/hr	61,305
Director - Human Resources	1.00	1.00	90,500	93,776
Director - IT	1.00	1.00	90,500	93,776
IT Systems Administrator	1.00	1.00	34.84/hr	73,917
IT Systems Administrator	1.00	1.00	33.23/hr	71,465
	<u>9.00</u>	<u>9.00</u>		<u>\$771,122</u>
Permanent PT:				
Admin Technician - HR - PT (50%)	0.50	0.50	\$22.80/hr	\$24,567
Accounting Clerk - PT (50%)	0.50	0.50	17.62/hr	\$18,989
Other Seasonal Help:				
Election Judges	0.00	70.00	0	\$26,500
Other				<u>1,500</u>
				<u>\$71,556</u>

Items of Significance

Intergovernmental Revenue	
Reimbursement from School district for election costs	\$18,000
Transfers	
Reimbursement from EDA for accounting services	\$12,000
Reimbursement from HRA for accounting services	15,000
Administration charged on capital projects (1%)	27,500
Small Tools & Equipment	
Computers & supplies	\$54,000
Professional Services	
Legal/HR & Other Consulting Services	29,400
Audit	29,000
Repairs	
Computer Hardware/Software Maintenance Contracts, Licenses	104,220
Other Services & Charges	
Payroll processing, HR, and Time tracking	77,500
Computer/Phone system services, and contracts	33,000
Election equipment contract - Steele Co.	9,000

City of Owatonna
Summary Budget Comparison by Department

DEPT 060: CITY ATTORNEYS

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Benefits	5,269	6,616	5,269	6,511	2,635	6,539	6,539
PERSONAL SERVICES	5,269	6,616	5,269	6,511	2,635	6,539	6,539
Supplies	1,469	350	0	0	0	1,500	1,500
SUPPLIES	1,469	350	0	0	0	1,500	1,500
Professional Services	209,881	223,810	219,797	234,310	120,267	233,810	239,000
Communication	286	800	218	600	110	0	200
Vehicle, Travel & Training	0	400	0	0	0	0	0
Memberships & Subscriptions	3,498	2,800	3,342	3,200	1,719	3,500	3,500
OTHER SERVICES & CHARGES	213,665	227,810	223,357	238,110	122,096	237,310	242,700
Total Expenditures	220,403	234,776	228,626	244,621	124,731	245,349	250,739
Net Revenue	-220,403	-234,776	-228,626	-244,621	-124,731	-245,349	-250,739
Total for DEPT 060: CITY ATTORNEYS	-220,403	-234,776	-228,626	-244,621	-124,731	-245,349	-250,739

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

DEPT 060: CITY ATTORNEYS

Personnel					Items of Significance	
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
					Professional Services	
					Prosecuting Attorney	\$130,000
					City Attorney	99,000
					Legal Fees - Other	10,000
	(None)					

City of Owatonna
Summary Budget Comparison by Department

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	3,783	3,800	0	0	0
Charges for Services	13,137	0	6,883	0	160	0	0
Miscellaneous	78,397	80,000	73,181	80,000	34,879	80,000	75,000
Total Revenues	91,534	80,000	83,847	83,800	35,039	80,000	75,000
FT Wages	429,642	423,438	392,472	443,438	172,599	359,846	374,931
PT/Seasonal Wages	49,699	47,990	67,111	49,989	40,568	86,069	96,269
OT/Holiday/Other	49,510	10,500	37,678	13,500	8,875	25,500	25,500
Benefits	184,023	177,560	181,374	196,241	78,025	170,271	163,550
PERSONAL SERVICES	712,874	659,488	678,635	703,168	300,067	641,686	660,250
Supplies	25,348	31,200	21,691	34,100	9,314	28,400	24,400
Repair Supplies	40,540	45,900	33,762	58,700	15,996	49,900	49,900
Small Tools & Equipment	17,586	15,150	11,235	14,250	7,412	12,450	13,000
SUPPLIES	83,474	92,250	66,688	107,050	32,722	90,750	87,300
Professional Services	709	400	17,664	400	13,797	50,400	50,400
Communication	12,299	17,100	12,211	13,800	7,114	13,800	12,800
Transportation (VRF)	24,800	24,800	30,000	30,000	15,600	31,200	31,200
Vehicle, Travel & Training	559	2,488	45	2,000	857	2,000	1,500
Advertising & Promotion	1,079	200	1,082	200	300	200	200
Memberships & Subscriptions	172	50	105	200	15	200	200
Insurance	19,400	19,400	19,664	18,600	8,250	16,500	13,000
Licenses & Inspections	2,721	2,900	2,784	3,000	470	3,000	3,000
Repairs	43,837	27,000	55,602	29,000	16,482	28,000	28,000
Rents/Leases	1,429	1,300	1,270	1,300	1,115	1,300	1,300
Other Services & Charges	7,579	7,000	4,557	7,000	1,701	5,500	5,500
OTHER SERVICES & CHARGES	114,584	102,638	144,984	105,500	65,701	152,100	147,100
CAPITAL OUTLAY	12,855	0	0	0	0	0	0
Total Expenditures	923,787	854,376	890,307	915,718	398,490	884,536	894,650
Net Revenue	-832,253	-774,376	-806,460	-831,918	-363,451	-804,536	-819,650
Total for DEPT 590: BUILDING/GROUNDS MAINTENANCE	-832,253	-774,376	-806,460	-831,918	-363,451	-804,536	-819,650

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Facilities Manager	1.00	1.00	\$72,862	\$75,440	Miscellaneous	
Facilities Specialist	3.00	3.00	28.48/hr	180,755	Rental Income	\$75,000
Facilities Technician	1.00	1.00	25.84/hr	54,822	Professional Services	
Custodian	2.00	2.00	21.61/hr	88,058	Contract electrical work	45,000
	<u>7.00</u>	<u>7.00</u>		* <u>\$399,075</u>	Dept of corrections workforce	5,000
Permanent PT:					Communication	
Laborer (2 @ 70%)	1.40	1.40	\$17.62/hr	\$51,684	Alarm Services	10,000
Custodian (1 @ 70%)	0.70	0.70	17.62/hr	26,585	Transportation (VRF)	
Seasonal:					Includes partial funding for 6 pickup trucks and 1 boom truck	31,200
Maintenance	3.00	3.00	\$9.65-11.50/hr	<u>\$18,000</u>		
				<u>\$96,269</u>		

* FT wages includes allocations to/from other departments

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

DEPT 110: POLICE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	741,096	759,013	732,057	686,964	187,152	743,771	676,360
Charges for Services	39,942	24,600	45,221	28,900	19,098	40,140	34,600
Fines & Forfeits	144,442	161,400	129,836	191,000	81,052	142,400	144,900
Miscellaneous	14,891	12,346	15,891	14,900	0	14,891	14,891
Total Revenues	940,371	957,359	923,005	921,764	287,302	941,202	870,751
FT Wages	2,336,956	2,399,973	2,554,010	2,591,399	1,383,075	2,672,691	2,767,110
PT/Seasonal Wages	78,743	93,980	99,788	99,087	50,106	111,321	112,690
OT/Holiday/Other	322,062	229,485	257,781	235,685	91,194	268,685	268,685
Benefits	946,534	1,013,189	999,654	993,246	521,911	1,066,015	1,083,031
PERSONAL SERVICES	3,684,295	3,736,627	3,911,233	3,919,417	2,046,286	4,118,712	4,231,516
Supplies	91,149	116,100	93,916	115,300	44,359	82,600	101,400
Repair Supplies	46,696	34,900	51,238	34,900	29,589	34,900	42,000
Small Tools & Equipment	37,042	25,000	21,251	20,500	17,647	20,500	25,000
SUPPLIES	174,887	176,000	166,405	170,700	91,595	138,000	168,400
Professional Services	12,993	13,800	18,438	13,800	13,085	23,065	39,220
Communication	19,018	19,600	11,217	19,600	8,395	20,700	20,700
Transportation (VRF)	88,700	88,700	111,600	111,600	52,500	105,000	105,000
Vehicle, Travel & Training	45,905	38,500	33,324	38,500	14,175	38,500	38,500
Memberships & Subscriptions	5,345	5,700	5,539	5,700	615	5,700	5,700
Insurance	54,000	54,000	51,600	51,600	24,600	49,200	41,100
Licenses & Inspections	333	0	609	0	290	350	350
Repairs	41,364	41,500	14,616	3,500	4,177	3,500	3,500
Other Services & Charges	342,161	389,400	373,135	390,300	43,376	388,300	306,500
OTHER SERVICES & CHARGES	609,819	651,200	620,078	634,600	161,213	634,315	560,570
CAPITAL OUTLAY	0	0	21,549	0	0	0	0
Total Expenditures	4,469,001	4,563,827	4,719,265	4,724,717	2,299,094	4,891,027	4,960,486
Net Revenue	-3,528,630	-3,606,468	-3,796,260	-3,802,953	-2,011,792	-3,949,825	-4,089,735
Total for DEPT 110: POLICE	-3,528,630	-3,606,468	-3,796,260	-3,802,953	-2,011,792	-3,949,825	-4,089,735

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

DEPT 110: POLICE

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Senior Director - Police Dept	1.00	1.00	\$114,275	\$118,145	Intergovernmental Revenue	
Captain	2.00	2.00	98,197	198,145	State - auto insurance premium tax	\$276,500
Administrative Technician	1.00	1.00	26.67/hr	57,357	State - police training aid	11,000
Evidence Technician	1.00	1.00	27.30/hr	58,742	Federal SCDIU pass-thru grant	65,000
Administrative Technician - Patrol	1.00	1.00	26.67/hr	57,357	School district reimbursement for SRO officer	149,775
Sergeant	6.00	6.00	78,728	484,546	School district reimbursement for 3 CSOs	164,955
Sergeant - Investigation	1.00	1.00	76,773	79,428	Fines & Forfeits	
Patrol	20.00	20.00	26.80-34.84/hr	1,268,420	Court Collected Fines	70,000
Patrol - Investigation	5.00	5.00	26.80-34.84/hr	355,250	Parking Fines	72,000
CSO	2.00	2.00	23.73/hr	89,720	Transportation (VRF)	
	<u>40.00</u>	<u>40.00</u>		<u>\$2,767,110</u>	Includes partial funding for 14 marked squads, 8 unmarked and 1 parking enforcement vehicle	105,000
Permanent PT:					Other Services & Charges	
CSO (4 @ 70%)	2.80	2.80	\$18.25-19.35/hr	\$112,690	Federal SCDIU pass-thru grant	65,000
					Reimbursement to Steele Co for LEC costs	235,500

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

DEPT 120: FIRE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	10,527	10,000	21,979	13,000	7,685	13,000	13,200
Intergovernmental Revenue	176,368	150,000	180,704	151,200	8,154	151,200	151,200
Charges for Services	133,119	122,250	128,216	127,250	59,759	127,250	129,450
Miscellaneous	2,286	0	220	0	315	0	0
Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
Total Revenues	344,300	304,250	353,119	313,450	86,933	313,450	315,850
FT Wages	592,467	580,488	617,667	626,162	288,605	648,133	674,696
PT/Seasonal Wages	69,195	76,078	74,123	76,078	35,840	74,426	76,000
OT/Holiday/Other	74,946	80,792	101,944	83,830	30,166	81,000	81,000
Benefits	430,612	408,632	425,712	409,377	133,297	471,142	458,788
PERSONAL SERVICES	1,167,220	1,145,990	1,219,446	1,195,447	487,908	1,274,701	1,290,484
Supplies	20,888	34,772	15,876	31,068	11,020	32,368	29,464
Repair Supplies	14,616	16,714	13,871	16,753	4,503	16,753	18,728
Small Tools & Equipment	30,243	38,641	58,528	59,847	16,711	96,847	72,847
SUPPLIES	65,747	90,127	88,275	107,668	32,234	145,968	121,039
Professional Services	17,749	32,594	12,616	31,800	7,679	24,900	25,150
Communication	9,766	10,080	8,246	10,440	2,970	10,440	8,093
Transportation (VRF)	99,000	99,000	135,000	135,000	70,010	140,000	141,200
Vehicle, Travel & Training	12,956	14,765	13,339	15,057	7,867	15,057	15,057
Advertising & Promotion	847	2,100	0	2,100	1,389	2,100	2,100
Memberships & Subscriptions	2,324	2,949	3,129	2,949	1,696	2,949	2,949
Insurance	11,000	11,000	11,000	11,000	4,551	9,100	7,600
Licenses & Inspections	725	750	450	750	600	750	750
Repairs	16,966	16,257	17,942	16,257	7,055	16,257	15,562
Other Services & Charges	6,882	7,900	3,900	6,900	844	12,000	5,900
OTHER SERVICES & CHARGES	178,215	197,395	205,622	232,253	104,661	233,553	224,361
Total Expenditures	1,411,182	1,433,512	1,513,343	1,535,368	624,803	1,654,222	1,635,884
Net Revenue	-1,066,882	-1,129,262	-1,160,224	-1,221,918	-537,870	-1,340,772	-1,320,034
Total for DEPT 120: FIRE	-1,066,882	-1,129,262	-1,160,224	-1,221,918	-537,870	-1,340,772	-1,320,034

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

DEPT 120: FIRE

Personnel				Items of Significance		
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Sr. Director - Fire Dept	1.00	1.00	\$99,424	\$102,937	Intergovernmental Revenue	
Administrative Technician	1.00	1.00	26.67/hr	57,357	State - auto insurance premium tax (passes to Relief Assn)	\$150,000
Firefighter - Commander	4.00	4.00	26.80-34.84/hr	273,914	Charges for Services	
Firefighter - Equipment Operator	4.00	4.00	24.76-32.19/hr	240,488	Rural Fire Assn Reimbursement	103,000
	<u>10.00</u>	<u>10.00</u>		<u>\$674,696</u>	Rental inspections	22,000
Other PT:					Transfers	
On-call Firefighters	22.00	22.00		\$70,000	HRA Section 8 rental housing inspections	22,000
Resident firefighters	5.00	5.00			Benefits (Personal Services)	
Weed/Nuisance Assistant	1.00	1.00		<u>6,000</u>	Pass-thru of State Tax to Relief Assn	150,000
				<u>\$76,000</u>	Small Tools and Equipment	
					Protective Equipment - Turn out gear	25,000
					Transportation (VRF)	
					Includes partial funding for 3 fire engines, 1 aerial truck, 1 command vehicle, and 3 pickups	141,200

City of Owatonna
Summary Budget Comparison by Department

DEPT 140: BUILDING INSPECTION

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	206,001	221,000	319,288	244,000	145,129	256,000	286,000
Charges for Services	73,272	66,300	138,462	72,300	36,166	80,400	80,300
Total Revenues	279,273	287,300	457,750	316,300	181,295	336,400	366,300
FT Wages	224,350	205,488	256,490	244,429	153,614	279,869	291,769
PT/Seasonal Wages	13,123	32,894	22,181	34,819	0	0	0
OT/Holiday/Other	2,852	2,897	2,919	2,966	2,799	3,135	3,247
Benefits	80,754	92,472	79,119	93,298	43,719	83,398	85,237
PERSONAL SERVICES	321,079	333,751	360,709	375,512	200,132	366,402	380,253
Supplies	7,769	7,400	9,296	7,400	2,222	6,000	5,500
Repair Supplies	0	900	1,075	900	75	0	200
Small Tools & Equipment	4,460	2,800	811	2,800	173	1,950	3,150
SUPPLIES	12,229	11,100	11,182	11,100	2,470	7,950	8,850
Professional Services	1,666	0	2,053	0	585	0	0
Communication	1,978	2,200	2,326	2,200	1,476	2,900	2,400
Transportation (VRF)	5,600	5,600	4,800	4,800	2,400	4,800	6,600
Vehicle, Travel & Training	1,428	2,200	4,143	2,300	791	2,800	2,800
Memberships & Subscriptions	635	1,800	655	1,800	120	1,000	500
Insurance	2,000	2,000	1,900	1,900	750	1,500	1,200
Licenses & Inspections	330	350	192	350	0	350	350
Repairs	474	4,200	6,101	2,900	2,370	2,900	6,200
OTHER SERVICES & CHARGES	14,111	18,350	22,170	16,250	8,492	16,250	20,050
Total Expenditures	347,419	363,201	394,061	402,862	211,094	390,602	409,153
Net Revenue	-68,146	-75,901	63,689	-86,562	-29,799	-54,202	-42,853
Total for DEPT 140: BUILDING INSPECTION	-68,146	-75,901	63,689	-86,562	-29,799	-54,202	-42,853

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

DEPT 140: BUILDING INSPECTION

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Building Official	1.00	1.00	\$78,728	\$81,422	Licenses & Permits	
Plans Examiner	1.00	1.00	32.19/hr	68,924	Building Permits	\$285,000
Building Inspector	1.00	1.00	25.22/hr	54,329	Charges for Services	
Administrative Technician	1.00	1.00	26.67/hr	57,357	Plan checking fees	80,000
	<u>4.00</u>	<u>4.00</u>		* <u>\$262,032</u>	Transportation (VRF)	
					Includes funding for 3 pickups/vehicles	6,600

* FT wages includes allocations from other departments

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

DEPT 211: ENGINEERING

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	1,897	500	1,470	8,500	8,570	6,000	6,000
Intergovernmental Revenue	0	0	207	200	0	0	0
Charges for Services	261,898	301,500	361,759	241,500	2,552	326,000	276,000
Transfers	350,000	350,000	440,000	440,000	230,020	460,000	473,000
Total Revenues	613,795	652,000	803,436	690,200	241,142	792,000	755,000
FT Wages	420,558	394,476	438,486	425,039	226,894	444,223	456,125
PT/Seasonal Wages	11,370	14,000	13,556	12,500	5,527	12,500	12,500
OT/Holiday/Other	4,378	3,000	5,125	3,000	1,925	3,000	3,000
Benefits	117,287	115,058	118,153	118,561	55,025	107,529	102,891
PERSONAL SERVICES	553,593	526,534	575,320	559,100	289,371	567,252	574,516
Supplies	12,889	10,500	10,859	11,250	4,056	11,250	11,250
Repair Supplies	2,048	4,250	815	4,500	0	4,500	4,500
Small Tools & Equipment	9,208	6,200	3,377	5,900	3,331	5,900	7,400
SUPPLIES	24,145	20,950	15,051	21,650	7,387	21,650	23,150
Professional Services	0	2,700	1,209	2,700	33	37,700	2,700
Communication	4,389	2,960	5,635	3,450	2,212	5,250	6,350
Transportation (VRF)	18,300	18,300	21,100	21,100	10,500	21,000	24,300
Vehicle, Travel & Training	2,951	6,000	4,860	6,000	3,590	6,000	6,000
Advertising & Promotion	616	600	862	600	191	600	750
Memberships & Subscriptions	1,705	1,500	775	1,500	1,434	1,500	1,500
Insurance	3,100	3,100	3,300	3,300	1,350	2,700	2,700
Licenses & Inspections	1,020	1,500	642	750	115	750	750
Repairs	284,417	316,500	185,098	214,500	2,025	214,500	224,500
Other Services & Charges	10,658	14,000	14,259	12,500	9,888	13,780	15,000
OTHER SERVICES & CHARGES	327,156	367,160	237,740	266,400	31,338	303,780	284,550
CAPITAL OUTLAY	0	0	15,285	5,500	5,925	5,500	0
Total Expenditures	904,894	914,644	843,396	852,650	334,021	898,182	882,216
Net Revenue	-291,099	-262,644	-39,960	-162,450	-92,879	-106,182	-127,216
Total for DEPT 211: ENGINEERING	-291,099	-262,644	-39,960	-162,450	-92,879	-106,182	-127,216

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

DEPT 211: ENGINEERING

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Sr. Director - Public Works	1.00	1.00	\$111,509	\$115,323	Charges for Services	
Asst City Engineer	1.00	1.00	80,454	83,291	Engineering charged on capital projects (10%)	\$275,000
Administrative Asst - Public Works	1.00	1.00	23.89/hr	50,685	Transfers	
Civil Engineer	1.00	1.00	67,018	69,478	Annual allocation from the WWTP for administration	473,000
Engineering Specialist	1.00	1.00	35.38/hr	76,111	Repairs	
Engineering Technician	2.00	2.00	30.71/hr	132,072	Repair service - sidewalks	15,000
	7.00	7.00		* \$526,960	Repair service - curbs	12,000
Other Seasonal Help:					Repair service - bituminous	160,000
Engineering Intern	2.00	2.00		\$7,500	Repair service - concrete	25,000
PT locator	1.00	1.00		5,000	Repair service - retaining walls	10,000
					Transportation (VRF)	
					Includes funding for 6 pickups/vehicles	24,300
					Other Services & Charges	
					Autocad annual fees	13,780

* FT wages are allocated to other departments

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

DEPT 212: STREET MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	1,160	0	1,400	7,500	200	2,500	1,500
Intergovernmental Revenue	101,684	86,500	114,906	90,400	62,750	155,500	155,500
Charges for Services	4,829	900	7,874	2,500	5,002	2,000	1,500
Miscellaneous	2,514	0	337	0	629	0	0
Transfers	15,000	15,000	50,000	50,000	25,010	50,000	50,000
Total Revenues	125,187	102,400	174,517	150,400	93,591	210,000	208,500
FT Wages	921,975	932,801	920,128	977,094	458,525	1,064,848	1,126,243
PT/Seasonal Wages	9,194	8,000	7,696	8,000	5,616	8,000	8,000
OT/Holiday/Other	34,852	49,333	54,013	49,347	47,258	37,659	37,120
Benefits	429,766	454,322	429,730	449,327	212,875	493,383	491,587
PERSONAL SERVICES	1,395,787	1,444,456	1,411,567	1,483,768	724,274	1,603,890	1,662,950
Supplies	462,116	491,300	347,041	375,400	150,181	376,050	390,400
Repair Supplies	105,367	91,000	159,518	127,200	51,904	127,200	145,500
Small Tools & Equipment	17,351	14,600	28,623	14,700	4,022	15,000	15,000
Other Supplies	0	0	102,670	124,000	156	104,000	124,000
SUPPLIES	584,834	596,900	637,852	641,300	206,263	622,250	674,900
Professional Services	846	3,200	427	200	1,140	200	200
Communication	4,586	4,750	4,292	5,750	2,402	5,800	5,800
Transportation (VRF)	236,600	236,600	384,000	324,000	168,060	336,000	357,500
Vehicle, Travel & Training	2,766	4,100	1,277	4,100	1,904	4,500	5,400
Advertising & Promotion	167	250	638	250	932	250	250
Memberships & Subscriptions	66	1,000	702	700	0	700	700
Insurance	34,000	34,000	26,300	26,300	13,452	26,900	16,700
Licenses & Inspections	3,619	2,600	2,690	2,800	3,594	2,800	2,800
Utilities	79	150	29	150	0	150	150
Repairs	39,192	36,900	128,490	166,000	6,643	166,400	185,500
Rents/Leases	80,905	74,000	45,941	64,000	19,443	64,000	57,000
Other Services & Charges	6,594	6,250	10,766	13,150	1,351	4,125	4,125
OTHER SERVICES & CHARGES	409,420	403,800	605,552	607,400	218,921	611,825	636,125
CAPITAL OUTLAY	28,713	0	64,983	0	0	0	0
Total Expenditures	2,418,754	2,445,156	2,719,954	2,732,468	1,149,458	2,837,965	2,973,975
Net Revenue	-2,293,567	-2,342,756	-2,545,437	-2,582,068	-1,055,867	-2,627,965	-2,765,475
Total for DEPT 212: STREET MAINTENANCE	-2,293,567	-2,342,756	-2,545,437	-2,582,068	-1,055,867	-2,627,965	-2,765,475

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

DEPT 212: STREET MAINTENANCE

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Maintenance Manager	1.00	1.00	\$84,864	\$87,741	Intergovernmental Revenue	
Maintenance Foreman	1.00	1.00	28.41/hr	61,228	State - MSA Maintenance	\$125,500
Sr. Maintenance Worker - Lead	2.00	2.00	28.48/hr	122,610	County - Maintenance	30,000
Sr. Maintenance Worker - Nights	2.00	2.00	23.89-30.83/hr	111,778	Transfers	
Sr. Maintenance Worker	8.00	8.00	23.14-30.08/hr	449,463	Allocation from the Storm Water fund for street sweeping costs	50,000
Equipment Maint Foreman	0.00	1.00	29.24/hr	63,084	Supplies	
Equip Maint Tech Specialist	3.00	3.00	24.76-32.19/hr	171,292	Motor Fuels & Lubricants	111,100
	17.00	18.00		* \$1,067,196	Sand	9,500
Seasonal:					Chloride	75,000
Street Dept Assistants	2.00	2.00	\$11.00-13.00/hr	\$8,000	Traffic signs and paint	30,000
					Bituminous Mix	130,000
					Crushed Rock	7,500
					Repair Supplies	
					Vehicles & Equipment	96,500
					Signals	15,000
					Other Supplies	
					Repair service - crack filler	124,000
					Transportation (VRF)	
					Includes partial funding for 7 pickups/trucks, 1 boom truck, 10 two-ton trucks, 3 road graders, 3 loaders, 1 dozer, 2 street sweepers, 2 snow blowers, 1 excavator, 2 skid loaders, 1 grinder, and 1 chipper	357,500
					Repairs	
					Vehicles & Equipment	28,100
					Signals	2,000
					Pavement Marking	9,000
					Crack Filling	144,000
					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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	84,701	50,035	67,804	68,987	21,292	68,987	68,987
Charges for Services	161,109	233,050	138,335	180,050	58,954	170,050	160,150
Miscellaneous	144,413	140,000	146,872	140,000	61,641	135,000	135,000
Total Revenues	390,223	423,085	353,011	389,037	141,887	374,037	364,137
FT Wages	71,443	70,383	76,814	74,734	38,551	79,042	82,776
PT/Seasonal Wages	15,810	13,500	17,082	13,500	9,807	21,129	22,098
OT/Holiday/Other	64	0	0	0	0	0	0
Benefits	33,450	33,403	34,675	34,009	18,051	37,513	38,327
PERSONAL SERVICES	120,767	117,286	128,571	122,243	66,409	137,684	143,201
Supplies	125,463	200,875	109,833	152,900	51,544	136,825	125,100
Repair Supplies	8,848	13,100	10,929	13,100	3,925	12,400	11,400
Small Tools & Equipment	3,966	1,575	3,410	1,650	21	1,650	1,800
Concession Supplies	0	0	0	0	0	0	150
SUPPLIES	138,277	215,550	124,172	167,650	55,490	150,875	138,450
Professional Services	15,754	16,800	16,775	16,800	6,518	18,000	18,000
Communication	6,624	8,650	6,585	7,850	3,174	8,200	7,950
Transportation (VRF)	16,300	16,300	12,300	12,300	7,200	14,400	14,400
Vehicle, Travel & Training	1,670	2,840	1,495	3,340	958	2,840	2,840
Advertising & Promotion	3,939	4,000	5,136	4,500	1,701	4,500	6,000
Memberships & Subscriptions	675	425	425	700	425	700	600
Insurance	23,700	23,700	22,100	22,100	9,850	19,700	14,100
Licenses & Inspections	448	1,625	94	1,700	71	1,000	1,000
Utilities	31,857	38,150	32,064	40,650	12,744	37,250	36,700
Repairs	11,875	15,475	15,459	17,225	6,025	16,250	20,250
Other Services & Charges	19,043	18,400	21,533	18,400	18,611	21,500	21,500
OTHER SERVICES & CHARGES	131,885	146,365	133,966	145,565	67,277	144,340	143,340
CAPITAL OUTLAY	5	0	0	0	0	0	0
Total Expenditures	390,934	479,201	386,709	435,458	189,176	432,899	424,991
Net Revenue	-711	-56,116	-33,698	-46,421	-47,289	-58,862	-60,854
Total for DEPT 380: AIRPORT	-711	-56,116	-33,698	-46,421	-47,289	-58,862	-60,854

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

DEPT 380: AIRPORT

Personnel					Items of Significance	
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Airport Manager	1.00	1.00	\$74,817	\$77,434	Intergovernmental Revenue	
	1.00	1.00		*	State - Airport Maintenance	\$67,212
				\$77,434		
Perm PT:					Charges for Services	
Airport Assistant (50% FTE)	0.50	0.50	19.35/hr	\$20,848	Fuel sales	160,000
Seasonal:					Miscellaneous	
Intern	1.00	1.00		1,250	Rental (hangar, land)	135,000
					Supplies	
					Fuel purchased for resale	110,000
					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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	207,290	199,600	205,766	203,600	100,157	203,600	202,600
Charges for Services	7,917	9,000	8,420	9,000	5,055	8,000	8,000
Fines & Forfeits	12,578	13,000	10,111	13,000	4,983	9,000	9,000
Miscellaneous	125	109	50	100	0	20	2,850
Total Revenues	227,910	221,709	224,347	225,700	110,195	220,620	222,450
FT Wages	587,412	603,824	641,446	660,358	232,341	530,681	556,464
PT/Seasonal Wages	177,162	170,608	213,027	224,817	131,768	283,156	289,144
OT/Holiday/Other	15,784	3,640	26,512	3,732	66	0	0
Benefits	209,551	223,837	216,307	210,232	88,283	214,158	212,718
PERSONAL SERVICES	989,909	1,001,909	1,097,292	1,099,139	452,458	1,027,995	1,058,326
Supplies	8,381	6,835	7,184	7,275	2,265	6,788	5,400
Repair Supplies	6,093	5,000	2,901	5,000	1,731	4,500	3,000
Small Tools & Equipment	2,622	2,550	13,563	13,350	2,885	14,565	15,000
Library Materials	106,057	75,070	85,142	80,500	44,648	87,575	111,000
Other Supplies	28,863	19,132	28,457	19,132	2,078	27,132	27,132
SUPPLIES	152,016	108,587	137,247	125,257	53,607	140,560	161,532
Professional Services	2,991	1,600	1,922	1,600	1,249	1,515	1,800
Communication	7,994	8,535	5,814	8,470	3,029	8,815	6,900
Vehicle, Travel & Training	5,036	6,652	4,626	7,540	523	6,690	5,640
Advertising & Promotion	1,315	0	1,784	0	0	0	1,500
Memberships & Subscriptions	1,365	1,608	1,545	1,750	547	1,750	1,700
Insurance	8,200	8,200	7,600	7,600	3,351	6,700	5,500
Repairs	7,312	9,500	5,061	8,060	1,355	5,344	4,700
Rents/Leases	1,930	2,500	3,181	1,825	1,183	1,802	2,000
Other Services & Charges	49,957	49,886	52,675	53,075	25,069	51,215	50,925
OTHER SERVICES & CHARGES	86,100	88,481	84,208	89,920	36,306	83,831	80,665
CAPITAL OUTLAY	0	0	209	0	0	0	0
Total Expenditures	1,228,025	1,198,977	1,318,956	1,314,316	542,371	1,252,386	1,300,523
Net Revenue	-1,000,115	-977,268	-1,094,609	-1,088,616	-432,176	-1,031,766	-1,078,073
Total for DEPT 420: LIBRARY	-1,000,115	-977,268	-1,094,609	-1,088,616	-432,176	-1,031,766	-1,078,073

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

DEPT 420: LIBRARY

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Director - Library	1.00	1.00	\$85,384	\$88,557	Intergovernmental Revenue	
Asst Library Director	1.00	1.00	78,291	81,096	Steele Co - separate levy to county residents	\$191,600
Librarian	3.00	3.00	74,817	226,328	Dodge Co - annual allocation	8,000
Administrative Clerk	1.00	1.00	26.61/hr	57,278	Small Tools & Equipment	
Administrative Technician	1.00	1.00	26.67/hr	57,357	Public computer replacement	12,000
	<u>7.00</u>	<u>7.00</u>		^ \$510,616	Library Materials	
Permanent PT:					Books	60,000
Administrative Technician	0.70	0.70	\$22.80/hr	\$34,394	Periodicals	12,500
Admin Clerk (5 @ 50-70%)	3.10	3.10	16.62-21.61/hr	123,658	Digital Media	10,000
Admin Clerk (2 @ 62.5%)	1.25	1.25	16.62-21.61/hr	48,136	Audio Visual	20,000
Library Specialist (2 @ 62.5%)	1.25	1.25	23.14-30.08/hr	65,147	Other Supplies	
Other PT/Seasonal:					Distribution of county aid to Blooming Prairie Library	27,132
Shelver/Page	0.80	0.80	\$9.65-9.75/hr	\$15,809	Other Services & Charges	
Other				<u>2,000</u>	Computer Services (SELCO)	49,225
				\$289,144		

^ 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	0	0	0	0	1,000	0	0
Total Revenues	0	0	0	0	1,000	0	0
FT Wages	138,947	113,892	153,673	119,622	85,025	151,667	170,274
PT/Seasonal Wages	52,830	17,591	54,063	42,208	36,097	54,360	56,884
OT/Holiday/Other	4,681	4,667	4,706	4,789	4,873	5,137	5,351
Benefits	42,852	32,161	60,018	35,580	35,209	60,101	64,369
PERSONAL SERVICES	239,310	168,311	272,460	202,199	161,204	271,265	296,878
Supplies	5,870	5,000	5,333	5,000	2,953	5,000	5,000
Small Tools & Equipment	500	1,000	70	1,000	200	0	200
SUPPLIES	6,370	6,000	5,403	6,000	3,153	5,000	5,200
Professional Services	210	1,500	318	1,000	1,277	300	300
Communication	2,205	2,100	1,645	2,000	1,100	1,500	1,500
Vehicle, Travel & Training	3,586	5,820	2,455	5,820	878	6,000	5,000
Advertising & Promotion	4,217	3,500	7,555	4,000	1,300	4,000	5,000
Printing	1,071	500	0	500	0	500	500
Memberships & Subscriptions	2,825	2,500	1,410	3,000	2,830	3,000	3,000
Repairs	0	0	1,860	0	0	0	465
Other Services & Charges	350	3,825	4,275	4,000	4,325	5,000	5,000
OTHER SERVICES & CHARGES	14,464	19,745	19,518	20,320	11,710	20,300	20,765
Total Expenditures	260,144	194,056	297,381	228,519	176,067	296,565	322,843
Net Revenue	-260,144	-194,056	-297,381	-228,519	-175,067	-296,565	-322,843
Total for DEPT 510: PARK & REC ADMINISTRATION	-260,144	-194,056	-297,381	-228,519	-175,067	-296,565	-322,843

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

DEPT 510: PARK & REC ADMINISTRATION

<u>Personnel</u>					<u>Items of Significance</u>	
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>	<u>Other Services & Charges</u>	
Sr. Director - Parks & Rec	1.00	1.00	\$99,424	\$102,937	Annual software maintenance	\$5,000
Recreation Supervisor	1.00	1.00	\$65,416	\$67,606		
Administrative Technician	1.00	1.00	26.67/hr	57,357		
Recreation Manager	1.00	1.00	74,818	77,434		
	<u>4.00</u>	<u>4.00</u>		* <u>\$305,334</u>		
Permanent PT:						
Admin Asst (2 @ 50-67.5%)	1.20	1.20	\$20.99/hr	\$55,634		
Recreation Facility Asst (1 @ 70%)	0.70	0.00				
Other PT/Seasonal:						
Intern				<u>\$1,250</u>		
				\$56,884		

* FT wages are allocated to other departments

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

DEPT 511: PARK MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	76,270	30,000	60,469	51,700	46,916	30,000	35,000
Charges for Services	55,951	15,000	102,134	29,000	6,737	45,000	45,000
Miscellaneous	39,320	32,000	37,518	38,000	14,572	38,000	38,000
Total Revenues	171,541	77,000	200,121	118,700	68,225	113,000	118,000
FT Wages	446,470	389,811	473,899	439,451	202,938	401,111	414,821
PT/Seasonal Wages	159,644	183,193	167,564	185,669	85,288	195,495	209,600
OT/Holiday/Other	19,165	18,000	20,197	18,000	5,077	12,000	12,000
Benefits	193,781	183,878	204,599	187,572	93,118	190,921	202,915
PERSONAL SERVICES	819,060	774,882	866,259	830,692	386,421	799,527	839,336
Supplies	138,438	129,750	133,256	131,750	61,677	116,750	141,750
Repair Supplies	71,919	98,700	104,149	96,700	37,281	96,700	91,700
Small Tools & Equipment	27,410	17,100	9,596	15,800	15,608	16,800	16,800
SUPPLIES	237,767	245,550	247,001	244,250	114,566	230,250	250,250
Professional Services	22,039	15,150	33,360	20,650	35,139	45,650	45,650
Communication	2,675	2,550	2,517	2,550	615	2,550	2,550
Transportation (VRF)	52,700	52,700	70,000	70,000	37,200	74,400	74,400
Vehicle, Travel & Training	6,181	6,012	3,332	7,012	4,354	5,500	3,100
Advertising & Promotion	1,570	300	1,443	300	840	500	500
Memberships & Subscriptions	240	225	380	225	105	225	225
Insurance	32,000	32,000	33,100	33,100	13,700	27,400	24,500
Licenses & Inspections	2,445	4,500	5,113	2,500	984	2,500	2,500
Repairs	5,289	8,300	40,540	7,500	2,527	7,500	7,500
Rents/Leases	12,327	12,000	21,176	10,000	1,951	11,000	11,000
Other Services & Charges	17,756	15,500	19,604	14,500	14,038	14,500	15,500
OTHER SERVICES & CHARGES	155,222	149,237	230,565	168,337	111,453	191,725	187,425
CAPITAL OUTLAY	0	0	13,980	14,000	0	0	0
Total Expenditures	1,212,049	1,169,669	1,357,805	1,257,279	612,440	1,221,502	1,277,011
Net Revenue	-1,040,508	-1,092,669	-1,157,684	-1,138,579	-544,215	-1,108,502	-1,159,011
Total for DEPT 511: PARK MAINTENANCE	-1,040,508	-1,092,669	-1,157,684	-1,138,579	-544,215	-1,108,502	-1,159,011

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

DEPT 511: PARK MAINTENANCE

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Maintenance Manager	1.00	1.00	\$78,707	\$81,461	Miscellaneous Revenue	
Maintenance Foreman	1.00	1.00	30.02/hr	64,644	Rentals	\$15,000
Maintenance Worker	0.60 ^	2.00	26.03/hr	111,976	Interdepartmental charges	22,000
Sr. Maintenance Worker	2.00	1.00	26.61/hr	58,033	Donations	1,000
Equipment Maintenance Technician	1.00	0.00			Supplies	
Custodian	3.00	3.00	16.62-21.61/hr	127,552	Motor fuels & lubricants	30,000
	8.60	8.00		* \$443,666	Bituminous Mix	21,900
Permanent PT:					Sand	6,500
Maintenance Worker (4 @ 60-70%)	2.60	2.60	\$16.62-21.61/hr	\$94,500	Rock - Crushed & Riprap	9,400
Seasonal:					Trees, Shrubs, & Sod	7,100
Mowers	4.00	4.00	\$9.75-12.50/hr	\$23,500	Janitorial Supplies	10,000
Spring Maintenance	2.00	2.00	10.00-11.00/hr	11,150	Chemicals & Fertilizers	30,000
Fall Maintenance	2.00	2.00	10.00-11.00/hr	11,150	Professional Services	
Summer Maintenance	15.00	16.00	10.00-12.25/hr	69,300	Contract help (work release)	45,000
				\$209,600	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 were included in Brooktree Golf Course in 2017

* FT wages include allocations from other departments

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

DEPT 512: ADULT RECREATION

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	5,010	4,600	4,890	5,800	0	5,800	5,200
Charges for Services	69,524	81,291	67,656	80,209	35,737	80,269	77,249
Miscellaneous	0	1,000	190	500	0	500	500
Total Revenues	74,534	86,891	72,736	86,509	35,737	86,569	82,949
FT Wages	40,852	46,972	40,343	48,269	18,130	38,328	32,346
PT/Seasonal Wages	10,115	21,153	13,192	18,728	6,730	22,448	14,790
OT/Holiday/Other	0	100	0	100	0	100	100
Benefits	11,981	14,783	12,458	13,413	5,448	13,982	10,709
PERSONAL SERVICES	62,948	83,008	65,993	80,510	30,308	74,858	57,945
Supplies	6,420	4,900	4,350	4,700	1,453	5,450	4,900
Small Tools & Equipment	100	150	0	150	0	150	150
SUPPLIES	6,520	5,050	4,350	4,850	1,453	5,600	5,050
Professional Services	1,320	0	760	500	0	500	500
Communication	4,957	2,025	5,339	3,400	3,149	3,800	4,700
Vehicle, Travel & Training	1,042	1,600	732	1,450	588	1,450	1,200
Printing	0	80	0	80	0	80	500
Refunds & Reimbursements	8,475	1,610	8,205	8,055	0	2,000	8,205
OTHER SERVICES & CHARGES	15,794	5,315	15,036	13,485	3,737	7,830	15,105
Total Expenditures	85,262	93,373	85,379	98,845	35,498	88,288	78,100
Net Revenue	-10,728	-6,482	-12,643	-12,336	239	-1,719	4,849
Total for DEPT 512: ADULT RECREATION	-10,728	-6,482	-12,643	-12,336	239	-1,719	4,849

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

DEPT 512: ADULT RECREATION

Personnel					Items of Significance	
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Seasonal:					Charges for Services	
Adult Volleyball Official	16.00	16.00	\$17.00/match	\$14,790	Team Fees	\$21,200
					Player Fees - Resident	40,549
					Player Fees - Nonresident	15,500

* FT wages include allocations from other departments

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

DEPT 513: YOUTH RECREATION

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	7,140	12,000	8,430	7,350	0	7,350	8,250
Charges for Services	159,373	144,483	174,759	158,983	110,580	163,733	174,705
Miscellaneous	4,382	4,600	20,855	19,500	4,808	4,500	4,300
Total Revenues	170,895	161,083	204,044	185,833	115,388	175,583	187,255
FT Wages	88,274	97,613	106,932	95,974	73,822	83,304	144,492
PT/Seasonal Wages	97,565	121,806	97,131	112,056	56,794	112,067	57,525
OT/Holiday/Other	986	0	36	0	0	0	0
Benefits	44,349	49,218	48,900	41,405	29,337	45,103	45,693
PERSONAL SERVICES	231,174	268,637	252,999	249,435	159,953	240,474	247,710
Supplies	14,397	9,950	10,245	11,300	4,669	10,400	11,400
Repair Supplies	0	0	57	0	455	0	0
Small Tools & Equipment	1,161	1,000	400	700	0	700	700
Concession Supplies	336	0	-406	0	-5,595	0	0
SUPPLIES	15,894	10,950	10,296	12,000	-471	11,100	12,100
Professional Services	16,988	13,100	30,729	24,500	4,503	9,500	13,700
Communication	7,060	3,950	7,652	5,100	4,416	5,650	7,050
Vehicle, Travel & Training	2,652	1,900	3,547	2,900	866	2,900	2,650
Advertising & Promotion	2,333	900	4,331	1,000	720	3,000	3,500
Printing	0	200	115	200	0	0	0
Memberships & Subscriptions	160	460	350	460	332	400	350
Insurance	624	0	1,181	0	0	1,181	1,181
Licenses & Inspections	0	400	677	400	0	400	400
Repairs	0	200	0	200	0	200	200
Other Services & Charges	962	700	1,742	775	756	950	1,825
Refunds & Reimbursements	18,933	8,610	19,119	18,670	3,855	18,670	15,470
OTHER SERVICES & CHARGES	49,712	30,420	69,443	54,205	15,448	42,851	46,326
Total Expenditures	296,780	310,007	332,738	315,640	174,930	294,425	306,136
Net Revenue	-125,885	-148,924	-128,694	-129,807	-59,542	-118,842	-118,881
Total for DEPT 513: YOUTH RECREATION	-125,885	-148,924	-128,694	-129,807	-59,542	-118,842	-118,881

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

DEPT 513: YOUTH RECREATION

<u>Personnel</u>					<u>Items of Significance</u>	
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Recreation Supervisor	0.00	1.00	\$53,061	\$55,004	Charges for Services	
					Entry Fees	\$11,000
					Resident Fees	108,500
Permanent PT:					Nonresident Fees	35,505
Recreation Supervisor	0.88	0.00			Therapeutic Recreation Memberships	7,300
Seasonal:					Miscellaeous	
Therap Rec Program Supervisor	5.00	5.00	\$12.00-15.00/hr	\$5,200	Rentals	300
Therap Rec Friday Camp Assts	6.00	6.00	9.65-11.00/hr	2,000	Donations	4,000
Lifeguards	30.00	30.00	11.00-12.00/hr	3,300	Professional Services	
Water Safety Instructor	14.00	14.00	13.00-17.00/hr	10,330	Youth First support	5,000
Program Supervisor	6.00	6.00	15.00-19.00/hr	10,400	Therapeutic rec busing	2,000
Youth Basketball Officials	16.00	16.00	12.00-15.00/hr	4,050	School district charges for OT (weekend use of facilities)	2,500
Summer Camp Staff	4.00	4.00	9.65-12.00/hr	6,200		
Ice Rink Supervisor	2.00	2.00	10.00/hr	4,500		
Youth Soccer Officials	40.00	40.00	12.00-15.00/hr	6,300		
Youth Football Officials	16.00	16.00	12.00-15.00/hr	4,050		
Equipment Room Worker	2.00	2.00	9.65/hr	1,195		
				<u>\$57,525</u>		

* FT wages include allocations from other departments

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

DEPT 514: TENNIS AND FITNESS CENTER

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	232,262	227,400	228,942	230,650	153,647	216,650	253,050
Miscellaneous	0	1,000	1,500	1,000	0	1,000	1,000
Total Revenues	232,262	228,400	230,442	231,650	153,647	217,650	254,050
FT Wages	27,378	38,922	35,504	41,983	14,735	44,088	43,096
PT/Seasonal Wages	76,022	71,193	89,726	77,260	55,372	86,535	90,887
OT/Holiday/Other	96	0	236	0	0	0	0
Benefits	19,009	20,290	22,035	22,385	12,211	25,090	24,152
PERSONAL SERVICES	122,505	130,405	147,501	141,628	82,318	155,713	158,135
Supplies	23,701	21,800	13,075	21,850	4,205	15,400	13,900
Repair Supplies	4,592	4,250	7,957	4,250	2,710	4,750	4,750
Small Tools & Equipment	7,722	6,500	8,111	6,500	278	6,500	16,500
Concession Supplies	2,284	2,500	1,381	2,500	904	2,250	2,000
SUPPLIES	38,299	35,050	30,524	35,100	8,097	28,900	37,150
Professional Services	90,840	74,645	63,384	75,920	55,174	37,675	84,825
Communication	5,393	5,100	4,783	6,600	3,170	7,050	7,050
Vehicle, Travel & Training	567	1,150	314	1,150	414	1,300	1,000
Advertising & Promotion	1,212	2,600	323	2,600	84	2,600	2,600
Memberships & Subscriptions	3,899	2,225	2,652	2,225	746	2,225	2,225
Insurance	3,400	3,400	3,237	3,200	1,350	2,700	2,200
Licenses & Inspections	523	525	475	525	475	525	525
Repairs	584	2,650	1,051	1,150	666	2,650	2,650
Rents/Leases	0	50	0	50	0	50	0
Other Services & Charges	2,962	4,030	1,159	3,150	451	3,100	1,400
OTHER SERVICES & CHARGES	109,380	96,375	77,378	96,570	62,530	59,875	104,475
Total Expenditures	270,184	261,830	255,403	273,298	152,945	244,488	299,760
Net Revenue	-37,922	-33,430	-24,961	-41,648	702	-26,838	-45,710
Total for DEPT 514: TENNIS AND FITNESS CENTER	-37,922	-33,430	-24,961	-41,648	702	-26,838	-45,710

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

DEPT 514: TENNIS AND FITNESS CENTER

Personnel					Items of Significance	
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Recreation Manager	1.00	1.00	\$74,818	* \$77,434	Charges for Services	
					Tennis Pro Shop Sales	\$6,000
					Tennis Instruction	60,000
Permanent PT:					Tennis All Other	43,900
Recreation Facility Asst (1 @ 70%)	0.70	0.70	19.35/hr	29,187	Court Fee	18,000
					Fitness Center	89,750
Seasonal:					Aquatics	750
Guest Services	27.00	27.00	\$9.65-11.00/hr	\$32,000	Water Aerobics	18,000
Water Aerobics	7.00	7.00	12.00-13.50/hr	16,300		
Lifeguards	30.00	30.00	11.00-12.00/hr	13,400	Professional Services	
				<u>\$90,887</u>	Tennis Instruction	51,000
					Tennis Pro contract	30,000

* FT wages include allocations from other departments

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

DEPT 515: SENIOR CENTER

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	50,190	47,950	53,932	48,400	40,304	49,150	54,150
Miscellaneous	28,375	30,000	28,200	27,000	13,861	27,000	27,000
Total Revenues	78,565	77,950	82,132	75,400	54,165	76,150	81,150
FT Wages	59,730	47,607	50,796	51,434	13,155	54,571	39,956
PT/Seasonal Wages	2,043	12,000	2,984	9,000	2,165	15,958	9,000
OT/Holiday/Other	272	0	804	0	0	0	0
Benefits	17,550	15,250	11,663	15,422	3,815	16,218	9,849
PERSONAL SERVICES	79,595	74,857	66,247	75,856	19,135	86,747	58,805
Supplies	7,399	13,100	6,743	12,350	2,499	10,350	8,560
Repair Supplies	230	1,800	494	1,800	1,076	1,800	1,800
Small Tools & Equipment	3,406	0	0	0	0	0	0
Concession Supplies	255	700	408	700	71	500	500
SUPPLIES	11,290	15,600	7,645	14,850	3,646	12,650	10,860
Professional Services	26,474	16,200	26,577	12,000	18,338	18,000	23,500
Communication	3,039	4,050	3,418	3,850	2,458	3,400	4,200
Vehicle, Travel & Training	1,664	850	771	1,300	575	1,200	1,000
Advertising & Promotion	440	750	714	750	555	750	750
Printing	84	1,500	329	1,500	173	750	750
Memberships & Subscriptions	80	50	190	50	90	100	100
Insurance	2,400	2,400	2,300	2,300	950	1,900	1,400
Repairs	2,017	6,300	4,277	6,550	-134	6,300	6,300
Rents/Leases	323	100	-78	400	-50	400	400
Other Services & Charges	946	2,100	946	2,100	315	1,800	1,800
OTHER SERVICES & CHARGES	37,467	34,300	39,444	30,800	23,270	34,600	40,200
Total Expenditures	128,352	124,757	113,336	121,506	46,051	133,997	109,865
Net Revenue	-49,787	-46,807	-31,204	-46,106	8,114	-57,847	-28,715
Total for DEPT 515: SENIOR CENTER	-49,787	-46,807	-31,204	-46,106	8,114	-57,847	-28,715

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

DEPT 515: SENIOR CENTER

<u>Personnel</u>				<u>Items of Significance</u>		
<u>Position</u>	<u>2017</u>	<u>2018</u>	<u>Current Rate</u>	<u>Budgeted Total</u>	<u>Charges for Services</u>	
Recreation Supervisor-SP/TR	1.00	1.00	\$51,501	\$53,424	Memberships	\$20,000
	1.00	1.00		* \$53,424	Trips	20,000
Permanent PT:					Programs	9,000
Guest services				\$9,000	Classes	2,500
					Miscellaneous	
					Rentals	27,000
					Professional Services	
					Senior trip costs	20,000

* FT wages include allocations from other departments

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

DEPT 520: AQUATIC CENTER

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	0	0	170,615	210,020	75,065	211,020	212,750
Miscellaneous	0	0	5,800	500	0	500	500
Total Revenues	0	0	176,415	210,520	75,065	211,520	213,250
FT Wages	0	0	7,928	12,140	3,598	10,097	21,494
PT/Seasonal Wages	0	0	108,985	105,000	37,364	121,958	118,000
OT/Holiday/Other	0	0	524	0	0	0	0
Benefits	0	0	15,442	15,281	6,355	18,931	20,898
PERSONAL SERVICES	0	0	132,879	132,421	47,317	150,986	160,392
Supplies	0	0	19,007	17,300	10,426	18,550	18,550
Repair Supplies	0	0	14,393	14,500	3,736	15,000	12,500
Small Tools & Equipment	0	0	0	0	0	0	7,500
Concession Supplies	0	0	20,343	23,000	5,554	23,000	23,000
SUPPLIES	0	0	53,743	54,800	19,716	56,550	61,550
Professional Services	0	0	583	200	599	200	200
Communication	0	0	3,053	2,250	891	2,900	3,000
Vehicle, Travel & Training	0	0	237	900	282	900	900
Advertising & Promotion	0	0	6,775	7,000	931	7,000	7,000
Insurance	0	0	10,600	10,600	3,300	6,600	5,200
Licenses & Inspections	0	0	630	650	630	650	650
Repairs	0	0	255	3,500	0	3,500	3,500
Other Services & Charges	0	0	267	700	11	700	700
OTHER SERVICES & CHARGES	0	0	22,400	25,800	6,644	22,450	21,150
Total Expenditures	0	0	209,022	213,021	73,677	229,986	243,092
Net Revenue	0	0	-32,607	-2,501	1,388	-18,466	-29,842
Total for DEPT 520: AQUATIC CENTER	0	0	-32,607	-2,501	1,388	-18,466	-29,842

City of Owatonna
Personnel & Items of Significance

DEPT 520: AQUATIC CENTER FUND

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Guest Services Lead	2.00	4.00	\$12.00/hr	\$8,500	Charges for Services	
Guest Services	25.00	30.00	9.65/hr	\$29,000	Admission Revenue	\$131,000
Head Lifeguards	4.00	4.00	12.00/hr	\$12,000	Program Revenue	1,500
Lifeguards	40.00	40.00	9.65/hr	\$63,100	Swim Class Fees	8,750
Water Safety Instructor (WSI)	16.00	16.00	13.00/hr	\$4,100	Concessions	55,500
Water Aerobics	2.00	4.00	12.00-12.50/hr	\$1,300	Facility Rental	16,000
	<u>89.00</u>	<u>98.00</u>		* \$118,000		

* FT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 525: BROOKTREE GOLF COURSE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	19,845	19,900	0	0	0
Charges for Services	506,440	455,000	386,716	487,850	236,249	414,770	438,750
Miscellaneous	1,384	875	11,289	875	0	1,500	1,500
Total Revenues	507,824	455,875	417,850	508,625	236,249	416,270	440,250
FT Wages	63,634	98,231	69,632	126,393	42,090	134,390	100,531
PT/Seasonal Wages	167,600	170,420	152,520	176,615	54,000	159,421	152,357
OT/Holiday/Other	8,651	1,000	9,316	1,000	2,399	1,000	1,000
Benefits	46,946	68,663	44,069	69,896	20,695	73,167	52,722
PERSONAL SERVICES	286,831	338,314	275,537	373,904	119,184	367,978	306,610
Supplies	86,259	78,285	112,982	79,345	54,349	78,345	78,345
Repair Supplies	34,407	23,000	39,453	23,000	13,221	25,000	25,000
Small Tools & Equipment	2,804	4,325	1,426	4,325	958	4,325	4,325
Concession Supplies	64,882	54,000	10,694	50,000	9,560	10,000	10,000
SUPPLIES	188,352	159,610	164,555	156,670	78,088	117,670	117,670
Professional Services	16,583	0	64,936	19,900	21,670	35,000	36,000
Communication	12,243	12,000	11,102	11,700	4,422	9,700	10,700
Transportation (VRF)	0	0	0	0	35,400	70,800	70,800
Vehicle, Travel & Training	2,361	2,000	2,139	2,000	1,085	2,000	1,700
Advertising & Promotion	9,409	4,000	7,741	6,000	4,338	6,000	7,000
Memberships & Subscriptions	3,483	3,800	2,958	3,800	5,766	4,800	5,300
Insurance	14,838	9,000	10,308	9,000	3,150	6,300	5,000
Licenses & Inspections	2,283	3,000	1,899	3,000	918	1,000	1,660
Repairs	17,093	5,500	10,478	5,500	2,817	6,000	5,200
Rents/Leases	12,464	7,500	10,114	9,500	2,511	8,500	8,500
Other Services & Charges	7,728	3,800	2,795	5,300	770	5,300	5,300
Refunds & Reimbursements	37	0	0	0	0	0	0
OTHER SERVICES & CHARGES	98,522	50,600	124,470	75,700	82,847	155,400	157,160
Total Expenditures	573,705	548,524	564,562	606,274	280,119	641,048	581,440
Net Revenue	-65,881	-92,649	-146,712	-97,649	-43,870	-224,778	-141,190
Total for DEPT 525: BROOKTREE GOLF COURSE	-65,881	-92,649	-146,712	-97,649	-43,870	-224,778	-141,190

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

DEPT 525: BROOKTREE GOLF COURSE

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Maintenance Worker	1.40 ^	1.00	\$26.61/hr	58,033	Charges for Services	
	1.40	1.00		* 58,033	Green Fees	\$103,600
Permanent PT:					Cart Rentals	69,000
Recreation Facility Asst (1 @ 70%)	0.70	0.70	19.35/hr	\$29,187	Punch Cards	16,000
Maintenance Worker (2 @ 70%)	1.40	1.40	17.62/hr	53,170	Tournament Fees	20,000
Seasonal:					Golf Cart Trail Fees	19,650
Grounds Crew	11.00	11.00	\$9.75-12.00/hr	45,000	Golf Memberships	190,650
Clubhouse:					League Fees	1,500
Guest service leads	7.00	7.00	12.00-12.50/hr	8,000	Pro Shop Sales	12,000
Guest services	11.00	11.00	9.65-10.25/hr	17,000	Supplies	
				\$152,357	Motor Fuels & Lubricants	15,000
					Chemicals & Fertilizers	45,000
					Concession Supplies	
					ProShop Supplies	10,000
					Professional Services	
					Contract help (work release)	35,000
					Transportation (VRF)	
					Includes partial funding for mowers, tractors, aerator, sprayer and sand pro	70,800

^ 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	335	500	1,270	500	550	500	1,000
Charges for Services	9,305	11,100	18,258	14,100	12,105	14,100	15,100
Transfers	37,500	37,500	37,500	37,500	18,750	37,500	63,000
Total Revenues	47,140	49,100	57,028	52,100	31,405	52,100	79,100
FT Wages	146,506	160,822	174,359	174,011	89,504	184,273	176,858
Benefits	46,174	59,879	60,658	46,758	30,982	63,174	44,878
PERSONAL SERVICES	192,680	220,701	235,017	220,769	120,486	247,447	221,736
Supplies	1,192	1,400	723	1,500	459	1,500	1,500
Repair Supplies	0	500	0	500	0	500	500
Small Tools & Equipment	7,831	4,000	0	4,000	1,482	1,000	2,000
SUPPLIES	9,023	5,900	723	6,000	1,941	3,000	4,000
Professional Services	10,412	2,000	15,546	17,500	12,500	18,100	18,100
Communication	2,707	2,250	2,159	2,000	863	2,000	2,000
Vehicle, Travel & Training	2,657	5,500	2,234	3,500	198	3,500	6,500
Advertising & Promotion	2,335	2,000	3,320	2,000	2,407	2,000	2,000
Memberships & Subscriptions	764	1,000	750	1,000	0	1,000	1,000
Insurance	1,900	1,900	2,000	2,000	900	1,800	1,600
Repairs	0	900	3,720	1,000	0	500	1,200
OTHER SERVICES & CHARGES	20,775	15,550	29,729	29,000	16,868	28,900	32,400
Total Expenditures	222,478	242,151	265,469	255,769	139,295	279,347	258,136
Net Revenue	-175,338	-193,051	-208,441	-203,669	-107,890	-227,247	-179,036
Total for DEPT 150: PLANNING & ZONING	-175,338	-193,051	-208,441	-203,669	-107,890	-227,247	-179,036

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

DEPT 150: PLANNING & ZONING

Personnel					Items of Significance	
Position	2017	2018	Current Rate	Budgeted Total		
Sr Director - Community Development	1.00	1.00	\$102,086	\$106,844	Charges for Services	
Community Development Manager	1.00	1.00	76,149	78,899	Zone/Variance/Sudivision Applications	\$6,000
GIS Analyst	1.00	1.00	70,907	73,445	Site Plan Review	8,000
Administrative Technician	1.00	1.00	26.67/hr	57,357	Annexation Fees	1,000
Housing Manager (HRA)	1.00	1.00	67,018	69,478	Transfers In	
	<u>5.00</u>	<u>5.00</u>		<u>* \$386,023</u>	Annual allocation from the WWTP for GIS services (27.5%)	34,700
					Annual allocation from the Storm Water Fund for GIS services (22.5%)	28,300
					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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	4,585	0	26,618	0	0
Charges for Services	3,103,912	3,098,000	3,320,094	3,372,600	1,825,370	3,445,000	3,556,000
Special Assessments	2,092	1,449	2,313	2,070	97	2,116	1,720
Interest on Investments	136,448	150,000	106,841	130,000	96,897	130,000	120,000
Miscellaneous	0	0	17,401	0	0	0	0
Total Revenues	3,242,452	3,249,449	3,451,234	3,504,670	1,948,982	3,577,116	3,677,720
FT Wages	434,216	477,152	467,173	491,331	238,537	598,507	614,555
PT/Seasonal Wages	9	9,000	0	5,000	3,156	5,000	5,000
OT/Holiday/Other	28,827	42,809	44,808	43,036	17,354	33,889	32,038
Benefits	197,203	219,572	235,791	222,863	99,638	272,862	227,958
PERSONAL SERVICES	660,255	748,533	747,772	762,230	358,685	910,258	879,551
Supplies	176,557	233,950	213,447	225,150	64,629	226,150	222,350
Repair Supplies	51,389	124,000	45,854	126,000	22,865	126,000	126,000
Small Tools & Equipment	3,739	12,000	5,215	12,800	11,287	12,800	15,300
Library Materials	1,314	10,000	6,226	10,000	1,250	10,000	10,000
SUPPLIES	232,999	379,950	270,742	373,950	100,031	374,950	373,650
Professional Services	16,370	50,000	19,217	50,000	17,231	50,000	50,000
Communication	10,422	10,925	9,398	11,225	3,566	11,225	11,725
Vehicle, Travel & Training	3,411	7,300	3,995	7,300	1,822	7,300	7,300
Advertising & Promotion	161	550	468	550	273	550	550
Memberships & Subscriptions	19,177	18,800	33,950	23,800	25,908	25,800	25,800
Insurance	49,200	49,200	46,700	46,700	19,800	39,600	30,600
Licenses & Inspections	17,580	15,500	16,734	17,500	14,759	17,500	17,500
Utilities	2,661	2,500	2,877	2,500	674	2,500	2,500
Repairs	421,349	562,200	838,088	567,200	53,599	566,950	600,450
Rents/Leases	0	1,500	0	1,500	1,002	1,500	1,500
Other Services & Charges	4,487	3,500	3,118	3,500	1,792	4,050	4,050
Depreciation	980,108	950,000	950,592	965,000	472,050	980,000	960,000
OTHER SERVICES & CHARGES	1,524,926	1,671,975	1,925,137	1,696,775	612,476	1,706,975	1,711,975
DEBT SERVICE	82,595	90,000	75,341	80,000	35,254	72,000	62,000
TRANSFERS OUT	370,500	370,500	460,500	460,500	240,290	460,500	507,700
Total Expenditures	2,871,275	3,260,958	3,479,492	3,373,455	1,346,736	3,524,683	3,534,876
Net Revenue	371,177	-11,509	-28,258	131,215	602,246	52,433	142,844
FACILITY	371,177	-11,509	-28,258	131,215	602,246	52,433	142,844

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

DEPT 902: WASTEWATER TREATMENT FUND

Personnel					Items of Significance		
Position	2017	2018	Current Rate	Budgeted Total			
Wastewater Manager	1.00	1.00	\$82,826	\$85,650	Supplies		
Lab Technician	1.00	1.00	23.83/hr	51,380	Chemicals		\$145,500
Wastewater Foreman	3.00	3.00	26.80-34.84/hr	187,100	Repairs		
Wastewater Operator	4.00	5.00	24.76-32.19/hr	226,296	Other Repair Service - Sewer Slip Lining		435,000
	9.00	10.00		*	Other Repair Service - Sewer Cleaning		70,000
				\$550,426			
Seasonal:					Transfers Out		
Intern	1.00	1.00		\$2,500	Annual allocation to the general fund for WWTP administration		473,000
I&I Inspections	1.00	1.00		2,500	Annual allocation to the general fund for GIS services (27.5% of costs)		34,700
				\$5,000			

* 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Tax Levies	248,410	246,000	247,970	247,400	0	321,960	312,040
Intergovernmental Revenue	0	0	166,149	0	0	0	0
Charges for Services	397,464	350,000	784,774	700,000	445,850	950,000	1,125,000
Interest on Investments	8,044	4,000	10,102	7,500	8,020	6,000	8,000
Other Financing Sources	312,059	0	246,973	0	0	0	0
Total Revenues	965,977	600,000	1,455,968	954,900	453,870	1,277,960	1,445,040
FT Wages	66,791	67,429	79,422	71,072	40,469	79,313	82,993
Benefits	21,038	17,512	43,518	18,146	10,209	19,216	19,783
PERSONAL SERVICES	87,829	84,941	122,940	89,218	50,678	98,529	102,776
Supplies	1,191	19,500	528	19,500	389	19,500	29,500
Repair Supplies	492	0	2,290	500	943	1,000	1,000
Small Tools & Equipment	226	0	0	0	200	250	250
SUPPLIES	1,909	19,500	2,818	20,000	1,532	20,750	30,750
Professional Services	45,732	114,000	28,584	116,000	1,655	116,000	116,000
Communication	356	700	354	750	7	750	750
Vehicle, Travel & Training	505	3,650	777	3,400	376	3,500	3,500
Advertising & Promotion	1,076	2,500	171	2,500	58	2,500	2,500
Printing	0	1,500	0	1,500	0	1,500	1,500
Memberships & Subscriptions	965	2,000	975	2,000	965	2,000	2,000
Insurance	1,300	1,300	1,000	1,000	500	1,000	1,000
Licenses & Inspections	25	0	16	0	0	0	0
Repairs	88,135	32,500	39,662	40,000	1,000	40,000	51,000
Other Services & Charges	1,473	0	1,254	0	2,060	1,500	2,000
Depreciation	188,122	170,000	192,420	185,000	94,680	190,000	194,000
OTHER SERVICES & CHARGES	327,689	328,150	265,213	352,150	101,301	358,750	374,250
DEBT SERVICE	99,701	102,000	210,249	98,000	61,244	122,000	103,000
TRANSFERS OUT	32,000	32,000	148,190	67,000	32,890	67,000	78,300
Total Expenditures	549,128	566,591	749,410	626,368	247,645	667,029	689,076
Net Revenue	416,849	33,409	706,558	328,532	206,225	610,931	755,964
Total for DEPT 920: STORM WATER UTILITY	416,849	33,409	706,558	328,532	206,225	610,931	755,964

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

DEPT 920: STORM WATER FUND

Position	Personnel		Current Rate	Budgeted Total
	2017	2018		
Water Quality Specialist	1.00	1.00	\$68,973	\$71,460
	1.00	1.00		* \$71,460

Items of Significance		
Professional Services		
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 (22.5% of costs)		28,300

* 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	4,107	2,850	3,248	2,850	201	2,850	0
Interest on Investments	938	500	157	665	400	365	100
Miscellaneous	920	4,200	84,478	64,200	107,925	53,000	77,000
Total Revenues	5,965	7,550	87,883	67,715	108,526	56,215	77,100
Supplies	29	1,500	363	0	0	0	0
Small Tools & Equipment	180	3,500	12,901	500	0	200	0
Library Materials	91,589	124,000	87,780	31,215	32,880	19,015	50,000
SUPPLIES	91,798	129,000	101,044	31,715	32,880	19,215	50,000
Programs	33,031	19,000	33,054	36,000	7,962	37,000	25,000
Repairs	0	2,000	0	0	0	0	0
OTHER SERVICES & CHARGES	33,031	21,000	33,054	36,000	7,962	37,000	25,000
Total Expenditures	124,829	150,000	134,098	67,715	40,842	56,215	75,000
Net Revenue	-118,864	-142,450	-46,215	0	67,684	0	2,100
Total for DEPT 420: LIBRARY	-118,864	-142,450	-46,215	0	67,684	0	2,100
MEMORIALS	-118,864	-142,450	-46,215	0	67,684	0	2,100

CITY OF OWATONNA
BOND PRINCIPAL PAYMENT SCHEDULE
2018 - 2027 and Thereafter

	Principal Due	Balance 12/31/17	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Thereafter
<u>General Obligation Improvement Bonds</u>													
2007 GO Street Improvements	March 1	300,000	300,000										
2011 GO Bonds	March 1												
Street Improvement		400,000	90,000	85,000	80,000	75,000	70,000						
2013 GO Bonds													
Street Improvement	March 1	1,835,000	245,000	250,000	255,000	260,000	270,000	275,000	280,000				
TIF 3-6	March 1	905,000	120,000	125,000	125,000	130,000	130,000	135,000	140,000				
2014 GO Bonds													
Street Improvement	March 1	270,000	30,000	30,000	30,000	180,000							
2015 GO Bonds													
Street Improvement	March 1	1,135,000	110,000	115,000	120,000	120,000	125,000	130,000	135,000	140,000	140,000		
2016 GO Bonds	March 1												
2016 Street Improvement		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	180,000	950,000
Refunding 2008 Storm Water		1,840,000	245,000	245,000	255,000	260,000	270,000	275,000	290,000				
2017 GO Bonds													
Street Improvement	March 1	1,870,000	-	180,000	180,000	180,000	185,000	185,000	190,000	190,000	190,000	195,000	195,000
Total General Obligation Improvement Bonds		<u>12,135,000</u>	<u>1,380,000</u>	<u>1,270,000</u>	<u>1,285,000</u>	<u>1,455,000</u>	<u>1,315,000</u>	<u>1,265,000</u>	<u>1,305,000</u>	<u>610,000</u>	<u>615,000</u>	<u>490,000</u>	<u>1,145,000</u>
<u>General Obligation Bonds</u>													
2013 Capital Equip Certificates	March 1	80,000	40,000	40,000									
2014 Capital Equip Certificates	March 1	500,000	165,000	165,000	170,000								
2015 Capital Equip Certificates	March 1	380,000	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						
2017 Capital Equip Certificates	March 1	145,000	-	20,000	20,000	20,000	20,000	20,000	20,000	25,000			
Total General Obligation Bonds		<u>1,345,000</u>	<u>340,000</u>	<u>365,000</u>	<u>335,000</u>	<u>170,000</u>	<u>70,000</u>	<u>20,000</u>	<u>20,000</u>	<u>25,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>MN Public Facilities Authority GO Bonds</u>													
2010 MPFA Bonds	August 20	4,434,928	527,000	535,000	543,000	550,000	558,000	566,000	574,000	581,928			
Total MPFA Bonds		<u>4,434,928</u>	<u>527,000</u>	<u>535,000</u>	<u>543,000</u>	<u>550,000</u>	<u>558,000</u>	<u>566,000</u>	<u>574,000</u>	<u>581,928</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Bond Principal Payments		<u>\$ 17,914,928</u>	<u>\$ 2,247,000</u>	<u>\$ 2,170,000</u>	<u>\$ 2,163,000</u>	<u>\$ 2,175,000</u>	<u>\$ 1,943,000</u>	<u>\$ 1,851,000</u>	<u>\$ 1,899,000</u>	<u>\$ 1,216,928</u>	<u>\$ 615,000</u>	<u>\$ 490,000</u>	<u>\$ 1,145,000</u>

CITY OF OWATONNA
BOND INTEREST PAYMENT SCHEDULE
2018 - 2027 and Thereafter

	Interest Due Semi-annual	Remaining Interest 12/31/17	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	Thereafter
General Obligation Improvement Bonds													
2007 GO Street Improvements	Mar 1 & Sep 1	6,000	6,000										
2011 GO Bonds Street Improvement	Mar 1 & Sep 1	19,724	7,065	5,534	3,990	2,365	770						
2013 GO Bonds Street Improvement TIF 3-6	Mar 1 & Sep 1	165,194 81,504	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	15,300	5,100	4,500	3,900	1,800							
2015 GO Street Improvement	Mar 1 & Sep 1	150,825	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	143,100 463,956 199,500	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 11,668	61,248
2017 GO Street Improvements	Mar 1 & Sep 1	304,954	52,589	49,744	44,345	38,944	33,468	27,918	22,294	16,593	10,894	6,093	2,072
Total General Obligation Improvement Bonds		1,550,057	302,867	266,565	233,248	197,258	159,651	122,744	85,232	57,379	41,132	20,661	63,320
<u>General Obligation Bonds</u>													
2013 Capital Equipment Certificates	Mar 1 & Sep 1	1,600	1,200	400									
2014 Capital Equipment Certificates	Mar 1 & Sep 1	15,100	8,350	5,050	1,700								
2015 Capital Equipment Certificates	Mar 1 & Sep 1	23,250	10,050	7,275	4,425	1,500							
2016 Capital Equipment Certificates	Mar 1 & Sep 1	18,450	6,525	5,175	3,750	2,250	750						
2017 Capital Equipment Certificates	Mar 1 & Sep 1	20,037	4,362	4,050	3,450	2,850	2,250	1,650	1,050	375			
Total General Obligation Bonds		78,437	30,487	21,950	13,325	6,600	3,000	1,650	1,050	375	-	-	-
<u>MN Public Facilities Authority GO Bonds</u>													
2010 MPFA Bonds	Feb & Aug	288,662	63,109	55,610	47,996	40,270	32,444	24,503	16,449	8,281			
Total MPFA Bonds		288,662	63,109	55,610	47,996	40,270	32,444	24,503	16,449	8,281	-	-	-
Total Debt & Capital Fund		\$ 1,917,156	\$ 396,463	\$ 344,125	\$ 294,569	\$ 244,128	\$ 195,095	\$ 148,897	\$ 102,731	\$ 66,035	\$ 41,132	\$ 20,661	\$ 63,320

CITY OF OWATONNA
DEBT RETIREMENT SCHEDULE
FOR BUDGET YEAR 2018

<u>General Obligation Improvement Bonds</u>	<u>Original Issue Amount</u>	<u>Balance Dec. 31, 2017</u>	<u>2018 Payments</u>	<u>Balance Dec. 31, 2018</u>
2007 GO/SA Improvement	2,900,000	300,000	300,000	0
2011 GO/SA Improvement	2,560,000	400,000	90,000	310,000
2013 GO/SA Improvement	2,515,000	1,835,000	245,000	1,590,000
2014 GO/SA Improvement	325,000	270,000	30,000	240,000
2015 GO/SA Improvement	1,305,000	1,135,000	110,000	1,025,000
2016 GO/SA Improvement	1,060,000	1,060,000	100,000	960,000
2017 GO/SA Improvement	1,870,000	<u>1,870,000</u>	<u>0</u>	<u>1,870,000</u>
Total General Obligation Improvement Bonds		<u>6,870,000</u>	<u>875,000</u>	<u>5,995,000</u>
<u>General Obligation Equipment Certificates</u>				
2013 Equipment Certificates	190,000	80,000	40,000	40,000
2014 Equipment Certificates	810,000	500,000	165,000	335,000
2015 Equipment Certificates	485,000	380,000	90,000	290,000
2016 Equipment Certificates	240,000	240,000	45,000	195,000
2017 Equipment Certificates	145,000	<u>145,000</u>	<u>0</u>	<u>145,000</u>
Total General Obligation Equipment Certificates		<u>1,345,000</u>	<u>340,000</u>	<u>1,005,000</u>
<u>General Obligation TIF Bonds</u>				
2011 TIF Bonds (TIF 3-6 Viracon)	1,140,000	<u>905,000</u>	<u>120,000</u>	<u>785,000</u>
Total General Obligation TIF Bonds		<u>905,000</u>	<u>120,000</u>	<u>785,000</u>
<u>General Obligation Revenue Bonds</u>				
2016 GO Storm Water Refunding Bonds	3,670,000	1,840,000	245,000	1,595,000
2016 GO Storm Water Bonds	2,520,000	2,520,000	140,000	2,380,000
2010 MPFA GO Bonds	7,929,333	<u>4,434,928</u>	<u>527,000</u>	<u>3,907,928</u>
Total General Obligation Revenue Bonds		<u>8,794,928</u>	<u>912,000</u>	<u>7,882,928</u>
Total		<u>\$ 17,914,928</u>	<u>\$ 2,247,000</u>	<u>\$ 15,667,928</u>

CITY OF OWATONNA
DEBT SERVICE LEVIES
FISCAL YEARS 2008 - 2022

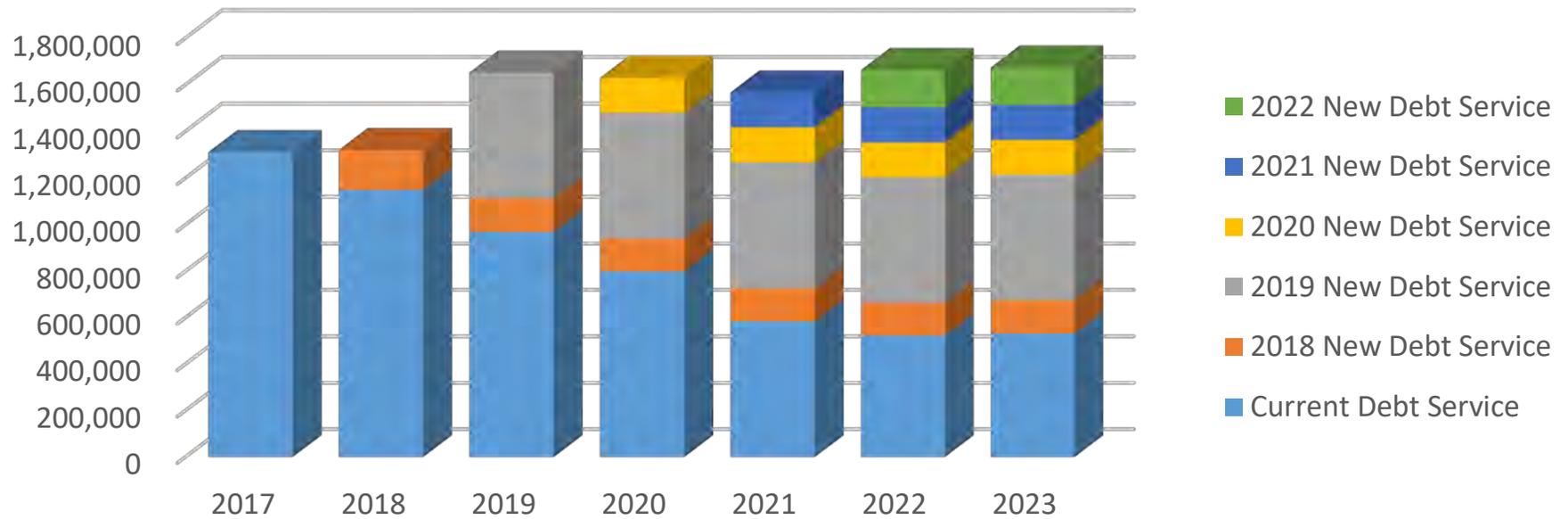
Debt Service Levies	Collection Year				
	2008	2009	2010	2011	2012
1997 Cabela's/Museum	\$194,208.00				
1998 GO/SA Issue	70,000				
1999 GO/SA Issue	85,866	\$84,976			
2000 GO/SA Issue	52,993	53,379	\$230,000		
2001 GO/SA Issue	100,733	101,141	101,162	\$101,056	
2002 GO/SA Issue	128,244	125,395	200,000	200,000	\$150,000
2003/4 GO/SA Issue	128,692	129,441	129,075	133,171	259,918
2004 GO Capital Equip Certs	436,186	436,732			
2005 GO/SA Issue	3,805	5,814			
2006 GO/SA Issue	176,710	180,288			175,000
2007 GO/SA Issue	154,937	148,115			147,800
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	163,500
2008 GO Storm Water Impr		250,100	254,600	252,500	250,200
2011 GO Capital Equip Certs					130,000
Total	\$1,637,332	\$1,957,321	\$1,807,320	\$1,575,627	\$1,276,418

Debt Service Levies	Collection Year				
	2013	2014	2015	2016	2017
2006 GO/SA Issue	175,000	175,000	175,000	205,000	
2007 GO/SA Issue	156,000	154,900	153,800	152,700	151,700
2008 GO/SA Issue	172,500	175,300	183,000	140,400	
2008 GO Storm Water Impr	253,000	249,600	246,000	247,400	
2011 2004 Refunding	244,234	158,619			
2011 GO Capital Equip Certs	172,650	176,877	175,495	173,785	
2013 GO Capital Equip Certs		42,910	40,005	44,520	43,680
2013 GO/SA Issue		202,810	200,430	203,440	206,345
2014 GO Capital Equip Certs			182,875	181,860	183,750
2014 GO/SA Issue			28,315	30,445	29,400
2015 GO Capital Equip Certs				105,650 *	106,470
2015 GO/SA Issue				119,120 *	118,930
2016 GO Capital Equip Certs					54,810
2016 GO/SA Issue					94,430
2016 GO Storm Water Impr					106,750
2016 GO Storm Water Refund					215,210
Total	\$1,173,384	\$1,336,016	\$1,384,920	\$1,604,320	\$1,311,475

* (use available debt service funds, not levy)

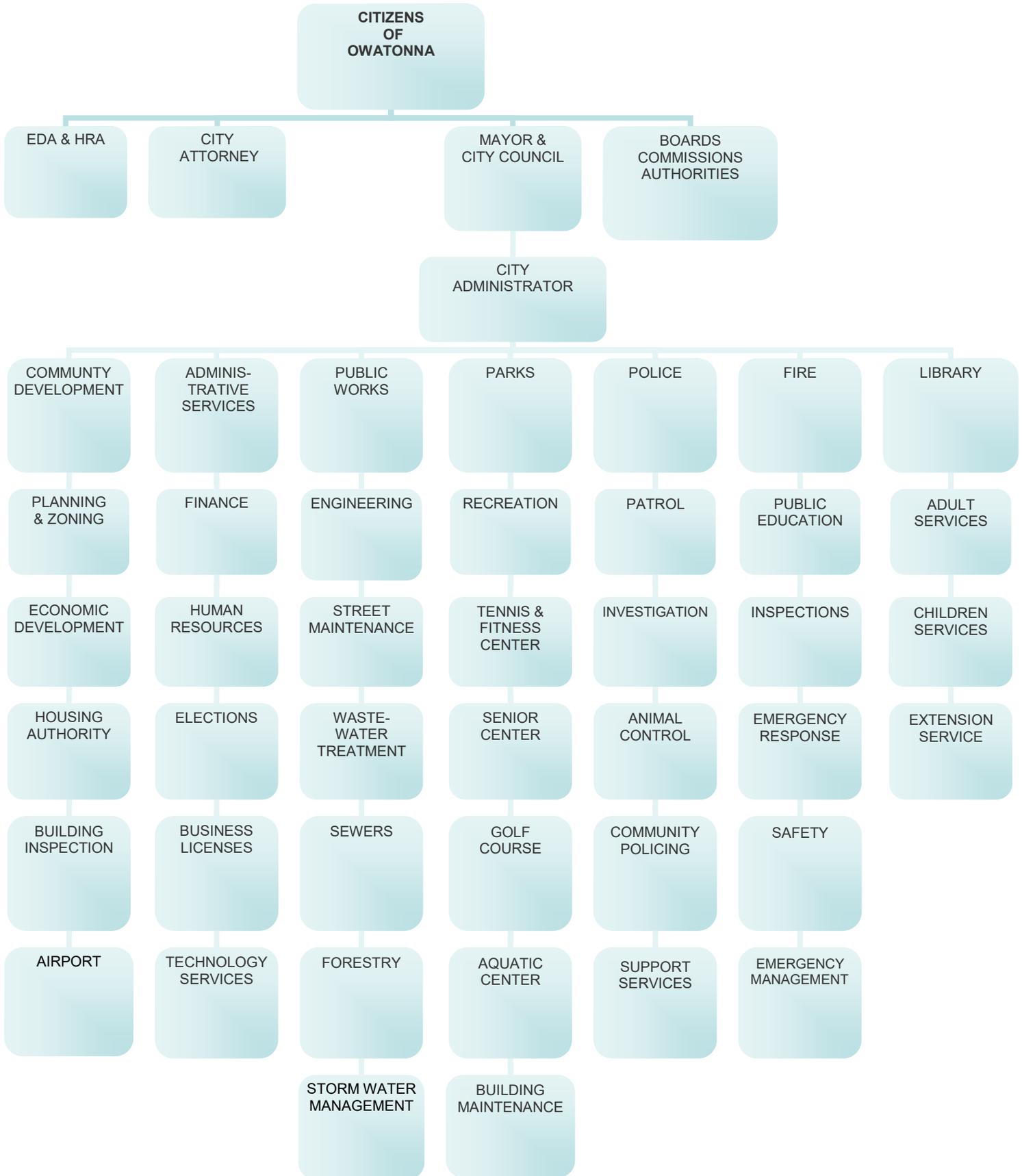
Debt Service Levies	Collection Year				
	2018	2019	2020	2021	2022
2013 GO Capital Equip Certs	42,840				
2013 GO/SA Issue	209,150				
2014 GO Capital Equip Certs	180,285	182,070			
2014 GO/SA Issue	28,750	98,100	114,950		
2015 GO Capital Equip Certs	108,900	105,900	108,150		
2015 GO/SA Issue	120,720	122,350	118,570	120,050	121,360
2016 GO Capital Equip Certs	53,390	57,225	55,650	54,075	
2016 GO/SA Issue	93,610	91,480	89,360	92,480	90,200
2016 GO Storm Water Impr	104,550	102,340	105,390	108,275	105,755
2016 GO Storm Water Refund	207,490	210,275	207,490	209,800	206,550
2017 GO/SA Issue	143,310	117,810	115,590	118,620	116,245
2017 GO Capital Equip Certs	27,865	24,940	24,305	23,680	23,045
Total	\$1,320,860	\$1,112,490	\$939,455	\$726,980	\$663,155

City of Owatonna Projected Debt Service Levies

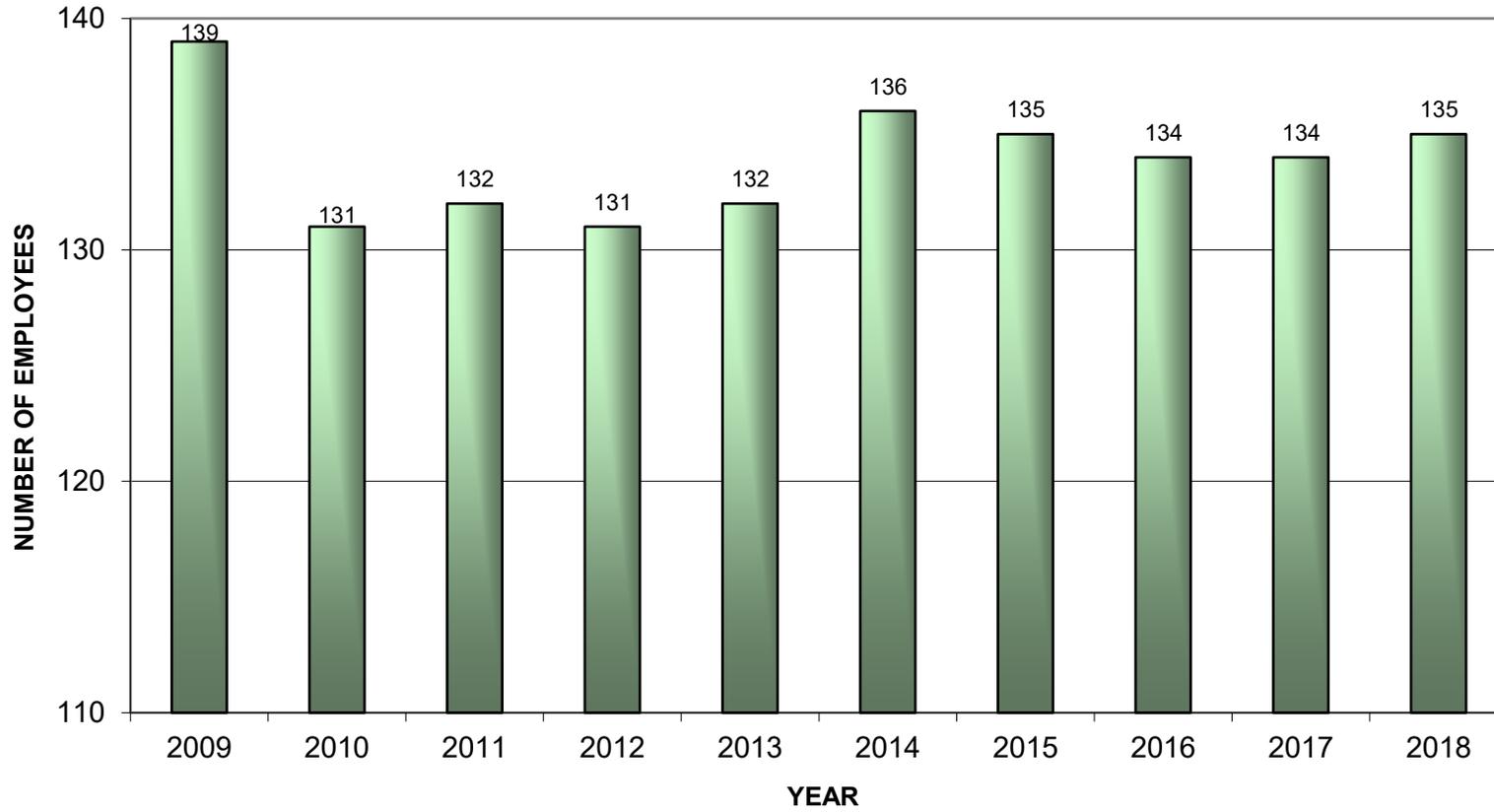


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City of Owatonna, Minnesota Organization Chart



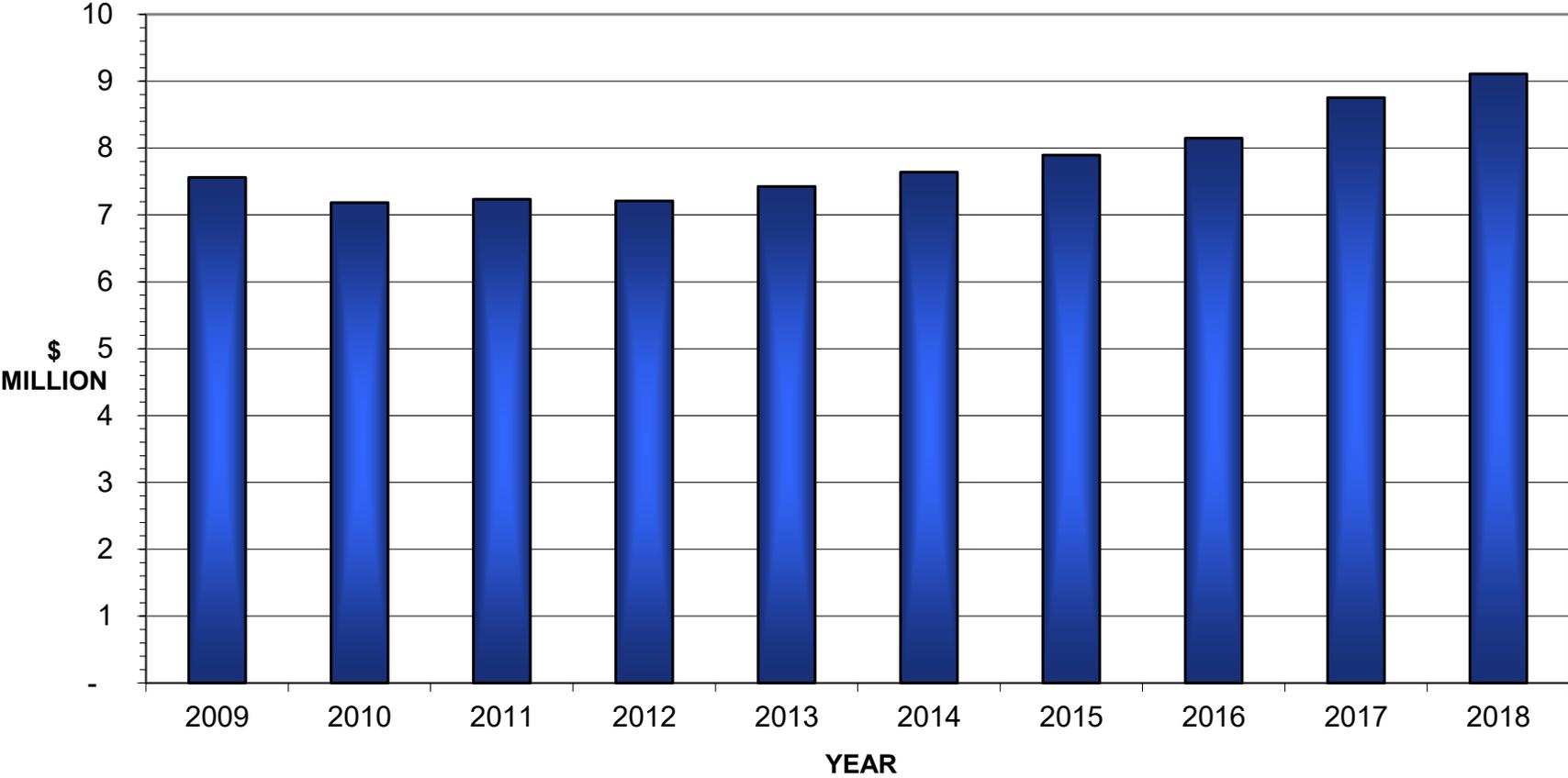
**CITY OF OWATONNA
FULL TIME PERSONNEL REQUESTS
FOR PERIOD 2009 THRU 2018**



CITY OF OWATONNA
 FULL TIME PERSONNEL REQUESTS
 FOR PERIOD 2009 THRU 2018

General Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
City Administration	7.0	7.0	7.0	7.0	8.0	8.0	9.0	9.0	9.0	9.0
Police Department	38.0	36.0	38.0	38.0	38.0	41.0	40.0	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	5.0	4.0	4.0	4.0	4.0	3.0	3.0	4.0	4.0
Planning & Zoning	3.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0	4.0	4.0
Engineering Department	8.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Street Department	18.5	17.5	17.5	16.5	17.0	17.0	17.0	17.0	17.0	18.0
Library	10.0	10.0	10.0	10.0	10.0	9.0	9.0	8.0	7.0	7.0
Park & Rec Admin	4.0	4.0	4.0	4.0	4.0	5.0	4.0	4.0	4.0	4.0
Park Maintenance	10.5	8.5	8.5	8.5	8.2	8.6	8.6	8.6	8.6	8.0
Youth Recreation										1.0
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	1.8	1.4	1.4	1.4	1.4	1.0
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	8.0	8.0	8.0	7.0	8.0	8.0	8.0	7.0	7.0
Sub Total	128.0	120.0	121.0	120.0	121.0	125.0	124.0	123.0	122.0	123.0
Other Funds										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund				1.0	1.0	1.0	1.0	1.0	1.0	1.0
WWTP Operations	10.0	10.0	10.0	9.0	9.0	9.0	9.0	9.0	10.0	10.0
Total All Funds	139.0	131.0	132.0	131.0	132.0	136.0	135.0	134.0	134.0	135.0

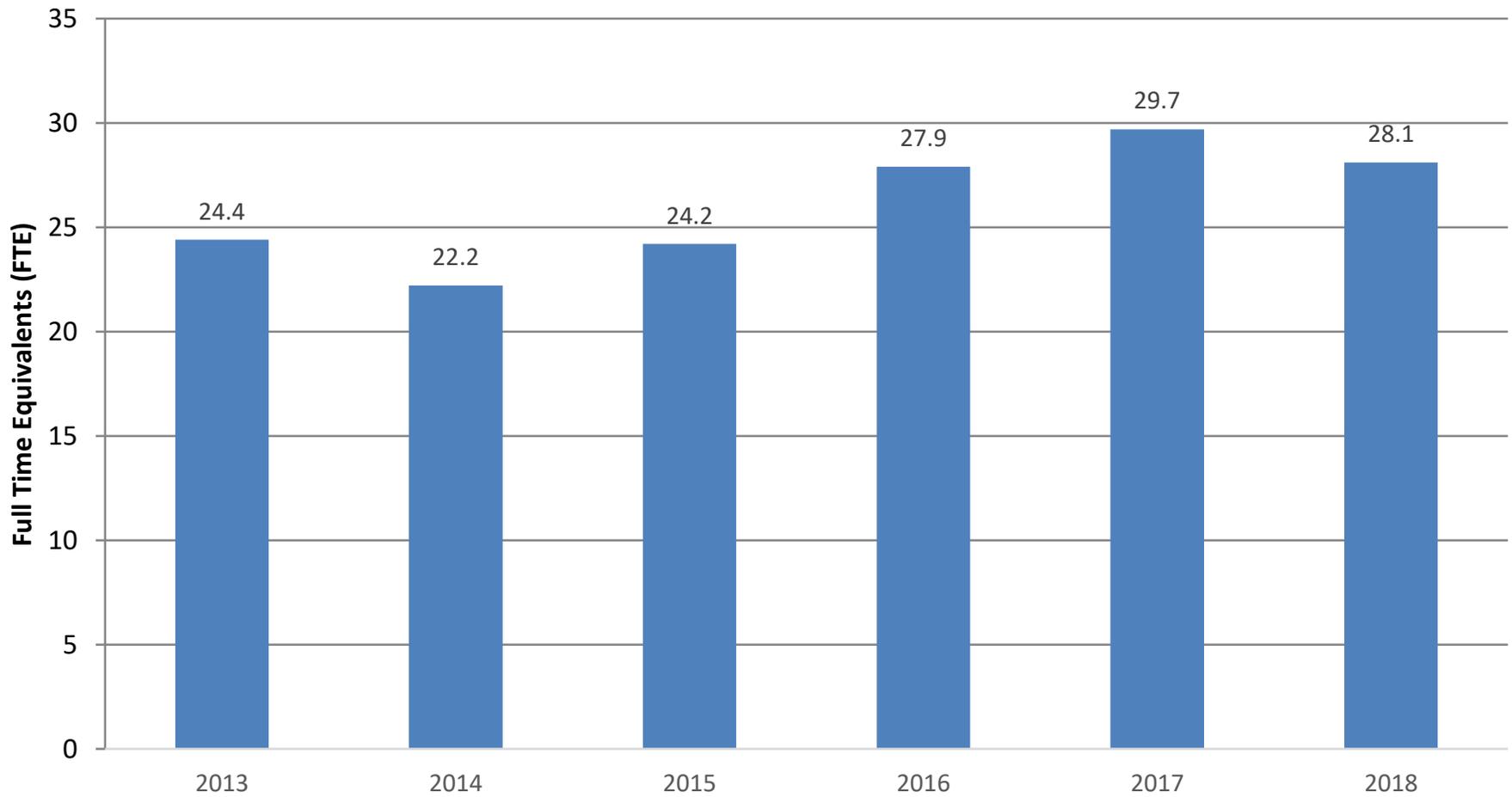
**CITY OF OWATONNA
FULL TIME PERSONNEL WAGES
FOR PERIOD 2009 THRU 2018**



CITY OF OWATONNA
 FULL TIME PERSONNEL WAGES
 FOR PERIOD 2009 THRU 2018

General Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
City Administration	389,779	390,543	387,967	391,917	468,183	529,969	592,345	617,263	744,037	771,122
Police Department	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	2,767,110
Fire Department	544,186	545,329	545,330	550,785	563,248	570,292	580,488	604,072	648,133	674,696
Building Inspection	331,804	295,553	236,166	237,317	238,244	245,385	205,488	212,199	279,869	291,769
Planning & Zoning	112,532	112,532	112,532	99,290	104,333	96,623	160,822	169,821	184,273	176,858
Engineering Department	408,130	359,519	359,519	345,965	348,995	356,580	394,476	414,329	444,223	456,125
Street Department	928,963	885,268	885,830	849,213	867,101	902,254	932,801	952,494	1,037,848	1,126,243
Library	619,863	622,082	622,082	628,299	642,730	571,702	603,824	571,618	530,681	556,464
Park & Rec Admin	117,516	117,516	125,695	126,947	129,820	141,526	113,892	115,752	151,667	170,274
Park Maintenance	467,569	377,312	377,873	376,132	385,496	376,314	389,811	402,851	428,111	414,821
Recreation - Adult	39,888	39,888	39,888	40,285	41,196	43,617	46,972	46,519	38,328	32,346
Recreation - Youth	83,589	83,930	74,351	75,417	77,457	113,039	97,613	90,844	83,304	144,492
Tennis Center	34,097	34,892	37,126	38,404	40,201	40,923	38,922	40,353	44,088	43,096
Senior Place	61,146	61,146	61,146	61,757	63,154	38,218	47,607	49,824	54,571	39,956
Aquatic Center								9,240	10,097	21,494
Golf	81,788	81,788	81,788	85,107	101,372	95,360	98,231	119,113	134,390	100,531
Airport	63,925	63,925	63,925	64,564	67,484	68,326	70,383	72,494	79,042	82,776
Government Buildings	380,169	381,855	381,855	385,930	355,592	409,606	423,438	432,958	359,846	374,931
Sub Total	6,850,989	6,508,964	6,559,550	6,548,703	6,742,626	6,943,896	7,197,086	7,447,183	7,925,199	8,245,104
Other Funds										
H R A	86,384	86,384	86,384	79,268	82,102	88,061	90,870	93,648	102,154	107,734
Economic Development Fund	33,099	33,099	33,099	36,476	38,625	42,361	43,874	45,268	49,368	59,988
WWTF Fund	505,486	507,215	507,215	456,946	461,836	461,912	477,152	491,331	598,507	614,555
Storm Water Fund				81,499	93,296	95,589	67,429	71,072	79,313	82,993
Aquatic Center			6,920	7,174	7,524	8,312	8,907	0	0	0
Payroll Reserves	50,000	50,000	50,000	0	0	0	0	0	0	0
Total All Funds	7,525,958	7,185,662	7,243,168	7,210,066	7,426,009	7,640,131	7,885,318	8,148,502	8,754,541	9,110,374

CITY OF OWATONNA
PART TIME PERSONNEL REQUESTS (FTE)
FOR 2013 THRU 2018



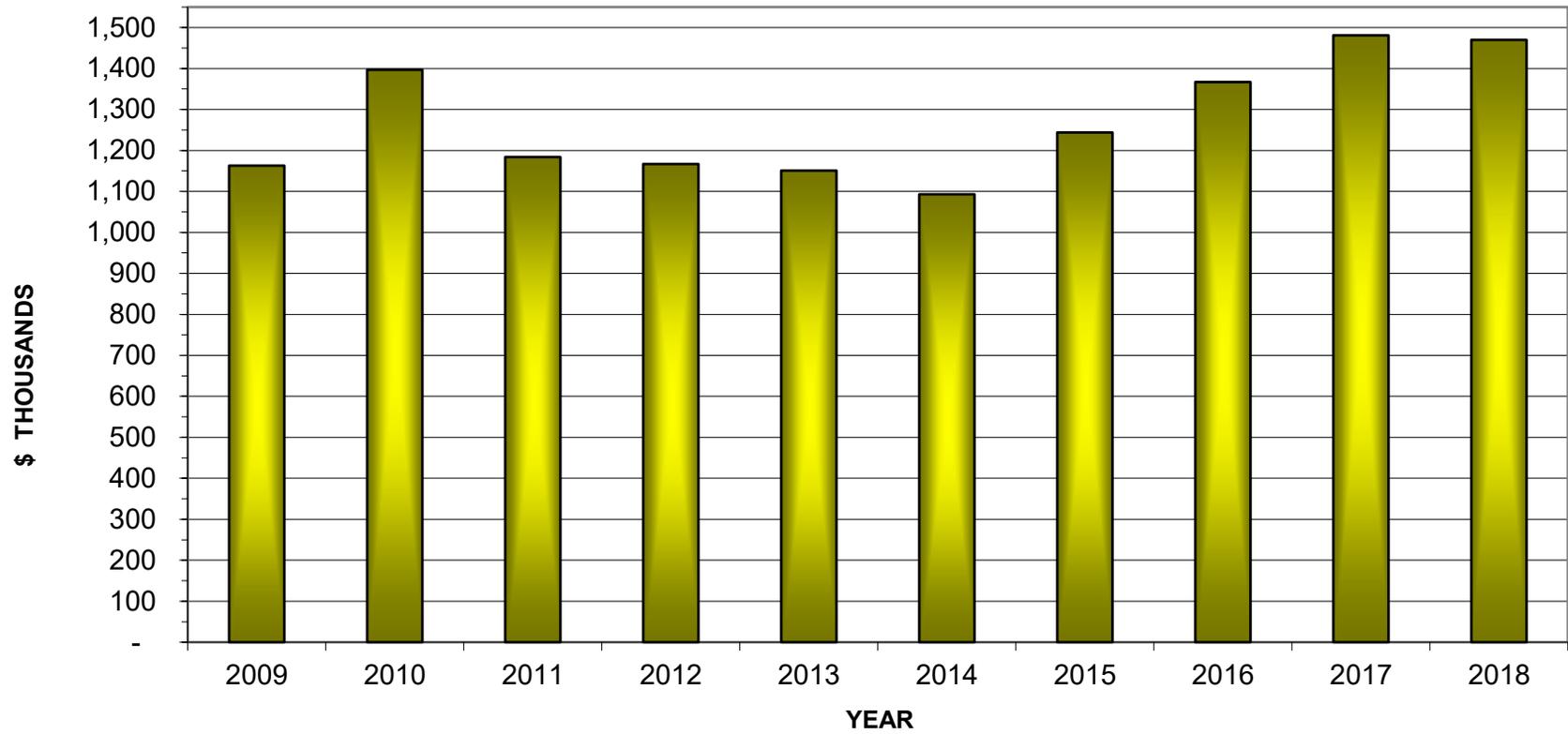
CITY OF OWATONNA
PART TIME PERSONNEL REQUESTS (FTE)
FOR PERIOD 2013 THRU 2018

General Fund	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Mayor/Council	8.0	8.0	8.0	8.0	8.0	8.0
City Administration			0.5	0.5	1.0	1.0
Police Department	2.6	2.6	2.8	2.8	2.8	2.8
Building Inspection			0.7	0.7		
Library	1.9	3.5	3.8	5.9	7.1	7.1
Park & Rec Admin	1.8	0.7	1.0	1.2	1.9	1.2
Park Maintenance	3.5	2.6	2.6	2.6	2.6	2.6
Youth Recreation	0.9		0.9	0.9	0.9	
Tennis Center				0.7	0.7	0.7
Golf	2.5	2.3	1.4	2.1	2.1	2.1
Airport		0.5	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>	<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>	<u><u>28.1</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 2009 THRU 2018**



CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2009 THRU 2018

General Fund	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Mayor & Council	61,200	61,200	61,200	61,200	61,200	61,200	67,800	67,800	67,800	67,800
City Administration	14,813	24,180	14,813	27,524	0	26,500	17,907	50,202	43,038	71,556
Police Department	54,000	169,795	35,000	62,394	63,806	64,606	93,980	99,087	111,321	112,690
Fire Department	71,652	71,652	71,652	71,652	71,652	76,078	76,078	76,078	74,426	76,000
Building Inspection	9,000						32,894	34,819		
Planning & Zoning										
Engineering Department	4,750	4,750	4,750		5,000	5,000	14,000	12,500	12,500	12,500
Street Department	15,000	15,000		12,000	14,000	8,000	8,000	8,000	8,000	8,000
Library	90,121	103,554	90,122	91,275	92,343	154,188	170,608	224,817	283,156	289,144
Park & Rec Admin	28,987	28,987	25,987	26,234	26,799	13,419	17,591	42,208	54,360	56,884
Park Maintenance	193,151	204,941	204,941	179,221	203,207	178,227	183,193	185,669	195,495	209,600
Recreation - Adult	24,915	24,915	24,015	22,588	23,855	19,991	21,153	18,728	22,448	14,790
Recreation - Youth	195,853	138,079	122,514	120,286	121,639	71,988	121,806	112,056	112,067	57,525
Tennis Center	64,500	75,300	73,300	73,700	73,700	71,726	71,193	76,000	86,535	90,887
Senior Place	34,149	16,000	9,000	9,000	9,000	12,000	12,000	9,000	15,958	9,000
Aquatic Center								105,000	121,958	118,000
Golf	173,101	173,101	173,101	173,849	174,116	168,075	170,420	176,615	159,421	152,357
Airport						11,105	13,500	13,500	21,129	22,098
Government Buildings	110,308	118,308	118,308	116,876	95,723	45,229	47,990	49,989	86,069	96,269
Sub Total	1,145,500	1,229,762	1,028,703	1,047,799	1,036,040	987,332	1,140,113	1,362,068	1,475,681	1,465,100
Other Funds										
Aquatic Center		149,500	137,500	101,300	97,500	92,000	95,000			
H R A										
Economic Development Fund										
WWTP Operations	17,500	17,500	17,500	17,500	17,500	14,000	9,000	5,000	5,000	5,000
Total All Funds	1,163,000	1,396,762	1,183,703	1,166,599	1,151,040	1,093,332	1,244,113	1,367,068	1,480,681	1,470,100

CITY OF OWATONNA
2018 Personnel requests

FULL TIME WAGES

DEPT	POSITION	17 Amount	CHANGE	18 Amount	EMPLOYER COSTS
051	CITY ADMINISTRATOR	126,574	5,706	132,280	174,081
051	ADMIN SPECIALIST	58,584	2,720	61,305	73,709
051	HR DIRECTOR	89,428	4,348	93,776	125,700
051	SENIOR DIRECTOR-FINANCE	108,957	4,843	113,800	148,884
051	ACCOUNTING TECHNICIAN	54,916	2,442	57,357	72,947
051	ACCOUNTING ANALYST	72,547	899	73,445	102,161
051	INFORMATION TECH DIRECTOR	89,428	4,348	93,776	125,700
051	IT SYSTEMS ADMINISTRATOR	71,770	2,147	73,917	102,707
051	IT SYSTEMS ADMINISTRATOR	68,421	3,045	71,466	99,869
110	SENIOR DIRECTOR-PD	113,115	5,030	118,145	146,276
110	POLICE CAPTAIN	97,177	4,378	101,555	126,119
110	POLICE CAPTAIN	92,301	4,289	96,590	120,087
110	ADMIN TECHNICIAN	54,916	2,442	57,357	83,534
110	EVIDENCE TECHNICIAN	56,182	2,559	58,742	70,741
110	ADMIN TECHNICIAN	54,916	2,442	57,357	72,947
120	SENIOR DIRECTOR-FIRE	98,308	4,630	102,937	138,163
120	ADMIN TECHNICIAN	54,916	2,442	57,357	83,534
140	BUILDING OFFICIAL	77,908	3,514	81,422	111,275
140	PLANS EXAMINER	66,310	1,984	68,294	85,508
140	ADMIN TECHNICIAN	54,916	2,442	57,357	76,509
150	DIRECTOR-COMM DEVELOPMENT	103,633	3,211	106,844	126,434
150	COMMUNITY DEV MANAGER	75,242	3,657	78,899	108,475
150	GIS ANALYST	70,096	3,349	73,445	87,765
150	ADMIN TECHNICIAN	54,916	2,442	57,357	72,947
680	HOUSING MANAGER	66,198	3,280	69,478	80,531
211	SENIOR DIRECTOR-PUB WORKS	110,349	4,974	115,323	136,079
211	ASST CITY ENGINEER	79,548	3,743	83,291	113,435
211	CIVIL ENGINEER	69,468	10	69,478	80,427
211	ENGINEERING SPECIALIST	72,832	3,279	76,111	90,737
211	ADMIN ASST-PUBLIC WORKS	49,691	994	50,685	65,222
212	MAINTENANCE MANAGER	84,009	3,731	87,741	114,969
420	DIRECTOR-LIBRARY	85,384	3,173	88,557	119,657
420	ASST LIBRARY DIRECTOR	77,393	3,703	81,096	111,019
420	LIBRARIAN	68,153	3,307	71,460	99,863
420	LIBRARIAN	73,998	3,436	77,434	96,192
420	LIBRARIAN	73,998	3,436	77,434	96,192
420	ADMINSTRATIVE CLERK	54,738	2,539	57,278	72,855
420	ADMINSTRATIVE TECHNICIAN	54,916	2,442	57,357	66,498
510	RECREATION SUPERVISOR	64,771	2,835	67,606	84,813
511	MAINTENANCE MANAGER	75,473	1,808	77,281	109,663
510	SENIOR DIRECTOR-P&R	98,308	4,630	102,937	132,038
510	ADMIN TECHNICIAN	54,916	2,442	57,357	83,534
510	RECREATION MANAGER	73,998	3,436	77,434	95,449
514	RECREATION MANAGER	73,998	3,436	77,434	95,449
515	RECREATION SUPERVISOR		55,004	55,004	71,218
513	RECREATION SUPERVISOR-SP/TR	51,501	1,924	53,424	64,060
590	FACILITIES MANAGER	72,043	3,397	75,440	107,442
380	AIRPORT MANAGER	73,998	3,436	77,434	110,364
902	WASTEWATER MANAGER	81,962	3,687	85,650	113,963
902	LABORATORY TECHNICIAN	48,965	2,415	51,380	78,484
902	WATER QUALITY SPECIALIST	68,153	3,307	71,460	89,168

CITY OF OWATONNA
2018 Personnel requests

FULL TIME WAGES (CONTINUED)

DEPT	POSITION	17 Amount	CHANGE	18 Amount	EMPLOYER COSTS
110	SERGEANT	77,908	3,514	81,422	116,054
110	SERGEANT	77,908	3,514	81,422	116,054
110	SERGEANT	77,908	3,514	81,422	116,054
110	SERGEANT	77,908	3,514	81,422	101,658
110	SERGEANT - INVESTIGATION	75,953	3,475	79,428	99,235
110	SERGEANT	77,908	3,514	81,422	116,054
110	SERGEANT	73,998	3,436	77,434	111,208
110	PATROL	58,386	2,841	61,228	91,518
110	INVESTIGATION - PATROL	65,072	2,978	68,050	85,411
110	INVESTIGATION - PATROL	65,072	2,978	68,050	85,411
110	INVESTIGATION - PATROL	65,072	2,978	68,050	99,807
110	PATROL	65,072	2,978	68,050	99,807
110	PATROL	56,710	2,811	59,521	78,857
110	PATROL	58,386	2,841	61,228	91,518
110	PATROL	60,216	(695)	59,521	89,444
110	PATROL	63,408	2,933	66,341	87,143
110	PATROL	63,408	2,933	66,341	83,334
110	PATROL	65,072	2,978	68,050	85,411
110	PATROL	56,710	2,811	59,521	78,857
110	PATROL	56,442	1,370	57,812	70,332
110	PATROL	63,408	2,933	66,341	97,730
110	INVESTIGATION - PATROL	65,072	2,978	68,050	85,411
110	PATROL	58,386	2,841	61,228	80,931
110	INVESTIGATION - CORPORAL	72,832	3,279	76,111	95,204
110	PATROL	58,386	2,841	61,228	74,482
110	PATROL	56,710	2,811	59,521	78,857
110	PATROL	58,386	2,841	61,228	74,482
110	PATROL	60,059	2,878	62,937	79,198
110	PATROL	63,408	2,933	66,341	97,730
110	PATROL	60,059	2,878	62,937	93,594
110	INVESTIGATION - PATROL	65,072	2,978	68,050	99,807
110	PATROL	60,059	2,878	62,937	93,594
110	CSO	49,358	987	50,346	63,641
110	CSO	42,259	(2,885)	39,374	64,982
120	FIREFIGHTER	58,584	2,720	61,305	83,402
120	FIREFIGHTER-COMM	66,748	3,008	69,757	90,110
120	FIREFIGHTER	58,584	2,720	61,305	93,989
120	FIREFIGHTER-COMM	66,748	3,008	69,757	104,506
120	FIREFIGHTER	53,955	2,619	56,574	77,514
120	FIREFIGHTER-COMM	66,748	3,008	69,757	93,919
120	FIREFIGHTER	58,584	2,720	61,305	80,409
120	FIREFIGHTER-COMM	61,735	2,908	64,644	98,143

CITY OF OWATONNA
2018 Personnel requests

FULL TIME WAGES (CONTINUED)

DEPT	POSITION	17 Amount	CHANGE	18 Amount	EMPLOYER COSTS
140	BUILDING INSP	51,847	2,482	54,329	69,359
211	ENGINEER TECH	63,223	2,813	66,036	79,087
211	ENGINEER TECH	63,223	2,813	66,036	79,087
212	SR MAINT WORKER	53,291	2,513	55,805	86,089
212	SR MAINT WORKER	58,584	2,720	61,305	92,886
212	MAINTENANCE FOREMAN	59,093	2,135	61,228	92,791
212	EQUIP MAINT TECHNICIAN SPECIA	55,494	2,650	58,144	86,044
212	EQUIP MAINT FOREMAN	60,819	2,265	63,084	91,899
212	EQUIP MAINT TECHNICIAN SPECIA	53,955	2,619	56,574	73,596
212	EQUIP MAINT TECHNICIAN SPECIA	53,955	2,619	56,574	67,147
212	SR MAINT WORKER-PAINTER	48,965	3,975	52,940	82,549
212	SR MAINT WORKER-NIGHT	49,691	1,785	51,476	70,153
212	SR MAINT WORKER-NIGHT	57,742	2,559	60,302	91,647
212	SR MAINT WORKER	54,738	2,539	57,278	87,910
212	SR MAINT WORKER	54,738	2,539	57,278	87,910
212	SR MAINT WORKER	58,584	2,720	61,305	92,886
212	SR MAINT WORKER	54,843	2,435	57,278	77,323
212	SR MAINT WORKER	51,847	2,482	54,329	69,870
212	SR MAINT WORKER	54,738	2,539	57,278	87,910
212	SR MAINT WORKER	54,738	2,539	57,278	73,514
511	MAINTENANCE FOREMAN	61,735	2,908	64,644	94,530
511	MAINTENANCE WORKER	53,576	2,412	55,988	69,770
511	MAINTENANCE WORKER	53,576	2,412	55,988	73,579
511	SR MAINTENANCE WORKER	54,738	3,294	58,033	86,614
511	EQUIPMENT MAINT TECHNICIAN	45,514	(45,514)	0	0
511	SR MAINTENANCE WORKER	54,738	3,294	58,033	72,218
511	CUSTODIAN	44,513	1,335	45,848	61,428
511	CUSTODIAN	34,570	1,287	35,857	60,054
511	CUSTODIAN	44,513	1,335	45,848	57,619
590	FACILITIES SPECIALIST	58,584	2,720	61,305	79,933
590	FACILITIES SPECIALIST	57,033	2,692	59,725	71,593
590	FACILITIES SPECIALIST	57,033	2,692	59,725	88,629
590	FACILITIES TECHNICIAN	53,224	1,598	54,822	82,759
590	CUSTODIAN	40,374	1,836	42,210	53,263
590	CUSTODIAN	44,513	1,335	45,848	61,428
902	WASTEWATER FOREMAN	58,386	2,841	61,228	90,961
902	WASTEWATER FOREMAN	60,059	2,878	62,937	96,253
902	WASTEWATER OPERATOR	55,494	2,650	58,144	75,974
902	WASTEWATER FOREMAN	60,059	2,878	62,937	77,889
902	WASTEWATER OPERATOR	55,494	2,650	58,144	86,561
902	WASTEWATER OPERATOR	55,494	2,650	58,144	75,974
902	WASTEWATER OPERATOR	52,407	2,597	55,004	72,224
902	MAINTENANCE WORKER	52,407	2,597	55,004	72,224
	FULL TIME TOTALS	8,710,041	385,335	9,095,376	12,221,334

CITY OF OWATONNA
2018 Personnel requests

PART TIME WAGES

DEPT	POSITION	17 Amount	CHANGE	18 Amount	EMPLOYER COSTS
10	MAYOR	10,200	0	10,200	10,895
10	COUNCIL PRESIDENT	9,600	0	9,600	10,254
10	COUNCIL VICE PRESIDENT	9,000	0	9,000	9,613
10	5 COUNCIL MEMBERS	39,000	0	39,000	41,750
REGULAR PART TIME					
051	ADMIN TECH-HR - PT (50% FTE)	23,429	1,139	24,567	37,007
051	ACCTG CLERK - PT (50% FTE)	18,107	882	18,989	21,986
110	CSO - PT (70.0% FTE)	26,572	990	27,562	32,799
110	CSO - PT (70.0% FTE)	27,037	1,342	28,379	33,771
110	CSO - PT (70.0% FTE)	27,838	1,350	29,187	34,733
110	CSO - PT (70.0% FTE)	26,908	654	27,562	33,799
380	FACILITIES WORKER - PT (50% FTE)	19,884	964	20,848	25,103
420	PAGE - PT (30% FTE)	5,736	192	5,928	6,863
420	PAGE - PT (25% FTE)	4,780	160	4,940	5,720
420	PAGE - PT (25% FTE)	4,780	160	4,940	5,720
420	ADMIN CLERK - PT (62.5% FTE)	24,584	1,142	25,725	29,785
420	ADMIN CLERK - PT (62.5% FTE)	21,879	532	22,410	25,947
420	ADMIN TECH-LIBRARY - PT (70% F	32,800	1,594	34,394	39,822
420	LIBR SPECIALIST- PT (62.5% FTE)	31,500	1,535	33,035	38,248
420	LIBR SPECIALIST - PT (62.5% FTE)	30,603	1,509	32,112	37,180
420	ADMIN CLERK - (50% FTE)	17,939	(10)	17,928	20,757
420	ADMIN CLERK - PT (50% FTE)	19,147	903	20,050	23,214
420	ADMIN CLERK - PT (70% FTE)	19,667	9,146	28,812	33,359
420	ADMIN CLERK - PT (70% FTE)	25,350	1,235	26,585	30,780
420	ADMIN CLERK - PT (70% FTE)	28,981	1,302	30,283	35,061
510	AA - P&R - PT (68.75% FTE)	29,686	1,381	31,066	35,969
510	AA - P&R - PT (50% FTE)	21,590	2,978	24,567	37,007
513	RECREATION SUPERV - PT (87.5%	48,557	(48,557)	0	0
514	RECREATION FACILITY ASST (70%	27,838	1,350	29,187	34,949
510	RECREATION FACILITY ASST (70%	27,037	(27,037)	0	0
525	RECREATION FACILITY ASST (70%	27,838	1,350	29,187	34,949
525	LABORER - PT (70.0% FTE)	25,350	1,235	26,585	31,075
525	LABORER - PT (70.0% FTE)	25,350	1,235	26,585	31,075
511	LABORER - PT (70% FTE) 60%	24,199	901	25,100	30,054
511	LABORER - PT (70% FTE)	24,504	596	25,100	30,054
511	LABORER - PT (60% FTE)	20,742	772	21,514	25,761
511	LABORER - PT (60% FTE)	21,728	1,059	22,787	27,285
590	CUSTODIAN - PT (70.0% FTE)	24,199	901	25,100	30,049
590	LABORER - PT (70% FTE)	25,350	1,235	26,585	31,827
590	CUSTODIAN - PT (70.0% FTE)	25,350	1,235	26,585	31,827
SEASONAL PART TIME					
51	ELECTION JUDGES	0	26,500	26,500	26,500
51	ADMINISTRATION	1,500	0	1,500	1,624
120	FIREFIGHTERS - VOLUNTEER	70,000	0	70,000	86,611
120	FIRE - WEED & NUISANCE	4,426	1,574	6,000	6,488
211	ENGINEERING PART TIME	12,500	0	12,500	13,528
212	STREET DEPT PART TIME	8,000	0	8,000	9,286
380	AIRPORT INTERN	1,250	0	1,250	1,411
420	LIBRARY PART TIME	2,000	0	2,000	2,166
510	RECREATION INTERN & FILE CLER	1,250	0	1,250	1,354
512	ADULT RECREATION PART TIME	15,490	(700)	14,790	16,600
513	YOUTH RECREATION PART TIME	56,555	970	57,525	64,566
514	TENNIS & FITNESS PART TIME	58,704	2,996	61,700	69,552
515	SENIOR CENTER PART TIME	9,000	0	9,000	10,108
525	BROOKTREE CLUBHOUSE PART TI	45,000	(20,000)	25,000	28,048
525	BROOKTREE COURSE PART TIME	35,878	9,122	45,000	51,226
511	PARK MAINT PART TIME	101,315	13,785	115,100	129,188
590	GOVERNMENT BLDGS PART TIME	10,000	8,000	18,000	20,200
520	AQUATIC CENTER PART TIME	115,000	3,000	118,000	133,043
902	WWTP PART TIME	2,500	0	2,500	2,798
902	WWTP ASS'T OPERATOR	2,500	0	2,500	2,798
PART TIME TOTALS		<u>1,457,501</u>	<u>12,601</u>	<u>1,470,102</u>	<u>1,713,140</u>

CITY OF OWATONNA
2018 Personnel requests

RECAP FROM ALL PROGRAM BUDGETS	<u>17 Amount</u>	<u>CHANGE</u>	<u>18 Amount</u>	<u>PERA</u>	<u>FICA</u>	<u>INS</u>	<u>SICK LEAVE</u>	<u>LONG-EVITY</u>	<u>UNI-FORMS</u>	<u>WORKERS COMP</u>	<u>EMPLOYEE PAID</u>	<u>EMPLOYER COSTS</u>
DEPART FULL TIME PERSONNEL	<u>8,710,041</u>	<u>385,335</u>	<u>9,095,376</u>	<u>957,165</u>	<u>504,576</u>	<u>1,316,602</u>	<u>14,256</u>	<u>3,000</u>	<u>56,600</u>	<u>323,760</u>	<u>9,115,970</u>	<u>12,221,334</u>
FULL TIME FULL TIME PERSONNEL	8,710,041	385,335	9,095,376	957,165	504,576	1,316,602	14,256	3,000	6,600	323,760	9,115,970	12,221,334
OVERTIME	189,600	0	189,600	23,877	7,622	0	0	0	0	6,891	189,600	227,990
PARTTIME	1,457,501	12,601	1,470,102	63,764	106,716	17,126	0	0	4,800	51,083	1,470,102	1,713,590
FIRE RELIEF ASSOCIATION	150,000	0	150,000	0	0	0	0	0	0	0	0	150,000
INSURANCE	0	0	0	0	0	6,539	0	0	0	0	0	6,539
SHIFT PAY	27,385	0	27,385	4,436	397	0	0	0	0	1,054	27,385	33,273
ASSIGNMENT PAY	15,000	0	15,000	2,430	218	0	0	0	0	578	15,000	18,225
UNIFORMS	0	0	0	0	0	0	0	0	70,841	0	0	70,841
ON CALL	27,000	0	27,000	2,025	2,066	0	0	0	0	1,199	27,000	32,290
HOLIDAY	<u>210,800</u>	<u>0</u>	<u>210,800</u>	<u>34,150</u>	<u>3,131</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,145</u>	<u>210,800</u>	<u>257,225</u>
TOTAL PERSONNEL COSTS	<u>10,787,327</u>	<u>397,935</u>	<u>11,185,262</u>	<u>1,087,847</u>	<u>624,725</u>	<u>1,340,267</u>	<u>14,256</u>	<u>3,000</u>	<u>82,241</u>	<u>393,709</u>	<u>11,055,857</u>	<u>14,731,307</u>

City of Owatonna, Minnesota
Capital Improvement Plan
2018

EXPENDITURES AND SOURCES SUMMARY

Department	2018
Administration	112,000
Airport	375,000
Engineering	55,000
Fire	323,000
Government Buildings	111,250
Library	20,000
Parks and Recreation	740,000
Police	90,000
Storm Water	525,000
Street Construction	6,561,000
Street Maintenance	585,000
Wastewater Treatment Plant	2,050,000
EXPENDITURE TOTAL	11,547,250

Source	2018
Capital Projects Levy	528,000
Debt to be repaid with assessments	873,500
Debt to be repaid with levy	4,809,500
FAA (airport)	265,500
General Fund	202,000
Imprelis Settlement	15,000
Other Funding Source	113,500
Other Grant Funds	77,000
Residual State Aid Funds	150,000
Sewer Fund	2,050,000
State Aid	980,750
Storm Fund	325,000
Vehicle Replacement Fund	957,500
SOURCE TOTAL	11,547,250

City of Owatonna, Minnesota

Capital Improvement Plan

Data in Year 2018

PROJECTS BY YEAR

Project Name	Department	Project #	Priority	Project Cost
2018				
Annual Copier Replacement	Administration	ADM-13-010	2	5,000
Networking Infrastructure Replacement	Administration	ADM-13-012	2	25,000
Data Management and Archiving Software	Administration	ADM-15-001	2	7,000
Network Attached Storage (NAS)	Administration	ADM-17-001	1	25,000
Phone System Improvements	Administration	ADM-17-002	2	40,000
Networking Room Improvements	Administration	ADM-17-004	1	10,000
Environmental Assessment-South Bldg Area	Airport	AP-16-001	1	125,000
Loader with Blower Attachment	Airport	AP-17-003	2	170,000
Riding Mower	Airport	AP-17-005	3	80,000
Engineering Pickup	Engineering	ENG-15-002	2	30,000
Replace GPS	Engineering	ENG-18-001	2	25,000
Self-contained Breathing Apparatus (SCBA)	Fire	F-17-001	1	41,000
9708 F350 Utility Vehicle	Fire	F-18-001	3	45,000
9709 Light Utility Vehicle	Fire	F-18-002	2	45,000
Fire Station Rooftop AC Replacement	Fire	F-19-001	2	142,000
Apparatus Bay Roof	Fire	F-23-001	3	50,000
Tuck Pointing West Hills Campus Buildings - C	Government Buildings	GB-13-007	1	25,000
Velve Hall Roof - C	Government Buildings	GB-13-009	1	20,000
Fitness Center Weight Room & Office Flooring - C	Government Buildings	GB-13-011	2	6,250
Truck - V	Government Buildings	GB-13-017	2	60,000
Library Clay Tile Roof	Library	LIB-17-002	1	20,000
Brooktree Central & Satellite Cont Irrigation-C/I	Parks and Recreation	P&R-13-018	2	45,000
Tennis and Fitness Center Equipment - C	Parks and Recreation	P&R-13-023	3	10,000
Backstops - C - O	Parks and Recreation	P&R-13-027	3	30,000
Grounds Equipment Vehicles - V	Parks and Recreation	P&R-13-031	2	70,000
Trail Overlay - C	Parks and Recreation	P&R-13-037	3	20,000
Lake Kohlmier Improvements - C	Parks and Recreation	P&R-16-002	3	362,000
Lincoln Park Tennis Court Reconstruction - C-G	Parks and Recreation	P&R-17-003	1	97,000
Park Bridge Repairs	Parks and Recreation	P&R-18-004	3	12,000
River Springs Water Park Slide,Feature Adds - C	Parks and Recreation	P&R-21-003	5	94,000
Marked Patrol Fleet	Police	POL-13-002	2	30,000
Support Services/Parking Control	Police	POL-18-001	2	60,000
Kaplan's Woods Ravine Stabilization	Storm Water	STM-17-003	2	200,000
Stormwater Vehicle	Storm Water	STM-17-004	3	25,000
Cardinal Drive rehab	Storm Water	STM-19-001	2	25,000
Smith Ave Impr - Buecksler Park	Storm Water	STM-20-001	2	25,000
Downtown Drainage Rehabilitation	Storm Water	STM-23-001	2	250,000
Bituminous Overlays	Street Construction	STR-14-001	3	160,000
CSAH Participation	Street Construction	STR-15-007	2	900,000
Annual Street and Utility	Street Construction	STR-16-001	2	1,027,000
Bridge Street Retaining Walls	Street Construction	STR-17-003	3	200,000
Parking lots	Street Construction	STR-18-001	2	689,000
18th St SW - Street Reconstr & Trail	Street Construction	STR-18-002	3	765,000
State Aid Concrete	Street Construction	STR-18-003	2	130,000

Project Name	Department	Project #	Priority	Project Cost
Park Drive NW - Concrete	Street Construction	STR-20-001	2	2,690,000
Street Sweeper	Street Maintenance	ST-13-003	1	175,000
Pickup Truck	Street Maintenance	ST-14-002	2	95,000
1 Ton Truck with Plow	Street Maintenance	ST-15-007	2	65,000
Skid Steer Loader	Street Maintenance	ST-16-001	2	15,000
Road Grader	Street Maintenance	ST-18-003	2	235,000
Sanitary Sewer Replacement	Wastewater Treatment Plant	WTP-13-001	2	350,000
Lift Station Pump Replacement	Wastewater Treatment Plant	WTP-13-006	2	50,000
Equipment replacement	Wastewater Treatment Plant	WTP-14-003	2	100,000
Replace ceramic diffusers in aeration basin	Wastewater Treatment Plant	WTP-18-001	2	150,000
Clarifier drive and collection system	Wastewater Treatment Plant	WTP-18-002	3	200,000
WWTP Bituminous Pavement Replacement	Wastewater Treatment Plant	WTP-18-003	2	200,000
Plant Expansion	Wastewater Treatment Plant	WTP-20-001	2	1,000,000
Total for 2018				11,547,250
GRAND TOTAL				11,547,250

City of Owatonna
Summary Budget Comparison by Program

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

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Tax Levies	8,289,370	8,187,598	8,770,153	8,723,000	4,674,781	9,303,026	9,672,143
Other Taxes	339,323	322,500	346,778	328,500	156,207	342,500	342,000
Licenses & Permits	72,710	75,575	82,730	79,405	71,863	80,155	81,875
Intergovernmental Revenue	4,074,959	4,074,745	4,111,108	4,110,917	2,051,820	4,125,573	4,288,379
Charges for Services	3	0	572	0	6	0	0
Fines & Forfeits	700	500	2,500	500	106	500	500
Total Revenues	12,777,065	12,660,918	13,313,841	13,242,322	6,954,783	13,851,754	14,384,897
PT/Seasonal Wages	67,800	67,800	67,800	67,800	33,900	67,800	67,800
Benefits	5,512	5,398	5,519	5,425	2,359	5,560	4,711
PERSONAL SERVICES	73,312	73,198	73,319	73,225	36,259	73,360	72,511
Supplies	531	700	885	700	199	700	700
SUPPLIES	531	700	885	700	199	700	700
Professional Services	7,915	4,000	1,326	4,000	898	4,000	6,000
Communication	401	360	400	360	182	410	410
Vehicle, Travel & Training	12,271	7,000	11,332	8,000	4,392	11,000	10,000
Advertising & Promotion	14,285	15,000	12,393	15,000	7,397	15,000	15,000
Memberships & Subscriptions	70,066	70,000	65,715	68,000	48,243	72,000	74,000
Insurance	61,568	102,100	65,350	51,770	19,532	51,695	51,395
Other Services & Charges	30,848	134,574	16,853	51,866	21,573	74,366	175,366
OTHER SERVICES & CHARGES	197,354	333,034	173,369	198,996	102,217	228,471	332,171
TRANSFERS OUT	0	0	200,000	200,000	0	0	0
Total Expenditures	271,197	406,932	447,573	472,921	138,675	302,531	405,382
Net Revenue	12,505,868	12,253,986	12,866,268	12,769,401	6,816,108	13,549,223	13,979,515
Total for PROG 100: MAYOR & COUNCIL	12,505,868	12,253,986	12,866,268	12,769,401	6,816,108	13,549,223	13,979,515
Total for DEPT 010: MAYOR & COUNCIL	12,505,868	12,253,986	12,866,268	12,769,401	6,816,108	13,549,223	13,979,515

City of Owatonna
Summary Budget Comparison by Program

DEPT 051: ADMINISTRATIVE SERVICES
 PROG 110: ADMINISTRATIVE SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	697	500	942	1,000	450	1,000	1,000
Interest on Investments	72,448	75,000	46,174	90,000	59,581	90,000	90,000
Total Revenues	73,145	75,500	47,116	91,000	60,031	91,000	91,000
FT Wages	238,617	228,845	267,745	243,974	136,733	268,738	187,454
PT/Seasonal Wages	17,181	17,907	20,417	23,702	10,077	24,926	1,500
Benefits	76,923	84,779	90,901	79,903	46,728	93,355	53,089
PERSONAL SERVICES	332,721	331,531	379,063	347,579	193,538	387,019	242,043
Supplies	2,873	2,000	3,187	2,000	495	2,500	1,250
Small Tools & Equipment	3,491	500	196	500	0	500	5,000
SUPPLIES	6,364	2,500	3,383	2,500	495	3,000	6,250
Professional Services	15,933	26,000	22,480	26,000	20,543	24,000	0
Communication	2,552	1,950	2,416	1,950	1,059	1,950	1,200
Vehicle, Travel & Training	11,016	10,200	11,517	10,700	5,619	14,520	9,340
Advertising & Promotion	255	200	905	200	327	200	300
Memberships & Subscriptions	2,017	1,500	1,867	1,500	1,252	2,000	1,600
Insurance	6,300	6,300	5,310	5,310	2,543	5,085	4,185
Repairs	5,630	5,400	9,990	10,000	0	10,000	310
OTHER SERVICES & CHARGES	43,703	51,550	54,485	55,660	31,343	57,755	16,935
Total Expenditures	382,788	385,581	436,931	405,739	225,376	447,774	265,228
Net Revenue	-309,643	-310,081	-389,815	-314,739	-165,345	-356,774	-174,228
Total for PROG 110: ADMINISTRATIVE SERVICES	-309,643	-310,081	-389,815	-314,739	-165,345	-356,774	-174,228

CITY OF OWATONNA 2018 PROGRAM BUDGETS
General Government - Administrative Services
Administration 051-110

2017 Accomplishments

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

Developed 2018 budget consistent with council priorities

Completed implementation of new classification and compensation study with all employees

Formed website subcommittee to select a vendor to improve functionality and options of current website

Selected document management software for city wide implementation

Established central garage concept

Appointed Community Development Director as interim Library Director and successfully completed search for a new Library Director

Assisted with major community development projects

- Retained city Aa2 bond rating
- Continued lobbying efforts for Highway 14
- Collaboration with multiple entities for staff training
- Continued staff development, executive leadership training, 3rd year clerk training

2018 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.

Launch new website with improved access and options for public

Guide staff in implementation of strategic plan

- 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.

City of Owatonna
Summary Budget Comparison by Program

PROG 115: HUMAN RESOURCES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
FT Wages	0	0	0	0	0	0	93,776
PT/Seasonal Wages	0	0	0	0	0	0	24,567
Benefits	0	0	0	0	0	0	44,364
PERSONAL SERVICES	0	0	0	0	0	0	162,707
Supplies	0	0	0	0	0	0	1,250
Small Tools & Equipment	0	0	0	0	0	0	500
SUPPLIES	0	0	0	0	0	0	1,750
Professional Services	0	0	0	0	0	0	20,000
Communication	0	0	0	0	0	0	1,200
Vehicle, Travel & Training	0	0	0	0	0	0	12,400
Memberships & Subscriptions	0	0	0	0	0	0	400
Repairs	0	0	0	0	0	0	5,710
Other Services & Charges	0	0	0	0	0	0	54,000
OTHER SERVICES & CHARGES	0	0	0	0	0	0	93,710
Total Expenditures	0	0	0	0	0	0	258,167
Net Revenue	0	0	0	0	0	0	-258,167
Total for PROG 115: HUMAN RESOURCES	0	0	0	0	0	0	-258,167

CITY OF OWATONNA 2018 PROGRAM BUDGETS
General Government - Administrative Services
Human Resources 051-115

2017 Accomplishments

- Train Supervisors/Department Heads on conducting performance evaluations

- Implement performance evaluations for all city employees
- Implement of classification and compensation study
- City employee appreciation event

- Oversaw and established the recruitment of hiring 12 regular full-time and part-time staff

- Implemented Online Onboarding for regular full-time and part-time staff
- Ethics Training for city staff
- Acceptance and implementation of Wellness Grant from Southeast Service Cooperative

2018 Goals

- Improve operational efficiencies across multiple departments by conducting a Lean process within the seasonal/temporary hiring process

- Continued implementation of Laserfische/document management system
- City wide employee training - HR topic
- Provide employees leadership development opportunities

- Survey employees for future growth and development opportunities

City of Owatonna
Summary Budget Comparison by Program

PROG 120: ELECTIONS

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	7,089	9,000	17,171	22,000	4,394	8,000	18,000
Total Revenues	7,089	9,000	17,171	22,000	4,394	8,000	18,000
FT Wages	127	5,211	4,231	5,368	0	5,859	6,130
PT/Seasonal Wages	1,460	0	20,064	26,500	0	0	26,500
Benefits	141	1,091	1,354	1,120	0	1,198	1,241
PERSONAL SERVICES	1,728	6,302	25,649	32,988	0	7,057	33,871
Supplies	3	0	80	2,750	0	0	80
SUPPLIES	3	0	80	2,750	0	0	80
Communication	0	0	5	0	0	0	5
Advertising & Promotion	0	0	125	350	0	0	125
Other Services & Charges	16,608	9,000	608	500	8,787	9,000	9,000
OTHER SERVICES & CHARGES	16,608	9,000	738	850	8,787	9,000	9,130
Total Expenditures	18,339	15,302	26,467	36,588	8,787	16,057	43,081
Net Revenue	-11,250	-6,302	-9,296	-14,588	-4,393	-8,057	-25,081
Total for PROG 120: ELECTIONS	-11,250	-6,302	-9,296	-14,588	-4,393	-8,057	-25,081

CITY OF OWATONNA 2018 PROGRAM BUDGETS
General Government - Administrative Services
Elections 051-120

2017 Accomplishments

non-election year
Review and update polling sites

2018 Goals

Continue training of judges and staff
Recruit additional replacement judges

City of Owatonna
Summary Budget Comparison by Program

PROG 130: FINANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	7,382	6,500	11,005	9,750	5,530	9,750	10,000
Transfers	49,122	57,000	59,848	51,000	13,500	59,500	54,500
Total Revenues	56,504	63,500	70,853	60,750	19,030	69,250	64,500
FT Wages	211,620	207,155	216,378	223,501	119,004	239,824	244,603
PT/Seasonal Wages	0	0	9,059	0	8,412	18,112	18,989
OT/Holiday/Other	299	1,000	371	1,000	0	1,000	1,000
Benefits	83,602	84,950	82,675	86,874	44,999	92,288	82,541
PERSONAL SERVICES	295,521	293,105	308,483	311,375	172,415	351,224	347,133
Supplies	7,866	7,500	8,295	7,500	2,454	7,500	8,000
Small Tools & Equipment	655	750	1,428	750	0	750	750
SUPPLIES	8,521	8,250	9,723	8,250	2,454	8,250	8,750
Professional Services	30,396	30,000	30,568	32,000	28,675	31,000	41,000
Communication	1,855	2,000	2,022	2,000	799	2,000	2,000
Vehicle, Travel & Training	3,892	3,900	4,045	3,900	3,749	6,400	7,400
Advertising & Promotion	0	0	621	0	68	0	0
Printing	402	1,500	460	1,500	44	500	500
Memberships & Subscriptions	652	1,000	1,028	1,000	700	1,250	1,250
Insurance	3,500	3,500	2,950	2,950	1,413	2,825	2,325
Repairs	33,000	32,500	36,890	34,000	31,771	33,250	33,600
Other Services & Charges	3,000	5,000	0	7,500	0	2,500	45,000
OTHER SERVICES & CHARGES	76,697	79,400	78,584	84,850	67,219	79,725	133,075
Total Expenditures	380,739	380,755	396,790	404,475	242,088	439,199	488,958
Net Revenue	-324,235	-317,255	-325,937	-343,725	-223,058	-369,949	-424,458
Total for PROG 130: FINANCE	-324,235	-317,255	-325,937	-343,725	-223,058	-369,949	-424,458

CITY OF OWATONNA 2018 PROGRAM BUDGETS
General Government - Administrative Services
Finance 051-130

2017 Accomplishments

- Received the City's 6th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2016 Comprehensive Annual Financial Report (CAFR)
- Continued to improve the City's five year capital improvement plan by working with department heads and encouraging the process of routinely looking out 10 years.
- Continued with training and cross-training of finance staff to better prepare for succession planning.
- Issued bonds for the financing of the City's capital improvement projects and maintained the City's Aa2 bond rating.
- Assisted with the city's strategic plan. Focusing on the creation of the building maintenance fund and evaluation of city assets.
- Successfully implemented Laserfiche in the finance department which enables other departments to easily access documents needed for grant submissions, etc. Working with other departments to continue with the implementation.
- Participated in the newly established IT governance committee allowing for more purposeful technology advancements.

2018 Goals

- 70% of the City's budget is personnel. Our current time tracking, benefit management, and payroll processing system is inefficient. An investment is necessary to create efficiencies, savings, and internal controls. We will make a selection of a payroll processor, HR program and time tracking system. This will include the challenging task of conversion to a new system.
- 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.

City of Owatonna
Summary Budget Comparison by Program

PROG 140: TECHNOLOGY

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
FT Wages	138,358	151,134	176,121	163,050	113,399	229,616	239,159
OT/Holiday/Other	0	0	0	0	0	2,000	2,000
Benefits	54,402	62,929	68,517	63,438	42,899	87,969	89,429
PERSONAL SERVICES	192,760	214,063	244,638	226,488	156,298	319,585	330,588
Supplies	0	0	278	0	276	1,000	550
Repair Supplies	0	0	0	0	87	1,000	1,000
Small Tools & Equipment	1,573	2,000	51,978	54,000	10,056	56,500	56,000
SUPPLIES	1,573	2,000	52,256	54,000	10,419	58,500	57,550
Professional Services	200	0	0	0	0	0	0
Communication	13,883	17,000	10,087	17,000	4,403	11,000	17,000
Transportation (VRF)	0	0	0	0	1,680	3,360	6,000
Vehicle, Travel & Training	9,957	11,050	4,642	11,050	1,020	5,540	6,540
Insurance	2,100	2,100	1,770	1,770	848	1,695	1,395
Repairs	57,794	60,000	70,568	71,200	73,121	78,000	78,000
Other Services & Charges	51,552	46,500	63,982	41,500	15,047	36,500	25,500
OTHER SERVICES & CHARGES	135,486	136,650	151,049	142,520	96,119	136,095	134,435
CAPITAL OUTLAY	35,289	0	0	0	0	0	0
Total Expenditures	365,108	352,713	447,943	423,008	262,836	514,180	522,573
Net Revenue	-365,108	-352,713	-447,943	-423,008	-262,836	-514,180	-522,573
Total for PROG 140: TECHNOLOGY	-365,108	-352,713	-447,943	-423,008	-262,836	-514,180	-522,573
Total for DEPT 051: ADMINISTRATIVE SERVICES	-1,010,236	-986,351	-1,172,991	-1,096,060	-655,632	-1,248,960	-1,404,507

CITY OF OWATONNA 2017 PROGRAM BUDGETS
General Government - Administrative Services
Technology Coordinator 051-140

2017 Accomplishments

Migrated Police department staff voicemails to Office 365
Renovating the City Hall basement networking room as a second sever room for disaster planning
Added wireless for the Street Department

Redoing the City's website - In Progress and should be completed later this year
Added staff photos for use on internal communication systems

2018 Goals

Research Phone systems and further implement changes to migrate off of the Cisco platform

Continue Disaster recovery planning - Documenting the process
Migrate to a less expensive data storage platform

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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Benefits	5,269	6,616	5,269	6,511	2,635	6,539	6,539
PERSONAL SERVICES	5,269	6,616	5,269	6,511	2,635	6,539	6,539
Supplies	1,469	350	0	0	0	1,500	1,500
SUPPLIES	1,469	350	0	0	0	1,500	1,500
Professional Services	209,881	223,810	219,797	234,310	120,267	233,810	239,000
Communication	286	800	218	600	110	0	200
Vehicle, Travel & Training	0	400	0	0	0	0	0
Memberships & Subscriptions	3,498	2,800	3,342	3,200	1,719	3,500	3,500
OTHER SERVICES & CHARGES	213,665	227,810	223,357	238,110	122,096	237,310	242,700
Total Expenditures	220,403	234,776	228,626	244,621	124,731	245,349	250,739
Net Revenue	-220,403	-234,776	-228,626	-244,621	-124,731	-245,349	-250,739
Total for PROG 150: CITY ATTORNEYS	-220,403	-234,776	-228,626	-244,621	-124,731	-245,349	-250,739
Total for DEPT 060: CITY ATTORNEYS	-220,403	-234,776	-228,626	-244,621	-124,731	-245,349	-250,739

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

DEPT 110: POLICE

PROG 200: POLICE DEPARTMENT

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	21,795	20,150	21,553	20,150	0	21,150	22,500
Charges for Services	1,135	0	1,418	2,400	4,360	1,140	4,400
Miscellaneous	0	0	1,000	0	0	0	0
Total Revenues	22,930	20,150	23,971	22,550	4,360	22,290	26,900
FT Wages	319,654	316,658	339,088	334,306	177,138	357,495	373,647
OT/Holiday/Other	0	0	0	0	78	0	0
Benefits	106,498	105,913	112,977	109,395	49,087	99,350	102,370
PERSONAL SERVICES	426,152	422,571	452,065	443,701	226,303	456,845	476,017
Supplies	0	0	51	0	0	0	0
Small Tools & Equipment	0	0	1,443	0	0	0	0
SUPPLIES	0	0	1,494	0	0	0	0
Transportation (VRF)	7,200	7,200	9,000	9,000	0	0	0
Memberships & Subscriptions	0	0	50	0	0	0	0
Insurance	2,700	2,700	2,580	2,580	1,230	2,460	2,055
Other Services & Charges	0	2,000	0	2,000	0	0	0
OTHER SERVICES & CHARGES	9,900	11,900	11,630	13,580	1,230	2,460	2,055
Total Expenditures	436,052	434,471	465,189	457,281	227,533	459,305	478,072
Net Revenue	-413,122	-414,321	-441,218	-434,731	-223,173	-437,015	-451,172
Total for PROG 200: POLICE DEPARTMENT	-413,122	-414,321	-441,218	-434,731	-223,173	-437,015	-451,172

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Safety - Police
Administration 110-200

2017 Accomplishments

- Reduced Part 1 crimes by 12.48%, reduced Part 2 crimes by 17.63%, and an overall reduction of 15.43%.

- LaserFische software license and digital scanner purchased for the transition of paper documents to digital

- 100% retention of FT Community Service Officers (CSOs) working within school district
- Financial management resulted in expenditures being .18% below the proposed budget.
- Maintained the authorized levels for staffing with focus placed on succession planning
- Participated in the 2nd Annual Promoting Peace Conference
- Moonlighter's Exchange Club presented the 2nd Annual Police Officer of the Year

- Enhanced operations by procuring 40 mm less lethal options.
- The SWAT team responded to 10 events.

2018 Goals

- Conduct digital imaging of documents with indexing, character recognition, and other search modes consistent with needed business processes.

- Participate in research, design and implementation of new website. Include possible social media platforms to enhance communications with the public; specifically, an APP
- Conduct staffing analysis for additional police officer FTE

- Use forfeiture funds to enhance operations

- Participate in a new role with community non-profit or service organization.
- Reduce Part I and Part II crimes with emphasis on Larceny.
- Participate in the 3rd Annual Promoting Peace Conference

City of Owatonna
Summary Budget Comparison by Program

PROG 210: PATROL SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	213,681	192,313	207,776	182,313	2,135	213,630	227,130
Charges for Services	8,100	3,000	7,042	4,900	4,959	8,000	10,200
Fines & Forfeits	141,953	158,400	127,509	188,600	79,930	139,900	142,400
Total Revenues	363,734	353,713	342,327	375,813	87,024	361,530	379,730
FT Wages	1,478,558	1,570,537	1,645,203	1,637,572	871,636	1,679,599	1,734,213
PT/Seasonal Wages	0	0	0	0	419	0	0
OT/Holiday/Other	235,425	187,685	186,763	187,685	69,287	214,685	214,685
Benefits	630,186	664,646	648,758	640,665	332,195	669,413	688,152
PERSONAL SERVICES	2,344,169	2,422,868	2,480,724	2,465,922	1,273,537	2,563,697	2,637,050
Supplies	1,625	1,000	1,521	1,700	1,521	1,700	3,500
SUPPLIES	1,625	1,000	1,521	1,700	1,521	1,700	3,500
Professional Services	0	1,000	0	1,000	0	1,000	1,000
Transportation (VRF)	61,000	61,000	80,000	80,000	0	0	0
Vehicle, Travel & Training	0	0	280	0	0	0	0
Memberships & Subscriptions	0	0	216	0	0	0	0
Insurance	37,800	37,800	36,120	36,120	17,220	34,440	28,770
Repairs	3,816	6,000	192	0	0	0	0
OTHER SERVICES & CHARGES	102,616	105,800	116,808	117,120	17,220	35,440	29,770
CAPITAL OUTLAY	0	0	21,549	0	0	0	0
Total Expenditures	2,448,410	2,529,668	2,620,602	2,584,742	1,292,278	2,600,837	2,670,320
Net Revenue	-2,084,676	-2,175,955	-2,278,275	-2,208,929	-1,205,254	-2,239,307	-2,290,590
Total for PROG 210: PATROL SERVICES	-2,084,676	-2,175,955	-2,278,275	-2,208,929	-1,205,254	-2,239,307	-2,290,590

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Safety - Police
Patrol Services 110-210

2017 Accomplishments

- Significant efforts were directed towards traffic enforcement. Officers conducted 6,835 traffic stops.
- Continue to revisit the interactions with the City of Owatonna Landlord Association (COLA)

- Improved Less Lethal Weapon Systems in Marked Fleet

- Hired 4 licensed police officers and 4 community service officers in FY2016

- 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.
- Created a Preventing Organized Retail Theft and Area Loss (PORTAL) program.
- Participated in Night to Unite. 33 Block Parties & 1,351 Attendees.
- Canine Officer Petterson and Kash responded to over 70 deployments.

2018 Goals

- Maintain or reduce overtime costs

- Continue to 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-PORTAL.

- Emphasis placed on home / curfew visits for offenders in the Drug Court Program
- Emphasis placed on truancy visits for offenders in the Truancy Court Program

City of Owatonna
Summary Budget Comparison by Program

PROG 220: CRIMINAL INVESTIGATION

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	189,985	173,240	182,780	173,240	69,704	189,985	196,775
Charges for Services	30,707	21,600	36,761	21,600	9,779	31,000	20,000
Total Revenues	220,692	194,840	219,541	194,840	79,483	220,985	216,775
FT Wages	444,009	424,507	460,900	525,412	282,090	545,362	569,530
OT/Holiday/Other	82,790	37,000	67,595	42,000	20,497	50,000	50,000
Benefits	172,836	168,042	194,196	195,273	97,218	193,979	180,278
PERSONAL SERVICES	699,635	629,549	722,691	762,685	399,805	789,341	799,808
Small Tools & Equipment	0	0	2	0	0	0	0
SUPPLIES	0	0	2	0	0	0	0
Professional Services	7,480	6,300	9,915	6,300	420	0	0
Transportation (VRF)	14,400	14,400	18,000	18,000	0	0	0
Insurance	8,100	8,100	7,740	7,740	3,690	7,380	6,165
Other Services & Charges	4,875	6,000	3,170	6,000	1,292	6,000	6,000
OTHER SERVICES & CHARGES	34,855	34,800	38,825	38,040	5,402	13,380	12,165
Total Expenditures	734,490	664,349	761,518	800,725	405,207	802,721	811,973
Net Revenue	-513,798	-469,509	-541,977	-605,885	-325,724	-581,736	-595,198
Total for PROG 220: CRIMINAL INVESTIGATION	-513,798	-469,509	-541,977	-605,885	-325,724	-581,736	-595,198

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Safety
Criminal Investigation 110-220

2017 Accomplishments

- Continued with the succession planning and development of future staff
- Ensured transfer of legacy of knowledge as a result of vacancies
- Actively participate on the Steele/Waseca Drug Court Team.

- The South Central Drug Investigative Unit were involved in 82 investigations.

- Conducted tobacco compliance checks. Our local businesses were successful and obtained a 93% success rate for tobacco.
- Monitored 81 Predatory Offenders. During compliance checks, 3 non-compliant offenders had been identified or roughly 3% of our local offenders. investigations and formally charged 5 offenders.
- Responded to 328 call for service within the school district. Maintained a positive relationship with students, teachers, administrators and parents.

- The Detective Bureau was referred 1,120 cases with 368 being assigned for further investigation. The investigation type was 12% Crimes against Persons, 36% Crimes against Property, 46% Child/Adult Protection, and 6% Other Part II Crimes.
- In FY2016, entered 1,877 items into evidence, returned 1,948 items, and managed 7,409 items.
- Re-established an additional investigative assignment to assist with case load(s)
- Ordered an alternative fuel vehicle.

2018 Goals

- Continue our Community Service Officer and School Resource Officer relationships with the school district.
- Purchase an alternative fuel vehicle.
- 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.

City of Owatonna
Summary Budget Comparison by Program

PROG 230: SUPPORT SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	10,318	10,000	0	0	0
Total Revenues	0	0	10,318	10,000	0	0	0
FT Wages	4,738	0	11,310	2,010	2,375	0	0
PT/Seasonal Wages	56,393	70,803	80,746	75,206	39,372	83,491	85,128
OT/Holiday/Other	2,133	4,800	1,763	4,800	769	2,800	2,800
Benefits	13,602	16,726	18,867	17,832	30,947	57,533	66,758
PERSONAL SERVICES	76,866	92,329	112,686	99,848	73,463	143,824	154,686
Supplies	84,870	112,100	91,432	112,100	41,872	76,900	93,900
Repair Supplies	46,696	34,900	51,238	34,900	29,589	34,900	42,000
Small Tools & Equipment	36,327	20,500	19,806	20,500	17,647	20,500	25,000
SUPPLIES	167,893	167,500	162,476	167,500	89,108	132,300	160,900
Professional Services	4,837	5,000	7,926	5,000	12,665	20,365	36,120
Communication	19,018	19,600	11,217	19,600	8,395	20,700	20,700
Transportation (VRF)	6,100	6,100	4,600	4,600	52,500	105,000	105,000
Vehicle, Travel & Training	45,905	38,500	33,044	38,500	14,175	38,500	38,500
Memberships & Subscriptions	5,345	5,700	5,273	5,700	615	5,700	5,700
Insurance	2,700	2,700	2,580	2,580	1,230	2,460	2,055
Licenses & Inspections	333	0	609	0	290	350	350
Repairs	37,548	35,500	14,424	3,500	4,177	3,500	3,500
Other Services & Charges	-284	0	655	900	-285	900	0
OTHER SERVICES & CHARGES	121,502	113,100	80,328	80,380	93,762	197,475	211,925
Total Expenditures	366,261	372,929	355,490	347,728	256,333	473,599	527,511
Net Revenue	-366,261	-372,929	-345,172	-337,728	-256,333	-473,599	-527,511
Total for PROG 230: SUPPORT SERVICES	-366,261	-372,929	-345,172	-337,728	-256,333	-473,599	-527,511

CITY OF OWATONNA 2018 PROGRAM BUDGETS

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

2017 Accomplishments

- Improved upon our Animal Shelter Facebook page (As of 7/28/2017-1,830 likes)
- Developed and fostered private partnerships

- Generated 1,402 Calls for Service, and sheltered 128 cats and 97 dogs.
- Issued 1,031 violations for odd/even parking, 1,226 violations for parking, and 1,276 for 2-4 hour parking violations.

2018 Goals

- Focus on a business needs assessment / analysis of animal processes.

- 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Supplies	832	1,500	0	0	0	0	0
Small Tools & Equipment	715	4,500	0	0	0	0	0
SUPPLIES	1,547	6,000	0	0	0	0	0
Total Expenditures	1,547	6,000	0	0	0	0	0
Net Revenue	-1,547	-6,000	0	0	0	0	0
Total for PROG 240: COMMUNITY POLICING	-1,547	-6,000	0	0	0	0	0

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Public Safety - Police Community Policing 110-240

2017 Accomplishments

- Participated in Leadership Owatonna
- Reserve Officers volunteered 1,064 hours.
- The Chaplains volunteered many, many hours.
- Re-energized the City of Owatonna Landlord Association. As a result, disorderly use and nuisance calls were at an all time low. Disorderly calls went from 100 in 2015 to 64 in 2016.
- Continued Explorer Post #204, and members participated in training meetings. In 2016, we doubled in size.
- Collectively, 227 3rd graders graduated from the Steele County Safety Camp.
- In the frigid month of January 2016, a total of 144 participants, including the police department participated in the Polar Plunge to help bring awareness to special olympics. Raised \$23,225 for the cause.
- Participated in Night to Unit and visited over 33 different neighborhoods and an estimated 1,351 community members.
- Participated in Shop with a Cop
- Donated to Big Brothers Big Sisters annual fundraiser.
- Parking control issued 3,904 tickets and generated \$49,626 in revenue.

2018 Goals

- 4th 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Fines & Forfeits	2,489	3,000	2,327	2,400	1,122	2,500	2,500
Total Revenues	2,489	3,000	2,327	2,400	1,122	2,500	2,500
Supplies	3,822	1,500	912	1,500	966	4,000	4,000
SUPPLIES	3,822	1,500	912	1,500	966	4,000	4,000
Professional Services	676	500	462	500	0	700	1,100
Other Services & Charges	335	400	335	400	140	400	0
OTHER SERVICES & CHARGES	1,011	900	797	900	140	1,100	1,100
Total Expenditures	4,833	2,400	1,709	2,400	1,106	5,100	5,100
Net Revenue	-2,344	600	618	0	16	-2,600	-2,600
Total for PROG 250: ANIMAL CONTROL	-2,344	600	618	0	16	-2,600	-2,600

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Public Safety - Police

Animal Control 110-250

2017 Accomplishments

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

2018 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	41,644	50,000	0	0	0	0	0
Miscellaneous	14,891	12,346	14,891	14,900	0	14,891	14,891
Total Revenues	56,535	62,346	14,891	14,900	0	14,891	14,891
Insurance	2,700	2,700	2,580	2,580	1,230	2,460	2,055
Other Services & Charges	203,663	228,000	202,547	228,000	94	228,000	235,500
OTHER SERVICES & CHARGES	206,363	230,700	205,127	230,580	1,324	230,460	237,555
Total Expenditures	206,363	230,700	205,127	230,580	1,324	230,460	237,555
Net Revenue	-149,828	-168,354	-190,236	-215,680	-1,324	-215,569	-222,664
MANAGEMENT	-149,828	-168,354	-190,236	-215,680	-1,324	-215,569	-222,664

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Public Safety - Police

LEC Operations - 110-260

2017 Accomplishments

- Purchased vacant lot for future public parking lot
- Patched parking lot

2018 Goals

- Research secure gating for LEC
- Research surveillance system for exterior of LEC
- Remodel cafeteria for functional use
- Wellness and fitness initiatives
- Research parking lot improvements (bituminous v. concrete)

City of Owatonna
Summary Budget Comparison by Program

PROG 270: SCDIU GRANT

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	133,572	153,000	166,428	153,000	42,135	153,000	65,000
Total Revenues	133,572	153,000	166,428	153,000	42,135	153,000	65,000
Other Services & Charges	133,572	153,000	166,428	153,000	42,135	153,000	65,000
OTHER SERVICES & CHARGES	133,572	153,000	166,428	153,000	42,135	153,000	65,000
Total Expenditures	133,572	153,000	166,428	153,000	42,135	153,000	65,000
Total for PROG 270: SCDIU GRANT	0	0	0	0	0	0	0

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Public Safety - Police

SCDIU Grant - 110-270

2017 Accomplishments

- Conducted 82 total investigations. 64 drug arrests, 25 non-drug arrests, 24 search warrants, and 13 consent searches.
- SWAT was activated and responded to 10 events.
- 8 presentations in 2016 with 260 in attendance.

2018 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	140,419	170,310	143,202	148,261	73,178	166,006	164,955
Total Revenues	140,419	170,310	143,202	148,261	73,178	166,006	164,955
FT Wages	89,997	88,271	97,509	92,099	49,836	90,235	89,720
PT/Seasonal Wages	22,350	23,177	19,042	23,881	10,315	27,830	27,562
OT/Holiday/Other	1,714	0	1,660	1,200	563	1,200	1,200
Benefits	23,412	57,862	24,856	30,081	12,464	45,740	45,473
PERSONAL SERVICES	137,473	169,310	143,067	147,261	73,178	165,005	163,955
Professional Services	0	1,000	135	1,000	0	1,000	1,000
OTHER SERVICES & CHARGES	0	1,000	135	1,000	0	1,000	1,000
Total Expenditures	137,473	170,310	143,202	148,261	73,178	166,005	164,955
Net Revenue	2,946	0	0	0	0	1	0
Total for PROG 280: SCHOOL DISTRICT CSO SERVICE	2,946	0	0	0	0	1	0
Total for DEPT 110: POLICE	-3,528,630	-3,606,468	-3,796,260	-3,802,953	-2,011,792	-3,949,825	-4,089,735

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Safety - Police
School District CSO Service - 110-280

2017 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.
- Worked on site security and mitigation planning to address and prevent crimes related to construction activities.

2018 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	2,602	2,000	2,257	2,000	0	2,000	2,200
Total Revenues	2,602	2,000	2,257	2,000	0	2,000	2,200
FT Wages	124,044	124,103	133,067	131,005	68,379	138,478	144,854
OT/Holiday/Other	677	1,000	1,192	1,000	89	1,000	1,000
Benefits	55,981	57,777	50,407	50,441	30,158	61,597	56,783
PERSONAL SERVICES	180,702	182,880	184,666	182,446	98,626	201,075	202,637
Supplies	4,791	6,199	3,480	5,760	1,496	5,400	5,400
Repair Supplies	5,419	6,300	3,493	5,600	1,871	5,600	5,600
Small Tools & Equipment	100	363	100	363	100	363	14,363
SUPPLIES	10,310	12,862	7,073	11,723	3,467	11,363	25,363
Professional Services	35	3,122	2,400	1,500	0	1,500	2,400
Communication	2,145	2,247	1,353	2,247	607	2,247	1,900
Transportation (VRF)	3,300	3,300	4,200	4,200	2,100	4,200	4,200
Vehicle, Travel & Training	3,192	2,607	2,620	3,000	293	3,000	3,000
Advertising & Promotion	847	2,100	0	2,100	1,389	2,100	2,100
Memberships & Subscriptions	374	585	604	585	0	585	585
Insurance	1,650	1,650	1,650	1,650	683	1,365	1,140
Repairs	4,319	7,030	5,459	7,030	2,550	7,030	6,335
Other Services & Charges	1,910	1,700	771	700	438	700	900
OTHER SERVICES & CHARGES	17,772	24,341	19,057	23,012	8,060	22,727	22,560
Total Expenditures	208,784	220,083	210,796	217,181	110,153	235,165	250,560
Net Revenue	-206,182	-218,083	-208,539	-215,181	-110,153	-233,165	-248,360
Total for PROG 300: FIRE DEPARTMENT	-206,182	-218,083	-208,539	-215,181	-110,153	-233,165	-248,360

CITY OF OWATONNA 2018 PROGRAM BUDGETS

**Public Safety - Fire
Administration 120-300**

2017 Accomplishments

- Identified new ways to improve recruitment and retention of firefighters
- Identified ways to improve firefighter safety and personal protection.
- Identify new ways to manage data in Image Trend
- Continued performance based evaluation crosswalks.

2018 Goals

- Identify ways to reduce response time
- Identify Grant Opportunities for the Fire Department
- Identify new training opportunities for the Fire Department.

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

PROG 310: INSPECTION SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	10,527	10,000	21,979	13,000	7,685	13,000	13,200
Charges for Services	26,790	20,250	22,080	22,250	5,628	22,250	24,250
Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
Total Revenues	59,317	52,250	66,059	57,250	24,333	57,250	59,450
PT/Seasonal Wages	2,530	4,426	3,730	4,426	1,416	4,426	6,000
Benefits	213	366	311	370	115	361	938
PERSONAL SERVICES	2,743	4,792	4,041	4,796	1,531	4,787	6,938
Supplies	780	2,400	767	1,900	88	1,400	1,400
Small Tools & Equipment	0	236	152	2,300	0	1,300	1,300
SUPPLIES	780	2,636	919	4,200	88	2,700	2,700
Professional Services	550	8,922	0	8,900	0	6,000	6,000
Communication	686	2,020	793	2,380	327	2,380	980
Vehicle, Travel & Training	328	1,915	1,600	1,500	345	1,500	1,500
Memberships & Subscriptions	1,421	900	1,440	900	1,346	900	900
Insurance	2,750	2,750	2,750	2,750	1,138	2,275	1,900
Repairs	0	0	930	0	0	0	0
Other Services & Charges	4,287	4,000	2,032	4,000	406	4,000	4,000
OTHER SERVICES & CHARGES	10,022	20,507	9,545	20,430	3,562	17,055	15,280
Total Expenditures	13,545	27,935	14,505	29,426	5,181	24,542	24,918
Net Revenue	45,772	24,315	51,554	27,824	19,152	32,708	34,532
Total for PROG 310: INSPECTION SERVICES	45,772	24,315	51,554	27,824	19,152	32,708	34,532

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Public Safety - Fire

Inspection 120-310

2017 Accomplishments

- Update Weed & Nuisance Program
- Completed LEAN Program for Weed and Nuisance Enforcement Process
- Develop a broader base of knowledge with different specific codes
- Provided access to other organizations to records
- Completed Communications Assessment of the department

2018 Goals

- Abandoned Property Response Guideline
- Adopt the ICC Property Maintenance Code
- Implement the Vacant Registry Program
- Implement the Compliance Engine Records Management Program

City of Owatonna
Summary Budget Comparison by Program

PROG 320: PUBLIC EDUCATION SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	0	0	300	0	0	0	0
Miscellaneous	515	0	20	0	0	0	0
Total Revenues	515	0	320	0	0	0	0
Supplies	2,445	2,485	1,508	2,600	452	2,600	2,600
Repair Supplies	1,300	1,300	1,000	1,000	0	1,000	1,000
Small Tools & Equipment	0	119	0	1,200	0	1,200	1,200
SUPPLIES	3,745	3,904	2,508	4,800	452	4,800	4,800
Communication	1,594	1,200	1,252	1,200	608	1,200	1,200
Vehicle, Travel & Training	294	986	17	1,000	0	1,000	1,000
Insurance	1,100	1,100	1,100	1,100	455	910	760
OTHER SERVICES & CHARGES	2,988	3,286	2,369	3,300	1,063	3,110	2,960
Total Expenditures	6,733	7,190	4,877	8,100	1,515	7,910	7,760
Net Revenue	-6,218	-7,190	-4,557	-8,100	-1,515	-7,910	-7,760
Total for PROG 320: PUBLIC EDUCATION SERVICES	-6,218	-7,190	-4,557	-8,100	-1,515	-7,910	-7,760

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Public Safety - Fire

Public Education 120-320

2017 Accomplishments

- Make it easier for the public to find information on our website.
- Provided Safety programs to different cultural groups

2018 Goals

- Create online public education videos on website.
- Establish written guidelines for Public Education program.
- Citizen Academy for the Fire Department

City of Owatonna
Summary Budget Comparison by Program

PROG 330: EMERGENCY RESPONSE SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	176,368	150,000	180,704	151,200	8,154	151,200	151,200
Charges for Services	103,727	100,000	103,579	103,000	54,131	103,000	103,000
Miscellaneous	1,771	0	200	0	315	0	0
Total Revenues	281,866	250,000	284,483	254,200	62,600	254,200	254,200
FT Wages	468,423	456,385	484,600	495,157	220,226	509,655	529,842
PT/Seasonal Wages	66,665	71,652	70,393	71,652	34,424	70,000	70,000
OT/Holiday/Other	74,269	79,792	100,752	82,830	30,077	80,000	80,000
Benefits	374,418	350,489	374,994	358,566	103,024	409,184	401,067
PERSONAL SERVICES	983,775	958,318	1,030,739	1,008,205	387,751	1,068,839	1,080,909
Supplies	12,176	22,949	9,898	20,069	8,901	22,229	19,325
Repair Supplies	7,610	7,661	9,223	8,700	2,625	8,700	10,675
Small Tools & Equipment	24,763	30,969	52,818	49,030	13,168	87,030	49,030
SUPPLIES	44,549	61,579	71,939	77,799	24,694	117,959	79,030
Professional Services	10,559	13,900	9,784	16,250	7,415	13,750	13,750
Communication	1,611	815	2,165	815	1,050	815	815
Transportation (VRF)	95,700	95,700	130,800	130,800	67,910	135,800	137,000
Vehicle, Travel & Training	9,142	9,200	9,102	9,500	7,229	9,500	9,500
Memberships & Subscriptions	500	1,000	895	1,000	350	1,000	1,000
Insurance	4,400	4,400	4,400	4,400	1,820	3,640	3,040
Licenses & Inspections	725	750	450	750	600	750	750
Repairs	12,647	9,227	11,553	9,227	4,505	9,227	9,227
Other Services & Charges	685	2,200	1,097	2,200	0	7,300	1,000
OTHER SERVICES & CHARGES	135,969	137,192	170,246	174,942	90,879	181,782	176,082
Total Expenditures	1,164,293	1,157,089	1,272,924	1,260,946	503,324	1,368,580	1,336,021
Net Revenue	-882,427	-907,089	-988,441	-1,006,746	-440,724	-1,114,380	-1,081,821
SERVICES	-882,427	-907,089	-988,441	-1,006,746	-440,724	-1,114,380	-1,081,821

CITY OF OWATONNA 2018 PROGRAM BUDGETS

**Public Safety - Fire
Emergency Response 120-330**

2017 Accomplishments

- Implemented the Integrated Public Alert Warning System
- Full Time Career Development Plan (Certification & Skills)
- Coordinated Mutual Aid Rapid Intervention Team concept
- Coordinated firefighter down radio response plan with dispatch

2018 Goals

- Implement Active 911 Program with Dispatch Center
- 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Supplies	696	739	223	739	83	739	739
Repair Supplies	287	1,453	155	1,453	7	1,453	1,453
Small Tools & Equipment	5,380	6,954	5,458	6,954	3,443	6,954	6,954
SUPPLIES	6,363	9,146	5,836	9,146	3,533	9,146	9,146
Professional Services	6,605	6,650	432	5,150	264	3,650	3,000
Communication	3,730	3,798	2,683	3,798	378	3,798	3,198
Vehicle, Travel & Training	0	57	0	57	0	57	57
Memberships & Subscriptions	29	464	190	464	0	464	464
Insurance	1,100	1,100	1,100	1,100	455	910	760
OTHER SERVICES & CHARGES	11,464	12,069	4,405	10,569	1,097	8,879	7,479
Total Expenditures	17,827	21,215	10,241	19,715	4,630	18,025	16,625
Net Revenue	-17,827	-21,215	-10,241	-19,715	-4,630	-18,025	-16,625
Total for PROG 340: SAFETY SERVICES	-17,827	-21,215	-10,241	-19,715	-4,630	-18,025	-16,625
Total for DEPT 120: FIRE	-1,066,882	-1,129,262	-1,160,224	-1,221,918	-537,870	-1,340,772	-1,320,034

CITY OF OWATONNA 2018 PROGRAM BUDGETS

**Public Safety - Fire
Safety Services 120-340**

2017 Accomplishments

- Provide safety policies, procedures and guidelines for city employees.
- Improve individual training compliance for all employees
- Improved supervisor training compliance for all employees

2018 Goals

- Complete Job Safety Analysis Job Descriptions.
- Employee & Management Team for Site Safety Evaluations
- Implement Engineering, and control measures into safety program

City of Owatonna
Summary Budget Comparison by Program

DEPT 140: BUILDING INSPECTION

PROG 380: BUILDING INSPECTION DEPARTMENT

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	206,001	221,000	319,288	244,000	145,129	256,000	286,000
Charges for Services	73,272	66,300	138,462	72,300	36,166	80,400	80,300
Total Revenues	<u>279,273</u>	<u>287,300</u>	<u>457,750</u>	<u>316,300</u>	<u>181,295</u>	<u>336,400</u>	<u>366,300</u>
FT Wages	224,350	205,488	256,490	244,429	153,614	279,869	291,769
PT/Seasonal Wages	13,123	32,894	22,181	34,819	0	0	0
OT/Holiday/Other	2,852	2,897	2,919	2,966	2,799	3,135	3,247
Benefits	80,754	92,472	79,119	93,298	43,719	83,398	85,237
PERSONAL SERVICES	<u>321,079</u>	<u>333,751</u>	<u>360,709</u>	<u>375,512</u>	<u>200,132</u>	<u>366,402</u>	<u>380,253</u>
Supplies	7,769	7,400	9,296	7,400	2,222	6,000	5,500
Repair Supplies	0	900	1,075	900	75	0	200
Small Tools & Equipment	4,460	2,800	811	2,800	173	1,950	3,150
SUPPLIES	<u>12,229</u>	<u>11,100</u>	<u>11,182</u>	<u>11,100</u>	<u>2,470</u>	<u>7,950</u>	<u>8,850</u>
Professional Services	1,666	0	2,053	0	585	0	0
Communication	1,978	2,200	2,326	2,200	1,476	2,900	2,400
Transportation (VRF)	5,600	5,600	4,800	4,800	2,400	4,800	6,600
Vehicle, Travel & Training	1,428	2,200	4,143	2,300	791	2,800	2,800
Memberships & Subscriptions	635	1,800	655	1,800	120	1,000	500
Insurance	2,000	2,000	1,900	1,900	750	1,500	1,200
Licenses & Inspections	330	350	192	350	0	350	350
Repairs	474	4,200	6,101	2,900	2,370	2,900	6,200
OTHER SERVICES & CHARGES	<u>14,111</u>	<u>18,350</u>	<u>22,170</u>	<u>16,250</u>	<u>8,492</u>	<u>16,250</u>	<u>20,050</u>
Total Expenditures	<u>347,419</u>	<u>363,201</u>	<u>394,061</u>	<u>402,862</u>	<u>211,094</u>	<u>390,602</u>	<u>409,153</u>
Net Revenue	<u>-68,146</u>	<u>-75,901</u>	<u>63,689</u>	<u>-86,562</u>	<u>-29,799</u>	<u>-54,202</u>	<u>-42,853</u>
DEPARTMENT	<u>-68,146</u>	<u>-75,901</u>	<u>63,689</u>	<u>-86,562</u>	<u>-29,799</u>	<u>-54,202</u>	<u>-42,853</u>
Total for DEPT 140: BUILDING INSPECTION	-68,146	-75,901	63,689	-86,562	-29,799	-54,202	-42,853

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Safety - Building Inspection
Building Inspection 140-380

2017 Accomplishments

Expanded full time building inspector position.
Began training new building inspector for minor commercial building inspections.
Cross trained mechanical and plumbing inspections.
Started to refine commercial plan submittal and review process.
Performed employee performance reviews.
Improved fire department and building inspections communication.

2018 Goals

Further define additional duties for all division employees.
Determine a better way to remove hazards in existing buildings downtown.
Provide building inspector the opportunity to acquire a MN Limited Building Official license.
Complete lean event to improve commercial plans routing process.
Start electronic plan reviews.
Reduce time of plan reviews and inspections.
Enroll in the Owatonna Leadership Academy to learn additional ways to improve community communication.
Start Laserfiche retention of records and impliment commercial plans review procedure.

City of Owatonna
Summary Budget Comparison by Program

DEPT 211: ENGINEERING

PROG 400: ENGINEERING DEPARTMENT

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	1,897	500	1,470	8,500	8,570	6,000	6,000
Charges for Services	75	0	31	0	0	0	0
Transfers	350,000	350,000	440,000	440,000	230,020	460,000	473,000
Total Revenues	351,972	350,500	441,501	448,500	238,590	466,000	479,000
FT Wages	219,668	155,086	221,804	176,551	122,043	184,399	217,590
PT/Seasonal Wages	2,840	0	9,722	7,500	3,570	7,500	7,500
OT/Holiday/Other	786	0	18	0	90	0	0
Benefits	59,367	42,661	57,747	47,061	29,208	45,306	50,936
PERSONAL SERVICES	282,661	197,747	289,291	231,112	154,911	237,205	276,026
Supplies	6,122	2,000	5,602	2,750	1,940	2,750	2,750
Repair Supplies	0	1,500	0	1,500	0	1,500	1,500
Small Tools & Equipment	2,242	2,200	2,912	2,400	611	2,400	3,900
SUPPLIES	8,364	5,700	8,514	6,650	2,551	6,650	8,150
Communication	2,698	710	3,959	1,200	2,063	3,000	4,100
Transportation (VRF)	3,300	3,300	3,300	3,300	1,650	3,300	3,300
Vehicle, Travel & Training	2,336	4,000	4,760	4,000	3,403	4,000	4,000
Advertising & Promotion	616	100	790	100	107	100	250
Memberships & Subscriptions	1,705	1,500	775	1,500	1,434	1,500	1,500
Insurance	3,100	3,100	3,300	3,300	1,350	2,700	2,700
Licenses & Inspections	903	1,000	642	250	0	250	250
Repairs	311	1,000	303	1,000	348	1,000	1,000
Other Services & Charges	10,658	14,000	14,259	12,500	9,888	13,780	15,000
OTHER SERVICES & CHARGES	25,627	28,710	32,088	27,150	20,243	29,630	32,100
CAPITAL OUTLAY	0	0	8,285	5,500	5,925	5,500	0
Total Expenditures	316,652	232,157	338,178	270,412	183,630	278,985	316,276
Net Revenue	35,320	118,343	103,323	178,088	54,960	187,015	162,724
Total for PROG 400: ENGINEERING DEPARTMENT	35,320	118,343	103,323	178,088	54,960	187,015	162,724

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Works - Engineering
Administration 211-400

2017 Accomplishments

Added additional data to Pavement Management Program
Increased maintenance activities
Updated record keeping procedures
Began negotiations for WWTP Permit

2018 Goals

Continue focus on preventative maintenance activities
Update subdivision design standard and development agreement
Update standards for construction, specifications, detail plates, etc.
Continue focus on use of digital records for trees, signs, ADA, storm, sanitary sewer, etc.
Complete WWTP Facility Plan

City of Owatonna
Summary Budget Comparison by Program

PROG 410: CONSTRUCTION PROJECTS

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	207	200	0	0	0
Charges for Services	261,823	301,500	361,728	241,500	2,552	326,000	276,000
Total Revenues	<u>261,823</u>	<u>301,500</u>	<u>361,935</u>	<u>241,700</u>	<u>2,552</u>	<u>326,000</u>	<u>276,000</u>
FT Wages	200,890	239,390	216,682	248,488	104,851	259,824	238,535
PT/Seasonal Wages	8,530	14,000	3,834	5,000	1,957	5,000	5,000
OT/Holiday/Other	3,592	3,000	5,107	3,000	1,835	3,000	3,000
Benefits	57,856	72,397	60,406	71,500	25,817	62,223	51,955
PERSONAL SERVICES	<u>270,868</u>	<u>328,787</u>	<u>286,029</u>	<u>327,988</u>	<u>134,460</u>	<u>330,047</u>	<u>298,490</u>
Supplies	6,767	8,500	5,257	8,500	2,053	8,500	8,500
Repair Supplies	2,048	2,750	815	3,000	0	3,000	3,000
Small Tools & Equipment	6,966	4,000	465	3,500	2,720	3,500	3,500
SUPPLIES	<u>15,781</u>	<u>15,250</u>	<u>6,537</u>	<u>15,000</u>	<u>4,773</u>	<u>15,000</u>	<u>15,000</u>
Professional Services	0	2,700	1,209	2,700	33	37,700	2,700
Communication	1,691	2,250	1,676	2,250	149	2,250	2,250
Transportation (VRF)	15,000	15,000	17,800	17,800	8,850	17,700	21,000
Vehicle, Travel & Training	615	2,000	100	2,000	187	2,000	2,000
Advertising & Promotion	0	500	72	500	84	500	500
Licenses & Inspections	117	500	0	500	115	500	500
Repairs	284,106	315,500	184,795	213,500	1,677	213,500	223,500
OTHER SERVICES & CHARGES	<u>301,529</u>	<u>338,450</u>	<u>205,652</u>	<u>239,250</u>	<u>11,095</u>	<u>274,150</u>	<u>252,450</u>
CAPITAL OUTLAY	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expenditures	<u>588,178</u>	<u>682,487</u>	<u>505,218</u>	<u>582,238</u>	<u>150,328</u>	<u>619,197</u>	<u>565,940</u>
Net Revenue	<u>-326,355</u>	<u>-380,987</u>	<u>-143,283</u>	<u>-340,538</u>	<u>-147,776</u>	<u>-293,197</u>	<u>-289,940</u>
Total for PROG 410: CONSTRUCTION PROJECTS	<u>-326,355</u>	<u>-380,987</u>	<u>-143,283</u>	<u>-340,538</u>	<u>-147,776</u>	<u>-293,197</u>	<u>-289,940</u>
 Total for DEPT 211: ENGINEERING	 -291,099	 -262,644	 -39,960	 -162,450	 -92,879	 -106,182	 -127,216

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Works - Engineering
Construction 211-410

2017 Goals

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

2018 Goals

Design and prepare plans and specifications for petitioned projects.
Parking lot reconstructions
Complete 2018 Street and Utility Project

City of Owatonna
Summary Budget Comparison by Program

DEPT 212: STREET MAINTENANCE
PROG 420: STREET MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	13,664	0	9,392	9,400	0	0	0
Charges for Services	2,722	400	1,953	1,000	1,540	1,000	500
Total Revenues	16,386	400	11,345	10,400	1,540	1,000	500
FT Wages	318,503	256,504	407,155	378,956	192,199	431,877	462,832
PT/Seasonal Wages	170	0	0	0	960	0	0
OT/Holiday/Other	10,258	5,060	21,415	13,260	29,442	5,230	5,230
Benefits	138,482	115,017	176,333	164,081	84,947	189,004	181,100
PERSONAL SERVICES	467,413	376,581	604,903	556,297	307,548	626,111	649,162
Supplies	16,374	24,800	38,740	38,400	-5,196	43,400	38,400
Repair Supplies	335	300	31,817	32,200	4,717	32,200	42,500
Small Tools & Equipment	2,589	2,500	7,483	4,900	2,759	4,900	4,900
SUPPLIES	19,298	27,600	78,040	75,500	2,280	80,500	85,800
Professional Services	846	3,200	120	200	441	200	200
Communication	4,586	4,750	4,265	5,750	2,402	5,750	5,750
Transportation (VRF)	6,700	6,700	4,000	4,000	2,020	4,000	4,000
Vehicle, Travel & Training	1,239	1,200	447	1,600	60	1,600	2,500
Advertising & Promotion	167	250	638	250	932	250	250
Memberships & Subscriptions	0	400	622	400	0	400	400
Insurance	5,100	5,100	6,575	6,575	3,363	6,725	4,175
Licenses & Inspections	3,619	2,000	2,690	2,800	3,594	2,800	2,800
Repairs	130	0	11,060	10,000	3,323	10,000	10,000
Rents/Leases	0	0	0	1,000	0	1,000	1,000
Other Services & Charges	69	1,250	8,886	10,650	0	1,625	1,625
OTHER SERVICES & CHARGES	22,456	24,850	39,303	43,225	16,135	34,350	32,700
CAPITAL OUTLAY	28,713	0	11,390	0	0	0	0
Total Expenditures	537,880	429,031	733,636	675,022	325,963	740,961	767,662
Net Revenue	-521,494	-428,631	-722,291	-664,622	-324,423	-739,961	-767,162
Total for PROG 420: STREET MAINTENANCE	-521,494	-428,631	-722,291	-664,622	-324,423	-739,961	-767,162

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Works - Street
Administration 212-420

2017 Accomplishments

Respond to questions and concerns in a timely manner
Established Central Garage and Maintain 200 fleet vehicles and equipment for WWTP, government buildings, engineering, administration, street, fire, police, building inspection and airport
Street Overlays
Street Sealcoating
Continued evaluation of contract vs. self perform

2018 Goals

Implement electronic time reporting and insure accurate cost coding
Improve Central Garage process and maintenance recording

Remove obsolete vehicles from fleet
Contract out seal coating

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

PROG 421: ICE & SNOW REMOVAL

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	44,825	52,000	60,045	55,500	50,000	130,000	130,000
Charges for Services	0	0	0	0	2,276	0	0
Total Revenues	44,825	52,000	60,045	55,500	52,276	130,000	130,000
FT Wages	106,824	147,798	109,859	156,043	99,606	165,622	179,653
OT/Holiday/Other	10,034	32,303	15,087	32,317	13,326	27,259	26,720
Benefits	54,103	78,967	53,258	77,806	48,480	82,547	84,634
PERSONAL SERVICES	170,961	259,068	178,204	266,166	161,412	275,428	291,007
Supplies	78,700	96,700	81,824	95,700	68,556	91,200	114,200
Repair Supplies	50,370	37,000	35,653	37,000	17,204	37,000	40,000
Small Tools & Equipment	1,503	1,500	1,247	1,500	29	1,500	1,500
SUPPLIES	130,573	135,200	118,724	134,200	85,789	129,700	155,700
Professional Services	0	0	307	0	699	0	0
Transportation (VRF)	109,300	109,300	125,000	110,000	57,000	114,000	120,000
Vehicle, Travel & Training	0	0	220	0	0	500	500
Memberships & Subscriptions	30	0	0	0	0	0	0
Insurance	6,800	6,800	5,260	5,260	2,690	5,380	3,340
Repairs	8,208	8,700	3,067	7,200	0	7,200	7,200
Rents/Leases	62,550	55,000	20,010	37,000	19,443	37,000	30,000
OTHER SERVICES & CHARGES	186,888	179,800	153,864	159,460	79,832	164,080	161,040
CAPITAL OUTLAY	0	0	43,640	0	0	0	0
Total Expenditures	488,422	574,068	494,432	559,826	327,033	569,208	607,747
Net Revenue	-443,597	-522,068	-434,387	-504,326	-274,757	-439,208	-477,747
Total for PROG 421: ICE & SNOW REMOVAL	-443,597	-522,068	-434,387	-504,326	-274,757	-439,208	-477,747

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Works - Street
Ice/Snow Removal 212-421

2017 Accomplishments

Continue current level of snow removal and ice control with increased mileage of streets due to new annexations.
Reduced use of sand

2018 Goals

Continue current level of snow removal and ice control with increased mileage of street due to new annexations.
Optimize use of salt during snow removal operations

City of Owatonna
Summary Budget Comparison by Program

PROG 422: STREET SIGNS AND MARKINGS

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	60	0	0	0	533	0	0
Total Revenues	60	0	0	0	533	0	0
FT Wages	34,027	63,960	33,567	67,859	25,231	72,642	72,498
PT/Seasonal Wages	4,884	6,000	0	6,000	576	6,000	6,000
OT/Holiday/Other	1,587	500	1,705	500	1,250	1,850	1,850
Benefits	13,867	29,303	17,331	28,853	12,847	38,229	38,400
PERSONAL SERVICES	54,365	99,763	52,603	103,212	39,904	118,721	118,748
Supplies	19,324	31,600	23,017	31,600	10,840	31,600	33,600
Repair Supplies	12,965	11,800	26,927	12,000	7,373	12,000	17,000
Small Tools & Equipment	1,312	800	794	1,000	285	1,000	1,000
SUPPLIES	33,601	44,200	50,738	44,600	18,498	44,600	51,600
Transportation (VRF)	3,200	3,200	4,000	4,000	2,020	4,000	4,000
Vehicle, Travel & Training	435	800	0	800	0	800	800
Insurance	1,700	1,700	1,315	1,315	673	1,345	835
Utilities	79	150	29	150	0	150	150
Repairs	8,367	11,500	7,503	11,600	868	11,600	11,600
OTHER SERVICES & CHARGES	13,781	17,350	12,847	17,865	3,561	17,895	17,385
CAPITAL OUTLAY	0	0	9,953	0	0	0	0
Total Expenditures	101,747	161,313	126,141	165,677	61,963	181,216	187,733
Net Revenue	-101,687	-161,313	-126,141	-165,677	-61,430	-181,216	-187,733
Total for PROG 422: STREET SIGNS AND MARKINGS	-101,687	-161,313	-126,141	-165,677	-61,430	-181,216	-187,733

CITY OF OWATONNA 2018 PROGRAM BUDGETS

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

2017 Accomplishments

Sign inventory 80% Complete

Staff using Ipad to record events with signs

2018 Goals

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

Complete sign inventory

City of Owatonna
Summary Budget Comparison by Program

PROG 423: FORESTRY

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	1,600	500	5,323	1,500	653	1,000	1,000
Miscellaneous	1,454	0	0	0	0	0	0
Total Revenues	3,054	500	5,323	1,500	653	1,000	1,000
FT Wages	103,457	91,206	104,660	95,925	51,220	101,822	106,404
PT/Seasonal Wages	3,660	0	0	0	0	0	0
OT/Holiday/Other	598	560	723	560	1,145	1,000	1,000
Benefits	56,459	50,022	58,065	50,317	26,920	52,772	48,671
PERSONAL SERVICES	164,174	141,788	163,448	146,802	79,285	155,594	156,075
Supplies	10,169	17,300	10,050	17,300	5,707	17,300	13,800
Repair Supplies	9,395	6,500	3,726	6,500	1,087	6,500	6,500
Small Tools & Equipment	1,896	1,900	1,212	2,300	123	2,100	2,100
SUPPLIES	21,460	25,700	14,988	26,100	6,917	25,900	22,400
Communication	0	0	27	0	0	50	50
Transportation (VRF)	13,300	13,300	18,000	18,000	9,300	18,600	21,000
Vehicle, Travel & Training	651	1,400	594	1,400	752	1,400	1,400
Memberships & Subscriptions	36	600	80	300	0	300	300
Insurance	1,700	1,700	1,315	1,315	673	1,345	835
Repairs	8,267	5,000	1,179	5,000	0	5,000	5,000
Rents/Leases	0	1,000	0	1,000	0	1,000	1,000
Other Services & Charges	1,088	4,000	1,433	1,500	1,150	1,500	1,500
OTHER SERVICES & CHARGES	25,042	27,000	22,628	28,515	11,875	29,195	31,085
Total Expenditures	210,676	194,488	201,064	201,417	98,077	210,689	209,560
Net Revenue	-207,622	-193,988	-195,741	-199,917	-97,424	-209,689	-208,560
Total for PROG 423: FORESTRY	-207,622	-193,988	-195,741	-199,917	-97,424	-209,689	-208,560

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Public Works - Street

Forestry 212-423

2017 Accomplishments

Trim trees for longevity, appearance and site obstruction as needed.
Updated tree ordinance for Emerald Ash Borer

2018 Goals

Trim trees for longevity, appearance and site obstruction as needed.

City of Owatonna
Summary Budget Comparison by Program

PROG 425: STREET CLEANING

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Transfers	15,000	15,000	50,000	50,000	25,010	50,000	50,000
Total Revenues	15,000	15,000	50,000	50,000	25,010	50,000	50,000
FT Wages	50,966	88,501	43,651	91,307	19,894	95,244	83,430
PT/Seasonal Wages	80	0	0	0	0	0	0
OT/Holiday/Other	0	1,450	389	1,450	243	0	0
Benefits	19,792	42,952	18,144	37,162	9,330	38,178	36,332
PERSONAL SERVICES	70,838	132,903	62,184	129,919	29,467	133,422	119,762
Supplies	11,296	15,000	4,767	15,000	3,461	15,000	13,000
Repair Supplies	16,945	21,500	16,177	21,500	12,023	21,500	21,500
Small Tools & Equipment	305	500	0	500	0	0	0
SUPPLIES	28,546	37,000	20,944	37,000	15,484	36,500	34,500
Transportation (VRF)	34,100	34,100	45,000	40,000	20,700	41,400	44,400
Vehicle, Travel & Training	64	100	0	100	0	0	0
Insurance	5,100	5,100	3,945	3,945	2,018	4,035	2,505
Repairs	1,568	4,000	0	1,000	0	1,000	100
OTHER SERVICES & CHARGES	40,832	43,300	48,945	45,045	22,718	46,435	47,005
Total Expenditures	140,216	213,203	132,073	211,964	67,669	216,357	201,267
Net Revenue	-125,216	-198,203	-82,073	-161,964	-42,659	-166,357	-151,267
Total for PROG 425: STREET CLEANING	-125,216	-198,203	-82,073	-161,964	-42,659	-166,357	-151,267

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Works - Street
Street Cleaning 212-425

2017 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.

2018 Goals

Optimize sweeping activities to only that which is necessary.

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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	1,160	0	1,400	7,500	200	2,500	1,500
Intergovernmental Revenue	43,195	34,500	45,469	25,500	12,750	25,500	25,500
Charges for Services	0	0	598	0	0	0	0
Miscellaneous	1,060	0	337	0	629	0	0
Total Revenues	45,415	34,500	47,804	33,000	13,579	28,000	27,000
FT Wages	189,227	177,023	221,236	187,004	70,375	197,641	221,426
PT/Seasonal Wages	400	2,000	7,696	2,000	4,080	2,000	2,000
OT/Holiday/Other	6,426	1,260	14,694	1,260	1,852	2,320	2,320
Benefits	92,416	88,810	106,191	91,108	30,351	92,653	102,450
PERSONAL SERVICES	288,469	269,093	349,817	281,372	106,658	294,614	328,196
Supplies	308,213	293,100	188,643	177,400	66,813	177,550	177,400
Repair Supplies	38,573	18,000	45,218	18,000	9,500	18,000	18,000
Small Tools & Equipment	7,472	5,000	17,887	4,500	826	5,500	5,500
Other Supplies	0	0	102,670	124,000	156	104,000	124,000
SUPPLIES	354,258	316,100	354,418	323,900	77,295	305,050	324,900
Transportation (VRF)	70,000	70,000	188,000	148,000	77,020	154,000	164,100
Vehicle, Travel & Training	287	200	16	200	1,092	200	200
Insurance	10,200	10,200	7,890	7,890	4,035	8,070	5,010
Repairs	11,655	3,200	105,681	131,200	2,452	131,600	151,600
Rents/Leases	18,355	17,000	25,931	25,000	0	25,000	25,000
Other Services & Charges	5,437	1,000	447	1,000	201	1,000	1,000
OTHER SERVICES & CHARGES	115,934	101,600	327,965	313,290	84,800	319,870	346,910
Total Expenditures	758,661	686,793	1,032,200	918,562	268,753	919,534	1,000,006
Net Revenue	-713,246	-652,293	-984,396	-885,562	-255,174	-891,534	-973,006
Total for PROG 426: STREET MAINTENANCE REPAIR	-713,246	-652,293	-984,396	-885,562	-255,174	-891,534	-973,006
Total for DEPT 212: STREET MAINTENANCE	-2,293,567	-2,342,756	-2,545,437	-2,582,068	-1,055,867	-2,627,965	-2,765,475

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Public Works - Street
Street Maintenance/Repair 212-426

2017 Accomplishments

Crack sealing and sealcoating of approximately 8 miles of bituminous pavement
Street Overlays
Street Sealcoating
Continued evaluation of contract vs. self perform

2018 Goals

Evaluate options for street patching
Contract out seal coating

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

DEPT 380: AIRPORT
PROG 490: AIRPORT

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	1,904	1,775	1,772	1,775	417	1,775	1,775
Charges for Services	161,109	233,050	138,335	180,050	58,954	170,050	160,150
Miscellaneous	144,413	140,000	146,872	140,000	61,641	135,000	135,000
Total Revenues	307,426	374,825	286,979	321,825	121,012	306,825	296,925
FT Wages	68,327	67,748	74,435	71,510	37,428	76,082	79,679
PT/Seasonal Wages	3,390	0	3,214	0	404	1,250	1,250
Benefits	29,975	29,624	30,988	30,138	15,762	32,135	32,754
PERSONAL SERVICES	101,692	97,372	108,637	101,648	53,594	109,467	113,683
Supplies	112,429	179,150	98,939	131,150	44,912	121,100	112,000
Small Tools & Equipment	1,955	1,150	2,958	1,150	21	1,150	1,300
Concession Supplies	0	0	0	0	0	0	150
SUPPLIES	114,384	180,300	101,897	132,300	44,933	122,250	113,450
Professional Services	15,754	16,800	16,775	16,800	6,518	18,000	18,000
Communication	6,624	8,650	6,585	7,850	3,174	8,200	7,950
Vehicle, Travel & Training	1,670	2,840	1,495	3,340	958	2,840	2,840
Advertising & Promotion	3,939	4,000	5,136	4,500	1,701	4,500	6,000
Memberships & Subscriptions	675	425	425	700	425	700	600
Insurance	23,700	23,700	22,100	22,100	9,850	19,700	14,100
Licenses & Inspections	448	1,625	94	1,700	71	1,000	1,000
Utilities	31,857	38,150	32,064	40,650	12,744	37,250	36,700
Repairs	2,000	0	930	0	0	0	0
Other Services & Charges	19,043	18,400	21,533	18,400	18,611	21,500	21,500
OTHER SERVICES & CHARGES	105,710	114,590	107,137	116,040	54,052	113,690	108,690
CAPITAL OUTLAY	5	0	0	0	0	0	0
Total Expenditures	321,791	392,262	317,671	349,988	152,579	345,407	335,823
Net Revenue	-14,365	-17,437	-30,692	-28,163	-31,567	-38,582	-38,898
Total for PROG 490: AIRPORT	-14,365	-17,437	-30,692	-28,163	-31,567	-38,582	-38,898

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Community Development - Airport
Administration 380-490

2017 Accomplishments

- Provided high quality transportation infrastructure for corporate and general aviation users.
- Completed new mobile friendly airport website and expanded use of social media.
- Implemented Service Branding strategy to enhance visibility to customer and marketing opportunities.
- 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.
- Worked with aviation fuel provider "Avfuel" to implement national contract fuel program and other pilot incentive programs.
- Improved employee safety training and efficiencies through use of Target Solutions for specialized site specific training.

2018 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.
- Provide aviation transportation options for local business community and enhance 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.
- Add one revenue generating commercial aviation based business tenant.

- Complete environmental assessment for development of South Building Area for aviation commercial development.

City of Owatonna
Summary Budget Comparison by Program

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	82,797	48,260	66,032	67,212	20,875	67,212	67,212
Total Revenues	82,797	48,260	66,032	67,212	20,875	67,212	67,212
FT Wages	3,116	2,635	2,379	3,224	1,123	2,960	3,097
PT/Seasonal Wages	12,420	13,500	13,868	13,500	9,403	19,879	20,848
OT/Holiday/Other	64	0	0	0	0	0	0
Benefits	3,475	3,779	3,687	3,871	2,289	5,378	5,573
PERSONAL SERVICES	19,075	19,914	19,934	20,595	12,815	28,217	29,518
Supplies	13,034	21,725	10,894	21,750	6,632	15,725	13,100
Repair Supplies	8,848	13,100	10,929	13,100	3,925	12,400	11,400
Small Tools & Equipment	2,011	425	452	500	0	500	500
SUPPLIES	23,893	35,250	22,275	35,350	10,557	28,625	25,000
Transportation (VRF)	16,300	16,300	12,300	12,300	7,200	14,400	14,400
Repairs	9,875	15,475	14,529	17,225	6,025	16,250	20,250
OTHER SERVICES & CHARGES	26,175	31,775	26,829	29,525	13,225	30,650	34,650
Total Expenditures	69,143	86,939	69,038	85,470	36,597	87,492	89,168
Net Revenue	13,654	-38,679	-3,006	-18,258	-15,722	-20,280	-21,956
MAINTENANCE	13,654	-38,679	-3,006	-18,258	-15,722	-20,280	-21,956
Total for DEPT 380: AIRPORT	-711	-56,116	-33,698	-46,421	-47,289	-58,862	-60,854

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Community Development - Airport
Buildings/Maintenance 380-491

2017 Accomplishments

- Installed new aviation fuel cabinets and pumps.
- Completed 100% of airport Preventive Maintenance Program.

- Completed improvements in customer waiting areas with cabinets and countertops while improving supply storage capacity.
 - Completed phase 1 of landscaping improvements in terminal area including reconstruction of pedestrian sidewalk.
 - Completed obstruction removals and Runway 5/23 north drainage ditch clearing.

- Completed installation of work stations in maintenance building to improve operational efficiencies and functionality.

2018 Goals

- Replace main hangar bi-fold doors.
- Replace depreciated 1-ton utility truck utilizing 70% state airport grant funding participation.
- Replace depreciated Loader utilizing 95% state and federal airport grant funding participation.
- 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 phase 2 of terminal building area landscaping improvements.

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

DEPT 420: LIBRARY
PROG 600: LIBRARY

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	18,889	18,800	18,810	18,800	9,314	18,800	18,800
Total Revenues	18,889	18,800	18,810	18,800	9,314	18,800	18,800
FT Wages	112,021	100,099	161,494	159,992	23,709	100,520	111,021
PT/Seasonal Wages	19,166	18,009	25,962	16,489	16,164	20,498	21,497
OT/Holiday/Other	0	0	14,377	0	0	0	0
Benefits	36,719	32,797	38,657	33,581	11,338	37,531	43,176
PERSONAL SERVICES	167,906	150,905	240,490	210,062	51,211	158,549	175,694
Supplies	542	300	348	300	0	270	300
Repair Supplies	60	0	0	0	0	0	0
Library Materials	0	150	0	150	0	135	0
SUPPLIES	602	450	348	450	0	405	300
Professional Services	420	350	872	350	0	315	300
Communication	950	2,815	946	1,350	875	1,215	1,800
Vehicle, Travel & Training	4,689	6,180	4,626	7,540	523	6,690	5,640
Advertising & Promotion	1,315	0	1,619	0	0	0	1,500
Memberships & Subscriptions	1,365	1,608	1,545	1,750	547	1,750	1,700
Insurance	820	820	760	760	335	670	550
Repairs	400	500	1,860	500	0	450	300
Rents/Leases	112	225	320	225	566	202	400
Other Services & Charges	4,816	4,635	5,090	5,090	2,456	4,915	5,000
OTHER SERVICES & CHARGES	14,887	17,133	17,638	17,565	5,302	16,207	17,190
Total Expenditures	183,395	168,488	258,476	228,077	56,513	175,161	193,184
Net Revenue	-164,506	-149,688	-239,666	-209,277	-47,199	-156,361	-174,384
Total for PROG 600: LIBRARY	-164,506	-149,688	-239,666	-209,277	-47,199	-156,361	-174,384

City of Owatonna
Summary Budget Comparison by Program

PROG 610: CIRCULATION SERVICES PROGRAM

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	66,238	60,900	65,670	64,900	33,327	64,900	63,900
Fines & Forfeits	12,578	13,000	10,111	13,000	4,983	9,000	9,000
Miscellaneous	125	100	50	100	0	20	0
Total Revenues	78,941	74,000	75,831	78,000	38,310	73,920	72,900
FT Wages	243,521	173,421	221,866	220,379	87,884	154,146	161,122
PT/Seasonal Wages	137,845	127,367	177,672	183,931	112,005	254,509	259,198
OT/Holiday/Other	12,741	546	11,481	560	0	0	0
Benefits	94,388	77,909	88,341	82,333	37,986	79,669	80,055
PERSONAL SERVICES	488,495	379,243	499,360	487,203	237,875	488,324	500,375
Supplies	1,237	1,125	1,210	1,125	112	1,013	800
Small Tools & Equipment	1,159	1,000	1,136	1,000	576	900	1,000
Library Materials	89,252	60,700	62,425	65,000	41,340	70,500	104,500
SUPPLIES	91,648	62,825	64,771	67,125	42,028	72,413	106,300
Professional Services	102	250	-2	250	0	0	0
Communication	3,197	3,600	2,575	3,600	1,191	3,500	3,000
Vehicle, Travel & Training	347	0	0	0	0	0	0
Advertising & Promotion	0	0	165	0	0	0	0
Insurance	2,624	2,624	2,432	2,432	1,072	2,144	1,760
Repairs	2,685	500	0	500	0	450	400
Other Services & Charges	19,262	18,666	20,362	20,485	9,826	19,768	19,655
OTHER SERVICES & CHARGES	28,217	25,640	25,532	27,267	12,089	25,862	24,815
Total Expenditures	608,360	467,708	589,663	581,595	291,992	586,599	631,490
Net Revenue	-529,419	-393,708	-513,832	-503,595	-253,682	-512,679	-558,590
PROGRAM	-529,419	-393,708	-513,832	-503,595	-253,682	-512,679	-558,590

City of Owatonna
Summary Budget Comparison by Program

PROG 620: LIBRARY SITE USE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	55,362	55,100	55,130	55,100	27,298	55,100	55,100
Charges for Services	7,917	9,000	8,420	9,000	5,055	8,000	8,000
Miscellaneous	0	9	0	0	0	0	2,850
Total Revenues	63,279	64,109	63,550	64,100	32,353	63,100	65,950
FT Wages	39,467	91,653	65,457	44,462	40,993	88,811	92,334
PT/Seasonal Wages	20,151	24,232	9,393	23,397	3,599	7,149	7,449
OT/Holiday/Other	537	546	584	560	66	0	0
Benefits	16,406	33,087	23,290	17,724	13,779	31,893	31,116
PERSONAL SERVICES	76,561	149,518	98,724	86,143	58,437	127,853	130,899
Supplies	5,960	4,760	5,626	5,200	2,153	4,920	4,300
Repair Supplies	6,033	5,000	2,901	5,000	1,731	4,500	3,000
Small Tools & Equipment	1,436	1,300	1,302	2,000	1,614	1,350	2,000
Library Materials	4,101	2,720	8,198	3,600	3,298	4,540	4,500
SUPPLIES	17,530	13,780	18,027	15,800	8,796	15,310	13,800
Professional Services	1,421	1,000	1,052	1,000	1,249	1,200	1,500
Communication	3,847	2,120	2,293	3,520	963	4,100	2,100
Insurance	2,378	2,378	2,204	2,204	972	1,943	1,595
Repairs	4,077	7,500	3,201	6,860	1,318	4,264	4,000
Rents/Leases	1,818	1,600	2,861	1,600	617	1,600	1,600
Other Services & Charges	6,617	8,135	6,861	7,140	2,961	6,877	6,615
OTHER SERVICES & CHARGES	20,158	22,733	18,472	22,324	8,080	19,984	17,410
CAPITAL OUTLAY	0	0	209	0	0	0	0
Total Expenditures	114,249	186,031	135,432	124,267	75,313	163,147	162,109
Net Revenue	-50,970	-121,922	-71,882	-60,167	-42,960	-100,047	-96,159
Total for PROG 620: LIBRARY SITE USE	-50,970	-121,922	-71,882	-60,167	-42,960	-100,047	-96,159

City of Owatonna
Summary Budget Comparison by Program

PROG 630: LIBRARY INFORMATION SERVICES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	25,420	25,300	25,314	25,300	12,534	25,300	25,300
Total Revenues	25,420	25,300	25,314	25,300	12,534	25,300	25,300
FT Wages	177,498	221,108	179,645	217,005	75,440	169,251	177,422
OT/Holiday/Other	2,506	2,548	70	2,612	0	0	0
Benefits	57,488	74,363	61,861	70,764	23,571	58,721	52,994
PERSONAL SERVICES	237,492	298,019	241,576	290,381	99,011	227,972	230,416
Supplies	642	650	0	650	0	585	0
Small Tools & Equipment	27	250	11,125	10,350	695	12,315	12,000
Library Materials	12,704	11,500	14,519	11,750	10	12,400	2,000
SUPPLIES	13,373	12,400	25,644	22,750	705	25,300	14,000
Professional Services	1,048	0	0	0	0	0	0
Insurance	1,066	1,066	988	988	436	871	715
Repairs	150	1,000	0	200	37	180	0
Rents/Leases	0	675	0	0	0	0	0
Other Services & Charges	19,262	18,450	20,362	20,360	9,826	19,655	19,655
OTHER SERVICES & CHARGES	21,526	21,191	21,350	21,548	10,299	20,706	20,370
Total Expenditures	272,391	331,610	288,570	334,679	110,015	273,978	264,786
Net Revenue	-246,971	-306,310	-263,256	-309,379	-97,481	-248,678	-239,486
SERVICES	-246,971	-306,310	-263,256	-309,379	-97,481	-248,678	-239,486

City of Owatonna
Summary Budget Comparison by Program

PROG 640: LIBRARY OFF-SITE USE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	41,381	39,500	40,842	39,500	17,684	39,500	39,500
Total Revenues	41,381	39,500	40,842	39,500	17,684	39,500	39,500
FT Wages	14,905	17,543	12,984	18,520	4,315	17,953	14,565
PT/Seasonal Wages	0	1,000	0	1,000	0	1,000	1,000
Benefits	4,550	5,681	4,158	5,830	1,609	6,344	5,377
PERSONAL SERVICES	19,455	24,224	17,142	25,350	5,924	25,297	20,942
Other Supplies	28,863	19,132	28,457	19,132	2,078	27,132	27,132
SUPPLIES	28,863	19,132	28,457	19,132	2,078	27,132	27,132
Vehicle, Travel & Training	0	472	0	0	0	0	0
Insurance	1,312	1,312	1,216	1,216	536	1,072	880
OTHER SERVICES & CHARGES	1,312	1,784	1,216	1,216	536	1,072	880
Total Expenditures	49,630	45,140	46,815	45,698	8,538	53,501	48,954
Net Revenue	-8,249	-5,640	-5,973	-6,198	9,146	-14,001	-9,454
Total for PROG 640: LIBRARY OFF-SITE USE	-8,249	-5,640	-5,973	-6,198	9,146	-14,001	-9,454
Total for DEPT 420: LIBRARY	-1,000,115	-977,268	-1,094,609	-1,088,616	-432,176	-1,031,766	-1,078,073

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture and Recreation - Library
Library 420-600 thru 420-640

2017 Accomplishments

Transitioned from Interim Director to new Library Director.

Developed a Strategic Plan for the next 3 years

Completed projects to improve the exterior look and address safety concerns on the library property.

Developed a sustainable budget in coordination with the Owatonna Library Foundation.

Partnered with Allina Foundation to provide snacks in Children's Services throughout the year.

Partnered with the School District to host the summer meal program at the Library.

Made the Library property tobacco free.

2018 Goals

Complete improvement project to eliminate flooding in parking lot and surrounding area.

Survey community and investigate "hot spots" for patron use.

Partner with the Workforce Center to better assist unemployed with online applications.

Expand programing for different languages.

Restart Books-to-Go program to bring books to in-home daycare providers.

Increase children's author/illustrator visits.

Increase circulation of printed and digital materials.

Partner with organizations to provide more art at the Library.

Offer more programs for teens.

Partner with an organization to help with homework after school at the Library.

Create individual workspaces for tutoring students.

Investigate opportunities for bilingual support for homework.

Survey patrons about interest for future classes/workshops.

Offer more classes/workshops based on patron's interests and digital resoruces at the Library.

Complete space allocation study for the Library.

Investigate hours of operation of the Library.

City of Owatonna
Summary Budget Comparison by Program

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

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	0	0	0	0	1,000	0	0
Total Revenues	0	0	0	0	1,000	0	0
FT Wages	138,947	113,892	153,673	119,622	85,025	151,667	170,274
PT/Seasonal Wages	52,830	17,591	54,063	42,208	36,097	54,360	56,884
OT/Holiday/Other	4,681	4,667	4,706	4,789	4,873	5,137	5,351
Benefits	42,852	32,161	60,018	35,580	35,209	60,101	64,369
PERSONAL SERVICES	239,310	168,311	272,460	202,199	161,204	271,265	296,878
Supplies	5,870	5,000	5,333	5,000	2,953	5,000	5,000
Small Tools & Equipment	500	1,000	70	1,000	200	0	200
SUPPLIES	6,370	6,000	5,403	6,000	3,153	5,000	5,200
Professional Services	210	1,500	318	1,000	1,277	300	300
Communication	2,205	2,100	1,645	2,000	1,100	1,500	1,500
Vehicle, Travel & Training	3,586	5,820	2,455	5,820	878	6,000	5,000
Advertising & Promotion	4,217	3,500	7,555	4,000	1,300	4,000	5,000
Printing	1,071	500	0	500	0	500	500
Memberships & Subscriptions	2,825	2,500	1,410	3,000	2,830	3,000	3,000
Repairs	0	0	1,860	0	0	0	465
Other Services & Charges	350	3,825	4,275	4,000	4,325	5,000	5,000
OTHER SERVICES & CHARGES	14,464	19,745	19,518	20,320	11,710	20,300	20,765
Total Expenditures	260,144	194,056	297,381	228,519	176,067	296,565	322,843
Net Revenue	-260,144	-194,056	-297,381	-228,519	-175,067	-296,565	-322,843
Total for PROG 500: PARK & REC ADMINISTRATION	-260,144	-194,056	-297,381	-228,519	-175,067	-296,565	-322,843
Total for DEPT 510: PARK & REC ADMINISTRATION	-260,144	-194,056	-297,381	-228,519	-175,067	-296,565	-322,843

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Park and Recreation
Administration 510-500

2017 Accomplishments

Analyze and reorganize department structure

Obtained additional partnerships to assist in department operations

Using Grants

- National Council on Aging Aging Mastery Program

- Archery Range

- North Stright River Trail

- Kaplan's Woods Trail Groomer - cooperative with OTA

Obtained Grant - Outdoor Recreation for Sid Kinyon Tennis Courts

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 / survey

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

2018 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.

Comprehensive plan survey for the department.

Engage & involve Park Board.

Work with City Council on city's long range plan.

Develop a Park Maintenance priority list.

Complete renovation at Sid Kinyon Courts at Lincoln school with two tennis courts and other permanent recreational equipment

City of Owatonna
Summary Budget Comparison by Program

DEPT 511: PARK MAINTENANCE

PROG 510: PARK MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	76,270	30,000	60,469	51,700	46,916	30,000	35,000
Charges for Services	55,951	15,000	102,134	29,000	6,737	45,000	45,000
Miscellaneous	39,320	32,000	37,518	38,000	14,572	38,000	38,000
Total Revenues	171,541	77,000	200,121	118,700	68,225	113,000	118,000
FT Wages	446,470	389,811	473,899	439,451	202,938	401,111	414,821
PT/Seasonal Wages	159,644	183,193	167,564	185,669	85,288	195,495	209,600
OT/Holiday/Other	19,165	18,000	20,197	18,000	5,077	12,000	12,000
Benefits	193,781	183,878	204,599	187,572	93,118	190,921	202,915
PERSONAL SERVICES	819,060	774,882	866,259	830,692	386,421	799,527	839,336
Supplies	138,438	129,750	133,256	131,750	61,677	116,750	141,750
Repair Supplies	71,919	98,700	104,149	96,700	37,281	96,700	91,700
Small Tools & Equipment	27,410	17,100	9,596	15,800	15,608	16,800	16,800
SUPPLIES	237,767	245,550	247,001	244,250	114,566	230,250	250,250
Professional Services	22,039	15,150	33,360	20,650	35,139	45,650	45,650
Communication	2,675	2,550	2,517	2,550	615	2,550	2,550
Transportation (VRF)	52,700	52,700	70,000	70,000	37,200	74,400	74,400
Vehicle, Travel & Training	6,181	6,012	3,332	7,012	4,354	5,500	3,100
Advertising & Promotion	1,570	300	1,443	300	840	500	500
Memberships & Subscriptions	240	225	380	225	105	225	225
Insurance	32,000	32,000	33,100	33,100	13,700	27,400	24,500
Licenses & Inspections	2,445	4,500	5,113	2,500	984	2,500	2,500
Repairs	5,289	8,300	40,540	7,500	2,527	7,500	7,500
Rents/Leases	12,327	12,000	21,176	10,000	1,951	11,000	11,000
Other Services & Charges	17,756	15,500	19,604	14,500	14,038	14,500	15,500
OTHER SERVICES & CHARGES	155,222	149,237	230,565	168,337	111,453	191,725	187,425
CAPITAL OUTLAY	0	0	13,980	14,000	0	0	0
Total Expenditures	1,212,049	1,169,669	1,357,805	1,257,279	612,440	1,221,502	1,277,011
Net Revenue	-1,040,508	-1,092,669	-1,157,684	-1,138,579	-544,215	-1,108,502	-1,159,011
Total for PROG 510: PARK MAINTENANCE	-1,040,508	-1,092,669	-1,157,684	-1,138,579	-544,215	-1,108,502	-1,159,011
Total for DEPT 511: PARK MAINTENANCE	-1,040,508	-1,092,669	-1,157,684	-1,138,579	-544,215	-1,108,502	-1,159,011

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Park Maintenance
Park Maintenance 511-510

2017 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
Install permanent dugouts at fairgrounds D1
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
Reconstruct Dartt's tennis & basketball courts

2018 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 set up through shop foreman
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
Installed permanent dugouts, backstop and side fences at fairgrounds - D1
Cleaned Manthey Park Woods
Dredge North Pond

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
Explore options for wayside rest on North Straight River Trail
Explore low-maintenance options for parks

City of Owatonna
Summary Budget Comparison by Program

DEPT 512: ADULT RECREATION
PROG 520: ADULT RECREATION

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	5,010	4,600	4,890	5,800	0	5,800	5,200
Charges for Services	69,524	81,291	67,656	80,209	35,737	80,269	77,249
Miscellaneous	0	1,000	190	500	0	500	500
Total Revenues	74,534	86,891	72,736	86,509	35,737	86,569	82,949
FT Wages	40,852	46,972	40,343	48,269	18,130	38,328	32,346
PT/Seasonal Wages	10,115	21,153	13,192	18,728	6,730	22,448	14,790
OT/Holiday/Other	0	100	0	100	0	100	100
Benefits	11,981	14,783	12,458	13,413	5,448	13,982	10,709
PERSONAL SERVICES	62,948	83,008	65,993	80,510	30,308	74,858	57,945
Supplies	6,420	4,900	4,350	4,700	1,453	5,450	4,900
Small Tools & Equipment	100	150	0	150	0	150	150
SUPPLIES	6,520	5,050	4,350	4,850	1,453	5,600	5,050
Professional Services	1,320	0	760	500	0	500	500
Communication	4,957	2,025	5,339	3,400	3,149	3,800	4,700
Vehicle, Travel & Training	1,042	1,600	732	1,450	588	1,450	1,200
Printing	0	80	0	80	0	80	500
Refunds & Reimbursements	8,475	1,610	8,205	8,055	0	2,000	8,205
OTHER SERVICES & CHARGES	15,794	5,315	15,036	13,485	3,737	7,830	15,105
Total Expenditures	85,262	93,373	85,379	98,845	35,498	88,288	78,100
Net Revenue	-10,728	-6,482	-12,643	-12,336	239	-1,719	4,849
Total for PROG 520: ADULT RECREATION	-10,728	-6,482	-12,643	-12,336	239	-1,719	4,849
Total for DEPT 512: ADULT RECREATION	-10,728	-6,482	-12,643	-12,336	239	-1,719	4,849

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Adult Recreation
Adult Recreation 512-520

2017 Accomplishments

- * Adult offerings to include Volleyball, Softball, Kickball and Fall Softball
- * 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., Kights of Columbus, Owatonna Peoples Press, KRFO, Community Service Groups, Grants, Area businesses.
- * Partnered with Owatonna Softball Association on dugout replacement on Diamond 1-4 with ceremony on donors in May.

2018 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 lighting replacement

City of Owatonna
Summary Budget Comparison by Program

DEPT 513: YOUTH RECREATION
PROG 530: YOUTH RECREATION

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	7,140	12,000	8,430	7,350	0	7,350	8,250
Charges for Services	159,373	144,483	174,759	158,983	110,580	163,733	174,705
Miscellaneous	4,382	4,600	20,855	19,500	4,808	4,500	4,300
Total Revenues	170,895	161,083	204,044	185,833	115,388	175,583	187,255
FT Wages	88,274	97,613	106,932	95,974	73,822	83,304	144,492
PT/Seasonal Wages	97,565	121,806	97,131	112,056	56,794	112,067	57,525
OT/Holiday/Other	986	0	36	0	0	0	0
Benefits	44,349	49,218	48,900	41,405	29,337	45,103	45,693
PERSONAL SERVICES	231,174	268,637	252,999	249,435	159,953	240,474	247,710
Supplies	14,397	9,950	10,245	11,300	4,669	10,400	11,400
Repair Supplies	0	0	57	0	455	0	0
Small Tools & Equipment	1,161	1,000	400	700	0	700	700
Concession Supplies	336	0	-406	0	-5,595	0	0
SUPPLIES	15,894	10,950	10,296	12,000	-471	11,100	12,100
Professional Services	16,988	13,100	30,729	24,500	4,503	9,500	13,700
Communication	7,060	3,950	7,652	5,100	4,416	5,650	7,050
Vehicle, Travel & Training	2,652	1,900	3,547	2,900	866	2,900	2,650
Advertising & Promotion	2,333	900	4,331	1,000	720	3,000	3,500
Printing	0	200	115	200	0	0	0
Memberships & Subscriptions	160	460	350	460	332	400	350
Insurance	624	0	1,181	0	0	1,181	1,181
Licenses & Inspections	0	400	677	400	0	400	400
Repairs	0	200	0	200	0	200	200
Other Services & Charges	962	700	1,742	775	756	950	1,825
Refunds & Reimbursements	18,933	8,610	19,119	18,670	3,855	18,670	15,470
OTHER SERVICES & CHARGES	49,712	30,420	69,443	54,205	15,448	42,851	46,326
Total Expenditures	296,780	310,007	332,738	315,640	174,930	294,425	306,136
Net Revenue	-125,885	-148,924	-128,694	-129,807	-59,542	-118,842	-118,881
Total for PROG 530: YOUTH RECREATION	-125,885	-148,924	-128,694	-129,807	-59,542	-118,842	-118,881
Total for DEPT 513: YOUTH RECREATION	-125,885	-148,924	-128,694	-129,807	-59,542	-118,842	-118,881

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation
Youth Recreation 513-530

2017 Accomplishments

- * Worked with soccer association to acquire Naas property, for future soccer needs.
- * Completed public archery range.
- * Youth recreation at 65% self sufficient.
- * Continued updates, make ups, adult schedules, correspondences to participants/coaches thru our new software, resulting in cost savings of postage.
- * Revamp and partnered with Huskies Fastpitch Club on successful 1-4 grade fastpitch junior and mini crush program.
- * 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 help at Archery Range.
- * Added successful programs including; Games Galore Sports Camp, Competitive Swim, Rockin' Around Owatonna, Rec on the go, and new events for the summer and winter weekend out.
- * Continued to offer three movies in the park in the summer months.
- * Continue to transform TR position to TR/Senior Place, with the housing of the TR department at Senior Place.

2018 Goals

- * Develop Sponsorship program for football helmets.
- * 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 to access 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, AD and other groups.
- * Evaluate TR programs through out the year, while identifying recreation needs/leisure interest of TR members, with recent staffing changes.

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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	6,374	7,000	6,672	7,000	3,942	7,000	7,000
Miscellaneous	0	500	0	500	0	500	500
Total Revenues	6,374	7,500	6,672	7,500	3,942	7,500	7,500
FT Wages	26,328	38,922	34,363	41,983	14,735	44,088	43,096
PT/Seasonal Wages	2,146	3,193	20,949	0	55,372	86,535	90,887
OT/Holiday/Other	96	0	236	0	0	0	0
Benefits	8,082	12,817	13,013	11,944	12,211	25,090	24,152
PERSONAL SERVICES	36,652	54,932	68,561	53,927	82,318	155,713	158,135
Supplies	2,648	5,500	4,365	5,700	1,418	5,700	5,700
Repair Supplies	0	0	0	0	719	0	0
SUPPLIES	2,648	5,500	4,365	5,700	2,137	5,700	5,700
Professional Services	209	0	37	0	59	0	0
Communication	1,322	1,400	3,028	5,650	3,045	6,100	6,250
Vehicle, Travel & Training	567	1,150	314	1,150	414	1,300	1,000
Advertising & Promotion	122	0	69	0	65	0	0
Memberships & Subscriptions	963	225	190	225	105	225	225
Licenses & Inspections	523	525	475	525	475	525	525
Repairs	0	400	0	400	0	400	400
Other Services & Charges	2,962	3,150	1,159	3,150	451	3,100	1,400
OTHER SERVICES & CHARGES	6,668	6,850	5,272	11,100	4,614	11,650	9,800
Total Expenditures	45,968	67,282	78,198	70,727	89,069	173,063	173,635
Net Revenue	-39,594	-59,782	-71,526	-63,227	-85,127	-165,563	-166,135
Total for PROG 540: TENNIS AND FITNESS CENTER	-39,594	-59,782	-71,526	-63,227	-85,127	-165,563	-166,135

City of Owatonna
Summary Budget Comparison by Program

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

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	118,960	109,250	102,061	111,750	80,989	96,000	127,900
Miscellaneous	0	500	1,500	500	0	500	500
Total Revenues	118,960	109,750	103,561	112,250	80,989	96,500	128,400
Supplies	14,696	11,750	4,207	11,500	1,189	4,500	3,000
Repair Supplies	2,010	1,050	475	1,050	909	1,550	1,550
SUPPLIES	16,706	12,800	4,682	12,550	2,098	6,050	4,550
Professional Services	87,863	74,645	59,348	74,645	53,306	34,700	81,000
Communication	2,042	1,700	745	450	1	450	250
Advertising & Promotion	0	1,300	132	1,300	10	1,300	1,300
Memberships & Subscriptions	1,213	500	745	500	5	500	500
Repairs	0	250	383	250	174	250	250
Other Services & Charges	0	440	0	0	0	0	0
OTHER SERVICES & CHARGES	91,118	78,835	61,353	77,145	53,496	37,200	83,300
Total Expenditures	107,824	91,635	66,035	89,695	55,594	43,250	87,850
Net Revenue	11,136	18,115	37,526	22,555	25,395	53,250	40,550
FEE	11,136	18,115	37,526	22,555	25,395	53,250	40,550

City of Owatonna
Summary Budget Comparison by Program

PROG 546: FITNESS, AQUATICS, CONCESSIONS

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	106,928	111,150	120,209	111,900	68,716	113,650	118,150
Total Revenues	106,928	111,150	120,209	111,900	68,716	113,650	118,150
FT Wages	1,050	0	1,141	0	0	0	0
PT/Seasonal Wages	73,876	68,000	68,777	77,260	0	0	0
Benefits	10,927	7,473	9,022	10,441	0	0	0
PERSONAL SERVICES	85,853	75,473	78,940	87,701	0	0	0
Supplies	6,357	4,550	4,503	4,650	1,598	5,200	5,200
Repair Supplies	2,582	3,200	7,482	3,200	1,082	3,200	3,200
Small Tools & Equipment	7,722	6,500	8,111	6,500	278	6,500	16,500
Concession Supplies	2,284	2,500	1,381	2,500	904	2,250	2,000
SUPPLIES	18,945	16,750	21,477	16,850	3,862	17,150	26,900
Professional Services	2,768	0	3,999	1,275	1,809	2,975	3,825
Communication	2,029	2,000	1,010	500	124	500	550
Advertising & Promotion	1,090	1,300	122	1,300	9	1,300	1,300
Memberships & Subscriptions	1,723	1,500	1,717	1,500	636	1,500	1,500
Insurance	3,400	3,400	3,237	3,200	1,350	2,700	2,200
Repairs	584	2,000	668	500	492	2,000	2,000
Rents/Leases	0	50	0	50	0	50	0
Other Services & Charges	0	440	0	0	0	0	0
OTHER SERVICES & CHARGES	11,594	10,690	10,753	8,325	4,420	11,025	11,375
Total Expenditures	116,392	102,913	111,170	112,876	8,282	28,175	38,275
Net Revenue	-9,464	8,237	9,039	-976	60,434	85,475	79,875
CONCESSIONS	-9,464	8,237	9,039	-976	60,434	85,475	79,875
 Total for DEPT 514: TENNIS AND FITNESS CENTER	 -37,922	 -33,430	 -24,961	 -41,648	 702	 -26,838	 -45,710

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Tennis & Fitness Center 514-540, 514-544, 514-546

2017 Accomplishments

- Continued to expand personal trainer programming options
- Restructured new staff trainings and quarterly staff meetings
- Partnered with the Owatonna School District on Tennis Court use for Tennis Teams.
- Successful number of outside rentals including: colleges and universities renting the facility for meets.
- Contracted with New Tennis Pro
- Expanded the use of social media venues as advertisements and as an informational source.
- Successful number of patrons and user groups visiting the facility
- Added a Tennis Court 'Court Fee'
- Continued partnership with Owatonna Tennis Association.
- Restructured Tennis Court Group Rental Priority
- Restructured Tennis Court Group Rental Rates and Rental Time Layouts
- Created Tennis Group Rental Procedures and Policies with Rental Deposit & Confirmation Procedures
- Partnered with USTA and OTA on grants for additional Tennis programming
- Started renovating the Pro Shop for change in staff use

2018 Goals

- Continue to strive towards being self sufficient.
 - Become more knowledgeable in the 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.
 - Enhancement of staff trainings and quarterly staff meetings for Guest Services employees and Aquatics employees
 - Explore new aquatics programs for users during daytime hours
 - Partner with the Owatonna Public Utilities for the potential of a new heating and cooling system.
 - Partner with USTA to offer Tournaments and USTA summer leagues
 - Continue to increase adult membership through new programming.
 - Develop and Implement a regional marketing campaign for the use of the Tennis Center.
 - Expand the use of the Tennis Courts by increasing general patron use, adult leagues and lessons and increasing youth lessons
 - Evaluate and potentially restructure tennis court membership rates
 - Renovate the Pro Shop area into a larger lobby space for general patrons and group rentals.
- Added features to allow for better court viewing of spectators
- Replace outdated and worn down equipment.

City of Owatonna
Summary Budget Comparison by Program

DEPT 515: SENIOR CENTER
PROG 550: SENIOR CENTER

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	50,190	47,950	53,932	48,400	40,304	49,150	54,150
Miscellaneous	28,375	30,000	28,200	27,000	13,861	27,000	27,000
Total Revenues	78,565	77,950	82,132	75,400	54,165	76,150	81,150
FT Wages	59,730	47,607	50,796	51,434	13,155	54,571	39,956
PT/Seasonal Wages	2,043	12,000	2,984	9,000	2,165	15,958	9,000
OT/Holiday/Other	272	0	804	0	0	0	0
Benefits	17,550	15,250	11,663	15,422	3,815	16,218	9,849
PERSONAL SERVICES	79,595	74,857	66,247	75,856	19,135	86,747	58,805
Supplies	7,399	13,100	6,743	12,350	2,499	10,350	8,560
Repair Supplies	230	1,800	494	1,800	1,076	1,800	1,800
Small Tools & Equipment	3,406	0	0	0	0	0	0
Concession Supplies	255	700	408	700	71	500	500
SUPPLIES	11,290	15,600	7,645	14,850	3,646	12,650	10,860
Professional Services	26,474	16,200	26,577	12,000	18,338	18,000	23,500
Communication	3,039	4,050	3,418	3,850	2,458	3,400	4,200
Vehicle, Travel & Training	1,664	850	771	1,300	575	1,200	1,000
Advertising & Promotion	440	750	714	750	555	750	750
Printing	84	1,500	329	1,500	173	750	750
Memberships & Subscriptions	80	50	190	50	90	100	100
Insurance	2,400	2,400	2,300	2,300	950	1,900	1,400
Repairs	2,017	6,300	4,277	6,550	-134	6,300	6,300
Rents/Leases	323	100	-78	400	-50	400	400
Other Services & Charges	946	2,100	946	2,100	315	1,800	1,800
OTHER SERVICES & CHARGES	37,467	34,300	39,444	30,800	23,270	34,600	40,200
Total Expenditures	128,352	124,757	113,336	121,506	46,051	133,997	109,865
Net Revenue	-49,787	-46,807	-31,204	-46,106	8,114	-57,847	-28,715
Total for PROG 550: SENIOR CENTER	-49,787	-46,807	-31,204	-46,106	8,114	-57,847	-28,715
Total for DEPT 515: SENIOR CENTER	-49,787	-46,807	-31,204	-46,106	8,114	-57,847	-28,715

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Senior Center
Senior Center 515-550

2017 Accomplishments

- Continued to expand the day trip program for the SeniorPlace members and non-members.
- Began Cross Training Tennis & Fitness Guest Services Staff to assist with SeniorPlace facility needs
- Continued 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.
 - Continued with Collaborations with contracted employee's such as; Yoga Instructor and Massage Therapist.
- Continued to Partner with Eccuman Brooks & Countryside Assist Living for program sponsorships
- Implemented new strategies, policies and procedures regarding deposits and the storage of deposit/starting cash items
- Increased the number of brand new members
- Hired a Recreation Supervisor to split the duties between SeniorPlace/Senior Programming and Therapeutic Recreation Programming
- Updated the SHIP Grant (in partnership with Straight River Sports) to replace the 2 wheeled Electric Assist Bike with a 3 wheeled Electric Assist Bike

2018 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 encourage the use of the facility and Senior Programs
- 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 within the Partnership Program
- Become more knowledgeable in the new MaxSolutions software and Implement additional features to allow for more efficient operation of the facility.
- 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 maintain a strong partnership with SeniorPlace Inc.
- Implement new policies on day trip programs to allow SeniorPlace members priority and incentives

City of Owatonna
Summary Budget Comparison by Program

DEPT 520: AQUATIC CENTER
PROG 575: AQUATIC CENTER

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	0	0	170,615	210,020	75,065	211,020	212,750
Miscellaneous	0	0	5,800	500	0	500	500
Total Revenues	0	0	176,415	210,520	75,065	211,520	213,250
FT Wages	0	0	7,928	12,140	3,598	10,097	21,494
PT/Seasonal Wages	0	0	108,985	105,000	37,364	121,958	118,000
OT/Holiday/Other	0	0	524	0	0	0	0
Benefits	0	0	15,442	15,281	6,355	18,931	20,898
PERSONAL SERVICES	0	0	132,879	132,421	47,317	150,986	160,392
Supplies	0	0	19,007	17,300	10,426	18,550	18,550
Repair Supplies	0	0	14,393	14,500	3,736	15,000	12,500
Small Tools & Equipment	0	0	0	0	0	0	7,500
Concession Supplies	0	0	20,343	23,000	5,554	23,000	23,000
SUPPLIES	0	0	53,743	54,800	19,716	56,550	61,550
Professional Services	0	0	583	200	599	200	200
Communication	0	0	3,053	2,250	891	2,900	3,000
Vehicle, Travel & Training	0	0	237	900	282	900	900
Advertising & Promotion	0	0	6,775	7,000	931	7,000	7,000
Insurance	0	0	10,600	10,600	3,300	6,600	5,200
Licenses & Inspections	0	0	630	650	630	650	650
Repairs	0	0	255	3,500	0	3,500	3,500
Other Services & Charges	0	0	267	700	11	700	700
OTHER SERVICES & CHARGES	0	0	22,400	25,800	6,644	22,450	21,150
Total Expenditures	0	0	209,022	213,021	73,677	229,986	243,092
Net Revenue	0	0	-32,607	-2,501	1,388	-18,466	-29,842
Total for PROG 575: AQUATIC CENTER	0	0	-32,607	-2,501	1,388	-18,466	-29,842
Total for DEPT 520: AQUATIC CENTER	0	0	-32,607	-2,501	1,388	-18,466	-29,842

CITY OF OWATONNA 2018 PROGRAM BUDGETS

Aquatic Center Aquatic Center 520-575

2017 Accomplishments

- Successful number of patrons and user groups visiting the facility (including at record patron use day)
- Successful offered/attended programs
- Developed new programs, specials and events
- Continued to expand the use of social media venues as advertisement and as an informational source
- Continued implementing new strategies for staff trainings and orientations.
- Reformatted the beginning of season staff orientation training to include additional training variables on Max Solutions.
- Hired a Recreation Supervisor with Aquatics Emphasis
- Implemented new strategies for off season maintenance of pool swim area
- Implemented a staff schedule software
- Trained an additional lifeguard training instructor
- Updated our recruitment method for lifeguards, WSI's and Guest Services Staff

2018 Goals

- Continue to re-structure our training procedures for higher efficiency.
- Re-evaluate offered programs and fees; create new offerings on a yearly basis.
- Continue to increase group and birthday party rentals.
- Re-evaluate the marketing strategy. Explore additional modes of advertising to reach other user groups.
- Explore additional play features for the Water Park facility
- Install a pavilion style shade structure within the facility for birthday parties, group rentals and general patron use
- Train an additional Swimming Lessons (WSI) trainer.
- Offer Events and Specials to highlight the 10 year anniversary.
- Explore adding a Family Membership Package
- Rebuild the Swimming Lessons Program by training more Instructors
- Replenish deck furniture
- Explore ways to draw additional patrons to the facility during the weekday open swim times
- Create a variety of fitness classes and event programs for Saturday morning or open weekday times

City of Owatonna
Summary Budget Comparison by Program

DEPT 525: BROOKTREE GOLF COURSE

PROG 562: CLUBHOUSE ACTIVITIES

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Charges for Services	506,440	455,000	386,389	487,850	236,249	414,770	438,750
Miscellaneous	1,384	875	1,464	875	0	1,500	1,500
Total Revenues	507,824	455,875	387,853	488,725	236,249	416,270	440,250
FT Wages	12,321	0	14,310	21,371	10,757	25,906	27,042
PT/Seasonal Wages	81,550	93,386	59,180	98,055	23,586	72,830	54,187
OT/Holiday/Other	689	0	0	0	0	0	0
Benefits	12,730	16,995	11,815	17,143	6,474	17,179	15,692
PERSONAL SERVICES	107,290	110,381	85,305	136,569	40,817	115,915	96,921
Supplies	7,094	6,500	14,293	6,500	2,250	7,500	7,500
Small Tools & Equipment	0	300	0	300	0	300	300
Concession Supplies	64,882	54,000	10,694	50,000	9,560	10,000	10,000
SUPPLIES	71,976	60,800	24,987	56,800	11,810	17,800	17,800
Professional Services	985	0	1,307	0	51	0	1,000
Communication	9,896	10,500	10,418	10,200	4,118	8,200	9,200
Vehicle, Travel & Training	1,751	1,000	1,830	1,000	381	1,000	1,000
Advertising & Promotion	9,409	4,000	7,741	6,000	4,338	6,000	7,000
Memberships & Subscriptions	3,108	3,300	2,353	3,300	5,236	4,300	4,800
Insurance	14,838	9,000	9,945	9,000	3,150	6,300	5,000
Licenses & Inspections	1,623	2,000	660	2,000	660	0	660
Repairs	17,093	5,500	10,219	5,500	2,817	6,000	5,200
Rents/Leases	9,403	5,500	6,280	5,500	1,940	4,500	4,500
Other Services & Charges	7,034	2,700	2,125	3,800	491	3,800	3,800
Refunds & Reimbursements	37	0	0	0	0	0	0
OTHER SERVICES & CHARGES	75,177	43,500	52,878	46,300	23,182	40,100	42,160
Total Expenditures	254,443	214,681	163,170	239,669	75,809	173,815	156,881
Net Revenue	253,381	241,194	224,683	249,056	160,440	242,455	283,369
Total for PROG 562: CLUBHOUSE ACTIVITIES	253,381	241,194	224,683	249,056	160,440	242,455	283,369

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Clubhouse 525-562

2017 Accomplishments

Improved staff training with consistency and regular communication.
Improved customer service, with experienced staff, rolling water station with ranger cart, self check-in, additional training
Maintained rangers & have consistent duties & log book.
Maintained promotional opportunities using social networking, e-mail and coupons.
Moved Jr. Golf back to Brooktree
Implemented USGA software & handicaps for league and tournaments, at a cost savings.
Negotiated lower rate for MGA handicaps.
Negotiated lease agreement for food & beverage service, with Master's Bar & Grille.
Added Happy Hour rates during slow times, Two-Four-Fun program, two-person tournaments, Parent & Child Golf Program
Maintained special 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, Family Sunday Funday
Maintained league play for both men and women.
Updated pro shop area to be modern and welcoming
Maintained solid tournament schedule
Maintained reciprocal program to increase revenue and provide more benefits for members
Continued to monitor inventory controls through MaxSolutions
Began attaching names to each tee time on the computer

Implemented Fling Golf program to add additional revenue for the non-golfer.

2018 Goals

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

Continue to improve rangers consistency.
Research golf specific software to manage tee times

Research third party vendors to fill open tee times
Continue promotional opportunities using social networking, e-mail and coupons, filling gaps during slow times
Continue to innovate new programs and features (golf boards, etc.)
Continue Junior 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.
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 thorough as possible and use inventory controls.

City of Owatonna
Summary Budget Comparison by Program

PROG 564: DAILY MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	19,845	19,900	0	0	0
Charges for Services	0	0	327	0	0	0	0
Miscellaneous	0	0	9,825	0	0	0	0
Total Revenues	0	0	29,997	19,900	0	0	0
FT Wages	51,313	98,231	55,322	105,022	31,333	108,484	73,489
PT/Seasonal Wages	86,050	77,034	93,340	78,560	30,414	86,591	98,170
OT/Holiday/Other	7,962	1,000	9,316	1,000	2,399	1,000	1,000
Benefits	34,216	51,668	32,254	52,753	14,221	55,988	37,030
PERSONAL SERVICES	179,541	227,933	190,232	237,335	78,367	252,063	209,689
Supplies	79,165	71,785	98,689	72,845	52,099	70,845	70,845
Repair Supplies	34,407	23,000	39,453	23,000	13,221	25,000	25,000
Small Tools & Equipment	2,804	4,025	1,426	4,025	958	4,025	4,025
SUPPLIES	116,376	98,810	139,568	99,870	66,278	99,870	99,870
Professional Services	15,598	0	63,629	19,900	21,619	35,000	35,000
Communication	2,347	1,500	684	1,500	304	1,500	1,500
Transportation (VRF)	0	0	0	0	35,400	70,800	70,800
Vehicle, Travel & Training	610	1,000	309	1,000	704	1,000	700
Memberships & Subscriptions	375	500	605	500	530	500	500
Insurance	0	0	363	0	0	0	0
Licenses & Inspections	660	1,000	1,239	1,000	258	1,000	1,000
Repairs	0	0	259	0	0	0	0
Rents/Leases	3,061	2,000	3,834	4,000	571	4,000	4,000
Other Services & Charges	694	1,100	670	1,500	279	1,500	1,500
OTHER SERVICES & CHARGES	23,345	7,100	71,592	29,400	59,665	115,300	115,000
Total Expenditures	319,262	333,843	401,392	366,605	204,310	467,233	424,559
Net Revenue	-319,262	-333,843	-371,395	-346,705	-204,310	-467,233	-424,559
Total for PROG 564: DAILY MAINTENANCE	-319,262	-333,843	-371,395	-346,705	-204,310	-467,233	-424,559
Total for DEPT 525: BROOKTREE GOLF COURSE	-65,881	-92,649	-146,712	-97,649	-43,870	-224,778	-141,190

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Golf Course Maintenance 525-564

2017 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
Construction of new drainage tile from upper pond to Maple Creek
Renovating rough areas by over-seeding & aerifying
Purchased golf cart seeders for replacing divots
Finish FEMA work on maple Creek

2018 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 with Imprelis and CIP funds
Continuation fo grinding out stumps and renovating rough/bad areas

City of Owatonna
Summary Budget Comparison by Program

DEPT 590: BUILDING/GROUNDS MAINTENANCE

PROG 580: BUILDING/GROUNDS MAINTENANCE

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	3,783	3,800	0	0	0
Charges for Services	13,137	0	6,883	0	160	0	0
Miscellaneous	78,397	80,000	73,181	80,000	34,879	80,000	75,000
Total Revenues	91,534	80,000	83,847	83,800	35,039	80,000	75,000
FT Wages	429,642	423,438	392,472	443,438	172,599	359,846	374,931
PT/Seasonal Wages	49,699	47,990	67,111	49,989	40,568	86,069	96,269
OT/Holiday/Other	49,510	10,500	37,678	13,500	8,875	25,500	25,500
Benefits	184,023	177,560	181,374	196,241	78,025	170,271	163,550
PERSONAL SERVICES	712,874	659,488	678,635	703,168	300,067	641,686	660,250
Supplies	25,348	31,200	21,691	34,100	9,314	28,400	24,400
Repair Supplies	40,540	45,900	33,762	58,700	15,996	49,900	49,900
Small Tools & Equipment	17,586	15,150	11,235	14,250	7,412	12,450	13,000
SUPPLIES	83,474	92,250	66,688	107,050	32,722	90,750	87,300
Professional Services	709	400	17,664	400	13,797	50,400	50,400
Communication	12,299	17,100	12,211	13,800	7,114	13,800	12,800
Transportation (VRF)	24,800	24,800	30,000	30,000	15,600	31,200	31,200
Vehicle, Travel & Training	559	2,488	45	2,000	857	2,000	1,500
Advertising & Promotion	1,079	200	1,082	200	300	200	200
Memberships & Subscriptions	172	50	105	200	15	200	200
Insurance	19,400	19,400	19,664	18,600	8,250	16,500	13,000
Licenses & Inspections	2,721	2,900	2,784	3,000	470	3,000	3,000
Repairs	43,837	27,000	55,602	29,000	16,482	28,000	28,000
Rents/Leases	1,429	1,300	1,270	1,300	1,115	1,300	1,300
Other Services & Charges	7,579	7,000	4,557	7,000	1,701	5,500	5,500
OTHER SERVICES & CHARGES	114,584	102,638	144,984	105,500	65,701	152,100	147,100
CAPITAL OUTLAY	12,855	0	0	0	0	0	0
Total Expenditures	923,787	854,376	890,307	915,718	398,490	884,536	894,650
Net Revenue	-832,253	-774,376	-806,460	-831,918	-363,451	-804,536	-819,650
MAINTENANCE	-832,253	-774,376	-806,460	-831,918	-363,451	-804,536	-819,650
MAINTENANCE	-832,253	-774,376	-806,460	-831,918	-363,451	-804,536	-819,650

CITY OF OWATONNA 2018 PROGRAM BUDGETS
General Government - Government Buildings
Government Buildings 590-580

2017 Accomplishments

Won MRPA Award of Excellence for Jaycee Park Pavilion project
Responded to vandalism in a timely manner
Did the best possible stoplight repair with large turnover of crew
Did the best possible on special projects and requests
Took care of grounds maintenance at West Hills complex, Crocus Park & Willow Park
Routine maintenance on buildings, daily boiler & building checks

Built 8 dugouts at ballfields around town
Assist the Park & Rec crew on archery range project
Replaced the salt shed roof for City Engineer
Replaced the soccer field roof at Lincoln complex
Assisted in the addition of three offices in engineering department
Replaced two tube heaters in the Street Department garage for City Engineer
Installed more lighting in Street Department garage for City Engineer
Did a lot of work for the IT department, building two new rooms in city hall

Built new counters for street shop, park shop and carpenter shop

2018 Goals

Respond to calls in a timely manner, hopefully within 24 hours
Fulfill requests as approved
Maintain traffic lights to the best of our ability
Ground maintenance at West Hills Complex
Daily boiler and building checks

Roof replacements - ball diamond, 6-car garage by gas pumpsw, Velve Hall and Henderson Hall
Replace and repair parking lots and roads at West Hills complex
Continue to work with OPU to get boiler replaced at gym
Tuckpointing projects for city all
Work on grant projects for Firehall and city building projects
Work on trail project from North Street to 26th Street
Fix flooring and walls at SeniorPlace kitchen to comply with health codes.

City of Owatonna
Summary Budget Comparison by Program

DEPT 150: PLANNING & ZONING

PROG 390: PLANNING & ZONING DEPARTMENT

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Licenses & Permits	335	500	1,270	500	550	500	1,000
Charges for Services	9,305	11,100	18,258	14,100	12,105	14,100	15,100
Total Revenues	9,640	11,600	19,528	14,600	12,655	14,600	16,100
FT Wages	102,384	100,719	108,113	106,731	54,917	114,174	103,413
Benefits	32,977	33,023	33,764	33,664	17,323	34,972	30,558
PERSONAL SERVICES	135,361	133,742	141,877	140,395	72,240	149,146	133,971
Supplies	734	900	671	1,000	381	1,000	1,000
Small Tools & Equipment	2,646	500	0	500	0	500	1,500
SUPPLIES	3,380	1,400	671	1,500	381	1,500	2,500
Professional Services	1,190	1,000	46	1,000	0	1,400	1,400
Communication	2,497	1,500	1,739	1,500	800	1,500	1,500
Vehicle, Travel & Training	1,348	2,000	1,316	2,000	198	2,000	2,000
Advertising & Promotion	2,335	2,000	3,320	2,000	2,407	2,000	2,000
Memberships & Subscriptions	764	1,000	750	1,000	0	1,000	1,000
Insurance	1,900	1,900	2,000	2,000	900	1,800	1,600
Repairs	0	400	2,790	500	0	0	500
OTHER SERVICES & CHARGES	10,034	9,800	11,961	10,000	4,305	9,700	10,000
Total Expenditures	148,775	144,942	154,509	151,895	76,926	160,346	146,471
Net Revenue	-139,135	-133,342	-134,981	-137,295	-64,271	-145,746	-130,371
DEPARTMENT	-139,135	-133,342	-134,981	-137,295	-64,271	-145,746	-130,371

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Planning and Zoning
Planning and Zoning 150-390

2017 Accomplishments

Continued Flood mitigation efforts

- Demolished 2 houses in the floodplain
- Obtained \$60,000 grant for Flood Plain Demolition

Developed a Parklet / Street Café Ordinance

Implement records retention with Laserfiche System

Identified potential redevelopment areas for commercial and high density residential uses.

Reviewed Height Regulations for Commercial Development

2018 Goals

- Continue to work on redevelopment of blighted properties.
- Look into long range planning and funding options for parks
- 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Transfers	37,500	37,500	37,500	37,500	18,750	37,500	63,000
Total Revenues	37,500	37,500	37,500	37,500	18,750	37,500	63,000
FT Wages	44,122	60,103	66,246	67,280	34,587	70,099	73,445
Benefits	13,197	26,856	26,894	13,094	13,659	28,202	14,320
PERSONAL SERVICES	57,319	86,959	93,140	80,374	48,246	98,301	87,765
Supplies	458	500	52	500	78	500	500
Repair Supplies	0	500	0	500	0	500	500
Small Tools & Equipment	5,185	3,500	0	3,500	1,482	500	500
SUPPLIES	5,643	4,500	52	4,500	1,560	1,500	1,500
Professional Services	9,222	1,000	15,500	16,500	12,500	16,700	16,700
Communication	210	750	420	500	63	500	500
Vehicle, Travel & Training	1,309	3,500	918	1,500	0	1,500	4,500
Repairs	0	500	930	500	0	500	700
OTHER SERVICES & CHARGES	10,741	5,750	17,768	19,000	12,563	19,200	22,400
Total Expenditures	73,703	97,209	110,960	103,874	62,369	119,001	111,665
Net Revenue	-36,203	-59,709	-73,460	-66,374	-43,619	-81,501	-48,665
Total for PROG 395: G I S PROGRAMS	-36,203	-59,709	-73,460	-66,374	-43,619	-81,501	-48,665
Total for DEPT 150: PLANNING & ZONING	-175,338	-193,051	-208,441	-203,669	-107,890	-227,247	-179,036

CITY OF OWATONNA 2018 PROGRAM BUDGETS
GIS Program
GIS Program 150-395

2017 Accomplishments

Transferred ESRI License and OPU Agreement to City as well as negotiated new 3 year agreement.
ArcGIS Server migrated in-house and rebuilt all online maps and applications
Sign Application completed for sign inventory and condition inspection.

Stormwater MS4 Survey 123 Inspection forms developed.

Tree Inventory Application created and published live for staff use.
Increase Real Time Information available to the Public & Staff

2018 Goals

Develop public informational maps for the new website.

Link GIS to laserfiche documents when available.

Create Park and Rec Applications for staff use as well as public versions.

Refine the Stormwater system to utilize ESRI's new stormwater solution.

Create applications to provide custom inventory and task reports to gis users.
Continue to provide GIS software and application support for the city's GIS users.
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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Tax Levies	131,274	130,000	145,334	145,000	77,400	155,000	165,000
Intergovernmental Revenue	157,311	57,000	45,781	51,500	22,934	46,500	50,000
Charges for Services	9,017	14,216	1,999	1,500	0	1,500	1,316
Interest on Investments	2,131	2,000	722	2,000	431	2,000	1,000
Miscellaneous	28,273	19,200	29,559	32,400	22,958	42,800	33,000
Transfers	0	7,000	0	15,000	0	15,000	15,000
Total Revenues	328,006	229,416	223,395	247,400	123,723	262,800	265,316
FT Wages	56,182	57,937	59,839	59,727	40,451	65,157	72,995
Benefits	20,369	20,625	20,993	20,914	8,872	21,634	15,321
PERSONAL SERVICES	76,551	78,562	80,832	80,641	49,323	86,791	88,316
Supplies	1,093	1,000	590	1,000	179	1,000	1,000
SUPPLIES	1,093	1,000	590	1,000	179	1,000	1,000
Professional Services	7,777	0	26,486	0	8,681	0	10,000
Communication	2,365	1,575	1,464	1,500	650	1,500	1,500
Vehicle, Travel & Training	1,218	2,000	324	2,000	151	2,000	1,500
Housing & Economic Devel	3,070	4,500	4,492	4,500	2,318	4,500	4,500
Advertising & Promotion	373	1,000	31	1,000	200	1,000	500
Memberships & Subscriptions	100	400	480	400	0	400	400
Insurance	3,600	3,600	3,400	3,400	1,450	2,900	2,600
Repairs	37,799	10,600	22,755	10,600	10,332	10,600	17,000
Other Services & Charges	219,745	100,667	130,227	130,667	51,502	135,667	118,667
OTHER SERVICES & CHARGES	276,047	124,342	189,659	154,067	75,284	158,567	156,667
TRANSFERS OUT	15,000	15,000	15,000	15,000	7,500	15,000	15,000
Total Expenditures	368,691	218,904	286,081	250,708	132,286	261,358	260,983
Net Revenue	-40,685	10,512	-62,686	-3,308	-8,563	1,442	4,333
Total for PROG 680: H.R.A.	-40,685	10,512	-62,686	-3,308	-8,563	1,442	4,333

PROG 681: BRIDGES PROGRAM

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	165,041	107,000	223,315	165,000	113,825	158,000	165,200
Total Revenues	165,041	107,000	223,315	165,000	113,825	158,000	165,200
Other Services & Charges	157,081	99,000	210,629	150,000	89,664	145,000	150,000
Total Expenditures	157,081	99,000	210,629	150,000	89,664	145,000	150,000
Net Revenue	7,960	8,000	12,686	15,000	24,161	13,000	15,200
Total for PROG 681: BRIDGES PROGRAM	7,960	8,000	12,686	15,000	24,161	13,000	15,200
Total for FUND 280: OWATONNA HRA	-32,725	18,512	-50,000	11,692	15,598	14,442	19,533

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Housing & Economic Development
HRA Administration 680-680

2017 Accomplishments

- Renewed and expanded the grant funding which provides affordable rental housing for households with mental illness.
- Transitioned to a new Housing Manager.

- Assisted in the redevelopment of the former Owatonna Care Center into 37 unit apartment building.
 - Purchased the property at 130 East Fremont and demolished 130 and 134 East Fremont for redevelopment.
- Contribute to the upgrade and long term viability of community housing stock.

- Coordinated efforts for the co-location of local community services at West Hills Campus.

2018 Goals

- Increase supply of affordable housing & location of choice for low income households.

- Seek additional resources to provide rehabilitation to aging housing stock through agency partnerships and grant funding.
- Coordinate with monthly Community Services Coordination Team Agencies to assist homeless households.

- Lead the Coordinated efforts for the co-location of local community services at West Hills Campus
- Support redevelopment areas in community that reduce slum and blight and provide redevelopment opportunities.
- Create efficiencies through use of technology and de-duplication of services.
- Continue to be an effective leader to achieve community housing goals.

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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	587,288	677,666	676,852	652,653	377,800	681,550	652,000
Interest on Investments	74	300	-56	350	52	300	350
Total Revenues	587,362	677,966	676,796	653,003	377,852	681,850	652,350
FT Wages	28,742	32,933	28,007	33,921	9,989	36,997	34,739
Benefits	11,681	13,882	11,137	13,915	3,440	14,408	5,527
PERSONAL SERVICES	40,423	46,815	39,144	47,836	13,429	51,405	40,266
Professional Services	11,813	18,948	11,667	26,500	8,860	27,000	26,500
Vehicle, Travel & Training	420	650	87	500	52	500	500
Other Services & Charges	550,652	619,368	624,304	578,800	344,390	612,800	578,800
OTHER SERVICES & CHARGES	562,885	638,966	636,058	605,800	353,302	640,300	605,800
Total Expenditures	603,308	685,781	675,202	653,636	366,731	691,705	646,066
Net Revenue	-15,946	-7,815	1,594	-633	11,121	-9,855	6,284
Total for PROG 682: H R A U S D H U D	-15,946	-7,815	1,594	-633	11,121	-9,855	6,284
Total for DEPT 680: HRA	-15,946	-7,815	1,594	-633	11,121	-9,855	6,284
Total for FUND 282: OWATONNA HRA-HUD	-15,946	-7,815	1,594	-633	11,121	-9,855	6,284

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Housing & Economic Development
HRA Voucher Program 680-682

2017 Accomplishments

- Administered funding to provide affordable rental housing for low income households in Steele County.
- Partnership - Autumn Hills, Habitat for Humanity, local lenders, and local homeownership service Agencies.
- Coordinated a self sufficiency program for 25 participating families working toward economic self sufficiency.
- Promoted homeownership through coordination with USDA Rural Development, SEMN Housing

2018 Goals

- Contribute to the upgrade and long term viability of community housing stock.
- Promote homeownership.
- Coordinate with USDA Rural Development, 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 to become economically self sufficient.
 - Successfully maintain our voucher program and remain in good standing with HUD.

City of Owatonna
Summary Budget Comparison by Program

FUND 290: EDA ADMINISTRATION

DEPT 690: EDA

PROG 695: ECONOMIC DEVELOPMENT AUTHORITY

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Tax Levies	150,000	150,000	160,000	160,000	82,500	165,000	170,000
Other Taxes	249,450	210,000	264,596	210,000	108,988	230,000	240,000
Intergovernmental Revenue	400,000	0	600,000	0	0	0	0
Charges for Services	26,679	34,400	20,580	29,000	4,245	28,160	31,457
Interest on Investments	657	200	18	0	181	0	0
Miscellaneous	1,666	1,666	1,666	1,666	1,666	1,666	1,666
Total Revenues	828,452	396,266	1,046,860	400,666	197,580	424,826	443,123
FT Wages	39,921	43,874	41,931	45,268	20,668	49,368	59,988
Benefits	10,104	10,795	10,684	11,347	5,329	11,652	15,030
PERSONAL SERVICES	50,025	54,669	52,615	56,615	25,997	61,020	75,018
Supplies	92	400	773	400	28	400	400
Small Tools & Equipment	0	400	186	400	0	400	400
SUPPLIES	92	800	959	800	28	800	800
Professional Services	30,500	25,000	33,200	30,000	0	30,000	30,000
Communication	138	400	140	200	40	400	500
Vehicle, Travel & Training	499	1,000	545	1,000	243	1,000	1,000
Housing & Economic Devel	77,500	77,500	77,500	77,500	83,000	82,000	91,000
Advertising & Promotion	492	1,000	408	1,000	126	1,000	1,000
Memberships & Subscriptions	0	200	0	200	0	200	200
Repairs	0	250	0	250	0	250	250
Rents/Leases	3,900	3,744	4,110	3,744	4,032	4,032	4,032
Other Services & Charges	638,644	201,167	853,033	201,167	84,955	220,167	229,667
OTHER SERVICES & CHARGES	751,673	310,261	968,936	315,061	172,396	339,049	357,649
TRANSFERS OUT	12,000	12,000	12,000	12,000	6,000	12,000	12,000
Total Expenditures	813,790	377,730	1,034,510	384,476	204,421	412,869	445,467
Net Revenue	14,662	18,536	12,350	16,190	-6,841	11,957	-2,344
AUTHORITY	14,662	18,536	12,350	16,190	-6,841	11,957	-2,344
Total for DEPT 690: EDA	14,662	18,536	12,350	16,190	-6,841	11,957	-2,344
Total for FUND 290: EDA ADMINISTRATION	14,662	18,536	12,350	16,190	-6,841	11,957	-2,344

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Economic Development
EDA Administration 690-695

2017 Accomplishments

- Purchased the Arnold House and assisted in the redevelopment of the property for an Arrow Ace Hardware Store.
- Purchased properties along Pearl Street and assisted in the redevelopment of the property for an apartment building.
- Purchase property and worked out a deal to relocate Cemstone to the industrial park.
- Assisted Pro-Pet in their expansion project.
- Participated in retail challenge to bring new businesses to downtown.

2018 Goals

- Continue efforts to pursue grant money for public infrastructure improvements.
- Continue efforts to recruit commercial and industrial businesses.
- Work with OPED on priorities for economic development.
- Continue efforts to fill vacant commercial buildings.
- Continue to purchase properties towards larger downtown redevelopment projects.
- Assist Steele County in redeveloping of the former Highway Dept Site.

City of Owatonna
Summary Budget Comparison by Program

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

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	142,045	0	0	0	678	0	0
Charges for Services	37,768	37,768	38,141	37,768	0	37,768	38,113
Interest on Investments	11,193	5,000	8,340	7,500	4,435	9,000	3,000
Miscellaneous	52,657	60,433	55,414	60,000	22,645	40,000	40,000
Total Revenues	243,663	103,201	101,895	105,268	27,758	86,768	81,113
Professional Services	11,403	15,000	0	15,000	8,500	15,000	15,000
Insurance	0	0	0	0	0	0	200
Repairs	0	0	1,335	0	34	0	0
Other Services & Charges	15,085	16,000	17,970	16,000	27,083	18,000	18,000
OTHER SERVICES & CHARGES	26,488	31,000	19,305	31,000	35,617	33,000	33,200
CAPITAL OUTLAY	148,738	0	61,483	0	265,848	0	0
Total Expenditures	175,226	31,000	80,788	31,000	301,465	33,000	33,200
Net Revenue	68,437	72,201	21,107	74,268	-273,707	53,768	47,913
Total for PROG 696: EDA LAND	68,437	72,201	21,107	74,268	-273,707	53,768	47,913
Total for DEPT 690: EDA	68,437	72,201	21,107	74,268	-273,707	53,768	47,913
Total for FUND 294: EDA LAND	68,437	72,201	21,107	74,268	-273,707	53,768	47,913

**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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Intergovernmental Revenue	0	0	4,585	0	26,618	0	0
Charges for Services	3,103,912	3,098,000	3,320,094	3,372,600	1,825,370	3,445,000	3,556,000
Special Assessments	2,092	1,449	2,313	2,070	97	2,116	1,720
Interest on Investments	136,448	150,000	106,841	130,000	96,897	130,000	120,000
Miscellaneous	0	0	17,401	0	0	0	0
Total Revenues	3,242,452	3,249,449	3,451,234	3,504,670	1,948,982	3,577,116	3,677,720
FT Wages	90,321	41,855	52,441	43,110	6,691	47,851	49,858
OT/Holiday/Other	22,668	13,444	20,562	13,493	4,271	13,691	13,777
Benefits	51,840	19,244	62,800	19,667	2,648	20,475	15,514
PERSONAL SERVICES	164,829	74,543	135,803	76,270	13,610	82,017	79,149
Supplies	200	200	18	250	121	250	250
Small Tools & Equipment	299	250	2,087	500	0	500	2,000
SUPPLIES	499	450	2,105	750	121	750	2,250
Professional Services	1,509	35,000	0	35,000	6,030	35,000	35,000
Communication	725	2,025	898	2,325	186	2,325	2,325
Vehicle, Travel & Training	0	3,000	0	3,000	28	3,000	3,000
Advertising & Promotion	26	250	247	250	142	250	250
Memberships & Subscriptions	19,075	18,500	33,775	23,500	25,908	25,500	25,500
Repairs	0	250	0	250	0	0	0
Other Services & Charges	0	0	0	0	0	375	375
Depreciation	980,108	950,000	950,592	965,000	472,050	980,000	960,000
OTHER SERVICES & CHARGES	1,001,443	1,009,025	985,512	1,029,325	504,344	1,046,450	1,026,450
DEBT SERVICE	82,595	90,000	75,341	80,000	35,254	72,000	62,000
TRANSFERS OUT	370,500	370,500	460,500	460,500	240,290	460,500	507,700
Total Expenditures	1,619,866	1,544,518	1,659,261	1,646,845	793,619	1,661,717	1,677,549
Net Revenue	1,622,586	1,704,931	1,791,973	1,857,825	1,155,363	1,915,399	2,000,171
FACILITY	1,622,586	1,704,931	1,791,973	1,857,825	1,155,363	1,915,399	2,000,171

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Waste Water Treatment Plant
Administration 902-900

2017 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.
completed improvements Bridge Street Lift Station

2018 Goals

Complete MPCA Biosolids report.
Complete MPCA Pretreatment report.
Complete DMR reports according to NPDES permit requirements.
I&I reduction Cedar Avenue

City of Owatonna
Summary Budget Comparison by Program

PROG 902: WWTF PLANT OPERATIONS

Account Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
FT Wages	267,051	306,281	328,286	315,351	227,141	404,244	411,477
PT/Seasonal Wages	9	4,000	0	2,500	3,156	2,500	2,500
OT/Holiday/Other	4,768	21,157	15,622	21,243	12,132	12,311	12,465
Benefits	113,103	144,149	135,748	146,271	95,095	193,159	156,437
PERSONAL SERVICES	384,931	475,587	479,656	485,365	337,524	612,214	582,879
Supplies	146,196	171,150	129,573	171,800	59,793	172,800	174,500
Repair Supplies	29,505	88,000	40,239	90,000	21,064	90,000	90,000
Small Tools & Equipment	3,315	7,250	3,128	7,500	1,913	7,500	7,500
Library Materials	1,314	10,000	6,226	10,000	1,250	10,000	10,000
SUPPLIES	180,330	276,400	179,166	279,300	84,020	280,300	282,000
Professional Services	14,861	15,000	19,217	15,000	11,201	15,000	15,000
Communication	6,000	3,400	4,397	3,400	1,553	3,400	3,900
Vehicle, Travel & Training	3,411	4,000	3,995	4,000	1,794	4,000	4,000
Advertising & Promotion	0	150	221	150	131	150	150
Memberships & Subscriptions	102	300	175	300	0	300	300
Insurance	49,200	49,200	46,700	46,700	19,800	39,600	30,600
Licenses & Inspections	17,580	15,500	16,734	17,500	14,759	17,500	17,500
Repairs	12,415	43,200	14,310	43,200	25,253	43,200	48,200
Rents/Leases	0	1,500	0	1,500	1,002	1,500	1,500
Other Services & Charges	3,612	2,500	2,483	2,500	1,157	2,675	2,675
OTHER SERVICES & CHARGES	107,181	134,750	108,232	134,250	76,650	127,325	123,825
Total Expenditures	672,442	886,737	767,054	898,915	498,194	1,019,839	988,704
Net Revenue	-672,442	-886,737	-767,054	-898,915	-498,194	-1,019,839	-988,704
Total for PROG 902: WWTF PLANT OPERATIONS	-672,442	-886,737	-767,054	-898,915	-498,194	-1,019,839	-988,704

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Waste Water Treatment Plant
Plant Operations 902-902

2017 Accomplishments

Negotiations for renewal of WWTP discharge permit
Received Operational Award from MPCA

2018 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
FT Wages	0	7,881	-18	8,117	380	8,780	9,201
OT/Holiday/Other	155	309	2,669	316	781	337	350
Benefits	74	4,158	250	4,206	284	4,328	4,403
PERSONAL SERVICES	229	12,348	2,901	12,639	1,445	13,445	13,954
Supplies	4,714	500	2,811	1,000	0	1,000	3,000
Repair Supplies	17,710	15,000	1,171	15,000	636	15,000	15,000
SUPPLIES	22,424	15,500	3,982	16,000	636	16,000	18,000
Communication	3,697	5,500	4,103	5,500	1,827	5,500	5,500
Utilities	2,661	2,500	2,877	2,500	674	2,500	2,500
Repairs	4,661	10,750	11,094	10,750	12,590	10,750	10,750
OTHER SERVICES & CHARGES	11,019	18,750	18,074	18,750	15,091	18,750	18,750
Total Expenditures	33,672	46,598	24,957	47,389	17,172	48,195	50,704
Net Revenue	-33,672	-46,598	-24,957	-47,389	-17,172	-48,195	-50,704
Total for PROG 904: WWTF - LIFT STATION	-33,672	-46,598	-24,957	-47,389	-17,172	-48,195	-50,704

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Waste Water Treatment Plant
Lift Stations 902-904

2017 Accomplishments

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

2018 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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
FT Wages	76,844	121,135	86,412	124,753	4,325	137,632	144,019
PT/Seasonal Wages	0	5,000	0	2,500	0	2,500	2,500
OT/Holiday/Other	1,236	7,899	3,616	7,984	170	7,550	5,446
Benefits	32,180	52,021	36,787	52,719	1,611	54,900	51,604
PERSONAL SERVICES	110,260	186,055	126,815	187,956	6,106	202,582	203,569
Supplies	25,447	62,100	81,045	52,100	4,715	52,100	44,600
Repair Supplies	4,174	21,000	4,444	21,000	1,165	21,000	21,000
Small Tools & Equipment	125	4,500	0	4,800	9,374	4,800	5,800
SUPPLIES	29,746	87,600	85,489	77,900	15,254	77,900	71,400
Vehicle, Travel & Training	0	300	0	300	0	300	300
Advertising & Promotion	135	150	0	150	0	150	150
Repairs	404,273	508,000	812,684	513,000	15,756	513,000	541,500
Other Services & Charges	875	1,000	635	1,000	635	1,000	1,000
OTHER SERVICES & CHARGES	405,283	509,450	813,319	514,450	16,391	514,450	542,950
Total Expenditures	545,289	783,105	1,025,623	780,306	37,751	794,932	817,919
Net Revenue	-545,289	-783,105	-1,025,623	-780,306	-37,751	-794,932	-817,919
Total for PROG 906: WWTF - COLLECTION PROGRAM	-545,289	-783,105	-1,025,623	-780,306	-37,751	-794,932	-817,919
FUND	371,177	-11,509	-28,258	131,215	602,246	52,433	142,844

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Waste Water Treatment Plant
Sewer Collection 902-906

2017 Accomplishments

Contract televising of approximately 100,000 feet of sewer

Televis areas with recurring problems and make repairs where possible.

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.

Continued use of Ipad for record keeping

2018 Goals

Televis areas with recurring problems and make repairs where possible.

Optimize record management software for knowledge transfer

Evaluate manholes for repairs

Repaired and/or replaced manholes, catch basins and lines as needed.

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 Name	2015 Actual	2015 Budget	2016 Actual	2016 Budget	06/30/17 YTD	2017 Budget	2018 Budget
Tax Levies	248,410	246,000	247,970	247,400	0	321,960	312,040
Intergovernmental Revenue	0	0	166,149	0	0	0	0
Charges for Services	397,464	350,000	784,774	700,000	445,850	950,000	1,125,000
Interest on Investments	8,044	4,000	10,102	7,500	8,020	6,000	8,000
Other Financing Sources	312,059	0	246,973	0	0	0	0
Total Revenues	965,977	600,000	1,455,968	954,900	453,870	1,277,960	1,445,040
FT Wages	66,791	67,429	79,422	71,072	40,469	79,313	82,993
Benefits	21,038	17,512	43,518	18,146	10,209	19,216	19,783
PERSONAL SERVICES	87,829	84,941	122,940	89,218	50,678	98,529	102,776
Supplies	1,191	19,500	528	19,500	389	19,500	29,500
Repair Supplies	492	0	2,290	500	943	1,000	1,000
Small Tools & Equipment	226	0	0	0	200	250	250
SUPPLIES	1,909	19,500	2,818	20,000	1,532	20,750	30,750
Professional Services	45,732	114,000	28,584	116,000	1,655	116,000	116,000
Communication	356	700	354	750	7	750	750
Vehicle, Travel & Training	505	3,650	777	3,400	376	3,500	3,500
Advertising & Promotion	1,076	2,500	171	2,500	58	2,500	2,500
Printing	0	1,500	0	1,500	0	1,500	1,500
Memberships & Subscriptions	965	2,000	975	2,000	965	2,000	2,000
Insurance	1,300	1,300	1,000	1,000	500	1,000	1,000
Licenses & Inspections	25	0	16	0	0	0	0
Repairs	88,135	32,500	39,662	40,000	1,000	40,000	51,000
Other Services & Charges	1,473	0	1,254	0	2,060	1,500	2,000
Depreciation	188,122	170,000	192,420	185,000	94,680	190,000	194,000
OTHER SERVICES & CHARGES	327,689	328,150	265,213	352,150	101,301	358,750	374,250
DEBT SERVICE	99,701	102,000	210,249	98,000	61,244	122,000	103,000
TRANSFERS OUT	32,000	32,000	148,190	67,000	32,890	67,000	78,300
Total Expenditures	549,128	566,591	749,410	626,368	247,645	667,029	689,076
Net Revenue	416,849	33,409	706,558	328,532	206,225	610,931	755,964
Total for PROG 920: STORM WATER UTILITY	416,849	33,409	706,558	328,532	206,225	610,931	755,964
Total for DEPT 920: STORM WATER UTILITY	416,849	33,409	706,558	328,532	206,225	610,931	755,964
Total for FUND 620: STORM WATER UTILITY	416,849	33,409	706,558	328,532	206,225	610,931	755,964

CITY OF OWATONNA 2018 PROGRAM BUDGETS
Storm Water
Storm Water 920-920

2017 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.

Increase public participation and involvement in Storm Water Programming.
Audit and corrected billings for Stormwater Utility Fee

2018 Goals

Implement 25% already approved rate increase

Update outlet elevations and NWL for all existing stormwater ponds to conform to MPCA mandate.
Continue Updating all storm sewer maps and meta data into GIS mapping layers.
Quantify total square footage of all impervious surface in City limits.
Improved relationships with contractors

Stabilization of Kaplans Woods Ravine
Simplify erosion and sediment control practices and procedures
Downtown flooding
Continue dredging of stormwater ponds in problem areas