

# 2019 Adopted Budget

City of Owatonna



**The City of Owatonna  
2019 Budget  
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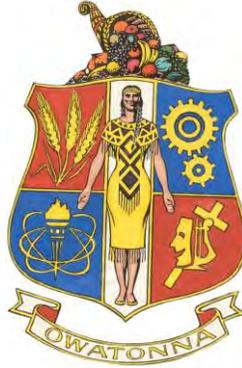
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# THE CITY OF



# OWATONNA

Kris Busse  
City Administrator

540 West Hills Circle  
Owatonna, MN 55060-4794  
Ph. (507) 444-4300  
FAX: (507) 444-4394  
Email: [Kris.Busse@ci.owatonna.mn.us](mailto:Kris.Busse@ci.owatonna.mn.us)

To: Honorable Mayor and City Councilmembers  
From: Kris M. Busse, City Administrator  
Re: 2019 Proposed budget and preliminary levy  
Date: December 18, 2018

Pursuant to the Owatonna City Charter and Minnesota Statutes, the City Administrator hereby submits to the City Council the 2019 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. Using the strategic plan as a guide, the 2019 budget was prepared to further the objectives in the key focus areas of Infrastructure, Economic Vitality, Quality of Life and Efficient, Effective and Economical Government. Budget preparation begins in early June to allow Council sufficient time for review and consideration prior to adopting the preliminary budget and levy. Department heads presented their budgets from September 4 through October 16. The City Council reviewed the Capital Improvement plan on October 30 and overall budget review on November 20. A public hearing on proposed budget was held on December 4, 2018 and the final adoption of the budget is planned for December 18, 2018.

## **Economic Outlook-**

Owatonna is continuing its positive growth period. Major employer's need for employees continues to fuel the construction/housing market. Building permit numbers are up. There is strong growth in the residential and commercial sectors. Industrial permits are down slightly due to a number of projects completed last year. A 37 -unit market rate apartment complex opened in July and is fully leased. A 54-unit luxury apartment is under construction downtown. There is a strong interest in redevelopment projects in the downtown area from a hotel/restaurant to a brew-pub/tap room. Renovations have been completed in the former Arrow Ace Hardware building for Torey's Restaurant. This increased development activity has again expanded the City of Owatonna's tax base. Revised estimates from the County indicate the increase in tax capacity is 6.8% which exceeds the long-term growth forecast of 4.2%

## **Budget Highlights-**

Strides were made in the 2018 budget to address building maintenance issues through the establishment of a levy supported fund. The City of Owatonna owns several historic structures that require an investment in maintenance that had been deferred. Much needed roof repairs are planned for the West Hills administration roof, Henderson Hall and Senior place . A major investment in the city shop will include ADA compliant restrooms, individual office and staff touchdown space and replacement of overhead doors. Further improvements will be completed at Lake Kohlmeier beach house. These investments reflect the council's desire to support infrastructure as outlined in the strategic plan.

The city's LGA amount remained essentially flat for 2019 as the Legislature did not include additional funding for Local Government Aid to restore to 2002 funding levels. Owatonna is scheduled to receive \$4,278,486. A slight increase of \$12,000. The city will continue to support necessary infrastructure investments with LGA. The city is again anticipating increased building permit revenue due to increasing construction activity (\$15,000). The city annually reviews fees for appropriateness. Court fines have been adjusted upward (\$20,000) based on current year actual.

General fund budget expenditures increased by 4.6% over 2018. The State has mandated an increase in the employer portion of Police and fire pensions. Workers compensation insurance and health insurance costs have increased along with increased costs due employee elected coverage changes. Other increases included 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 funding for a program to begin to implement the Emerald Ash Borer Preparedness plan .

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. 2019 purchases include a variety of equipment needs throughout the city. For example, airport loader and blower, engineering pick-up, squad cars, unmarked cars, Parks department grounds equipment, snow blower, tandem axel truck, skid steer loader and tractor mower.

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 2019 budget. Some mid-year 2018 adjustments were included in the budget. A part-time CSO was increased to full-time due to difficulty in retaining employees in this position and the need for consistency and stability. This increased cost should be partially offset by the increased revenue from parking fines. In addition, a park maintenance worker was increased from 24 to 28 hours per week and a part-time (28 hour) recreation facility assistant was added. These additional costs will be partially funded from a reduction in seasonal/temporary salaries.

Levies for the EDA and HRA also increased. The EDA has requested an additional \$5,000 in levy authority for redevelopment projects. This request aligns with one of the City's strategic plan's key goal of downtown redevelopment. 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. Both of these requests are included under in the City's strategic plan Key focus area, Economic Vitality.

Capital items recommended for funding from the CIP levy also reflect investments in key 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, emergency siren improvements, fire station vehicle exhaust system, painting at library, In-line rink resurfacing, Morehouse bridge replacement, maintenance for water park features and tennis court resurfacing.

### **Recommendation**

Through the work completed over the last few months by council and staff and additional budget information, I am recommending the city increase the levy by 6.26%. This is a decrease of three quarters of a percent from the preliminary levy. The 2019 budget reflects a commitment to the city's strategic plan. It is based on moving all four key focus areas forward. The City is experiencing strong economic growth, the tax capacity is projected to increase 6.8% which allows the city to address the strategic plan initiatives with a minimal effect on the taxpayer.

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**

**2019 BUDGET**

**2018 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	Interim – Troy Klecker
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; Motocross; 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.

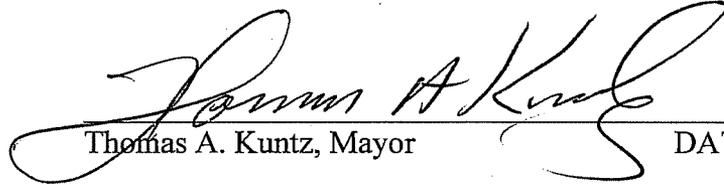
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

**IV. RESPONSIBILITY AND AUTHORITY**

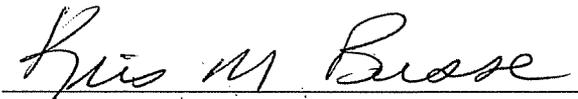
Administrative implementation of policies is the responsibility of staff and council.

**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 @ 12/31/17 was \$10,461,511 or 54% of 2018 budgeted expenditures.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/17 balance at the end of 2018.
- ▶ 50% of 2019 budgeted expenditures would be \$10,023,782. Based on fund balance estimates, the 2019 budget does comply with the fund balance policy. It is estimated that the unreserved fund balance @ 12/31/18 will be at least 52% of 2019 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)				
	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Starting fund balance	\$10.5	\$10.5	\$10.5	\$10.5	\$10.5
Revenues	19.2	20.0	20.7	21.5	22.3
Expenses	19.2	20.0	20.7	21.5	22.3
Surplus/(Deficit)	0.0	0.0	0.0	0.0	0.0
Ending fund balance	\$10.5	\$10.5	\$10.5	\$10.5	\$10.5

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.

	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Total increase in expenses	4.46%	3.50%	3.75%	3.50%
Required levy increase to balance budget	6.26%	5.33%	5.61%	5.15%
Required fund balance per policy	\$10.0	\$10.4	\$10.8	\$11.2

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 and 2019 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 continues its commitment to maintaining the City's infrastructure. In 2018 a building maintenance fund was created. The City's commitment is evident through its annual capital projects levy and also through the debt service levy which is paying for prior year projects. The City's efforts will aid in providing financial sustainability for years to come.

**City of Owatonna  
2019 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
<b>Revenues</b>									
<b>Tax Levy</b>	<b>\$10,444,376</b>		<b>\$700,000</b>	<b>\$1,352,075</b>	<b>\$175,000</b>		<b>\$312,615</b>	<b>\$12,984,066</b>	<b>\$175,000</b>
Other Taxes	350,000		946,115		250,000			1,546,115	
Licenses & Permits	400,975							400,975	
Intergovernmental	5,620,366		817,150					6,437,516	1,083,000
Charges for Services	2,647,605				24,040	3,570,000	1,250,000	7,491,645	3,600
Special Assessments			78,460	376,882		1,310		456,652	
Fines & Forfeitures	179,400							179,400	
Interest on Investments	98,000	200	88,500	32,500	10,000	160,000	12,000	401,200	1,100
Miscellaneous	306,841	78,000			44,206			429,047	22,000
Transfers In				148,300				148,300	
<b>Total Revenues</b>	<b>\$20,047,563</b>	<b>\$78,200</b>	<b>\$2,630,225</b>	<b>\$1,909,757</b>	<b>\$503,246</b>	<b>\$3,731,310</b>	<b>\$1,574,615</b>	<b>\$30,474,916</b>	<b>\$1,284,700</b>
<b>Expenditures</b>									
Personnel	\$14,192,511				\$81,282	\$923,154	\$110,388	\$15,307,335	\$137,812
Supplies	1,829,001	50,000			800	371,150	55,250	2,306,201	1,000
Other Services/Charges	4,026,051	25,000	840,815		420,867	2,293,275	535,225	8,141,233	1,121,067
Debt Service				1,669,736		57,000	101,000	1,827,736	
Capital Outlay			3,698,150					3,698,150	
Transfers Out			148,300					148,300	
<b>Total Expenditures</b>	<b>\$20,047,563</b>	<b>\$75,000</b>	<b>\$4,687,265</b>	<b>\$1,669,736</b>	<b>\$502,949</b>	<b>\$3,644,579</b>	<b>\$801,863</b>	<b>\$31,428,955</b>	<b>\$1,259,879</b>
<b>Other Financing Source</b>									
Bond Proceeds			\$2,192,000					\$2,192,000	

**CITY OF OWATONNA  
TEN YEAR HISTORY OF LEVY AND LEVY CHANGES  
FOR PERIOD 2010 THRU 2019**

	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Tax Capacity Rates</b>										
County	52.331	55.332	62.970	62.495	59.246	58.102	60.653	59.890	61.627	
City	46.687	50.197	58.051	59.754	59.018	59.533	60.393	61.513	63.768	
ISD 761	16.646	17.122	20.047	19.375	17.954	16.662	31.493	30.708	30.078	
<b>Totals</b>	<b>115.664</b>	<b>122.651</b>	<b>141.068</b>	<b>141.624</b>	<b>136.218</b>	<b>134.297</b>	<b>152.539</b>	<b>152.111</b>	<b>155.473</b>	
<b>% Share of Total</b>										
County	45.24%	45.11%	44.64%	44.13%	43.49%	43.26%	39.76%	39.37%	39.64%	
City	40.36%	40.93%	41.15%	42.19%	43.33%	44.33%	39.59%	40.44%	41.02%	
ISD 761	14.39%	13.96%	14.21%	13.68%	13.18%	12.41%	20.65%	20.19%	19.35%	
<b>Totals</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	
<b>City Levy</b>										
General Fund	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	10,274,044
CIP Fund	150,000	150,000	450,000	550,000	400,000	350,000	305,000	400,000	528,000	405,000
Bldg Maint Fund	0	0	0	0	0	0	0	0	536,325	295,000
EDA	120,000	120,000	120,000	140,000	140,000	150,000	160,000	165,000	170,000	175,000
<b>Levy Subject to Levy Limit</b>	<b>7,447,746</b>	<b>7,767,476</b>	<b>8,137,913</b>	<b>8,412,773</b>	<b>8,247,934</b>	<b>8,552,651</b>	<b>9,043,611</b>	<b>9,702,736</b>	<b>10,737,136</b>	<b>11,149,044</b>
<b>PERA Rate Change</b>	<b>85,714</b>	<b>85,714</b>	<b>106,449</b>	<b>111,108</b>	<b>113,315</b>	<b>134,947</b>	<b>144,389</b>	<b>157,290</b>	<b>161,332</b>	<b>170,332</b>
<b>Debt</b>	<b>1,807,320</b>	<b>1,575,627</b>	<b>1,276,418</b>	<b>1,173,384</b>	<b>1,336,016</b>	<b>1,384,920</b>	<b>1,379,550</b>	<b>1,311,475</b>	<b>1,320,860</b>	<b>1,664,690</b>
Abatement - Clinic	38,335	38,335	0	0	0	0	0	0	0	0
Abatement - WalMart	61,665	53,628	0	0	0	0	0	0	0	0
<b>Subtotal</b>	<b>9,440,780</b>	<b>9,520,780</b>	<b>9,520,780</b>	<b>9,697,265</b>	<b>9,697,265</b>	<b>10,072,518</b>	<b>10,567,550</b>	<b>11,171,501</b>	<b>12,219,328</b>	<b>12,984,066</b>
HRA	120,000	120,000	120,000	120,000	120,000	130,000	145,000	155,000	165,000	175,000
<b>Total</b>	<b>9,560,780</b>	<b>9,640,780</b>	<b>9,640,780</b>	<b>9,817,265</b>	<b>9,817,265</b>	<b>10,202,518</b>	<b>10,712,550</b>	<b>11,326,501</b>	<b>12,384,328</b>	<b>13,159,066</b>
<b>Levy Percentage Change</b>	<b>-0.02%</b>	<b>0.84%</b>	<b>0.00%</b>	<b>1.83%</b>	<b>0.00%</b>	<b>3.92%</b>	<b>5.00%</b>	<b>5.73%</b>	<b>9.34%</b>	<b>6.26%</b>
<b>Extra Information:</b>										
LGA & MVC from the State of Minnesota										
LGA Certified	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	4,278,486
MVC Reduction	467,721	467,721								
LGA Unallotment	1,047,449	871,524								
<b>Net State Aid</b>	<b>2,685,403</b>	<b>2,685,403</b>	<b>3,153,124</b>	<b>3,153,124</b>	<b>3,935,915</b>	<b>4,052,823</b>	<b>4,089,010</b>	<b>4,103,651</b>	<b>4,266,457</b>	<b>4,278,486</b>

# Governmental Funds Summary

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

## Revenues and Other Financing Sources

The following table shows the five-year history of the Governmental Funds from 2015-2019. The budgeted revenue (excluding transfers in) is \$24,517,445 which is a \$685,525 or 2.9% increase from 2018. The significant change in budgeted revenues for 2019 was an increase in the tax levy.

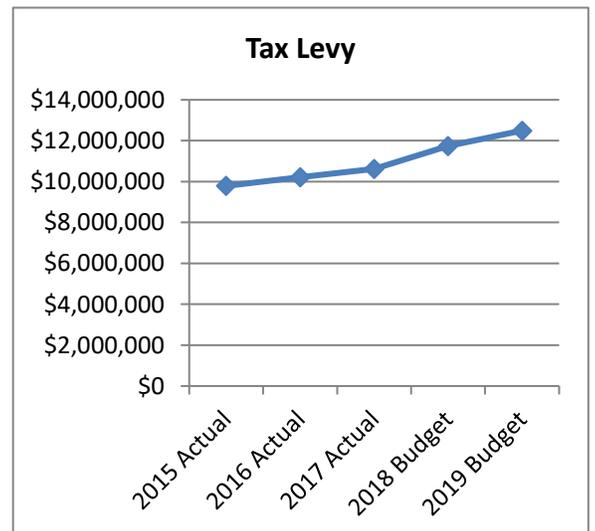
	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Tax Levy	\$9,789,689	\$10,210,091	\$10,616,929	\$11,737,288	\$12,526,918
Other Taxes	868,856	1,105,594	1,055,905	1,247,473	1,296,115
Licenses & Permits	292,628	428,137	445,702	389,575	400,975
Intergovernmental	7,290,973	6,869,608	8,199,031	6,638,226	6,460,875
Charges for Services	2,259,971	2,663,297	2,670,477	2,634,254	2,646,605
Special Assessments	1,137,312	936,065	839,631	475,063	455,342
Fines & Forfeits	157,719	142,447	157,683	154,400	179,400
Interest on Investments	190,031	134,960	240,752	178,100	219,200
Miscellaneous	1,452,189	630,418	624,897	377,541	384,841
Transfers In	128,000	595,590	148,190	150,920	148,300
Total	\$23,567,368	\$23,716,207	\$24,999,197	\$23,982,840	\$24,718,571

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

### Tax Levy

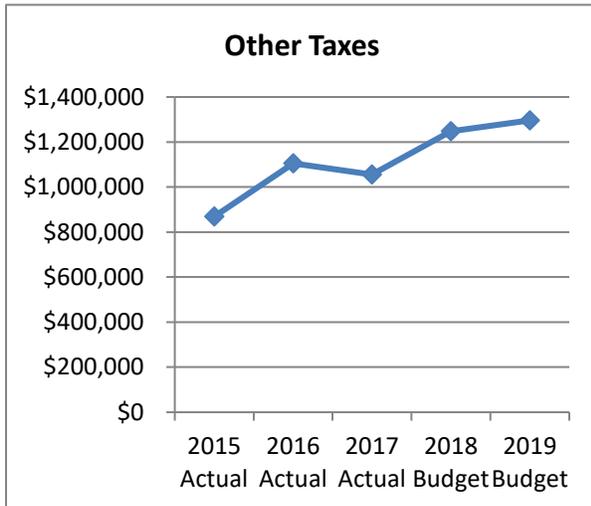
The City relies on property taxes for approximately 50.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

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 3-7% increases in its tax capacity over the last three years. The current year budget includes a 6.5% 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.

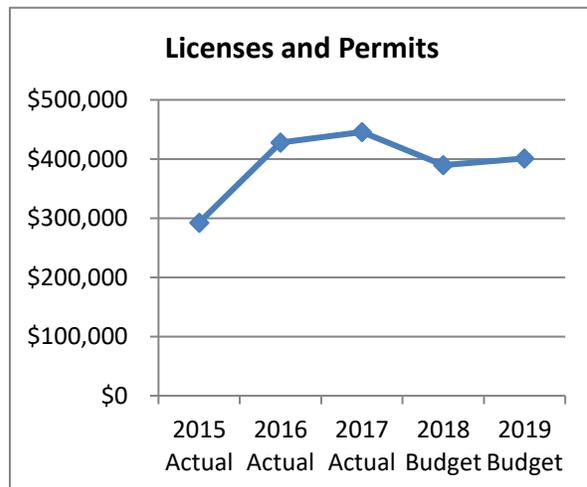
There have been some significant TIF districts created in recent years which has resulted in the City's TIF revenues increasing. Some of the new TIF districts created include Sputtering Components, Viracon, the hospital redevelopment site, Daiken, Kerry, Cybex, Arrow Ace Hardware and South Pointe Apartments. The economic development TIF districts will continue for 8 years and the redevelopment TIF districts will continue for 25 years. Once the TIF districts end, the City gets the benefit of the added tax capacity.

### Licenses and Permits

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

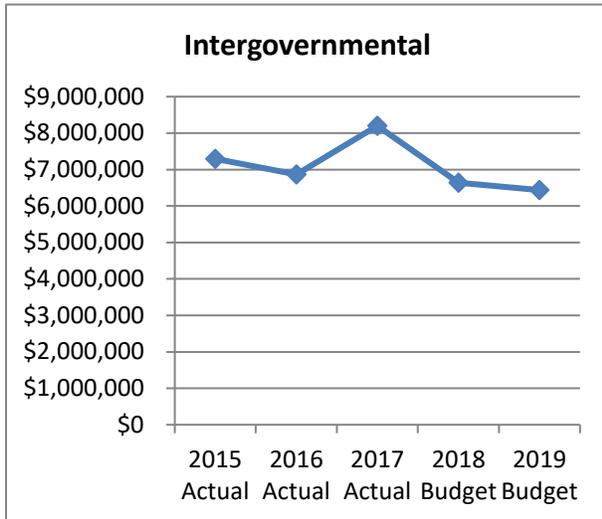
Building permits continue to be the single largest revenue source in this category.

Permit revenue has been rebounding. The increase has been related to commercial, industrial, and residential activity. One of the City's large growth areas in recent years has been in the multi-family housing projects. Owatonna has also outpaced several of our neighboring communities in the rebound of single family home construction.



## Governmental Fund Revenues – Continued

### Intergovernmental

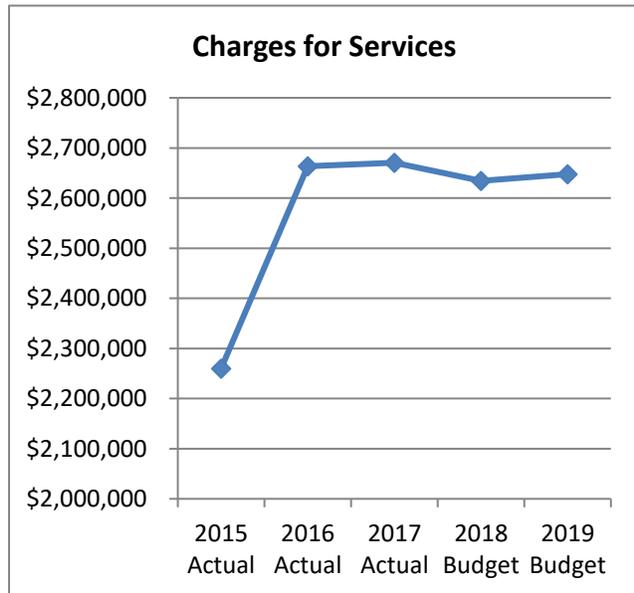


Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 17% of total governmental revenues for 2018.

For 2019, LGA remains level with 2018 funding amount. Budgeted intergovernmental revenues for 2017 included several state aid street projects. The City routinely explores all available funding opportunities and has historically been successfully at obtaining grants.

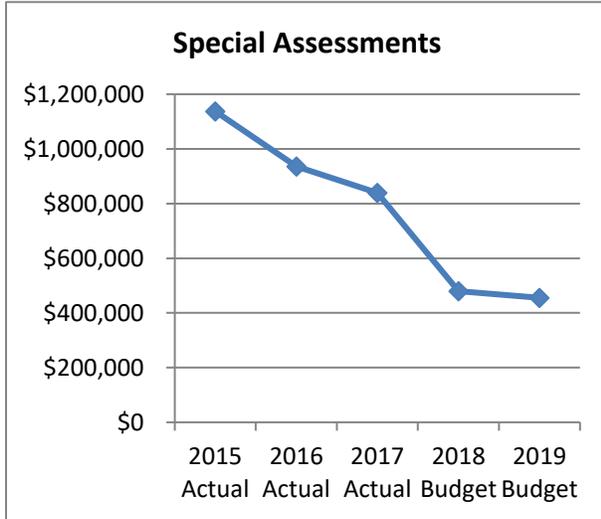
### Charges for Services

Charges for Services include user charges for the recreation department, Tennis and Fitness Center, Brooktree Golf Course and the Aquatic Center. 2016 was the first year the Aquatic Center was included as governmental revenue. Previously it was accounted for as an enterprise fund. 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.



## 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.

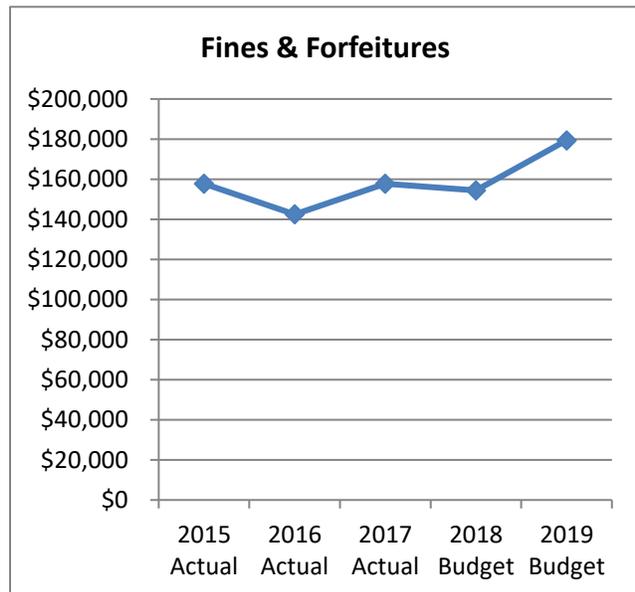
The number and size of construction projects completed has declined as the City, State, and Federal Government all struggle with funding their infrastructure projects. In addition, the assessment interest rate was reduced from 7% to 3.5% which also impacts revenues.

### 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 rebounded slightly following a gradual decline in recent years. The 2019 budget amount has been reduced to reflect this. We plan to review parking fines and have also budgeted for a small increase in this item.

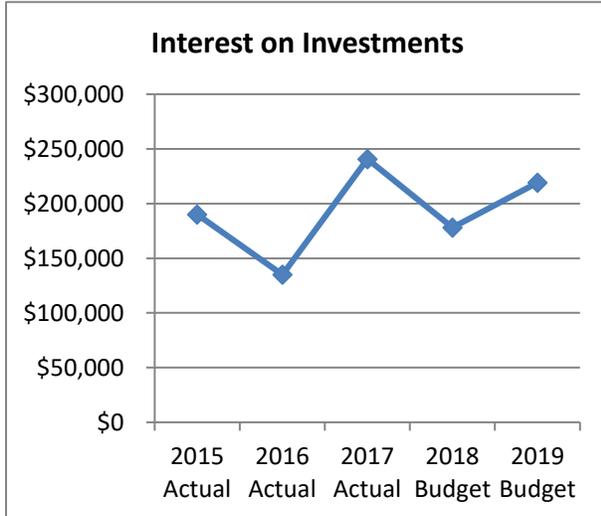
Library fines make up the smallest portion of this category. The fines charged by the library remain fairly level from year to year.

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.

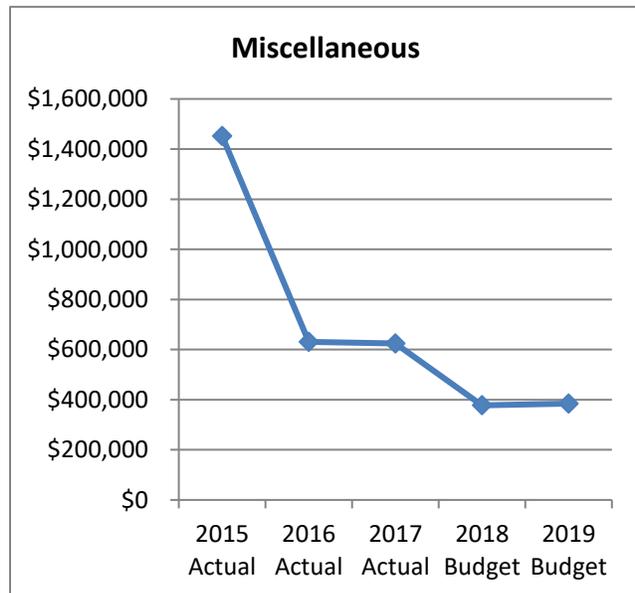
Interest rates are gradually increasing which has been reflected for 2019 amounts. We budget conservatively in this area as the market can quickly change.

### Miscellaneous

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

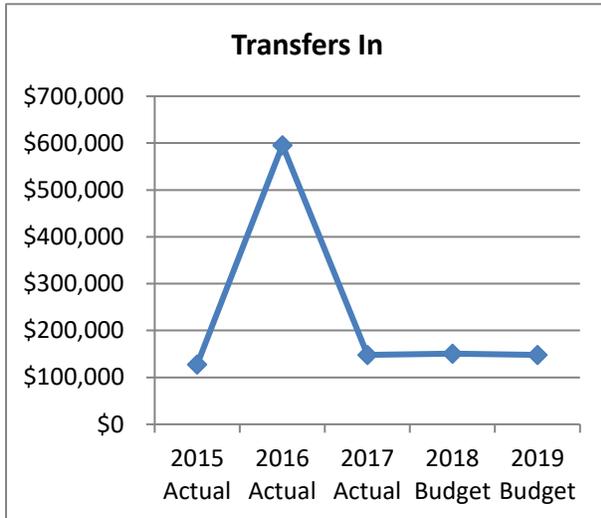
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

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.

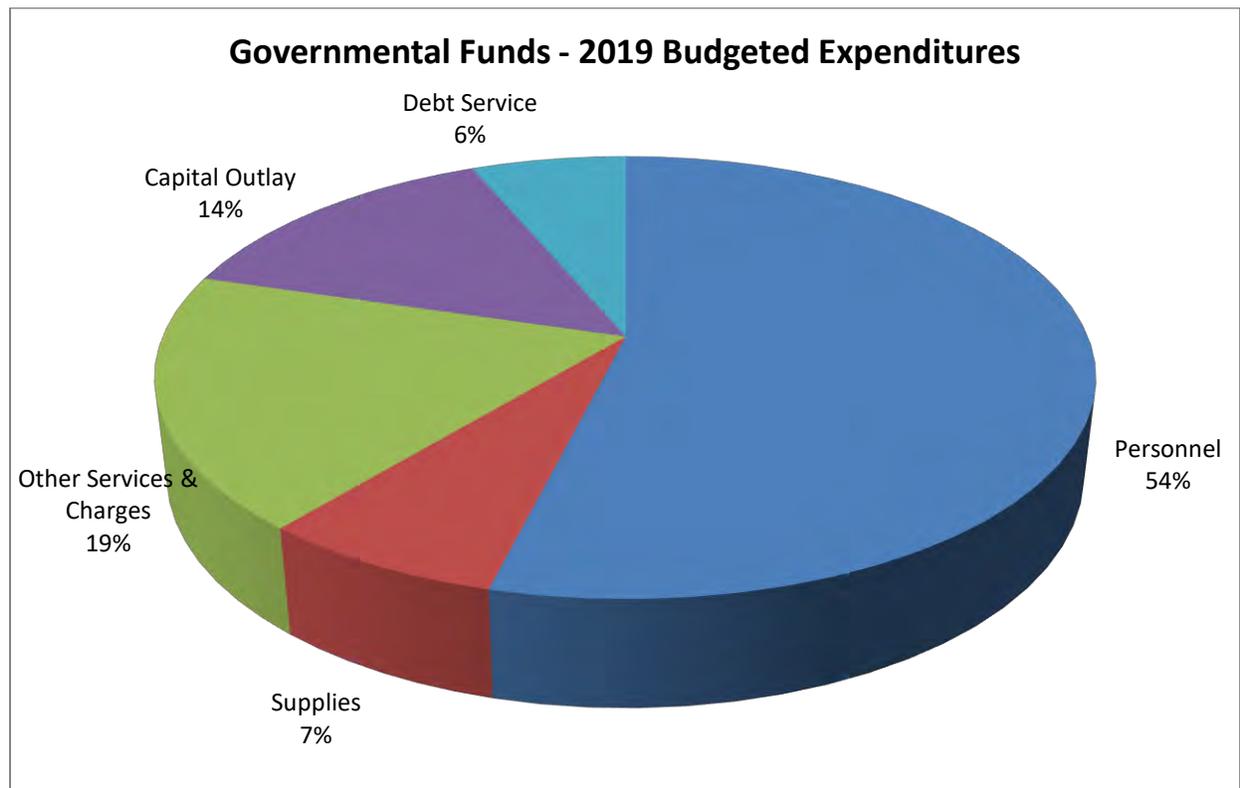
The transfers budgeted in 2015, 2016 and 2017 were related to debt service and capital projects. 2016 included a transfer from the general fund to the capital projects fund to purchase land for a future fire substation site. The Viracon TIF received each year is transferred from a capital projects fund 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 2015-2019. The budgeted expenditures (excluding transfers out) are \$26,331,264 which is a \$1,550,693 or 5.6% decrease from 2018. The change is due to large drop in the number of capital projects planned for 2019 which was offset by the increase in personnel costs.

	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget
Personnel	\$11,887,033	\$12,736,977	\$13,081,566	\$13,544,435	\$14,377,987
Supplies	1,767,585	1,938,483	2,039,817	2,014,031	1,866,001
Other Services & Charges	3,653,997	4,667,502	4,074,832	4,555,476	4,752,216
Capital Outlay	5,905,097	3,566,393	5,632,005	6,220,250	3,673,150
Debt Service	2,183,620	2,010,040	1,872,834	1,555,591	1,669,736
Transfers Out	128,000	170,590	148,190	150,920	148,300
Total	\$25,525,332	\$25,089,985	\$26,849,244	\$28,040,703	\$26,487,390



## **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 2019.

### **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.

CITY OF OWATONNA  
2019 GENERAL FUND BUDGET SUMMARY

REVENUES	2016 ACTUAL	2016 BUDGET	2017 ACTUAL	2017 BUDGET	06/30/18 YTD ACTUAL	2018 BUDGET	2019 BUDGET
Tax Levy	\$8,770,153	\$8,723,000	\$9,333,051	\$9,295,026	\$4,835,507	\$9,664,143	\$10,444,376
Other Taxes	\$346,778	\$328,500	\$348,770	\$350,500	\$159,524	\$350,000	\$350,000
Licenses & Permits	\$428,137	\$352,905	\$445,703	\$358,155	\$242,732	\$389,575	\$400,975
Intergovernmental Revenue	\$5,527,140	\$5,422,818	\$5,582,222	\$5,499,781	\$2,480,481	\$5,609,476	\$5,620,366
Charges for Services	\$2,660,049	\$2,531,962	\$2,670,475	\$2,588,282	\$1,199,368	\$2,634,254	\$2,647,605
Fines & Forfeits	\$142,447	\$204,500	\$157,683	\$151,900	\$98,394	\$154,400	\$179,400
Interest on Investments	\$46,174	\$90,000	\$95,148	\$90,000	\$67,612	\$90,000	\$98,000
Miscellaneous	\$341,903	\$322,375	\$300,721	\$302,911	\$127,727	\$300,541	\$306,841
Transfers							
Total Revenues	\$18,262,781	\$17,976,060	\$18,933,773	\$18,636,555	\$9,211,345	\$19,192,389	\$20,047,563

EXPENDITURES	2016 ACTUAL	2016 BUDGET	2017 ACTUAL	2017 BUDGET	06/30/18 YTD ACTUAL	2018 BUDGET	2019 BUDGET
General Government:							
Mayor & Council	\$447,573	\$472,921	\$257,233	\$302,531	\$128,392	\$405,382	\$366,600
Administrative Services	\$1,308,131	\$1,269,810	\$1,444,502	\$1,417,210	\$762,827	\$1,578,007	\$1,635,861
City Attorney	\$228,626	\$244,621	\$239,480	\$245,349	\$119,423	\$250,739	\$252,601
Government Buildings	\$890,307	\$915,718	\$873,895	\$884,536	\$391,211	\$894,650	\$937,981
Total General Government	\$2,874,637	\$2,903,070	\$2,815,110	\$2,849,626	\$1,401,853	\$3,128,778	\$3,193,043
Public Safety:							
Police	\$4,719,265	\$4,724,717	\$4,759,986	\$4,891,027	\$2,211,753	\$4,960,486	\$5,238,102
Fire	\$1,513,343	\$1,535,368	\$1,661,602	\$1,654,222	\$693,264	\$1,635,884	\$1,754,313
Building Inspection	\$394,061	\$402,862	\$441,209	\$390,602	\$202,635	\$409,153	\$429,410
Total Public Safety	\$6,626,669	\$6,662,947	\$6,862,797	\$6,935,851	\$3,107,652	\$7,005,523	\$7,421,825
Public Works:							
Engineering	\$843,396	\$852,650	\$913,750	\$898,182	\$325,960	\$882,216	\$908,793
Street Maintenance	\$2,722,845	\$2,732,468	\$2,714,581	\$2,798,965	\$1,319,543	\$2,973,975	\$3,060,898
Airport	\$386,709	\$435,458	\$414,056	\$432,899	\$204,308	\$424,991	\$439,959
	\$3,952,950	\$4,020,576	\$4,042,387	\$4,130,046	\$1,849,811	\$4,281,182	\$4,409,650

CITY OF OWATONNA  
2019 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2016 ACTUAL	2016 BUDGET	2017 ACTUAL	2017 BUDGET	06/30/18 YTD ACTUAL	2018 BUDGET	2019 BUDGET
Culture & Recreation:							
Library	\$1,318,956	\$1,314,316	\$1,192,795	\$1,252,386	\$608,894	\$1,300,523	\$1,340,827
Park & Rec Administration	\$297,381	\$228,519	\$351,192	\$296,565	\$175,924	\$322,843	\$348,597
Park Maintenance	\$1,357,805	\$1,257,279	\$1,399,296	\$1,260,502	\$563,979	\$1,277,011	\$1,397,165
Adult Recreation	\$85,379	\$98,845	\$80,922	\$88,288	\$40,290	\$78,100	\$83,208
Youth Recreation	\$332,738	\$315,640	\$348,888	\$294,425	\$132,451	\$306,136	\$362,478
Tennis & Fitness Center	\$255,403	\$273,298	\$309,044	\$244,488	\$171,531	\$299,760	\$304,614
Senior Center	\$113,336	\$121,506	\$143,191	\$133,997	\$72,731	\$109,865	\$114,757
Aquatic Center	\$209,022	\$213,021	\$220,278	\$229,986	\$69,239	\$243,092	\$246,627
Brooktree Golf Course	\$564,562	\$606,274	\$621,906	\$641,048	\$307,796	\$581,440	\$552,197
Total Culture & Recreation	\$4,534,582	\$4,428,698	\$4,667,512	\$4,441,685	\$2,142,835	\$4,518,770	\$4,750,470
Housing & Economic Development							
Planning & Zoning	\$265,469	\$255,769	\$269,370	\$279,347	\$128,549	\$258,136	\$272,575
Total General Fund Expenditures	\$18,254,307	\$18,271,060	\$18,657,176	\$18,636,555	\$8,630,700	\$19,192,389	\$20,047,563

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

FUND 100: GENERAL FUND

DEPT 010: MAYOR & COUNCIL

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Tax Levies	8,770,153	8,723,000	9,333,051	9,303,026	4,835,507	9,672,143	10,452,376
	Other Taxes	346,778	328,500	348,770	342,500	166,824	342,000	342,000
	Licenses & Permits	82,730	79,405	84,113	80,155	74,180	81,875	80,775
	Intergovernmental Revenue	4,111,108	4,110,917	4,131,322	4,125,573	2,133,210	4,288,379	4,300,408
	Charges for Services	572	0	9	0	3	0	0
	Fines & Forfeits	2,500	500	106	500	2,000	500	500
	<b>Total Revenues</b>	<b>13,313,841</b>	<b>13,242,322</b>	<b>13,897,371</b>	<b>13,851,754</b>	<b>7,211,724</b>	<b>14,384,897</b>	<b>15,176,059</b>
	PT/Seasonal Wages	67,800	67,800	67,800	67,800	33,900	67,800	72,600
	Benefits	5,519	5,425	4,721	5,560	2,356	4,711	4,999
	<b>PERSONAL SERVICES</b>	<b>73,319</b>	<b>73,225</b>	<b>72,521</b>	<b>73,360</b>	<b>36,256</b>	<b>72,511</b>	<b>77,599</b>
	Supplies	885	700	1,061	700	556	700	700
	<b>SUPPLIES</b>	<b>885</b>	<b>700</b>	<b>1,061</b>	<b>700</b>	<b>556</b>	<b>700</b>	<b>700</b>
	Professional Services	1,326	4,000	3,813	4,000	3,707	6,000	11,300
	Communication	400	360	519	410	178	410	410
	Vehicle, Travel & Training	11,332	8,000	11,308	11,000	5,553	10,000	10,000
	Advertising & Promotion	12,393	15,000	12,867	15,000	3,373	15,000	14,000
	Memberships & Subscriptions	65,715	68,000	67,743	72,000	49,304	74,000	76,000
	Insurance	65,350	51,770	40,110	51,695	15,188	51,395	52,280
	Other Services & Charges	16,853	51,866	47,291	74,366	13,277	175,366	124,311
	Refunds & Reimbursements	0	0	0	0	1,000	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>173,369</b>	<b>198,996</b>	<b>183,651</b>	<b>228,471</b>	<b>91,580</b>	<b>332,171</b>	<b>288,301</b>
	<b>TRANSFERS OUT</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>447,573</b>	<b>472,921</b>	<b>257,233</b>	<b>302,531</b>	<b>128,392</b>	<b>405,382</b>	<b>366,600</b>
	<b>Net Revenue</b>	<b>12,866,268</b>	<b>12,769,401</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>7,083,332</b>	<b>13,979,515</b>	<b>14,809,459</b>
	<b>Total for DEPT 010: MAYOR &amp; COUNCIL</b>	<b>12,866,268</b>	<b>12,769,401</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>7,083,332</b>	<b>13,979,515</b>	<b>14,809,459</b>

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

DEPT 010: MAYOR & COUNCIL

<b>Personnel</b>				<b>Items of Significance</b>		
Position	2018	2019	Current Rate	Budgeted Total		
Mayor	1	1	\$10,800	\$10,800	Other Taxes	
Council President	1	1	10,200	10,200	Cable Franchise	\$325,000
Council Vice President	1	1	9,600	9,600	Other Franchise	17,000
Council Member	5	5	8,400	42,000	Intergovernmental Revenue	
	<u>8</u>	<u>8</u>		<u>\$72,600</u>	Local Government Aid (LGA) (\$12,029 increase from 2018)	4,278,486
					PERA Aid	21,922
					Professional Services	
					Legal and other	4,000
					Public access channel programming/costs	7,300
					Advertising & Promotion	
					Legal publications	11,000
					Memberships & Subscriptions	
					CGMC Membership Dues	44,500
					LMC Membership Dues	21,000
					Highway 14 Partnership	8,500
					Insurance	
					Claims (\$100,000 aggregate annual deductible)	50,000
					Other Services & Charges	
					Steele Co Historical Society	5,000
					Community Band Assistance	1,500
					Human Rights Commission	2,700
					So MN Initiative Fund	1,666

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

DEPT 051: ADMINISTRATIVE SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
Intergovernmental Revenue		17,171	22,000	4,394	8,000	0	18,000	8,400
Charges for Services		11,947	10,750	13,923	10,750	6,087	11,000	11,000
Interest on Investments		46,174	90,000	95,148	90,000	67,612	90,000	98,000
Transfers		59,848	51,000	62,521	59,500	13,500	54,500	57,000
<b>Total Revenues</b>		<b>135,140</b>	<b>173,750</b>	<b>175,986</b>	<b>168,250</b>	<b>87,199</b>	<b>173,500</b>	<b>174,400</b>
FT Wages		664,475	635,893	749,887	744,037	381,767	771,122	809,544
PT/Seasonal Wages		49,540	50,202	38,089	43,038	21,298	71,556	53,086
OT/Holiday/Other		371	1,000	1,567	3,000	1,203	3,000	3,000
Benefits		243,447	231,335	270,159	274,810	136,198	270,664	292,478
<b>PERSONAL SERVICES</b>		<b>957,833</b>	<b>918,430</b>	<b>1,059,702</b>	<b>1,064,885</b>	<b>540,466</b>	<b>1,116,342</b>	<b>1,158,108</b>
Supplies		11,840	12,250	9,925	11,000	4,734	11,130	11,050
Repair Supplies		0	0	657	1,000	0	1,000	1,000
Small Tools & Equipment		53,602	55,250	69,009	57,750	2,982	62,250	76,850
<b>SUPPLIES</b>		<b>65,442</b>	<b>67,500</b>	<b>79,591</b>	<b>69,750</b>	<b>7,716</b>	<b>74,380</b>	<b>88,900</b>
Professional Services		53,048	58,000	87,725	55,000	27,956	61,000	55,000
Communication		14,530	20,950	14,357	14,950	6,605	21,405	15,400
Transportation (VRF)		0	0	3,360	3,360	3,000	6,000	6,000
Vehicle, Travel & Training		20,204	25,650	22,555	26,460	11,286	35,680	35,780
Advertising & Promotion		1,651	550	395	200	63	425	300
Printing		460	1,500	416	500	46	500	500
Memberships & Subscriptions		2,895	2,500	3,007	3,250	1,856	3,250	3,450
Insurance		10,030	10,030	9,605	9,605	5,929	7,905	12,920
Repairs		117,448	115,200	123,662	121,250	78,718	117,620	138,503
Rents/Leases		0	0	0	0	0	0	11,500
Other Services & Charges		64,590	49,500	40,127	48,000	78,046	133,500	109,500
<b>OTHER SERVICES &amp; CHARGES</b>		<b>284,856</b>	<b>283,880</b>	<b>305,209</b>	<b>282,575</b>	<b>213,505</b>	<b>387,285</b>	<b>388,853</b>
<b>Total Expenditures</b>		<b>1,308,131</b>	<b>1,269,810</b>	<b>1,444,502</b>	<b>1,417,210</b>	<b>761,687</b>	<b>1,578,007</b>	<b>1,635,861</b>
<b>Net Revenue</b>		<b>-1,172,991</b>	<b>-1,096,060</b>	<b>-1,268,516</b>	<b>-1,248,960</b>	<b>-674,488</b>	<b>-1,404,507</b>	<b>-1,461,461</b>
<b>Total for DEPT 051: ADMINISTRATIVE SERVICES</b>		<b>-1,172,991</b>	<b>-1,096,060</b>	<b>-1,268,516</b>	<b>-1,248,960</b>	<b>-674,488</b>	<b>-1,404,507</b>	<b>-1,461,461</b>

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

DEPT 051: ADMINISTRATIVE SERVICES

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
City Administrator/City Clerk	1.00	1.00	\$135,034	\$140,764	Intergovernmental Revenue	
Sr. Director - Finance	1.00	1.00	116,126	121,016	Reimbursement from School district for election costs	\$8,400
Senior Accountant	1.00	1.00	75,067	78,386	Transfers	
Accounting Technician	1.00	1.00	23.49/hr	51,058	Reimbursement from EDA for accounting services	\$12,000
Administrative Specialist	1.00	1.00	30.10/hr	65,318	Reimbursement from HRA for accounting services	15,000
Director - Human Resources	1.00	1.00	95,867	100,159	Administration charged on capital projects (1%)	30,000
Director - IT	1.00	1.00	95,867	100,159	Small Tools & Equipment	
IT Systems Administrator	2.00	2.00	27.61-35.90/hr	152,682	Computers & supplies	\$55,800
	<u>9.00</u>	<u>9.00</u>		<u>\$809,543</u>	Professional Services	
Permanent PT:					Legal/HR & Other Consulting Services	26,000
Admin Technician - HR - PT (50%)	0.50	0.50	\$24.15/hr	\$26,240	Audit	29,000
Accounting Clerk - PT (50%)	0.50	0.50	18.66/hr	\$25,346	Repairs	
Other Seasonal Help:					Computer Hardware/Software Maintenance Contracts, Licenses	105,000
Election Judges	70.00	0.00	0	\$0	Rents/Leases	
Other				<u>1,500</u>	Timeclock annual lease costs	11,500
				<u>\$53,086</u>	Other Services & Charges	
					Payroll processing, HR, and Time tracking	90,000
					Election equipment contract - Steele Co.	9,000

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

DEPT 060: CITY ATTORNEYS

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Benefits	5,269	6,511	5,269	6,539	2,765	6,539	7,051
	PERSONAL SERVICES	5,269	6,511	5,269	6,539	2,765	6,539	7,051
	Supplies	0	0	0	1,500	0	1,500	500
	SUPPLIES	0	0	0	1,500	0	1,500	500
	Professional Services	219,797	234,310	230,611	233,810	115,125	239,000	241,350
	Communication	218	600	401	0	111	200	200
	Memberships & Subscriptions	3,342	3,200	3,199	3,500	2,563	3,500	3,500
	OTHER SERVICES & CHARGES	223,357	238,110	234,211	237,310	117,799	242,700	245,050
	Total Expenditures	228,626	244,621	239,480	245,349	120,564	250,739	252,601
	Net Revenue	-228,626	-244,621	-239,480	-245,349	-120,564	-250,739	-252,601
	Total for DEPT 060: CITY ATTORNEYS	-228,626	-244,621	-239,480	-245,349	-120,564	-250,739	-252,601

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

DEPT 060: CITY ATTORNEYS

<b>Personnel</b>					<b>Items of Significance</b>	
<u>Position</u>	<u>2018</u>	<u>2019</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
					Professional Services	
					Prosecuting Attorney	\$129,875
					City Attorney	101,475
					Legal Fees - Other	10,000
	(None)					

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
Intergovernmental Revenue		3,783	3,800	0	0	0	0	0
Charges for Services		6,883	0	953	0	898	0	0
Miscellaneous		73,181	80,000	72,121	80,000	36,814	75,000	90,000
<b>Total Revenues</b>		<b>83,847</b>	<b>83,800</b>	<b>73,074</b>	<b>80,000</b>	<b>37,712</b>	<b>75,000</b>	<b>90,000</b>
FT Wages		392,472	443,438	358,324	359,846	162,297	374,931	398,644
PT/Seasonal Wages		67,111	49,989	86,787	86,069	38,690	96,269	102,718
OT/Holiday/Other		37,678	13,500	25,105	25,500	17,734	25,500	25,500
Benefits		181,374	196,241	158,298	170,271	70,558	163,550	178,119
<b>PERSONAL SERVICES</b>		<b>678,635</b>	<b>703,168</b>	<b>628,514</b>	<b>641,686</b>	<b>289,279</b>	<b>660,250</b>	<b>704,981</b>
Supplies		21,691	34,100	25,807	28,400	13,836	24,400	23,500
Repair Supplies		33,762	58,700	58,752	49,900	22,627	49,900	50,500
Small Tools & Equipment		11,235	14,250	15,950	12,450	5,681	13,000	13,000
<b>SUPPLIES</b>		<b>66,688</b>	<b>107,050</b>	<b>100,509</b>	<b>90,750</b>	<b>42,144</b>	<b>87,300</b>	<b>87,000</b>
Professional Services		17,664	400	46,080	50,400	3,496	50,400	40,500
Communication		12,211	13,800	11,403	13,800	11,072	12,800	12,100
Transportation (VRF)		30,000	30,000	31,200	31,200	15,600	31,200	36,000
Vehicle, Travel & Training		45	2,000	1,532	2,000	620	1,500	1,500
Advertising & Promotion		1,082	200	570	200	736	200	500
Memberships & Subscriptions		105	200	15	200	100	200	200
Insurance		19,664	18,600	16,500	16,500	9,750	13,000	18,500
Licenses & Inspections		2,784	3,000	728	3,000	1,035	3,000	3,000
Repairs		55,602	29,000	30,504	28,000	14,557	28,000	28,000
Rents/Leases		1,270	1,300	1,947	1,300	561	1,300	1,300
Other Services & Charges		4,557	7,000	4,393	5,500	2,261	5,500	4,400
<b>OTHER SERVICES &amp; CHARGES</b>		<b>144,984</b>	<b>105,500</b>	<b>144,872</b>	<b>152,100</b>	<b>59,788</b>	<b>147,100</b>	<b>146,000</b>
<b>Total Expenditures</b>		<b>890,307</b>	<b>915,718</b>	<b>873,895</b>	<b>884,536</b>	<b>391,211</b>	<b>894,650</b>	<b>937,981</b>
Net Revenue		-806,460	-831,918	-800,821	-804,536	-353,499	-819,650	-847,981
<b>Total for DEPT 590: BUILDING/GROUNDS MAINTENANCE</b>		<b>-806,460</b>	<b>-831,918</b>	<b>-800,821</b>	<b>-804,536</b>	<b>-353,499</b>	<b>-819,650</b>	<b>-847,981</b>

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Facilities Manager	1.00	1.00	\$75,067	\$78,386	Miscellaneous	
Facilities Specialist	3.00	3.00	25.51-33.16/hr	195,949	Rental Income	\$90,000
Facilities Technician	1.00	1.00	26.62/hr	56,832	Professional Services	
Custodian	2.00	2.00	22.26/hr	95,078	Contract electrical work	40,000
	<u>7.00</u>	<u>7.00</u>		* \$426,245		
Permanent PT:					Communication	
Laborer (1 @ 70%)	1.40	0.70	\$17.12-22.26/hr	\$28,388	Alarm Services	10,000
Custodian (2 @ 70%)	0.70	1.40	17.12-22.26/hr	56,330		
Seasonal:					Transportation (VRF)	
Maintenance	3.00	3.00	\$9.65-11.50/hr	\$18,000	Includes partial funding for 4 pickup trucks, 2 vans and 2 booms	36,000
				<u>\$102,718</u>		

\* FT wages includes allocations to/from other departments

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

DEPT 110: POLICE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
Intergovernmental Revenue		732,057	686,964	665,255	743,771	173,838	676,360	663,746
Charges for Services		45,221	28,900	47,227	40,140	9,466	34,600	38,000
Fines & Forfeits		129,836	191,000	148,162	142,400	92,152	144,900	169,900
Miscellaneous		15,891	14,900	14,963	14,891	0	14,891	14,891
<b>Total Revenues</b>		<b>923,005</b>	<b>921,764</b>	<b>875,607</b>	<b>941,202</b>	<b>275,456</b>	<b>870,751</b>	<b>886,537</b>
FT Wages		2,554,010	2,591,399	2,660,771	2,672,691	1,313,999	2,767,110	2,928,628
PT/Seasonal Wages		99,788	99,087	93,195	111,321	42,153	112,690	86,803
OT/Holiday/Other		257,781	235,685	254,277	268,685	112,255	268,685	268,685
Benefits		999,654	993,246	1,055,381	1,066,015	515,632	1,083,031	1,170,476
<b>PERSONAL SERVICES</b>		<b>3,911,233</b>	<b>3,919,417</b>	<b>4,063,624</b>	<b>4,118,712</b>	<b>1,984,039</b>	<b>4,231,516</b>	<b>4,454,592</b>
Supplies		93,916	115,300	88,177	82,600	44,100	101,400	95,000
Repair Supplies		51,238	34,900	41,571	34,900	18,519	42,000	44,000
Small Tools & Equipment		21,251	20,500	29,984	20,500	16,110	25,000	25,000
<b>SUPPLIES</b>		<b>166,405</b>	<b>170,700</b>	<b>159,732</b>	<b>138,000</b>	<b>78,729</b>	<b>168,400</b>	<b>164,000</b>
Professional Services		18,438	13,800	22,080	23,065	11,774	39,220	60,400
Communication		11,217	19,600	17,147	20,700	8,477	20,700	18,200
Transportation (VRF)		111,600	111,600	105,000	105,000	52,500	105,000	107,040
Vehicle, Travel & Training		33,324	38,500	31,433	38,500	12,464	38,500	38,500
Memberships & Subscriptions		5,539	5,700	4,952	5,700	5,534	5,700	8,170
Insurance		51,600	51,600	49,858	49,200	30,825	41,100	74,200
Licenses & Inspections		609	0	525	350	853	350	350
Repairs		14,616	3,500	23,858	3,500	1,897	3,500	3,500
Other Services & Charges		373,135	390,300	281,777	388,300	39,335	306,500	309,150
<b>OTHER SERVICES &amp; CHARGES</b>		<b>620,078</b>	<b>634,600</b>	<b>536,630</b>	<b>634,315</b>	<b>163,659</b>	<b>560,570</b>	<b>619,510</b>
<b>CAPITAL OUTLAY</b>		<b>21,549</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>4,719,265</b>	<b>4,724,717</b>	<b>4,759,986</b>	<b>4,891,027</b>	<b>2,226,427</b>	<b>4,960,486</b>	<b>5,238,102</b>
<b>Net Revenue</b>		<b>-3,796,260</b>	<b>-3,802,953</b>	<b>-3,884,379</b>	<b>-3,949,825</b>	<b>-1,950,971</b>	<b>-4,089,735</b>	<b>-4,351,565</b>
<b>Total for DEPT 110: POLICE</b>		<b>-3,796,260</b>	<b>-3,802,953</b>	<b>-3,884,379</b>	<b>-3,949,825</b>	<b>-1,950,971</b>	<b>-4,089,735</b>	<b>-4,351,565</b>

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

DEPT 110: POLICE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Senior Director - Police Dept	1.00	1.00	\$120,578	\$125,659	Intergovernmental Revenue	
Captain	2.00	2.00	100,152	210,983	State - auto insurance premium tax	\$286,500
Administrative Technician	1.00	1.00	28.15/hr	61,007	State - police training aid	11,000
Evidence Technician	1.00	1.00	28.84/hr	62,546	Federal SCDIU pass-thru grant	65,000
Administrative Technician - Patrol	1.00	1.00	28.15/hr	61,007	School district reimbursement for SRO officer	149,775
Sergeant	6.00	6.00	32.23-41.88/hr	515,830	School district reimbursement for 3 CSOs	142,341
Sergeant - Investigation	1.00	1.00	32.23-41.88/hr	84,602	Fines & Forfeits	
Patrol	20.00	20.00	27.61-35.90/hr	1,304,295	Court Collected Fines	90,000
Patrol - Investigation	5.00	5.00	27.61-35.90/hr	377,260	Parking Fines	77,000
CSO	2.00	3.00	18.81-24.44/hr	122,437	Professional Services	
	40.00	41.00		\$2,925,626	Contract for body cameras	25,000
Permanent PT:					Transportation (VRF)	
CSO (3 @ 70%)	2.80	2.10	\$18.81-24.44/hr	\$86,802	Includes partial funding for 14 marked squads, 8 unmarked and 1 parking enforcement vehicle	107,040
					Other Services & Charges	
					Federal SCDIU pass-thru grant	65,000
					Reimbursement to Steele Co for LEC costs	238,000

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

DEPT 120: FIRE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	21,979	13,000	14,332	13,000	11,973	13,200	14,200
	Intergovernmental Revenue	180,704	151,200	188,126	151,200	2,000	151,200	161,200
	Charges for Services	128,216	127,250	127,648	127,250	65,209	129,450	130,950
	Miscellaneous	220	0	315	0	633	0	0
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	<b>Total Revenues</b>	<b>353,119</b>	<b>313,450</b>	<b>352,421</b>	<b>313,450</b>	<b>90,835</b>	<b>315,850</b>	<b>328,350</b>
	FT Wages	617,667	626,162	668,645	648,133	325,013	674,696	700,041
	PT/Seasonal Wages	74,123	76,078	77,654	74,426	47,412	76,000	78,000
	OT/Holiday/Other	101,944	83,830	93,780	81,000	31,059	81,000	96,000
	Benefits	425,712	409,377	462,156	471,142	155,209	458,788	488,927
	<b>PERSONAL SERVICES</b>	<b>1,219,446</b>	<b>1,195,447</b>	<b>1,302,235</b>	<b>1,274,701</b>	<b>558,693</b>	<b>1,290,484</b>	<b>1,362,968</b>
	Supplies	15,876	31,068	23,055	32,368	7,372	29,464	47,244
	Repair Supplies	13,871	16,753	18,103	16,753	5,877	18,728	17,528
	Small Tools & Equipment	58,528	59,847	89,512	96,847	20,672	72,847	38,797
	<b>SUPPLIES</b>	<b>88,275</b>	<b>107,668</b>	<b>130,670</b>	<b>145,968</b>	<b>33,921</b>	<b>121,039</b>	<b>103,569</b>
	Professional Services	12,616	31,800	19,078	24,900	6,771	25,150	76,150
	Communication	8,246	10,440	11,686	10,440	3,598	8,093	8,093
	Transportation (VRF)	135,000	135,000	140,000	140,000	70,580	141,200	146,040
	Vehicle, Travel & Training	13,339	15,057	16,580	15,057	5,689	15,057	15,000
	Advertising & Promotion	0	2,100	2,413	2,100	0	2,100	2,100
	Memberships & Subscriptions	3,129	2,949	2,376	2,949	1,664	2,949	4,646
	Insurance	11,000	11,000	9,100	9,100	5,700	7,600	10,000
	Licenses & Inspections	450	750	675	750	75	750	750
	Repairs	17,942	16,257	19,321	16,257	6,328	15,562	17,097
	Other Services & Charges	3,900	6,900	7,468	12,000	245	5,900	7,900
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>205,622</b>	<b>232,253</b>	<b>228,697</b>	<b>233,553</b>	<b>100,650</b>	<b>224,361</b>	<b>287,776</b>
	<b>Total Expenditures</b>	<b>1,513,343</b>	<b>1,535,368</b>	<b>1,661,602</b>	<b>1,654,222</b>	<b>693,264</b>	<b>1,635,884</b>	<b>1,754,313</b>
	Net Revenue	-1,160,224	-1,221,918	-1,309,181	-1,340,772	-602,429	-1,320,034	-1,425,963
	<b>Total for DEPT 120: FIRE</b>	<b>-1,160,224</b>	<b>-1,221,918</b>	<b>-1,309,181</b>	<b>-1,340,772</b>	<b>-602,429</b>	<b>-1,320,034</b>	<b>-1,425,963</b>

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

DEPT 120: FIRE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Sr. Director - Fire Dept	1.00	1.00	\$105,165	\$109,763	Intergovernmental Revenue	
Administrative Technician	1.00	1.00	28.15/hr	61,007	State - auto insurance premium tax (passes to Relief Assn)	\$150,000
Firefighter - Commander	4.00	4.00	26.80-34.84/hr	282,674	Charges for Services	
Firefighter - Equipment Operator	4.00	4.00	24.76-32.19/hr	246,596	Rural Fire Assn Reimbursement	108,500
	<u>10.00</u>	<u>10.00</u>		<u>\$700,040</u>	Rental inspections	22,000
Other PT:					Transfers	
On-call Firefighters	22.00	22.00		\$72,000	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>\$78,000</u>	Professional Services	
					Organizational study	50,000
					Transportation (VRF)	
					Includes partial funding for 3 fire engines, 1 aerial truck, 1 command vehicle, and 3 pickups	146,040

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

DEPT 140: BUILDING INSPECTION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	319,288	244,000	330,946	267,600	144,850	286,000	296,000
	Charges for Services	138,462	72,300	73,229	80,400	78,266	80,300	85,300
	<b>Total Revenues</b>	<b>457,750</b>	<b>316,300</b>	<b>404,175</b>	<b>348,000</b>	<b>223,116</b>	<b>366,300</b>	<b>381,300</b>
	FT Wages	256,490	244,429	306,057	279,869	145,602	291,769	309,156
	PT/Seasonal Wages	22,181	34,819	0	0	0	0	0
	OT/Holiday/Other	2,919	2,966	3,099	3,135	2,921	3,247	3,416
	Benefits	79,119	93,298	87,300	83,398	43,459	85,237	86,768
	<b>PERSONAL SERVICES</b>	<b>360,709</b>	<b>375,512</b>	<b>396,456</b>	<b>366,402</b>	<b>191,982</b>	<b>380,253</b>	<b>399,340</b>
	Supplies	9,296	7,400	11,390	6,000	1,718	5,500	5,500
	Repair Supplies	1,075	900	75	0	194	200	200
	Small Tools & Equipment	811	2,800	3,665	1,950	0	3,150	2,150
	<b>SUPPLIES</b>	<b>11,182</b>	<b>11,100</b>	<b>15,130</b>	<b>7,950</b>	<b>1,912</b>	<b>8,850</b>	<b>7,850</b>
	Professional Services	2,053	0	585	0	0	0	0
	Communication	2,326	2,200	2,077	2,900	1,396	2,400	2,200
	Transportation (VRF)	4,800	4,800	4,800	4,800	3,300	6,600	7,020
	Vehicle, Travel & Training	4,143	2,300	4,667	2,800	609	2,800	3,800
	Memberships & Subscriptions	655	1,800	455	1,000	120	500	500
	Insurance	1,900	1,900	1,500	1,500	900	1,200	2,300
	Licenses & Inspections	192	350	160	350	32	350	200
	Repairs	6,101	2,900	15,379	14,500	2,384	6,200	6,200
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>22,170</b>	<b>16,250</b>	<b>29,623</b>	<b>27,850</b>	<b>8,741</b>	<b>20,050</b>	<b>22,220</b>
	<b>Total Expenditures</b>	<b>394,061</b>	<b>402,862</b>	<b>441,209</b>	<b>402,202</b>	<b>202,635</b>	<b>409,153</b>	<b>429,410</b>
	<b>Net Revenue</b>	<b>63,689</b>	<b>-86,562</b>	<b>-37,034</b>	<b>-54,202</b>	<b>20,481</b>	<b>-42,853</b>	<b>-48,110</b>
	<b>Total for DEPT 140: BUILDING INSPECTION</b>	<b>63,689</b>	<b>-86,562</b>	<b>-37,034</b>	<b>-54,202</b>	<b>20,481</b>	<b>-42,853</b>	<b>-48,110</b>

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

DEPT 140: BUILDING INSPECTION

**Personnel**

Position	2018	2019	Current Rate	Budgeted Total
Building Official	1.00	1.00	\$83,138	\$86,660
Plans Examiner	1.00	1.00	68,973	70,800
Building Inspector	1.00	1.00	26.69/hr	57,975
Administrative Technician	1.00	1.00	28.15/hr	61,007
	<u>4.00</u>	<u>4.00</u>		* <u>\$276,442</u>

**Items of Significance**

Licenses & Permits	
Building Permits	\$295,000
Charges for Services	
Plan checking fees	85,000
Transportation (VRF)	
Includes funding for 3 pickups/vehicles	7,020

\* FT wages includes allocations from other departments

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

DEPT 211: ENGINEERING

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	1,470	8,500	12,907	6,000	11,009	6,000	7,500
	Intergovernmental Revenue	207	200	0	0	0	0	0
	Charges for Services	361,759	241,500	378,287	326,000	1,360	276,000	301,500
	Miscellaneous	0	0	0	0	-487	0	0
	Transfers	440,000	440,000	460,000	460,000	236,480	473,000	484,000
	<b>Total Revenues</b>	<b>803,436</b>	<b>690,200</b>	<b>851,194</b>	<b>792,000</b>	<b>248,362</b>	<b>755,000</b>	<b>793,000</b>
	FT Wages	438,486	425,039	443,759	444,223	223,978	456,125	468,516
	PT/Seasonal Wages	13,556	12,500	13,266	12,500	6,527	12,500	11,000
	OT/Holiday/Other	5,125	3,000	13,379	3,000	14,237	3,000	3,000
	Benefits	118,153	118,561	106,594	107,529	49,670	102,891	106,707
	<b>PERSONAL SERVICES</b>	<b>575,320</b>	<b>559,100</b>	<b>576,998</b>	<b>567,252</b>	<b>294,412</b>	<b>574,516</b>	<b>589,223</b>
	Supplies	10,859	11,250	9,977	11,250	3,621	11,250	11,750
	Repair Supplies	815	4,500	0	4,500	49	4,500	3,500
	Small Tools & Equipment	3,377	5,900	4,188	5,900	267	7,400	8,900
	<b>SUPPLIES</b>	<b>15,051</b>	<b>21,650</b>	<b>14,165</b>	<b>21,650</b>	<b>3,937</b>	<b>23,150</b>	<b>24,150</b>
	Professional Services	1,209	2,700	37,693	37,700	70	2,700	2,700
	Communication	5,635	3,450	3,527	5,250	1,741	6,350	6,350
	Transportation (VRF)	21,100	21,100	21,000	21,000	12,750	24,300	25,320
	Vehicle, Travel & Training	4,860	6,000	7,463	6,000	2,384	6,000	6,000
	Advertising & Promotion	862	600	559	600	87	750	750
	Memberships & Subscriptions	775	1,500	1,434	1,500	1,290	1,500	1,500
	Insurance	3,300	3,300	2,700	2,700	2,025	2,700	4,300
	Licenses & Inspections	642	750	1,040	750	819	750	1,500
	Repairs	185,098	214,500	230,128	214,500	3,309	224,500	234,000
	Other Services & Charges	14,259	12,500	11,118	13,780	6,136	15,000	13,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>237,740</b>	<b>266,400</b>	<b>316,662</b>	<b>303,780</b>	<b>30,611</b>	<b>284,550</b>	<b>295,420</b>
	<b>CAPITAL OUTLAY</b>	<b>15,285</b>	<b>5,500</b>	<b>5,925</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>843,396</b>	<b>852,650</b>	<b>913,750</b>	<b>898,182</b>	<b>328,960</b>	<b>882,216</b>	<b>908,793</b>
	<b>Net Revenue</b>	<b>-39,960</b>	<b>-162,450</b>	<b>-62,556</b>	<b>-106,182</b>	<b>-80,598</b>	<b>-127,216</b>	<b>-115,793</b>
	<b>Total for DEPT 211: ENGINEERING</b>	<b>-39,960</b>	<b>-162,450</b>	<b>-62,556</b>	<b>-106,182</b>	<b>-80,598</b>	<b>-127,216</b>	<b>-115,793</b>

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

DEPT 211: ENGINEERING

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Sr. Director - Public Works	1.00	1.00	\$117,728	\$122,723	Charges for Services	
Asst City Engineer	1.00	1.00	85,093	88,829	Engineering charged on capital projects (10%)	\$300,000
Administrative Tech - Public Works	1.00	1.00	22.16/hr	48,219	Transfers	
Civil Engineer	1.00	1.00	71,053	74,249	Annual allocation from the WWTP for administration	484,000
Engineering Specialist	1.00	1.00	37.36/hr	81,006	Repairs	
Engineering Technician	2.00	2.00	25.51-33.16/hr	125,746	Repair service - sidewalks	20,000
	7.00	7.00		* \$540,772	Repair service - curbs	12,000
Other Seasonal Help:					Repair service - bituminous	160,000
Engineering Intern	2.00	1.00		\$6,000	Repair service - concrete	30,000
PT locator	1.00	1.00		5,000	Repair service - retaining walls	10,000
					Transportation (VRF)	
					Includes funding for 7 pickups/vehicles	25,320
					Other Services & Charges	
					Autocad annual fees	13,000

\* FT wages are allocated to other departments

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

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Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	1,400	7,500	2,000	2,500	200	1,500	1,500
	Intergovernmental Revenue	114,906	90,400	190,212	155,500	62,750	155,500	168,000
	Charges for Services	7,874	2,500	8,131	2,000	5,274	1,500	2,800
	Miscellaneous	337	0	629	0	1,787	0	0
	Transfers	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	<b>Total Revenues</b>	<b>174,517</b>	<b>150,400</b>	<b>250,972</b>	<b>210,000</b>	<b>95,021</b>	<b>208,500</b>	<b>222,300</b>
	FT Wages	920,128	977,094	976,087	1,064,848	531,660	1,126,243	1,176,074
	PT/Seasonal Wages	7,696	8,000	15,191	8,000	8,523	8,000	8,000
	OT/Holiday/Other	54,013	49,347	50,136	37,659	47,489	37,120	37,120
	Benefits	429,730	449,327	447,279	493,383	239,535	491,587	492,014
	<b>PERSONAL SERVICES</b>	<b>1,411,567</b>	<b>1,483,768</b>	<b>1,488,693</b>	<b>1,603,890</b>	<b>827,207</b>	<b>1,662,950</b>	<b>1,713,208</b>
	Supplies	347,041	375,400	369,836	376,050	180,527	390,400	391,000
	Repair Supplies	159,518	127,200	130,056	127,200	61,507	145,500	135,000
	Small Tools & Equipment	28,623	14,700	30,025	15,000	2,916	15,000	16,850
	Other Supplies	102,670	124,000	124,106	104,000	0	124,000	0
	<b>SUPPLIES</b>	<b>637,852</b>	<b>641,300</b>	<b>654,023</b>	<b>622,250</b>	<b>244,950</b>	<b>674,900</b>	<b>542,850</b>
	Professional Services	427	200	3,835	200	1,384	200	3,000
	Communication	4,292	5,750	5,709	5,800	2,423	5,800	5,750
	Transportation (VRF)	384,000	324,000	336,000	336,000	178,730	357,500	369,840
	Vehicle, Travel & Training	1,277	4,100	2,712	4,500	1,110	5,400	5,400
	Advertising & Promotion	638	250	1,274	250	0	250	250
	Memberships & Subscriptions	702	700	0	700	30	700	700
	Insurance	26,300	26,300	26,900	26,900	12,525	16,700	26,200
	Licenses & Inspections	2,690	2,800	5,914	2,800	3,103	2,800	3,000
	Utilities	29	150	0	150	0	150	0
	Repairs	128,490	166,000	128,629	166,400	3,629	185,500	304,700
	Rents/Leases	45,941	64,000	49,295	64,000	44,160	57,000	57,000
	Other Services & Charges	10,766	13,150	10,004	4,125	186	4,125	29,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>605,552</b>	<b>607,400</b>	<b>570,272</b>	<b>611,825</b>	<b>247,280</b>	<b>636,125</b>	<b>804,840</b>
	<b>CAPITAL OUTLAY</b>	<b>64,983</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>2,719,954</b>	<b>2,732,468</b>	<b>2,712,988</b>	<b>2,837,965</b>	<b>1,319,437</b>	<b>2,973,975</b>	<b>3,060,898</b>
	<b>Net Revenue</b>	<b>-2,545,437</b>	<b>-2,582,068</b>	<b>-2,462,016</b>	<b>-2,627,965</b>	<b>-1,224,416</b>	<b>-2,765,475</b>	<b>-2,838,598</b>
	<b>Total for DEPT 212: STREET MAINTENANCE</b>	<b>-2,545,437</b>	<b>-2,582,068</b>	<b>-2,462,016</b>	<b>-2,627,965</b>	<b>-1,224,416</b>	<b>-2,765,475</b>	<b>-2,838,598</b>

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

DEPT 212: STREET MAINTENANCE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Maintenance Manager	1.00	1.00	\$89,565	\$93,333	Intergovernmental Revenue	
Maintenance Foreman	1.00	1.00	30.09/hr	65,404	State - MSA Maintenance	\$125,500
Sr. Maintenance Worker - Lead	2.00	2.00	29.34/hr	130,636	County - Maintenance	35,000
Sr. Maintenance Worker - Nights	2.00	2.00	24.59-31.74/hr	106,862	Transfers	
Sr. Maintenance Worker	8.00	8.00	23.84-30.99/hr	475,373	Allocation from the Storm Water fund for street sweeping costs	50,000
Equipment Maint Foreman	1.00	1.00	31.03/hr	67,506	Supplies	
Equip Maint Tech Specialist	3.00	3.00	25.51-33.16/hr	176,920	Motor Fuels & Lubricants	110,100
	18.00	18.00		*	Sand	4,500
Seasonal:					Chloride	80,000
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	5,000
					Repair Supplies	
					Vehicles & Equipment	107,500
					Signals	25,000
					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	369,840
					Repairs	
					Vehicles & Equipment	23,300
					Signals	2,000
					Pavement Marking	9,000
					Crack Filling	268,000
					Rents/Leases	
					Annual asphalt zipper lease payment	25,000
					Other Services & Charges	
					Tree/Shub maintenance - EAB inventory, community outreach, etc.	20,000

\* FT wages includes allocations from other departments

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

DEPT 380: AIRPORT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	67,804	68,987	79,252	68,987	10,673	68,987	68,712
	Charges for Services	138,335	180,050	142,478	170,050	58,940	160,150	153,150
	Miscellaneous	146,872	140,000	129,382	135,000	55,544	135,000	135,500
	<b>Total Revenues</b>	<b>353,011</b>	<b>389,037</b>	<b>351,112</b>	<b>374,037</b>	<b>125,157</b>	<b>364,137</b>	<b>357,362</b>
	FT Wages	76,814	74,734	78,799	79,042	40,704	82,776	88,350
	PT/Seasonal Wages	17,082	13,500	22,435	21,129	11,167	22,098	23,510
	Benefits	34,675	34,009	36,895	37,513	18,964	38,327	41,179
	<b>PERSONAL SERVICES</b>	<b>128,571</b>	<b>122,243</b>	<b>138,129</b>	<b>137,684</b>	<b>70,835</b>	<b>143,201</b>	<b>153,039</b>
	Supplies	109,833	152,900	116,143	136,825	55,117	125,100	116,500
	Repair Supplies	10,929	13,100	14,836	12,400	4,384	11,400	11,400
	Small Tools & Equipment	3,410	1,650	466	1,650	2,664	1,800	2,200
	Concession Supplies	0	0	0	0	0	150	0
	<b>SUPPLIES</b>	<b>124,172</b>	<b>167,650</b>	<b>131,445</b>	<b>150,875</b>	<b>62,165</b>	<b>138,450</b>	<b>130,100</b>
	Professional Services	16,775	16,800	16,087	18,000	12,509	18,000	18,000
	Communication	6,585	7,850	6,667	8,200	3,622	7,950	7,400
	Transportation (VRF)	12,300	12,300	14,400	14,400	7,200	14,400	25,080
	Vehicle, Travel & Training	1,495	3,340	1,498	2,840	936	2,840	1,840
	Advertising & Promotion	5,136	4,500	6,227	4,500	474	6,000	6,000
	Memberships & Subscriptions	425	700	425	700	675	600	600
	Insurance	22,100	22,100	19,700	19,700	10,575	14,100	21,300
	Licenses & Inspections	94	1,700	111	1,000	113	1,000	200
	Utilities	32,064	40,650	35,243	37,250	14,182	36,700	37,400
	Repairs	15,459	17,225	24,013	16,250	2,299	20,250	18,500
	Other Services & Charges	21,533	18,400	20,111	21,500	18,723	21,500	20,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>133,966</b>	<b>145,565</b>	<b>144,482</b>	<b>144,340</b>	<b>71,308</b>	<b>143,340</b>	<b>156,820</b>
	<b>Total Expenditures</b>	<b>386,709</b>	<b>435,458</b>	<b>414,056</b>	<b>432,899</b>	<b>204,308</b>	<b>424,991</b>	<b>439,959</b>
	Net Revenue	-33,698	-46,421	-62,944	-58,862	-79,151	-60,854	-82,597
	<b>Total for DEPT 380: AIRPORT</b>	<b>-33,698</b>	<b>-46,421</b>	<b>-62,944</b>	<b>-58,862</b>	<b>-79,151</b>	<b>-60,854</b>	<b>-82,597</b>

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

DEPT 380: AIRPORT

<b>Personnel</b>					<b>Items of Significance</b>	
<u>Position</u>	<u>2018</u>	<u>2019</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Airport Manager	1.00	1.00	\$79,102	\$82,530	Intergovernmental Revenue	
	1.00	1.00		* \$82,530	State - Airport Maintenance	\$67,212
Perm PT:					Charges for Services	
Airport Assistant (50% FTE)	0.50	0.50	20.49/hr	\$22,260	Fuel sales	150,000
Seasonal:					Miscellaneous	
Intern	1.00	1.00		1,250	Rental (hangar, land)	135,500
					Supplies	
					Fuel purchased for resale	101,000
					Transportation (VRF)	
					Includes funding for city's portion of a Grader, Tractor w/ mower, a loader, 2 ton truck w/plow, a pickup/truck and a mower	25,080
					Other Services & Charges	
					Real Estate Taxes	19,000

\* FT wages includes allocations from other departments

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

DEPT 420: LIBRARY

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
Intergovernmental Revenue		205,766	203,600	203,319	203,600	103,814	202,600	202,600
Charges for Services		8,420	9,000	9,890	8,000	3,973	8,000	9,100
Fines & Forfeits		10,111	13,000	9,415	9,000	4,242	9,000	9,000
Miscellaneous		50	100	20	20	20	2,850	50
<b>Total Revenues</b>		<b>224,347</b>	<b>225,700</b>	<b>222,644</b>	<b>220,620</b>	<b>112,049</b>	<b>222,450</b>	<b>220,750</b>
FT Wages		641,446	660,358	499,794	530,681	281,499	556,464	583,064
PT/Seasonal Wages		213,027	224,817	267,244	283,156	121,883	289,144	289,958
OT/Holiday/Other		26,512	3,732	2,591	0	259	0	0
Benefits		216,307	210,232	185,580	214,158	102,220	212,718	223,503
<b>PERSONAL SERVICES</b>		<b>1,097,292</b>	<b>1,099,139</b>	<b>955,209</b>	<b>1,027,995</b>	<b>505,861</b>	<b>1,058,326</b>	<b>1,096,525</b>
Supplies		7,184	7,275	7,062	6,788	1,281	5,400	4,900
Repair Supplies		2,901	5,000	6,127	4,500	1,933	3,000	4,000
Small Tools & Equipment		13,563	13,350	16,157	14,565	4,148	15,000	15,000
Library Materials		85,142	80,500	96,995	87,575	56,416	111,000	110,800
Other Supplies		28,457	19,132	27,446	27,132	0	27,132	27,132
<b>SUPPLIES</b>		<b>137,247</b>	<b>125,257</b>	<b>153,787</b>	<b>140,560</b>	<b>63,778</b>	<b>161,532</b>	<b>161,832</b>
Professional Services		1,922	1,600	2,420	1,515	1,142	1,800	1,800
Communication		5,814	8,470	7,028	8,815	2,202	6,900	6,600
Vehicle, Travel & Training		4,626	7,540	943	6,690	1,085	5,640	3,655
Advertising & Promotion		1,784	0	0	0	465	1,500	1,250
Memberships & Subscriptions		1,545	1,750	1,773	1,750	568	1,700	1,750
Insurance		7,600	7,600	6,700	6,700	4,125	5,500	8,500
Repairs		5,061	8,060	3,015	5,344	4,227	4,700	5,460
Rents/Leases		3,181	1,825	2,737	1,802	759	2,000	2,100
Other Services & Charges		52,675	53,075	50,949	51,215	24,682	50,925	51,355
<b>OTHER SERVICES &amp; CHARGES</b>		<b>84,208</b>	<b>89,920</b>	<b>75,565</b>	<b>83,831</b>	<b>39,255</b>	<b>80,665</b>	<b>82,470</b>
<b>CAPITAL OUTLAY</b>		<b>209</b>	<b>0</b>	<b>8,234</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenditures</b>		<b>1,318,956</b>	<b>1,314,316</b>	<b>1,192,795</b>	<b>1,252,386</b>	<b>608,894</b>	<b>1,300,523</b>	<b>1,340,827</b>
<b>Net Revenue</b>		<b>-1,094,609</b>	<b>-1,088,616</b>	<b>-970,151</b>	<b>-1,031,766</b>	<b>-496,845</b>	<b>-1,078,073</b>	<b>-1,120,077</b>
<b>Total for DEPT 420: LIBRARY</b>		<b>-1,094,609</b>	<b>-1,088,616</b>	<b>-970,151</b>	<b>-1,031,766</b>	<b>-496,845</b>	<b>-1,078,073</b>	<b>-1,120,077</b>

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

DEPT 420: LIBRARY

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Director - Library	1.00	1.00	\$90,605	\$94,739	Intergovernmental Revenue	
Asst Library Director	1.00	1.00	82,867	86,534	Steele Co - separate levy to county residents	\$191,600
Librarian	3.00	3.00	79,102	241,373	Dodge Co - annual allocation	8,000
Administrative Clerk	1.00	1.00	23.84/hr	51,871	Small Tools & Equipment	
Administrative Technician	1.00	1.00	28.15/hr	61,007	Public computer replacement	12,000
	<u>7.00</u>	<u>7.00</u>		^ \$535,524		
Permanent PT:					Library Materials	
Administrative Technician	0.70	0.70	\$24.15/hr	\$36,737	Books	61,500
Admin Clerk (4 @ 50-70%)	3.10	2.60	17.12-22.26/hr	105,109	Periodicals	12,500
Admin Clerk (2 @ 62.5%)	1.25	1.25	17.12-22.26/hr	51,374	Digital Media	8,500
Library Specialist (2 @ 62.5%)	1.25	1.25	23.84-30.99/hr	68,646	Audio Visual	20,000
Other PT/Seasonal:					Other Supplies	
Shelver/Page	0.80	1.30	\$9.65-9.75/hr	\$26,094	Distribution of county aid to Blooming Prairie Library	27,132
Other				<u>2,000</u>	Other Services & Charges	
				\$289,960	Computer Services (SELCO)	49,655

^ Includes FT custodian wages allocated from other department

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

DEPT 510: PARK & REC ADMINISTRATION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	0	0	1,000	0	0	0	0
	Total Revenues	0	0	1,000	0	0	0	0
	FT Wages	153,673	119,622	174,379	151,667	86,934	170,274	169,699
	PT/Seasonal Wages	54,063	42,208	71,717	54,360	32,668	56,884	57,176
	OT/Holiday/Other	4,706	4,789	5,173	5,137	19,892	5,351	0
	Benefits	60,018	35,580	70,770	60,101	33,858	64,369	90,357
	PERSONAL SERVICES	272,460	202,199	322,039	271,265	173,352	296,878	317,232
	Supplies	5,333	5,000	7,153	5,000	2,386	5,000	4,500
	Small Tools & Equipment	70	1,000	200	0	0	200	200
	SUPPLIES	5,403	6,000	7,353	5,000	2,386	5,200	4,700
	Professional Services	318	1,000	1,117	300	0	300	200
	Communication	1,645	2,000	2,060	1,500	1,094	1,500	1,500
	Vehicle, Travel & Training	2,455	5,820	5,553	6,000	980	5,000	2,500
	Advertising & Promotion	7,555	4,000	5,425	4,000	2,536	5,000	4,000
	Printing	0	500	0	500	0	500	500
	Memberships & Subscriptions	1,410	3,000	2,855	3,000	2,365	3,000	3,000
	Repairs	1,860	0	465	0	0	465	465
	Other Services & Charges	4,275	4,000	4,325	5,000	0	5,000	14,500
	OTHER SERVICES & CHARGES	19,518	20,320	21,800	20,300	6,975	20,765	26,665
	Total Expenditures	297,381	228,519	351,192	296,565	182,713	322,843	348,597
	Net Revenue	-297,381	-228,519	-350,192	-296,565	-182,713	-322,843	-348,597
	Total for DEPT 510: PARK & REC ADMINISTRATION	-297,381	-228,519	-350,192	-296,565	-182,713	-322,843	-348,597

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

DEPT 510: PARK & REC ADMINISTRATION

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total	Other Services & Charges	
Sr. Director - Parks & Rec	1.00	1.00	N/A	\$98,497	Annual software maintenance	\$14,500
Recreation Manager	1.00	1.00	79,102	82,530		
Recreation Supervisor	1.00	1.00	\$68,973	70,800		
Administrative Technician	1.00	1.00	28.15/hr	61,007		
	<u>4.00</u>	<u>4.00</u>		* <u>\$312,834</u>		
Permanent PT:						
Admin Asst (2 @ 50-67.5%)	1.20	1.20	\$22.19/hr	\$57,176		
Recreation Facility Asst (1 @ 70%)	0.70	0.00		<u>\$57,176</u>		

\* FT wages are allocated to other departments

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

DEPT 511: PARK MAINTENANCE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	0	0	0	0	20	0	0
	Intergovernmental Revenue	60,469	51,700	107,288	98,600	8,870	35,000	35,000
	Charges for Services	102,134	29,000	59,351	45,000	7,442	45,000	45,000
	Miscellaneous	37,518	38,000	38,532	38,000	17,859	38,000	34,000
	<b>Total Revenues</b>	<b>200,121</b>	<b>118,700</b>	<b>205,171</b>	<b>181,600</b>	<b>34,191</b>	<b>118,000</b>	<b>114,000</b>
	FT Wages	473,899	439,451	424,219	401,111	168,429	414,821	510,864
	PT/Seasonal Wages	167,564	185,669	187,571	195,495	87,174	209,600	153,379
	OT/Holiday/Other	20,197	18,000	21,709	12,000	7,182	12,000	12,000
	Benefits	204,599	187,572	190,210	190,921	84,867	202,915	232,322
	<b>PERSONAL SERVICES</b>	<b>866,259</b>	<b>830,692</b>	<b>823,709</b>	<b>799,527</b>	<b>347,652</b>	<b>839,336</b>	<b>908,565</b>
	Supplies	133,256	131,750	181,888	146,350	57,596	141,750	126,500
	Repair Supplies	104,149	96,700	115,246	96,700	46,618	91,700	91,500
	Small Tools & Equipment	9,596	15,800	23,901	16,800	14,012	16,800	30,000
	<b>SUPPLIES</b>	<b>247,001</b>	<b>244,250</b>	<b>321,035</b>	<b>259,850</b>	<b>118,226</b>	<b>250,250</b>	<b>248,000</b>
	Professional Services	33,360	20,650	87,011	84,650	20,750	45,650	66,500
	Communication	2,517	2,550	1,268	2,550	1,175	2,550	1,500
	Transportation (VRF)	70,000	70,000	74,400	74,400	37,200	74,400	88,800
	Vehicle, Travel & Training	3,332	7,012	8,441	5,500	2,991	3,100	3,100
	Advertising & Promotion	1,443	300	2,329	500	648	500	500
	Memberships & Subscriptions	380	225	105	225	771	225	1,000
	Insurance	33,100	33,100	38,294	27,400	18,375	24,500	31,700
	Licenses & Inspections	5,113	2,500	2,246	2,500	1,118	2,500	2,500
	Repairs	40,540	7,500	2,637	7,500	1,828	7,500	3,000
	Rents/Leases	21,176	10,000	11,279	11,000	2,258	11,000	16,000
	Other Services & Charges	19,604	14,500	26,542	14,500	10,987	15,500	26,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>230,565</b>	<b>168,337</b>	<b>254,552</b>	<b>230,725</b>	<b>98,101</b>	<b>187,425</b>	<b>240,600</b>
	<b>CAPITAL OUTLAY</b>	<b>13,980</b>	<b>14,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>1,357,805</b>	<b>1,257,279</b>	<b>1,399,296</b>	<b>1,290,102</b>	<b>563,979</b>	<b>1,277,011</b>	<b>1,397,165</b>
	<b>Net Revenue</b>	<b>-1,157,684</b>	<b>-1,138,579</b>	<b>-1,194,125</b>	<b>-1,108,502</b>	<b>-529,788</b>	<b>-1,159,011</b>	<b>-1,283,165</b>
	<b>Total for DEPT 511: PARK MAINTENANCE</b>	<b>-1,157,684</b>	<b>-1,138,579</b>	<b>-1,194,125</b>	<b>-1,108,502</b>	<b>-529,788</b>	<b>-1,159,011</b>	<b>-1,283,165</b>

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

DEPT 511: PARK MAINTENANCE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Maintenance Manager	1.00	1.00	\$85,342	\$88,987	Miscellaneous Revenue	
Maintenance Foreman	1.00	1.00	31.75/hr	68,908	Rentals	\$15,000
Maintenance Worker	2.00	2.00	22.16-28.81/hr	109,224	Interdepartmental charges	18,000
Sr. Maintenance Worker - Lead	0.00	1.00	30.10/hr	65,318	Donations	1,000
Sr. Maintenance Worker	1.00	0.00	N/A	0	Supplies	
Custodian	3.00	3.00	17.12-22.26/hr	207,546	Motor fuels & lubricants	25,000
	8.00	8.00		* \$539,983	Bituminous Mix	22,000
Permanent PT:					Wood chips/Fall material	5,000
Maintenance Worker (4 @ 60-70%)	2.60	2.80	\$17.12-22.26/hr	\$51,183	Rock - Crushed & Riprap	4,000
Seasonal:					Trees, Shrubs, & Sod (increased for EAB)	7,000
Mowers	4.00	4.00	\$9.75-12.50/hr	\$18,500	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	Small Tools & Equipment	
Summer Maintenance	16.00	16.00	10.00-12.25/hr	54,300	Lake Kohlmier rental equipment (i.e. kayaks, paddleboards)	13,000
				\$146,283	Professional Services	
					Contract help (work release)	66,000
					Transportation (VRF)	
					Includes partial funding for 11 pickups/trucks, 1 mosquito sprayer 6 tractor mowers, 8 tractors, 4 trucksters, 1 backhoe and 1 loader	88,800
					Other Services & Charges	
					Landfill Charges	20,000

\* FT wages include allocations from other departments

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

DEPT 512: ADULT RECREATION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	4,890	5,800	4,550	5,800	0	5,200	4,800
	Charges for Services	67,656	80,209	68,367	80,269	31,653	77,249	74,250
	Miscellaneous	190	500	0	500	0	500	400
	<b>Total Revenues</b>	<b>72,736</b>	<b>86,509</b>	<b>72,917</b>	<b>86,569</b>	<b>31,653</b>	<b>82,949</b>	<b>79,450</b>
	FT Wages	40,343	48,269	37,304	38,328	22,771	32,346	34,400
	PT/Seasonal Wages	13,192	18,728	13,513	22,448	6,562	14,790	14,790
	OT/Holiday/Other	0	100	0	100	0	100	100
	Benefits	12,458	13,413	11,118	13,982	6,047	10,709	11,263
	<b>PERSONAL SERVICES</b>	<b>65,993</b>	<b>80,510</b>	<b>61,935</b>	<b>74,858</b>	<b>35,380</b>	<b>57,945</b>	<b>60,553</b>
	Supplies	4,350	4,700	3,897	5,450	1,309	4,900	5,850
	Small Tools & Equipment	0	150	100	150	0	150	150
	<b>SUPPLIES</b>	<b>4,350</b>	<b>4,850</b>	<b>3,997</b>	<b>5,600</b>	<b>1,309</b>	<b>5,050</b>	<b>6,000</b>
	Professional Services	760	500	869	500	0	500	800
	Communication	5,339	3,400	6,027	3,800	3,522	4,700	6,450
	Vehicle, Travel & Training	732	1,450	649	1,450	79	1,200	950
	Printing	0	80	0	80	0	500	350
	Refunds & Reimbursements	8,205	8,055	7,445	2,000	0	8,205	8,105
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>15,036</b>	<b>13,485</b>	<b>14,990</b>	<b>7,830</b>	<b>3,601</b>	<b>15,105</b>	<b>16,655</b>
	<b>Total Expenditures</b>	<b>85,379</b>	<b>98,845</b>	<b>80,922</b>	<b>88,288</b>	<b>40,290</b>	<b>78,100</b>	<b>83,208</b>
	Net Revenue	-12,643	-12,336	-8,005	-1,719	-8,637	4,849	-3,758
	<b>Total for DEPT 512: ADULT RECREATION</b>	<b>-12,643</b>	<b>-12,336</b>	<b>-8,005</b>	<b>-1,719</b>	<b>-8,637</b>	<b>4,849</b>	<b>-3,758</b>

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

DEPT 512: ADULT RECREATION

<b>Personnel</b>					<b>Items of Significance</b>	
<u>Position</u>	<u>2018</u>	<u>2019</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	\$20,200
					Player Fees - Resident	41,550
					Player Fees - Nonresident	12,500

\* FT wages include allocations from other departments

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

DEPT 513: YOUTH RECREATION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	8,430	7,350	7,220	7,350	0	8,250	7,500
	Charges for Services	174,759	158,983	183,335	163,733	111,368	174,705	185,405
	Miscellaneous	20,855	19,500	6,669	4,500	3,186	4,300	5,000
	<b>Total Revenues</b>	<b>204,044</b>	<b>185,833</b>	<b>197,224</b>	<b>175,583</b>	<b>114,554</b>	<b>187,255</b>	<b>197,905</b>
	FT Wages	106,932	95,974	131,558	83,304	63,143	144,492	154,102
	PT/Seasonal Wages	97,131	112,056	89,775	112,067	37,400	57,525	86,589
	OT/Holiday/Other	36	0	4,699	0	0	0	0
	Benefits	48,900	41,405	55,161	45,103	23,374	45,693	51,306
	<b>PERSONAL SERVICES</b>	<b>252,999</b>	<b>249,435</b>	<b>281,193</b>	<b>240,474</b>	<b>123,917</b>	<b>247,710</b>	<b>291,997</b>
	Supplies	10,245	11,300	14,900	10,400	10,723	11,400	18,200
	Repair Supplies	57	0	455	0	0	0	0
	Small Tools & Equipment	400	700	483	700	0	700	600
	Concession Supplies	-406	0	3,711	0	-9,563	0	0
	<b>SUPPLIES</b>	<b>10,296</b>	<b>12,000</b>	<b>19,549</b>	<b>11,100</b>	<b>1,160</b>	<b>12,100</b>	<b>18,800</b>
	Professional Services	30,729	24,500	14,762	9,500	6,766	13,700	15,200
	Communication	7,652	5,100	8,549	5,650	4,640	7,050	8,450
	Vehicle, Travel & Training	3,547	2,900	2,410	2,900	196	2,650	2,750
	Advertising & Promotion	4,331	1,000	2,314	3,000	1,143	3,500	3,100
	Printing	115	200	0	0	0	0	0
	Memberships & Subscriptions	350	460	418	400	312	350	450
	Insurance	1,181	0	274	1,181	13	1,181	1,181
	Licenses & Inspections	677	400	0	400	348	400	500
	Repairs	0	200	0	200	0	200	150
	Other Services & Charges	1,742	775	2,137	950	746	1,825	1,900
	Refunds & Reimbursements	19,119	18,670	17,282	18,670	0	15,470	18,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>69,443</b>	<b>54,205</b>	<b>48,146</b>	<b>42,851</b>	<b>14,164</b>	<b>46,326</b>	<b>51,681</b>
	<b>Total Expenditures</b>	<b>332,738</b>	<b>315,640</b>	<b>348,888</b>	<b>294,425</b>	<b>139,241</b>	<b>306,136</b>	<b>362,478</b>
	Net Revenue	-128,694	-129,807	-151,664	-118,842	-24,687	-118,881	-164,573
	<b>Total for DEPT 513: YOUTH RECREATION</b>	<b>-128,694</b>	<b>-129,807</b>	<b>-151,664</b>	<b>-118,842</b>	<b>-24,687</b>	<b>-118,881</b>	<b>-164,573</b>

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

DEPT 513: YOUTH RECREATION

<u>Personnel</u>					<u>Items of Significance</u>	
<u>Position</u>	<u>2018</u>	<u>2019</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Recreation Supervisor	1.00	1.00	\$54,662	\$57,169	Charges for Services	
					Entry Fees	\$14,000
					Resident Fees	140,505
Permanent PT:					Nonresident Fees	7,500
Rec Facility Asst (1 @ 70%)	0.00	0.70	\$19.37/hr	\$29,494	Therapeutic Recreation Memberships	7,000
Seasonal:					Miscellaeous	
Therap Rec Program Supervisor	5.00	5.00	12.00-15.00/hr	4,580	Donations	5,000
Therap Rec Friday Camp Assts	6.00	6.00	9.65-11.00/hr	2,360		
Lifeguards	30.00	30.00	11.00-12.00/hr	2,000	Professional Services	
Water Safety Instructor	14.00	14.00	13.00-17.00/hr	11,460	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)	3,200
Summer Camp Staff	4.00	4.00	9.65-12.00/hr	6,200	Lifeguard training	2,000
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>\$86,589</u>		

\* FT wages include allocations from other departments

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

DEPT 514: TENNIS AND FITNESS CENTER

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	228,942	230,650	283,179	266,650	164,300	253,050	265,100
	Miscellaneous	1,500	1,000	1,755	1,000	84	1,000	0
	<b>Total Revenues</b>	<b>230,442</b>	<b>231,650</b>	<b>284,934</b>	<b>267,650</b>	<b>164,384</b>	<b>254,050</b>	<b>265,100</b>
	FT Wages	35,504	41,983	31,625	44,088	22,538	43,096	45,958
	PT/Seasonal Wages	89,726	77,260	102,344	86,535	54,572	90,887	87,865
	OT/Holiday/Other	236	0	0	0	0	0	0
	Benefits	22,035	22,385	23,629	25,090	13,345	24,152	23,516
	<b>PERSONAL SERVICES</b>	<b>147,501</b>	<b>141,628</b>	<b>157,598</b>	<b>155,713</b>	<b>90,455</b>	<b>158,135</b>	<b>157,339</b>
	Supplies	13,075	21,850	13,757	15,400	6,453	13,900	11,950
	Repair Supplies	7,957	4,250	3,149	4,750	9,466	4,750	3,750
	Small Tools & Equipment	8,111	6,500	6,240	6,500	5,130	16,500	16,500
	Concession Supplies	1,381	2,500	1,199	2,250	943	2,000	1,500
	<b>SUPPLIES</b>	<b>30,524</b>	<b>35,100</b>	<b>24,345</b>	<b>28,900</b>	<b>21,992</b>	<b>37,150</b>	<b>33,700</b>
	Professional Services	63,384	75,920	110,264	87,675	50,867	84,825	92,900
	Communication	4,783	6,600	7,149	7,050	3,594	7,050	7,400
	Vehicle, Travel & Training	314	1,150	712	1,300	134	1,000	950
	Advertising & Promotion	323	2,600	898	2,600	137	2,600	2,600
	Printing	0	0	0	0	0	0	400
	Memberships & Subscriptions	2,652	2,225	1,979	2,225	509	2,225	1,800
	Insurance	3,237	3,200	2,700	2,700	1,650	2,200	3,400
	Licenses & Inspections	475	525	475	525	520	525	525
	Repairs	1,051	1,150	1,819	2,650	1,251	2,650	2,400
	Rents/Leases	0	50	0	50	0	0	0
	Other Services & Charges	1,159	3,150	1,105	3,100	422	1,400	1,200
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>77,378</b>	<b>96,570</b>	<b>127,101</b>	<b>109,875</b>	<b>59,084</b>	<b>104,475</b>	<b>113,575</b>
	<b>Total Expenditures</b>	<b>255,403</b>	<b>273,298</b>	<b>309,044</b>	<b>294,488</b>	<b>171,531</b>	<b>299,760</b>	<b>304,614</b>
	Net Revenue	-24,961	-41,648	-24,110	-26,838	-7,147	-45,710	-39,514
	<b>Total for DEPT 514: TENNIS AND FITNESS CENTER</b>	<b>-24,961</b>	<b>-41,648</b>	<b>-24,110</b>	<b>-26,838</b>	<b>-7,147</b>	<b>-45,710</b>	<b>-39,514</b>

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

DEPT 514: TENNIS AND FITNESS CENTER

<u>Personnel</u>					<u>Items of Significance</u>	
<u>Position</u>	<u>2018</u>	<u>2019</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Recreation Manager	1.00	1.00	\$79,102	* \$82,530	Charges for Services	
					Tennis Pro Shop Sales	\$4,200
					Tennis Instruction	70,000
Permanent PT:					Tennis All Other	46,500
Recreation Facility Asst (1 @ 70%)	0.70	0.70	20.49/hr	31,165	Court Fee	18,000
					Fitness Center	92,000
Seasonal:					Aquatics	500
Guest Services	27.00	27.00	\$9.65-11.00/hr	\$27,000	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>\$87,865</u>	Tennis Instruction	59,500
					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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	53,932	48,400	67,594	69,150	39,805	54,150	57,500
	Miscellaneous	28,200	27,000	35,800	27,000	12,117	27,000	27,000
	<b>Total Revenues</b>	<b>82,132</b>	<b>75,400</b>	<b>103,394</b>	<b>96,150</b>	<b>51,922</b>	<b>81,150</b>	<b>84,500</b>
	FT Wages	50,796	51,434	48,416	54,571	14,875	39,956	42,717
	PT/Seasonal Wages	2,984	9,000	5,551	15,958	11,195	9,000	7,500
	OT/Holiday/Other	804	0	0	0	0	0	0
	Benefits	11,663	15,422	10,345	16,218	5,540	9,849	9,590
	<b>PERSONAL SERVICES</b>	<b>66,247</b>	<b>75,856</b>	<b>64,312</b>	<b>86,747</b>	<b>31,610</b>	<b>58,805</b>	<b>59,807</b>
	Supplies	6,743	12,350	8,303	10,350	3,691	8,560	6,100
	Repair Supplies	494	1,800	1,713	1,800	118	1,800	1,700
	Small Tools & Equipment	0	0	4,420	0	6,000	0	6,000
	Concession Supplies	408	700	185	500	76	500	250
	<b>SUPPLIES</b>	<b>7,645</b>	<b>14,850</b>	<b>14,621</b>	<b>12,650</b>	<b>9,885</b>	<b>10,860</b>	<b>14,050</b>
	Professional Services	26,577	12,000	44,803	38,000	12,911	23,500	28,800
	Communication	3,418	3,850	4,951	3,400	1,690	4,200	4,200
	Vehicle, Travel & Training	771	1,300	884	1,200	63	1,000	850
	Advertising & Promotion	714	750	1,470	750	116	750	750
	Printing	329	1,500	862	750	0	750	500
	Memberships & Subscriptions	190	50	119	100	172	100	250
	Insurance	2,300	2,300	1,900	1,900	1,050	1,400	2,200
	Repairs	4,277	6,550	8,424	6,300	1,239	6,300	1,500
	Rents/Leases	-78	400	-101	400	-56	400	0
	Other Services & Charges	946	2,100	946	1,800	473	1,800	1,850
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>39,444</b>	<b>30,800</b>	<b>64,258</b>	<b>54,600</b>	<b>17,658</b>	<b>40,200</b>	<b>40,900</b>
	<b>Total Expenditures</b>	<b>113,336</b>	<b>121,506</b>	<b>143,191</b>	<b>153,997</b>	<b>59,153</b>	<b>109,865</b>	<b>114,757</b>
	<b>Net Revenue</b>	<b>-31,204</b>	<b>-46,106</b>	<b>-39,797</b>	<b>-57,847</b>	<b>-7,231</b>	<b>-28,715</b>	<b>-30,257</b>
	<b>Total for DEPT 515: SENIOR CENTER</b>	<b>-31,204</b>	<b>-46,106</b>	<b>-39,797</b>	<b>-57,847</b>	<b>-7,231</b>	<b>-28,715</b>	<b>-30,257</b>

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

DEPT 515: SENIOR CENTER

<u>Personnel</u>				<u>Items of Significance</u>		
<u>Position</u>	<u>2018</u>	<u>2019</u>	<u>Current Rate</u>	<u>Budgeted Total</u>	<u>Charges for Services</u>	
Recreation Supervisor-SP/TR	1.00	1.00	\$56,264	\$58,796	Memberships	\$20,000
	1.00	1.00		* \$58,796	Trips	25,000
Permanent PT:					Programs	9,500
Guest services				\$7,500	Classes	500
					Miscellaneous	
					Rentals	27,000
					Professional Services	
					Senior trip costs	25,000

\* FT wages include allocations from other departments

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

DEPT 520: AQUATIC CENTER

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	170,615	210,020	171,774	211,020	76,093	212,750	193,500
	Miscellaneous	5,800	500	0	500	0	500	0
	<b>Total Revenues</b>	<b>176,415</b>	<b>210,520</b>	<b>171,774</b>	<b>211,520</b>	<b>76,093</b>	<b>213,250</b>	<b>193,500</b>
	FT Wages	7,928	12,140	12,580	10,097	12,592	21,494	22,952
	PT/Seasonal Wages	108,985	105,000	112,622	121,958	26,089	118,000	116,500
	OT/Holiday/Other	524	0	0	0	0	0	0
	Benefits	15,442	15,281	18,357	18,931	6,635	20,898	19,370
	<b>PERSONAL SERVICES</b>	<b>132,879</b>	<b>132,421</b>	<b>143,559</b>	<b>150,986</b>	<b>45,316</b>	<b>160,392</b>	<b>158,822</b>
	Supplies	19,007	17,300	26,742	18,550	9,011	18,550	22,900
	Repair Supplies	14,393	14,500	5,724	15,000	735	12,500	10,000
	Small Tools & Equipment	0	0	953	0	5,969	7,500	10,000
	Concession Supplies	20,343	23,000	23,290	23,000	490	23,000	23,000
	<b>SUPPLIES</b>	<b>53,743</b>	<b>54,800</b>	<b>56,709</b>	<b>56,550</b>	<b>16,205</b>	<b>61,550</b>	<b>65,900</b>
	Professional Services	583	200	681	200	562	200	100
	Communication	3,053	2,250	3,225	2,900	449	3,000	3,000
	Vehicle, Travel & Training	237	900	312	900	15	900	1,000
	Advertising & Promotion	6,775	7,000	7,838	7,000	1,106	7,000	7,000
	Memberships & Subscriptions	0	0	0	0	570	0	600
	Insurance	10,600	10,600	6,600	6,600	3,907	5,200	7,700
	Licenses & Inspections	630	650	630	650	805	650	805
	Repairs	255	3,500	192	3,500	294	3,500	1,000
	Other Services & Charges	267	700	532	700	10	700	700
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>22,400</b>	<b>25,800</b>	<b>20,010</b>	<b>22,450</b>	<b>7,718</b>	<b>21,150</b>	<b>21,905</b>
	<b>Total Expenditures</b>	<b>209,022</b>	<b>213,021</b>	<b>220,278</b>	<b>229,986</b>	<b>69,239</b>	<b>243,092</b>	<b>246,627</b>
	Net Revenue	-32,607	-2,501	-48,504	-18,466	6,854	-29,842	-53,127
	<b>Total for DEPT 520: AQUATIC CENTER</b>	<b>-32,607</b>	<b>-2,501</b>	<b>-48,504</b>	<b>-18,466</b>	<b>6,854</b>	<b>-29,842</b>	<b>-53,127</b>

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

DEPT 520: AQUATIC CENTER FUND

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Guest Services Lead	4.00	4.00	\$12.00/hr	\$8,500	Charges for Services	
Guest Services	30.00	30.00	9.65/hr	\$27,500	Admission Revenue	\$115,000
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	9,000
Water Safety Instructor (WSI)	16.00	16.00	13.00/hr	\$4,100	Concessions	50,000
Water Aerobics	4.00	4.00	12.00-12.50/hr	\$1,300	Facility Rental	17,500
	<u>98.00</u>	<u>98.00</u>		* \$116,500		

\* FT wages include allocations from other departments

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

DEPT 525: BROOKTREE GOLF COURSE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
Intergovernmental Revenue		19,845	19,900	1,284	0	0	0	0
Charges for Services		386,716	487,850	384,276	414,770	210,471	438,750	408,050
Miscellaneous		11,289	875	535	1,500	170	1,500	0
<b>Total Revenues</b>		<b>417,850</b>	<b>508,625</b>	<b>386,095</b>	<b>416,270</b>	<b>210,641</b>	<b>440,250</b>	<b>408,050</b>
FT Wages		69,632	126,393	88,263	134,390	52,882	100,531	115,999
PT/Seasonal Wages		152,520	176,615	146,937	159,421	52,363	152,357	117,456
OT/Holiday/Other		9,316	1,000	18,013	1,000	39	1,000	1,000
Benefits		44,069	69,896	45,853	73,167	23,864	52,722	49,082
<b>PERSONAL SERVICES</b>		<b>275,537</b>	<b>373,904</b>	<b>299,066</b>	<b>367,978</b>	<b>129,148</b>	<b>306,610</b>	<b>283,537</b>
Supplies		112,982	79,345	94,979	78,345	68,257	78,345	84,600
Repair Supplies		39,453	23,000	36,896	25,000	16,506	25,000	25,000
Small Tools & Equipment		1,426	4,325	1,679	4,325	5,587	4,325	2,800
Concession Supplies		10,694	50,000	14,417	10,000	7,325	10,000	10,000
<b>SUPPLIES</b>		<b>164,555</b>	<b>156,670</b>	<b>147,971</b>	<b>117,670</b>	<b>97,675</b>	<b>117,670</b>	<b>122,400</b>
Professional Services		64,936	19,900	55,019	35,000	22,047	36,000	26,000
Communication		11,102	11,700	10,474	9,700	4,401	10,700	10,000
Transportation (VRF)		0	0	70,800	70,800	35,400	70,800	35,820
Vehicle, Travel & Training		2,139	2,000	1,993	2,000	233	1,700	1,700
Advertising & Promotion		7,741	6,000	8,136	6,000	5,110	7,000	7,000
Memberships & Subscriptions		2,958	3,800	6,363	4,800	5,880	5,300	6,300
Insurance		10,308	9,000	5,355	6,300	3,750	5,000	7,000
Licenses & Inspections		1,899	3,000	1,169	1,000	734	1,660	1,660
Repairs		10,478	5,500	3,375	6,000	1,381	5,200	5,000
Rents/Leases		10,114	9,500	6,548	8,500	838	8,500	40,980
Other Services & Charges		2,795	5,300	5,090	5,300	1,199	5,300	4,800
Refunds & Reimbursements		0	0	547	0	0	0	0
<b>OTHER SERVICES &amp; CHARGES</b>		<b>124,470</b>	<b>75,700</b>	<b>174,869</b>	<b>155,400</b>	<b>80,973</b>	<b>157,160</b>	<b>146,260</b>
<b>Total Expenditures</b>		<b>564,562</b>	<b>606,274</b>	<b>621,906</b>	<b>641,048</b>	<b>307,796</b>	<b>581,440</b>	<b>552,197</b>
<b>Net Revenue</b>		<b>-146,712</b>	<b>-97,649</b>	<b>-235,811</b>	<b>-224,778</b>	<b>-97,155</b>	<b>-141,190</b>	<b>-144,147</b>
<b>Total for DEPT 525: BROOKTREE GOLF COURSE</b>		<b>-146,712</b>	<b>-97,649</b>	<b>-235,811</b>	<b>-224,778</b>	<b>-97,155</b>	<b>-141,190</b>	<b>-144,147</b>

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

DEPT 525: BROOKTREE GOLF COURSE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Sr Maintenance Worker - Lead	0.00	1.00	\$30.10/hr	65,318	Charges for Services	
Maintenance Worker	1.00	0.00	N/A	0	Green Fees	\$100,000
	1.00	0.00		* 65,318	Cart Rentals	70,000
Permanent PT:					Punch Cards	16,000
Recreation Facility Asst (1 @ 70%)	0.70	0.70	20.49/hr	\$31,165	Tournament Fees	20,000
Maintenance Worker (2 @ 70%)	1.40	1.40	17.12-22.26/hr	66,745	Golf Cart Trail Fees	15,000
Seasonal:					Golf Memberships	161,000
Grounds Crew	11.00	11.00	\$9.75-12.00/hr	45,000	League Fees	1,300
Clubhouse:					Pro Shop Sales	16,000
Guest service leads	7.00	7.00	12.00-12.50/hr	6,000	Supplies	
Guest services	11.00	11.00	9.65-10.25/hr	14,000	Motor Fuels & Lubricants	15,000
				\$162,910	Chemicals & Fertilizers	50,000
					Concession Supplies	
					ProShop Supplies	10,000
					Professional Services	
					Contract help (work release)	22,000
					Transportation (VRF)	
					Includes partial funding for mowers, tractors, aerator, sprayer and sand pro	35,820
					Rents/Leases	
					Golf cart rental	34,980

\* PT wages include allocations to/from other departments

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

DEPT 150: PLANNING & ZONING

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	1,270	500	1,405	500	500	1,000	1,000
	Charges for Services	18,258	14,100	17,803	14,100	9,266	15,100	16,500
	Transfers	37,500	37,500	37,500	37,500	31,470	63,000	57,500
	<b>Total Revenues</b>	<b>57,028</b>	<b>52,100</b>	<b>56,708</b>	<b>52,100</b>	<b>41,236</b>	<b>79,100</b>	<b>75,000</b>
	FT Wages	174,359	174,011	182,044	184,273	87,198	176,858	189,960
	OT/Holiday/Other	0	0	0	0	14	0	0
	Benefits	60,658	46,758	57,168	63,174	22,503	44,878	48,065
	<b>PERSONAL SERVICES</b>	<b>235,017</b>	<b>220,769</b>	<b>239,212</b>	<b>247,447</b>	<b>109,715</b>	<b>221,736</b>	<b>238,025</b>
	Supplies	723	1,500	1,642	1,500	262	1,500	1,250
	Repair Supplies	0	500	0	500	0	500	250
	Small Tools & Equipment	0	4,000	2,482	1,000	0	2,000	2,500
	<b>SUPPLIES</b>	<b>723</b>	<b>6,000</b>	<b>4,124</b>	<b>3,000</b>	<b>262</b>	<b>4,000</b>	<b>4,000</b>
	Professional Services	15,546	17,500	15,500	18,100	13,038	18,100	19,000
	Communication	2,159	2,000	1,834	2,000	906	2,000	1,750
	Vehicle, Travel & Training	2,234	3,500	1,529	3,500	878	6,500	3,500
	Advertising & Promotion	3,320	2,000	3,948	2,000	2,550	2,000	2,000
	Memberships & Subscriptions	750	1,000	803	1,000	0	1,000	1,000
	Insurance	2,000	2,000	1,800	1,800	1,200	1,600	2,600
	Repairs	3,720	1,000	620	500	0	1,200	700
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>29,729</b>	<b>29,000</b>	<b>26,034</b>	<b>28,900</b>	<b>18,572</b>	<b>32,400</b>	<b>30,550</b>
	<b>Total Expenditures</b>	<b>265,469</b>	<b>255,769</b>	<b>269,370</b>	<b>279,347</b>	<b>128,549</b>	<b>258,136</b>	<b>272,575</b>
	<b>Net Revenue</b>	<b>-208,441</b>	<b>-203,669</b>	<b>-212,662</b>	<b>-227,247</b>	<b>-87,313</b>	<b>-179,036</b>	<b>-197,575</b>
	<b>Total for DEPT 150: PLANNING &amp; ZONING</b>	<b>-208,441</b>	<b>-203,669</b>	<b>-212,662</b>	<b>-227,247</b>	<b>-87,313</b>	<b>-179,036</b>	<b>-197,575</b>

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

DEPT 150: PLANNING & ZONING

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Sr Director - Community Development	1.00	1.00	\$110,656	\$116,413	Charges for Services	
Community Development Manager	1.00	1.00	80,642	85,073	Zone/Variance/Sudivision Applications	\$6,000
GIS Analyst	1.00	1.00	75,067	78,386	Site Plan Review	8,000
Administrative Technician	1.00	1.00	28.15/hr	61,007	Annexation Fees	1,000
Housing Manager (HRA)	1.00	1.00	67,038	70,126	Transfers In	
	<u>5.00</u>	<u>5.00</u>		* <u>\$411,005</u>	Annual allocation from the WWTP for GIS services (27.5%)	31,625
					Annual allocation from the Storm Water Fund for GIS services (22.5%)	25,875
					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

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	4,585	0	25,000	0	0	0	0
	Charges for Services	3,320,094	3,372,600	3,508,768	3,445,000	1,783,791	3,556,000	3,570,000
	Special Assessments	2,313	2,070	2,091	2,116	0	1,720	1,310
	Interest on Investments	106,841	130,000	176,665	130,000	125,591	120,000	160,000
	Miscellaneous	17,401	0	4,825	0	9,262	0	0
	<b>Total Revenues</b>	<b>3,451,234</b>	<b>3,504,670</b>	<b>3,717,349</b>	<b>3,577,116</b>	<b>1,918,644</b>	<b>3,677,720</b>	<b>3,731,310</b>
	FT Wages	467,173	491,331	490,948	598,507	267,715	614,555	637,583
	PT/Seasonal Wages	0	5,000	5,652	5,000	2,912	5,000	5,000
	OT/Holiday/Other	44,808	43,036	30,002	33,889	36,563	32,038	27,680
	Benefits	235,791	222,863	265,315	272,862	97,035	227,958	252,891
	<b>PERSONAL SERVICES</b>	<b>747,772</b>	<b>762,230</b>	<b>791,917</b>	<b>910,258</b>	<b>404,225</b>	<b>879,551</b>	<b>923,154</b>
	Supplies	213,447	225,150	184,043	226,150	65,379	222,350	217,850
	Repair Supplies	45,854	126,000	69,794	126,000	23,891	126,000	126,000
	Small Tools & Equipment	5,215	12,800	15,311	12,800	9,397	15,300	17,300
	Library Materials	6,226	10,000	1,250	10,000	0	10,000	10,000
	<b>SUPPLIES</b>	<b>270,742</b>	<b>373,950</b>	<b>270,398</b>	<b>374,950</b>	<b>98,667</b>	<b>373,650</b>	<b>371,150</b>
	Professional Services	19,217	50,000	95,767	50,000	51,211	50,000	60,000
	Communication	9,398	11,225	10,432	11,225	3,654	11,725	11,725
	Vehicle, Travel & Training	3,995	7,300	3,914	7,300	1,983	7,300	7,300
	Advertising & Promotion	468	550	516	550	281	550	700
	Memberships & Subscriptions	33,950	23,800	34,206	25,800	26,052	25,800	26,300
	Insurance	46,700	46,700	39,600	39,600	22,950	30,600	45,800
	Licenses & Inspections	16,734	17,500	17,461	17,500	14,594	17,500	17,500
	Utilities	2,877	2,500	2,309	2,500	472	2,500	2,500
	Repairs	838,088	567,200	465,101	566,950	22,370	600,450	600,450
	Rents/Leases	0	1,500	1,202	1,500	0	1,500	1,500
	Other Services & Charges	3,118	3,500	3,357	4,050	2,110	4,050	3,875
	Depreciation	950,592	965,000	1,031,363	980,000	515,640	960,000	1,000,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>1,925,137</b>	<b>1,696,775</b>	<b>1,705,228</b>	<b>1,706,975</b>	<b>661,317</b>	<b>1,711,975</b>	<b>1,777,650</b>
	<b>DEBT SERVICE</b>	<b>75,341</b>	<b>80,000</b>	<b>67,836</b>	<b>72,000</b>	<b>31,555</b>	<b>62,000</b>	<b>57,000</b>
	TRANSFERS OUT	460,500	460,500	480,500	460,500	253,810	507,700	515,625
	<b>Total Expenditures</b>	<b>3,479,492</b>	<b>3,373,455</b>	<b>3,315,879</b>	<b>3,524,683</b>	<b>1,449,574</b>	<b>3,534,876</b>	<b>3,644,579</b>
	<b>Total for FUND 602: WWTF</b>	<b>-28,258</b>	<b>131,215</b>	<b>401,470</b>	<b>52,433</b>	<b>469,070</b>	<b>142,844</b>	<b>86,731</b>

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

DEPT 902: WASTEWATER TREATMENT FUND

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2018	2019	Current Rate	Budgeted Total		
Wastewater Manager	1.00	1.00	\$85,342	\$88,987	Supplies	
Lab Technician	1.00	1.00	24.55/hr	53,399	Chemicals	\$145,500
Wastewater Foreman	3.00	3.00	27.61-35.90/hr	196,186	Repairs	
Wastewater Operator	5.00	4.00	25.51-33.16/hr	243,325	Other Repair Service - Sewer Slip Lining	435,000
Maintenance Worker	0.00	1.00	22.82/hr	49,641	Other Repair Service - Sewer Cleaning	70,000
	<u>10.00</u>	<u>10.00</u>		* <u>\$631,538</u>		
Seasonal:					Transfers Out	
Intern	1.00	1.00		\$2,500	Annual allocation to the general fund for WWTP administration	484,000
I&I Inspections	1.00	1.00		<u>2,500</u>	Annual allocation to the general fund for GIS services (27.5% of costs)	31,625
				<u>\$5,000</u>		

\* FT wages include allocations from other departments

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

FUND 620: STORM WATER UTILITY

DEPT 920: STORM WATER UTILITY

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Tax Levies	247,970	247,400	322,410	321,960	0	312,040	312,615
	Intergovernmental Revenue	166,149	0	11,341	0	0	0	0
	Charges for Services	784,774	700,000	923,459	950,000	514,400	1,125,000	1,250,000
	Interest on Investments	10,102	7,500	17,639	6,000	16,469	8,000	12,000
	Other Financing Sources	246,973	0	629,185	0	0	0	0
	<b>Total Revenues</b>	<b>1,455,968</b>	<b>954,900</b>	<b>1,904,034</b>	<b>1,277,960</b>	<b>530,869</b>	<b>1,445,040</b>	<b>1,574,615</b>
	FT Wages	79,422	71,072	79,043	79,313	40,040	82,993	88,586
	Benefits	43,518	18,146	25,402	19,216	9,868	19,783	21,802
	<b>PERSONAL SERVICES</b>	<b>122,940</b>	<b>89,218</b>	<b>104,445</b>	<b>98,529</b>	<b>49,908</b>	<b>102,776</b>	<b>110,388</b>
	Supplies	528	19,500	48,169	19,500	56	29,500	54,500
	Repair Supplies	2,290	500	952	1,000	0	1,000	500
	Small Tools & Equipment	0	0	200	250	0	250	250
	<b>SUPPLIES</b>	<b>2,818</b>	<b>20,000</b>	<b>49,321</b>	<b>20,750</b>	<b>56</b>	<b>30,750</b>	<b>55,250</b>
	Professional Services	28,584	116,000	35,691	116,000	21,193	116,000	116,000
	Communication	354	750	506	750	54	750	750
	Vehicle, Travel & Training	777	3,400	1,024	3,500	597	3,500	3,000
	Advertising & Promotion	171	2,500	58	2,500	105	2,500	1,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	975	2,000	975	2,000	965	2,000	1,500
	Insurance	1,000	1,000	1,000	1,000	750	1,000	1,500
	Licenses & Inspections	16	0	400	0	0	0	0
	Repairs	39,662	40,000	34,587	40,000	0	51,000	51,000
	Other Services & Charges	1,254	0	2,060	1,500	2,618	2,000	2,600
	Depreciation	192,420	185,000	283,874	190,000	141,900	194,000	280,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>265,213</b>	<b>352,150</b>	<b>360,175</b>	<b>358,750</b>	<b>168,182</b>	<b>374,250</b>	<b>459,350</b>
	<b>DEBT SERVICE</b>	<b>210,249</b>	<b>98,000</b>	<b>99,269</b>	<b>122,000</b>	<b>59,269</b>	<b>103,000</b>	<b>101,000</b>
	<b>TRANSFERS OUT</b>	<b>148,190</b>	<b>67,000</b>	<b>66,400</b>	<b>67,000</b>	<b>39,150</b>	<b>78,300</b>	<b>75,875</b>
	<b>Total Expenditures</b>	<b>749,410</b>	<b>626,368</b>	<b>679,610</b>	<b>667,029</b>	<b>316,565</b>	<b>689,076</b>	<b>801,863</b>
	<b>Net Revenue</b>	<b>706,558</b>	<b>328,532</b>	<b>1,224,424</b>	<b>610,931</b>	<b>214,304</b>	<b>755,964</b>	<b>772,752</b>
	<b>Total for DEPT 920: STORM WATER UTILITY</b>	<b>706,558</b>	<b>328,532</b>	<b>1,224,424</b>	<b>610,931</b>	<b>214,304</b>	<b>755,964</b>	<b>772,752</b>

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

DEPT 920: STORM WATER FUND

Position	Personnel		Current Rate	Budgeted Total
	2018	2019		
Water Quality Specialist	1.00	1.00	\$73,050	\$76,313
	1.00	1.00		* \$76,313

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)	25,875

\* FT wages include allocations from other departments

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

FUND 211: LIBRARY RESERVES AND MEMORIALS

DEPT 420: LIBRARY

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	3,248	2,850	3,086	2,850	53	0	0
	Interest on Investments	157	665	748	365	318	100	200
	Miscellaneous	84,478	64,200	108,735	53,000	47,255	77,000	78,000
	Total Revenues	87,883	67,715	112,569	56,215	47,626	77,100	78,200
	Supplies	363	0	0	0	0	0	0
	Small Tools & Equipment	12,901	500	0	200	5,350	0	0
	Library Materials	87,780	31,215	58,619	19,015	12,687	50,000	50,000
	SUPPLIES	101,044	31,715	58,619	19,215	18,037	50,000	50,000
	Programs	33,054	36,000	26,006	37,000	4,994	25,000	25,000
	OTHER SERVICES & CHARGES	33,054	36,000	26,006	37,000	4,994	25,000	25,000
	Total Expenditures	134,098	67,715	84,625	56,215	23,031	75,000	75,000
	Net Revenue	-46,215	0	27,944	0	24,595	2,100	3,200
	Total for DEPT 420: LIBRARY	-46,215	0	27,944	0	24,595	2,100	3,200
	Total for FUND 211: LIBRARY RESERVES AND MEMORIALS	-46,215	0	27,944	0	24,595	2,100	3,200

CITY OF OWATONNA  
 BOND PRINCIPAL PAYMENT SCHEDULE  
 2019 - 2028 and Thereafter

General Obligation Improvement Bonds	Principal Due	Balance 12/31/18	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Thereafter
2011 GO Bonds	March 1												
Street Improvement		310,000	85,000	80,000	75,000	70,000							
2013 GO Bonds													
Street Improvement	March 1	1,590,000	250,000	255,000	260,000	270,000	275,000	280,000					
TIF 3-6	March 1	785,000	125,000	125,000	130,000	130,000	135,000	140,000					
2014 GO Bonds													
Street Improvement	March 1	240,000	30,000	30,000	180,000								
2015 GO Bonds													
Street Improvement	March 1	1,025,000	115,000	120,000	120,000	125,000	130,000	135,000	140,000	140,000			
2016 GO Bonds	March 1												
2016 Street Improvement		960,000	100,000	100,000	100,000	105,000	105,000	110,000	110,000	115,000	115,000		
2016 Storm Water		2,380,000	140,000	140,000	150,000	160,000	160,000	160,000	170,000	170,000	180,000	180,000	770,000
Refunding 2008 Storm Water		1,595,000	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	
2018 GO Bonds													
Street Improvement	March 1	4,825,000	-	400,000	415,000	430,000	450,000	470,000	490,000	515,000	540,000	550,000	565,000
<b>Total General Obligation Improvement Bonds</b>		<b>15,580,000</b>	<b>1,270,000</b>	<b>1,685,000</b>	<b>1,870,000</b>	<b>1,745,000</b>	<b>1,715,000</b>	<b>1,775,000</b>	<b>1,100,000</b>	<b>1,130,000</b>	<b>1,030,000</b>	<b>925,000</b>	<b>1,335,000</b>
<b>General Obligation Bonds</b>													
2013 Capital Equip Certificates	March 1	40,000	40,000										
2014 Capital Equip Certificates	March 1	335,000	165,000	170,000									
2015 Capital Equip Certificates	March 1	290,000	95,000	95,000	100,000								
2016 Capital Equip Certificates	March 1	195,000	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				
<b>Total General Obligation Bonds</b>		<b>1,005,000</b>	<b>365,000</b>	<b>335,000</b>	<b>170,000</b>	<b>70,000</b>	<b>20,000</b>	<b>20,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MN Public Facilities Authority GO Bonds</b>													
2010 MPFA Bonds	August 20	3,907,928	535,000	543,000	550,000	558,000	566,000	574,000	581,928				
<b>Total MPFA Bonds</b>		<b>3,907,928</b>	<b>535,000</b>	<b>543,000</b>	<b>550,000</b>	<b>558,000</b>	<b>566,000</b>	<b>574,000</b>	<b>581,928</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Bond Principal Payments</b>		<b>\$ 20,492,928</b>	<b>\$ 2,170,000</b>	<b>\$ 2,563,000</b>	<b>\$ 2,590,000</b>	<b>\$ 2,373,000</b>	<b>\$ 2,301,000</b>	<b>\$ 2,369,000</b>	<b>\$ 1,706,928</b>	<b>\$ 1,130,000</b>	<b>\$ 1,030,000</b>	<b>\$ 925,000</b>	<b>\$ 1,335,000</b>

CITY OF OWATONNA  
 BOND INTEREST PAYMENT SCHEDULE  
 2019 - 2028 and Thereafter

General Obligation Improvement Bonds	Interest Due Semi-annual	Remaining Interest 12/31/18	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Thereafter
2011 GO Bonds	Mar 1 & Sep 1												
Street Improvement		12,659	5,534	3,990	2,365	770							
2013 GO Bonds	Mar 1 & Sep 1												
Street Improvement		124,781	35,462	30,413	24,937	18,638	11,481	3,850					
TIF 3-6		61,567	17,487	14,987	12,274	9,187	5,707	1,925					
2014 GO Street Improvement	Mar 1 & Sep 1	10,200	4,500	3,900	1,800								
2015 GO Street Improvement	Mar 1 & Sep 1	119,825	27,625	24,100	20,500	16,825	13,000	9,025	5,250	1,750	1,750		
2016 GO Bonds	Mar 1 & Sep 1												
2016 Street Improvement		115,100	25,000	22,000	19,000	15,925	12,775	9,550	6,250	3,450	1,150		
2016 Storm Water		401,638	57,038	52,838	48,488	43,838	39,038	34,238	29,286	25,038	20,456	17,936	33,444
2008 Refunding Storm Water		147,975	44,175	36,675	28,950	21,000	12,825	4,350					
2017 GO Street Improvements	Mar 1 & Sep 1	252,365	49,744	44,345	38,944	33,468	27,918	22,294	16,593	10,894	6,093	2,072	
2018 GO Street Improvements	Mar 1 & Sep 1	1,236,709	232,434	198,150	177,775	156,650	134,650	111,650	87,650	62,525	41,550	25,200	8,475
Total General Obligation Improvement Bonds		<u>2,482,819</u>	<u>498,999</u>	<u>431,398</u>	<u>375,033</u>	<u>316,301</u>	<u>257,394</u>	<u>196,882</u>	<u>145,029</u>	<u>103,657</u>	<u>70,999</u>	<u>45,208</u>	<u>41,919</u>
<u>General Obligation Bonds</u>													
2013 Capital Equipment Certificates	Mar 1 & Sep 1	400	400										
2014 Capital Equipment Certificates	Mar 1 & Sep 1	6,750	5,050	1,700									
2015 Capital Equipment Certificates	Mar 1 & Sep 1	13,200	7,275	4,425	1,500								
2016 Capital Equipment Certificates	Mar 1 & Sep 1	11,925	5,175	3,750	2,250	750							
2017 Capital Equipment Certificates	Mar 1 & Sep 1	15,675	4,050	3,450	2,850	2,250	1,650	1,050	375				
Total General Obligation Bonds		<u>47,950</u>	<u>21,950</u>	<u>13,325</u>	<u>6,600</u>	<u>3,000</u>	<u>1,650</u>	<u>1,050</u>	<u>375</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>MN Public Facilities Authority GO Bonds</u>													
2010 MPFA Bonds	Feb & Aug	<u>225,553</u>	<u>55,610</u>	<u>47,996</u>	<u>40,270</u>	<u>32,444</u>	<u>24,503</u>	<u>16,449</u>	<u>8,281</u>				
Total MPFA Bonds		<u>225,553</u>	<u>55,610</u>	<u>47,996</u>	<u>40,270</u>	<u>32,444</u>	<u>24,503</u>	<u>16,449</u>	<u>8,281</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Debt & Capital Fund		<u>\$ 2,756,322</u>	<u>\$ 576,559</u>	<u>\$ 492,719</u>	<u>\$ 421,903</u>	<u>\$ 351,745</u>	<u>\$ 283,547</u>	<u>\$ 214,381</u>	<u>\$ 153,685</u>	<u>\$ 103,657</u>	<u>\$ 70,999</u>	<u>\$ 45,208</u>	<u>\$ 41,919</u>

CITY OF OWATONNA  
DEBT RETIREMENT SCHEDULE  
FOR BUDGET YEAR 2019

<u>General Obligation Improvement Bonds</u>	<u>Original Issue Amount</u>	<u>Balance Dec. 31, 2018</u>	<u>2019 Payments</u>	<u>Balance Dec. 31, 2019</u>
2011 GO/SA Improvement	2,560,000	310,000	85,000	225,000
2013 GO/SA Improvement	2,515,000	1,590,000	250,000	1,340,000
2014 GO/SA Improvement	325,000	240,000	30,000	210,000
2015 GO/SA Improvement	1,305,000	1,025,000	115,000	910,000
2016 GO/SA Improvement	1,060,000	960,000	100,000	860,000
2017 GO/SA Improvement	1,870,000	<u>1,870,000</u>	<u>180,000</u>	<u>1,690,000</u>
Total General Obligation Improvement Bonds		<u>5,995,000</u>	<u>760,000</u>	<u>5,235,000</u>
 <u>General Obligation Equipment Certificates</u>				
2013 Equipment Certificates	190,000	40,000	40,000	0
2014 Equipment Certificates	810,000	335,000	165,000	170,000
2015 Equipment Certificates	485,000	290,000	95,000	195,000
2016 Equipment Certificates	240,000	195,000	45,000	150,000
2017 Equipment Certificates	145,000	<u>145,000</u>	<u>20,000</u>	<u>125,000</u>
Total General Obligation Equipment Certificates		<u>1,005,000</u>	<u>365,000</u>	<u>640,000</u>
 <u>General Obligation TIF Bonds</u>				
2013 TIF Bonds (TIF 3-6 Viracon)	1,140,000	<u>785,000</u>	<u>125,000</u>	<u>660,000</u>
Total General Obligation TIF Bonds		<u>785,000</u>	<u>125,000</u>	<u>660,000</u>
 <u>General Obligation Street Reconstruction Bonds</u>				
2018 Street Reconstruction Bonds	4,825,000	<u>4,825,000</u>	<u>0</u>	<u>4,825,000</u>
		<u>4,825,000</u>	<u>0</u>	<u>4,825,000</u>
 <u>General Obligation Revenue Bonds</u>				
2016 GO Storm Water Refunding Bonds	3,670,000	1,595,000	245,000	1,350,000
2016 GO Storm Water Bonds	2,520,000	2,380,000	140,000	2,240,000
2010 MPFA GO Bonds	7,929,333	<u>3,907,928</u>	<u>535,000</u>	<u>3,372,928</u>
Total General Obligation Revenue Bonds		<u>7,882,928</u>	<u>920,000</u>	<u>6,962,928</u>
Total		<u>\$ 20,492,928</u>	<u>\$ 2,170,000</u>	<u>\$ 18,322,928</u>

CITY OF OWATONNA  
DEBT SERVICE LEVIES  
FISCAL YEARS 2009 - 2023

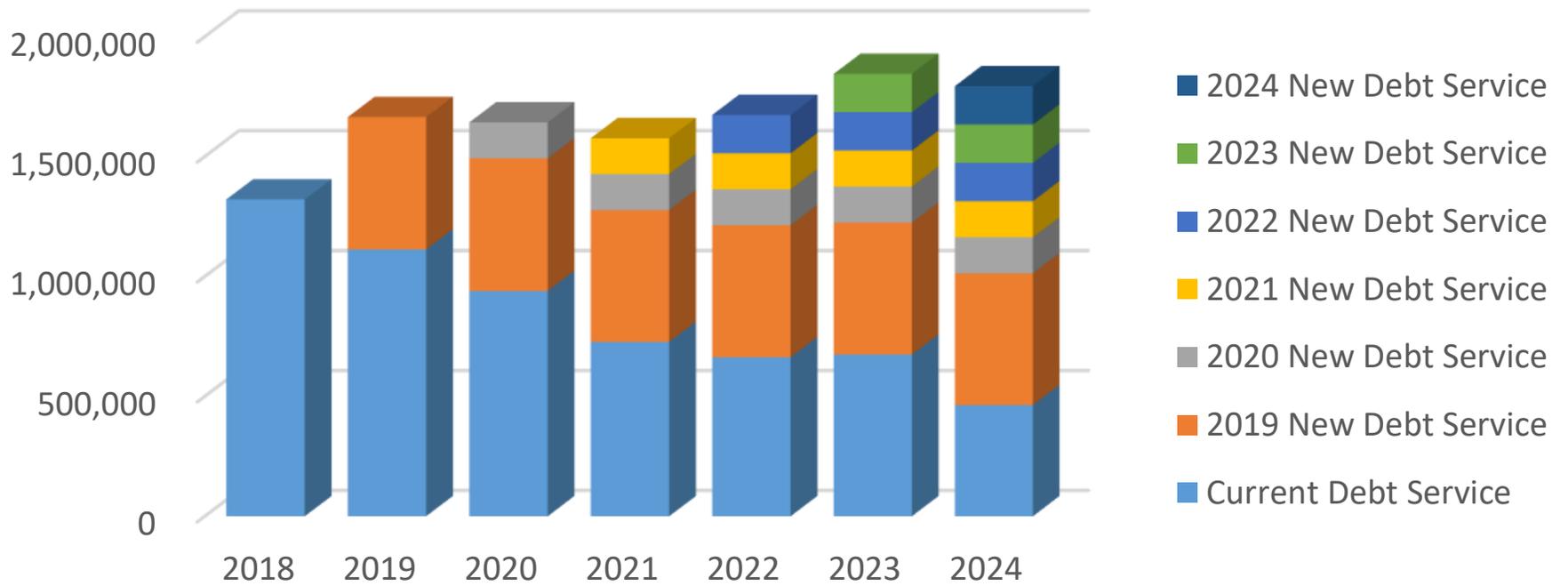
Debt Service Levies	Collection Year				
	2009	2010	2011	2012	2013
1999 GO/SA Issue	\$84,976				
2000 GO/SA Issue	53,379	\$230,000			
2001 GO/SA Issue	101,141	101,162	\$101,056		
2002 GO/SA Issue	125,395	200,000	200,000	\$150,000	
2003/4 GO/SA Issue	129,441	129,075	133,171	259,918	
2004 GO Capital Equip Certs	436,732				
2005 GO/SA Issue	5,814				
2006 GO/SA Issue	180,288			175,000	175,000
2007 GO/SA Issue	148,115			147,800	156,000
2007 GO Capital Equip Certs	107,940	546,483	543,900		
2008 1997B Refunding	189,300	190,500	185,400		172,500
2008 GO/SA Issue	144,700	155,500	159,600	163,500	253,000
2008 GO Storm Water Impr	250,100	254,600	252,500	250,200	244,234
2011 GO Capital Equip Certs				130,000	172,650
Total	<u>\$1,957,321</u>	<u>\$1,807,320</u>	<u>\$1,575,627</u>	<u>\$1,146,418</u>	<u>\$1,173,384</u>

Debt Service Levies	Collection Year				
	2014	2015	2016	2017	2018
2006 GO/SA Issue	175,000	175,000	205,000		
2007 GO/SA Issue	154,900	153,800	152,700	151,700	
2008 GO/SA Issue	175,300	183,000	140,400		
2008 GO Storm Water Impr	249,600	246,000	247,400		
2011 2004 Refunding	158,619				
2011 GO Capital Equip Certs	176,877	175,495	173,785		
2013 GO Capital Equip Certs	42,910	40,005	44,520	43,680	42,840
2013 GO/SA Issue	202,810	200,430	203,440	206,345	209,150
2014 GO Capital Equip Certs		182,875	181,860	183,750	180,285
2014 GO/SA Issue		28,315	30,445	29,400	28,750
2015 GO Capital Equip Certs			105,650 *	106,470	108,900
2015 GO/SA Issue			119,120 *	118,930	120,720
2016 GO Capital Equip Certs				54,810	53,390
2016 GO/SA Issue				94,430	93,610
2016 GO Storm Water Impr				106,750	104,550
2016 GO Storm Water Refund				215,210	207,490
2017 GO Capital Equip Certs					143,310
2018 GO/SA Issue					27,865
Total	<u>\$1,336,016</u>	<u>\$1,384,920</u>	<u>\$1,604,320</u>	<u>\$840,275</u>	<u>\$1,320,860</u>

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

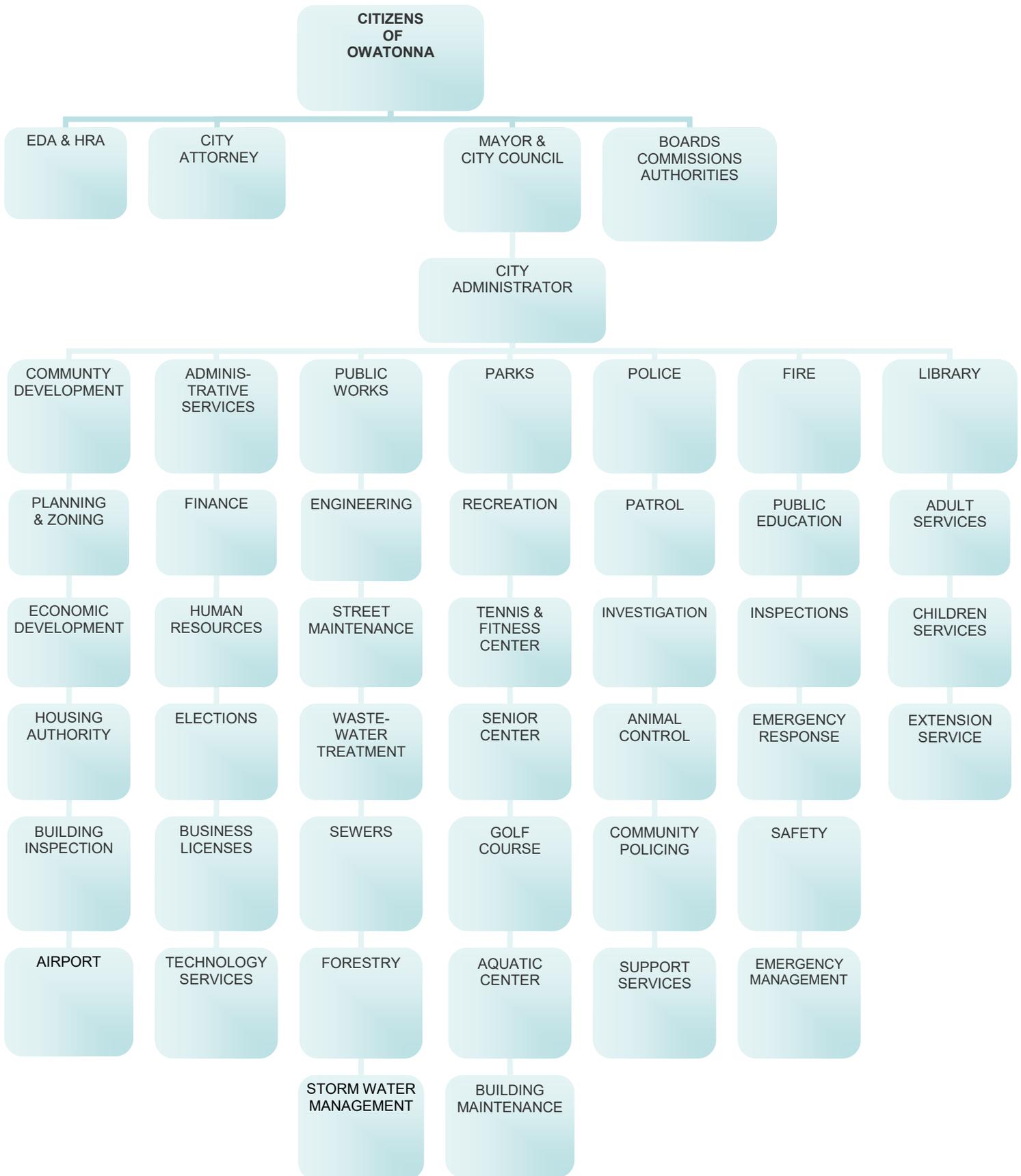
Debt Service Levies	Collection Year				
	2019	2020	2021	2022	2023
2014 GO Capital Equip Certs	182,070				
2014 GO/SA Issue	98,100	114,950			
2015 GO Capital Equip Certs	105,900	108,150			
2015 GO/SA Issue	122,350	118,570	120,050	121,360	122,520
2016 GO Capital Equip Certs	57,225	55,650	54,075		
2016 GO/SA Issue	91,480	89,360	92,480	90,200	93,165
2016 GO Storm Water Impr	102,340	105,390	108,275	105,755	103,235
2016 GO Storm Water Refund	210,275	207,490	209,800	206,550	213,635
2017 GO/SA Issue	117,810	115,590	118,620	116,245	119,120
2017 GO Capital Equip Certs	24,940	24,305	23,680	23,045	22,415
2018 GO/SA Issue	552,200	553,000	549,600	550,600	550,650
Total	<u>\$1,664,690</u>	<u>\$1,492,455</u>	<u>\$1,276,580</u>	<u>\$1,213,755</u>	<u>\$1,224,740</u>

## City of Owatonna Projected Debt Service Levies

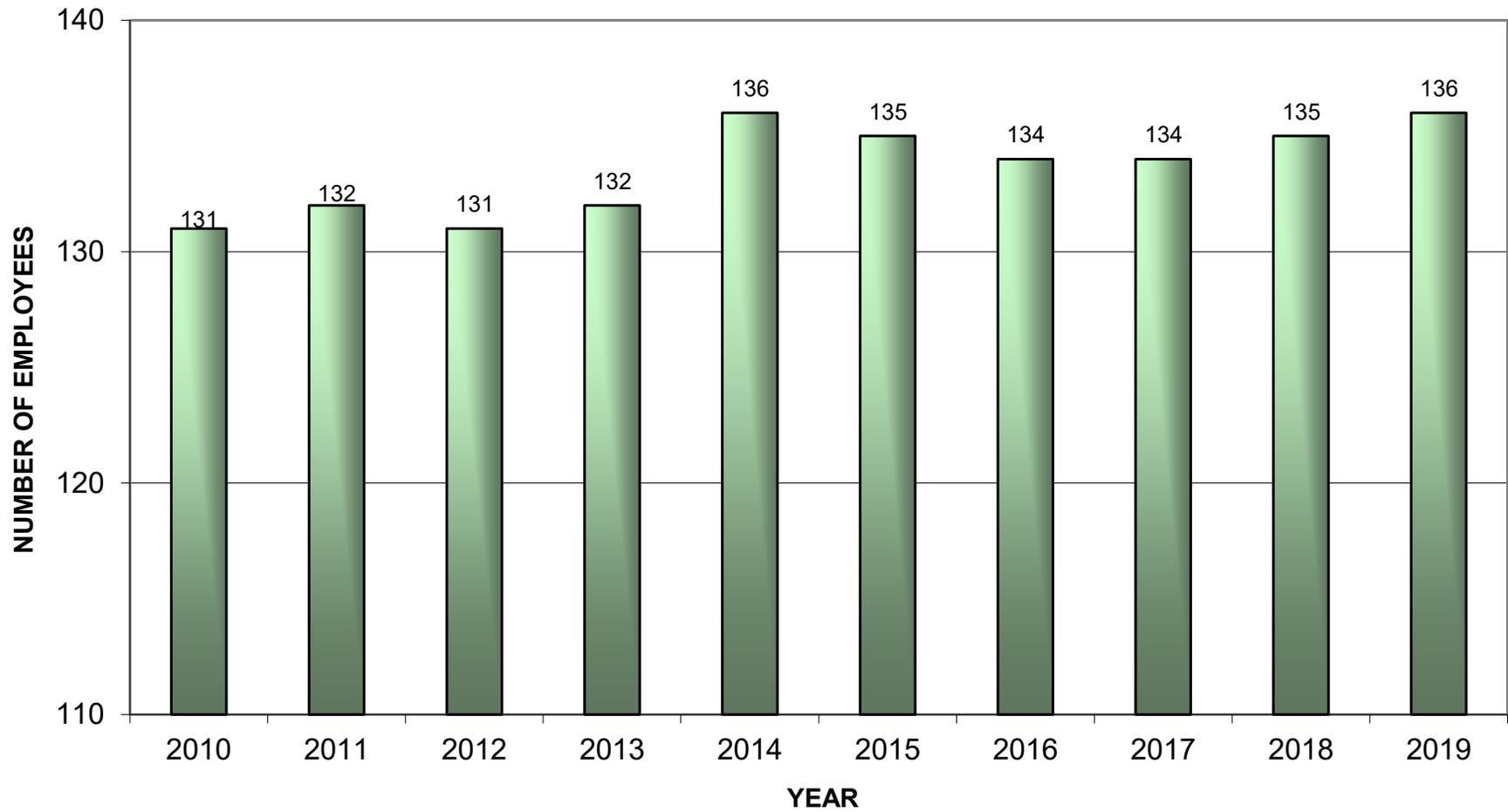


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# City of Owatonna, Minnesota Organization Chart



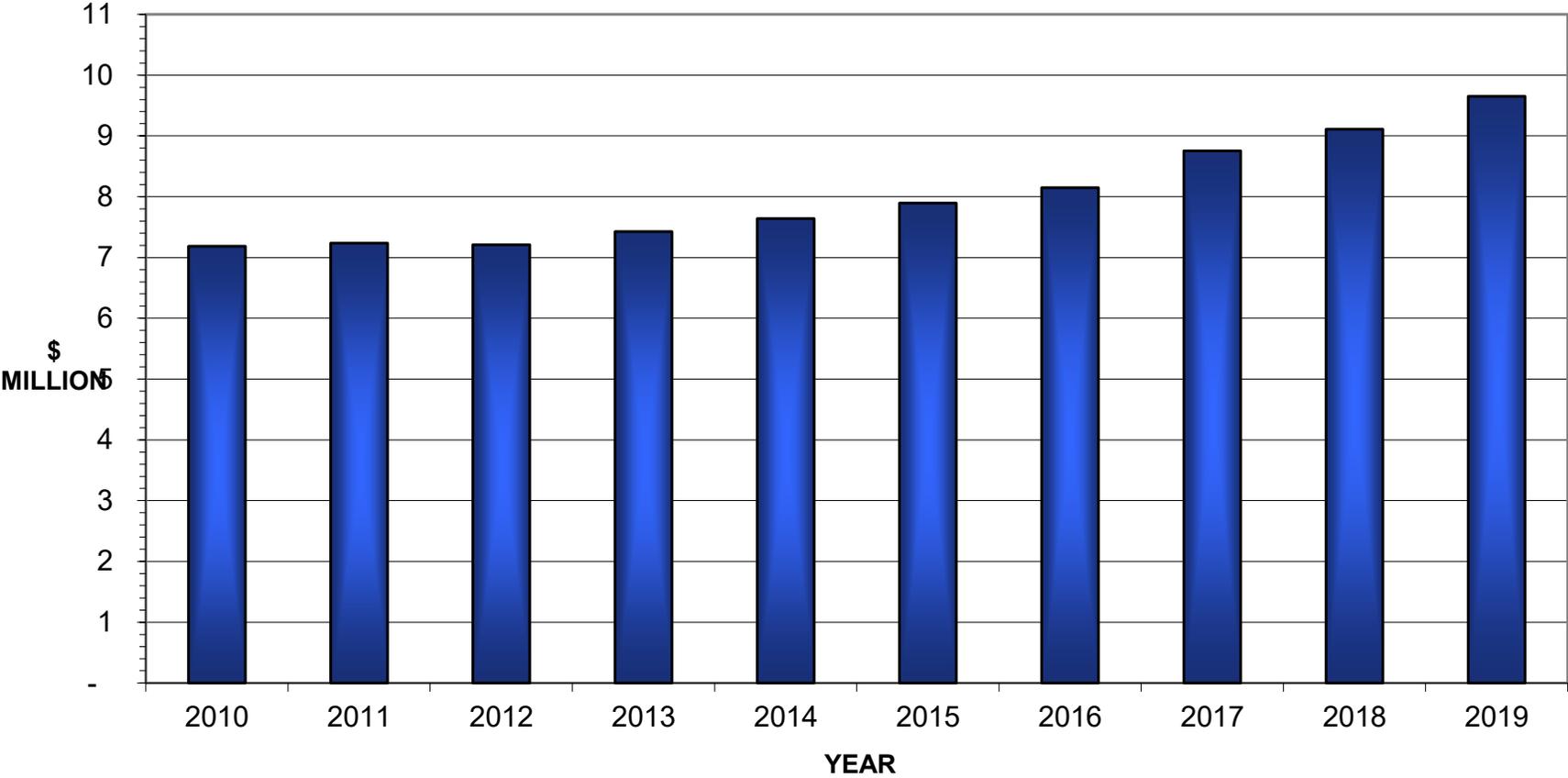
**CITY OF OWATONNA  
FULL TIME PERSONNEL REQUESTS  
FOR PERIOD 2010 THRU 2019**



CITY OF OWATONNA  
 FULL TIME PERSONNEL REQUESTS  
 FOR PERIOD 2010 THRU 2019

General Fund	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
City Administration	7.0	7.0	7.0	8.0	8.0	9.0	9.0	9.0	9.0	9.0
Police Department	36.0	38.0	38.0	38.0	41.0	40.0	40.0	40.0	40.0	41.0
Fire Department	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Building Inspection	5.0	4.0	4.0	4.0	4.0	3.0	3.0	4.0	4.0	4.0
Planning & Zoning	3.0	3.0	3.0	3.0	3.0	4.0	4.0	4.0	4.0	4.0
Engineering Department	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0	7.0
Street Department	17.5	17.5	16.5	17.0	17.0	17.0	17.0	17.0	18.0	18.0
Library	10.0	10.0	10.0	10.0	9.0	9.0	8.0	7.0	7.0	7.0
Park & Rec Admin	4.0	4.0	4.0	4.0	5.0	4.0	4.0	4.0	4.0	4.0
Park Maintenance	8.5	8.5	8.5	8.2	8.6	8.6	8.6	8.6	8.0	8.0
Youth Recreation									1.0	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	1.8	1.4	1.4	1.4	1.4	1.0	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	8.0	8.0	8.0	7.0	8.0	8.0	8.0	7.0	7.0	7.0
<b>Sub Total</b>	<b>120.0</b>	<b>121.0</b>	<b>120.0</b>	<b>121.0</b>	<b>125.0</b>	<b>124.0</b>	<b>123.0</b>	<b>122.0</b>	<b>123.0</b>	<b>124.0</b>
<b>Other Funds</b>										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund			1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
WWTP Operations	10.0	10.0	9.0	9.0	9.0	9.0	9.0	10.0	10.0	10.0
<b>Total All Funds</b>	<b>131.0</b>	<b>132.0</b>	<b>131.0</b>	<b>132.0</b>	<b>136.0</b>	<b>135.0</b>	<b>134.0</b>	<b>134.0</b>	<b>135.0</b>	<b>136.0</b>

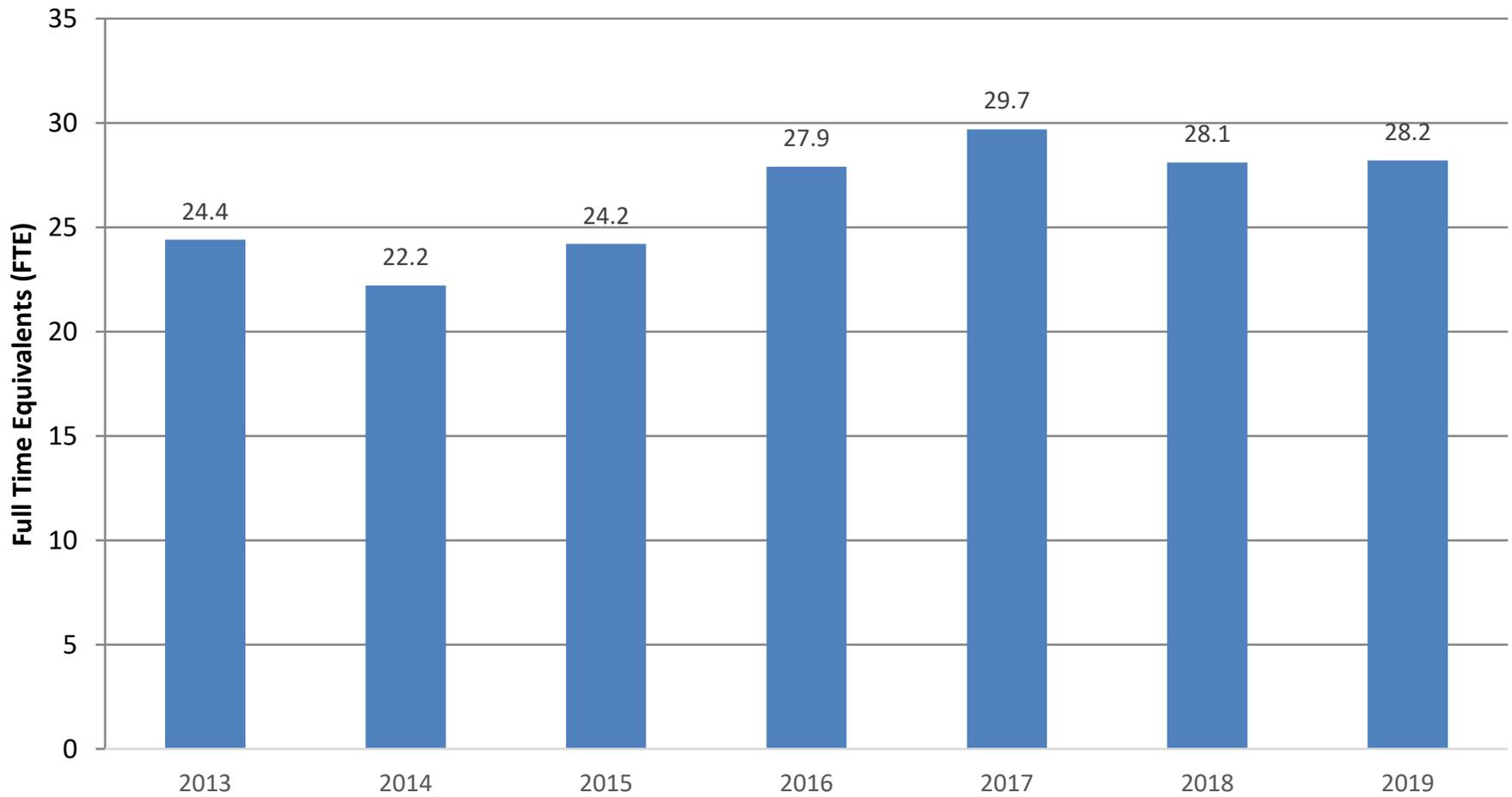
**CITY OF OWATONNA  
FULL TIME PERSONNEL WAGES  
FOR PERIOD 2010 THRU 2019**



CITY OF OWATONNA  
 FULL TIME PERSONNEL WAGES  
 FOR PERIOD 2010 THRU 2019

General Fund	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
City Administration	390,543	387,967	391,917	468,183	529,969	592,345	617,263	744,037	771,122	809,544
Police Department	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	2,928,628
Fire Department	545,329	545,330	550,785	563,248	570,292	580,488	604,072	648,133	674,696	700,041
Building Inspection	295,553	236,166	237,317	238,244	245,385	205,488	212,199	279,869	291,769	309,156
Planning & Zoning	112,532	112,532	99,290	104,333	96,623	160,822	169,821	184,273	176,858	189,960
Engineering Department	359,519	359,519	345,965	348,995	356,580	394,476	414,329	444,223	456,125	468,516
Street Department	885,268	885,830	849,213	867,101	902,254	932,801	952,494	1,037,848	1,126,243	1,176,074
Library	622,082	622,082	628,299	642,730	571,702	603,824	571,618	530,681	556,464	583,064
Park & Rec Admin	117,516	125,695	126,947	129,820	141,526	113,892	115,752	151,667	170,274	169,699
Park Maintenance	377,312	377,873	376,132	385,496	376,314	389,811	402,851	428,111	414,821	510,864
Recreation - Adult	39,888	39,888	40,285	41,196	43,617	46,972	46,519	38,328	32,346	34,400
Recreation - Youth	83,930	74,351	75,417	77,457	113,039	97,613	90,844	83,304	144,492	154,102
Tennis Center	34,892	37,126	38,404	40,201	40,923	38,922	40,353	44,088	43,096	45,958
Senior Place	61,146	61,146	61,757	63,154	38,218	47,607	49,824	54,571	39,956	42,717
Aquatic Center							9,240	10,097	21,494	22,952
Golf	81,788	81,788	85,107	101,372	95,360	98,231	119,113	134,390	100,531	115,999
Airport	63,925	63,925	64,564	67,484	68,326	70,383	72,494	79,042	82,776	88,350
Government Buildings	381,855	381,855	385,930	355,592	409,606	423,438	432,958	359,846	374,931	398,644
<b>Sub Total</b>	<b>6,508,964</b>	<b>6,559,550</b>	<b>6,548,703</b>	<b>6,742,626</b>	<b>6,943,896</b>	<b>7,197,086</b>	<b>7,447,183</b>	<b>7,925,199</b>	<b>8,245,104</b>	<b>8,748,668</b>
<b>Other Funds</b>										
H R A	86,384	86,384	79,268	82,102	88,061	90,870	93,648	102,154	107,734	111,347
Economic Development Fund	33,099	33,099	36,476	38,625	42,361	43,874	45,268	49,368	59,988	65,063
WWTF Fund	507,215	507,215	456,946	461,836	461,912	477,152	491,331	598,507	614,555	637,583
Storm Water Fund			81,499	93,296	95,589	67,429	71,072	79,313	82,993	88,586
Aquatic Center		6,920	7,174	7,524	8,312	8,907	0	0	0	0
Payroll Reserves	50,000	50,000	0	0	0	0	0	0	0	0
<b>Total All Funds</b>	<b>7,185,662</b>	<b>7,243,168</b>	<b>7,210,066</b>	<b>7,426,009</b>	<b>7,640,131</b>	<b>7,885,318</b>	<b>8,148,502</b>	<b>8,754,541</b>	<b>9,110,374</b>	<b>9,651,247</b>

CITY OF OWATONNA  
PART TIME PERSONNEL REQUESTS (FTE)  
FOR 2013 THRU 2019



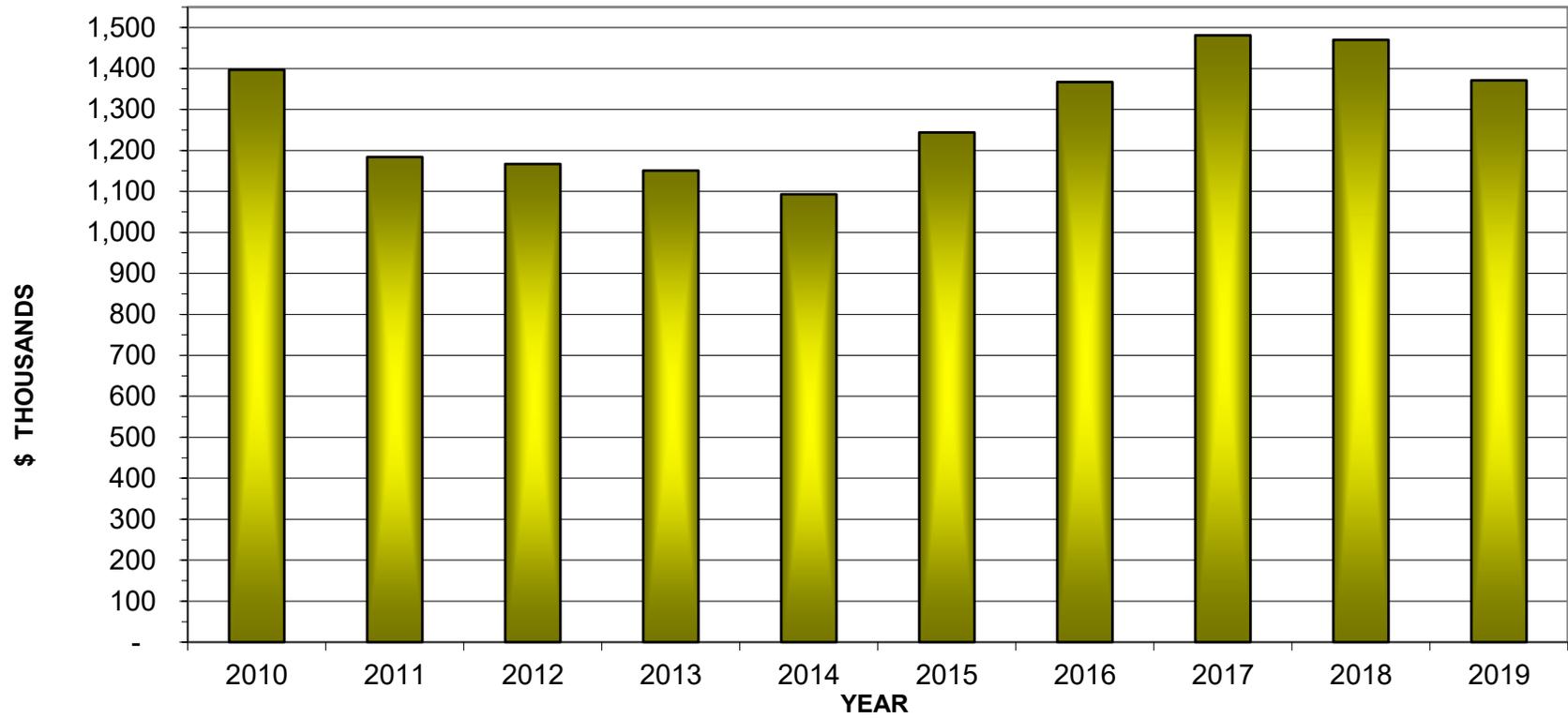
CITY OF OWATONNA  
PART TIME PERSONNEL REQUESTS (FTE)  
FOR PERIOD 2013 THRU 2019

General Fund	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Mayor/Council	8.0	8.0	8.0	8.0	8.0	8.0	8.0
City Administration			0.5	0.5	1.0	1.0	1.0
Police Department	2.6	2.6	2.8	2.8	2.8	2.8	2.1
Building Inspection			0.7	0.7			
Library	1.9	3.5	3.8	5.9	7.1	7.1	7.1
Park & Rec Admin	1.8	0.7	1.0	1.2	1.9	1.2	1.2
Park Maintenance	3.5	2.6	2.6	2.6	2.6	2.6	2.7
Youth Recreation	0.9		0.9	0.9	0.9		0.7
Tennis Center				0.7	0.7	0.7	0.7
Golf	2.5	2.3	1.4	2.1	2.1	2.1	2.1
Airport		0.5	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>	<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>	<u><u>28.2</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 2010 THRU 2019**



CITY OF OWATONNA  
PART TIME PERSONNEL WAGES  
FOR PERIOD 2010 THRU 2019

General Fund	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Mayor & Council	61,200	61,200	61,200	61,200	61,200	67,800	67,800	67,800	67,800	72,600
City Administration	24,180	14,813	27,524	0	26,500	17,907	50,202	43,038	71,556	53,086
Police Department	169,795	35,000	62,394	63,806	64,606	93,980	99,087	111,321	112,690	86,803
Fire Department	71,652	71,652	71,652	71,652	76,078	76,078	76,078	74,426	76,000	78,000
Building Inspection Planning & Zoning						32,894	34,819			
Engineering Department	4,750	4,750		5,000	5,000	14,000	12,500	12,500	12,500	11,000
Street Department	15,000		12,000	14,000	8,000	8,000	8,000	8,000	8,000	8,000
Library	103,554	90,122	91,275	92,343	154,188	170,608	224,817	283,156	289,144	289,958
Park & Rec Admin	28,987	25,987	26,234	26,799	13,419	17,591	42,208	54,360	56,884	57,176
Park Maintenance	204,941	204,941	179,221	203,207	178,227	183,193	185,669	195,495	209,600	153,379
Recreation - Adult	24,915	24,015	22,588	23,855	19,991	21,153	18,728	22,448	14,790	14,790
Recreation - Youth	138,079	122,514	120,286	121,639	71,988	121,806	112,056	112,067	57,525	86,589
Tennis Center	75,300	73,300	73,700	73,700	71,726	71,193	76,000	86,535	90,887	87,865
Senior Place	16,000	9,000	9,000	9,000	12,000	12,000	9,000	15,958	9,000	7,500
Aquatic Center							105,000	121,958	118,000	116,500
Golf	173,101	173,101	173,849	174,116	168,075	170,420	176,615	159,421	152,357	117,456
Airport					11,105	13,500	13,500	21,129	22,098	23,510
Government Buildings	118,308	118,308	116,876	95,723	45,229	47,990	49,989	86,069	96,269	102,718
Sub Total	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	1,366,930
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	14,000	9,000	5,000	5,000	5,000	5,000
Total All Funds	<u>1,396,762</u>	<u>1,183,703</u>	<u>1,166,599</u>	<u>1,151,040</u>	<u>1,093,332</u>	<u>1,244,113</u>	<u>1,367,068</u>	<u>1,480,681</u>	<u>1,470,100</u>	<u>1,371,930</u>

CITY OF OWATONNA  
2019 Personnel requests

RECAP FROM ALL PROGRAM BUDGETS	<u>18 Amount</u>	<u>CHANGE</u>	<u>19 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>
FULL TIME PERSONNEL	<u>9,021,498</u>	<u>611,746</u>	<u>9,633,244</u>	<u>1,033,583</u>	<u>536,465</u>	<u>1,450,657</u>	<u>5,916</u>	<u>1,800</u>	<u>57,600</u>	<u>342,559</u>	<u>9,639,327</u>	<u>13,011,824</u>
FULL TIME PERSONNEL	9,021,498	611,746	9,633,244	1,033,583	536,465	1,450,657	5,916	1,800	7,600	342,559	9,639,327	13,011,824
OVERTIME	189,600	0	189,600	24,710	7,622	0	0	0	0	6,891	189,600	228,822
PARTTIME	1,482,879	(110,947)	1,371,932	60,802	100,926	37,148	0	0	4,800	48,598	1,371,932	1,624,207
FIRE RELIEF ASSOCIATION	150,000	0	150,000	0	0	0	0	0	0	0	0	150,000
INSURANCE	0	0	0	0	0	7,051	0	0	0	0	0	7,051
SHIFT PAY	27,385	0	27,385	4,642	397	0	0	0	0	1,054	27,385	33,478
ASSIGNMENT PAY	15,000	3,000	18,000	3,051	261	0	0	0	0	693	18,000	22,005
UNIFORMS	0	0	0	0	0	0	0	0	71,891	0	0	71,891
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>15,000</u>	<u>225,800</u>	<u>38,273</u>	<u>3,349</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,163</u>	<u>225,800</u>	<u>277,585</u>
TOTAL PERSONNEL COSTS	<u>11,124,162</u>	<u>518,799</u>	<u>11,642,961</u>	<u>1,167,086</u>	<u>651,086</u>	<u>1,494,856</u>	<u>5,916</u>	<u>1,800</u>	<u>84,291</u>	<u>411,158</u>	<u>11,499,044</u>	<u>15,459,153</u>
												15,662,052
GENERAL FUND ONLY			10,711,882	1,097,549	579,538	1,336,470	2,816	720	82,141	381,893	10,563,785	14,193,008
EDA & HRA			176,410	13,231	13,495	28,555	0	0	0	1,111	176,410	232,803
ENTERPRISE FUNDS (WWTP& STORM)			754,669	56,306	58,052	129,832	3,100	1,080	2,150	28,153	758,849	1,033,342
TOTAL			11,642,961	1,167,086	651,086	1,494,856	5,916	1,800	84,291	411,158	11,499,044	15,459,153

City of Owatonna, Minnesota

Capital Improvement Plan

2019 thru 2023

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Building Maintenance Fund</b>								
Flooring Replacement	F-13-003	3			14,000			14,000
Fire Hall Roof - Towers	F-16-007	2	60,000					60,000
Fire Station Building Tuck Pointing	F-18-006	3			310,000			310,000
Carpenter Shop Roof - C	GB-13-002	2			28,000			28,000
Henderson Hall Roof - C	GB-13-008	1	20,000					20,000
Seniorplace Kitchen Remodel - C	GB-13-010	2	10,000					10,000
Tennis Center Carpet and Paint - C	GB-13-013	3		10,000				10,000
Fitness Center Track & 3rd Floor Flooring - C	GB-13-014	3		10,000				10,000
Morehouse Chalet Roof - C	GB-13-016	3			18,000			18,000
SeniorPlace Roof - C	GB-15-001	2	30,000					30,000
Merrill Hall Steps - C	GB-16-001	2				20,000		20,000
Merrill Hall Rubber Roofs - C	GB-16-005	3			80,000			80,000
Tennis & Fitness Center Restrooms - C	GB-16-009	3					100,000	100,000
Merrill Hall Heating & Cooling - C	GB-17-001	2		500,000				500,000
SeniorPlace Make-Up Air Units - C	GB-18-001	2				45,000		45,000
Merrill Hall Shingles - C	GB-19-001	3		25,000				25,000
Library Window Replacement - Reading Room	LIB-13-008	3					92,400	92,400
Library Clay Tile Roof	LIB-17-002	1		240,000				240,000
Tennis & Fitness Center Pool - C	P&R-17-006	1				100,000		100,000
Brooktree Clubhouse Carpet Replacement - C	P&R-18-003	1			15,000			15,000
Kohlmier Beach House Improvements	P&R-19-005	3	12,000					12,000
City Maintenance Facility	ST-25-001	2	150,000					150,000
<b>Building Maintenance Fund Total</b>			282,000	785,000	465,000	165,000	192,400	1,889,400
<b>Capital Projects Fund Levy</b>								
Server Replacements	ADM-13-002	2	25,000	26,000	27,000	28,000	29,000	135,000
Backup Storage	ADM-13-003	1	7,000					7,000
Networking Room Improvements	ADM-13-004	2	10,000	15,000				25,000
Annual Copier Replacement	ADM-13-010	2		20,000	20,000	20,000	20,000	80,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	30,000	30,000	30,000	30,000	150,000
Network Attached Storage (NAS)	ADM-17-001	1				35,000	40,000	75,000
Phone System Improvements	ADM-17-002	1	75,000					75,000
Bituminous Apron Rehabilitation	AP-14-003	1				53,628		53,628
Environmental Assessment-South Bldg Area	AP-16-001	1		12,500				12,500
Automobile Parking Lot Crack Seal and Seal Coat	AP-19-003	2	14,100					14,100
Replace GPS	ENG-18-001	2			30,000		30,000	60,000
Emergency Warning Sirens	F-13-008	2	14,000		17,000		17,000	48,000
Thermal Imager Camera	F-14-009	3		14,000				14,000
Sand Bag Machine	F-17-002	3		6,000				6,000
Yamaha Viking ATV	F-17-003	3		9,850				9,850
Fire Station Vehicle Exhaust System	F-19-002	1	75,000					75,000
Fire Station Decontamination Area	F-19-005	3		80,000				80,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2			25,000			25,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
Replace furniture in Children's and Adult Services	LIB-13-003	2		25,000				25,000
Painting	LIB-13-012	2	15,000					15,000
Dart's Park Baseball Irrigation - C	P&R-13-026	3				80,000		80,000
Backstops - C - O	P&R-13-027	3		12,500				12,500
In Line Rink Re-Surfacing - C	P&R-13-029	1	20,000					20,000
Play Equipment - C - G	P&R-13-034	2		50,000		80,000		130,000
Morehouse Diamond Lights - C - G	P&R-13-038	4				145,000		145,000
Parking Lot Lights - C	P&R-13-039	3				30,000	30,000	60,000
Restroom Updates - C	P&R-13-040	3			20,000	20,000	20,000	60,000
Ski Trail Groomer - C	P&R-13-042	4		15,000				15,000
Dart's Park East Parking Lot - C O	P&R-17-002	1		50,000				50,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2		20,000	30,000	10,000		60,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3	66,900			75,000		141,900
Tennis & Fitness Center Pool Hallway Flooring - C	P&R-18-002	3		6,000				6,000
Pickleball Court Lights - C O	P&R-19-001	4				30,000		30,000
Dart's Park West Parking Lot - C	P&R-19-002	2					180,000	180,000
Brown Park Tennis Court Replacement - C	P&R-19-003	3				30,000		30,000
Morehouse Bridge	P&R-19-004	1	23,000					23,000
Tennis and Fitness Center Court Resurfacing - C	P&R-20-002	3	30,000					30,000
River Springs Water Park Shade Structure - C	P&R-20-003	5					15,000	15,000
Skate Park Overlay	P&R-20-004	3		30,000				30,000
River Springs Water Park Lights	P&R-20-005	5		20,000				20,000
River Springs Water Park Slide,Feature Adds - C	P&R-21-003	5			150,000		45,000	195,000
<b>Capital Projects Fund Levy Total</b>			405,000	441,850	349,000	666,628	456,000	2,318,478

**Capital Projects Fund Reserves**

City Hall Roof - C-T	GB-13-005	2	800,000					800,000
<b>Capital Projects Fund Reserves Total</b>			800,000					800,000

**Debt Levy for LT Facilities Needs**

Airport Maint Bldg Extension Design-Build	AP-16-002	3					115,500	115,500
2nd Fire Station	F-16-002	2				1,325,000		1,325,000
New Public Safety Facility	POL-22-001	3				2,300,000		2,300,000
<b>Debt Levy for LT Facilities Needs Total</b>						3,625,000	115,500	3,740,500

**Debt to be repaid with assessments**

Annual Street and Utility	STR-16-001	2	527,000	500,000	500,000	500,000	500,000	2,527,000
State Aid Streets	STR-17-002	2	150,000	150,000	150,000	350,000	400,000	1,200,000
Bridge Street Reconstruction	STR-21-002	2			150,000			150,000
<b>Debt to be repaid with assessments Total</b>			677,000	650,000	800,000	850,000	900,000	3,877,000

**Debt to be repaid with levy**

Repair LEC parking lot	19-POL-001	2	80,000					80,000
Financial Software Upgrade/New	ADM-21-001	3			250,000			250,000
Annual Street and Utility	STR-16-001	2	1,161,000	1,033,800	1,014,300	1,031,200	1,000,000	5,240,300
Parking lots	STR-18-001	2		62,500	300,000	300,000	300,000	962,500
<b>Debt to be repaid with levy Total</b>			1,241,000	1,096,300	1,564,300	1,331,200	1,300,000	6,532,800

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>FAA</b>								
Bituminous Apron Rehabilitation	AP-14-003	1				440,567		440,567
Environmental Assessment-South Bldg Area	AP-16-001	1		112,500				112,500
Loader with Blower Attachment	AP-17-003	2	189,000					189,000
Power Broom	AP-19-002	3	22,500					22,500
<b>FAA Total</b>			211,500	112,500		440,567		764,567
<b>FAA - other</b>								
Bituminous Apron Rehabilitation	AP-14-003	1				41,905		41,905
<b>FAA - other Total</b>						41,905		41,905
<b>Federal Highway Funds</b>								
State Aid Streets	STR-17-002	2			1,900,000			1,900,000
Bridge Street Reconstruction	STR-21-002	2			1,900,000			1,900,000
<b>Federal Highway Funds Total</b>					3,800,000			3,800,000
<b>General Fund</b>								
Tennis and Fitness Center Equipment - C	P&R-13-023	3	10,000	10,000	10,000	10,000	10,000	50,000
Trail Overlay - C	P&R-13-037	3	20,000	20,000	20,000	20,000	50,000	130,000
Park Bridge Repairs	P&R-18-004	3	12,000	12,000	12,000	12,000	12,000	60,000
Bituminous Overlays	STR-14-001	3	160,000	160,000	160,000	160,000	175,000	815,000
<b>General Fund Total</b>			202,000	202,000	202,000	202,000	247,000	1,055,000
<b>Imprelis Settlement</b>								
Brooktree Central & Satellite Cont Irrigation-C/I	P&R-13-018	2	45,000					45,000
<b>Imprelis Settlement Total</b>			45,000					45,000
<b>Other funding source</b>								
Loader with Blower Attachment	AP-17-003	2	24,000					24,000
Alternate Building Area	AP-18-002	3				3,246,000		3,246,000
Seniorplace Kitchen Remodel - C	GB-13-010	2	25,000					25,000
Merrill Hall Heating & Cooling - C	GB-17-001	2		50,000				50,000
Backstops - C - O	P&R-13-027	3		12,500				12,500
Dartl's Park East Parking Lot - C O	P&R-17-002	1		50,000				50,000
Unmarked Patrol Fleet	POL-13-004	2	10,000					10,000
<b>Other funding source Total</b>			59,000	112,500		3,246,000		3,417,500
<b>Other Grant Funds</b>								
Seniorplace Kitchen Remodel - C	GB-13-010	2	90,600					90,600
Play Equipment - C - G	P&R-13-034	2		25,000				25,000
Morehouse Diamond Lights - C - G	P&R-13-038	4				5,000		5,000
Central Park Fountain - G	P&R-13-045	3		40,000				40,000
Parking lots	STR-18-001	2		62,500				62,500
<b>Other Grant Funds Total</b>			90,600	127,500		5,000		223,100

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Residual Sales Tax Funds</b>								
City Hall Roof - C-T	GB-13-005	2	800,000					800,000
West Hills Elevators - T	GB-16-002	2	50,000					50,000
<b>Residual Sales Tax Funds Total</b>			850,000					850,000
<b>Sewer Fund</b>								
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3	12,000		45,000			57,000
Plant Expansion	WTP-20-001	2		4,000,000	12,000,000	12,000,000	12,000,000	40,000,000
Semi Tractor Replacement	WTP-20-002	3		100,000				100,000
<b>Sewer Fund Total</b>			512,000	4,600,000	12,545,000	12,500,000	12,500,000	42,657,000
<b>State Aid</b>								
Bituminous Apron Rehabilitation	AP-14-003	1				134,000		134,000
Airport Maint Bldg Extension Design-Build	AP-16-002	3					269,500	269,500
Loader with Blower Attachment	AP-17-003	2	15,500					15,500
Riding Mower	AP-17-005	3	56,000					56,000
Alternate Building Area	AP-18-002	3				7,574,000		7,574,000
Power Broom	AP-19-002	3	1,250					1,250
Automobile Parking Lot Crack Seal and Seal Coat	AP-19-003	2	32,900					32,900
Road Grader w/ wing	AP-20-001	3					182,000	182,000
3/4 Ton Utility Truck w Plow	AP-20-003	3		31,500				31,500
State Aid Streets	STR-17-002	2	500,000	1,550,000	1,000,000	2,300,000	1,350,000	6,700,000
Traffic Signal	STR-19-001	3			100,000		100,000	200,000
Bridge Street Reconstruction	STR-21-002	2			1,000,000			1,000,000
<b>State Aid Total</b>			605,650	1,581,500	2,100,000	10,008,000	1,901,500	16,196,650
<b>Storm Fund</b>								
NW Industrial Park Pond - 06a	STM-16-001	2				200,000		200,000
Sunnydale Pond Storm Sewer Reconstruct	STM-18-001	3	25,000					25,000
Cardinal Drive rehab	STM-19-001	2	200,000	300,000				500,000
Smith Ave/17th Street SE Impr - Buecksler Park	STM-19-002	2		110,000				110,000
Selby Avenue Storm Improvements	STM-19-003	3	400,000					400,000
<b>Storm Fund Total</b>			625,000	410,000		200,000		1,235,000
<b>Vehicle Replacement Fund</b>								
Loader with Blower Attachment	AP-17-003	2	81,500					81,500
Riding Mower	AP-17-005	3	24,000					24,000
Power Broom	AP-19-002	3	1,250					1,250
Road Grader w/ wing	AP-20-001	3					78,000	78,000
3/4 Ton Utility Truck w Plow	AP-20-003	3		13,500				13,500
2019 Ford Edge	CD-19-001	2	30,000					30,000
Engineering Pickup	ENG-15-002	2	27,000	8,000		10,000	10,000	55,000
Survey Pickup	ENG-16-001	2			12,000			12,000
9703 Fire Engine Replacement	F-18-003	2		550,000				550,000
Engine 9702 Replacement	F-21-001	4			620,000			620,000
9712 Chief's Vehicle	F-23-002	3					42,000	42,000

<b>Source</b>	<b>Project #</b>	<b>Priority</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>
Truck - V	GB-13-017	2	50,000	40,000	45,000	40,000	150,000	325,000
Utility Trucksters (golf) - V	P&R-13-017	3			30,000		30,000	60,000
Pick-Up (golf) - V	P&R-13-025	2		40,000				40,000
Trucks - V	P&R-13-030	3	50,000	90,000	30,000	35,000		205,000
Grounds Equipment Vehicles - V	P&R-13-031	2	35,000	20,000	70,000	20,000	75,000	220,000
Marked Patrol Fleet	POL-13-002	2	96,000	64,000	128,000	64,000	64,000	416,000
Unmarked Patrol Fleet	POL-13-004	2	35,000			25,000		60,000
Street Sweeper	ST-13-003	1		150,000			175,000	325,000
Pickup Truck	ST-14-002	2	15,000	55,000	15,000	20,000	20,000	125,000
Front End Loader	ST-14-003	2				175,000		175,000
Snowblower	ST-14-007	1	90,000					90,000
1 Ton Truck with Plow	ST-15-007	2				40,000		40,000
Skid Steer Loader	ST-16-001	2	15,000	15,000	15,000	15,000	15,000	75,000
Hydraulic Arm Mower	ST-16-003	2		6,000			6,000	12,000
Tandem Axle Truck	ST-16-004	2	200,000				200,000	400,000
Tree chipper	ST-18-001	2		60,000				60,000
Mowing Tractor	ST-19-001	2	40,000					40,000
Rubber Tire Backhoe	ST-20-001	2		30,000				30,000
Asphalt Zipper	ST-20-002	2		75,000				75,000
Asphalt Paver	ST-21-001	2			200,000			200,000
Stump Grinder	ST-21-002	2			25,000			25,000
<b>Vehicle Replacement Fund Total</b>			789,750	1,216,500	1,190,000	444,000	865,000	4,505,250
<b>GRAND TOTAL</b>			7,395,500	11,335,650	23,015,300	33,725,300	18,477,400	93,949,150

City of Owatonna, Minnesota

Capital Improvement Plan

2019 thru 2023

**PROJECTS & FUNDING SOURCES BY DEPARTMENT**

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Administration</b>								
Server Replacements	ADM-13-002	2	25,000	26,000	27,000	28,000	29,000	135,000
Backup Storage	ADM-13-003	1	7,000					7,000
Networking Room Improvements	ADM-13-004	2	10,000	15,000				25,000
Annual Copier Replacement	ADM-13-010	2		20,000	20,000	20,000	20,000	80,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	30,000	30,000	30,000	30,000	150,000
Network Attached Storage (NAS)	ADM-17-001	1				35,000	40,000	75,000
Phone System Improvements	ADM-17-002	1	75,000					75,000
Financial Software Upgrade/New	ADM-21-001	3			250,000			250,000
<b>Administration Total</b>			147,000	91,000	327,000	113,000	119,000	797,000
<b>Capital Projects Fund Levy</b>			147,000	91,000	77,000	113,000	119,000	547,000
<b>Debt to be repaid with levy</b>					250,000			250,000
<b>Administration Total</b>			147,000	91,000	327,000	113,000	119,000	797,000
<b>Airport</b>								
Bituminous Apron Rehabilitation	AP-14-003	1				670,100		670,100
Environmental Assessment-South Bldg Area	AP-16-001	1		125,000				125,000
Airport Maint Bldg Extension Design-Build	AP-16-002	3					385,000	385,000
Loader with Blower Attachment	AP-17-003	2	310,000					310,000
Riding Mower	AP-17-005	3	80,000					80,000
Alternate Building Area	AP-18-002	3				10,820,000		10,820,000
Power Broom	AP-19-002	3	25,000					25,000
Automobile Parking Lot Crack Seal and Seal Coat	AP-19-003	2	47,000					47,000
Road Grader w/ wing	AP-20-001	3					260,000	260,000
3/4 Ton Utility Truck w Plow	AP-20-003	3		45,000				45,000
<b>Airport Total</b>			462,000	170,000		11,490,100	645,000	12,767,100
<b>Capital Projects Fund Levy</b>			14,100	12,500		53,628		80,228
<b>Debt Levy for LT Facilities Needs</b>							115,500	115,500
<b>FAA</b>			211,500	112,500		440,567		764,567
<b>FAA - other</b>						41,905		41,905
<b>Other funding source</b>			24,000			3,246,000		3,270,000
<b>State Aid</b>			105,650	31,500		7,708,000	451,500	8,296,650
<b>Vehicle Replacement Fund</b>			106,750	13,500			78,000	198,250
<b>Airport Total</b>			462,000	170,000		11,490,100	645,000	12,767,100

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Community Development</b>								
2019 Ford Edge	CD-19-001	2	30,000					30,000
<b>Community Development Total</b>			30,000					30,000
<b>Vehicle Replacement Fund</b>			30,000					30,000
<b>Community Development Total</b>			30,000					30,000
<b>Engineering</b>								
Engineering Pickup	ENG-15-002	2	27,000	8,000		10,000	10,000	55,000
Survey Pickup	ENG-16-001	2			12,000			12,000
Replace GPS	ENG-18-001	2			30,000		30,000	60,000
<b>Engineering Total</b>			27,000	8,000	42,000	10,000	40,000	127,000
<b>Capital Projects Fund Levy</b>					30,000		30,000	60,000
<b>Vehicle Replacement Fund</b>			27,000	8,000	12,000	10,000	10,000	67,000
<b>Engineering Total</b>			27,000	8,000	42,000	10,000	40,000	127,000
<b>Fire</b>								
Flooring Replacement	F-13-003	3			14,000			14,000
Emergency Warning Sirens	F-13-008	2	14,000		17,000		17,000	48,000
Thermal Imager Camera	F-14-009	3		14,000				14,000
2nd Fire Station	F-16-002	2				1,325,000		1,325,000
Fire Hall Roof - Towers	F-16-007	2	60,000					60,000
Sand Bag Machine	F-17-002	3		6,000				6,000
Yamaha Viking ATV	F-17-003	3		9,850				9,850
9703 Fire Engine Replacement	F-18-003	2		550,000				550,000
Fire Station Building Tuck Pointing	F-18-006	3			310,000			310,000
Fire Station Vehicle Exhaust System	F-19-002	1	75,000					75,000
Fire Station Decontamination Area	F-19-005	3		80,000				80,000
Engine 9702 Replacement	F-21-001	4			620,000			620,000
9712 Chief's Vehicle	F-23-002	3					42,000	42,000
<b>Fire Total</b>			149,000	659,850	961,000	1,325,000	59,000	3,153,850
<b>Building Maintenance Fund</b>			60,000		324,000			384,000
<b>Capital Projects Fund Levy</b>			89,000	109,850	17,000		17,000	232,850
<b>Debt Levy for LT Facilities Needs</b>						1,325,000		1,325,000
<b>Vehicle Replacement Fund</b>				550,000	620,000		42,000	1,212,000
<b>Fire Total</b>			149,000	659,850	961,000	1,325,000	59,000	3,153,850
<b>Government Buildings</b>								
Carpenter Shop Roof - C	GB-13-002	2			28,000			28,000
City Hall Roof - C-T	GB-13-005	2	1,600,000					1,600,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2			25,000			25,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Henderson Hall Roof - C	GB-13-008	1	20,000					20,000
Seniorplace Kitchen Remodel - C	GB-13-010	2	125,600					125,600
Tennis Center Carpet and Paint - C	GB-13-013	3		10,000				10,000
Fitness Center Track & 3rd Floor Flooring - C	GB-13-014	3		10,000				10,000
Morehouse Chalet Roof - C	GB-13-016	3			18,000			18,000
Truck - V	GB-13-017	2	50,000	40,000	45,000	40,000	150,000	325,000
SeniorPlace Roof - C	GB-15-001	2	30,000					30,000
Merrill Hall Steps - C	GB-16-001	2				20,000		20,000
West Hills Elevators - T	GB-16-002	2	50,000					50,000
Merrill Hall Rubber Roofs - C	GB-16-005	3			80,000			80,000
Tennis & Fitness Center Restrooms - C	GB-16-009	3					100,000	100,000
Merrill Hall Heating & Cooling - C	GB-17-001	2		550,000				550,000
SeniorPlace Make-Up Air Units - C	GB-18-001	2				45,000		45,000
Merrill Hall Shingles - C	GB-19-001	3		25,000				25,000
Tennis & Fitness Center Pool Hallway Flooring - C	P&R-18-002	3		6,000				6,000
<b>Government Buildings Total</b>			1,875,600	641,000	196,000	105,000	250,000	3,067,600

<b>Building Maintenance Fund</b>			60,000	545,000	126,000	65,000	100,000	896,000
<b>Capital Projects Fund Levy</b>				6,000	25,000			31,000
<b>Capital Projects Fund Reserves</b>			800,000					800,000
<b>Other funding source</b>			25,000	50,000				75,000
<b>Other Grant Funds</b>			90,600					90,600
<b>Residual Sales Tax Funds</b>			850,000					850,000
<b>Vehicle Replacement Fund</b>			50,000	40,000	45,000	40,000	150,000	325,000
<b>Government Buildings Total</b>			1,875,600	641,000	196,000	105,000	250,000	3,067,600

<b>Library</b>								
Replace furniture in Children's and Adult Services	LIB-13-003	2		25,000				25,000
Library Window Replacement - Reading Room	LIB-13-008	3					92,400	92,400
Painting	LIB-13-012	2	15,000					15,000
Library Clay Tile Roof	LIB-17-002	1		240,000				240,000
<b>Library Total</b>			15,000	265,000			92,400	372,400

<b>Building Maintenance Fund</b>				240,000			92,400	332,400
<b>Capital Projects Fund Levy</b>			15,000	25,000				40,000
<b>Library Total</b>			15,000	265,000			92,400	372,400

<b>Parks and Recreation</b>								
Utility Trucksters (golf) - V	P&R-13-017	3			30,000		30,000	60,000
Brooktree Central & Satellite Cont Irrigation-C/I	P&R-13-018	2	45,000					45,000
Tennis and Fitness Center Equipment - C	P&R-13-023	3	10,000	10,000	10,000	10,000	10,000	50,000
Pick-Up (golf) - V	P&R-13-025	2		40,000				40,000
Dart's Park Baseball Irrigation - C	P&R-13-026	3				80,000		80,000
Backstops - C - O	P&R-13-027	3		25,000				25,000
In Line Rink Re-Surfacing - C	P&R-13-029	1	20,000					20,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
Trucks - V	P&R-13-030	3	50,000	90,000	30,000	35,000		205,000
Grounds Equipment Vehicles - V	P&R-13-031	2	35,000	20,000	70,000	20,000	75,000	220,000
Play Equipment - C - G	P&R-13-034	2		75,000		80,000		155,000
Trail Overlay - C	P&R-13-037	3	20,000	20,000	20,000	20,000	50,000	130,000
Morehouse Diamond Lights - C - G	P&R-13-038	4				150,000		150,000
Parking Lot Lights - C	P&R-13-039	3				30,000	30,000	60,000
Restroom Updates - C	P&R-13-040	3			20,000	20,000	20,000	60,000
Ski Trail Groomer - C	P&R-13-042	4		15,000				15,000
Central Park Fountain - G	P&R-13-045	3		40,000				40,000
Dartt's Park East Parking Lot - C O	P&R-17-002	1		100,000				100,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2		20,000	30,000	10,000		60,000
Tennis & Fitness Center Pool - C	P&R-17-006	1				100,000		100,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3	66,900			75,000		141,900
Brooktree Clubhouse Carpet Replacement - C	P&R-18-003	1			15,000			15,000
Park Bridge Repairs	P&R-18-004	3	12,000	12,000	12,000	12,000	12,000	60,000
Pickleball Court Lights - C O	P&R-19-001	4				30,000		30,000
Dartt's Park West Parking Lot - C	P&R-19-002	2					180,000	180,000
Brown Park Tennis Court Replacement - C	P&R-19-003	3				30,000		30,000
Morehouse Bridge	P&R-19-004	1	23,000					23,000
Kohlmier Beach House Improvements	P&R-19-005	3	12,000					12,000
Tennis and Fitness Center Court Resurfacing - C	P&R-20-002	3	30,000					30,000
River Springs Water Park Shade Structure - C	P&R-20-003	5					15,000	15,000
Skate Park Overlay	P&R-20-004	3		30,000				30,000
River Springs Water Park Lights	P&R-20-005	5		20,000				20,000
River Springs Water Park Slide,Feature Adds - C	P&R-21-003	5			150,000		45,000	195,000
<b>Parks and Recreation Total</b>			323,900	517,000	387,000	702,000	467,000	2,396,900

<b>Building Maintenance Fund</b>			12,000		15,000	100,000		127,000
<b>Capital Projects Fund Levy</b>			139,900	197,500	200,000	500,000	290,000	1,327,400
<b>General Fund</b>			42,000	42,000	42,000	42,000	72,000	240,000
<b>Imprelis Settlement</b>			45,000					45,000
<b>Other funding source</b>				62,500				62,500
<b>Other Grant Funds</b>				65,000		5,000		70,000
<b>Vehicle Replacement Fund</b>			85,000	150,000	130,000	55,000	105,000	525,000
<b>Parks and Recreation Total</b>			323,900	517,000	387,000	702,000	467,000	2,396,900

<b>Police</b>								
Repair LEC parking lot	19-POL-001	2	80,000					80,000
Marked Patrol Fleet	POL-13-002	2	96,000	64,000	128,000	64,000	64,000	416,000
Unmarked Patrol Fleet	POL-13-004	2	45,000			25,000		70,000
New Public Safety Facility	POL-22-001	3				2,300,000		2,300,000
<b>Police Total</b>			221,000	64,000	128,000	2,389,000	64,000	2,866,000

<b>Debt Levy for LT Facilities Needs</b>						2,300,000		2,300,000
<b>Debt to be repaid with levy</b>			80,000					80,000
<b>Other funding source</b>			10,000					10,000
<b>Vehicle Replacement Fund</b>			131,000	64,000	128,000	89,000	64,000	476,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Police Total</b>			221,000	64,000	128,000	2,389,000	64,000	2,866,000
<b>Storm Water</b>								
NW Industrial Park Pond - 06a	STM-16-001	2				200,000		200,000
Sunnydale Pond Storm Sewer Reconstruct	STM-18-001	3	25,000					25,000
Cardinal Drive rehab	STM-19-001	2	200,000	300,000				500,000
Smith Ave/17th Street SE Impr - Bueckler Park	STM-19-002	2		110,000				110,000
Selby Avenue Storm Improvements	STM-19-003	3	400,000					400,000
<b>Storm Water Total</b>			625,000	410,000		200,000		1,235,000
<b>Storm Fund</b>			625,000	410,000		200,000		1,235,000
<b>Storm Water Total</b>			625,000	410,000		200,000		1,235,000
<b>Street Construction</b>								
Bituminous Overlays	STR-14-001	3	160,000	160,000	160,000	160,000	175,000	815,000
Annual Street and Utility	STR-16-001	2	1,688,000	1,533,800	1,514,300	1,531,200	1,500,000	7,767,300
State Aid Streets	STR-17-002	2	650,000	1,700,000	3,050,000	2,650,000	1,750,000	9,800,000
Parking lots	STR-18-001	2		125,000	300,000	300,000	300,000	1,025,000
Traffic Signal	STR-19-001	3			100,000		100,000	200,000
Bridge Street Reconstruction	STR-21-002	2			3,050,000			3,050,000
<b>Street Construction Total</b>			2,498,000	3,518,800	8,174,300	4,641,200	3,825,000	22,657,300
<b>Debt to be repaid with assessments</b>			677,000	650,000	800,000	850,000	900,000	3,877,000
<b>Debt to be repaid with levy</b>			1,161,000	1,096,300	1,314,300	1,331,200	1,300,000	6,202,800
<b>Federal Highway Funds</b>					3,800,000			3,800,000
<b>General Fund</b>			160,000	160,000	160,000	160,000	175,000	815,000
<b>Other Grant Funds</b>				62,500				62,500
<b>State Aid</b>			500,000	1,550,000	2,100,000	2,300,000	1,450,000	7,900,000
<b>Street Construction Total</b>			2,498,000	3,518,800	8,174,300	4,641,200	3,825,000	22,657,300
<b>Street Maintenance</b>								
Street Sweeper	ST-13-003	1		150,000			175,000	325,000
Pickup Truck	ST-14-002	2	15,000	55,000	15,000	20,000	20,000	125,000
Front End Loader	ST-14-003	2				175,000		175,000
Snowblower	ST-14-007	1	90,000					90,000
1 Ton Truck with Plow	ST-15-007	2				40,000		40,000
Skid Steer Loader	ST-16-001	2	15,000	15,000	15,000	15,000	15,000	75,000
Hydraulic Arm Mower	ST-16-003	2		6,000			6,000	12,000
Tandem Axle Truck	ST-16-004	2	200,000				200,000	400,000
Tree chipper	ST-18-001	2		60,000				60,000
Mowing Tractor	ST-19-001	2	40,000					40,000
Rubber Tire Backhoe	ST-20-001	2		30,000				30,000
Asphalt Zipper	ST-20-002	2		75,000				75,000
Asphalt Paver	ST-21-001	2			200,000			200,000

<b>Department</b>	<b>Project #</b>	<b>Priority</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>
Stump Grinder	ST-21-002	2			25,000			25,000
City Maintenance Facility	ST-25-001	2	150,000					150,000
<b>Street Maintenance Total</b>			510,000	391,000	255,000	250,000	416,000	1,822,000
<b>Building Maintenance Fund</b>			150,000					150,000
<b>Vehicle Replacement Fund</b>			360,000	391,000	255,000	250,000	416,000	1,672,000
<b>Street Maintenance Total</b>			510,000	391,000	255,000	250,000	416,000	1,822,000
<b>Wastewater Treatment Plant</b>								
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3	12,000		45,000			57,000
Plant Expansion	WTP-20-001	2		4,000,000	12,000,000	12,000,000	12,000,000	40,000,000
Semi Tractor Replacement	WTP-20-002	3		100,000				100,000
<b>Wastewater Treatment Plant Total</b>			512,000	4,600,000	12,545,000	12,500,000	12,500,000	42,657,000
<b>Sewer Fund</b>			512,000	4,600,000	12,545,000	12,500,000	12,500,000	42,657,000
<b>Wastewater Treatment Plant Total</b>			512,000	4,600,000	12,545,000	12,500,000	12,500,000	42,657,000
<b>Grand Total</b>			7,395,500	11,335,650	23,015,300	33,725,300	18,477,400	93,949,150

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

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

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Tax Levies	8,770,153	8,723,000	9,333,051	9,303,026	4,835,507	9,672,143	10,452,376
	Other Taxes	346,778	328,500	348,770	342,500	166,824	342,000	342,000
	Licenses & Permits	82,730	79,405	84,113	80,155	74,180	81,875	80,775
	Intergovernmental Revenue	4,111,108	4,110,917	4,131,322	4,125,573	2,133,210	4,288,379	4,300,408
	Charges for Services	572	0	9	0	3	0	0
	Fines & Forfeits	2,500	500	106	500	2,000	500	500
	<b>Total Revenues</b>	<b>13,313,841</b>	<b>13,242,322</b>	<b>13,897,371</b>	<b>13,851,754</b>	<b>7,211,724</b>	<b>14,384,897</b>	<b>15,176,059</b>
	PT/Seasonal Wages	67,800	67,800	67,800	67,800	33,900	67,800	72,600
	Benefits	5,519	5,425	4,721	5,560	2,356	4,711	4,999
	<b>PERSONAL SERVICES</b>	<b>73,319</b>	<b>73,225</b>	<b>72,521</b>	<b>73,360</b>	<b>36,256</b>	<b>72,511</b>	<b>77,599</b>
	Supplies	885	700	1,061	700	556	700	700
	<b>SUPPLIES</b>	<b>885</b>	<b>700</b>	<b>1,061</b>	<b>700</b>	<b>556</b>	<b>700</b>	<b>700</b>
	Professional Services	1,326	4,000	3,813	4,000	3,707	6,000	11,300
	Communication	400	360	519	410	178	410	410
	Vehicle, Travel & Training	11,332	8,000	11,308	11,000	5,553	10,000	10,000
	Advertising & Promotion	12,393	15,000	12,867	15,000	3,373	15,000	14,000
	Memberships & Subscriptions	65,715	68,000	67,743	72,000	49,304	74,000	76,000
	Insurance	65,350	51,770	40,110	51,695	15,188	51,395	52,280
	Other Services & Charges	16,853	51,866	47,291	74,366	13,277	175,366	124,311
	Refunds & Reimbursements	0	0	0	0	1,000	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>173,369</b>	<b>198,996</b>	<b>183,651</b>	<b>228,471</b>	<b>91,580</b>	<b>332,171</b>	<b>288,301</b>
	<b>TRANSFERS OUT</b>	<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>447,573</b>	<b>472,921</b>	<b>257,233</b>	<b>302,531</b>	<b>128,392</b>	<b>405,382</b>	<b>366,600</b>
	<b>Net Revenue</b>	<b>12,866,268</b>	<b>12,769,401</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>7,083,332</b>	<b>13,979,515</b>	<b>14,809,459</b>
	<b>Total for PROG 100: MAYOR &amp; COUNCIL</b>	<b>12,866,268</b>	<b>12,769,401</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>7,083,332</b>	<b>13,979,515</b>	<b>14,809,459</b>
	<b>Total for DEPT 010: MAYOR &amp; COUNCIL</b>	<b>12,866,268</b>	<b>12,769,401</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>7,083,332</b>	<b>13,979,515</b>	<b>14,809,459</b>

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

DEPT 051: ADMINISTRATIVE SERVICES  
 PROG 110: ADMINISTRATIVE SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	942	1,000	2,203	1,000	957	1,000	1,000
	Interest on Investments	46,174	90,000	95,148	90,000	67,612	90,000	98,000
	Total Revenues	47,116	91,000	97,351	91,000	68,569	91,000	99,000
	FT Wages	267,745	243,974	281,592	268,738	95,362	187,454	199,551
	PT/Seasonal Wages	20,417	23,702	20,924	24,926	0	1,500	1,500
	Benefits	90,901	79,903	95,697	93,355	28,212	53,089	57,232
	PERSONAL SERVICES	379,063	347,579	398,213	387,019	123,574	242,043	258,283
	Supplies	3,187	2,000	2,605	2,500	485	1,250	1,250
	Small Tools & Equipment	196	500	190	500	2,762	5,000	300
	SUPPLIES	3,383	2,500	2,795	3,000	3,247	6,250	1,550
	Professional Services	22,480	26,000	54,175	24,000	0	0	0
	Communication	2,416	1,950	2,169	1,950	881	1,200	1,200
	Vehicle, Travel & Training	11,517	10,700	13,387	14,520	4,890	9,340	10,540
	Advertising & Promotion	905	200	327	200	63	300	300
	Memberships & Subscriptions	1,867	1,500	1,770	2,000	1,456	1,600	1,600
	Insurance	5,310	5,310	5,085	5,085	3,139	4,185	6,840
	Repairs	9,990	10,000	11,110	10,000	0	310	310
	OTHER SERVICES & CHARGES	54,485	55,660	88,023	57,755	10,429	16,935	20,790
	Total Expenditures	436,931	405,739	489,031	447,774	137,250	265,228	280,623
	Net Revenue	-389,815	-314,739	-391,680	-356,774	-68,681	-174,228	-181,623
	Total for PROG 110: ADMINISTRATIVE SERVICES	-389,815	-314,739	-391,680	-356,774	-68,681	-174,228	-181,623

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Administration 051-110**

**2018 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

Guided staff in implementation of strategic plan

Developed 2019 budget consistent with council priorities

New website was completed. Improving functionality and information for the public

Public Access Channel administered by city. Installed upgraded equipment for uploads and community calendar

Assisted with selection of new OPU general manager

Assisting with Census 2020 and formation of Complete Count Committee

Appointed Community Development Director as interim Park & Rec Director.

Assisted with major community development projects

- Retained city Aa2 bond rating

- Continued lobbying efforts for Highway 14

Developed social media policy

- Continued staff development, executive leadership training, city clerk training

**2019 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

- Continue to explore appropriate use of technology to improve effectiveness.

- Review employment policies, practices and compensation plans to enhance our ability to attract and retain top talent.

Begin promotion phase of 2020 census

Increase collaboration and teamwork between departments

- Continue implementing technology study findings

- 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	FT Wages	0	0	0	0	47,292	93,776	100,159
	PT/Seasonal Wages	0	0	0	0	12,049	24,567	26,240
	Benefits	0	0	0	0	23,046	44,364	57,094
	PERSONAL SERVICES	0	0	0	0	82,387	162,707	183,493
	Supplies	0	0	0	0	396	1,250	1,250
	Small Tools & Equipment	0	0	0	0	0	500	0
	SUPPLIES	0	0	0	0	396	1,750	1,250
	Professional Services	0	0	0	0	2,026	20,000	20,000
	Communication	0	0	0	0	83	1,200	1,200
	Vehicle, Travel & Training	0	0	0	0	2,444	12,400	11,200
	Memberships & Subscriptions	0	0	0	0	0	400	600
	Repairs	0	0	0	0	0	5,710	6,193
	Other Services & Charges	0	0	0	0	31,908	54,000	45,000
	OTHER SERVICES & CHARGES	0	0	0	0	36,461	93,710	84,193
	Total Expenditures	0	0	0	0	119,244	258,167	268,936
	Net Revenue	0	0	0	0	-119,244	-258,167	-268,936
	Total for PROG 115: HUMAN RESOURCES	0	0	0	0	-119,244	-258,167	-268,936

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Human Resources 051-115**

**2018 Accomplishments**

- \*Development and implementation of UltiPro payroll system
  
- \*Implementation of time clocks
- \*Development and implementation of onboarding through UltiPro
- \*Lean process with seasonal/temporary hiring process
- \*Leadership training opportunities provided to staff
- \*Continued work on Laserfische/document management system
- \*Accepted and implemented Wellness Grant from Southeast Service Cooperative
- \*City employee appreciation events
- \*Oversaw and established the recruitment of hiring 15 regular full-time and part-time staff

**2019 Goals**

- \*City wide employee training – HR Topic
  
- \*Survey employees for future growth and development opportunities
- \*RFP Health Insurance
- \*Develop and implement online health enrollment
- \*City employee appreciation events

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

PROG 120: ELECTIONS

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	17,171	22,000	4,394	8,000	0	18,000	8,400
	Total Revenues	17,171	22,000	4,394	8,000	0	18,000	8,400
	FT Wages	4,231	5,368	71	5,859	0	6,130	6,532
	PT/Seasonal Wages	20,064	26,500	0	0	0	26,500	0
	Benefits	1,354	1,120	10	1,198	0	1,241	1,304
	PERSONAL SERVICES	25,649	32,988	81	7,057	0	33,871	7,836
	Supplies	80	2,750	0	0	0	80	0
	SUPPLIES	80	2,750	0	0	0	80	0
	Communication	5	0	0	0	0	5	0
	Advertising & Promotion	125	350	0	0	0	125	0
	Other Services & Charges	608	500	8,787	9,000	2,242	9,000	9,000
	OTHER SERVICES & CHARGES	738	850	8,787	9,000	2,242	9,130	9,000
	Total Expenditures	26,467	36,588	8,868	16,057	2,242	43,081	16,836
	Net Revenue	-9,296	-14,588	-4,474	-8,057	-2,242	-25,081	-8,436
	Total for PROG 120: ELECTIONS	-9,296	-14,588	-4,474	-8,057	-2,242	-25,081	-8,436

**CITY OF OWATONNA 2019 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	11,005	9,750	11,720	9,750	5,130	10,000	10,000
	Transfers	59,848	51,000	62,521	59,500	13,500	54,500	57,000
	<b>Total Revenues</b>	<b>70,853</b>	<b>60,750</b>	<b>74,241</b>	<b>69,250</b>	<b>18,630</b>	<b>64,500</b>	<b>67,000</b>
	FT Wages	216,378	223,501	238,782	239,824	120,845	244,603	250,460
	PT/Seasonal Wages	9,059	0	17,165	18,112	9,249	18,989	25,346
	OT/Holiday/Other	371	1,000	0	1,000	398	1,000	1,000
	Benefits	82,675	86,874	87,993	92,288	40,303	82,541	80,917
	<b>PERSONAL SERVICES</b>	<b>308,483</b>	<b>311,375</b>	<b>343,940</b>	<b>351,224</b>	<b>170,795</b>	<b>347,133</b>	<b>357,723</b>
	Supplies	8,295	7,500	6,681	7,500	3,523	8,000	8,000
	Small Tools & Equipment	1,428	750	1,387	750	190	750	750
	<b>SUPPLIES</b>	<b>9,723</b>	<b>8,250</b>	<b>8,068</b>	<b>8,250</b>	<b>3,713</b>	<b>8,750</b>	<b>8,750</b>
	Professional Services	30,568	32,000	33,550	31,000	25,930	41,000	35,000
	Communication	2,022	2,000	1,716	2,000	1,144	2,000	2,000
	Vehicle, Travel & Training	4,045	3,900	5,781	6,400	2,932	7,400	7,500
	Advertising & Promotion	621	0	68	0	0	0	0
	Printing	460	1,500	416	500	46	500	500
	Memberships & Subscriptions	1,028	1,000	1,237	1,250	400	1,250	1,250
	Insurance	2,950	2,950	2,825	2,825	1,744	2,325	3,800
	Repairs	36,890	34,000	34,531	33,250	33,294	33,600	26,000
	Other Services & Charges	0	7,500	0	2,500	31,008	45,000	45,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>78,584</b>	<b>84,850</b>	<b>80,124</b>	<b>79,725</b>	<b>96,498</b>	<b>133,075</b>	<b>121,050</b>
	<b>Total Expenditures</b>	<b>396,790</b>	<b>404,475</b>	<b>432,132</b>	<b>439,199</b>	<b>271,006</b>	<b>488,958</b>	<b>487,523</b>
	<b>Net Revenue</b>	<b>-325,937</b>	<b>-343,725</b>	<b>-357,891</b>	<b>-369,949</b>	<b>-252,376</b>	<b>-424,458</b>	<b>-420,523</b>
	<b>Total for PROG 130: FINANCE</b>	<b>-325,937</b>	<b>-343,725</b>	<b>-357,891</b>	<b>-369,949</b>	<b>-252,376</b>	<b>-424,458</b>	<b>-420,523</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Finance 051-130**

**2018 Accomplishments**

- Received the City's 7th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2017 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 the new payroll service, UltiPro, which is a software as a service subscription. This has eliminated many manual processes and created unmeasurable efficiencies in all departments.

**2019 Goals**

- Continue to implement additional tools available through UltiPro as staff becomes more comfortable with the software.
- 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	FT Wages	176,121	163,050	229,442	229,616	118,268	239,159	252,842
	OT/Holiday/Other	0	0	1,567	2,000	805	2,000	2,000
	Benefits	68,517	63,438	86,459	87,969	44,637	89,429	95,931
	<b>PERSONAL SERVICES</b>	<b>244,638</b>	<b>226,488</b>	<b>317,468</b>	<b>319,585</b>	<b>163,710</b>	<b>330,588</b>	<b>350,773</b>
	Supplies	278	0	639	1,000	330	550	550
	Repair Supplies	0	0	657	1,000	0	1,000	1,000
	Small Tools & Equipment	51,978	54,000	67,432	56,500	30	56,000	75,800
	<b>SUPPLIES</b>	<b>52,256</b>	<b>54,000</b>	<b>68,728</b>	<b>58,500</b>	<b>360</b>	<b>57,550</b>	<b>77,350</b>
	Communication	10,087	17,000	10,472	11,000	4,497	17,000	11,000
	Transportation (VRF)	0	0	3,360	3,360	3,000	6,000	6,000
	Vehicle, Travel & Training	4,642	11,050	3,387	5,540	1,020	6,540	6,540
	Insurance	1,770	1,770	1,695	1,695	1,046	1,395	2,280
	Repairs	70,568	71,200	78,021	78,000	45,424	78,000	106,000
	Rents/Leases	0	0	0	0	0	0	11,500
	Other Services & Charges	63,982	41,500	31,340	36,500	12,888	25,500	10,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>151,049</b>	<b>142,520</b>	<b>128,275</b>	<b>136,095</b>	<b>67,875</b>	<b>134,435</b>	<b>153,820</b>
	<b>Total Expenditures</b>	<b>447,943</b>	<b>423,008</b>	<b>514,471</b>	<b>514,180</b>	<b>231,945</b>	<b>522,573</b>	<b>581,943</b>
	<b>Net Revenue</b>	<b>-447,943</b>	<b>-423,008</b>	<b>-514,471</b>	<b>-514,180</b>	<b>-231,945</b>	<b>-522,573</b>	<b>-581,943</b>
	<b>Total for PROG 140: TECHNOLOGY</b>	<b>-447,943</b>	<b>-423,008</b>	<b>-514,471</b>	<b>-514,180</b>	<b>-231,945</b>	<b>-522,573</b>	<b>-581,943</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Technology Coordinator 051-140**

**2018 Accomplishments**

Migrated all City staff voicemails to Office 365

New City website was launched May 31st

Renovating the City Hall basement networking room as a second sever room for disaster planning

Migrated to a new and less expensive data storage system

**2019 Goals**

Complete transition to a new phone system

Continue Disaster recovery planning - Documenting the process

Expand the use of Laserfiche document management software

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

DEPT 060: CITY ATTORNEYS

PROG 150: CITY ATTORNEYS

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Benefits	5,269	6,511	5,269	6,539	2,765	6,539	7,051
	PERSONAL SERVICES	5,269	6,511	5,269	6,539	2,765	6,539	7,051
	Supplies	0	0	0	1,500	0	1,500	500
	SUPPLIES	0	0	0	1,500	0	1,500	500
	Professional Services	219,797	234,310	230,611	233,810	115,125	239,000	241,350
	Communication	218	600	401	0	111	200	200
	Memberships & Subscriptions	3,342	3,200	3,199	3,500	2,563	3,500	3,500
	OTHER SERVICES & CHARGES	223,357	238,110	234,211	237,310	117,799	242,700	245,050
	Total Expenditures	228,626	244,621	239,480	245,349	120,564	250,739	252,601
	Net Revenue	-228,626	-244,621	-239,480	-245,349	-120,564	-250,739	-252,601
	Total for PROG 150: CITY ATTORNEYS	-228,626	-244,621	-239,480	-245,349	-120,564	-250,739	-252,601
	Total for DEPT 060: CITY ATTORNEYS	-228,626	-244,621	-239,480	-245,349	-120,564	-250,739	-252,601

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

DEPT 110: POLICE

PROG 200: POLICE DEPARTMENT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	21,553	20,150	24,065	21,150	0	22,500	22,500
	Charges for Services	1,418	2,400	5,049	1,140	642	4,400	1,000
	Miscellaneous	1,000	0	0	0	0	0	0
	<b>Total Revenues</b>	<b>23,971</b>	<b>22,550</b>	<b>29,114</b>	<b>22,290</b>	<b>642</b>	<b>26,900</b>	<b>23,500</b>
	FT Wages	339,088	334,306	357,776	357,495	184,091	373,647	397,649
	OT/Holiday/Other	0	0	78	0	0	0	0
	Benefits	112,977	109,395	99,022	99,350	50,954	102,370	111,293
	<b>PERSONAL SERVICES</b>	<b>452,065</b>	<b>443,701</b>	<b>456,876</b>	<b>456,845</b>	<b>235,045</b>	<b>476,017</b>	<b>508,942</b>
	Supplies	51	0	0	0	0	0	0
	Small Tools & Equipment	1,443	0	0	0	0	0	0
	<b>SUPPLIES</b>	<b>1,494</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Transportation (VRF)	9,000	9,000	0	0	0	0	0
	Memberships & Subscriptions	50	0	0	0	0	0	0
	Insurance	2,580	2,580	2,460	2,460	1,541	2,055	3,710
	Other Services & Charges	0	2,000	0	0	0	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>11,630</b>	<b>13,580</b>	<b>2,460</b>	<b>2,460</b>	<b>1,541</b>	<b>2,055</b>	<b>3,710</b>
	<b>Total Expenditures</b>	<b>465,189</b>	<b>457,281</b>	<b>459,336</b>	<b>459,305</b>	<b>236,586</b>	<b>478,072</b>	<b>512,652</b>
	<b>Net Revenue</b>	<b>-441,218</b>	<b>-434,731</b>	<b>-430,222</b>	<b>-437,015</b>	<b>-235,944</b>	<b>-451,172</b>	<b>-489,152</b>
	<b>Total for PROG 200: POLICE DEPARTMENT</b>	<b>-441,218</b>	<b>-434,731</b>	<b>-430,222</b>	<b>-437,015</b>	<b>-235,944</b>	<b>-451,172</b>	<b>-489,152</b>

## CITY OF OWATONNA 2019 PROGRAM BUDGETS

### Public Safety - Police Administration 110-200

#### 2018 Accomplishments

- Reduced Part 1 crimes by 23.93%, reduced Part 2 crimes by 35.38%, and an overall reduction of 30.11%.
- Participated in over 100 community engagements that build trust and legitimacy between police and the community.
- Designed and constructed a new cafeteria and workout facility.
- Financial management resulted in expenditures being 2.68% below the proposed budget.
- Created an Organizational Improvement Team (OIT).
- Participated in the 3rd Annual Promoting Peace Conference.
- Moonlighter's Exchange Club presented the 4th Annual Police Officer of the Year.
- Participated in the research, design and implementation of our new website.
- Conducted a staffing analysis that focused on months of service by FTE police officers.

#### 2019 Goals

- Conduct digital imaging of documents with indexing, character recognition, and other search modes consistent with needed business processes within the Records Clerk division.
- Improve communication methods and delivery systems that convey the intent and focus on the timely delivery of messages to the intended audiences.
- Add an additional FTE police officer to fill gap of service months.
- Use forfeiture funds to enhance operations
- Participate in a new role with community non-profit or service organization.
- Maintain a crime rate that is lower than the state average amongst our population category (25,000-49,999).
- Participate in the 4th Annual Promoting Peace Conference
- Focus on internal and external problems that prevent public safety professionals from providing high quality service to the community.
- Share experiences with the youth, school district, businesses, faith-based institutions, non-profits, and all segments of the community.
- Examine hiring practices to better involve the community in recruiting and screening of recruits.
- Monitor compliance with financial management policies and revise if necessary.
- Research and implement Body Worn Cameras (BWC).
- Participate in a mental health diversion workgroup.

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

PROG 210: PATROL SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	207,776	182,313	234,041	213,630	1,082	227,130	236,130
	Charges for Services	7,042	4,900	8,790	8,000	1,928	10,200	4,000
	Fines & Forfeits	127,509	188,600	145,504	139,900	91,122	142,400	167,400
	Total Revenues	342,327	375,813	388,335	361,530	94,132	379,730	407,530
	FT Wages	1,645,203	1,637,572	1,643,619	1,679,599	810,424	1,734,213	1,819,274
	OT/Holiday/Other	186,763	187,685	198,597	214,685	83,115	214,685	214,685
	Benefits	648,758	640,665	671,168	669,413	340,569	688,152	749,886
	PERSONAL SERVICES	2,480,724	2,465,922	2,513,384	2,563,697	1,234,108	2,637,050	2,783,845
	Supplies	1,521	1,700	1,663	1,700	0	3,500	3,500
	SUPPLIES	1,521	1,700	1,663	1,700	0	3,500	3,500
	Professional Services	0	1,000	0	1,000	0	1,000	0
	Transportation (VRF)	80,000	80,000	0	0	0	0	0
	Vehicle, Travel & Training	280	0	0	0	184	0	0
	Memberships & Subscriptions	216	0	0	0	0	0	0
	Insurance	36,120	36,120	35,098	34,440	21,578	28,770	51,940
	Repairs	192	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	116,808	117,120	35,098	35,440	21,762	29,770	51,940
	CAPITAL OUTLAY	21,549	0	0	0	0	0	0
	Total Expenditures	2,620,602	2,584,742	2,550,145	2,600,837	1,255,870	2,670,320	2,839,285
	Net Revenue	-2,278,275	-2,208,929	-2,161,810	-2,239,307	-1,161,738	-2,290,590	-2,431,755
	Total for PROG 210: PATROL SERVICES	-2,278,275	-2,208,929	-2,161,810	-2,239,307	-1,161,738	-2,290,590	-2,431,755

## CITY OF OWATONNA 2019 PROGRAM BUDGETS

### Public Safety - Police Patrol Services 110-210

#### 2018 Accomplishments

- Significant efforts were directed towards traffic enforcement. Officers conducted 5,200 traffic stops.
- Continue to revisit the interactions with the City of Owatonna Landlord Association (COLA)
- Improved Less Lethal Weapon Systems in Marked Fleet
- Hired 5 licensed police officers and 3 community service officers in FY2017
- Created a Preventing Organized Retail Theft and Area Loss (PORTAL) program.
- Participated in Night to Unite. 37 Block Parties & 1,572 Attendees.
- Used Patrol Online use of force curriculum, and expanded on our current training program with micro trainings throughout the year.
- Responded to 41,758 events.

#### 2019 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
- Focus on PORTAL
- Review and update policies, training, and data collection on use of force. Emphasize de-escalation and alternatives to arrest or summons in situations where appropriate. Policies and training should include shoot/don't shoot scenarios and the use of less than lethal technologies.
- Crisis Intervention & Mental Illness Crisis Training.
- Conflict Management & Mediation Training.
- Recognizing & Valuing Community Diversity & Cultural Differences to include Implicit Bias Training.
- Create a social media presence in the community.
- Purchase a canine. Identify a new handler and provide training for both. Achieve certification(s) that meet community needs.

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

PROG 220: CRIMINAL INVESTIGATION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	182,780	173,240	190,739	189,985	74,888	196,775	197,775
	Charges for Services	36,761	21,600	33,388	31,000	6,896	20,000	33,000
	<b>Total Revenues</b>	<b>219,541</b>	<b>194,840</b>	<b>224,127</b>	<b>220,985</b>	<b>81,784</b>	<b>216,775</b>	<b>230,775</b>
	FT Wages	460,900	525,412	555,471	545,362	273,104	569,530	589,267
	OT/Holiday/Other	67,595	42,000	52,011	50,000	26,722	50,000	50,000
	Benefits	194,196	195,273	195,127	193,979	88,836	180,278	207,369
	<b>PERSONAL SERVICES</b>	<b>722,691</b>	<b>762,685</b>	<b>802,609</b>	<b>789,341</b>	<b>388,662</b>	<b>799,808</b>	<b>846,636</b>
	Small Tools & Equipment	2	0	0	0	0	0	0
	<b>SUPPLIES</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Professional Services	9,915	6,300	0	0	120	0	0
	Transportation (VRF)	18,000	18,000	0	0	0	0	0
	Vehicle, Travel & Training	0	0	0	0	100	0	0
	Insurance	7,740	7,740	7,380	7,380	4,624	6,165	11,130
	Other Services & Charges	3,170	6,000	13,930	6,000	687	6,000	6,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>38,825</b>	<b>38,040</b>	<b>21,310</b>	<b>13,380</b>	<b>5,531</b>	<b>12,165</b>	<b>17,130</b>
	<b>Total Expenditures</b>	<b>761,518</b>	<b>800,725</b>	<b>823,919</b>	<b>802,721</b>	<b>394,193</b>	<b>811,973</b>	<b>863,766</b>
	<b>Net Revenue</b>	<b>-541,977</b>	<b>-605,885</b>	<b>-599,792</b>	<b>-581,736</b>	<b>-312,409</b>	<b>-595,198</b>	<b>-632,991</b>
	<b>Total for PROG 220: CRIMINAL INVESTIGATION</b>	<b>-541,977</b>	<b>-605,885</b>	<b>-599,792</b>	<b>-581,736</b>	<b>-312,409</b>	<b>-595,198</b>	<b>-632,991</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Public Safety**  
**Criminal Investigation 110-220**

**2018 Accomplishments**

- Continued with the succession planning and development of future staff
- Ensured transfer of legacy of knowledge as a result of vacancies
- Actively participated on the Steele/Waseca Drug Court Team.
  
- Procured a Cellebrite system to assist with forensic analysis.
- Conducted tobacco compliance checks at 47 local businesses. Our local businesses were successful and obtained a 91% success rate for tobacco.
- Monitored 78 Predatory Offenders. During compliance checks, 2 non-compliant offenders had been identified or roughly 2.6% of our local offenders. Both were formally charged.
- Reviewed 298 Child/Adult protection cases.
- The Detective Bureau was referred 383 cases with 341 being assigned for further investigation. The investigation type was 18% Crimes against Persons, 28% Crimes against Property, 47% Child/Adult Protection, and 7% Other Part II Crimes.
- In FY2017, entered 1,430 items into evidence, returned or destroyed 1,859 items, and managed 6,031 items.
- Trained a civilian staff member for use of the Cellebrite system to assist with crime analysis and analytics.

**2019 Goals**

- Revisit and if necessary, revise the Community Service Officer and School Resource Officer relationships with the school district.
  
- Provide proper resources to drug court by increasing participant visits.
  
- Improve clearance rates by 2%
- 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	10,318	10,000	0	0	0	0	0
	Total Revenues	10,318	10,000	0	0	0	0	0
	FT Wages	11,310	2,010	6,362	0	8,260	0	42,135
	PT/Seasonal Wages	80,746	75,206	80,886	83,491	29,000	85,128	58,149
	OT/Holiday/Other	1,763	4,800	1,975	2,800	1,318	2,800	2,800
	Benefits	18,867	17,832	65,031	57,533	25,249	66,758	70,744
	PERSONAL SERVICES	112,686	99,848	154,254	143,824	63,827	154,686	173,828
	Supplies	91,432	112,100	84,482	76,900	43,939	93,900	89,500
	Repair Supplies	51,238	34,900	41,571	34,900	18,519	42,000	44,000
	Small Tools & Equipment	19,806	20,500	29,984	20,500	16,110	25,000	25,000
	SUPPLIES	162,476	167,500	156,037	132,300	78,568	160,900	158,500
	Professional Services	7,926	5,000	21,737	20,365	11,564	36,120	58,000
	Communication	11,217	19,600	17,147	20,700	8,477	20,700	18,200
	Transportation (VRF)	4,600	4,600	105,000	105,000	52,500	105,000	107,040
	Vehicle, Travel & Training	33,044	38,500	31,433	38,500	12,180	38,500	38,500
	Memberships & Subscriptions	5,273	5,700	4,952	5,700	5,534	5,700	8,170
	Insurance	2,580	2,580	2,460	2,460	1,541	2,055	3,710
	Licenses & Inspections	609	0	525	350	853	350	350
	Repairs	14,424	3,500	23,858	3,500	1,897	3,500	3,500
	Other Services & Charges	655	900	167	900	0	0	0
	OTHER SERVICES & CHARGES	80,328	80,380	207,279	197,475	94,546	211,925	237,470
	Total Expenditures	355,490	347,728	517,570	473,599	236,941	527,511	569,798
	Net Revenue	-345,172	-337,728	-517,570	-473,599	-236,941	-527,511	-569,798
	Total for PROG 230: SUPPORT SERVICES	-345,172	-337,728	-517,570	-473,599	-236,941	-527,511	-569,798

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

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

**2018 Accomplishments**

- Improved upon our Animal Shelter Facebook page (As of 7/28/2017-2,164 likes)
- Developed and fostered private partnerships
  
- Generated 1,402 Calls for Service, and sheltered 128 cats and 97 dogs.
- Issued 1,303 citations for odd/even parking.
- Issued 1,103 citations for parking.
- Issued 2,030 citations for 2-4 hour parking.

**2019 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
Total for PROG 240: COMMUNITY POLICING		0	0	0	0	0	0	0

## CITY OF OWATONNA 2019 PROGRAM BUDGETS

### Public Safety - Police

#### Community Policing 110-240

#### 2018 Accomplishments

- Participated in Leadership Owatonna
- Reserve Officers volunteered 2,467 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 78 in 2016, and 53 in 2017.
- The Explorer Post #204 went to their first competition in Saint Paul. For their first competition they did very well.
- Collectively, 243 3rd graders graduated from the Steele County Safety Camp.
  
- In the frigid month of January 2016, a total of 130 participants, including the police department participated in the Polar Plunge to help bring awareness to special olympics. Raised \$20,000 for the cause.
- Participated in Night to Unit and visited over 37 different neighborhoods and an estimated 1,572 community members.
- Participated in Shop with a Cop
- Donated to Big Brothers Big Sisters annual fundraiser.
- Parking control issued 4,436 tickets and generated \$53,893 in revenue.

#### 2019 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Fines & Forfeits	2,327	2,400	2,658	2,500	1,030	2,500	2,500
	Total Revenues	2,327	2,400	2,658	2,500	1,030	2,500	2,500
	Supplies	912	1,500	2,032	4,000	161	4,000	2,000
	SUPPLIES	912	1,500	2,032	4,000	161	4,000	2,000
	Professional Services	462	500	343	700	90	1,100	1,400
	Other Services & Charges	335	400	335	400	140	0	150
	OTHER SERVICES & CHARGES	797	900	678	1,100	230	1,100	1,550
	Total Expenditures	1,709	2,400	2,710	5,100	391	5,100	3,550
	Net Revenue	618	0	-52	-2,600	639	-2,600	-1,050
	Total for PROG 250: ANIMAL CONTROL	618	0	-52	-2,600	639	-2,600	-1,050

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Police  
Animal Control 110-250**

**2018 Accomplishments**

- Maintained a low cost service model.
- Maintained a low euthanization rate.
- Responded to 1,774 calls for service.
- 110 dogs sheltered.
- 113 cats sheltered.

**2019 Goals**

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

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

PROG 260: LEC OPERATIONS/REC MANAGEMENT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Miscellaneous	14,891	14,900	14,963	14,891	0	14,891	14,891
	Total Revenues	14,891	14,900	14,963	14,891	0	14,891	14,891
	Insurance	2,580	2,580	2,460	2,460	1,541	2,055	3,710
	Other Services & Charges	202,547	228,000	187,399	228,000	3,038	235,500	238,000
	OTHER SERVICES & CHARGES	205,127	230,580	189,859	230,460	4,579	237,555	241,710
	Total Expenditures	205,127	230,580	189,859	230,460	4,579	237,555	241,710
	Net Revenue	-190,236	-215,680	-174,896	-215,569	-4,579	-222,664	-226,819
	Total for PROG 260: LEC OPERATIONS/REC MANAGEMENT	-190,236	-215,680	-174,896	-215,569	-4,579	-222,664	-226,819

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Police**

**LEC Operations - 110-260**

**2018 Accomplishments**

- Designed and constructed a new cafeteria
- Patched parking lot
- Designed and constructed a new fitness center with policies that promote wellness and mitigate injuries in the workplace.

**2019 Goals**

- Research surveillance system for exterior of LEC
- Remove concrete and curbing. Repair base. New bituminous.

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

PROG 270: SCDIU GRANT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	166,428	153,000	79,946	153,000	35,470	65,000	65,000
	Total Revenues	166,428	153,000	79,946	153,000	35,470	65,000	65,000
	Other Services & Charges	166,428	153,000	79,946	153,000	35,470	65,000	65,000
	OTHER SERVICES & CHARGES	166,428	153,000	79,946	153,000	35,470	65,000	65,000
	Total Expenditures	166,428	153,000	79,946	153,000	35,470	65,000	65,000
	Total for PROG 270: SCDIU GRANT	0	0	0	0	0	0	0

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Police**

**SCDIU Grant - 110-270**

**2018 Accomplishments**

- The South Central Drug Investigative Unit opened 64 investigations.
- SWAT was activated and responded to 3 events.

**2019 Goals**

- Improve collaboration at the State level.
- Focus on large scale drug operations
- SWAT tacticians to maintain proficiency by attending basic and advanced training.
- Increase grant funding.

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

PROG 280: SCHOOL DISTRICT CSO SERVICE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	143,202	148,261	136,464	166,006	62,398	164,955	142,341
	Total Revenues	143,202	148,261	136,464	166,006	62,398	164,955	142,341
	FT Wages	97,509	92,099	97,543	90,235	38,120	89,720	80,303
	PT/Seasonal Wages	19,042	23,881	12,309	27,830	13,153	27,562	28,654
	OT/Holiday/Other	1,660	1,200	1,616	1,200	1,100	1,200	1,200
	Benefits	24,856	30,081	25,033	45,740	10,024	45,473	31,184
	PERSONAL SERVICES	143,067	147,261	136,501	165,005	62,397	163,955	141,341
	Professional Services	135	1,000	0	1,000	0	1,000	1,000
	OTHER SERVICES & CHARGES	135	1,000	0	1,000	0	1,000	1,000
	Total Expenditures	143,202	148,261	136,501	166,005	62,397	164,955	142,341
	Net Revenue	0	0	-37	1	1	0	0
	Total for PROG 280: SCHOOL DISTRICT CSO SERVICE	0	0	-37	1	1	0	0
	Total for DEPT 110: POLICE	-3,796,260	-3,802,953	-3,884,379	-3,949,825	-1,950,971	-4,089,735	-4,351,565

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Police**

**School District CSO Service - 110-280**

**2018 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.

**2019 Goals**

- Maintain levels of service with potential of increased costs.
- Revisit and if necessary, revise CSO partnership.

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

DEPT 120: FIRE

PROG 300: FIRE DEPARTMENT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	2,257	2,000	2,362	2,000	0	2,200	2,200
	Total Revenues	2,257	2,000	2,362	2,000	0	2,200	2,200
	FT Wages	133,067	131,005	138,371	138,478	71,333	144,854	154,306
	OT/Holiday/Other	1,192	1,000	89	1,000	1,142	1,000	1,000
	Benefits	50,407	50,441	60,739	61,597	31,613	56,783	56,639
	PERSONAL SERVICES	184,666	182,446	199,199	201,075	104,088	202,637	211,945
	Supplies	3,480	5,760	5,027	5,400	1,115	5,400	5,400
	Repair Supplies	3,493	5,600	8,228	5,600	1,496	5,600	5,600
	Small Tools & Equipment	100	363	100	363	8,743	14,363	763
	SUPPLIES	7,073	11,723	13,355	11,363	11,354	25,363	11,763
	Professional Services	2,400	1,500	3,367	1,500	0	2,400	52,400
	Communication	1,353	2,247	1,162	2,247	610	1,900	1,900
	Transportation (VRF)	4,200	4,200	4,200	4,200	2,100	4,200	4,200
	Vehicle, Travel & Training	2,620	3,000	707	3,000	0	3,000	3,000
	Advertising & Promotion	0	2,100	2,413	2,100	0	2,100	2,100
	Memberships & Subscriptions	604	585	50	585	268	585	2,546
	Insurance	1,650	1,650	1,365	1,365	855	1,140	1,500
	Repairs	5,459	7,030	9,058	7,030	1,087	6,335	7,870
	Other Services & Charges	771	700	796	700	245	900	900
	OTHER SERVICES & CHARGES	19,057	23,012	23,118	22,727	5,165	22,560	76,416
	Total Expenditures	210,796	217,181	235,672	235,165	120,607	250,560	300,124
	Net Revenue	-208,539	-215,181	-233,310	-233,165	-120,607	-248,360	-297,924
	Total for PROG 300: FIRE DEPARTMENT	-208,539	-215,181	-233,310	-233,165	-120,607	-248,360	-297,924

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Fire**

**Administration 120-300**

**2018 Accomplishments**

- Updated Records Management System Image Trend Elite
- Negotiated a new 5/10 Year Contract with the Rural Fire Association
- Added new performance based operational crosswalks.
- cleaning, restoration and repair from court services use of the building.
- Implemented UltiPro payroll system.

**2019 Goals**

- Complete a Fire Department Staffing and Response Time Study
- New program for OSHA required annual firefighter medical evaluations
- Identify new training opportunities for the Fire Department.
- Identify new ways to improve recruitment and retention of firefighters
- New Mutual Aid Agreements with neighboring departments

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

PROG 310: INSPECTION SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	21,979	13,000	14,332	13,000	11,973	13,200	14,200
	Charges for Services	22,080	22,250	17,703	22,250	12,035	24,250	20,250
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	66,059	57,250	54,035	57,250	35,028	59,450	56,450
	PT/Seasonal Wages	3,730	4,426	5,598	4,426	1,609	6,000	6,000
	Benefits	311	370	455	361	131	938	938
	PERSONAL SERVICES	4,041	4,796	6,053	4,787	1,740	6,938	6,938
	Supplies	767	1,900	559	1,400	247	1,400	1,400
	Small Tools & Equipment	152	2,300	0	1,300	-331	1,300	550
	SUPPLIES	919	4,200	559	2,700	-84	2,700	1,950
	Professional Services	0	8,900	0	6,000	0	6,000	6,000
	Communication	793	2,380	1,145	2,380	302	980	980
	Vehicle, Travel & Training	1,600	1,500	460	1,500	0	1,500	1,500
	Memberships & Subscriptions	1,440	900	1,346	900	1,346	900	900
	Insurance	2,750	2,750	2,275	2,275	1,425	1,900	2,500
	Repairs	930	0	155	0	0	0	0
	Other Services & Charges	2,032	4,000	3,516	4,000	0	4,000	4,000
	OTHER SERVICES & CHARGES	9,545	20,430	8,897	17,055	3,073	15,280	15,880
	Total Expenditures	14,505	29,426	15,509	24,542	4,729	24,918	24,768
	Net Revenue	51,554	27,824	38,526	32,708	30,299	34,532	31,682
	Total for PROG 310: INSPECTION SERVICES	51,554	27,824	38,526	32,708	30,299	34,532	31,682

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Fire**

**Inspection 120-310**

**2018 Accomplishments**

- Completed Cycle with Occupancy Type Fire Code Inspections.
- 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
- Updated Weed & Nuisance Program

**2019 Goals**

- Online Fire Protection Systems Reporting Program
- Fire Marshal Succession Plan and Training
- Convert paper forms to digital format for Ipad
- Adopt the 2019 ICC Property Maintenance Code
- Implement a new business registration program.
- Implement the Compliance Engine Records Management Program
- Abandoned Property Response Guideline

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

PROG 320: PUBLIC EDUCATION SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	300	0	350	0	0	0	0
	Miscellaneous	20	0	0	0	0	0	0
	Total Revenues	320	0	350	0	0	0	0
	Supplies	1,508	2,600	1,926	2,600	192	2,600	2,600
	Repair Supplies	1,000	1,000	1,019	1,000	0	1,000	1,000
	Small Tools & Equipment	0	1,200	0	1,200	0	1,200	0
	SUPPLIES	2,508	4,800	2,945	4,800	192	4,800	3,600
	Communication	1,252	1,200	1,218	1,200	567	1,200	1,200
	Vehicle, Travel & Training	17	1,000	374	1,000	0	1,000	1,000
	Insurance	1,100	1,100	910	910	570	760	1,000
	OTHER SERVICES & CHARGES	2,369	3,300	2,502	3,110	1,137	2,960	3,200
	Total Expenditures	4,877	8,100	5,447	7,910	1,329	7,760	6,800
	Net Revenue	-4,557	-8,100	-5,097	-7,910	-1,329	-7,760	-6,800
	Total for PROG 320: PUBLIC EDUCATION SERVICES	-4,557	-8,100	-5,097	-7,910	-1,329	-7,760	-6,800

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Fire**

**Public Education 120-320**

**2018 Accomplishments**

- Updated the fire department website.
- Provided Safety programs to different cultural groups
- Provided Safety Camp and Have a Safe Summer Programs for kids.
- Updated Facebook and Twitter accounts
- Made it easier for the public to find information on our website.

**2019 Goals**

- Train new Youth Fire Intervention Specialists within department.
- Establish Fire Explorer Program
- Create a Citizen Academy for the Fire Department
- Create new interactive online public education programs on the website.
- Establish written guidelines for Public Education program.

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

PROG 330: EMERGENCY RESPONSE SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	180,704	151,200	188,126	151,200	2,000	151,200	161,200
	Charges for Services	103,579	103,000	107,233	103,000	53,174	103,000	108,500
	Miscellaneous	200	0	315	0	633	0	0
	Total Revenues	284,483	254,200	295,674	254,200	55,807	254,200	269,700
	FT Wages	484,600	495,157	530,274	509,655	253,680	529,842	545,735
	PT/Seasonal Wages	70,393	71,652	72,056	70,000	45,803	70,000	72,000
	OT/Holiday/Other	100,752	82,830	93,691	80,000	29,917	80,000	95,000
	Benefits	374,994	358,566	400,962	409,184	123,465	401,067	431,350
	PERSONAL SERVICES	1,030,739	1,008,205	1,096,983	1,068,839	452,865	1,080,909	1,144,085
	Supplies	9,898	20,069	15,188	22,229	5,770	19,325	37,105
	Repair Supplies	9,223	8,700	8,794	8,700	4,354	10,675	10,675
	Small Tools & Equipment	52,818	49,030	82,591	87,030	10,614	49,030	30,530
	SUPPLIES	71,939	77,799	106,573	117,959	20,738	79,030	78,310
	Professional Services	9,784	16,250	13,959	13,750	3,591	13,750	13,750
	Communication	2,165	815	2,320	815	1,526	815	815
	Transportation (VRF)	130,800	130,800	135,800	135,800	68,480	137,000	141,840
	Vehicle, Travel & Training	9,102	9,500	15,039	9,500	5,689	9,500	9,500
	Memberships & Subscriptions	895	1,000	845	1,000	50	1,000	1,000
	Insurance	4,400	4,400	3,640	3,640	2,280	3,040	4,000
	Licenses & Inspections	450	750	675	750	75	750	750
	Repairs	11,553	9,227	10,108	9,227	5,241	9,227	9,227
	Other Services & Charges	1,097	2,200	3,156	7,300	0	1,000	3,000
	OTHER SERVICES & CHARGES	170,246	174,942	185,542	181,782	86,932	176,082	183,882
	Total Expenditures	1,272,924	1,260,946	1,389,098	1,368,580	560,535	1,336,021	1,406,277
	Net Revenue	-988,441	-1,006,746	-1,093,424	-1,114,380	-504,728	-1,081,821	-1,136,577
	Total for PROG 330: EMERGENCY RESPONSE SERVICES	-988,441	-1,006,746	-1,093,424	-1,114,380	-504,728	-1,081,821	-1,136,577

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Fire**

**Emergency Response 120-330**

**2018 Accomplishments**

- Replaced Self Contained Breathing Apparatus for firefighters
- Full Time Career Development Plan (Certification & Skills) Fire Officer
- Coordinated Mutual Aid Rapid Intervention Team concept
- Coordinated firefighter down radio response plan with dispatch

**2019 Goals**

- Succession Plan implementation for new officers and firefighters
- 100% MN Fire Apparatus Operator Certification
- Implement a duty shift program for paid on call firefighters.
- Replace VHF paging with 800 MHZ pagers.
- implement new operational standard operating procedures (Lexipol)
- National Incident Management System Training ICS 100, 200, 300, 400

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

PROG 340: SAFETY SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Supplies	223	739	355	739	48	739	739
	Repair Supplies	155	1,453	62	1,453	27	1,453	253
	Small Tools & Equipment	5,458	6,954	6,821	6,954	1,646	6,954	6,954
	SUPPLIES	5,836	9,146	7,238	9,146	1,721	9,146	7,946
	Professional Services	432	5,150	1,752	3,650	3,180	3,000	4,000
	Communication	2,683	3,798	5,841	3,798	593	3,198	3,198
	Vehicle, Travel & Training	0	57	0	57	0	57	0
	Memberships & Subscriptions	190	464	135	464	0	464	200
	Insurance	1,100	1,100	910	910	570	760	1,000
	OTHER SERVICES & CHARGES	4,405	10,569	8,638	8,879	4,343	7,479	8,398
	Total Expenditures	10,241	19,715	15,876	18,025	6,064	16,625	16,344
	Net Revenue	-10,241	-19,715	-15,876	-18,025	-6,064	-16,625	-16,344
	Total for PROG 340: SAFETY SERVICES	-10,241	-19,715	-15,876	-18,025	-6,064	-16,625	-16,344
	Total for DEPT 120: FIRE	-1,160,224	-1,221,918	-1,309,181	-1,340,772	-602,429	-1,320,034	-1,425,963

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Safety - Fire**

**Safety Services 120-340**

**2018 Accomplishments**

- Updated Respiratory Protection Program (OSHA)
- Employee & Management Team for Site Safety Evaluations
- Implement Engineering, and control measures into safety program
- Completed Job Safety Analysis and added to the Job Descriptions.

**2019 Goals**

- Provide emergency management updates on social media sites.
- Emergency Operations Center training.
- Provide new safety policies, procedures and guidelines for department
- Functional Disaster Drill
- Improve individual training compliance for all employees

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

DEPT 140: BUILDING INSPECTION

PROG 380: BUILDING INSPECTION DEPARTMENT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	319,288	244,000	330,946	267,600	144,850	286,000	296,000
	Charges for Services	138,462	72,300	73,229	80,400	78,266	80,300	85,300
	Total Revenues	457,750	316,300	404,175	348,000	223,116	366,300	381,300
	FT Wages	256,490	244,429	306,057	279,869	145,602	291,769	309,156
	PT/Seasonal Wages	22,181	34,819	0	0	0	0	0
	OT/Holiday/Other	2,919	2,966	3,099	3,135	2,921	3,247	3,416
	Benefits	79,119	93,298	87,300	83,398	43,459	85,237	86,768
	PERSONAL SERVICES	360,709	375,512	396,456	366,402	191,982	380,253	399,340
	Supplies	9,296	7,400	11,390	6,000	1,718	5,500	5,500
	Repair Supplies	1,075	900	75	0	194	200	200
	Small Tools & Equipment	811	2,800	3,665	1,950	0	3,150	2,150
	SUPPLIES	11,182	11,100	15,130	7,950	1,912	8,850	7,850
	Professional Services	2,053	0	585	0	0	0	0
	Communication	2,326	2,200	2,077	2,900	1,396	2,400	2,200
	Transportation (VRF)	4,800	4,800	4,800	4,800	3,300	6,600	7,020
	Vehicle, Travel & Training	4,143	2,300	4,667	2,800	609	2,800	3,800
	Memberships & Subscriptions	655	1,800	455	1,000	120	500	500
	Insurance	1,900	1,900	1,500	1,500	900	1,200	2,300
	Licenses & Inspections	192	350	160	350	32	350	200
	Repairs	6,101	2,900	15,379	14,500	2,384	6,200	6,200
	OTHER SERVICES & CHARGES	22,170	16,250	29,623	27,850	8,741	20,050	22,220
	Total Expenditures	394,061	402,862	441,209	402,202	202,635	409,153	429,410
	Net Revenue	63,689	-86,562	-37,034	-54,202	20,481	-42,853	-48,110
	Total for PROG 380: BUILDING INSPECTION DEPARTMENT	63,689	-86,562	-37,034	-54,202	20,481	-42,853	-48,110

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Public Safety - Building Inspection**  
**Building Inspection 140-380**

**2018 Accomplishments**

Reduced review times for Commercial plan reviews.  
Continue to cross train residential and commercial inspections.  
Started quarterly newsletter to help inform contractors of new information.

Defined inter-department commercial plan submittal and review process.  
Performed employee performance reviews.  
Continued to improve fire department and building inspections communications.

**2019 Goals**

Continue to find ways to reduce plan review times.  
Determine a better way to remove hazards in existing buildings downtown.  
Help to improve relationships with contractors with our division as well as other divisions within the city.

Define the Commercial plan routing process with other departments.  
Expand electronic plan reviews.  
Start scanning of Address Files and construction drawings to retain on Laserfiche.

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

DEPT 150: PLANNING & ZONING

PROG 390: PLANNING & ZONING DEPARTMENT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	1,270	500	1,405	500	500	1,000	1,000
	Charges for Services	18,258	14,100	17,803	14,100	9,266	15,100	16,500
	Total Revenues	19,528	14,600	19,208	14,600	9,766	16,100	17,500
	FT Wages	108,113	106,731	112,004	114,174	51,068	103,413	111,574
	OT/Holiday/Other	0	0	0	0	14	0	0
	Benefits	33,764	33,664	34,410	34,972	15,491	30,558	32,966
	PERSONAL SERVICES	141,877	140,395	146,414	149,146	66,573	133,971	144,540
	Supplies	671	1,000	1,428	1,000	260	1,000	1,000
	Small Tools & Equipment	0	500	0	500	0	1,500	2,000
	SUPPLIES	671	1,500	1,428	1,500	260	2,500	3,000
	Professional Services	46	1,000	0	1,400	238	1,400	1,000
	Communication	1,739	1,500	1,686	1,500	816	1,500	1,500
	Vehicle, Travel & Training	1,316	2,000	846	2,000	403	2,000	2,000
	Advertising & Promotion	3,320	2,000	3,948	2,000	2,550	2,000	2,000
	Memberships & Subscriptions	750	1,000	803	1,000	0	1,000	1,000
	Insurance	2,000	2,000	1,800	1,800	1,200	1,600	2,600
	Repairs	2,790	500	465	0	0	500	500
	OTHER SERVICES & CHARGES	11,961	10,000	9,548	9,700	5,207	10,000	10,600
	Total Expenditures	154,509	151,895	157,390	160,346	72,040	146,471	158,140
	Net Revenue	-134,981	-137,295	-138,182	-145,746	-62,274	-130,371	-140,640
	Total for PROG 390: PLANNING & ZONING DEPARTMENT	-134,981	-137,295	-138,182	-145,746	-62,274	-130,371	-140,640

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Planning and Zoning**

**Planning and Zoning 150-390**

**2018 Accomplishments**

- Continued Flood mitigation efforts
  - Demolished 1 house in the floodplain
  - Obtained grant for Flood Plain Demolition
- Implement records retention with Laserfiche System
  
- Identified potential redevelopment areas for commercial and high density residential uses.
- Adopted Height Regulations for Commercial Development

**2019 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
  - Commence back scanning of case files into Laserfiche

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

PROG 395: G I S PROGRAMS

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Transfers	37,500	37,500	37,500	37,500	31,470	63,000	57,500
	Total Revenues	37,500	37,500	37,500	37,500	31,470	63,000	57,500
	FT Wages	66,246	67,280	70,040	70,099	36,130	73,445	78,386
	Benefits	26,894	13,094	22,758	28,202	7,012	14,320	15,099
	PERSONAL SERVICES	93,140	80,374	92,798	98,301	43,142	87,765	93,485
	Supplies	52	500	214	500	2	500	250
	Repair Supplies	0	500	0	500	0	500	250
	Small Tools & Equipment	0	3,500	2,482	500	0	500	500
	SUPPLIES	52	4,500	2,696	1,500	2	1,500	1,000
	Professional Services	15,500	16,500	15,500	16,700	12,800	16,700	18,000
	Communication	420	500	148	500	90	500	250
	Vehicle, Travel & Training	918	1,500	683	1,500	475	4,500	1,500
	Repairs	930	500	155	500	0	700	200
	OTHER SERVICES & CHARGES	17,768	19,000	16,486	19,200	13,365	22,400	19,950
	Total Expenditures	110,960	103,874	111,980	119,001	56,509	111,665	114,435
	Net Revenue	-73,460	-66,374	-74,480	-81,501	-25,039	-48,665	-56,935
	Total for PROG 395: G I S PROGRAMS	-73,460	-66,374	-74,480	-81,501	-25,039	-48,665	-56,935
	Total for DEPT 150: PLANNING & ZONING	-208,441	-203,669	-212,662	-227,247	-87,313	-179,036	-197,575

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**GIS Program**  
**GIS Program 150-395**

**2018 Accomplishments**

- Transferred ESRI License and OPU Agreement to City as well as negotiated new 3 year agreement.
- Upgraded ArcGIS Server to 10.3.1 to use Survey 123
  
- Attended 2018 ESRI User Conference
- Stormwater MS4 Survey 123 Inspection forms upgraded to use in house data
  
- Increase Real Time Information available to the Public & Staff
- Created applications to provide custom inventory and task reports to gis users.
- Upgraded Downtown Parking Map showing total stalls
- All LUCA materials were reviewed and submitted for Census 2020

**2019 Goals**

- Continue to Develop public informational maps for the new website.
  
- Create Park and Rec Applications for staff use as well as public versions.
  
- 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.
- Create a general online base map for City Staff
- Assist Steele County in 2019 Aerial Photo flight

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

DEPT 211: ENGINEERING

PROG 400: ENGINEERING DEPARTMENT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	1,470	8,500	12,907	6,000	11,009	6,000	7,500
	Charges for Services	31	0	0	0	0	0	0
	Transfers	440,000	440,000	460,000	460,000	236,480	473,000	484,000
	<b>Total Revenues</b>	<b>441,501</b>	<b>448,500</b>	<b>472,907</b>	<b>466,000</b>	<b>247,489</b>	<b>479,000</b>	<b>491,500</b>
	FT Wages	221,804	176,551	237,465	184,399	128,528	217,590	226,221
	PT/Seasonal Wages	9,722	7,500	7,949	7,500	864	7,500	6,000
	OT/Holiday/Other	18	0	237	0	2,860	0	0
	Benefits	57,747	47,061	55,130	45,306	28,164	50,936	55,264
	<b>PERSONAL SERVICES</b>	<b>289,291</b>	<b>231,112</b>	<b>300,781</b>	<b>237,205</b>	<b>160,416</b>	<b>276,026</b>	<b>287,485</b>
	Supplies	5,602	2,750	4,187	2,750	1,470	2,750	3,250
	Repair Supplies	0	1,500	0	1,500	40	1,500	1,500
	Small Tools & Equipment	2,912	2,400	1,009	2,400	96	3,900	5,400
	<b>SUPPLIES</b>	<b>8,514</b>	<b>6,650</b>	<b>5,196</b>	<b>6,650</b>	<b>1,606</b>	<b>8,150</b>	<b>10,150</b>
	Communication	3,959	1,200	3,165	3,000	1,402	4,100	4,100
	Transportation (VRF)	3,300	3,300	3,300	3,300	2,250	3,300	3,300
	Vehicle, Travel & Training	4,760	4,000	6,238	4,000	2,265	4,000	4,000
	Advertising & Promotion	790	100	475	100	0	250	250
	Memberships & Subscriptions	775	1,500	1,434	1,500	1,290	1,500	1,500
	Insurance	3,300	3,300	2,700	2,700	2,025	2,700	4,300
	Licenses & Inspections	642	250	925	250	819	250	1,000
	Repairs	303	1,000	348	1,000	366	1,000	1,000
	Other Services & Charges	14,259	12,500	11,118	13,780	6,136	15,000	13,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>32,088</b>	<b>27,150</b>	<b>29,703</b>	<b>29,630</b>	<b>16,553</b>	<b>32,100</b>	<b>32,450</b>
	<b>CAPITAL OUTLAY</b>	<b>8,285</b>	<b>5,500</b>	<b>5,925</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>338,178</b>	<b>270,412</b>	<b>341,605</b>	<b>278,985</b>	<b>178,575</b>	<b>316,276</b>	<b>330,085</b>
	<b>Net Revenue</b>	<b>103,323</b>	<b>178,088</b>	<b>131,302</b>	<b>187,015</b>	<b>68,914</b>	<b>162,724</b>	<b>161,415</b>
	<b>Total for PROG 400: ENGINEERING DEPARTMENT</b>	<b>103,323</b>	<b>178,088</b>	<b>131,302</b>	<b>187,015</b>	<b>68,914</b>	<b>162,724</b>	<b>161,415</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Works - Engineering**

**Administration 211-400**

**2018 Accomplishments**

Added additional data to Pavement Management Program  
Continued maintenance activities  
Completed development agreements with developers  
Continued WWTP permit process  
  
Used GIS for trees, signs, ADA, storm, sanitary, Right-of-Way

**2019 Goals**

Continue focus on preventative maintenance activities  
Update subdivision design standard  
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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	207	200	0	0	0	0	0
	Charges for Services	361,728	241,500	378,287	326,000	1,360	276,000	301,500
	Miscellaneous	0	0	0	0	-487	0	0
	Total Revenues	361,935	241,700	378,287	326,000	873	276,000	301,500
	FT Wages	216,682	248,488	206,294	259,824	95,450	238,535	242,295
	PT/Seasonal Wages	3,834	5,000	5,317	5,000	5,663	5,000	5,000
	OT/Holiday/Other	5,107	3,000	13,142	3,000	11,377	3,000	3,000
	Benefits	60,406	71,500	51,464	62,223	21,506	51,955	51,443
	PERSONAL SERVICES	286,029	327,988	276,217	330,047	133,996	298,490	301,738
	Supplies	5,257	8,500	5,727	8,500	2,151	8,500	8,500
	Repair Supplies	815	3,000	0	3,000	9	3,000	2,000
	Small Tools & Equipment	465	3,500	3,179	3,500	171	3,500	3,500
	SUPPLIES	6,537	15,000	8,906	15,000	2,331	15,000	14,000
	Professional Services	1,209	2,700	37,693	37,700	70	2,700	2,700
	Communication	1,676	2,250	362	2,250	339	2,250	2,250
	Transportation (VRF)	17,800	17,800	17,700	17,700	10,500	21,000	22,020
	Vehicle, Travel & Training	100	2,000	1,225	2,000	119	2,000	2,000
	Advertising & Promotion	72	500	84	500	87	500	500
	Licenses & Inspections	0	500	115	500	0	500	500
	Repairs	184,795	213,500	229,780	213,500	2,943	223,500	233,000
	OTHER SERVICES & CHARGES	205,652	239,250	286,959	274,150	14,058	252,450	262,970
	CAPITAL OUTLAY	7,000	0	0	0	0	0	0
	Total Expenditures	505,218	582,238	572,082	619,197	150,385	565,940	578,708
	Net Revenue	-143,283	-340,538	-193,795	-293,197	-149,512	-289,940	-277,208
	Total for PROG 410: CONSTRUCTION PROJECTS	-143,283	-340,538	-193,795	-293,197	-149,512	-289,940	-277,208
	Total for DEPT 211: ENGINEERING	-39,960	-162,450	-62,556	-106,182	-80,598	-127,216	-115,793

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Works - Engineering**

**Construction 211-410**

**2018 Accomplishments**

Managed increased workload due to extra expenditure on infrastructure projects.  
Completed trail and roadway improvements 18th Street SW  
Completed stormwater improvements at Library Parking Lot  
Completed parking lot and alley improvements downtown  
Completed overlay and reconstruction of Hemlock Ave. 14th to 22nd  
Completed reconstruction of Caleta Place and Mill Street, Oak to Cedar  
Concrete pavement reconstruction Park Drive NW

**2019 Goals**

Design and prepare plans and specifications for petitioned projects.  
Complete 2019 Street and Utility Project  
Finish Park Drive NW  
Finish Mosher Avenue Sewer Project

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

DEPT 212: STREET MAINTENANCE

PROG 420: STREET MAINTENANCE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	9,392	9,400	3,780	0	0	0	0
	Charges for Services	1,953	1,000	3,106	1,000	1,827	500	1,000
	Total Revenues	11,345	10,400	6,886	1,000	1,827	500	1,000
	FT Wages	407,155	378,956	441,087	431,877	253,159	462,832	483,038
	PT/Seasonal Wages	0	0	2,583	0	127	0	0
	OT/Holiday/Other	21,415	13,260	20,015	5,230	8,302	5,230	5,230
	Benefits	176,333	164,081	190,228	189,004	105,761	181,100	196,862
	PERSONAL SERVICES	604,903	556,297	653,913	626,111	367,349	649,162	685,130
	Supplies	38,740	38,400	42,738	43,400	13,601	38,400	42,500
	Repair Supplies	31,817	32,200	17,501	32,200	6,985	42,500	22,500
	Small Tools & Equipment	7,483	4,900	20,808	4,900	2,310	4,900	6,400
	SUPPLIES	78,040	75,500	81,047	80,500	22,896	85,800	71,400
	Professional Services	120	200	995	200	0	200	500
	Communication	4,265	5,750	5,709	5,750	2,423	5,750	5,750
	Transportation (VRF)	4,000	4,000	4,000	4,000	1,990	4,000	4,020
	Vehicle, Travel & Training	447	1,600	671	1,600	144	2,500	5,400
	Advertising & Promotion	638	250	1,274	250	0	250	250
	Memberships & Subscriptions	622	400	0	400	30	400	400
	Insurance	6,575	6,575	6,725	6,725	3,131	4,175	6,550
	Licenses & Inspections	2,690	2,800	5,914	2,800	3,103	2,800	3,000
	Repairs	11,060	10,000	10,945	10,000	767	10,000	7,700
	Rents/Leases	0	1,000	30	1,000	43	1,000	1,000
	Other Services & Charges	8,886	10,650	6,928	1,625	0	1,625	6,500
	OTHER SERVICES & CHARGES	39,303	43,225	43,191	34,350	11,631	32,700	41,070
	CAPITAL OUTLAY	11,390	0	0	0	0	0	0
	Total Expenditures	733,636	675,022	778,151	740,961	401,876	767,662	797,600
	Net Revenue	-722,291	-664,622	-771,265	-739,961	-400,049	-767,162	-796,600
	Total for PROG 420: STREET MAINTENANCE	-722,291	-664,622	-771,265	-739,961	-400,049	-767,162	-796,600

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Works - Street**

**Administration 212-420**

**2018 Accomplishments**

Implemented electronic management system for Central Garage  
Implemented electronic time keeping  
Street Overlays  
Contracted out sealcoating and crack filling  
Performed cleanup after September Storm  
Installed new fuel system

**2019 Goals**

Complete remodel of employee area at city shop  
Complete improvements to Salt Shed

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

PROG 421: ICE & SNOW REMOVAL

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	60,045	55,500	125,289	130,000	50,000	130,000	135,000
	Charges for Services	0	0	2,466	0	-80	0	1,000
	<b>Total Revenues</b>	<b>60,045</b>	<b>55,500</b>	<b>127,755</b>	<b>130,000</b>	<b>49,920</b>	<b>130,000</b>	<b>136,000</b>
	FT Wages	109,859	156,043	124,299	165,622	129,758	179,653	187,698
	OT/Holiday/Other	15,087	32,317	17,627	27,259	33,249	26,720	26,720
	Benefits	53,258	77,806	58,264	82,547	68,751	84,634	84,773
	<b>PERSONAL SERVICES</b>	<b>178,204</b>	<b>266,166</b>	<b>200,190</b>	<b>275,428</b>	<b>231,758</b>	<b>291,007</b>	<b>299,191</b>
	Supplies	81,824	95,700	93,386	91,200	113,559	114,200	116,200
	Repair Supplies	35,653	37,000	36,766	37,000	21,847	40,000	40,000
	Small Tools & Equipment	1,247	1,500	420	1,500	0	1,500	1,500
	<b>SUPPLIES</b>	<b>118,724</b>	<b>134,200</b>	<b>130,572</b>	<b>129,700</b>	<b>135,406</b>	<b>155,700</b>	<b>157,700</b>
	Professional Services	307	0	2,840	0	1,384	0	2,500
	Transportation (VRF)	125,000	110,000	114,000	114,000	60,000	120,000	126,000
	Vehicle, Travel & Training	220	0	0	500	0	500	0
	Insurance	5,260	5,260	5,380	5,380	2,505	3,340	5,240
	Repairs	3,067	7,200	3,478	7,200	2,000	7,200	4,700
	Rents/Leases	20,010	37,000	24,906	37,000	44,117	30,000	30,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>153,864</b>	<b>159,460</b>	<b>150,604</b>	<b>164,080</b>	<b>110,006</b>	<b>161,040</b>	<b>168,440</b>
	<b>CAPITAL OUTLAY</b>	<b>43,640</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>494,432</b>	<b>559,826</b>	<b>481,366</b>	<b>569,208</b>	<b>477,170</b>	<b>607,747</b>	<b>625,331</b>
	<b>Net Revenue</b>	<b>-434,387</b>	<b>-504,326</b>	<b>-353,611</b>	<b>-439,208</b>	<b>-427,250</b>	<b>-477,747</b>	<b>-489,331</b>
	<b>Total for PROG 421: ICE &amp; SNOW REMOVAL</b>	<b>-434,387</b>	<b>-504,326</b>	<b>-353,611</b>	<b>-439,208</b>	<b>-427,250</b>	<b>-477,747</b>	<b>-489,331</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Works - Street**

**Ice/Snow Removal 212-421**

**2018 Accomplishments**

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

Reduced use of sand

**2019 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	0	0	13,961	0	0	0	7,500
	Charges for Services	0	0	533	0	0	0	0
	<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>14,494</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>
	FT Wages	33,567	67,859	40,296	72,642	17,356	72,498	76,383
	PT/Seasonal Wages	0	6,000	576	6,000	1,147	6,000	6,000
	OT/Holiday/Other	1,705	500	1,939	1,850	987	1,850	1,850
	Benefits	17,331	28,853	21,627	38,229	9,684	38,400	39,137
	<b>PERSONAL SERVICES</b>	<b>52,603</b>	<b>103,212</b>	<b>64,438</b>	<b>118,721</b>	<b>29,174</b>	<b>118,748</b>	<b>123,370</b>
	Supplies	23,017	31,600	28,187	31,600	10,433	33,600	33,600
	Repair Supplies	26,927	12,000	23,409	12,000	11,838	17,000	27,000
	Small Tools & Equipment	794	1,000	807	1,000	0	1,000	1,000
	<b>SUPPLIES</b>	<b>50,738</b>	<b>44,600</b>	<b>52,403</b>	<b>44,600</b>	<b>22,271</b>	<b>51,600</b>	<b>61,600</b>
	Transportation (VRF)	4,000	4,000	4,000	4,000	1,990	4,000	4,020
	Vehicle, Travel & Training	0	800	0	800	272	800	0
	Insurance	1,315	1,315	1,345	1,345	626	835	1,310
	Utilities	29	150	0	150	0	150	0
	Repairs	7,503	11,600	8,102	11,600	0	11,600	11,600
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>12,847</b>	<b>17,865</b>	<b>13,447</b>	<b>17,895</b>	<b>2,888</b>	<b>17,385</b>	<b>16,930</b>
	<b>CAPITAL OUTLAY</b>	<b>9,953</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>126,141</b>	<b>165,677</b>	<b>130,288</b>	<b>181,216</b>	<b>54,333</b>	<b>187,733</b>	<b>201,900</b>
	<b>Net Revenue</b>	<b>-126,141</b>	<b>-165,677</b>	<b>-115,794</b>	<b>-181,216</b>	<b>-54,333</b>	<b>-187,733</b>	<b>-194,400</b>
	<b>Total for PROG 422: STREET SIGNS AND MARKINGS</b>	<b>-126,141</b>	<b>-165,677</b>	<b>-115,794</b>	<b>-181,216</b>	<b>-54,333</b>	<b>-187,733</b>	<b>-194,400</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Works - Street**

**Signs/Markings 212-422**

**2018 Accomplishments**

Sign inventory almost complete and GIS based management system in use.

Systematic replacement of street signage

**2019 Goals**

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

Continue replacement of street signs on systematic basis

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

PROG 423: FORESTRY

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	5,323	1,500	2,026	1,000	1,646	1,000	800
	Total Revenues	5,323	1,500	2,026	1,000	1,646	1,000	800
	FT Wages	104,660	95,925	106,148	101,822	50,508	106,404	111,885
	PT/Seasonal Wages	0	0	0	0	532	0	0
	OT/Holiday/Other	723	560	1,610	1,000	1,288	1,000	1,000
	Benefits	58,065	50,317	55,361	52,772	22,812	48,671	42,415
	<b>PERSONAL SERVICES</b>	163,448	146,802	163,119	155,594	75,140	156,075	155,300
	Supplies	10,050	17,300	9,948	17,300	9,410	13,800	12,800
	Repair Supplies	3,726	6,500	3,672	6,500	619	6,500	6,000
	Small Tools & Equipment	1,212	2,300	2,057	2,100	181	2,100	2,450
	<b>SUPPLIES</b>	14,988	26,100	15,677	25,900	10,210	22,400	21,250
	Communication	27	0	0	50	0	50	0
	Transportation (VRF)	18,000	18,000	18,600	18,600	10,500	21,000	21,000
	Vehicle, Travel & Training	594	1,400	857	1,400	694	1,400	0
	Memberships & Subscriptions	80	300	0	300	0	300	300
	Insurance	1,315	1,315	1,345	1,345	626	835	1,310
	Repairs	1,179	5,000	10,700	5,000	0	5,000	5,000
	Rents/Leases	0	1,000	0	1,000	0	1,000	1,000
	Other Services & Charges	1,433	1,500	1,675	1,500	0	1,500	21,500
	<b>OTHER SERVICES &amp; CHARGES</b>	22,628	28,515	33,177	29,195	11,820	31,085	50,110
	Total Expenditures	201,064	201,417	211,973	210,689	97,170	209,560	226,660
	Net Revenue	-195,741	-199,917	-209,947	-209,689	-95,524	-208,560	-225,860
	<b>Total for PROG 423: FORESTRY</b>	-195,741	-199,917	-209,947	-209,689	-95,524	-208,560	-225,860

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Public Works - Street**  
**Forestry 212-423**

**2018 Accomplishments**

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

**2019 Goals**

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

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

PROG 425: STREET CLEANING

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Transfers	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	Total Revenues	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	FT Wages	43,651	91,307	57,102	95,244	22,591	83,430	83,398
	OT/Holiday/Other	389	1,450	786	0	823	0	0
	Benefits	18,144	37,162	27,236	38,178	9,846	36,332	32,230
	PERSONAL SERVICES	62,184	129,919	85,124	133,422	33,260	119,762	115,628
	Supplies	4,767	15,000	9,283	15,000	3,041	13,000	11,000
	Repair Supplies	16,177	21,500	28,865	21,500	9,757	21,500	21,500
	Small Tools & Equipment	0	500	0	0	0	0	0
	SUPPLIES	20,944	37,000	38,148	36,500	12,798	34,500	32,500
	Transportation (VRF)	45,000	40,000	41,400	41,400	22,200	44,400	45,600
	Vehicle, Travel & Training	0	100	0	0	0	0	0
	Insurance	3,945	3,945	4,035	4,035	1,879	2,505	3,930
	Repairs	0	1,000	223	1,000	0	100	100
	OTHER SERVICES & CHARGES	48,945	45,045	45,658	46,435	24,079	47,005	49,630
	Total Expenditures	132,073	211,964	168,930	216,357	70,137	201,267	197,758
	Net Revenue	-82,073	-161,964	-118,930	-166,357	-45,127	-151,267	-147,758
	Total for PROG 425: STREET CLEANING	-82,073	-161,964	-118,930	-166,357	-45,127	-151,267	-147,758

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Public Works - Street**

**Street Cleaning 212-425**

**2018 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.

**2019 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Licenses & Permits	1,400	7,500	2,000	2,500	200	1,500	1,500
	Intergovernmental Revenue	45,469	25,500	47,182	25,500	12,750	25,500	25,500
	Charges for Services	598	0	0	0	0	0	0
	Miscellaneous	337	0	629	0	1,787	0	0
	<b>Total Revenues</b>	<b>47,804</b>	<b>33,000</b>	<b>49,811</b>	<b>28,000</b>	<b>14,737</b>	<b>27,000</b>	<b>27,000</b>
	FT Wages	221,236	187,004	207,155	197,641	58,288	221,426	233,672
	PT/Seasonal Wages	7,696	2,000	12,032	2,000	6,717	2,000	2,000
	OT/Holiday/Other	14,694	1,260	8,159	2,320	2,840	2,320	2,320
	Benefits	106,191	91,108	94,563	92,653	22,681	102,450	96,597
	<b>PERSONAL SERVICES</b>	<b>349,817</b>	<b>281,372</b>	<b>321,909</b>	<b>294,614</b>	<b>90,526</b>	<b>328,196</b>	<b>334,589</b>
	Supplies	188,643	177,400	186,294	177,550	30,483	177,400	174,900
	Repair Supplies	45,218	18,000	19,843	18,000	10,461	18,000	18,000
	Small Tools & Equipment	17,887	4,500	5,933	5,500	425	5,500	5,500
	Other Supplies	102,670	124,000	124,106	104,000	0	124,000	0
	<b>SUPPLIES</b>	<b>354,418</b>	<b>323,900</b>	<b>336,176</b>	<b>305,050</b>	<b>41,369</b>	<b>324,900</b>	<b>198,400</b>
	Transportation (VRF)	188,000	148,000	154,000	154,000	82,050	164,100	169,200
	Vehicle, Travel & Training	16	200	1,184	200	0	200	0
	Insurance	7,890	7,890	8,070	8,070	3,758	5,010	7,860
	Repairs	105,681	131,200	95,181	131,600	862	151,600	275,600
	Rents/Leases	25,931	25,000	24,359	25,000	0	25,000	25,000
	Other Services & Charges	447	1,000	1,401	1,000	186	1,000	1,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>327,965</b>	<b>313,290</b>	<b>284,195</b>	<b>319,870</b>	<b>86,856</b>	<b>346,910</b>	<b>478,660</b>
	<b>Total Expenditures</b>	<b>1,032,200</b>	<b>918,562</b>	<b>942,280</b>	<b>919,534</b>	<b>218,751</b>	<b>1,000,006</b>	<b>1,011,649</b>
	<b>Net Revenue</b>	<b>-984,396</b>	<b>-885,562</b>	<b>-892,469</b>	<b>-891,534</b>	<b>-204,014</b>	<b>-973,006</b>	<b>-984,649</b>
	<b>Total for PROG 426: STREET MAINTENANCE REPAIR</b>	<b>-984,396</b>	<b>-885,562</b>	<b>-892,469</b>	<b>-891,534</b>	<b>-204,014</b>	<b>-973,006</b>	<b>-984,649</b>
	<b>Total for DEPT 212: STREET MAINTENANCE</b>	<b>-2,545,437</b>	<b>-2,582,068</b>	<b>-2,462,016</b>	<b>-2,627,965</b>	<b>-1,224,416</b>	<b>-2,765,475</b>	<b>-2,838,598</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Public Works - Street**  
**Street Maintenance/Repair 212-426**

**2018 Accomplishments**

Contracted crack sealing and sealcoating of approximately 8 miles of bituminous pavement  
Street Overlays

**2019 Goals**

Evaluate options for street patching  
Continue overlay program

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

DEPT 380: AIRPORT

PROG 490: AIRPORT

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	1,772	1,775	917	1,775	921	1,775	1,500
	Charges for Services	138,335	180,050	142,478	170,050	58,940	160,150	153,150
	Miscellaneous	146,872	140,000	129,382	135,000	55,544	135,000	135,500
	<b>Total Revenues</b>	<b>286,979</b>	<b>321,825</b>	<b>272,777</b>	<b>306,825</b>	<b>115,405</b>	<b>296,925</b>	<b>290,150</b>
	FT Wages	74,435	71,510	76,741	76,082	40,265	79,679	85,049
	PT/Seasonal Wages	3,214	0	859	1,250	2,073	1,250	1,250
	Benefits	30,988	30,138	31,899	32,135	17,238	32,754	35,219
	<b>PERSONAL SERVICES</b>	<b>108,637</b>	<b>101,648</b>	<b>109,499</b>	<b>109,467</b>	<b>59,576</b>	<b>113,683</b>	<b>121,518</b>
	Supplies	98,939	131,150	104,215	121,100	46,011	112,000	103,000
	Small Tools & Equipment	2,958	1,150	290	1,150	0	1,300	1,700
	Concession Supplies	0	0	0	0	0	150	0
	<b>SUPPLIES</b>	<b>101,897</b>	<b>132,300</b>	<b>104,505</b>	<b>122,250</b>	<b>46,011</b>	<b>113,450</b>	<b>104,700</b>
	Professional Services	16,775	16,800	16,087	18,000	12,509	18,000	18,000
	Communication	6,585	7,850	6,667	8,200	3,622	7,950	7,400
	Vehicle, Travel & Training	1,495	3,340	1,498	2,840	936	2,840	1,840
	Advertising & Promotion	5,136	4,500	6,227	4,500	474	6,000	6,000
	Memberships & Subscriptions	425	700	425	700	675	600	600
	Insurance	22,100	22,100	19,700	19,700	10,575	14,100	21,300
	Licenses & Inspections	94	1,700	111	1,000	113	1,000	200
	Utilities	32,064	40,650	35,243	37,250	14,182	36,700	37,400
	Repairs	930	0	210	0	0	0	0
	Other Services & Charges	21,533	18,400	20,111	21,500	18,723	21,500	20,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>107,137</b>	<b>116,040</b>	<b>106,279</b>	<b>113,690</b>	<b>61,809</b>	<b>108,690</b>	<b>113,240</b>
	<b>Total Expenditures</b>	<b>317,671</b>	<b>349,988</b>	<b>320,283</b>	<b>345,407</b>	<b>167,396</b>	<b>335,823</b>	<b>339,458</b>
	<b>Net Revenue</b>	<b>-30,692</b>	<b>-28,163</b>	<b>-47,506</b>	<b>-38,582</b>	<b>-51,991</b>	<b>-38,898</b>	<b>-49,308</b>
	<b>Total for PROG 490: AIRPORT</b>	<b>-30,692</b>	<b>-28,163</b>	<b>-47,506</b>	<b>-38,582</b>	<b>-51,991</b>	<b>-38,898</b>	<b>-49,308</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Community Development - Airport**  
**Administration 380-490**

**2018 Accomplishments**

- Provided high quality transportation infrastructure for corporate and general aviation users.
- Completed update to new mobile friendly airport website and expanded use of social media and digital advertising.
- Added new business to airport to provide commercial flight training.
  
- Completed review and update of Airport Emergency Plan. Conducted training with emergency responders.
- Promoted airport through school tours, youth aviation camps, tenant events, informational meetings, and other special events.
- Implemented new systems as directed for payroll management, document management, and safety programs. Conducted training of employees.

**2019 Goals**

- Provide high level of customer service, welcoming facilities, and quality amenities for visitors to the community.
- Work with airport business development group to identify and develop qualified leads for prospective airport based businesses.
- Promote airport through continued school tours, youth aviation camp, tenant events, informational meetings, and other special events.
- Work with commercial tenants to 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.
- Add one revenue generating commercial aviation based business tenant.

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

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	66,032	67,212	78,335	67,212	9,752	67,212	67,212
	Total Revenues	66,032	67,212	78,335	67,212	9,752	67,212	67,212
	FT Wages	2,379	3,224	2,058	2,960	439	3,097	3,301
	PT/Seasonal Wages	13,868	13,500	21,576	19,879	9,094	20,848	22,260
	Benefits	3,687	3,871	4,996	5,378	1,726	5,573	5,960
	PERSONAL SERVICES	19,934	20,595	28,630	28,217	11,259	29,518	31,521
	Supplies	10,894	21,750	11,928	15,725	9,106	13,100	13,500
	Repair Supplies	10,929	13,100	14,836	12,400	4,384	11,400	11,400
	Small Tools & Equipment	452	500	176	500	2,664	500	500
	SUPPLIES	22,275	35,350	26,940	28,625	16,154	25,000	25,400
	Transportation (VRF)	12,300	12,300	14,400	14,400	7,200	14,400	25,080
	Repairs	14,529	17,225	23,803	16,250	2,299	20,250	18,500
	OTHER SERVICES & CHARGES	26,829	29,525	38,203	30,650	9,499	34,650	43,580
	Total Expenditures	69,038	85,470	93,773	87,492	36,912	89,168	100,501
	Net Revenue	-3,006	-18,258	-15,438	-20,280	-27,160	-21,956	-33,289
	Total for PROG 491: AIRPORT BUILDING & MAINTENANCE	-3,006	-18,258	-15,438	-20,280	-27,160	-21,956	-33,289
	Total for DEPT 380: AIRPORT	-33,698	-46,421	-62,944	-58,862	-79,151	-60,854	-82,597

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Community Development - Airport**  
**Buildings/Maintenance 380-491**

**2018 Accomplishments**

- Replaced main hangar bi-fold doors.
- 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 signage improvements with exterior and interior service branding signage.
- Completed obstruction removals near Runway 23 approach.
  
- Repaired damaged tile lines in airport leased farmland areas.
- Completed MnDOT airport 5010 inspection (every three years).

**2019 Goals**

- Complete auto parking lot crack seal and sealcoat.
- Replace depreciated loader and blower utilizing 955 state and federal grant funding participation.
- Obtain broom attachment for loader utilizing grant funding to provide more efficient snow removal operations
- 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 airport signage improvement with tenant directory signage
- Improve airport inspection program efficiencies through use of electronic documentation and GIS mapping.

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

DEPT 420: LIBRARY

PROG 600: LIBRARY

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	18,810	18,800	18,772	18,800	9,499	18,800	18,800
	Total Revenues	18,810	18,800	18,772	18,800	9,499	18,800	18,800
	FT Wages	161,494	159,992	68,663	100,520	55,316	111,021	118,648
	PT/Seasonal Wages	25,962	16,489	32,033	20,498	14,066	21,497	22,960
	OT/Holiday/Other	14,377	0	0	0	0	0	0
	Benefits	38,657	33,581	28,942	37,531	22,492	43,176	46,492
	PERSONAL SERVICES	240,490	210,062	129,638	158,549	91,874	175,694	188,100
	Supplies	348	300	1,566	270	0	300	300
	Library Materials	0	150	0	135	0	0	300
	SUPPLIES	348	450	1,566	405	0	300	600
	Professional Services	872	350	362	315	329	300	300
	Communication	946	1,350	1,541	1,215	549	1,800	1,500
	Vehicle, Travel & Training	4,626	7,540	943	6,690	1,027	5,640	3,655
	Advertising & Promotion	1,619	0	0	0	465	1,500	1,250
	Memberships & Subscriptions	1,545	1,750	1,773	1,750	568	1,700	1,750
	Insurance	760	760	670	670	413	550	850
	Repairs	1,860	500	310	450	0	300	310
	Rents/Leases	320	225	1,296	202	0	400	500
	Other Services & Charges	5,090	5,090	4,913	4,915	2,416	5,000	5,000
	OTHER SERVICES & CHARGES	17,638	17,565	11,808	16,207	5,767	17,190	15,115
	Total Expenditures	258,476	228,077	143,012	175,161	97,641	193,184	203,815
	Net Revenue	-239,666	-209,277	-124,240	-156,361	-88,142	-174,384	-185,015
	Total for PROG 600: LIBRARY	-239,666	-209,277	-124,240	-156,361	-88,142	-174,384	-185,015

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

PROG 610: CIRCULATION SERVICES PROGRAM

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	65,670	64,900	64,500	64,900	33,062	63,900	63,900
	Fines & Forfeits	10,111	13,000	9,415	9,000	4,242	9,000	9,000
	Miscellaneous	50	100	20	20	20	0	50
	<b>Total Revenues</b>	<b>75,831</b>	<b>78,000</b>	<b>73,935</b>	<b>73,920</b>	<b>37,324</b>	<b>72,900</b>	<b>72,950</b>
	FT Wages	221,866	220,379	183,238	154,146	90,662	161,122	162,475
	PT/Seasonal Wages	177,672	183,931	225,890	254,509	103,081	259,198	258,110
	OT/Holiday/Other	11,481	560	2,100	0	0	0	0
	Benefits	88,341	82,333	77,642	79,669	36,962	80,055	81,198
	<b>PERSONAL SERVICES</b>	<b>499,360</b>	<b>487,203</b>	<b>488,870</b>	<b>488,324</b>	<b>230,705</b>	<b>500,375</b>	<b>501,783</b>
	Supplies	1,210	1,125	1,210	1,013	91	800	800
	Small Tools & Equipment	1,136	1,000	1,867	900	819	1,000	1,250
	Library Materials	62,425	65,000	88,783	70,500	53,095	104,500	104,500
	<b>SUPPLIES</b>	<b>64,771</b>	<b>67,125</b>	<b>91,860</b>	<b>72,413</b>	<b>54,005</b>	<b>106,300</b>	<b>106,550</b>
	Professional Services	-2	250	-1	0	0	0	0
	Communication	2,575	3,600	2,865	3,500	1,290	3,000	3,000
	Vehicle, Travel & Training	0	0	0	0	29	0	0
	Advertising & Promotion	165	0	0	0	0	0	0
	Insurance	2,432	2,432	2,144	2,144	1,320	1,760	2,720
	Repairs	0	500	0	450	0	400	0
	Other Services & Charges	20,362	20,485	19,651	19,768	9,665	19,655	19,655
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>25,532</b>	<b>27,267</b>	<b>24,659</b>	<b>25,862</b>	<b>12,304</b>	<b>24,815</b>	<b>25,375</b>
	<b>Total Expenditures</b>	<b>589,663</b>	<b>581,595</b>	<b>605,389</b>	<b>586,599</b>	<b>297,014</b>	<b>631,490</b>	<b>633,708</b>
	<b>Net Revenue</b>	<b>-513,832</b>	<b>-503,595</b>	<b>-531,454</b>	<b>-512,679</b>	<b>-259,690</b>	<b>-558,590</b>	<b>-560,758</b>
	<b>Total for PROG 610: CIRCULATION SERVICES PROGRAM</b>	<b>-513,832</b>	<b>-503,595</b>	<b>-531,454</b>	<b>-512,679</b>	<b>-259,690</b>	<b>-558,590</b>	<b>-560,758</b>

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

PROG 620: LIBRARY SITE USE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	55,130	55,100	55,018	55,100	27,839	55,100	55,100
	Charges for Services	8,420	9,000	9,890	8,000	3,973	8,000	9,100
	Miscellaneous	0	0	0	0	0	2,850	0
	<b>Total Revenues</b>	<b>63,550</b>	<b>64,100</b>	<b>64,908</b>	<b>63,100</b>	<b>31,812</b>	<b>65,950</b>	<b>64,200</b>
	FT Wages	65,457	44,462	84,060	88,811	42,599	92,334	97,135
	PT/Seasonal Wages	9,393	23,397	9,321	7,149	4,736	7,449	7,888
	OT/Holiday/Other	584	560	491	0	259	0	0
	Benefits	23,290	17,724	28,702	31,893	14,477	31,116	33,110
	<b>PERSONAL SERVICES</b>	<b>98,724</b>	<b>86,143</b>	<b>122,574</b>	<b>127,853</b>	<b>62,071</b>	<b>130,899</b>	<b>138,133</b>
	Supplies	5,626	5,200	4,058	4,920	1,190	4,300	3,800
	Repair Supplies	2,901	5,000	6,127	4,500	1,933	3,000	4,000
	Small Tools & Equipment	1,302	2,000	2,507	1,350	0	2,000	1,750
	Library Materials	8,198	3,600	5,861	4,540	2,871	4,500	4,500
	<b>SUPPLIES</b>	<b>18,027</b>	<b>15,800</b>	<b>18,553</b>	<b>15,310</b>	<b>5,994</b>	<b>13,800</b>	<b>14,050</b>
	Professional Services	1,052	1,000	2,059	1,200	813	1,500	1,500
	Communication	2,293	3,520	2,622	4,100	363	2,100	2,100
	Vehicle, Travel & Training	0	0	0	0	29	0	0
	Insurance	2,204	2,204	1,943	1,943	1,196	1,595	2,465
	Repairs	3,201	6,860	2,668	4,264	4,227	4,000	5,150
	Rents/Leases	2,861	1,600	1,441	1,600	759	1,600	1,600
	Other Services & Charges	6,861	7,140	6,174	6,877	2,936	6,615	6,700
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>18,472</b>	<b>22,324</b>	<b>16,907</b>	<b>19,984</b>	<b>10,323</b>	<b>17,410</b>	<b>19,515</b>
	<b>CAPITAL OUTLAY</b>	<b>209</b>	<b>0</b>	<b>8,234</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>135,432</b>	<b>124,267</b>	<b>166,268</b>	<b>163,147</b>	<b>78,388</b>	<b>162,109</b>	<b>171,698</b>
	<b>Net Revenue</b>	<b>-71,882</b>	<b>-60,167</b>	<b>-101,360</b>	<b>-100,047</b>	<b>-46,576</b>	<b>-96,159</b>	<b>-107,498</b>
	<b>Total for PROG 620: LIBRARY SITE USE</b>	<b>-71,882</b>	<b>-60,167</b>	<b>-101,360</b>	<b>-100,047</b>	<b>-46,576</b>	<b>-96,159</b>	<b>-107,498</b>

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

PROG 630: LIBRARY INFORMATION SERVICES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	25,314	25,300	25,262	25,300	12,783	25,300	25,300
	Total Revenues	25,314	25,300	25,262	25,300	12,783	25,300	25,300
	FT Wages	179,645	217,005	152,245	169,251	84,150	177,422	189,252
	OT/Holiday/Other	70	2,612	0	0	0	0	0
	Benefits	61,861	70,764	46,214	58,721	25,105	52,994	56,916
	PERSONAL SERVICES	241,576	290,381	198,459	227,972	109,255	230,416	246,168
	Supplies	0	650	228	585	0	0	0
	Small Tools & Equipment	11,125	10,350	11,783	12,315	3,329	12,000	12,000
	Library Materials	14,519	11,750	2,351	12,400	450	2,000	1,500
	SUPPLIES	25,644	22,750	14,362	25,300	3,779	14,000	13,500
	Insurance	988	988	871	871	536	715	1,105
	Repairs	0	200	37	180	0	0	0
	Other Services & Charges	20,362	20,360	20,211	19,655	9,665	19,655	20,000
	OTHER SERVICES & CHARGES	21,350	21,548	21,119	20,706	10,201	20,370	21,105
	Total Expenditures	288,570	334,679	233,940	273,978	123,235	264,786	280,773
	Net Revenue	-263,256	-309,379	-208,678	-248,678	-110,452	-239,486	-255,473
	Total for PROG 630: LIBRARY INFORMATION SERVICES	-263,256	-309,379	-208,678	-248,678	-110,452	-239,486	-255,473

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

PROG 640: LIBRARY OFF-SITE USE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	40,842	39,500	39,767	39,500	20,631	39,500	39,500
	Total Revenues	40,842	39,500	39,767	39,500	20,631	39,500	39,500
	FT Wages	12,984	18,520	11,588	17,953	8,772	14,565	15,554
	PT/Seasonal Wages	0	1,000	0	1,000	0	1,000	1,000
	Benefits	4,158	5,830	4,080	6,344	3,184	5,377	5,787
	PERSONAL SERVICES	17,142	25,350	15,668	25,297	11,956	20,942	22,341
	Other Supplies	28,457	19,132	27,446	27,132	0	27,132	27,132
	SUPPLIES	28,457	19,132	27,446	27,132	0	27,132	27,132
	Insurance	1,216	1,216	1,072	1,072	660	880	1,360
	OTHER SERVICES & CHARGES	1,216	1,216	1,072	1,072	660	880	1,360
	Total Expenditures	46,815	45,698	44,186	53,501	12,616	48,954	50,833
	Net Revenue	-5,973	-6,198	-4,419	-14,001	8,015	-9,454	-11,333
	Total for PROG 640: LIBRARY OFF-SITE USE	-5,973	-6,198	-4,419	-14,001	8,015	-9,454	-11,333
	Total for DEPT 420: LIBRARY	-1,094,609	-1,088,616	-970,151	-1,031,766	-496,845	-1,078,073	-1,120,077

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture and Recreation - Library**  
**Library 420-600 thru 420-640**

**2018 Accomplishments**

Completed improvement project to eliminate flooding in parking lot and surrounding area.  
Restarted Books-to-Go program to bring books to in-home daycare providers.

In conjunction with Parks and Rec, launched Capture Owatonna Photo Contest  
Offered more programs for teens.  
Completed space allocation study for the Library.  
Changed hours of operation to better serve the community.  
Began city wide "Owatonna Reads" Program  
Increased author programs for adults  
Partnered with Allina Foundation to provide snacks in Children's Services.

Partnered with the School District to host the summer meal program

**2019 Goals**

Begin library sponsored monthly book club

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.  
Increase children's author/illustrator visits.  
Increase circulation of printed and digital materials.  
Partner with organizations to provide more art at the Library.  
Increase participation in community wide events, e.g. Night to Unite and Crazy Days  
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.

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

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

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	0	0	1,000	0	0	0	0
	Total Revenues	0	0	1,000	0	0	0	0
	FT Wages	153,673	119,622	174,379	151,667	86,934	170,274	169,699
	PT/Seasonal Wages	54,063	42,208	71,717	54,360	32,668	56,884	57,176
	OT/Holiday/Other	4,706	4,789	5,173	5,137	19,892	5,351	0
	Benefits	60,018	35,580	70,770	60,101	33,858	64,369	90,357
	PERSONAL SERVICES	272,460	202,199	322,039	271,265	173,352	296,878	317,232
	Supplies	5,333	5,000	7,153	5,000	2,386	5,000	4,500
	Small Tools & Equipment	70	1,000	200	0	0	200	200
	SUPPLIES	5,403	6,000	7,353	5,000	2,386	5,200	4,700
	Professional Services	318	1,000	1,117	300	0	300	200
	Communication	1,645	2,000	2,060	1,500	1,094	1,500	1,500
	Vehicle, Travel & Training	2,455	5,820	5,553	6,000	980	5,000	2,500
	Advertising & Promotion	7,555	4,000	5,425	4,000	2,536	5,000	4,000
	Printing	0	500	0	500	0	500	500
	Memberships & Subscriptions	1,410	3,000	2,855	3,000	2,365	3,000	3,000
	Repairs	1,860	0	465	0	0	465	465
	Other Services & Charges	4,275	4,000	4,325	5,000	0	5,000	14,500
	OTHER SERVICES & CHARGES	19,518	20,320	21,800	20,300	6,975	20,765	26,665
	Total Expenditures	297,381	228,519	351,192	296,565	182,713	322,843	348,597
	Net Revenue	-297,381	-228,519	-350,192	-296,565	-182,713	-322,843	-348,597
	Total for PROG 500: PARK & REC ADMINISTRATION	-297,381	-228,519	-350,192	-296,565	-182,713	-322,843	-348,597
	Total for DEPT 510: PARK & REC ADMINISTRATION	-297,381	-228,519	-350,192	-296,565	-182,713	-322,843	-348,597

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture & Recreation - Park and Recreation**  
**Administration 510-500**

**2018 Accomplishments**

Started Master Park and Trail Plan  
Implemented new software for the department  
Opened North Straight River Trail  
Opened 18th Street Trail  
Completed major improvements at Lake Kolmier  
Completed Outdoor Recreation Area for Sid Kinyon Tennis Courts  
Updated Vehicle Replacement Plan

**2019 Goals**

Complete Master Park and Trail Plan  
Analyze department structure  
Look for department efficiencies  
Continue seeking new partnerships  
Improve look and feel parks  
Increase safety for trail users  
Start Pop-up nature playground

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

DEPT 511: PARK MAINTENANCE

PROG 510: PARK MAINTENANCE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	60,469	51,700	107,288	98,600	8,870	35,000	35,000
	Charges for Services	102,134	29,000	59,351	45,000	7,442	45,000	45,000
	Miscellaneous	37,518	38,000	38,532	38,000	17,879	38,000	34,000
	<b>Total Revenues</b>	<b>200,121</b>	<b>118,700</b>	<b>205,171</b>	<b>181,600</b>	<b>34,191</b>	<b>118,000</b>	<b>114,000</b>
	FT Wages	473,899	439,451	424,219	401,111	168,429	414,821	510,864
	PT/Seasonal Wages	167,564	185,669	187,571	195,495	87,174	209,600	153,379
	OT/Holiday/Other	20,197	18,000	21,709	12,000	7,182	12,000	12,000
	Benefits	204,599	187,572	190,210	190,921	84,867	202,915	232,322
	<b>PERSONAL SERVICES</b>	<b>866,259</b>	<b>830,692</b>	<b>823,709</b>	<b>799,527</b>	<b>347,652</b>	<b>839,336</b>	<b>908,565</b>
	Supplies	133,256	131,750	181,888	146,350	57,596	141,750	126,500
	Repair Supplies	104,149	96,700	115,246	96,700	46,618	91,700	91,500
	Small Tools & Equipment	9,596	15,800	23,901	16,800	14,012	16,800	30,000
	<b>SUPPLIES</b>	<b>247,001</b>	<b>244,250</b>	<b>321,035</b>	<b>259,850</b>	<b>118,226</b>	<b>250,250</b>	<b>248,000</b>
	Professional Services	33,360	20,650	87,011	84,650	20,750	45,650	66,500
	Communication	2,517	2,550	1,268	2,550	1,175	2,550	1,500
	Transportation (VRF)	70,000	70,000	74,400	74,400	37,200	74,400	88,800
	Vehicle, Travel & Training	3,332	7,012	8,441	5,500	2,991	3,100	3,100
	Advertising & Promotion	1,443	300	2,329	500	648	500	500
	Memberships & Subscriptions	380	225	105	225	771	225	1,000
	Insurance	33,100	33,100	38,294	27,400	18,375	24,500	31,700
	Licenses & Inspections	5,113	2,500	2,246	2,500	1,118	2,500	2,500
	Repairs	40,540	7,500	2,637	7,500	1,828	7,500	3,000
	Rents/Leases	21,176	10,000	11,279	11,000	2,258	11,000	16,000
	Other Services & Charges	19,604	14,500	26,542	14,500	10,987	15,500	26,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>230,565</b>	<b>168,337</b>	<b>254,552</b>	<b>230,725</b>	<b>98,101</b>	<b>187,425</b>	<b>240,600</b>
	<b>CAPITAL OUTLAY</b>	<b>13,980</b>	<b>14,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>1,357,805</b>	<b>1,257,279</b>	<b>1,399,296</b>	<b>1,290,102</b>	<b>563,979</b>	<b>1,277,011</b>	<b>1,397,165</b>
	<b>Net Revenue</b>	<b>-1,157,684</b>	<b>-1,138,579</b>	<b>-1,194,125</b>	<b>-1,108,502</b>	<b>-529,788</b>	<b>-1,159,011</b>	<b>-1,283,165</b>
	<b>Total for PROG 510: PARK MAINTENANCE</b>	<b>-1,157,684</b>	<b>-1,138,579</b>	<b>-1,194,125</b>	<b>-1,108,502</b>	<b>-529,788</b>	<b>-1,159,011</b>	<b>-1,283,165</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture & Recreation - Park Maintenance**  
**Park Maintenance 511-510**

**2018 Accomplishments**

Provide good customer service  
Repair vandalism asap, within 24 hours  
Provide mosquito control for all city  
Snow removal of all trails, sidewalks, lots and assist street department on roadways  
Ice rinks and cross country trails  
Finish work on North Straight River Parkway  
Turf management for all parks, library and city property  
Trail repairs to Kaplan's Woods  
Playground repairs and replacement, athletic field maintenance  
Athletic field maintenance  
Trail Overlays  
Install four dugouts at Manthey Park  
Respond to special requests as approved  
Lincoln tennis courts repurposed with partial grant funding  
18th Street Trail addition  
Bench additions along trails  
Use the Faribault corrections crew wisely & to the fullest potential  
Add lighting at Dog Park  
Add water at Dog Park  
Add a few obstacles in Dog Park for them to play on  
Deer hunt  
Buckthorn removal with goat dispatch  
Kohlmier beach entrance road & trail

**2019 Goals**

Provide good customer service  
Repair vandalism asap, within 24 hours  
Provide mosquito control for all city  
Snow removal of all trails, sidewalks, lots and assist street department on roadways  
Ice rinks and cross country trails  
Turf management for all parks and city grounds  
Playground repair and replacement  
Athletic field maintenance  
Trail overlays  
Respond to special requests as approved  
All inclusive playground and Miracle Field  
New soccer fields on east Rice Lake Street  
Move playground from Manthey to Morehouse  
Kayak launch at Chase Lake or Kohlmier  
Look closer into grants

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

DEPT 512: ADULT RECREATION

PROG 520: ADULT RECREATION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	4,890	5,800	4,550	5,800	0	5,200	4,800
	Charges for Services	67,656	80,209	68,367	80,269	31,653	77,249	74,250
	Miscellaneous	190	500	0	500	0	500	400
	<b>Total Revenues</b>	<b>72,736</b>	<b>86,509</b>	<b>72,917</b>	<b>86,569</b>	<b>31,653</b>	<b>82,949</b>	<b>79,450</b>
	FT Wages	40,343	48,269	37,304	38,328	22,771	32,346	34,400
	PT/Seasonal Wages	13,192	18,728	13,513	22,448	6,562	14,790	14,790
	OT/Holiday/Other	0	100	0	100	0	100	100
	Benefits	12,458	13,413	11,118	13,982	6,047	10,709	11,263
	<b>PERSONAL SERVICES</b>	<b>65,993</b>	<b>80,510</b>	<b>61,935</b>	<b>74,858</b>	<b>35,380</b>	<b>57,945</b>	<b>60,553</b>
	Supplies	4,350	4,700	3,897	5,450	1,309	4,900	5,850
	Small Tools & Equipment	0	150	100	150	0	150	150
	<b>SUPPLIES</b>	<b>4,350</b>	<b>4,850</b>	<b>3,997</b>	<b>5,600</b>	<b>1,309</b>	<b>5,050</b>	<b>6,000</b>
	Professional Services	760	500	869	500	0	500	800
	Communication	5,339	3,400	6,027	3,800	3,522	4,700	6,450
	Vehicle, Travel & Training	732	1,450	649	1,450	79	1,200	950
	Printing	0	80	0	80	0	500	350
	Refunds & Reimbursements	8,205	8,055	7,445	2,000	0	8,205	8,105
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>15,036</b>	<b>13,485</b>	<b>14,990</b>	<b>7,830</b>	<b>3,601</b>	<b>15,105</b>	<b>16,655</b>
	<b>Total Expenditures</b>	<b>85,379</b>	<b>98,845</b>	<b>80,922</b>	<b>88,288</b>	<b>40,290</b>	<b>78,100</b>	<b>83,208</b>
	<b>Net Revenue</b>	<b>-12,643</b>	<b>-12,336</b>	<b>-8,005</b>	<b>-1,719</b>	<b>-8,637</b>	<b>4,849</b>	<b>-3,758</b>
	<b>Total for PROG 520: ADULT RECREATION</b>	<b>-12,643</b>	<b>-12,336</b>	<b>-8,005</b>	<b>-1,719</b>	<b>-8,637</b>	<b>4,849</b>	<b>-3,758</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture & Recreation - Adult Recreation**  
**Adult Recreation 512-520**

**2018 Accomplishments**

- \* Adult offerings to include Volleyball, Softball, Kickball and Fall Softball
- \* Starting with Fall programs, registering teams and players on-line, with new software program
- \* Replaced Diamond two Backstop, with funding from Owat. Softball Assc.
- \* Continue to offer quality programs with high approval ratings of participants.
- \* Partnerships: Steele County, Owatonna Adult Softball Assn., Knights of Columbus, Owatonna Peoples Press, KRFO, Community Service Groups, Grants, Area businesses.

**2019 Goals**

- \* Continue to strive to make all adult programs 100% self sufficient.
- \* Continue to explore to add new programs and/or revamp old programs.
- \* Partner with School District and Volleyball Association, on volleyball standard replacement plan and sharing of cost.
- \* 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	8,430	7,350	7,220	7,350	0	8,250	7,500
	Charges for Services	174,759	158,983	183,335	163,733	111,368	174,705	109,280
	Miscellaneous	20,855	19,500	6,669	4,500	3,186	4,300	3,500
	<b>Total Revenues</b>	<b>204,044</b>	<b>185,833</b>	<b>197,224</b>	<b>175,583</b>	<b>114,554</b>	<b>187,255</b>	<b>120,280</b>
	FT Wages	106,932	95,974	131,558	83,304	63,143	144,492	71,360
	PT/Seasonal Wages	97,131	112,056	89,775	112,067	37,400	57,525	51,442
	OT/Holiday/Other	36	0	4,699	0	0	0	0
	Benefits	48,900	41,405	55,161	45,103	23,374	45,693	28,437
	<b>PERSONAL SERVICES</b>	<b>252,999</b>	<b>249,435</b>	<b>281,193</b>	<b>240,474</b>	<b>123,917</b>	<b>247,710</b>	<b>151,239</b>
	Supplies	10,245	11,300	14,900	10,400	10,723	11,400	14,900
	Repair Supplies	57	0	455	0	0	0	0
	Small Tools & Equipment	400	700	483	700	0	700	600
	Concession Supplies	-406	0	3,711	0	-9,563	0	0
	<b>SUPPLIES</b>	<b>10,296</b>	<b>12,000</b>	<b>19,549</b>	<b>11,100</b>	<b>1,160</b>	<b>12,100</b>	<b>15,500</b>
	Professional Services	30,729	24,500	14,762	9,500	6,766	13,700	8,000
	Communication	7,652	5,100	8,549	5,650	4,640	7,050	7,040
	Vehicle, Travel & Training	3,547	2,900	2,410	2,900	196	2,650	1,700
	Advertising & Promotion	4,331	1,000	2,314	3,000	1,143	3,500	3,100
	Printing	115	200	0	0	0	0	0
	Memberships & Subscriptions	350	460	418	400	312	350	150
	Insurance	1,181	0	274	1,181	13	1,181	1,181
	Licenses & Inspections	677	400	0	400	348	400	500
	Repairs	0	200	0	200	0	200	150
	Other Services & Charges	1,742	775	2,137	950	746	1,825	1,900
	Refunds & Reimbursements	19,119	18,670	17,282	18,670	0	15,470	13,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>69,443</b>	<b>54,205</b>	<b>48,146</b>	<b>42,851</b>	<b>14,164</b>	<b>46,326</b>	<b>36,721</b>
	<b>Total Expenditures</b>	<b>332,738</b>	<b>315,640</b>	<b>348,888</b>	<b>294,425</b>	<b>139,241</b>	<b>306,136</b>	<b>203,460</b>
	Net Revenue	-128,694	-129,807	-151,664	-118,842	-24,687	-118,881	-83,180
	<b>Total for PROG 530: YOUTH RECREATION</b>	<b>-128,694</b>	<b>-129,807</b>	<b>-151,664</b>	<b>-118,842</b>	<b>-24,687</b>	<b>-118,881</b>	<b>-83,180</b>

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

PROG 536: AQUATICS

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	0	0	0	0	0	0	50,925
	Total Revenues	0	0	0	0	0	0	50,925
	FT Wages	0	0	0	0	0	0	54,157
	PT/Seasonal Wages	0	0	0	0	0	0	13,460
	Benefits	0	0	0	0	0	0	13,271
	PERSONAL SERVICES	0	0	0	0	0	0	80,888
	Supplies	0	0	0	0	0	0	1,100
	SUPPLIES	0	0	0	0	0	0	1,100
	Professional Services	0	0	0	0	0	0	3,000
	Communication	0	0	0	0	0	0	300
	Vehicle, Travel & Training	0	0	0	0	0	0	500
	Refunds & Reimbursements	0	0	0	0	0	0	5,000
	OTHER SERVICES & CHARGES	0	0	0	0	0	0	8,800
	Total Expenditures	0	0	0	0	0	0	90,788
	Net Revenue	0	0	0	0	0	0	-39,863
	Total for PROG 536: AQUATICS	0	0	0	0	0	0	-39,863

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

PROG 538: THERAPEUTIC RECREATION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	0	0	0	0	0	0	25,200
	Miscellaneous	0	0	0	0	0	0	1,500
	<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>26,700</b>
	FT Wages	0	0	0	0	0	0	28,585
	PT/Seasonal Wages	0	0	0	0	0	0	21,687
	Benefits	0	0	0	0	0	0	9,598
	<b>PERSONAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59,870</b>
	Supplies	0	0	0	0	0	0	2,200
	<b>SUPPLIES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,200</b>
	Professional Services	0	0	0	0	0	0	4,200
	Communication	0	0	0	0	0	0	1,110
	Vehicle, Travel & Training	0	0	0	0	0	0	550
	Memberships & Subscriptions	0	0	0	0	0	0	300
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,160</b>
	<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>68,230</b>
	Net Revenue	0	0	0	0	0	0	-41,530
	<b>Total for PROG 538: THERAPEUTIC RECREATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-41,530</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture & Recreation - Youth Recreation**  
**Youth Recreation 513-530, 536 and 538**

**2018 Accomplishments**

- \* Started funding for We All Play, inclusive playground and Miracle Field.
- \* Developed and implemented helmet sponsorship program that lead to the purchase of 250 helmets.
- \* Added Tacklebar to football, in efforts to make the game more safe.
- \* Continued updates, make ups, correspondences to parcipants/coaches thru our new software, resulting in cost savings of postage.
- \* Developed plans for the soccer fields at Naas property.
- \* Added successful programs including: Farm Camp, Ramped up 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.
- \* Theraputic Recreation: Create a new Special Rec Program for youth ages 4-10
- \* Theraputic Recreation: Combined the LIFE group and Night Club to better utilize resources and develop a stronger overall program

**2019 Goals**

- \* Start Development of Soccer Fields at Naas Property.
- \* Complete funding for We All Play 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.
- \* 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.
- \* Theraputic Recreation: Develop partnerships with Special Olympics, Advocates for Developmental Disabilities and other adaptive rec community groups to complement eachother in providing programming and adaptive rec needs
- \* Theraputic Recreation: Develop new programming oppourtunities to meet the needs of all ages
- \* Theraputic Recreation: Develop partnerships with community agencies to assist in program marketing
- \* Theraputic Recreation: Obtain grants to purchase an adaptive kayak boat launch system and an all terrain wheel chair
- \* Theraputic Recreation: Review and evaluate all programs for purpose, effectiveness and need

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

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

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

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	6,672	7,000	6,551	7,000	4,166	7,000	7,000
	Miscellaneous	0	500	250	500	63	500	0
	Total Revenues	6,672	7,500	6,801	7,500	4,229	7,500	7,000
	FT Wages	34,363	41,983	30,637	44,088	22,538	43,096	45,958
	PT/Seasonal Wages	20,949	0	102,344	86,535	54,204	90,887	87,865
	OT/Holiday/Other	236	0	0	0	0	0	0
	Benefits	13,013	11,944	23,629	25,090	13,345	24,152	23,516
	PERSONAL SERVICES	68,561	53,927	156,610	155,713	90,087	158,135	157,339
	Supplies	4,365	5,700	5,491	5,700	2,900	5,700	5,000
	Repair Supplies	0	0	726	0	0	0	0
	SUPPLIES	4,365	5,700	6,217	5,700	2,900	5,700	5,000
	Professional Services	37	0	46	0	156	0	0
	Communication	3,028	5,650	6,850	6,100	3,405	6,250	6,700
	Vehicle, Travel & Training	314	1,150	712	1,300	134	1,000	950
	Advertising & Promotion	69	0	759	0	137	0	2,600
	Memberships & Subscriptions	190	225	191	225	197	225	350
	Licenses & Inspections	475	525	475	525	520	525	525
	Repairs	0	400	0	400	0	400	0
	Other Services & Charges	1,159	3,150	1,105	3,100	422	1,400	1,200
	OTHER SERVICES & CHARGES	5,272	11,100	10,138	11,650	4,971	9,800	12,325
	Total Expenditures	78,198	70,727	172,965	173,063	97,958	173,635	174,664
	Net Revenue	-71,526	-63,227	-166,164	-165,563	-93,729	-166,135	-167,664
	Total for PROG 540: TENNIS AND FITNESS CENTER	-71,526	-63,227	-166,164	-165,563	-93,729	-166,135	-167,664

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

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

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	102,061	111,750	152,605	146,000	90,647	127,900	138,700
	Miscellaneous	1,500	500	1,505	500	21	500	0
	<b>Total Revenues</b>	<b>103,561</b>	<b>112,250</b>	<b>154,110</b>	<b>146,500</b>	<b>90,668</b>	<b>128,400</b>	<b>138,700</b>
	Supplies	4,207	11,500	5,110	4,500	2,071	3,000	3,000
	Repair Supplies	475	1,050	995	1,550	8,558	1,550	1,550
	<b>SUPPLIES</b>	<b>4,682</b>	<b>12,550</b>	<b>6,105</b>	<b>6,050</b>	<b>10,629</b>	<b>4,550</b>	<b>4,550</b>
	Professional Services	59,348	74,645	106,490	84,700	49,330	81,000	89,500
	Communication	745	450	2	450	0	250	150
	Advertising & Promotion	132	1,300	70	1,300	0	1,300	0
	Memberships & Subscriptions	745	500	60	500	24	500	250
	Repairs	383	250	378	250	347	250	400
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>61,353</b>	<b>77,145</b>	<b>107,000</b>	<b>87,200</b>	<b>49,701</b>	<b>83,300</b>	<b>90,300</b>
	<b>Total Expenditures</b>	<b>66,035</b>	<b>89,695</b>	<b>113,105</b>	<b>93,250</b>	<b>60,330</b>	<b>87,850</b>	<b>94,850</b>
	<b>Net Revenue</b>	<b>37,526</b>	<b>22,555</b>	<b>41,005</b>	<b>53,250</b>	<b>30,338</b>	<b>40,550</b>	<b>43,850</b>
	<b>Total for PROG 544: TENNIS-PRO SHOP,INSTR,USER FEE</b>	<b>37,526</b>	<b>22,555</b>	<b>41,005</b>	<b>53,250</b>	<b>30,338</b>	<b>40,550</b>	<b>43,850</b>

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

PROG 546: FITNESS, AQUATICS, CONCESSIONS

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	120,209	111,900	124,023	113,650	69,487	118,150	119,400
	Total Revenues	120,209	111,900	124,023	113,650	69,487	118,150	119,400
	FT Wages	1,141	0	988	0	0	0	0
	PT/Seasonal Wages	68,777	77,260	0	0	368	0	0
	Benefits	9,022	10,441	0	0	0	0	0
	PERSONAL SERVICES	78,940	87,701	988	0	368	0	0
	Supplies	4,503	4,650	3,156	5,200	1,482	5,200	3,950
	Repair Supplies	7,482	3,200	1,428	3,200	908	3,200	2,200
	Small Tools & Equipment	8,111	6,500	6,240	6,500	5,130	16,500	16,500
	Concession Supplies	1,381	2,500	1,199	2,250	943	2,000	1,500
	SUPPLIES	21,477	16,850	12,023	17,150	8,463	26,900	24,150
	Professional Services	3,999	1,275	3,728	2,975	1,381	3,825	3,400
	Communication	1,010	500	297	500	189	550	550
	Advertising & Promotion	122	1,300	69	1,300	0	1,300	0
	Printing	0	0	0	0	0	0	400
	Memberships & Subscriptions	1,717	1,500	1,728	1,500	288	1,500	1,200
	Insurance	3,237	3,200	2,700	2,700	1,650	2,200	3,400
	Repairs	668	500	1,441	2,000	904	2,000	2,000
	Rents/Leases	0	50	0	50	0	0	0
	OTHER SERVICES & CHARGES	10,753	8,325	9,963	11,025	4,412	11,375	10,950
	Total Expenditures	111,170	112,876	22,974	28,175	13,243	38,275	35,100
	Net Revenue	9,039	-976	101,049	85,475	56,244	79,875	84,300
	Total for PROG 546: FITNESS, AQUATICS, CONCESSIONS	9,039	-976	101,049	85,475	56,244	79,875	84,300
	Total for DEPT 514: TENNIS AND FITNESS CENTER	-24,961	-41,648	-24,110	-26,838	-7,147	-45,710	-39,514

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture & Recreation - Tennis & Fitness**  
**Tennis & Fitness Center 514-540, 514-544, 514-546**

**2018 Accomplishments**

- Continued to expand personal trainer programming options
- Transitioned to updated software system (MaxGalaxy)
  
- 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 matches
- Extended contract with Tennis Pro
- Expanded the use of social media venues as advertisements and an informational source
- Successful number of patrons and user groups visiting the facility
- Partnered with Owatonna Public Utilities to upgrade the Tennis Center lighting to LED bulbs
- Continued partnership with Owatonna Tennis Association
  
- Partner with USTA to offer summer league
  
- Partnered with USTA and OTA on grants for additional Tennis programming
- Started fundraising efforts and renovation process for the Pro Shop/Lobby Area
- Developed and Implemented a regional marketing campaign for the use of the Tennis Center
- Replaced Boiler system (late 2017)
- Installed Jaguar services for TV and music through the facility

**2019 Goals**

- Continue to strive towards being self sufficient.
- Become more knowledgeable in the new software and implement additional features/processes as they apply
- Improve and increase advertising avenues for memberships and facility rentals through digital target marketing
  
- Enhance staff trainings and quarterly staff meetings
  
- Explore new aquatics programs for users during daytime hours
- Develop a plan for new staff training to prepare for Fall Season
- Partner with USTA to offer Tournaments and USTA summer leagues
- Continue to increase adult membership through new programming
- Re-evaluate and update Tennis Court Group Rental Policies
- 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
- Enhance facility by brightening up the rooms
- Continue replacing outdated and worn down equipment.
- Replace tennis court divider nets
- Complete Facility Conditions Report

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

DEPT 515: SENIOR CENTER

PROG 550: SENIOR CENTER

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	53,932	48,400	67,594	69,150	39,805	54,150	57,500
	Miscellaneous	28,200	27,000	35,800	27,000	12,117	27,000	27,000
	Total Revenues	82,132	75,400	103,394	96,150	51,922	81,150	84,500
	FT Wages	50,796	51,434	48,416	54,571	14,875	39,956	42,717
	PT/Seasonal Wages	2,984	9,000	5,551	15,958	11,195	9,000	7,500
	OT/Holiday/Other	804	0	0	0	0	0	0
	Benefits	11,663	15,422	10,345	16,218	5,540	9,849	9,590
	PERSONAL SERVICES	66,247	75,856	64,312	86,747	31,610	58,805	59,807
	Supplies	6,743	12,350	8,303	10,350	3,691	8,560	6,100
	Repair Supplies	494	1,800	1,713	1,800	118	1,800	1,700
	Small Tools & Equipment	0	0	4,420	0	6,000	0	6,000
	Concession Supplies	408	700	185	500	76	500	250
	SUPPLIES	7,645	14,850	14,621	12,650	9,885	10,860	14,050
	Professional Services	26,577	12,000	44,803	38,000	12,911	23,500	28,800
	Communication	3,418	3,850	4,951	3,400	1,690	4,200	4,200
	Vehicle, Travel & Training	771	1,300	884	1,200	63	1,000	850
	Advertising & Promotion	714	750	1,470	750	116	750	750
	Printing	329	1,500	862	750	0	750	500
	Memberships & Subscriptions	190	50	119	100	172	100	250
	Insurance	2,300	2,300	1,900	1,900	1,050	1,400	2,200
	Repairs	4,277	6,550	8,424	6,300	1,239	6,300	1,500
	Rents/Leases	-78	400	-101	400	-56	400	0
	Other Services & Charges	946	2,100	946	1,800	473	1,800	1,850
	OTHER SERVICES & CHARGES	39,444	30,800	64,258	54,600	17,658	40,200	40,900
	Total Expenditures	113,336	121,506	143,191	153,997	59,153	109,865	114,757
	Net Revenue	-31,204	-46,106	-39,797	-57,847	-7,231	-28,715	-30,257
	Total for PROG 550: SENIOR CENTER	-31,204	-46,106	-39,797	-57,847	-7,231	-28,715	-30,257
	Total for DEPT 515: SENIOR CENTER	-31,204	-46,106	-39,797	-57,847	-7,231	-28,715	-30,257

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture & Recreation - Senior Center**  
**Senior Center 515-550**

**2018 Accomplishments**

- Continued to expand the day trip program
- Extended cross training Tennis & Fitness Guest Services Staff to assist with SeniorPlace facility needs
- Continued to Partner and Collaborate with SeniorPlace Inc.
- Acquired Sponsorship for the Day Trip Prize
- Continued to offer free educational speakers and seminars.
- Continued with collaborations with contracted employee's such as the Yoga Instructor
- Transitioned to updated software system (MaxGalaxy)
- Increased the number of brand new members
- Created a Membership/Advertising Committee to better market SeniorPlace and Senior Programming
  - Implemented new policies on day trip programs to allow SeniorPlace members priority and incentives
  - Implemented a new check policy for patrons
  - Implemented themed birthday party rental packages

**2019 Goals**

- Expand the use of social media venues as advertisement and as an informational source
- Continue to seek new programming, trip and event ideas
- Continue and expand volunteer opportunities
- Develop a marketing plan to better advertise SeniorPlace and Senior Programming
- Maintain relationships with Healthy Seniors and SEMCAC Dining Services
- Continue to increase local business participation within the Partnership Program
- Become more knowledgeable in the new software and implement additional features/processes as they apply
- Increase yearly membership levels
- Develop and implement a marketing plan to change the name of the SeniorPlace building
- Maintain a strong partnership with SeniorPlace Inc.
- Increase front desk volunteers
- Complete Facility Conditions Report

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

DEPT 520: AQUATIC CENTER

PROG 575: AQUATIC CENTER

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	170,615	210,020	171,774	211,020	76,093	212,750	193,500
	Miscellaneous	5,800	500	0	500	0	500	0
	Total Revenues	176,415	210,520	171,774	211,520	76,093	213,250	193,500
	FT Wages	7,928	12,140	12,580	10,097	12,592	21,494	22,952
	PT/Seasonal Wages	108,985	105,000	112,622	121,958	26,089	118,000	116,500
	OT/Holiday/Other	524	0	0	0	0	0	0
	Benefits	15,442	15,281	18,357	18,931	6,635	20,898	19,370
	PERSONAL SERVICES	132,879	132,421	143,559	150,986	45,316	160,392	158,822
	Supplies	19,007	17,300	26,742	18,550	9,011	18,550	22,900
	Repair Supplies	14,393	14,500	5,724	15,000	735	12,500	10,000
	Small Tools & Equipment	0	0	953	0	5,969	7,500	10,000
	Concession Supplies	20,343	23,000	23,290	23,000	490	23,000	23,000
	SUPPLIES	53,743	54,800	56,709	56,550	16,205	61,550	65,900
	Professional Services	583	200	681	200	562	200	100
	Communication	3,053	2,250	3,225	2,900	449	3,000	3,000
	Vehicle, Travel & Training	237	900	312	900	15	900	1,000
	Advertising & Promotion	6,775	7,000	7,838	7,000	1,106	7,000	7,000
	Memberships & Subscriptions	0	0	0	0	570	0	600
	Insurance	10,600	10,600	6,600	6,600	3,907	5,200	7,700
	Licenses & Inspections	630	650	630	650	805	650	805
	Repairs	255	3,500	192	3,500	294	3,500	1,000
	Other Services & Charges	267	700	532	700	10	700	700
	OTHER SERVICES & CHARGES	22,400	25,800	20,010	22,450	7,718	21,150	21,905
	Total Expenditures	209,022	213,021	220,278	229,986	69,239	243,092	246,627
	Net Revenue	-32,607	-2,501	-48,504	-18,466	6,854	-29,842	-53,127
	Total for PROG 575: AQUATIC CENTER	-32,607	-2,501	-48,504	-18,466	6,854	-29,842	-53,127
	Total for DEPT 520: AQUATIC CENTER	-32,607	-2,501	-48,504	-18,466	6,854	-29,842	-53,127

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Aquatic Center**  
**Aquatic Center 520-575**

**2018 Accomplishments**

- Added Family Season Pass
- Successful offered/attended programs -- increases shown in Water Aerobics, Lap Swim/Water Walking and Swim Lessons Programs
- Developed new programs, specials and events
- Continued to expand the use of social media venues as advertisement and informational sources
- Continued implementing new strategies for staff trainings and orientations.
- Re-evaluated the advertising strategy -- included digital target marketing
- Implemented new strategies for off season maintenance of pool swim area
- Successful number of patrons and user groups visiting the facility
- Scheduled to offer 1 week extended season
- Added Play Feature in Zero Depth area
- Trained an additional Swimming Lessons (WSI) trainer
- Increased number of Swim Lessons Instructors and Lifeguards staff
- Offered Events and Specials highlighting the 10 year anniversary
- Installed Jaguar services for music at the facility
- Transitioned to updated software system (MaxGalaxy)

**2019 Goals**

- Continue to update our training procedures and inservices for higher efficiency
- Re-evaluate offered programs and fees; create new offerings
- Continue to increase group and birthday party rentals
- Install a pavilion style shade structure within the facility for birthday parties, group rentals and general patron use
- Expand the new zero depth play feature to include 25 foot body slide
- Create a variety of fitness classes and events for Saturday mornings
- Secure Advertisers to replace Funbrellas
- Replenish deck furniture
- Explore ways to draw additional patrons to the facility during the weekday open swim times
- Train a Lifeguard Instructor Trainer
- Expand Swim Lessons program to meet the needs of our diverse population
- Develop/Implement WSI inservices
- Complete Facility Conditions Report
- Become more knowledgeable in the new software and implement additional features/processes as they apply

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

DEPT 525: BROOKTREE GOLF COURSE

PROG 562: CLUBHOUSE ACTIVITIES

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	386,389	487,850	384,250	414,770	210,471	438,750	408,050
	Miscellaneous	1,464	875	535	1,500	170	1,500	0
	Total Revenues	387,853	488,725	384,785	416,270	210,641	440,250	408,050
	FT Wages	14,310	21,371	18,912	25,906	9,306	27,042	28,320
	PT/Seasonal Wages	59,180	98,055	59,519	72,830	22,650	54,187	51,165
	Benefits	11,815	17,143	13,978	17,179	5,876	15,692	16,019
	PERSONAL SERVICES	85,305	136,569	92,409	115,915	37,832	96,921	95,504
	Supplies	14,293	6,500	8,932	7,500	2,742	7,500	7,000
	Small Tools & Equipment	0	300	0	300	0	300	300
	Concession Supplies	10,694	50,000	14,417	10,000	7,325	10,000	10,000
	SUPPLIES	24,987	56,800	23,349	17,800	10,067	17,800	17,300
	Professional Services	1,307	0	-17	0	1,297	1,000	4,000
	Communication	10,418	10,200	9,865	8,200	4,132	9,200	9,200
	Vehicle, Travel & Training	1,830	1,000	1,289	1,000	227	1,000	1,000
	Advertising & Promotion	7,741	6,000	8,136	6,000	5,110	7,000	7,000
	Memberships & Subscriptions	2,353	3,300	5,833	4,300	5,780	4,800	5,800
	Insurance	9,945	9,000	5,355	6,300	3,750	5,000	7,000
	Licenses & Inspections	660	2,000	719	0	660	660	660
	Repairs	10,219	5,500	3,375	6,000	1,381	5,200	5,000
	Rents/Leases	6,280	5,500	3,246	4,500	398	4,500	2,000
	Other Services & Charges	2,125	3,800	3,472	3,800	754	3,800	3,800
	Refunds & Reimbursements	0	0	547	0	0	0	0
	OTHER SERVICES & CHARGES	52,878	46,300	41,820	40,100	23,489	42,160	45,460
	Total Expenditures	163,170	239,669	157,578	173,815	71,388	156,881	158,264
	Net Revenue	224,683	249,056	227,207	242,455	139,253	283,369	249,786
	Total for PROG 562: CLUBHOUSE ACTIVITIES	224,683	249,056	227,207	242,455	139,253	283,369	249,786

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Culture & Recreation - Brooktree Golf Course**  
**Clubhouse 525-562**

**2018 Accomplishments**

Developed procedures for consistent customer service and messages  
Implemented Club Prophet online tee times, automatically pairing golfers, decreasing staff time to make reservations allowing more rangers and using new tools (iPad) to be more efficient and effective  
Monitored and benchmarked rounds and time of rounds  
Captured every golfer's name, phone number, e-mail address to use in marketing campaigns  
Researched third party vendors, making steps forward  
Implemented Club Prophet e-mail marketing module  
Implemented Groupon  
Implemented Youth on Course  
Implemented Junior Course, scorecards & education pieces  
Lease agreement with Master's Bar & Grille  
Maintained fee specials to increase traffic during slow times  
Maintained special programs for families as well as league play  
Expanded advertising to Twin Cities and other larger areas  
Updated Pro Shop layout to increase sales  
Increased reciprocal program to provide added benefits for members  
Adjusted season pass options & pricing closer to current market  
Added patio games to help retain golfers after their rounds  
Lease agreement with Club Car to lease cart fleet

**2019 Goals**

Continue to improve consistent customer service  
Increase percentage of online tee times, continuing to maximize tee times and tee sheet capacity, and allowing staff to ranger appropriately to improve pace of play and the golf experience  
Evaluate/change time par for 9 and 18-holes to improve flow  
Use targeted marketing campaigns to increase number of golfers & revenue, encouraging out-of-towners to return and retaining others  
Continue to work with Golf Now for third party tee times.  
Continue to search for innovative ways to attract golfers  
Continue to reach out to untapped markets  
Continue Youth on Course program  
Continue to encourage youth to play to grow the game of golf  
Continue lease agreement for food & beverage  
Continue to research innovative ways to increase traffic  
Maintain special programs and league play  
Use digital advertising as a major part of ad campaign  
Continue season pass options to be fiscally sound, fair and consistent.  
Continue and potentially increase reciprocal program  
Adjust daily fees closer to current market, making passes more valuable  
Tee box signs and advertising, update and create future revenue stream

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

PROG 564: DAILY MAINTENANCE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
Intergovernmental Revenue		19,845	19,900	1,284	0	0	0	0
Charges for Services		327	0	26	0	0	0	0
Miscellaneous		9,825	0	0	0	0	0	0
<b>Total Revenues</b>		<b>29,997</b>	<b>19,900</b>	<b>1,310</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FT Wages		55,322	105,022	69,351	108,484	43,576	73,489	87,679
PT/Seasonal Wages		93,340	78,560	87,418	86,591	29,713	98,170	66,291
OT/Holiday/Other		9,316	1,000	18,013	1,000	39	1,000	1,000
Benefits		32,254	52,753	31,875	55,988	17,988	37,030	33,063
<b>PERSONAL SERVICES</b>		<b>190,232</b>	<b>237,335</b>	<b>206,657</b>	<b>252,063</b>	<b>91,316</b>	<b>209,689</b>	<b>188,033</b>
Supplies		98,689	72,845	86,047	70,845	65,515	70,845	77,600
Repair Supplies		39,453	23,000	36,896	25,000	16,506	25,000	25,000
Small Tools & Equipment		1,426	4,025	1,679	4,025	5,587	4,025	2,500
<b>SUPPLIES</b>		<b>139,568</b>	<b>99,870</b>	<b>124,622</b>	<b>99,870</b>	<b>87,608</b>	<b>99,870</b>	<b>105,100</b>
Professional Services		63,629	19,900	55,036	35,000	20,750	35,000	22,000
Communication		684	1,500	609	1,500	269	1,500	800
Transportation (VRF)		0	0	70,800	70,800	35,400	70,800	35,820
Vehicle, Travel & Training		309	1,000	704	1,000	6	700	700
Memberships & Subscriptions		605	500	530	500	100	500	500
Insurance		363	0	0	0	0	0	0
Licenses & Inspections		1,239	1,000	450	1,000	74	1,000	1,000
Repairs		259	0	0	0	0	0	0
Rents/Leases		3,834	4,000	3,302	4,000	440	4,000	38,980
Other Services & Charges		670	1,500	1,618	1,500	445	1,500	1,000
<b>OTHER SERVICES &amp; CHARGES</b>		<b>71,592</b>	<b>29,400</b>	<b>133,049</b>	<b>115,300</b>	<b>57,484</b>	<b>115,000</b>	<b>100,800</b>
<b>Total Expenditures</b>		<b>401,392</b>	<b>366,605</b>	<b>464,328</b>	<b>467,233</b>	<b>236,408</b>	<b>424,559</b>	<b>393,933</b>
<b>Net Revenue</b>		<b>-371,395</b>	<b>-346,705</b>	<b>-463,018</b>	<b>-467,233</b>	<b>-236,408</b>	<b>-424,559</b>	<b>-393,933</b>
<b>Total for PROG 564: DAILY MAINTENANCE</b>		<b>-371,395</b>	<b>-346,705</b>	<b>-463,018</b>	<b>-467,233</b>	<b>-236,408</b>	<b>-424,559</b>	<b>-393,933</b>

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

**2017 Accomplishments**

More riprap on creek beds  
Front sign landscape  
Removal of dead trees & grinding stumps  
Clean up around maintenance shed and build fence  
Lease carts & sell 45 carts  
Lower 9 irrigation control system updates  
Establish Brooktree as a first class-maintained golf course  
Pond dredged and balls sold

**2018 Goals**

Landscape and drainage issues fixed  
Signs for tees for hole layout and yardage numbers  
Second phase of irrigation controls upper 9  
Create more storage areas in cart shed  
Establish Brooktree as a first class-maintained golf course

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

PROG 580: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	3,783	3,800	0	0	0	0	0
	Charges for Services	6,883	0	953	0	898	0	0
	Miscellaneous	73,181	80,000	72,121	80,000	36,814	75,000	90,000
	<b>Total Revenues</b>	<b>83,847</b>	<b>83,800</b>	<b>73,074</b>	<b>80,000</b>	<b>37,712</b>	<b>75,000</b>	<b>90,000</b>
	FT Wages	392,472	443,438	358,324	359,846	162,297	374,931	398,644
	PT/Seasonal Wages	67,111	49,989	86,787	86,069	38,690	96,269	102,718
	OT/Holiday/Other	37,678	13,500	25,105	25,500	17,734	25,500	25,500
	Benefits	181,374	196,241	158,298	170,271	70,558	163,550	178,119
	<b>PERSONAL SERVICES</b>	<b>678,635</b>	<b>703,168</b>	<b>628,514</b>	<b>641,686</b>	<b>289,279</b>	<b>660,250</b>	<b>704,981</b>
	Supplies	21,691	34,100	25,807	28,400	13,836	24,400	23,500
	Repair Supplies	33,762	58,700	58,752	49,900	22,627	49,900	50,500
	Small Tools & Equipment	11,235	14,250	15,950	12,450	5,681	13,000	13,000
	<b>SUPPLIES</b>	<b>66,688</b>	<b>107,050</b>	<b>100,509</b>	<b>90,750</b>	<b>42,144</b>	<b>87,300</b>	<b>87,000</b>
	Professional Services	17,664	400	46,080	50,400	3,496	50,400	40,500
	Communication	12,211	13,800	11,403	13,800	11,072	12,800	12,100
	Transportation (VRF)	30,000	30,000	31,200	31,200	15,600	31,200	36,000
	Vehicle, Travel & Training	45	2,000	1,532	2,000	620	1,500	1,500
	Advertising & Promotion	1,082	200	570	200	736	200	500
	Memberships & Subscriptions	105	200	15	200	100	200	200
	Insurance	19,664	18,600	16,500	16,500	9,750	13,000	18,500
	Licenses & Inspections	2,784	3,000	728	3,000	1,035	3,000	3,000
	Repairs	55,602	29,000	30,504	28,000	14,557	28,000	28,000
	Rents/Leases	1,270	1,300	1,947	1,300	561	1,300	1,300
	Other Services & Charges	4,557	7,000	4,393	5,500	2,261	5,500	4,400
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>144,984</b>	<b>105,500</b>	<b>144,872</b>	<b>152,100</b>	<b>59,788</b>	<b>147,100</b>	<b>146,000</b>
	<b>Total Expenditures</b>	<b>890,307</b>	<b>915,718</b>	<b>873,895</b>	<b>884,536</b>	<b>391,211</b>	<b>894,650</b>	<b>937,981</b>
	<b>Net Revenue</b>	<b>-806,460</b>	<b>-831,918</b>	<b>-800,821</b>	<b>-804,536</b>	<b>-353,499</b>	<b>-819,650</b>	<b>-847,981</b>
	<b>Total for PROG 580: BUILDING/GROUNDS MAINTENANCE</b>	<b>-806,460</b>	<b>-831,918</b>	<b>-800,821</b>	<b>-804,536</b>	<b>-353,499</b>	<b>-819,650</b>	<b>-847,981</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**General Government - Government Buildings**  
**Government Buildings 590-580**

**2018 Accomplishments**

Took care of grounds maintenance at West Hills complex, Crocus Park & Willow Park  
Responded to requests/special projects in a timely manner  
Completed routine maintenance on buildings, daily boiler & building checks

Completed Fairground roof  
Completed Dugouts at Manthey park

Completed Office remodel at City hall  
Completed restroom remodel at Fairgrounds  
Completed Vevle Hall- Big Brother Office Remodel  
Completed Additional restroom at Big Brother  
Completed Kitchen and wieght room remodel at LEC  
Added lights at dog park  
Completed Vevle Hall/Roof  
Tuck pointing at City Hall  
Completed grant work on Fire hall Roof  
Received pricing for Senior Place kitchen remodel  
New carpet in wieght room and office at Fitness Center  
Dumpster enclosures

**2019 Goals**

Respond to requests and special projects in a timely manner.

Continue to learn and grow in my new postion  
Get a working knowledge of the day to day operation of my staff and crew. Set up PM Schedule for routine tasks  
Understanding of how the budget works  
Networking- Within the city, other governmental agencies and contractors. Join a governmental group for Facility Managers.  
Ogranize departmental information  
Work with IT to come up an online facility request process  
Get more info about buildings into GIS-Work with Rubin  
Work on grant projects for Firehall and Senior Place Kitchen Remodel  
Henderson Hall Roof  
City Hall Roof  
Merril Hall Roof  
Fire Hall AC  
Fire Hall and Art Center Fire System- Dry vs. Wet

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

FUND 280: OWATONNA HRA

PROG 680: H.R.A.

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Tax Levies	145,334	145,000	155,208	155,000	82,500	165,000	175,000
	Intergovernmental Revenue	45,781	51,500	45,711	46,500	35,562	50,000	45,000
	Charges for Services	1,999	1,500	1,317	1,500	0	1,316	3,600
	Interest on Investments	722	2,000	870	2,000	257	1,000	800
	Miscellaneous	29,559	32,400	37,761	42,800	16,556	33,000	22,000
	Transfers	0	15,000	14,976	15,000	0	15,000	15,000
	<b>Total Revenues</b>	<b>223,395</b>	<b>247,400</b>	<b>255,843</b>	<b>262,800</b>	<b>134,875</b>	<b>265,316</b>	<b>261,400</b>
	FT Wages	59,839	59,727	66,107	65,157	34,386	72,995	76,284
	OT/Holiday/Other	0	0	4,072	0	10	0	0
	Benefits	20,993	20,914	18,653	21,634	6,977	15,321	25,355
	<b>PERSONAL SERVICES</b>	<b>80,832</b>	<b>80,641</b>	<b>88,832</b>	<b>86,791</b>	<b>41,373</b>	<b>88,316</b>	<b>101,639</b>
	Supplies	590	1,000	672	1,000	193	1,000	1,000
	<b>SUPPLIES</b>	<b>590</b>	<b>1,000</b>	<b>672</b>	<b>1,000</b>	<b>193</b>	<b>1,000</b>	<b>1,000</b>
	Professional Services	26,486	0	9,789	0	0	10,000	10,000
	Communication	1,464	1,500	1,027	1,500	324	1,500	800
	Vehicle, Travel & Training	324	2,000	854	2,000	934	1,500	1,500
	Housing & Economic Devel	4,492	4,500	2,642	4,500	2,469	4,500	4,500
	Advertising & Promotion	31	1,000	200	1,000	0	500	300
	Memberships & Subscriptions	480	400	0	400	0	400	200
	Insurance	3,400	3,400	2,900	2,900	1,950	2,600	3,600
	Repairs	22,755	10,600	25,228	10,600	17,185	17,000	10,500
	Other Services & Charges	130,227	130,667	71,294	135,667	65,483	118,667	118,667
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>189,659</b>	<b>154,067</b>	<b>113,934</b>	<b>158,567</b>	<b>88,345</b>	<b>156,667</b>	<b>150,067</b>
	TRANSFERS OUT	15,000	15,000	15,000	15,000	7,500	15,000	15,000
	<b>Total Expenditures</b>	<b>286,081</b>	<b>250,708</b>	<b>218,438</b>	<b>261,358</b>	<b>137,411</b>	<b>260,983</b>	<b>267,706</b>
	<b>Net Revenue</b>	<b>-62,686</b>	<b>-3,308</b>	<b>37,405</b>	<b>1,442</b>	<b>-2,536</b>	<b>4,333</b>	<b>-6,306</b>
<b>PROG 681: BRIDGES PROGRAM</b>								
	Intergovernmental Revenue	223,315	165,000	261,733	158,000	139,199	165,200	281,000
	<b>Total Revenues</b>	<b>223,315</b>	<b>165,000</b>	<b>261,733</b>	<b>158,000</b>	<b>139,199</b>	<b>165,200</b>	<b>281,000</b>
	<b>Total Expenditures</b>	<b>210,629</b>	<b>150,000</b>	<b>239,960</b>	<b>145,000</b>	<b>99,204</b>	<b>150,000</b>	<b>256,000</b>
	<b>Total for PROG 681: BRIDGES PROGRAM</b>	<b>12,686</b>	<b>15,000</b>	<b>21,773</b>	<b>13,000</b>	<b>39,995</b>	<b>15,200</b>	<b>25,000</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Housing & Economic Development**  
**HRA Administration 680-680**

**2018 Accomplishments**

- Renewed and expanded the grant funding which provides affordable rental housing for households with mental illness.
- Transitioned to a new Housing Manager.
  
- Demolished 2 blighted properties at 134 East Rose Street and 122 East Fremont Street for redevelopment.
- Assisted in retaining eligibility in USDA Rural Development Housing Programs.
  
- Leading Owatonna Forward efforts for 500 new housing units by 2021.

**2019 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.
- 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	676,852	652,653	789,671	681,550	360,588	652,000	757,000
	Interest on Investments	-56	350	138	300	435	350	300
	<b>Total Revenues</b>	<b>676,796</b>	<b>653,003</b>	<b>789,809</b>	<b>681,850</b>	<b>361,023</b>	<b>652,350</b>	<b>757,300</b>
	FT Wages	28,007	33,921	24,891	36,997	15,454	34,739	35,063
	Benefits	11,137	13,915	9,185	14,408	2,435	5,527	14,820
	<b>PERSONAL SERVICES</b>	<b>39,144</b>	<b>47,836</b>	<b>34,076</b>	<b>51,405</b>	<b>17,889</b>	<b>40,266</b>	<b>49,883</b>
	Professional Services	11,667	26,500	24,608	27,000	7,600	26,500	25,500
	Vehicle, Travel & Training	87	500	52	500	0	500	500
	Other Services & Charges	624,304	578,800	690,769	612,800	340,434	578,800	689,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>636,058</b>	<b>605,800</b>	<b>715,429</b>	<b>640,300</b>	<b>348,034</b>	<b>605,800</b>	<b>715,000</b>
	<b>Total Expenditures</b>	<b>675,202</b>	<b>653,636</b>	<b>749,505</b>	<b>691,705</b>	<b>365,923</b>	<b>646,066</b>	<b>764,883</b>
	Net Revenue	1,594	-633	40,304	-9,855	-4,900	6,284	-7,583
	<b>Total for PROG 682: H R A U S D H U D</b>	<b>1,594</b>	<b>-633</b>	<b>40,304</b>	<b>-9,855</b>	<b>-4,900</b>	<b>6,284</b>	<b>-7,583</b>
	<b>Total for DEPT 680: HRA</b>	<b>1,594</b>	<b>-633</b>	<b>40,304</b>	<b>-9,855</b>	<b>-4,900</b>	<b>6,284</b>	<b>-7,583</b>
	<b>Total for FUND 282: OWATONNA HRA-HUD</b>	<b>1,594</b>	<b>-633</b>	<b>40,304</b>	<b>-9,855</b>	<b>-4,900</b>	<b>6,284</b>	<b>-7,583</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**  
**Housing & Economic Development**  
**HRA Voucher Program 680-682**

**2018 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

**2019 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Tax Levies	160,000	160,000	165,000	165,000	85,010	170,000	175,000
	Other Taxes	264,596	210,000	287,303	230,000	106,503	240,000	250,000
	Intergovernmental Revenue	600,000	0	1,000,000	0	0	0	0
	Charges for Services	20,580	29,000	30,406	28,160	0	31,457	23,700
	Interest on Investments	18	0	453	0	267	0	0
	Miscellaneous	1,666	1,666	1,666	1,666	1,666	1,666	1,666
	<b>Total Revenues</b>	<b>1,046,860</b>	<b>400,666</b>	<b>1,484,828</b>	<b>424,826</b>	<b>193,446</b>	<b>443,123</b>	<b>450,366</b>
	FT Wages	41,931	45,268	42,654	49,368	27,780	59,988	65,063
	OT/Holiday/Other	0	0	0	0	2	0	0
	Benefits	10,684	11,347	10,629	11,652	6,969	15,030	16,219
	<b>PERSONAL SERVICES</b>	<b>52,615</b>	<b>56,615</b>	<b>53,283</b>	<b>61,020</b>	<b>34,751</b>	<b>75,018</b>	<b>81,282</b>
	Supplies	773	400	53	400	22	400	400
	Small Tools & Equipment	186	400	0	400	0	400	400
	<b>SUPPLIES</b>	<b>959</b>	<b>800</b>	<b>53</b>	<b>800</b>	<b>22</b>	<b>800</b>	<b>800</b>
	Professional Services	33,200	30,000	25,500	30,000	17,000	30,000	30,000
	Communication	140	200	98	400	66	500	500
	Vehicle, Travel & Training	545	1,000	504	1,000	310	1,000	1,000
	Housing & Economic Devel	77,500	77,500	83,500	82,000	48,446	91,000	94,000
	Advertising & Promotion	408	1,000	778	1,000	356	1,000	1,000
	Memberships & Subscriptions	0	200	0	200	0	200	200
	Repairs	0	250	0	250	0	250	200
	Rents/Leases	4,110	3,744	4,032	4,032	4,368	4,032	4,500
	Other Services & Charges	853,033	201,167	1,274,605	220,167	82,334	229,667	239,167
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>968,936</b>	<b>315,061</b>	<b>1,389,017</b>	<b>339,049</b>	<b>152,880</b>	<b>357,649</b>	<b>370,567</b>
	TRANSFERS OUT	12,000	12,000	12,000	12,000	6,000	12,000	12,000
	<b>Total Expenditures</b>	<b>1,034,510</b>	<b>384,476</b>	<b>1,454,353</b>	<b>412,869</b>	<b>193,653</b>	<b>445,467</b>	<b>464,649</b>
	<b>Net Revenue</b>	<b>12,350</b>	<b>16,190</b>	<b>30,475</b>	<b>11,957</b>	<b>-207</b>	<b>-2,344</b>	<b>-14,283</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Economic Development**

**EDA Administration 690-695**

**2018 Accomplishments**

- Assisted Torey's in their relocation to Downtown
- Assisted Hamilton Real Estate in the redevelopment of 111 E Vine
- Participated in retail challenge to bring new businesses to downtown.
- Assisted HK Hospitality in their Downtown Redevelopment Project
- Sold Bubba's to Steele Tap for Brew Pub Co-op

**2019 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 292: EDA LOANS

PROG 690: EDA LOANS

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Interest on Investments	8,430	7,500	12,152	8,000	9,181	8,000	8,000
	Total Revenues	8,430	7,500	12,152	8,000	9,181	8,000	8,000
	Advertising & Promotion	17,675	0	22,325	0	0	0	0
	TRANSFERS OUT	0	0	0	0	234,059	0	0
	Total Expenditures	17,675	0	22,325	0	234,059	0	0
	Net Revenue	-9,245	7,500	-10,173	8,000	-224,878	8,000	8,000

PROG 691: COMMERCIAL/RETAIL LOANS

	Charges for Services	12,750	0	0	0	0	0	0
	Miscellaneous	1,838	1,200	3,347	1,050	1,489	3,085	2,540
	Total Revenues	14,588	1,200	3,347	1,050	1,489	3,085	2,540
	Refunds & Reimbursements	0	0	1,588	0	58,515	0	0
	Total Expenditures	0	0	1,588	0	58,515	0	0
	Net Revenue	14,588	1,200	1,759	1,050	-57,026	3,085	2,540
	Total for FUND 292: EDA LOANS	5,346	8,700	-8,414	9,050	-281,904	11,085	10,540

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

FUND 294: EDA LAND

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	0	0	678	0	0	0	0
	Charges for Services	38,141	37,768	38,922	37,768	0	38,113	340
	Interest on Investments	8,340	7,500	6,495	9,000	2,770	3,000	2,000
	Miscellaneous	55,414	60,000	63,742	40,000	21,150	40,000	40,000
	Transfers	0	0	0	0	234,059	0	0
	<b>Total Revenues</b>	<b>101,895</b>	<b>105,268</b>	<b>109,837</b>	<b>86,768</b>	<b>257,979</b>	<b>81,113</b>	<b>42,340</b>
	Professional Services	0	15,000	0	15,000	0	15,000	17,000
	Insurance	0	0	0	0	150	200	300
	Repairs	1,335	0	335	0	0	0	0
	Other Services & Charges	17,970	16,000	27,083	18,000	21,043	18,000	21,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>19,305</b>	<b>31,000</b>	<b>27,418</b>	<b>33,000</b>	<b>21,193</b>	<b>33,200</b>	<b>38,300</b>
	<b>CAPITAL OUTLAY</b>	<b>61,483</b>	<b>0</b>	<b>15,209</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>80,788</b>	<b>31,000</b>	<b>42,627</b>	<b>33,000</b>	<b>21,193</b>	<b>33,200</b>	<b>38,300</b>
	<b>Net Revenue</b>	<b>21,107</b>	<b>74,268</b>	<b>67,210</b>	<b>53,768</b>	<b>236,786</b>	<b>47,913</b>	<b>4,040</b>
	<b>Total for PROG 696: EDA LAND</b>	<b>21,107</b>	<b>74,268</b>	<b>67,210</b>	<b>53,768</b>	<b>236,786</b>	<b>47,913</b>	<b>4,040</b>

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

FUND 602: WASTEWATER TREATMENT FUND

PROG 900: WASTEWATER TREATMENT FACILITY

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Intergovernmental Revenue	4,585	0	25,000	0	0	0	0
	Charges for Services	3,320,094	3,372,600	3,508,748	3,445,000	1,783,791	3,556,000	3,570,000
	Special Assessments	2,313	2,070	2,091	2,116	0	1,720	1,310
	Interest on Investments	106,841	130,000	176,665	130,000	125,591	120,000	160,000
	Miscellaneous	17,401	0	4,825	0	0	0	0
	Other Financing Sources	0	0	0	0	9,262	0	0
	<b>Total Revenues</b>	<b>3,451,234</b>	<b>3,504,670</b>	<b>3,717,329</b>	<b>3,577,116</b>	<b>1,918,644</b>	<b>3,677,720</b>	<b>3,731,310</b>
	FT Wages	52,441	43,110	10,081	47,851	27,642	49,858	51,835
	OT/Holiday/Other	20,562	13,493	4,571	13,691	17,895	13,777	1,000
	Benefits	62,800	19,667	64,882	20,475	9,217	15,514	13,917
	<b>PERSONAL SERVICES</b>	<b>135,803</b>	<b>76,270</b>	<b>79,534</b>	<b>82,017</b>	<b>54,754</b>	<b>79,149</b>	<b>66,752</b>
	Supplies	18	250	121	250	0	250	250
	Small Tools & Equipment	2,087	500	80	500	0	2,000	2,000
	<b>SUPPLIES</b>	<b>2,105</b>	<b>750</b>	<b>201</b>	<b>750</b>	<b>0</b>	<b>2,250</b>	<b>2,250</b>
	Professional Services	0	35,000	63,955	35,000	37,421	35,000	35,000
	Communication	898	2,325	950	2,325	326	2,325	2,325
	Vehicle, Travel & Training	0	3,000	225	3,000	62	3,000	3,000
	Advertising & Promotion	247	250	142	250	0	250	250
	Memberships & Subscriptions	33,775	23,500	25,908	25,500	26,052	25,500	26,000
	Repairs	0	250	0	0	0	0	0
	Other Services & Charges	0	0	155	375	0	375	375
	Depreciation	950,592	965,000	1,031,363	980,000	515,640	960,000	1,000,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>985,512</b>	<b>1,029,325</b>	<b>1,122,698</b>	<b>1,046,450</b>	<b>579,501</b>	<b>1,026,450</b>	<b>1,066,950</b>
	<b>DEBT SERVICE</b>	<b>75,341</b>	<b>80,000</b>	<b>67,836</b>	<b>72,000</b>	<b>31,555</b>	<b>62,000</b>	<b>57,000</b>
	<b>TRANSFERS OUT</b>	<b>460,500</b>	<b>460,500</b>	<b>480,500</b>	<b>460,500</b>	<b>253,810</b>	<b>507,700</b>	<b>515,625</b>
	<b>Total Expenditures</b>	<b>1,659,261</b>	<b>1,646,845</b>	<b>1,750,769</b>	<b>1,661,717</b>	<b>919,620</b>	<b>1,677,549</b>	<b>1,708,577</b>
	<b>Net Revenue</b>	<b>1,791,973</b>	<b>1,857,825</b>	<b>1,966,560</b>	<b>1,915,399</b>	<b>999,024</b>	<b>2,000,171</b>	<b>2,022,733</b>
	<b>Total for PROG 900: WASTEWATER TREATMENT FACILITY</b>	<b>1,791,973</b>	<b>1,857,825</b>	<b>1,966,560</b>	<b>1,915,399</b>	<b>999,024</b>	<b>2,000,171</b>	<b>2,022,733</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Waste Water Treatment Plant**

**Administration 902-900**

**2018 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.

**2019 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 Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Charges for Services	0	0	20	0	0	0	0
	Total Revenues	0	0	20	0	0	0	0
	FT Wages	328,286	315,351	470,340	404,244	183,190	411,477	423,075
	PT/Seasonal Wages	0	2,500	5,652	2,500	2,912	2,500	2,500
	OT/Holiday/Other	15,622	21,243	24,151	12,311	15,412	12,465	22,230
	Benefits	135,748	146,271	195,921	193,159	64,519	156,437	179,337
	<b>PERSONAL SERVICES</b>	<b>479,656</b>	<b>485,365</b>	<b>696,064</b>	<b>612,214</b>	<b>266,033</b>	<b>582,879</b>	<b>627,142</b>
	Supplies	129,573	171,800	143,851	172,800	58,408	174,500	170,000
	Repair Supplies	40,239	90,000	65,393	90,000	17,951	90,000	90,000
	Small Tools & Equipment	3,128	7,500	5,750	7,500	9,278	7,500	9,500
	Library Materials	6,226	10,000	1,250	10,000	0	10,000	10,000
	<b>SUPPLIES</b>	<b>179,166</b>	<b>279,300</b>	<b>216,244</b>	<b>280,300</b>	<b>85,637</b>	<b>282,000</b>	<b>279,500</b>
	Professional Services	19,217	15,000	31,812	15,000	13,790	15,000	25,000
	Communication	4,397	3,400	5,417	3,400	1,501	3,900	3,900
	Vehicle, Travel & Training	3,995	4,000	3,689	4,000	1,919	4,000	4,000
	Advertising & Promotion	221	150	374	150	281	150	300
	Memberships & Subscriptions	175	300	8,298	300	0	300	300
	Insurance	46,700	46,700	39,600	39,600	22,950	30,600	45,800
	Licenses & Inspections	16,734	17,500	17,461	17,500	14,594	17,500	17,500
	Repairs	14,310	43,200	38,644	43,200	5,885	48,200	48,200
	Rents/Leases	0	1,500	1,202	1,500	0	1,500	1,500
	Other Services & Charges	2,483	2,500	2,567	2,675	1,235	2,675	2,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>108,232</b>	<b>134,250</b>	<b>149,064</b>	<b>127,325</b>	<b>62,155</b>	<b>123,825</b>	<b>149,000</b>
	Total Expenditures	767,054	898,915	1,061,372	1,019,839	413,825	988,704	1,055,642
	Net Revenue	-767,054	-898,915	-1,061,352	-1,019,839	-413,825	-988,704	-1,055,642
	<b>Total for PROG 902: WWTF PLANT OPERATIONS</b>	<b>-767,054</b>	<b>-898,915</b>	<b>-1,061,352</b>	<b>-1,019,839</b>	<b>-413,825</b>	<b>-988,704</b>	<b>-1,055,642</b>

**CITY OF OWATONNA 2018 PROGRAM BUDGETS**

**Waste Water Treatment Plant**

**Plant Operations 902-902**

**2018 Accomplishments**

Negotiations for renewal of WWTP discharge permit  
Received Operational Award from MPCA  
Rick Olson named MWOA Class A operator of the year

**2019 Goals**

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

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

PROG 904: WWTF - LIFT STATION

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	FT Wages	-18	8,117	380	8,780	0	9,201	9,819
	OT/Holiday/Other	2,669	316	1,110	337	0	350	370
	Benefits	250	4,206	437	4,328	0	4,403	4,741
	PERSONAL SERVICES	2,901	12,639	1,927	13,445	0	13,954	14,930
	Supplies	2,811	1,000	3,737	1,000	679	3,000	3,000
	Repair Supplies	1,171	15,000	2,464	15,000	2,430	15,000	15,000
	SUPPLIES	3,982	16,000	6,201	16,000	3,109	18,000	18,000
	Communication	4,103	5,500	4,065	5,500	1,827	5,500	5,500
	Utilities	2,877	2,500	2,309	2,500	472	2,500	2,500
	Repairs	11,094	10,750	13,682	10,750	350	10,750	10,750
	OTHER SERVICES & CHARGES	18,074	18,750	20,056	18,750	2,649	18,750	18,750
	Total Expenditures	24,957	47,389	28,184	48,195	5,758	50,704	51,680
	Net Revenue	-24,957	-47,389	-28,184	-48,195	-5,758	-50,704	-51,680
	Total for PROG 904: WWTF - LIFT STATION	-24,957	-47,389	-28,184	-48,195	-5,758	-50,704	-51,680

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

**2018 Accomplishments**

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

**2019 Goals**

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

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

PROG 906: WWTF - COLLECTION PROGRAM

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	FT Wages	86,412	124,753	10,147	137,632	56,883	144,019	152,854
	PT/Seasonal Wages	0	2,500	0	2,500	0	2,500	2,500
	OT/Holiday/Other	3,616	7,984	170	7,550	3,256	5,446	4,080
	Benefits	36,787	52,719	4,075	54,900	23,299	51,604	54,896
	<b>PERSONAL SERVICES</b>	<b>126,815</b>	<b>187,956</b>	<b>14,392</b>	<b>202,582</b>	<b>83,438</b>	<b>203,569</b>	<b>214,330</b>
	Supplies	81,045	52,100	36,334	52,100	6,292	44,600	44,600
	Repair Supplies	4,444	21,000	1,937	21,000	3,510	21,000	21,000
	Small Tools & Equipment	0	4,800	9,481	4,800	119	5,800	5,800
	<b>SUPPLIES</b>	<b>85,489</b>	<b>77,900</b>	<b>47,752</b>	<b>77,900</b>	<b>9,921</b>	<b>71,400</b>	<b>71,400</b>
	Vehicle, Travel & Training	0	300	0	300	2	300	300
	Advertising & Promotion	0	150	0	150	0	150	150
	Repairs	812,684	513,000	412,775	513,000	16,135	541,500	541,500
	Other Services & Charges	635	1,000	635	1,000	875	1,000	1,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>813,319</b>	<b>514,450</b>	<b>413,410</b>	<b>514,450</b>	<b>17,012</b>	<b>542,950</b>	<b>542,950</b>
	<b>Total Expenditures</b>	<b>1,025,623</b>	<b>780,306</b>	<b>475,554</b>	<b>794,932</b>	<b>110,371</b>	<b>817,919</b>	<b>828,680</b>
	Net Revenue	-1,025,623	-780,306	-475,554	-794,932	-110,371	-817,919	-828,680
	<b>Total for PROG 906: WWTF - COLLECTION PROGRAM</b>	<b>-1,025,623</b>	<b>-780,306</b>	<b>-475,554</b>	<b>-794,932</b>	<b>-110,371</b>	<b>-817,919</b>	<b>-828,680</b>
	<b>Total for FUND 602: WASTEWATER TREATMENT FUND</b>	<b>-28,258</b>	<b>131,215</b>	<b>401,470</b>	<b>52,433</b>	<b>469,070</b>	<b>142,844</b>	<b>86,731</b>

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

**2018 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 12,000 linear feet of sanitary main  
Maintain inspection data.  
Continue sump main installations as needed.  
Continued use of Ipad for record keeping

**2019 Goals**

Televis areas with recurring problems and make repairs where possible.  
Continued use of 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  
Evaluate options for Cedar Avenue sewer shed

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

FUND 620: STORM WATER UTILITY

PROG 920: STORM WATER UTILITY

Account Number	Account Name	2016 Actual	2016 Budget	2017 Actual	2017 Budget	06/30/18 YTD	2018 Budget	2019 Budget
	Tax Levies	247,970	247,400	322,410	321,960	0	312,040	312,615
	Intergovernmental Revenue	166,149	0	11,341	0	0	0	0
	Charges for Services	784,774	700,000	923,459	950,000	514,400	1,125,000	1,250,000
	Interest on Investments	10,102	7,500	17,639	6,000	16,469	8,000	12,000
	Other Financing Sources	246,973	0	629,185	0	0	0	0
	<b>Total Revenues</b>	<b>1,455,968</b>	<b>954,900</b>	<b>1,904,034</b>	<b>1,277,960</b>	<b>530,869</b>	<b>1,445,040</b>	<b>1,574,615</b>
	FT Wages	79,422	71,072	79,043	79,313	40,040	82,993	88,586
	Benefits	43,518	18,146	25,402	19,216	9,868	19,783	21,802
	<b>PERSONAL SERVICES</b>	<b>122,940</b>	<b>89,218</b>	<b>104,445</b>	<b>98,529</b>	<b>49,908</b>	<b>102,776</b>	<b>110,388</b>
	Supplies	528	19,500	48,169	19,500	56	29,500	54,500
	Repair Supplies	2,290	500	952	1,000	0	1,000	500
	Small Tools & Equipment	0	0	200	250	0	250	250
	<b>SUPPLIES</b>	<b>2,818</b>	<b>20,000</b>	<b>49,321</b>	<b>20,750</b>	<b>56</b>	<b>30,750</b>	<b>55,250</b>
	Professional Services	28,584	116,000	35,691	116,000	21,193	116,000	116,000
	Communication	354	750	506	750	54	750	750
	Vehicle, Travel & Training	777	3,400	1,024	3,500	597	3,500	3,000
	Advertising & Promotion	171	2,500	58	2,500	105	2,500	1,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	975	2,000	975	2,000	965	2,000	1,500
	Insurance	1,000	1,000	1,000	1,000	750	1,000	1,500
	Licenses & Inspections	16	0	400	0	0	0	0
	Repairs	39,662	40,000	34,587	40,000	0	51,000	51,000
	Other Services & Charges	1,254	0	2,060	1,500	2,618	2,000	2,600
	Depreciation	192,420	185,000	283,874	190,000	141,900	194,000	280,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>265,213</b>	<b>352,150</b>	<b>360,175</b>	<b>358,750</b>	<b>168,182</b>	<b>374,250</b>	<b>459,350</b>
	<b>DEBT SERVICE</b>	<b>210,249</b>	<b>98,000</b>	<b>99,269</b>	<b>122,000</b>	<b>59,269</b>	<b>103,000</b>	<b>101,000</b>
	<b>TRANSFERS OUT</b>	<b>148,190</b>	<b>67,000</b>	<b>66,400</b>	<b>67,000</b>	<b>39,150</b>	<b>78,300</b>	<b>75,875</b>
	<b>Total Expenditures</b>	<b>749,410</b>	<b>626,368</b>	<b>679,610</b>	<b>667,029</b>	<b>316,565</b>	<b>689,076</b>	<b>801,863</b>
	<b>Net Revenue</b>	<b>706,558</b>	<b>328,532</b>	<b>1,224,424</b>	<b>610,931</b>	<b>214,304</b>	<b>755,964</b>	<b>772,752</b>
	<b>Total for FUND 620: STORM WATER UTILITY</b>	<b>706,558</b>	<b>328,532</b>	<b>1,224,424</b>	<b>610,931</b>	<b>214,304</b>	<b>755,964</b>	<b>772,752</b>

**CITY OF OWATONNA 2019 PROGRAM BUDGETS**

**Storm Water**

**Storm Water 920-920**

**2018 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

**2019 Goals**

Implement 25% already approved rate increase

Update outlet elevations and NWL for all existing stormwater ponds to conform to MPCA mandate.

Improve problem area monitoring

Quantify total square footage of all impervious surface in City limits.

Improved relationships with contractors

Stabilization of Kaplans Woods Ravine

Modifications to construction program as part of MS4

Continue dredging of stormwater ponds in problem areas