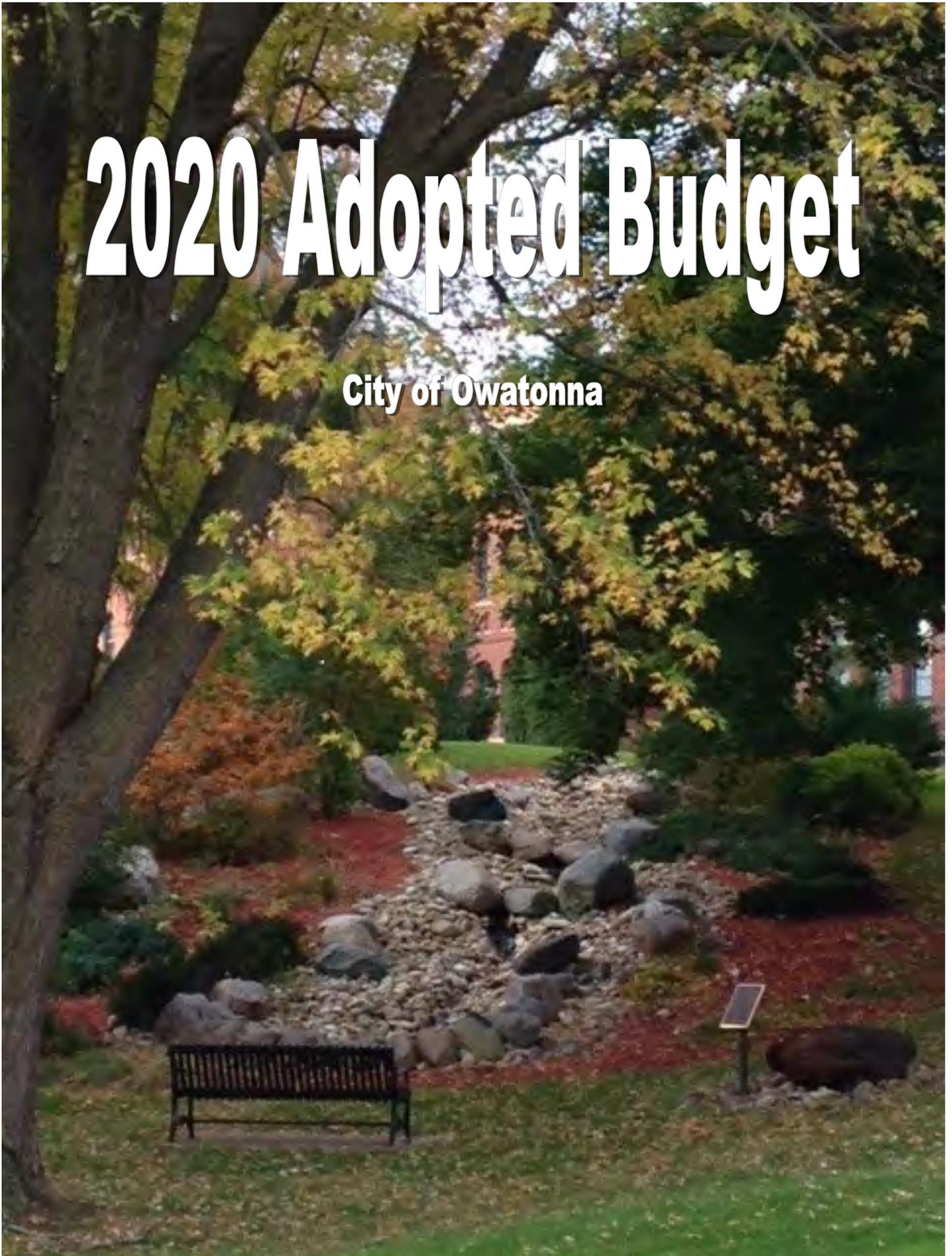


# 2020 Adopted Budget

City of Owatonna



**The City of Owatonna  
2020 Budget  
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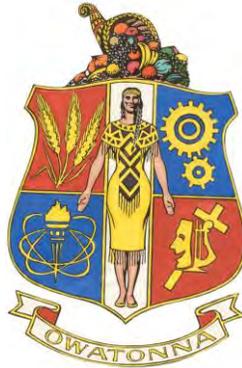
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# THE CITY OF



# OWATONNA

Kris Busse  
City Administrator

540 West Hills Circle  
Owatonna, MN 55060-4794  
Ph. (507) 444-4300  
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: 2020 Proposed budget and preliminary levy  
Date: December 17, 2019

Pursuant to the Owatonna City Charter and Minnesota Statutes, the City Administrator hereby submits to the City Council the 2020 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 2020 budget was prepared to further the objectives in the four key focus areas of Infrastructure, Economic Vitality, Quality of Life and Efficient Effective Government. Budget preparation begins in early June to allow Council enough time for review and consideration prior to adopting the preliminary budget and levy. Department heads presented their budgets from September 3 through October 15. The City Council reviewed the Capital Improvement plan on October 29 and overall budget review on November 19. A public hearing on the proposed budget was held on December 3, 2019 and the final adoption of the budget is planned for December 17, 2019

## **Economic Outlook-**

Owatonna is continuing its growth especially in the commercial and industrial sector. Costco is beginning construction on a 354,000 square foot facility that will serve as their distribution center for the Upper Midwest. Daikin Applied is in the process of completing an expansion of 150,000 sq. ft. which will include hiring an additional 50 employees. Rise Modular, a new start-up company is acquiring the former Chart Building. After remodeling this space, they will employ between 80 to 100. Minimizer, a heavy-duty truck parts manufacturer, will be moving from their facility in Blooming Prairie and constructing a new headquarters in the industrial park. New commercial space is being constructed for professional offices, retail and restaurant space. Another positive development for Owatonna is the long-awaited funding of Highway 14 expansion from Owatonna to Dodge Center. This critical expansion project will elevate safety, and the movement of freight and people which will support continued economic growth.

## **Budget Highlights-**

The 2020 budget makes significant progress in all the key focus areas identified in the strategic plan. In terms of infrastructure, key goals of asset management assessment and evaluation were advanced. Based on recommendations from the space allocation study, the budget includes funding for a restroom on the third floor, a drive up book drop and relocation and creation of a new small meeting room. Also included is a completion of modifications to the city shop building to create efficiencies, meet ADA requirements and accommodate both genders. Good progress was made in the key goal of maintaining an adequate transportation system. An additional \$15,000 was included in the budget for bituminous materials and funding of a transportation study in collaboration with Steele County.

Economic Vitality was addressed through the allocation of the additional LGA funds received in 2020. The city's LGA funding was restored back to 2002 levels by the legislature in 2018. The city will receive an additional \$230,000. A portion of this amount will be utilized towards beginning implementation of the city streetscape plan, establishing a matching grant fund and performing an assessment on all city-owned buildings usage and condition. In addition, the levies of the Economic Development Authority and the Housing and Redevelopment Authority were increased by \$10,000 each as our needs in the area of development and redevelopment continue to grow.

Many investments in the area of Quality of Life were made in the 2020 budget. The key goal of evaluating and considering needed community recreational amenities and programs was advanced through an allocation of additional funding for filling trail gaps as outlined in the new Master Park Plan. Also included is a contribution to the new soccer complex on the Nass property along with a contribution to the inclusive playground and miracle field at Manthey Park. Finally the city, in collaboration with Steele County and SEMCAC will complete a remodeling of the kitchen at West Hills Social Commons. This will allow the SEMCAC senior meal program to continue for the community. Continued funding of the body cameras program relates to the key goal of public safety.

In the focus area of Efficient, Effective Government and more specifically the goal of creating a culture of efficiency and continuous improvement, several budget initiatives and organizational changes were included. Golf course operations and cleaning of the Tennis and Fitness Center, Social Commons and the Library are provided through a contract service arrangement. The city also plans to outsource bar coding of library materials resulting in the reduction of one full-time position. A reorganization of the Community Development and Parks and Recreation management and staff will create efficiencies and work towards their succession plan.

Workforce is a major issue for all employers and the city is no exception. To address the goal of attracting and retaining a high performing workforce, a modest cost of living adjustment is included. Employees will continue to advance on their pay scales with satisfactory performance.

Under the goal of leveraging technology, the 2020 budget includes funds for a new GIS server for improved efficiency and public communication efforts.

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. 2020 purchases include a variety of equipment needs throughout the city. For example, airport trucks, engineering vehicle, squad cars, Fire engine, Parks department mower, golf course sprayer, Street department sweeper, pick-up, skid steer, chipper and backhoe.

Capital items recommended for funding from the CIP levy also reflect investments in key areas identified in the city's strategic plan. Major items include computer and technology replacements and upgrades, thermal imager camera, architectural plans for fire station decontamination area, airport hangar site prep and River Springs AC unit and suction outlet replacements.

### **Recommendation**

I am recommending a modest increase in the levy of 4.25%. The preliminary 2020 budget reflects a strong 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 5.5% 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**

**2020 BUDGET**

2019 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 2022
Council Member First Ward	Nathan Dotson	December 2022
Council Member Second Ward	Greg Schultz	December 2020
Council Member Third Ward	Dave Burbank	December 2022
Council Member Fourth Ward	Kevin Raney	December 2020
Council Member Fifth Ward	Brent Svenby	December 2022

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

Owatonna's Mayor and City Council worked with the City Administrator and her staff to develop this 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.*

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

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

**Efficient, Effective, and Economical Government:** *To be an innovative, responsible and customer-focused government working collaboratively.*

City of Owatonna

**FY 2020-2022 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.

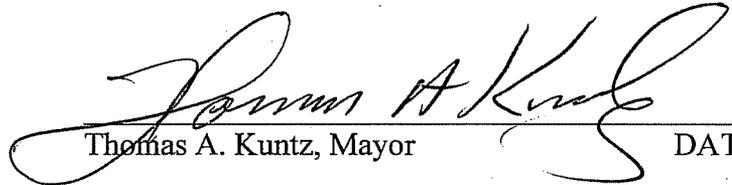
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

**IV. RESPONSIBILITY AND AUTHORITY**

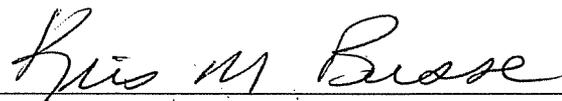
Administrative implementation of policies is the responsibility of staff and council.

**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 @ 12/31/18 was \$10,749,575 or 54% of 2019 budgeted expenditures.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/18 balance at the end of 2019.
- ▶ 50% of 2020 budgeted expenditures would be \$10,464,170. Based on fund balance estimates, the 2020 budget does comply with the fund balance policy. It is estimated that the unreserved fund balance @ 12/31/19 will be at least 52% of 2020 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)				
	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Starting fund balance	\$10.7	\$10.7	\$10.7	\$10.7	\$10.7
Revenues	20.0	20.8	21.3	22.0	22.6
Expenses	20.0	20.8	21.3	22.0	22.6
Surplus/(Deficit)	0.0	0.0	0.0	0.0	0.0
Ending fund balance	\$10.7	\$10.7	\$10.7	\$10.7	\$10.7

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.

	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Total increase in expenses	3.59%	2.75%	3.00%	2.75%
Required levy increase to balance budget	4.00%	4.17%	4.49%	4.06%
Required fund balance per policy	\$10.4	\$10.6	\$11.0	\$11.3

You will notice that as expenditures increase the required fund balance also increases. The City's past history of conservative budgeting will help to alleviate this problem as there will likely be a small carryover added to fund balance annually. 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. They can also review their project lists and modify either the projects themselves or the timelines for the projects.

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.

The City is clearly in a period of growth, as the tax capacity numbers have now exceeded the operating cost increases. It is the council's desire to have any tax increases follow growth.

The City continues its commitment to maintaining the City's infrastructure. The City now has established a funding source through its vehicle replacement fund and the building maintenance fund. 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  
2020 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>\$10,983,801</b>		<b>\$705,000</b>	<b>\$1,346,550</b>	<b>\$185,000</b>		<b>\$312,880</b>	<b>\$13,533,231</b>	<b>\$185,000</b>
Other Taxes	361,000		1,050,904		250,000			1,661,904	
Licenses & Permits	403,625							403,625	
Intergovernmental	5,853,918		3,245,725					9,099,643	1,120,476
Charges for Services	2,705,923				59,428	3,645,000	1,250,000	7,660,351	9,226
Special Assessments			88,285	475,233		843		564,361	
Fines & Forfeitures	183,500							183,500	
Interest on Investments	110,000	700	149,100	67,350	23,500	250,000	30,000	630,650	1,100
Miscellaneous	326,573	78,000	108,000		38,516			551,089	22,000
Transfers In			200,000	150,920				350,920	
<b>Total Revenues</b>	<b>\$20,928,340</b>	<b>\$78,700</b>	<b>\$5,547,014</b>	<b>\$2,040,053</b>	<b>\$556,444</b>	<b>\$3,895,843</b>	<b>\$1,592,880</b>	<b>\$34,639,274</b>	<b>\$1,337,802</b>
<b>Expenditures</b>									
Personnel	\$14,477,859				\$84,496	\$1,034,688	\$116,413	\$15,713,456	\$159,945
Supplies	1,893,739	40,000			800	376,900	60,250	2,371,689	1,000
Other Services/Charges	4,356,742	35,000	1,034,484		426,067	2,193,885	564,915	8,611,093	1,199,017
Debt Service				1,980,210		48,000	98,000	2,126,210	
Capital Outlay			6,170,725					6,170,725	
Transfers Out	200,000		150,920					350,920	
<b>Total Expenditures</b>	<b>\$20,928,340</b>	<b>\$75,000</b>	<b>\$7,356,129</b>	<b>\$1,980,210</b>	<b>\$511,363</b>	<b>\$3,653,473</b>	<b>\$839,578</b>	<b>\$35,344,093</b>	<b>\$1,359,962</b>
<b>Other Financing Source</b>									
Bond Proceeds			\$2,372,000					\$2,372,000	

**CITY OF OWATONNA  
TEN YEAR HISTORY OF LEVY AND LEVY CHANGES  
FOR PERIOD 2011 THRU 2020**

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
<b>Tax Capacity Rates</b>										
County	55.332	62.970	62.495	59.246	58.102	60.653	59.890	61.627	60.667	
City	50.197	58.051	59.754	59.018	59.533	60.393	61.513	63.768	63.283	
ISD 761	17.122	20.047	19.375	17.954	16.662	31.493	30.708	30.078	27.650	
<b>Totals</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>151.600</b>	
<b>% Share of Total</b>										
County	45.11%	44.64%	44.13%	43.49%	43.26%	39.76%	39.37%	39.64%	40.02%	
City	40.93%	41.15%	42.19%	43.33%	44.33%	39.59%	40.44%	41.02%	41.74%	
ISD 761	13.96%	14.21%	13.68%	13.18%	12.41%	20.65%	20.19%	19.35%	18.24%	
<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	7,497,476	7,567,913	7,722,773	7,707,934	8,052,651	8,578,611	9,137,736	9,502,811	10,274,044	10,812,919
CIP Fund	150,000	450,000	550,000	400,000	350,000	305,000	400,000	528,000	405,000	367,000
Bldg Maint Fund	0	0	0	0	0	0	0	536,325	295,000	338,000
EDA	120,000	120,000	140,000	140,000	150,000	160,000	165,000	170,000	175,000	185,000
<b>Levy Subject to Levy Limit</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>11,702,919</b>
<b>PERA Rate Change</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>170,882</b>
<b>Debt</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>	<b>1,659,430</b>
Abatement - Clinic	38,335	0	0	0	0	0	0	0	0	0
Abatement - WalMart	53,628	0	0	0	0	0	0	0	0	0
<b>Subtotal</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>	<b>13,533,231</b>
HRA	120,000	120,000	120,000	120,000	130,000	145,000	155,000	165,000	175,000	185,000
<b>Total</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>13,718,231</b>
<b>Levy Percentage Change</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>4.25%</b>
<b>Extra Information:</b>										
LGA & MVC from the State of Minnesota										
LGA Certified	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	4,511,224
MVC Reduction	467,721									
LGA Unallotment	871,524									
<b>Net State Aid</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>	<b>4,511,224</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 2016-2020. The budgeted revenue (excluding transfers in) is \$28,243,187 which is a \$3,725,742 or 15.2% increase from 2019. The most significant changes in budgeted revenues for 2020 were an increase in the intergovernmental revenue and the tax levy.

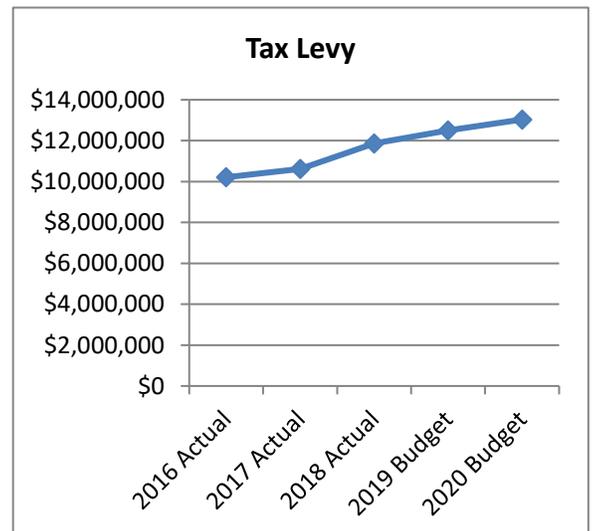
	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Tax Levy	\$10,210,091	\$10,616,929	\$11,867,877	\$12,496,451	\$13,035,351
Other Taxes	1,105,594	1,055,905	1,362,946	1,296,115	1,411,904
Licenses & Permits	428,137	445,702	449,857	400,975	403,625
Intergovernmental	6,869,608	8,199,031	6,599,704	6,437,516	9,099,643
Charges for Services	2,663,297	2,670,477	2,628,584	2,647,605	2,705,923
Special Assessments	936,065	839,631	677,503	455,342	563,518
Fines & Forfeits	142,447	157,683	156,847	179,400	183,500
Interest on Investments	134,960	240,752	440,334	219,200	327,150
Miscellaneous	630,418	624,897	514,841	384,841	512,573
Transfers In	595,590	148,190	170,920	148,300	350,920
<b>Total</b>	<b>\$23,716,207</b>	<b>\$24,999,197</b>	<b>\$24,869,413</b>	<b>\$24,665,745</b>	<b>\$28,594,107</b>

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

### Tax Levy

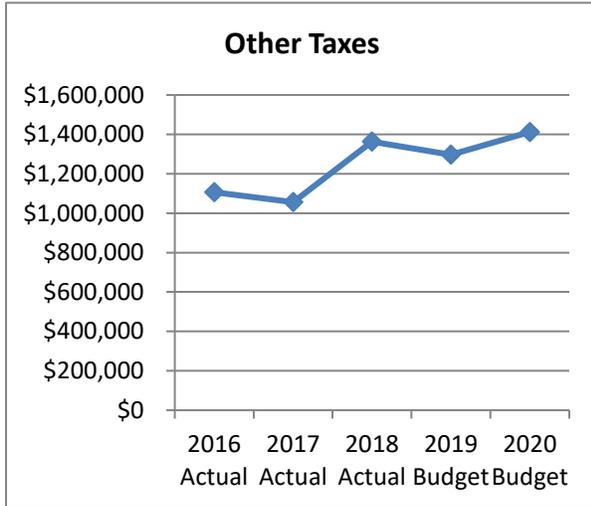
The City relies on property taxes for approximately 50.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

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 4.0% levy increase. Current and recent levy increases are related to 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.

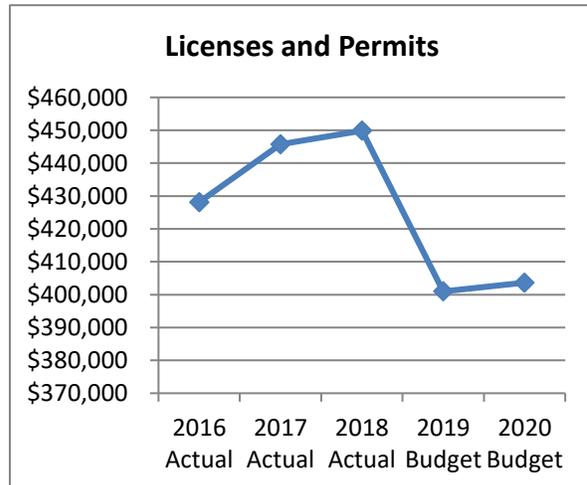
There have been some significant TIF districts created in recent years which has resulted in the City's TIF revenues increasing. Some of the new TIF districts created include Sputtering Components, Viracon, the hospital redevelopment site, Daiken, Kerry, Cybex, Arrow Ace Hardware, Torey's, and South 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.

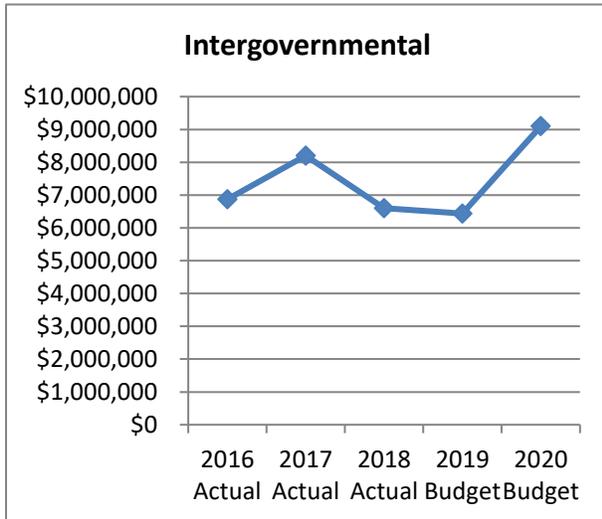
Building permits continue to be the single largest revenue source in this category.

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

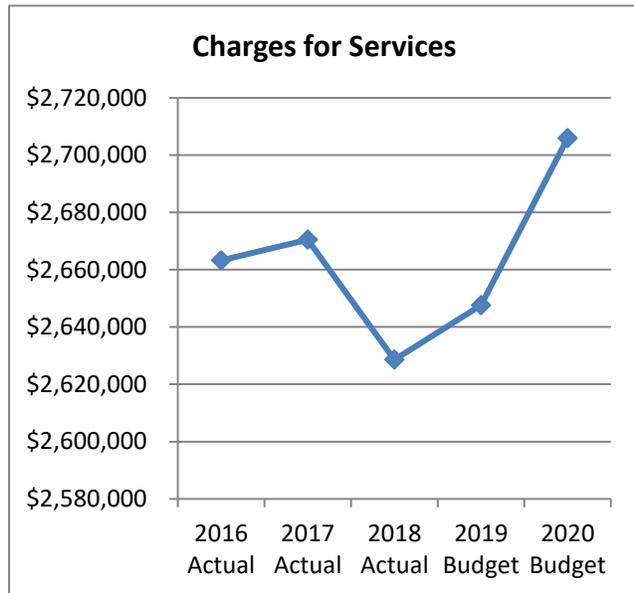


Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 22% of total governmental revenues for 2020.

For 2020, LGA received an increase of approximately \$232,000. Intergovernmental revenues for 2017 and budgeted 2020 included several state aid street projects. The City routinely explores all available funding opportunities and has historically been successfully at obtaining grants.

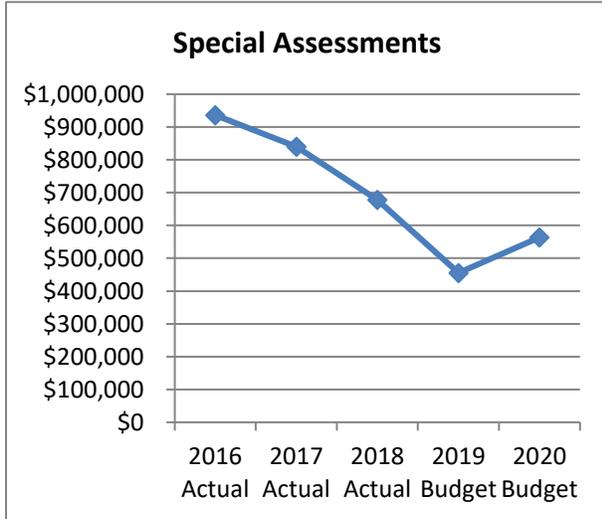
### Charges for Services

Charges for Services include user charges for the recreation department, Tennis and Fitness Center, Brooktree Golf Course and the Aquatic Center. Golf course and aquatic center revenues can be impacted by weather each year. These tend to be a bit erratic from year to year. 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.

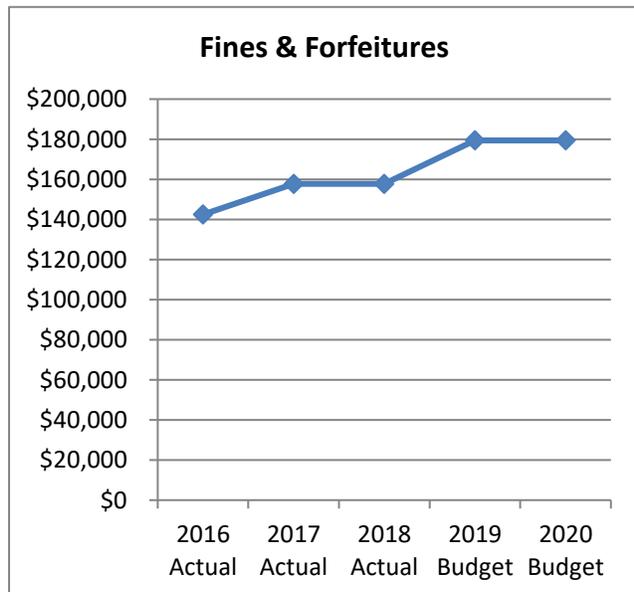
The number and size of construction projects completed has varied in recent years. 2018 was the year of catching up on street projects. The City is sharing in a larger portion of the costs to lessen the impact to the property owners being assessed. City, State, and Federal Governments all struggle with funding their infrastructure projects.

### 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. We plan to review parking fines and have also budgeted for a small increase in this item.

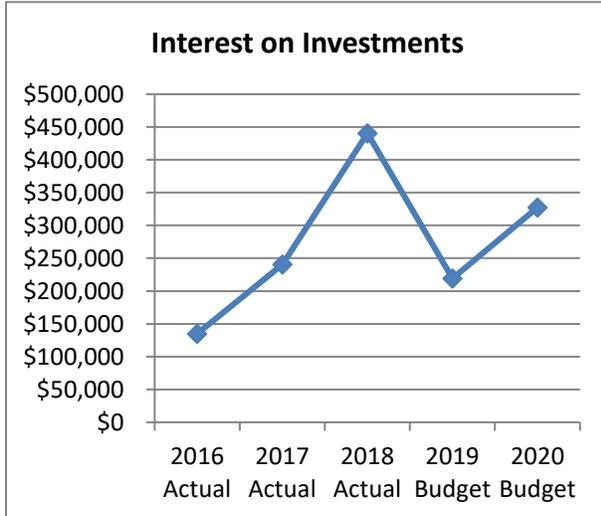
Library fines make up the smallest portion of this category. The fines charged by the library remain fairly level from year to year.

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.

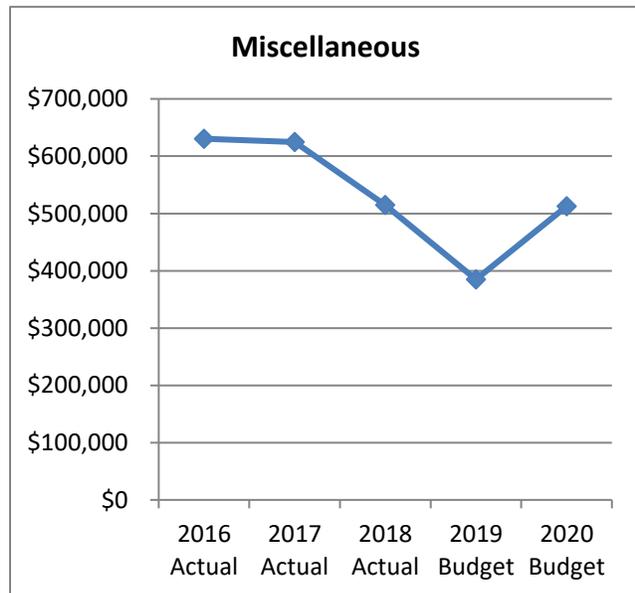
Interest rates are gradually increasing which has been reflected for 2020 amounts. We budget conservatively in this area as the market can quickly change.

### Miscellaneous

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

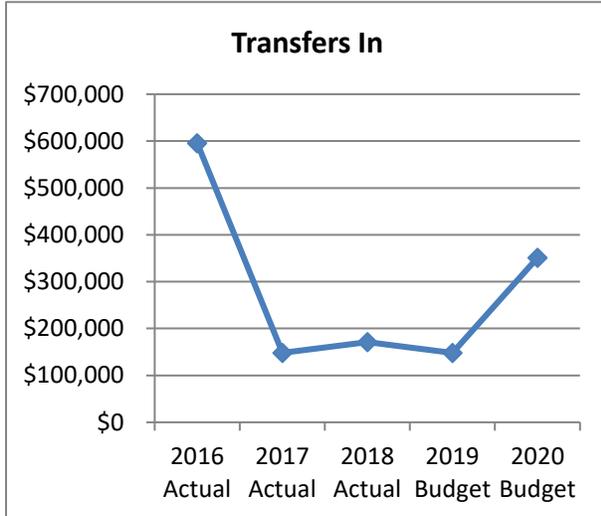
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

2020 includes several capital projects which include planned grant funding.



## 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 2016, 2017 and 2018 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. 2018 included a transfer for a trail overlay project that did not get completed in general fund operations. 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. The 2020 amount includes a \$200,000 transfer from the

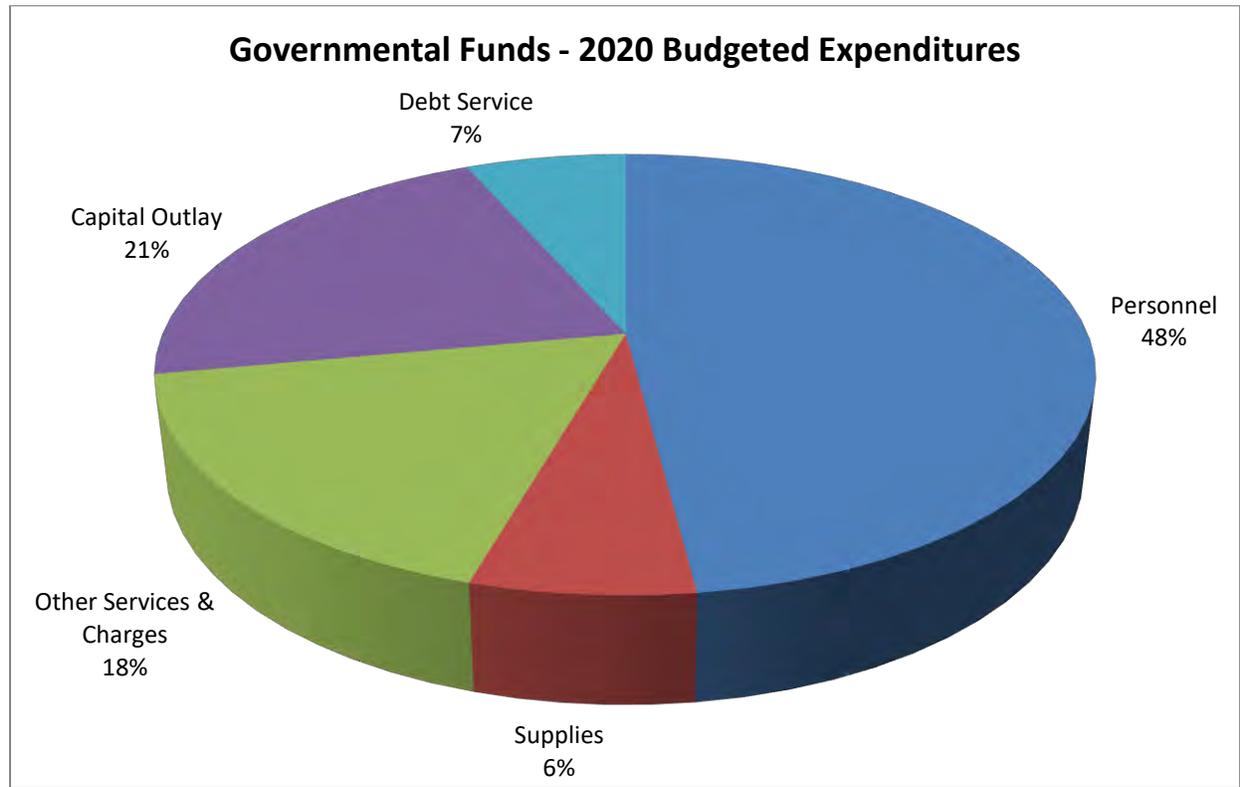
general fund to the capital projects fund. This is the result of an increase in LGA funding for 2020. Due to the uncertainty of this increase remaining in future years, these funds are going to be utilized for one-time purposes. The City is addressing some of the needs identified in its strategic plan (hazardous buildings, matching grant funds, trail gaps, and streetscape plan).

# Governmental Funds Summary

## Expenditures and Other Financing Uses

The following table shows the five-year history of the Governmental Funds from 2016-2020. The budgeted expenditures (excluding transfers out) are \$30,043,141 which is a \$3,711,877 or 14.1% increase from 2019. The change is due to a state aid street project planned for 2020, an increase in personnel costs, debt service and the number and amount of payments related to tax increment financing.

	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2020 Budget
Personnel	\$12,736,977	\$13,081,566	\$13,491,373	\$14,192,511	\$14,477,859
Supplies	1,938,483	2,039,817	2,049,474	1,879,001	1,933,739
Other Services & Charges	4,667,502	4,074,832	4,454,092	4,891,866	5,426,226
Capital Outlay	3,566,393	5,632,005	5,990,656	3,698,150	6,170,725
Debt Service	2,010,040	1,872,834	1,632,878	1,669,736	1,980,210
Transfers Out	170,590	148,190	170,920	148,300	350,920
<b>Total</b>	<b>\$25,089,985</b>	<b>\$26,849,244</b>	<b>\$27,789,393</b>	<b>\$26,479,564</b>	<b>\$30,339,679</b>



## **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 salary structure and a modest cost of living increase estimated for 2020.

### **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.

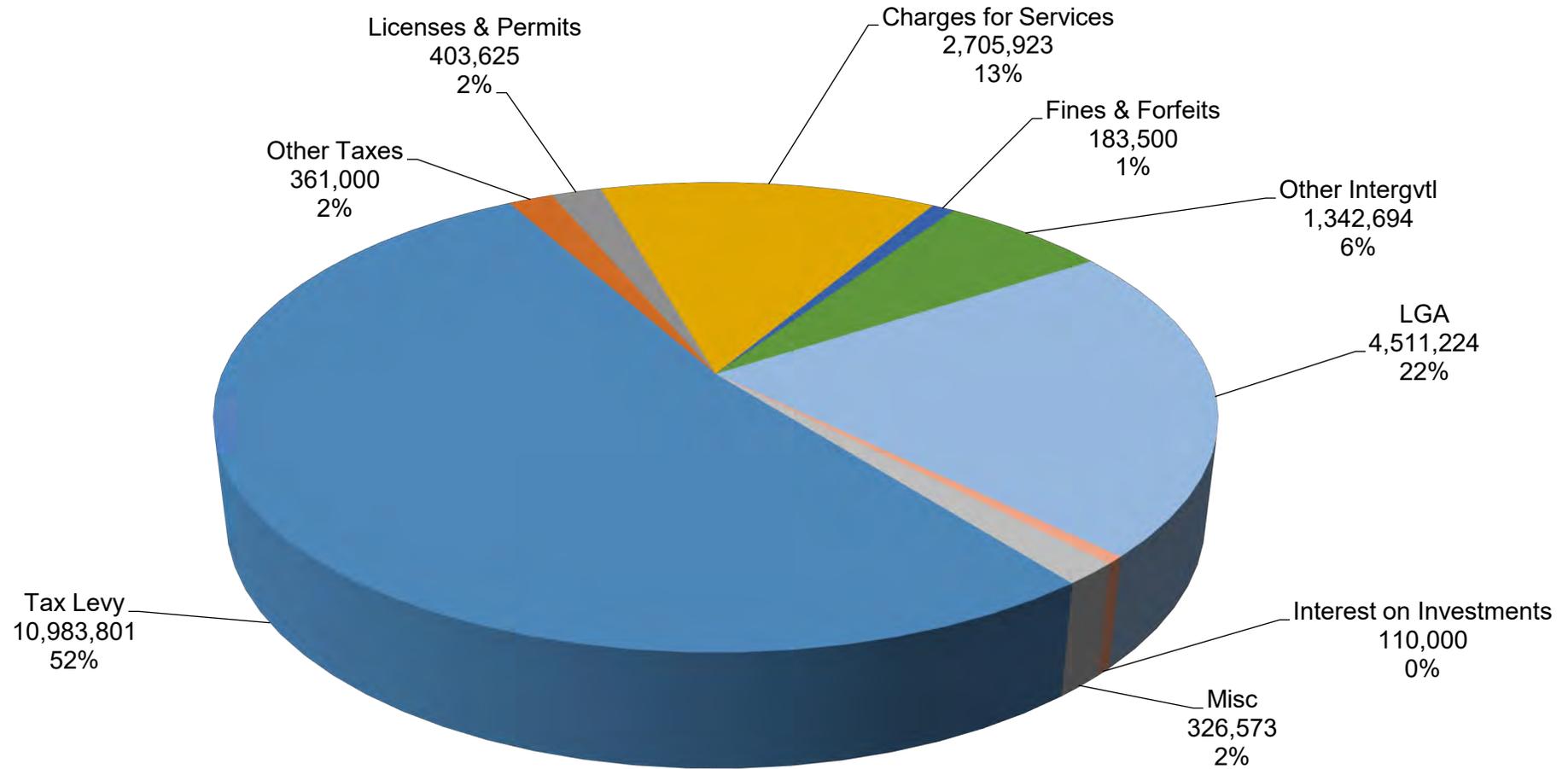
### **Debt Service**

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

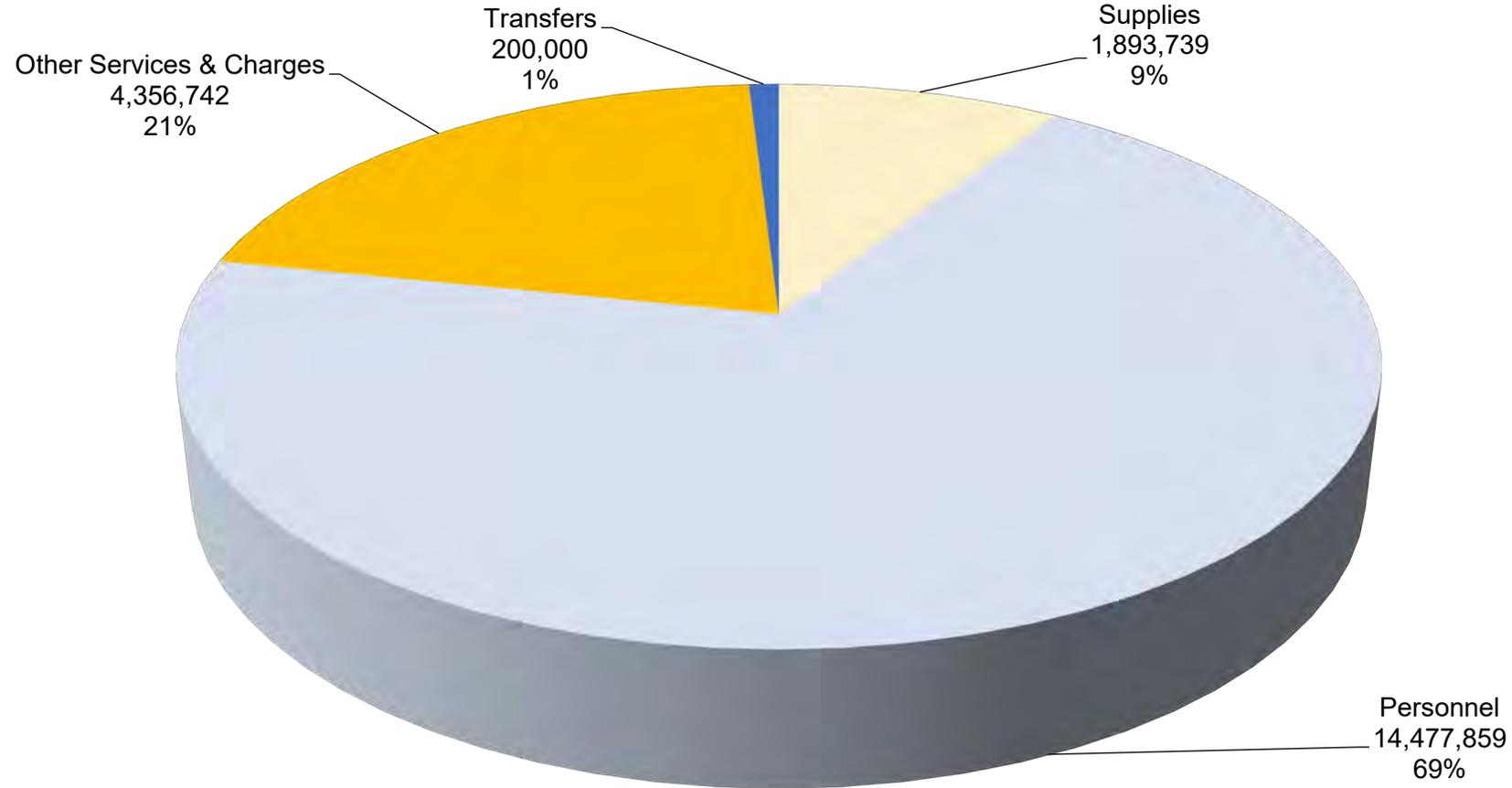
### **Capital Outlay**

Capital outlay includes the expenditure for acquiring capital assets, including land, buildings, improvements, initial equipment, additional equipment and replacement equipment. Purchases made from the internal service fund (vehicle replacement fund) are not included in this figure.

# General Fund Revenues - \$20,928,340



# General Fund Expenditures - \$20,928,340



CITY OF OWATONNA  
2020 GENERAL FUND BUDGET SUMMARY

REVENUES	2017 ACTUAL	2017 BUDGET	2018 ACTUAL	2018 BUDGET	06/30/19 YTD ACTUAL	2019 BUDGET	2020 BUDGET
Tax Levy	\$9,333,051	\$9,295,026	\$9,785,245	\$9,664,143	\$5,553,068	\$10,444,376	\$10,991,801
Other Taxes	\$348,770	\$350,500	\$353,476	\$350,000	\$171,472	\$350,000	\$353,000
Licenses & Permits	\$445,703	\$358,155	\$449,856	\$389,575	\$186,603	\$400,975	\$403,625
Intergovernmental Revenue	\$5,582,222	\$5,499,781	\$5,694,968	\$5,609,476	\$2,524,396	\$5,620,366	\$5,853,918
Charges for Services	\$2,670,475	\$2,588,282	\$2,628,584	\$2,634,254	\$1,161,411	\$2,647,605	\$2,505,923
Fines & Forfeits	\$157,683	\$151,900	\$156,847	\$154,400	\$91,260	\$179,400	\$183,500
Interest on Investments	\$95,148	\$90,000	\$150,034	\$90,000	\$66,983	\$98,000	\$110,000
Miscellaneous	\$300,721	\$302,911	\$329,306	\$300,541	\$132,155	\$306,841	\$326,573
Transfers							\$200,000
Total Revenues	\$18,933,773	\$18,636,555	\$19,548,316	\$19,192,389	\$9,887,348	\$20,047,563	\$20,928,340

EXPENDITURES	2017 ACTUAL	2017 BUDGET	2018 ACTUAL	2018 BUDGET	06/30/19 YTD ACTUAL	2019 BUDGET	2020 BUDGET
General Government:							
Mayor & Council	\$257,233	\$302,531	\$255,006	\$405,382	\$141,057	\$366,600	\$551,776
Administrative Services	\$1,444,502	\$1,417,210	\$1,576,756	\$1,578,007	\$825,670	\$1,635,861	\$1,806,511
City Attorney	\$239,480	\$245,349	\$240,358	\$250,739	\$121,538	\$252,601	\$257,606
Government Buildings	\$873,895	\$884,536	\$894,212	\$894,650	\$421,068	\$937,981	\$1,008,593
Total General Government	\$2,815,110	\$2,849,626	\$2,966,332	\$3,128,778	\$1,509,333	\$3,193,043	\$3,624,486
Public Safety:							
Police	\$4,759,986	\$4,891,027	\$4,929,899	\$4,960,486	\$2,423,780	\$5,238,102	\$5,413,800
Fire	\$1,661,602	\$1,654,222	\$1,626,972	\$1,635,884	\$806,543	\$1,754,313	\$1,778,283
Building Inspection	\$441,209	\$390,602	\$411,878	\$409,153	\$210,554	\$429,410	\$422,380
Total Public Safety	\$6,862,797	\$6,935,851	\$6,968,749	\$7,005,523	\$3,440,877	\$7,421,825	\$7,614,463
Public Works:							
Engineering	\$913,750	\$898,182	\$891,635	\$882,216	\$330,276	\$908,793	\$938,862
Street Maintenance	\$2,714,581	\$2,798,965	\$3,036,065	\$2,973,975	\$1,438,810	\$3,060,898	\$3,189,623
Airport	\$414,056	\$432,899	\$418,090	\$424,991	\$226,424	\$439,959	\$439,623
	\$4,042,387	\$4,130,046	\$4,345,790	\$4,281,182	\$1,995,510	\$4,409,650	\$4,568,108

CITY OF OWATONNA  
2020 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2017 ACTUAL	2017 BUDGET	2018 ACTUAL	2018 BUDGET	06/30/19 YTD ACTUAL	2019 BUDGET	2020 BUDGET
Culture & Recreation:							
Library	\$1,192,795	\$1,252,386	\$1,328,309	\$1,300,523	\$619,600	\$1,340,827	\$1,275,695
Park & Rec Administration	\$351,192	\$296,565	\$315,981	\$322,843	\$149,552	\$348,597	\$260,487
Park Maintenance	\$1,399,296	\$1,260,502	\$1,349,402	\$1,277,011	\$704,847	\$1,397,165	\$1,472,438
Adult Recreation	\$80,922	\$88,288	\$79,712	\$78,100	\$32,846	\$83,208	\$89,793
Youth Recreation	\$348,888	\$294,425	\$347,943	\$306,136	\$166,438	\$362,478	\$419,643
Tennis & Fitness Center	\$309,044	\$244,488	\$330,789	\$299,760	\$149,710	\$304,614	\$326,582
Social Commons	\$143,191	\$133,997	\$125,657	\$109,865	\$56,943	\$114,757	\$135,024
Aquatic Center	\$220,278	\$229,986	\$226,423	\$243,092	\$83,004	\$246,627	\$274,894
Brooktree Golf Course	\$621,906	\$641,048	\$614,866	\$581,440	\$282,983	\$552,197	\$547,992
Total Culture & Recreation	\$4,667,512	\$4,441,685	\$4,719,082	\$4,518,770	\$2,245,923	\$4,750,470	\$4,802,548
Housing & Economic Development							
Planning & Zoning	\$269,370	\$279,347	\$259,679	\$258,136	\$138,055	\$272,575	\$318,735
Total General Fund Expenditures	\$18,657,176	\$18,636,555	\$19,259,632	\$19,192,389	\$9,329,698	\$20,047,563	\$20,928,340

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

FUND 100: GENERAL FUND

DEPT 010: MAYOR & COUNCIL

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Tax Levies	9,333,051	9,303,026	9,785,245	9,672,143	5,553,068	10,452,376	10,991,801
	Other Taxes	348,770	342,500	353,476	342,000	171,472	342,000	353,000
	Licenses & Permits	84,113	80,155	80,805	81,875	69,650	80,775	79,925
	Intergovernmental Revenue	4,131,322	4,125,573	4,288,581	4,288,379	2,139,240	4,300,408	4,533,146
	Charges for Services	9	0	558	0	250	0	0
	Fines & Forfeits	106	500	3,000	500	2,850	500	500
	<b>Total Revenues</b>	<b>13,897,371</b>	<b>13,851,754</b>	<b>14,511,665</b>	<b>14,384,897</b>	<b>7,936,530</b>	<b>15,176,059</b>	<b>15,958,372</b>
	PT/Seasonal Wages	67,800	67,800	67,800	67,800	36,300	72,600	72,600
	Benefits	4,721	5,560	4,711	4,711	2,523	4,999	5,050
	<b>PERSONAL SERVICES</b>	<b>72,521</b>	<b>73,360</b>	<b>72,511</b>	<b>72,511</b>	<b>38,823</b>	<b>77,599</b>	<b>77,650</b>
	Supplies	1,061	700	2,185	700	739	700	2,000
	<b>SUPPLIES</b>	<b>1,061</b>	<b>700</b>	<b>2,185</b>	<b>700</b>	<b>739</b>	<b>700</b>	<b>2,000</b>
	Professional Services	3,813	4,000	4,937	6,000	3,085	11,300	9,000
	Communication	519	410	487	410	180	410	490
	Vehicle, Travel & Training	11,308	11,000	10,222	10,000	4,662	10,000	10,400
	Advertising & Promotion	12,867	15,000	5,910	15,000	3,590	14,000	13,000
	Memberships & Subscriptions	67,743	72,000	68,860	74,000	47,896	76,000	78,000
	Insurance	40,110	51,695	30,195	51,395	8,631	52,280	52,370
	Other Services & Charges	47,291	74,366	58,699	175,366	33,451	124,311	108,866
	Refunds & Reimbursements	0	0	1,000	0	0	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>183,651</b>	<b>228,471</b>	<b>180,310</b>	<b>332,171</b>	<b>101,495</b>	<b>288,301</b>	<b>272,126</b>
	<b>TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
	<b>Total Expenditures</b>	<b>257,233</b>	<b>302,531</b>	<b>255,006</b>	<b>405,382</b>	<b>141,057</b>	<b>366,600</b>	<b>551,776</b>
	<b>Net Revenue</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>14,256,659</b>	<b>13,979,515</b>	<b>7,795,473</b>	<b>14,809,459</b>	<b>15,406,596</b>
	<b>Total for DEPT 010: MAYOR &amp; COUNCIL</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>14,256,659</b>	<b>13,979,515</b>	<b>7,795,473</b>	<b>14,809,459</b>	<b>15,406,596</b>

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

DEPT 010: MAYOR & COUNCIL

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Mayor	1	1	\$10,800	\$10,800	Other Taxes	
Council President	1	1	10,200	10,200	Cable Franchise	\$340,000
Council Vice President	1	1	9,600	9,600	Other Franchise	13,000
Council Member	5	5	8,400	42,000	Intergovernmental Revenue	
	8	8		\$72,600	Local Government Aid (LGA) (\$232,738 increase from 2019)	4,511,224
					PERA Aid	21,922
					Professional Services	
					Legal and other	4,000
					Public access channel programming/costs	5,000
					Advertising & Promtion	
					Legal publications	10,000
					Patriot Skies (4th of July fireworks)	2,500
					Memberships & Subscriptions	
					CGMC Membership Dues	46,500
					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
					Transfers Out	
					LGA transferred to capital projects fund (matching grant funds, downtown streetscape, public building analysis)	200,000

DEPT 051: ADMINISTRATIVE SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	4,394	8,000	13,997	18,000	4,573	8,400	18,500
	Charges for Services	13,923	10,750	10,946	11,000	5,277	11,000	11,000
	Interest on Investments	95,148	90,000	150,034	90,000	66,983	98,000	110,000
	Transfers	62,521	59,500	46,551	54,500	13,500	57,000	59,500
	Total Revenues	175,986	168,250	221,528	173,500	90,333	174,400	199,000
	FT Wages	749,887	744,037	799,369	771,122	415,117	809,544	909,446
	PT/Seasonal Wages	38,089	43,038	62,826	71,556	18,171	53,086	72,386
	OT/Holiday/Other	1,567	3,000	14,204	3,000	1,091	3,000	3,000
	Benefits	270,159	274,810	272,744	270,664	139,132	292,478	316,786
	PERSONAL SERVICES	1,059,702	1,064,885	1,149,143	1,116,342	573,511	1,158,108	1,301,618
	Supplies	9,925	11,000	10,555	11,130	1,486	11,050	11,050
	Repair Supplies	0	0	250	1,000	25	1,000	1,000
	Small Tools & Equipment	69,009	57,750	57,835	62,250	826	76,850	76,850
	SUPPLIES	78,934	68,750	68,640	74,380	2,337	88,900	88,900
	Professional Services	87,725	55,000	39,473	61,000	45,173	55,000	65,000
	Communication	14,357	14,950	16,380	21,405	7,553	15,400	16,760
	Transportation (VRF)	3,360	3,360	12,000	6,000	3,000	6,000	7,000
	Vehicle, Travel & Training	22,555	26,460	29,147	35,680	14,040	35,780	38,440
	Advertising & Promotion	395	200	477	425	1,130	300	300
	Printing	416	500	395	500	402	500	500
	Memberships & Subscriptions	3,007	3,250	2,875	3,250	796	3,450	3,550
	Insurance	9,605	9,605	7,905	7,905	6,460	12,920	13,430
	Repairs	123,662	121,250	112,714	117,620	118,886	138,503	160,013
	Rents/Leases	0	0	0	0	5,730	11,500	11,500
	Other Services & Charges	40,127	48,000	137,607	133,500	46,653	109,500	99,500
	OTHER SERVICES & CHARGES	305,209	282,575	358,973	387,285	249,823	388,853	415,993
	Total Expenditures	1,443,845	1,416,210	1,576,756	1,578,007	825,671	1,635,861	1,806,511
	Net Revenue	(1,267,859)	(1,247,960)	(1,355,228)	(1,404,507)	(735,338)	(1,461,461)	(1,607,511)
	Total for DEPT 051: ADMINISTRATIVE SERVICES	(1,267,859)	(1,247,960)	(1,355,228)	(1,404,507)	(735,338)	(1,461,461)	(1,607,511)

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

DEPT 051: ADMINISTRATIVE SERVICES

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
City Administrator/City Clerk	1.00	1.00	\$142,480	\$147,910	Intergovernmental Revenue	
Sr. Director - Finance	1.00	1.00	122,304	125,578	Reimbursement from School district for election costs	\$18,500
Senior Accountant	1.00	1.00	79,414	82,559	Transfers	
Accounting Technician	1.00	1.00	24.88/hr	53,843	Reimbursement from EDA for accounting services	\$12,000
Administrative Specialist	1.00	1.00	31.80/hr	68,703	Reimbursement from HRA for accounting services	15,000
HR Specialist	0.00	1.00	28.65/hr	61,974	Administration charged on capital projects (1%)	32,500
Director - Human Resources	1.00	1.00	101,504	105,547	Small Tools & Equipment	
Director - IT	1.00	1.00	101,504	105,547	Computers & supplies	\$55,800
IT Systems Administrator	2.00	2.00	36.99/hr	157,784	Professional Services	
	<u>9.00</u>	<u>10.00</u>		<u>\$909,446</u>	Legal/HR/IT & Other Consulting Services	26,000
Permanent PT:					Audit	29,000
Admin Technician - HR - PT (50%)	0.50	0.00	n/a	\$0	Transportation (VRF)	
Desk Support Specialist - IT (70%)	0.00	0.70	19.38-25.18/hr	\$14,467	Includes funding for 2 IT vehicles	7,000
Accounting/HR Clerk - PT (70%)	0.50	0.70	19.76/hr	\$29,919	Repairs	
Other Seasonal Help:					Computer Hardware/Software Maintenance Contracts, Licenses	153,142
Election Judges	0.00	70.00	0	\$26,500	Rents/Leases	
Other				<u>1,500</u>	Timeclock annual lease costs	11,500
				<u>\$72,386</u>	Other Services & Charges	
					Payroll processing, HR, and Time tracking	90,000
					Election equipment contract - Steele Co.	9,000

DEPT 060: CITY ATTORNEYS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Benefits	5,269	6,539	5,529	6,539	2,892	7,051	6,131
	PERSONAL SERVICES	5,269	6,539	5,529	6,539	2,892	7,051	6,131
	Supplies	0	1,500	285	1,500	0	500	500
	SUPPLIES	0	1,500	285	1,500	0	500	500
	Professional Services	230,611	233,810	229,509	239,000	116,744	241,350	246,475
	Communication	401	0	207	200	0	200	0
	Vehicle, Travel & Training	0	0	365	0	0	0	0
	Memberships & Subscriptions	3,199	3,500	4,463	3,500	1,902	3,500	4,500
	OTHER SERVICES & CHARGES	234,211	237,310	234,544	242,700	118,646	245,050	250,975
	Total Expenditures	239,480	245,349	240,358	250,739	121,538	252,601	257,606
	Net Revenue	(239,480)	(245,349)	(240,358)	(250,739)	(121,538)	(252,601)	(257,606)
	Total for DEPT 060: CITY ATTORNEYS	(239,480)	(245,349)	(240,358)	(250,739)	(121,538)	(252,601)	(257,606)

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

DEPT 060: CITY ATTORNEYS

Position	Personnel				Items of Significance	
	2019	2020	Current Rate	Budgeted Total		
	(None)				Professional Services	
					Prosecuting Attorney	\$132,475
					City Attorney	104,000
					Legal Fees - Other	10,000

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Charges for Services		953	0	1,319	0	0	0	0
Miscellaneous		72,121	80,000	81,104	75,000	46,397	90,000	90,000
Total Revenues		73,074	80,000	82,423	75,000	46,397	90,000	90,000
FT Wages		358,324	359,846	368,968	374,931	184,629	398,644	421,049
PT/Seasonal Wages		86,787	86,069	78,504	96,269	27,402	102,718	96,092
OT/Holiday/Other		25,105	25,500	29,023	25,500	20,684	25,500	24,000
Benefits		158,298	170,271	156,206	163,550	78,256	178,119	209,852
PERSONAL SERVICES		628,514	641,686	632,701	660,250	310,971	704,981	750,993
Supplies		25,807	28,400	23,241	24,400	7,578	23,500	23,500
Repair Supplies		58,752	49,900	47,982	49,900	23,543	50,500	52,500
Small Tools & Equipment		15,950	12,450	13,219	13,000	3,961	13,000	13,000
SUPPLIES		100,509	90,750	84,442	87,300	35,082	87,000	89,000
Professional Services		46,080	50,400	27,136	50,400	22,448	40,500	56,500
Communication		11,403	13,800	18,463	12,800	4,637	12,100	12,100
Transportation (VRF)		31,200	31,200	31,200	31,200	18,000	36,000	36,000
Vehicle, Travel & Training		1,532	2,000	1,640	1,500	19	1,500	1,500
Advertising & Promotion		570	200	736	200	0	500	500
Memberships & Subscriptions		15	200	100	200	0	200	200
Insurance		16,500	16,500	13,000	13,000	9,250	18,500	20,100
Licenses & Inspections		728	3,000	4,927	3,000	1,377	3,000	5,000
Repairs		30,504	28,000	41,860	28,000	17,374	28,000	31,000
Rents/Leases		1,947	1,300	1,219	1,300	111	1,300	1,300
Other Services & Charges		4,393	5,500	4,833	5,500	1,799	4,400	4,400
OTHER SERVICES & CHARGES		144,872	152,100	145,114	147,100	75,015	146,000	168,600
CAPITAL OUTLAY		0	0	31,955	0	0	0	0
Total Expenditures		873,895	884,536	894,212	894,650	421,068	937,981	1,008,593
Net Revenue		(800,821)	(804,536)	(811,789)	(819,650)	(374,671)	(847,981)	(918,593)
Total for DEPT 590: BUILDING/GROUNDS MAINTENANCE		(800,821)	(804,536)	(811,789)	(819,650)	(374,671)	(847,981)	(918,593)

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

DEPT 590: BUILDING/GROUNDS MAINTENANCE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Facilities Manager	1.00	1.00	\$79,414	\$82,672	Miscellaneous	
Facilities Specialist	3.00	3.00	26.28-34.16/hr	206,121	Rental Income	\$90,000
Facilities Technician	1.00	1.00	27.42/hr	58,481	Professional Services	
Laborer	0.00	1.00	22.94/hr	48,926	Contract help (work release)	5,000
Custodian	2.00	0.00	n/a	0	Contract cleaning services (T&F Center and Social Commons)	45,000
	7.00	6.00		\$396,200	Electrical contracting	3,500
Permanent PT:					Special cleaning/repair projects	2,500
Laborer (1 @ 70%)	0.70	0.70	17.63-22.94/hr	\$23,844	Communication	
Custodian (2 @ 70%)	1.40	1.40	17.63-22.94/hr	58,248	Alarm Services	10,000
Seasonal:					Transportation (VRF)	
Maintenance	3.00	3.00	\$11.00-14.00/hr	\$14,000	Includes funding for 4 pickup trucks, 2 vans, utility vehicle, and 1 boom truck	36,000
				\$96,092	License & Inspections	
					Fire system inspections	2,000

\* FT wages includes allocations from other departments

DEPT 110: POLICE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	665,255	743,771	620,332	676,360	174,062	663,746	631,570
	Charges for Services	47,227	40,140	39,927	34,600	12,950	38,000	42,900
	Fines & Forfeits	148,162	142,400	145,592	144,900	83,642	169,900	174,000
	Miscellaneous	14,963	14,891	14,963	14,891	0	14,891	16,458
	Total Revenues	875,607	941,202	820,814	870,751	270,654	886,537	864,928
	FT Wages	2,660,771	2,672,691	2,733,980	2,767,110	1,395,462	2,928,628	2,986,258
	PT/Seasonal Wages	93,195	111,321	67,622	112,690	29,836	86,803	61,373
	OT/Holiday/Other	254,277	268,685	313,385	268,685	123,070	268,685	280,485
	Benefits	1,055,381	1,066,015	1,050,968	1,083,031	527,040	1,170,476	1,201,984
	PERSONAL SERVICES	4,063,624	4,118,712	4,165,955	4,231,516	2,075,408	4,454,592	4,530,100
	Supplies	88,177	82,600	86,146	101,400	39,796	95,000	89,600
	Repair Supplies	41,571	34,900	46,198	42,000	14,614	44,000	47,000
	Small Tools & Equipment	29,984	20,500	22,843	25,000	21,530	25,000	33,400
	SUPPLIES	159,732	138,000	155,187	168,400	75,940	164,000	170,000
	Professional Services	22,080	23,065	30,527	39,220	32,520	60,400	55,150
	Communication	17,147	20,700	19,459	20,700	7,083	18,200	18,200
	Transportation (VRF)	105,000	105,000	105,000	105,000	53,520	107,040	99,600
	Vehicle, Travel & Training	31,433	38,500	36,029	38,500	16,432	38,500	38,500
	Memberships & Subscriptions	4,952	5,700	14,592	5,700	2,619	8,170	11,000
	Insurance	49,858	49,200	41,100	41,100	37,100	74,200	82,300
	Licenses & Inspections	525	350	1,553	350	815	350	800
	Repairs	23,858	3,500	7,499	3,500	4,623	3,500	7,500
	Other Services & Charges	281,777	388,300	294,075	306,500	117,720	309,150	400,650
	OTHER SERVICES & CHARGES	536,630	634,315	549,834	560,570	272,432	619,510	713,700
	CAPITAL OUTLAY	0	0	58,923	0	0	0	0
	Total Expenditures	4,759,986	4,891,027	4,929,899	4,960,486	2,423,780	5,238,102	5,413,800
	Net Revenue	(3,884,379)	(3,949,825)	(4,109,085)	(4,089,735)	(2,153,126)	(4,351,565)	(4,548,872)
	Total for DEPT 110: POLICE	(3,884,379)	(3,949,825)	(4,109,085)	(4,089,735)	(2,153,126)	(4,351,565)	(4,548,872)

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

DEPT 110: POLICE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Senior Director - Police Dept	1.00	1.00	\$127,171	\$130,398	Intergovernmental Revenue	
Captain	2.00	2.00	109,387	221,827	State - auto insurance premium tax	\$288,500
Administrative Technician	1.00	1.00	29.68/hr	63,301	State - police training aid	33,000
Evidence Technician	1.00	1.00	30.44/hr	65,769	Federal SCDIU pass-thru grant	150,000
Administrative Technician - Patrol	1.00	1.00	29.68/hr	63,301	School district reimbursement for SRO officer	152,770
Sergeant	6.00	6.00	33.20-43.15/hr	543,053	Fines & Forfeits	
Sergeant - Investigation	1.00	1.00	33.20-43.15/hr	91,946	Court Collected Fines	90,000
Patrol	19.00	19.00	28.44-36.99/hr	1,294,758	Parking Fines	80,000
Patrol - Investigation	6.00	6.00	28.44-36.99/hr	467,454	Professional Services	
CSO	3.00	1.00	19.38-25.18/hr	44,451	Contract for body cameras	25,000
	<u>41.00</u>	<u>39.00</u>		<u>\$2,986,258</u>		
Permanent PT:					Transportation (VRF)	
CSO (2 @ 70%)	2.80	1.40	\$19.38-25.18/hr	\$61,374	Includes funding for 14 marked squads, 8 unmarked and 1 parking enforcement vehicle	99,600
					Other Services & Charges	
					Federal SCDIU pass-thru grant	150,000
					Reimbursement to Steele Co for LEC costs	235,000

DEPT 120: FIRE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	14,332	13,000	16,112	13,200	6,512	14,200	14,200
	Intergovernmental Revenue	188,126	151,200	178,496	151,200	10,874	161,200	174,000
	Charges for Services	127,648	127,250	140,877	129,450	60,390	130,950	133,718
	Miscellaneous	315	0	633	0	344	0	0
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	<b>Total Revenues</b>	<b>352,421</b>	<b>313,450</b>	<b>358,118</b>	<b>315,850</b>	<b>89,140</b>	<b>328,350</b>	<b>343,918</b>
	FT Wages	668,645	648,133	662,417	674,696	369,548	700,041	711,378
	PT/Seasonal Wages	77,654	74,426	83,875	76,000	46,701	78,000	79,250
	OT/Holiday/Other	93,780	81,000	90,003	81,000	79,970	96,000	96,000
	Benefits	462,156	471,142	484,575	458,788	173,773	488,927	509,000
	<b>PERSONAL SERVICES</b>	<b>1,302,235</b>	<b>1,274,701</b>	<b>1,320,870</b>	<b>1,290,484</b>	<b>669,992</b>	<b>1,362,968</b>	<b>1,395,628</b>
	Supplies	23,055	32,368	18,665	29,464	7,686	47,244	38,214
	Repair Supplies	18,103	16,753	20,572	18,728	7,121	17,528	16,228
	Small Tools & Equipment	89,512	96,847	49,274	72,847	17,551	38,797	64,347
	<b>SUPPLIES</b>	<b>130,670</b>	<b>145,968</b>	<b>88,511</b>	<b>121,039</b>	<b>32,358</b>	<b>103,569</b>	<b>118,789</b>
	Professional Services	19,078	24,900	17,143	25,150	4,950	76,150	36,150
	Communication	11,686	10,440	10,745	8,093	3,519	8,093	8,093
	Transportation (VRF)	140,000	140,000	141,200	141,200	73,020	146,040	156,000
	Vehicle, Travel & Training	16,580	15,057	8,086	15,057	4,081	15,000	15,000
	Advertising & Promotion	2,413	2,100	758	2,100	48	2,100	2,100
	Memberships & Subscriptions	2,376	2,949	3,139	2,949	1,714	4,646	4,646
	Insurance	9,100	9,100	7,600	7,600	5,350	10,000	10,600
	Licenses & Inspections	675	750	425	750	100	750	750
	Repairs	19,321	16,257	22,179	15,562	11,079	17,097	18,632
	Other Services & Charges	7,468	12,000	6,316	5,900	332	7,900	11,895
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>228,697</b>	<b>233,553</b>	<b>217,591</b>	<b>224,361</b>	<b>104,193</b>	<b>287,776</b>	<b>263,866</b>
	<b>Total Expenditures</b>	<b>1,661,602</b>	<b>1,654,222</b>	<b>1,626,972</b>	<b>1,635,884</b>	<b>806,543</b>	<b>1,754,313</b>	<b>1,778,283</b>
	<b>Net Revenue</b>	<b>(1,309,181)</b>	<b>(1,340,772)</b>	<b>(1,268,854)</b>	<b>(1,320,034)</b>	<b>(717,403)</b>	<b>(1,425,963)</b>	<b>(1,434,365)</b>
	<b>Total for DEPT 120: FIRE</b>	<b>(1,309,181)</b>	<b>(1,340,772)</b>	<b>(1,268,854)</b>	<b>(1,320,034)</b>	<b>(717,403)</b>	<b>(1,425,963)</b>	<b>(1,434,365)</b>

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

DEPT 120: FIRE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Sr. Director - Fire Dept	1.00	1.00	\$111,176	\$115,521	Intergovernmental Revenue	
Administrative Technician	1.00	1.00	29.68/hr	63,301	State - auto insurance premium tax (passes to Relief Assn)	\$165,000
Firefighter - Commander	4.00	4.00	28.44-36.99/hr	282,911	Charges for Services	
Firefighter - Equipment Operator	4.00	4.00	26.28-34.16/hr	249,645	Rural Fire Assn Reimbursement	109,468
	10.00	10.00		\$711,378	Rental inspections	18,000
Other PT:					Transfers	
On-call/resident Firefighters	27.00	27.00	15.52-18.35/hr	\$72,000	HRA Section 8 rental housing inspections	22,000
Weed/Nuisance Assistant	1.00	1.00	14.00/hr	7,250	Benefits (Personal Services)	
				\$79,250	Pass-thru of State Tax to Relief Assn	165,000
					Small Tools & Equipment	
					Protective Equipment (helmets, boots, turn out gear, etc)	34,300
					Minor Equipment (800 MH batteries, rapid intervention bags, hose)	17,600
					SCBA service agreement (28)	4,000
					Professional Services	
					Plan review	6,000
					Emergency Management (siren repair, etc)	9,000
					Contract out warning siren electrical work	10,000
					Transportation (VRF)	
					Includes funding for 3 fire engines, 1 aerial truck, 1 command vehicle, and 4 pickups	156,000

DEPT 140: BUILDING INSPECTION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	330,946	267,600	334,022	286,000	102,449	296,000	301,000
	Charges for Services	73,229	80,400	119,494	80,300	32,774	85,300	85,300
	Total Revenues	404,175	348,000	453,516	366,300	135,223	381,300	386,300
	FT Wages	306,057	279,869	295,683	291,769	152,767	309,156	296,462
	OT/Holiday/Other	3,099	3,135	3,271	3,247	3,078	3,416	0
	Benefits	87,300	83,398	86,604	85,237	42,110	86,768	97,948
	PERSONAL SERVICES	396,456	366,402	385,558	380,253	197,955	399,340	394,410
	Supplies	11,390	6,000	9,307	5,500	1,816	5,500	6,000
	Repair Supplies	75	0	889	200	205	200	200
	Small Tools & Equipment	3,665	1,950	192	3,150	4,065	2,150	3,000
	SUPPLIES	15,130	7,950	10,388	8,850	6,086	7,850	9,200
	Professional Services	585	0	194	0	202	0	0
	Communication	2,077	2,900	1,627	2,400	435	2,200	1,700
	Transportation (VRF)	4,800	4,800	6,600	6,600	3,510	7,020	7,020
	Vehicle, Travel & Training	4,667	2,800	2,731	2,800	421	3,800	3,300
	Memberships & Subscriptions	455	1,000	455	500	120	500	500
	Insurance	1,500	1,500	1,200	1,200	1,150	2,300	2,400
	Licenses & Inspections	160	350	97	350	0	200	200
	Repairs	15,379	14,500	3,028	6,200	675	6,200	3,650
	OTHER SERVICES & CHARGES	29,623	27,850	15,932	20,050	6,513	22,220	18,770
	Total Expenditures	441,209	402,202	411,878	409,153	210,554	429,410	422,380
	Net Revenue	(37,034)	(54,202)	41,638	(42,853)	(75,331)	(48,110)	(36,080)
	Total for DEPT 140: BUILDING INSPECTION	(37,034)	(54,202)	41,638	(42,853)	(75,331)	(48,110)	(36,080)

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

DEPT 140: BUILDING INSPECTION

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Building Official	1.00	1.00	\$87,714	\$91,046	Licenses & Permits	
Plans Examiner	1.00	1.00	71,053	72,856	Building Permits	\$300,000
Building Inspector	1.00	1.00	28.24/hr	61,065	Charges for Services	
Administrative Technician	1.00	1.00	22.83/hr	49,459	Plan checking fees	85,000
	<u>4.00</u>	<u>4.00</u>		<u>* \$274,426</u>	Transportation (VRF)	
					Includes funding for 3 pickups/vehicles	7,020

\* FT wages includes allocations from other departments

DEPT 211: ENGINEERING

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	12,907	6,000	16,472	6,000	6,932	7,500	7,500
	Intergovernmental Revenue	0	0	4,082	0	0	0	0
	Charges for Services	378,287	326,000	214,437	276,000	3,397	301,500	326,500
	Miscellaneous	0	0	(487)	0	0	0	0
	Transfers	460,000	460,000	473,000	473,000	242,020	484,000	506,000
	<b>Total Revenues</b>	<b>851,194</b>	<b>792,000</b>	<b>707,504</b>	<b>755,000</b>	<b>252,349</b>	<b>793,000</b>	<b>840,000</b>
	FT Wages	443,759	444,223	430,474	456,125	237,452	468,516	492,153
	PT/Seasonal Wages	13,266	12,500	16,066	12,500	2,041	11,000	11,000
	OT/Holiday/Other	13,379	3,000	18,287	3,000	1,127	3,000	3,000
	Benefits	106,594	107,529	97,416	102,891	53,455	106,707	111,859
	<b>PERSONAL SERVICES</b>	<b>576,998</b>	<b>567,252</b>	<b>562,243</b>	<b>574,516</b>	<b>294,075</b>	<b>589,223</b>	<b>618,012</b>
	Supplies	9,977	11,250	9,391	11,250	2,757	11,750	10,500
	Repair Supplies	0	4,500	509	4,500	394	3,500	3,500
	Small Tools & Equipment	4,188	5,900	576	7,400	1,782	8,900	7,400
	<b>SUPPLIES</b>	<b>14,165</b>	<b>21,650</b>	<b>10,476</b>	<b>23,150</b>	<b>4,933</b>	<b>24,150</b>	<b>21,400</b>
	Professional Services	37,693	37,700	329	2,700	43	2,700	2,700
	Communication	3,527	5,250	3,215	6,350	1,434	6,350	5,250
	Transportation (VRF)	21,000	21,000	24,900	24,300	12,660	25,320	15,000
	Vehicle, Travel & Training	7,463	6,000	4,134	6,000	4,272	6,000	8,500
	Advertising & Promotion	559	600	1,326	750	327	750	500
	Memberships & Subscriptions	1,434	1,500	825	1,500	1,605	1,500	1,500
	Insurance	2,700	2,700	2,700	2,700	2,150	4,300	4,500
	Licenses & Inspections	1,040	750	1,727	750	1,832	1,500	1,500
	Repairs	230,128	214,500	272,239	224,500	753	234,000	252,000
	Other Services & Charges	11,118	13,780	7,521	15,000	6,192	13,000	8,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>316,662</b>	<b>303,780</b>	<b>318,916</b>	<b>284,550</b>	<b>31,268</b>	<b>295,420</b>	<b>299,450</b>
	<b>CAPITAL OUTLAY</b>	<b>5,925</b>	<b>5,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>913,750</b>	<b>898,182</b>	<b>891,635</b>	<b>882,216</b>	<b>330,276</b>	<b>908,793</b>	<b>938,862</b>
	<b>Net Revenue</b>	<b>(62,556)</b>	<b>(106,182)</b>	<b>(184,131)</b>	<b>(127,216)</b>	<b>(77,927)</b>	<b>(115,793)</b>	<b>(98,862)</b>
	<b>Total for DEPT 211: ENGINEERING</b>	<b>(62,556)</b>	<b>(106,182)</b>	<b>(184,131)</b>	<b>(127,216)</b>	<b>(77,927)</b>	<b>(115,793)</b>	<b>(98,862)</b>

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

DEPT 211: ENGINEERING

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Sr. Director - Public Works	1.00	1.00	\$124,218	\$128,973	Charges for Services	
Asst City Engineer	1.00	1.00	89,981	93,506	Engineering charged on capital projects (10%)	\$325,000
Administrative Tech - Public Works	1.00	1.00	23.51/hr	50,921	Transfers	
Civil Engineer	1.00	1.00	75,254	78,293	Annual allocation from the WWTP for administration	506,000
Engineering Specialist	1.00	1.00	39.42/hr	85,124	Transportation (VRF)	
Engineering Technician	2.00	2.00	26.28-34.16/hr	131,504	Includes funding for 7 pickups/vehicles	15,000
	<u>7.00</u>	<u>7.00</u>		<u>\$568,321</u>		
Other Seasonal Help:					Repairs	
Engineering Intern	2.00	1.00		\$6,000	Repair service - sidewalks	20,000
PT locator	1.00	1.00		5,000	Repair service - curbs	15,000
					Repair service - bituminous	175,000
					Repair service - concrete	30,000
					Repair service - retaining walls	10,000
					Other Services & Charges	
					Autocad annual fees	8,000

\* FT wages are allocated to other departments

DEPT 212: STREET MAINTENANCE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	2,000	2,500	1,115	1,500	400	1,500	0
	Intergovernmental Revenue	190,212	155,500	285,065	155,500	62,750	168,000	178,000
	Charges for Services	8,131	2,000	19,800	1,500	2,717	2,800	2,300
	Miscellaneous	629	0	1,787	0	0	0	0
	Transfers	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	<b>Total Revenues</b>	<b>250,972</b>	<b>210,000</b>	<b>357,767</b>	<b>208,500</b>	<b>90,877</b>	<b>222,300</b>	<b>230,300</b>
	FT Wages	976,087	1,064,848	1,100,075	1,126,243	575,937	1,176,074	1,211,998
	PT/Seasonal Wages	15,191	8,000	21,940	8,000	8,960	8,000	8,000
	OT/Holiday/Other	50,136	37,659	96,450	37,120	56,858	37,120	37,000
	Benefits	447,279	493,383	482,187	491,587	242,212	492,014	518,685
	<b>PERSONAL SERVICES</b>	<b>1,488,693</b>	<b>1,603,890</b>	<b>1,700,652</b>	<b>1,662,950</b>	<b>883,967</b>	<b>1,713,208</b>	<b>1,775,683</b>
	Supplies	369,836	376,050	422,417	390,400	158,450	391,000	420,000
	Repair Supplies	130,056	127,200	128,486	145,500	57,321	135,000	135,000
	Small Tools & Equipment	30,025	15,000	15,828	15,000	11,934	16,850	19,650
	Other Supplies	124,106	104,000	74,908	124,000	0	0	0
	<b>SUPPLIES</b>	<b>654,023</b>	<b>622,250</b>	<b>641,639</b>	<b>674,900</b>	<b>227,705</b>	<b>542,850</b>	<b>574,650</b>
	Professional Services	3,835	200	1,520	200	3,819	3,000	38,000
	Communication	5,709	5,800	4,537	5,800	1,551	5,750	3,750
	Transportation (VRF)	336,000	336,000	357,500	357,500	184,920	369,840	390,240
	Vehicle, Travel & Training	2,712	4,500	2,230	5,400	1,198	5,400	5,250
	Advertising & Promotion	1,274	250	523	250	384	250	250
	Memberships & Subscriptions	0	700	115	700	1,614	700	700
	Insurance	26,900	26,900	16,700	16,700	13,100	26,200	28,400
	Licenses & Inspections	5,914	2,800	3,993	2,800	85	3,000	3,000
	Utilities	0	150	0	150	0	0	0
	Repairs	128,629	166,400	208,269	185,500	45,445	304,700	284,700
	Rents/Leases	49,295	64,000	93,594	57,000	73,559	57,000	56,000
	Other Services & Charges	10,004	4,125	3,848	4,125	1,463	29,000	29,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>570,272</b>	<b>611,825</b>	<b>692,829</b>	<b>636,125</b>	<b>327,138</b>	<b>804,840</b>	<b>839,290</b>
	<b>Total Expenditures</b>	<b>2,712,988</b>	<b>2,837,965</b>	<b>3,035,120</b>	<b>2,973,975</b>	<b>1,438,810</b>	<b>3,060,898</b>	<b>3,189,623</b>
	<b>Net Revenue</b>	<b>(2,462,016)</b>	<b>(2,627,965)</b>	<b>(2,677,353)</b>	<b>(2,765,475)</b>	<b>(1,347,933)</b>	<b>(2,838,598)</b>	<b>(2,959,323)</b>
	<b>Total for DEPT 212: STREET MAINTENANCE</b>	<b>(2,462,016)</b>	<b>(2,627,965)</b>	<b>(2,677,353)</b>	<b>(2,765,475)</b>	<b>(1,347,933)</b>	<b>(2,838,598)</b>	<b>(2,959,323)</b>

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

DEPT 212: STREET MAINTENANCE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Maintenance Manager	1.00	1.00	\$90,085	\$93,556	Intergovernmental Revenue	
Maintenance Foreman	1.00	1.00	31.87/hr	68,920	State - MSA Maintenance	\$125,500
Sr. Maintenance Worker - Lead	2.00	2.00	31.80/hr	137,406	County - Maintenance	45,000
Sr. Maintenance Worker - Nights	2.00	2.00	25.29/hr	109,548	Transfers	
Sr. Maintenance Worker	8.00	8.00	24.56-31.93/hr	494,184	Allocation from the Storm Water fund for street sweeping costs	50,000
Equipment Maint Foreman	1.00	1.00	32.91/hr	71,240	Supplies	
Equip Maint Tech Specialist	3.00	3.00	26.28-34.16/hr	187,664	Motor Fuels & Lubricants	114,100
	18.00	18.00		* \$1,162,518	Chloride	100,000
Seasonal:					Traffic signs and paint	30,000
Street Dept Assistants	2.00	2.00	\$14.00/hr	\$8,000	Bituminous Mix	135,000
					Repair Supplies	
					Vehicles & Equipment	107,500
					Signals	25,000
					Professional Services	
					Contract electrical work on traffic signals	35,000
					Transportation (VRF)	
					Includes 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	390,240
					Repairs	
					Vehicles & Equipment	23,100
					Signals	2,000
					Pavement Marking	9,000
					Crack Filling	248,000
					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

DEPT 380: AIRPORT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	79,252	68,987	44,780	68,987	33,606	68,712	70,517
	Charges for Services	142,478	170,050	144,895	160,150	66,271	153,150	153,100
	Miscellaneous	129,382	135,000	145,551	135,000	46,994	135,500	141,500
	<b>Total Revenues</b>	<b>351,112</b>	<b>374,037</b>	<b>335,226</b>	<b>364,137</b>	<b>146,871</b>	<b>357,362</b>	<b>365,117</b>
	FT Wages	78,799	79,042	83,420	82,776	43,551	88,350	93,035
	PT/Seasonal Wages	22,435	21,129	25,432	22,098	10,370	23,510	23,476
	OT/Holiday/Other	0	0	143	0	0	0	0
	Benefits	36,895	37,513	38,687	38,327	19,756	41,179	25,642
	<b>PERSONAL SERVICES</b>	<b>138,129</b>	<b>137,684</b>	<b>147,682</b>	<b>143,201</b>	<b>73,677</b>	<b>153,039</b>	<b>142,153</b>
	Supplies	116,143	136,825	116,957	125,100	60,456	116,500	120,300
	Repair Supplies	14,836	12,400	15,518	11,400	2,204	11,400	10,400
	Small Tools & Equipment	466	1,650	3,642	1,800	4,795	2,200	2,200
	Concession Supplies	0	0	0	150	0	0	0
	<b>SUPPLIES</b>	<b>131,445</b>	<b>150,875</b>	<b>136,117</b>	<b>138,450</b>	<b>67,455</b>	<b>130,100</b>	<b>132,900</b>
	Professional Services	16,087	18,000	22,911	18,000	7,500	18,000	18,000
	Communication	6,667	8,200	8,384	7,950	3,781	7,400	7,400
	Transportation (VRF)	14,400	14,400	14,400	14,400	12,540	25,080	25,080
	Vehicle, Travel & Training	1,498	2,840	1,389	2,840	694	1,840	1,840
	Advertising & Promotion	6,227	4,500	4,595	6,000	2,433	6,000	5,500
	Memberships & Subscriptions	425	700	675	600	275	600	600
	Insurance	19,700	19,700	14,100	14,100	10,650	21,300	22,900
	Licenses & Inspections	111	1,000	113	1,000	61	200	150
	Utilities	35,243	37,250	32,944	36,700	17,813	37,400	34,600
	Repairs	24,013	16,250	16,057	20,250	5,575	18,500	24,500
	Other Services & Charges	20,111	21,500	18,723	21,500	23,970	20,500	24,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>144,482</b>	<b>144,340</b>	<b>134,291</b>	<b>143,340</b>	<b>85,292</b>	<b>156,820</b>	<b>164,570</b>
	<b>Total Expenditures</b>	<b>414,056</b>	<b>432,899</b>	<b>418,090</b>	<b>424,991</b>	<b>226,424</b>	<b>439,959</b>	<b>439,623</b>
	<b>Net Revenue</b>	<b>(62,944)</b>	<b>(58,862)</b>	<b>(82,864)</b>	<b>(60,854)</b>	<b>(79,553)</b>	<b>(82,597)</b>	<b>(74,506)</b>
	<b>Total for DEPT 380: AIRPORT</b>	<b>(62,944)</b>	<b>(58,862)</b>	<b>(82,864)</b>	<b>(60,854)</b>	<b>(79,553)</b>	<b>(82,597)</b>	<b>(74,506)</b>

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

DEPT 380: AIRPORT

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Airport Manager	1.00	1.00	\$83,574	\$86,824	Intergovernmental Revenue	
	1.00	1.00		* \$86,824	State - Airport Maintenance	\$69,017
Perm PT:					Charges for Services	
Airport Assistant (2 @ 25% FTE)	0.50	0.50	19.38-25.28/hr	\$22,226	Fuel sales	150,000
Seasonal:					Miscellaneous	
Intern	1.00	1.00		1,250	Rental (hangar, land)	141,500
					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	22,500

\* FT wages includes allocations from other departments

DEPT 420: LIBRARY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	203,319	203,600	203,429	202,600	99,291	202,600	201,185
	Charges for Services	9,890	8,000	8,982	8,000	3,741	9,100	9,250
	Fines & Forfeits	9,415	9,000	8,255	9,000	4,768	9,000	9,000
	Miscellaneous	20	20	40	2,850	0	50	0
	Total Revenues	222,644	220,620	220,706	222,450	107,800	220,750	219,435
	FT Wages	499,794	530,681	613,869	556,464	287,617	583,064	499,958
	PT/Seasonal Wages	267,244	283,156	251,104	289,144	116,350	289,958	299,576
	OT/Holiday/Other	2,591	0	5,391	0	10,048	0	0
	Benefits	185,580	214,158	210,333	212,718	100,736	223,503	201,660
	PERSONAL SERVICES	955,209	1,027,995	1,080,697	1,058,326	514,751	1,096,525	1,001,194
	Supplies	7,062	6,788	4,201	5,400	1,607	4,900	4,050
	Repair Supplies	6,127	4,500	4,934	3,000	4,172	4,000	6,000
	Small Tools & Equipment	16,157	14,565	8,240	15,000	3,022	15,000	15,250
	Library Materials	96,995	87,575	123,237	111,000	48,592	110,800	112,500
	Other Supplies	27,446	27,132	28,565	27,132	0	27,132	28,500
	SUPPLIES	153,787	140,560	169,177	161,532	57,393	161,832	166,300
	Professional Services	2,420	1,515	2,054	1,800	15,070	1,800	34,486
	Communication	7,028	8,815	5,551	6,900	974	6,600	5,700
	Vehicle, Travel & Training	943	6,690	3,016	5,640	740	3,655	3,000
	Advertising & Promotion	0	0	1,087	1,500	0	1,250	1,500
	Memberships & Subscriptions	1,773	1,750	2,118	1,700	201	1,750	1,500
	Insurance	6,700	6,700	5,500	5,500	4,251	8,500	8,800
	Repairs	3,015	5,344	7,843	4,700	398	5,460	3,410
	Rents/Leases	2,737	1,802	1,776	2,000	860	2,100	0
	Other Services & Charges	50,949	51,215	49,490	50,925	24,962	51,355	49,805
	OTHER SERVICES & CHARGES	75,565	83,831	78,435	80,665	47,456	82,470	108,201
	CAPITAL OUTLAY	8,234	0	0	0	0	0	0
	Total Expenditures	1,192,795	1,252,386	1,328,309	1,300,523	619,600	1,340,827	1,275,695
	Net Revenue	(970,151)	(1,031,766)	(1,107,603)	(1,078,073)	(511,800)	(1,120,077)	(1,056,260)
	Total for DEPT 420: LIBRARY	(970,151)	(1,031,766)	(1,107,603)	(1,078,073)	(511,800)	(1,120,077)	(1,056,260)

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

DEPT 420: LIBRARY

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Director - Library	1.00	1.00	\$96,054	\$99,960	Intergovernmental Revenue	
Asst Library Director	1.00	1.00	87,672	91,150	Steele Co - separate levy to county residents	\$191,335
Librarian	3.00	3.00	83,574	254,074	Dodge Co - annual allocation	8,000
Library Specialist	1.00	1.00	25.29/hr	54,774	Small Tools & Equipment	
Administrative Technician	1.00	0.00	n/a		Public computer replacement	12,000
	<u>7.00</u>	<u>6.00</u>		<u>\$499,958</u>		
Permanent PT:					Library Materials	
Administrative Technician	0.70	0.70	\$25.57/hr	\$38,712	Books	57,500
Admin Clerk (4 @ 50-70%)	2.60	2.60	17.63-22.94/hr	108,844	Periodicals	11,000
Admin Clerk (2 @ 62.5%)	1.25	1.25	17.63-22.94/hr	50,588	Digital Media	18,500
Library Specialist (2 @ 62.5%)	1.25	1.25	24.56-31.93/hr	72,393	Audio Visual	18,000
Other PT/Seasonal:					Other Supplies	
Shelver/Page	0.80	1.30	\$9.84-11.00/hr	\$27,040	Distribution of county aid to Blooming Prairie Library	28,500
Other				2,000	Other Services & Charges	
				<u>\$299,577</u>	Computer Services (SELCO)	49,655

DEPT 510: PARK & REC ADMINISTRATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	1,000	0	0	0	0	0	0
	Total Revenues	1,000	0	0	0	0	0	0
	FT Wages	174,379	151,667	129,981	170,274	42,352	169,699	148,024
	PT/Seasonal Wages	71,717	54,360	67,275	56,884	33,119	57,176	34,820
	OT/Holiday/Other	5,173	5,137	19,892	5,351	0	0	0
	Benefits	70,770	60,101	60,023	64,369	24,637	90,357	47,293
	PERSONAL SERVICES	322,039	271,265	277,171	296,878	100,108	317,232	230,137
	Supplies	7,153	5,000	4,970	5,000	1,183	4,500	3,500
	Small Tools & Equipment	200	0	0	200	0	200	200
	SUPPLIES	7,353	5,000	4,970	5,200	1,183	4,700	3,700
	Professional Services	1,117	300	21,926	300	31,739	200	200
	Communication	2,060	1,500	1,633	1,500	251	1,500	1,500
	Vehicle, Travel & Training	5,553	6,000	2,320	5,000	85	2,500	2,500
	Advertising & Promotion	5,425	4,000	4,616	5,000	554	4,000	4,000
	Printing	0	500	0	500	0	500	200
	Memberships & Subscriptions	2,855	3,000	2,365	3,000	1,592	3,000	3,000
	Repairs	465	0	620	465	0	465	500
	Other Services & Charges	4,325	5,000	360	5,000	14,040	14,500	14,750
	OTHER SERVICES & CHARGES	21,800	20,300	33,840	20,765	48,261	26,665	26,650
	Total Expenditures	351,192	296,565	315,981	322,843	149,552	348,597	260,487
	Net Revenue	(350,192)	(296,565)	(315,981)	(322,843)	(149,552)	(348,597)	(260,487)
	Total for DEPT 510: PARK & REC ADMINISTRATION	(350,192)	(296,565)	(315,981)	(322,843)	(149,552)	(348,597)	(260,487)

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

DEPT 510: PARK & REC ADMINISTRATION

Position	Personnel			Budgeted Total	Items of Significance	
	2019	2020	Current Rate		Other Services & Charges	
Sr. Director - Parks & Rec	1.00	0.00	n/a		Annual software maintenance	\$14,500
Recreation Manager	1.00	1.00	\$83,574	\$86,824		
Recreation Supervisor	1.00	1.00	71,053	72,856		
Administrative Technician	1.00	2.00	22.83-29.68/hr	118,604		
	4.00	4.00	*	\$278,284		
Permanent PT:						
Admin Asst (1 @ 67.5%)	1.20	0.68	\$22.19/hr	\$34,820		

\* FT wages are allocated to/from other departments

DEPT 511: PARK MAINTENANCE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	0	0	30	0	10	0	0
	Intergovernmental Revenue	107,288	98,600	51,106	35,000	0	35,000	35,000
	Charges for Services	59,351	45,000	86,084	45,000	28,987	45,000	45,000
	Miscellaneous	38,532	38,000	38,885	38,000	13,048	34,000	40,615
	<b>Total Revenues</b>	<b>205,171</b>	<b>181,600</b>	<b>176,105</b>	<b>118,000</b>	<b>42,045</b>	<b>114,000</b>	<b>120,615</b>
	FT Wages	424,219	401,111	379,327	414,821	244,964	510,864	493,422
	PT/Seasonal Wages	187,571	195,495	204,657	209,600	70,878	153,379	203,290
	OT/Holiday/Other	21,709	12,000	10,081	12,000	11,951	12,000	12,000
	Benefits	190,210	190,921	182,626	202,915	102,719	232,322	232,276
	<b>PERSONAL SERVICES</b>	<b>823,709</b>	<b>799,527</b>	<b>776,691</b>	<b>839,336</b>	<b>430,512</b>	<b>908,565</b>	<b>940,988</b>
	Supplies	181,888	146,350	145,748	141,750	64,052	126,500	150,000
	Repair Supplies	115,246	96,700	100,745	91,700	39,605	91,500	95,500
	Small Tools & Equipment	23,901	16,800	43,061	16,800	24,236	30,000	15,000
	<b>SUPPLIES</b>	<b>321,035</b>	<b>259,850</b>	<b>289,554</b>	<b>250,250</b>	<b>127,893</b>	<b>248,000</b>	<b>260,500</b>
	Professional Services	87,011	84,650	84,364	45,650	64,028	66,500	81,000
	Communication	1,268	2,550	2,025	2,550	586	1,500	1,500
	Transportation (VRF)	74,400	74,400	74,400	74,400	44,400	88,800	102,000
	Vehicle, Travel & Training	8,441	5,500	3,887	3,100	759	3,100	3,100
	Advertising & Promotion	2,329	500	892	500	75	500	500
	Memberships & Subscriptions	105	225	931	225	60	1,000	1,000
	Insurance	38,294	27,400	24,515	24,500	15,850	31,700	34,100
	Licenses & Inspections	2,246	2,500	5,465	2,500	825	2,500	2,500
	Repairs	2,637	7,500	17,002	7,500	2,997	3,000	3,250
	Rents/Leases	11,279	11,000	12,080	11,000	5,630	16,000	16,000
	Other Services & Charges	26,542	14,500	24,535	15,500	11,232	26,000	26,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>254,552</b>	<b>230,725</b>	<b>250,096</b>	<b>187,425</b>	<b>146,442</b>	<b>240,600</b>	<b>270,950</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>13,061</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>1,399,296</b>	<b>1,290,102</b>	<b>1,349,402</b>	<b>1,277,011</b>	<b>704,847</b>	<b>1,397,165</b>	<b>1,472,438</b>
	<b>Net Revenue</b>	<b>(1,194,125)</b>	<b>(1,108,502)</b>	<b>(1,173,297)</b>	<b>(1,159,011)</b>	<b>(662,802)</b>	<b>(1,283,165)</b>	<b>(1,351,823)</b>
	<b>Total for DEPT 511: PARK MAINTENANCE</b>	<b>(1,194,125)</b>	<b>(1,108,502)</b>	<b>(1,173,297)</b>	<b>(1,159,011)</b>	<b>(662,802)</b>	<b>(1,283,165)</b>	<b>(1,351,823)</b>

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

DEPT 511: PARK MAINTENANCE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Maintenance Manager	1.00	1.00	\$90,085	\$93,556	Miscellaneous Revenue	
Maintenance Foreman	1.00	1.00	33.55/hr	72,537	Rentals	\$17,000
Maintenance Worker	2.00	2.00	22.83-29.68/hr	114,999	Interdepartmental charges	18,000
Sr. Maintenance Worker - Lead	1.00	1.00	26.28-34.16/hr	68,703	Donations	1,000
Laborer	1.00	3.00	17.63-22.94/hr	126,533	Supplies	
Custodian	3.00	1.00	17.12-22.26/hr	48,926	Motor fuels & lubricants	35,000
	9.00	9.00	*	\$525,254	Bituminous Mix	22,000
Permanent PT:					Wood chips/Fall material	6,500
Laborer (3 @ 60-70%)	1.90	1.90	\$17.12-22.26/hr	\$83,330	Rock - Crushed & Riprap	14,000
Seasonal:					Trees, Shrubs, & Sod (increased for EAB)	7,000
Mowers	4.00	4.00	\$12.00-14.50/hr	\$20,500	Janitorial Supplies	12,000
Spring Maintenance	2.00	2.00	12.00-14.50/hr	13,150	Chemicals & Fertilizers	30,000
Fall Maintenance	2.00	2.00	12.00-14.50/hr	13,150	Professional Services	
Summer Maintenance	16.00	16.00	12.00-14.50/hr	58,200	Contract help (work release)	70,500
				\$188,330	Lake Kohlmier weed control	10,000
					Transportation (VRF)	
					Includes funding for 18 pickups/trucks, 1 mosquito sprayer	
					10 mowers, 12 tractors, 7 utility vehicles, 2 backhoes and 1 trencher	102,000
					Other Services & Charges	
					Landfill Charges	20,000

\* FT/PT wages include allocations from other departments

DEPT 512: ADULT RECREATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	4,550	5,800	5,100	5,200	0	4,800	5,000
	Charges for Services	68,367	80,269	67,230	77,249	28,479	74,250	75,500
	Miscellaneous	0	500	0	500	0	400	400
	Total Revenues	72,917	86,569	72,330	82,949	28,479	79,450	80,900
	FT Wages	37,304	38,328	37,429	32,346	15,184	34,400	37,908
	PT/Seasonal Wages	13,513	22,448	12,786	14,790	7,462	14,790	16,500
	OT/Holiday/Other	0	100	0	100	0	100	100
	Benefits	11,118	13,982	10,069	10,709	4,167	11,263	12,185
	PERSONAL SERVICES	61,935	74,858	60,284	57,945	26,813	60,553	66,693
	Supplies	3,897	5,450	4,911	4,900	1,400	5,850	5,600
	Small Tools & Equipment	100	150	0	150	0	150	100
	SUPPLIES	3,997	5,600	4,911	5,050	1,400	6,000	5,700
	Professional Services	869	500	1,040	500	0	800	900
	Communication	6,027	3,800	6,591	4,700	4,447	6,450	7,400
	Vehicle, Travel & Training	649	1,450	253	1,200	69	950	800
	Printing	0	80	0	500	75	350	300
	Insurance	0	0	0	0	42	0	0
	Refunds & Reimbursements	7,445	2,000	6,633	8,205	0	8,105	8,000
	OTHER SERVICES & CHARGES	14,990	7,830	14,517	15,105	4,633	16,655	17,400
	Total Expenditures	80,922	88,288	79,712	78,100	32,846	83,208	89,793
	Net Revenue	(8,005)	(1,719)	(7,382)	4,849	(4,367)	(3,758)	(8,893)
	Total for DEPT 512: ADULT RECREATION	(8,005)	(1,719)	(7,382)	4,849	(4,367)	(3,758)	(8,893)

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

DEPT 512: ADULT RECREATION

Position	Personnel			Budgeted Total	Items of Significance	
	2019	2020	Current Rate			
Seasonal:						
Adult Volleyball Official	16.00	16.00	\$17.00/match	\$16,500	Charges for Services	
					Team Fees	\$20,200
					Player Fees - Resident	42,800
					Player Fees - Nonresident	12,500
					Communication	
					Credit card processing fees	7,000

\* FT wages include allocations from other departments

DEPT 513: YOUTH RECREATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	7,220	7,350	0	8,250	0	7,500	7,000
	Charges for Services	183,335	163,733	191,129	174,705	116,936	185,405	199,030
	Miscellaneous	6,669	4,500	7,338	4,300	4,983	5,000	9,600
	<b>Total Revenues</b>	<b>197,224</b>	<b>175,583</b>	<b>198,467</b>	<b>187,255</b>	<b>121,919</b>	<b>197,905</b>	<b>215,630</b>
	FT Wages	131,558	83,304	135,886	144,492	72,282	154,102	174,871
	PT/Seasonal Wages	89,775	112,067	65,476	57,525	46,948	86,589	108,315
	OT/Holiday/Other	4,699	0	0	0	69	0	0
	Benefits	55,161	45,103	46,673	45,693	25,350	51,306	57,976
	<b>PERSONAL SERVICES</b>	<b>281,193</b>	<b>240,474</b>	<b>248,035</b>	<b>247,710</b>	<b>144,649</b>	<b>291,997</b>	<b>341,162</b>
	Supplies	14,900	10,400	58,931	11,400	11,426	18,200	18,200
	Repair Supplies	455	0	0	0	0	0	1,000
	Small Tools & Equipment	483	700	170	700	45	600	1,250
	Concession Supplies	3,711	0	(6,175)	0	(7,116)	0	1,500
	<b>SUPPLIES</b>	<b>19,549</b>	<b>11,100</b>	<b>52,926</b>	<b>12,100</b>	<b>4,355</b>	<b>18,800</b>	<b>21,950</b>
	Professional Services	14,762	9,500	19,699	13,700	9,189	15,200	16,750
	Communication	8,549	5,650	8,842	7,050	5,768	8,450	11,325
	Vehicle, Travel & Training	2,410	2,900	1,574	2,650	640	2,750	2,750
	Advertising & Promotion	2,314	3,000	1,608	3,500	198	3,100	2,900
	Printing	0	0	0	0	0	0	250
	Memberships & Subscriptions	418	400	432	350	120	450	625
	Insurance	274	1,181	94	1,181	12	1,181	1,181
	Licenses & Inspections	0	400	348	400	178	500	800
	Repairs	0	200	0	200	0	150	0
	Other Services & Charges	2,137	950	1,790	1,825	796	1,900	1,950
	Refunds & Reimbursements	17,282	18,670	12,595	15,470	533	18,000	18,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>48,146</b>	<b>42,851</b>	<b>46,982</b>	<b>46,326</b>	<b>17,434</b>	<b>51,681</b>	<b>56,531</b>
	<b>Total Expenditures</b>	<b>348,888</b>	<b>294,425</b>	<b>347,943</b>	<b>306,136</b>	<b>166,438</b>	<b>362,478</b>	<b>419,643</b>
	<b>Net Revenue</b>	<b>(151,664)</b>	<b>(118,842)</b>	<b>(149,476)</b>	<b>(118,881)</b>	<b>(44,519)</b>	<b>(164,573)</b>	<b>(204,013)</b>
	<b>Total for DEPT 513: YOUTH RECREATION</b>	<b>(151,664)</b>	<b>(118,842)</b>	<b>(149,476)</b>	<b>(118,881)</b>	<b>(44,519)</b>	<b>(164,573)</b>	<b>(204,013)</b>

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

DEPT 513: YOUTH RECREATION

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Recreation Supervisor	1.00	1.00	\$59,592	\$61,974	Charges for Services	
					Entry Fees	\$16,000
					Resident Fees	146,780
Permanent PT:					Nonresident Fees	6,000
Rec Facility Asst (1 @ 70%)	0.70	0.70	\$21.11/hr	\$31,116	Therapeutic Recreation Memberships	8,400
					Therapeutic Recreation trips	5,500
Seasonal:					Lake Kohlmier concessions	3,000
Therap Rec Program Supervisor	5.00	0.00	n/a	0	Miscellaneous	
Therap Rec Friday Camp Assts	6.00	6.00	12.00-14.00/hr	7,350	Lake Kohlmier equipment rental	4,600
Lifeguards	30.00	30.00	12.00-14.00/hr	2,920	Donations	5,000
Water Safety Instructor	14.00	14.00	14.00-16.00/hr	12,760	Supplies	
Kohlmier Guest services			11.00-13.00/hr	6,487	Youth rec activity supplies	13,300
Kohlmier Guest services lead			14.00-16.00/hr	8,748	Therapeutic rec activity supplies	2,700
Program Supervisor	6.00	6.00	19.00-24.00/hr	10,380	Professional Services	
Youth Basketball Officials	16.00	16.00	14.00-19.00/hr	4,284	Youth First support	5,000
Summer Camp Staff	4.00	4.00	12.00-14.00/hr	6,920	Therapeutic rec busing	2,000
Ice Rink Supervisor	2.00	2.00	14.00-16.00/hr	7,286	School district charges for OT (weekend use of facilities)	3,250
Youth Soccer Officials	40.00	40.00	14.00-19.00/hr	9,710	Therapeutic rec trips	5,500
Youth Football Officials	16.00	16.00	14.00-19.00/hr	6,909	Communication	
Equipment Room Worker	2.00	2.00	12.00-14.00/hr	2,780	Credit card processing fees	7,600
				<u>\$117,650</u>		

\* FT wages include allocations from other departments

DEPT 514: TENNIS AND FITNESS CENTER

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	283,179	266,650	280,970	253,050	135,609	265,100	274,925
	Miscellaneous	1,755	1,000	1,084	1,000	4,301	0	0
	Total Revenues	284,934	267,650	282,054	254,050	139,910	265,100	274,925
	FT Wages	31,625	44,088	45,847	43,096	30,909	45,958	48,367
	PT/Seasonal Wages	102,344	86,535	101,331	90,887	46,900	87,865	102,748
	Benefits	23,629	25,090	26,099	24,152	12,245	23,516	24,242
	PERSONAL SERVICES	157,598	155,713	173,277	158,135	90,054	157,339	175,357
	Supplies	13,757	15,400	12,451	13,900	3,676	11,950	8,550
	Repair Supplies	3,149	4,750	12,330	4,750	3,620	3,750	3,750
	Small Tools & Equipment	6,240	6,500	12,023	16,500	9,035	16,500	17,500
	Concession Supplies	1,199	2,250	1,371	2,000	713	1,500	1,400
	SUPPLIES	24,345	28,900	38,175	37,150	17,044	33,700	31,200
	Professional Services	110,264	87,675	99,614	84,825	34,171	92,900	98,150
	Communication	7,149	7,050	7,892	7,050	3,398	7,400	7,300
	Vehicle, Travel & Training	712	1,300	392	1,000	21	950	950
	Advertising & Promotion	898	2,600	2,895	2,600	0	2,600	3,000
	Printing	0	0	0	0	294	400	600
	Memberships & Subscriptions	1,979	2,225	1,274	2,225	370	1,800	1,800
	Insurance	2,700	2,700	2,200	2,200	1,700	3,400	3,500
	Licenses & Inspections	475	525	520	525	520	525	525
	Repairs	1,819	2,650	3,457	2,650	1,339	2,400	2,500
	Rents/Leases	0	50	0	0	0	0	0
	Other Services & Charges	1,105	3,100	1,093	1,400	799	1,200	1,700
	OTHER SERVICES & CHARGES	127,101	109,875	119,337	104,475	42,612	113,575	120,025
	Total Expenditures	309,044	294,488	330,789	299,760	149,710	304,614	326,582
	Net Revenue	(24,110)	(26,838)	(48,735)	(45,710)	(9,800)	(39,514)	(51,657)
	Total for DEPT 514: TENNIS AND FITNESS CENTER	(24,110)	(26,838)	(48,735)	(45,710)	(9,800)	(39,514)	(51,657)

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

DEPT 514: TENNIS AND FITNESS CENTER

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Recreation Manager	1.00	1.00	\$83,574	* \$86,824	Charges for Services	
					Tennis Pro Shop Sales	\$4,200
					Tennis Instruction	80,000
Permanent PT:					Tennis All Other	48,500
Recreation Facility Asst (1 @ 70%)	0.70	0.70	21.69/hr	32,840	Court Fee	14,000
					Fitness Center	96,725
Seasonal:					Aquatics	600
Guest Services	27.00	27.00	\$11.00-13.00/hr	\$41,450	Water Aerobics	20,000
Water Aerobics	7.00	7.00	14.00-16.00/hr	20,630		
Lifeguards	30.00	30.00	12.00-14.00/hr	17,680	Professional Services	
				<u>\$112,600</u>	Tennis Instruction	63,750
					Tennis Pro contract	30,000
					Communication	
					Credit card processing fees	5,200

\* FT/PT wages include allocations from other departments

DEPT 515: SOCIAL COMMONS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	67,594	69,150	72,964	54,150	42,381	57,500	59,000
	Miscellaneous	35,800	27,000	31,795	27,000	9,788	27,000	28,000
	Total Revenues	103,394	96,150	104,759	81,150	52,169	84,500	87,000
	FT Wages	48,416	54,571	34,840	39,956	21,012	42,717	45,040
	PT/Seasonal Wages	5,551	15,958	14,087	9,000	5,584	7,500	18,135
	Benefits	10,345	16,218	10,429	9,849	4,658	9,590	12,099
	PERSONAL SERVICES	64,312	86,747	59,356	58,805	31,254	59,807	75,274
	Supplies	8,303	10,350	6,830	8,560	2,152	6,100	5,700
	Repair Supplies	1,713	1,800	388	1,800	53	1,700	1,700
	Small Tools & Equipment	4,420	0	6,000	0	0	6,000	6,000
	Concession Supplies	185	500	211	500	139	250	250
	SUPPLIES	14,621	12,650	13,429	10,860	2,344	14,050	13,650
	Professional Services	44,803	38,000	42,839	23,500	19,505	28,800	32,200
	Communication	4,951	3,400	4,850	4,200	2,043	4,200	5,800
	Vehicle, Travel & Training	884	1,200	332	1,000	22	850	800
	Advertising & Promotion	1,470	750	466	750	64	750	750
	Printing	862	750	0	750	0	500	500
	Memberships & Subscriptions	119	100	214	100	150	250	300
	Insurance	1,900	1,900	1,400	1,400	1,100	2,200	2,300
	Licenses & Inspections	0	0	0	0	0	0	100
	Repairs	8,424	6,300	1,222	6,300	(134)	1,500	1,500
	Rents/Leases	(101)	400	35	400	(54)	0	0
	Other Services & Charges	946	1,800	1,514	1,800	649	1,850	1,850
	OTHER SERVICES & CHARGES	64,258	54,600	52,872	40,200	23,345	40,900	46,100
	Total Expenditures	143,191	153,997	125,657	109,865	56,943	114,757	135,024
	Net Revenue	(39,797)	(57,847)	(20,898)	(28,715)	(4,774)	(30,257)	(48,024)
	Total for DEPT 515: SOCIAL COMMONS	(39,797)	(57,847)	(20,898)	(28,715)	(4,774)	(30,257)	(48,024)

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

DEPT 515: SOCIAL COMMONS

Position	Personnel		Current Rate	Budgeted Total	Items of Significance	
	2019	2020			Charges for Services	
Recreation Supervisor-SP/TR	1.00	1.00	\$57,970	\$60,321	Memberships	\$20,000
	1.00	1.00		* \$60,321	Trips	28,000
Permanent PT:					Programs	9,500
Guest services			\$11.00-13.00/hr	\$8,800	Classes	500
					Miscellaneous	
					Rentals	28,000
					Professional Services	
					Senior trip costs	28,000
					Communication	
					Credit card processing fees	2,600

\* FT wages include allocations from other departments

DEPT 520: AQUATIC CENTER

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	171,774	211,020	188,079	212,750	73,220	193,500	195,100
	Miscellaneous	0	500	1,100	500	6,000	0	0
	Total Revenues	171,774	211,520	189,179	213,250	79,220	193,500	195,100
	FT Wages	12,580	10,097	25,077	21,494	10,422	22,952	24,176
	PT/Seasonal Wages	112,622	121,958	100,642	118,000	26,549	116,500	133,591
	OT/Holiday/Other	0	0	32	0	0	0	0
	Benefits	18,357	18,931	17,168	20,898	5,016	19,370	21,072
	PERSONAL SERVICES	143,559	150,986	142,919	160,392	41,987	158,822	178,839
	Supplies	26,742	18,550	28,605	18,550	11,244	22,900	24,800
	Repair Supplies	5,724	15,000	2,737	12,500	1,234	10,000	10,000
	Small Tools & Equipment	953	0	8,911	7,500	17,432	10,000	13,000
	Concession Supplies	23,290	23,000	24,371	23,000	5,426	23,000	23,000
	SUPPLIES	56,709	56,550	64,624	61,550	35,336	65,900	70,800
	Professional Services	681	200	621	200	104	100	0
	Communication	3,225	2,900	3,139	3,000	672	3,000	3,250
	Vehicle, Travel & Training	312	900	208	900	130	1,000	1,000
	Advertising & Promotion	7,838	7,000	7,599	7,000	0	7,000	7,000
	Memberships & Subscriptions	0	0	570	0	120	600	300
	Insurance	6,600	6,600	5,207	5,200	3,850	7,700	8,200
	Licenses & Inspections	630	650	805	650	805	805	805
	Repairs	192	3,500	294	3,500	0	1,000	4,000
	Other Services & Charges	532	700	437	700	0	700	700
	OTHER SERVICES & CHARGES	20,010	22,450	18,880	21,150	5,681	21,905	25,255
	Total Expenditures	220,278	229,986	226,423	243,092	83,004	246,627	274,894
	Net Revenue	(48,504)	(18,466)	(37,244)	(29,842)	(3,784)	(53,127)	(79,794)
	Total for DEPT 520: AQUATIC CENTER	(48,504)	(18,466)	(37,244)	(29,842)	(3,784)	(53,127)	(79,794)

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

DEPT 520: AQUATIC CENTER FUND

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Guest Services Lead	4.00	4.00	\$14.00-16.00/hr	\$4,820	Charges for Services	
Guest Services	30.00	30.00	11.00-13.00/hr	30,270	Admission Revenue	\$115,000
Head Lifeguards	4.00	4.00	14.00-16.00/hr	13,595	Program Revenue	1,500
Lifeguards	40.00	40.00	12.00-14.00/hr	69,416	Swim Class Fees	10,000
Water Safety Instructor (WSI)	16.00	16.00	14.00-16.00/hr	4,241	Concessions	50,000
Water Aerobics	4.00	4.00	14.00-16.00/hr	1,397	Facility Rental	18,000
	<u>98.00</u>	<u>98.00</u>		* \$123,739	Supplies	
					Chemicals	22,000
					Communication	
					Credit card processing fees	1,750

\* FT/PT wages include allocations from other departments

DEPT 525: BROOKTREE GOLF COURSE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	1,284	0	0	0	0	0	0
	Charges for Services	384,276	414,770	366,570	438,750	224,346	408,050	367,600
	Miscellaneous	535	1,500	5,513	1,500	300	0	0
	Total Revenues	386,095	416,270	372,083	440,250	224,646	408,050	367,600
	FT Wages	88,263	134,390	122,386	100,531	70,475	115,999	115,644
	PT/Seasonal Wages	146,937	159,421	125,822	152,357	24,532	117,456	59,960
	OT/Holiday/Other	18,013	1,000	1,604	1,000	1,308	1,000	1,000
	Benefits	45,853	73,167	51,024	52,722	19,305	49,082	37,648
	PERSONAL SERVICES	299,066	367,978	300,836	306,610	115,620	283,537	214,252
	Supplies	94,979	78,345	114,187	78,345	43,364	84,600	83,100
	Repair Supplies	36,896	25,000	31,025	25,000	16,249	25,000	24,500
	Small Tools & Equipment	1,679	4,325	6,023	4,325	449	2,800	2,500
	Concession Supplies	14,417	10,000	13,284	10,000	0	10,000	0
	SUPPLIES	147,971	117,670	164,519	117,670	60,062	122,400	110,100
	Professional Services	55,019	35,000	28,058	36,000	56,205	26,000	110,000
	Communication	10,474	9,700	11,224	10,700	4,865	10,000	7,700
	Transportation (VRF)	70,800	70,800	61,922	70,800	17,910	35,820	39,000
	Vehicle, Travel & Training	1,993	2,000	1,462	1,700	85	1,700	700
	Advertising & Promotion	8,136	6,000	7,037	7,000	2,820	7,000	12,000
	Memberships & Subscriptions	6,363	4,800	6,810	5,300	480	6,300	500
	Insurance	5,355	6,300	5,000	5,000	3,500	7,000	6,600
	Licenses & Inspections	1,169	1,000	1,468	1,660	10	1,660	1,660
	Repairs	3,375	6,000	4,776	5,200	1,246	5,000	2,700
	Rents/Leases	6,548	8,500	14,400	8,500	14,813	40,980	37,980
	Other Services & Charges	5,090	5,300	7,354	5,300	5,259	4,800	4,800
	Refunds & Reimbursements	547	0	0	0	108	0	0
	OTHER SERVICES & CHARGES	174,869	155,400	149,511	157,160	107,301	146,260	223,640
	Total Expenditures	621,906	641,048	614,866	581,440	282,983	552,197	547,992
	Net Revenue	(235,811)	(224,778)	(242,783)	(141,190)	(58,337)	(144,147)	(180,392)
	Total for DEPT 525: BROOKTREE GOLF COURSE	(235,811)	(224,778)	(242,783)	(141,190)	(58,337)	(144,147)	(180,392)

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

DEPT 525: BROOKTREE GOLF COURSE

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Sr Maintenance Worker - Lead	1.00	1.00	\$30.10/hr	68,703	Charges for Services	
	1.00	1.00		* 68,703	Green Fees	\$107,000
Permanent PT:					Cart Rentals	60,000
Recreation Facility Asst (1 @ 70%)	0.70	0.00	n/a	\$0	Punch Cards	18,000
Maintenance Worker (70%)	1.40	0.70	19.76/hr	29,919	Tournament Fees	20,000
Seasonal:					Golf Cart Trail Fees	15,000
Grounds Crew	11.00	11.00	\$12.00-14.50/hr	45,000	Golf Memberships	144,000
				\$74,919	League Fees	1,800
					Supplies	
					Motor Fuels & Lubricants	15,000
					Chemicals & Fertilizers	50,000
					Professional Services	
					Contract help (work release)	23,500
					Course operator	86,500
					Communication	
					Credit card processing fees	7,000
					Transportation (VRF)	
					Includes funding for 1 pickup, 10 mowers, 1 tractor, 1 skid loader, 9 utility vehicles, aerator, sprayer, blower, top dresser and sand pro	39,000
					Rents/Leases	
					Golf cart rental	34,980

\* PT wages include allocations to/from other departments

DEPT 150: PLANNING & ZONING

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	1,405	500	1,300	1,000	650	1,000	1,000
	Charges for Services	17,803	14,100	19,772	15,100	3,376	16,500	16,500
	Transfers	37,500	37,500	63,000	63,000	28,760	57,500	71,700
	Total Revenues	56,708	52,100	84,072	79,100	32,786	75,000	89,200
	FT Wages	182,044	184,273	181,097	176,858	94,255	189,960	185,900
	PT/Seasonal Wages	0	0	0	0	0	0	25,629
	OT/Holiday/Other	0	0	84	0	31	0	0
	Benefits	57,168	63,174	47,137	44,878	25,274	48,065	50,056
	PERSONAL SERVICES	239,212	247,447	228,318	221,736	119,560	238,025	261,585
	Supplies	1,642	1,500	1,160	1,500	505	1,250	1,250
	Repair Supplies	0	500	0	500	0	250	250
	Small Tools & Equipment	2,482	1,000	0	2,000	2,203	2,500	1,000
	SUPPLIES	4,124	3,000	1,160	4,000	2,708	4,000	2,500
	Professional Services	15,500	18,100	16,208	18,100	12,800	19,000	43,000
	Communication	1,834	2,000	1,994	2,000	841	1,750	1,950
	Vehicle, Travel & Training	1,529	3,500	3,511	6,500	376	3,500	3,500
	Advertising & Promotion	3,948	2,000	5,225	2,000	450	2,000	2,000
	Memberships & Subscriptions	803	1,000	1,043	1,000	20	1,000	1,000
	Insurance	1,800	1,800	1,600	1,600	1,300	2,600	2,500
	Repairs	620	500	620	1,200	0	700	700
	OTHER SERVICES & CHARGES	26,034	28,900	30,201	32,400	15,787	30,550	54,650
	Total Expenditures	269,370	279,347	259,679	258,136	138,055	272,575	318,735
	Net Revenue	(212,662)	(227,247)	(175,607)	(179,036)	(105,269)	(197,575)	(229,535)
	Total for DEPT 150: PLANNING & ZONING	(212,662)	(227,247)	(175,607)	(179,036)	(105,269)	(197,575)	(229,535)

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

DEPT 150: PLANNING & ZONING

Position	Personnel				Items of Significance	
	2019	2020	Current Rate	Budgeted Total		
Sr Director - Community Development	1.00	1.00	\$113,984	\$124,213	Charges for Services	
Community Development Manager	1.00	1.00	87,672	91,150	Zone/Variance/Sudivision Applications	\$6,000
GIS Analyst	1.00	1.00	79,414	82,559	Site Plan Review	8,000
Administrative Technician	1.00	1.00	29.68/hr	63,301	Annexation Fees	1,000
Housing Manager (HRA)	1.00	1.00	71,115	74,049	Transfers In	
	5.00	5.00		* \$435,272	Annual allocation from the WWTP for GIS services (27.5%)	39,435
					Annual allocation from the Storm Water Fund for GIS services (22.5%)	32,265
Permanent PT:					Professional Services	
Planning Specialist	0.00	0.60	\$26.28-34.16/hr	25,629	ESRI/Aerial Photography	16,700
					Replace GIS server	24,000

\* FT wages include allocations from other departments

FUND 602: WASTEWATER TREATMENT FUND

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Charges for Services		3,508,768	3,445,000	3,674,258	3,556,000	1,988,525	3,570,000	3,645,000
Special Assessments		2,091	2,116	1,458	1,720	231	1,310	843
Interest on Investments		176,665	130,000	274,708	120,000	171,879	160,000	250,000
Miscellaneous		29,825	0	9,262	0	0	0	0
Total Revenues		3,717,349	3,577,116	3,959,686	3,677,720	2,160,635	3,731,310	3,895,843
FT Wages		490,948	598,507	523,038	614,555	289,385	637,583	719,694
PT/Seasonal Wages		5,652	5,000	5,984	5,000	116	5,000	5,000
OT/Holiday/Other		30,002	33,889	52,554	32,038	22,137	27,680	27,964
Benefits		265,315	272,862	210,339	227,958	115,860	252,891	312,171
PERSONAL SERVICES		791,917	910,258	791,915	879,551	427,498	923,154	1,064,829
Supplies		184,043	226,150	244,505	222,350	71,618	217,850	218,100
Repair Supplies		69,794	126,000	83,864	126,000	25,134	126,000	131,000
Small Tools & Equipment		15,311	12,800	21,653	15,300	7,372	17,300	17,800
Computer Software		1,250	10,000	0	10,000	0	10,000	10,000
SUPPLIES		270,398	374,950	350,022	373,650	104,124	371,150	376,900
Professional Services		95,767	50,000	102,339	50,000	34,531	60,000	60,000
Communication		10,432	11,225	8,790	11,725	35,186	11,725	11,775
Vehicle, Travel & Training		3,914	7,300	6,661	7,300	4,554	7,300	8,800
Advertising & Promotion		516	550	1,291	550	0	700	1,450
Memberships & Subscriptions		34,206	25,800	34,745	25,800	27,296	26,300	28,500
Insurance		39,600	39,600	30,600	30,600	22,900	45,800	47,100
Licenses & Inspections		17,461	17,500	14,594	17,500	16	17,500	17,500
Utilities		2,309	2,500	2,152	2,500	632	2,500	2,500
Repairs		465,101	566,950	346,747	600,450	34,054	600,450	466,450
Rents/Leases		1,202	1,500	0	1,500	0	1,500	1,500
Other Services & Charges		3,357	4,050	3,906	4,050	2,576	3,875	2,875
Depreciation		1,031,363	980,000	1,018,416	960,000	493,990	1,000,000	1,000,000
OTHER SERVICES & CHARGES		1,705,228	1,706,975	1,570,241	1,711,975	655,735	1,777,650	1,648,450
DEBT SERVICE		67,836	72,000	63,109	62,000	27,805	57,000	48,000
TRANSFERS OUT		480,500	460,500	507,700	507,700	257,835	515,625	545,435
Total Expenditures		3,315,879	3,524,683	3,282,987	3,534,876	1,472,997	3,644,579	3,683,614
Total for DEPT 902: WWTF		401,470	52,433	676,699	142,844	687,638	86,731	212,229

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

DEPT 902: WASTEWATER TREATMENT FUND

<b>Personnel</b>					<b>Items of Significance</b>	
Position	2019	2020	Current Rate	Budgeted Total		
Wastewater Manager	1.00	1.00	\$90,085	\$93,556	Supplies	
Lab Technician	1.00	1.00	25.29/hr	54,774	Chemicals	\$145,500
Wastewater Foreman	3.00	3.00	28.44-36.99/hr	206,730	Repairs	
Wastewater Operator	4.00	2.00	26.28-34.16/hr	130,710	Other Repair Service - Sewer Slip Lining/I&I	300,000
Maintenance Technician	0.00	1.00	27.08/hr	58,648	Other Repair Service - Sewer Cleaning	70,000
Maintenance Worker	1.00	3.00	22.83-29.68/hr	155,158	Transfers Out	
	<u>10.00</u>	<u>11.00</u>		* \$699,576	Annual allocation to the general fund for WWTP administration	506,000
Seasonal:					Annual allocation to the general fund for GIS services (27.5% of costs)	39,435
Intern	1.00	1.00		\$2,500		
I&I Inspections	1.00	1.00		<u>2,500</u>		
				<u>\$5,000</u>		

\* FT wages include allocations from other departments

FUND 620: STORM WATER UTILITY

DEPT 920: STORM WATER UTILITY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Tax Levies	322,410	321,960	314,930	312,040	0	312,615	312,880
	Intergovernmental Revenue	11,341	0	5,000	0	0	0	0
	Charges for Services	923,459	950,000	1,068,692	1,125,000	517,556	1,250,000	1,250,000
	Interest on Investments	17,639	6,000	36,490	8,000	23,368	12,000	30,000
	Other Financing Sources	629,185	0	537,838	0	0	0	0
	<b>Total Revenues</b>	<b>1,904,034</b>	<b>1,277,960</b>	<b>1,962,950</b>	<b>1,445,040</b>	<b>540,924</b>	<b>1,574,615</b>	<b>1,592,880</b>
	FT Wages	79,043	79,313	83,987	82,993	43,592	88,586	93,323
	Benefits	25,402	19,216	20,702	19,783	10,471	21,802	22,934
	<b>PERSONAL SERVICES</b>	<b>104,445</b>	<b>98,529</b>	<b>104,689</b>	<b>102,776</b>	<b>54,063</b>	<b>110,388</b>	<b>116,257</b>
	Supplies	48,169	19,500	122,486	29,500	7,590	54,500	59,500
	Repair Supplies	952	1,000	349	1,000	0	500	500
	Small Tools & Equipment	200	250	125	250	0	250	250
	<b>SUPPLIES</b>	<b>49,321</b>	<b>20,750</b>	<b>122,960</b>	<b>30,750</b>	<b>7,590</b>	<b>55,250</b>	<b>60,250</b>
	Professional Services	35,691	116,000	24,672	116,000	285	116,000	105,000
	Communication	506	750	129	750	39	750	750
	Vehicle, Travel & Training	1,024	3,500	1,297	3,500	6,740	3,000	3,000
	Advertising & Promotion	58	2,500	105	2,500	100	1,500	1,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	975	2,000	965	2,000	105	1,500	1,500
	Insurance	1,000	1,000	1,000	1,000	750	1,500	1,800
	Repairs	34,587	40,000	33,485	51,000	4,600	51,000	65,000
	Other Services & Charges	2,460	1,500	2,618	2,000	1,260	2,600	2,600
	Depreciation	283,874	190,000	300,368	194,000	149,400	280,000	300,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>360,175</b>	<b>358,750</b>	<b>364,639</b>	<b>374,250</b>	<b>163,279</b>	<b>459,350</b>	<b>482,650</b>
	<b>DEBT SERVICE</b>	<b>99,269</b>	<b>122,000</b>	<b>67,859</b>	<b>103,000</b>	<b>53,494</b>	<b>101,000</b>	<b>98,000</b>
	<b>TRANSFERS OUT</b>	<b>66,400</b>	<b>67,000</b>	<b>78,300</b>	<b>78,300</b>	<b>37,955</b>	<b>75,875</b>	<b>82,265</b>
	<b>Total Expenditures</b>	<b>679,610</b>	<b>667,029</b>	<b>738,447</b>	<b>689,076</b>	<b>316,381</b>	<b>801,863</b>	<b>839,422</b>
	<b>Total for DEPT 920: STORM WATER UTILITY</b>	<b>1,224,424</b>	<b>610,931</b>	<b>1,224,503</b>	<b>755,964</b>	<b>224,543</b>	<b>772,752</b>	<b>753,458</b>

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

DEPT 920: STORM WATER FUND

Position	Personnel		Current Rate	Budgeted Total
	2019	2020		
Water Quality Specialist	1.00	1.00	\$77,334	\$80,426
	1.00	1.00		* \$80,426

Items of Significance		
Professional Services		
Watershed Study or other project		\$100,000
Repairs		
Storm sewer repairs		40,000
Curb repairs		2,500
Storm pond maintenance		20,000
Rain gardens		2,500
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)		32,265

\* FT wages include allocations from other departments

FUND 211: LIBRARY RESERVES AND MEMORIALS

DEPT 420: LIBRARY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	3,086	2,850	100	0	170	0	0
	Interest on Investments	748	365	745	100	453	200	700
	Miscellaneous	108,735	53,000	86,665	77,000	38,470	78,000	78,000
	Total Revenues	112,569	56,215	87,510	77,100	39,093	78,200	78,700
	Small Tools & Equipment	0	200	5,350	0	0	0	0
	Library Materials	58,619	19,015	42,809	50,000	14,251	50,000	40,000
	SUPPLIES	58,619	19,215	48,159	50,000	14,251	50,000	40,000
	Programs	26,006	37,000	26,048	25,000	8,820	25,000	35,000
	OTHER SERVICES & CHARGES	26,006	37,000	26,048	25,000	8,820	25,000	35,000
	Total Expenditures	84,625	56,215	74,207	75,000	23,071	75,000	75,000
	Net Revenue	27,944	0	13,303	2,100	16,022	3,200	3,700
	Total for DEPT 420: LIBRARY	27,944	0	13,303	2,100	16,022	3,200	3,700
	Total for FUND 211: LIBRARY RESERVES AND MEMORIALS	27,944	0	13,303	2,100	16,022	3,200	3,700

CITY OF OWATONNA  
BOND PRINCIPAL PAYMENT SCHEDULE  
2020 - 2029 and Thereafter

General Obligation Improvement Bonds	Principal Due	Balance 12/31/19	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Thereafter
2011 GO Bonds	March 1												
Street Improvement		225,000	80,000	75,000	70,000								
2013 GO Bonds													
Street Improvement	March 1	1,340,000	255,000	260,000	270,000	275,000	280,000						
TIF 3-6	March 1	660,000	125,000	130,000	130,000	135,000	140,000						
2014 GO Bonds													
Street Improvement	March 1	210,000	30,000	180,000									
2015 GO Bonds													
Street Improvement	March 1	910,000	120,000	120,000	125,000	130,000	135,000	140,000	140,000				
2016 GO Bonds	March 1												
2016 Street Improvement		860,000	100,000	100,000	105,000	105,000	110,000	110,000	115,000	115,000			
2016 Storm Water		2,240,000	140,000	150,000	160,000	160,000	160,000	170,000	170,000	180,000	180,000	190,000	580,000
Refunding 2008 Storm Water		1,350,000	255,000	260,000	270,000	275,000	290,000						
2017 GO Bonds													
Street Improvement	March 1	1,690,000	180,000	180,000	185,000	185,000	190,000	190,000	190,000	195,000	195,000		
2019 GO Bonds													
Street Improvement	March 1	1,860,000	-	120,000	170,000	175,000	180,000	185,000	190,000	200,000	205,000	215,000	220,000
<b>Total General Obligation Improvement Bonds</b>		<b>11,345,000</b>	<b>1,285,000</b>	<b>1,575,000</b>	<b>1,485,000</b>	<b>1,440,000</b>	<b>1,485,000</b>	<b>795,000</b>	<b>805,000</b>	<b>690,000</b>	<b>580,000</b>	<b>405,000</b>	<b>800,000</b>
<b>General Obligation Bonds</b>													
2014 Capital Equip Certificates	March 1	170,000	170,000										
2015 Capital Equip Certificates	March 1	195,000	95,000	100,000									
2016 Capital Equip Certificates	March 1	150,000	50,000	50,000	50,000								
2017 Capital Equip Certificates	March 1	125,000	20,000	20,000	20,000	20,000	20,000	25,000					
2018 GO Bonds													
Street Reconstruction	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 Bonds</b>		<b>5,465,000</b>	<b>735,000</b>	<b>585,000</b>	<b>500,000</b>	<b>470,000</b>	<b>490,000</b>	<b>515,000</b>	<b>515,000</b>	<b>540,000</b>	<b>550,000</b>	<b>565,000</b>	<b>-</b>
<b>MN Public Facilities Authority GO Bonds</b>													
2010 MPFA Bonds	August 20	3,372,928	543,000	550,000	558,000	566,000	574,000	581,928					
<b>Total MPFA Bonds</b>		<b>3,372,928</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>-</b>
<b>Total Bond Principal Payments</b>		<b>\$ 20,182,928</b>	<b>\$ 2,563,000</b>	<b>\$ 2,710,000</b>	<b>\$ 2,543,000</b>	<b>\$ 2,476,000</b>	<b>\$ 2,549,000</b>	<b>\$ 1,891,928</b>	<b>\$ 1,320,000</b>	<b>\$ 1,230,000</b>	<b>\$ 1,130,000</b>	<b>\$ 970,000</b>	<b>\$ 800,000</b>

CITY OF OWATONNA  
BOND INTEREST PAYMENT SCHEDULE  
2020 - 2029 and Thereafter

General Obligation Improvement Bonds	Interest Due Semi-annual	Remaining Interest 12/31/19	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Thereafter
2011 GO Bonds	Mar 1 & Sep 1												
Street Improvement		7,125	3,990	2,365	770								
2013 GO Bonds	Mar 1 & Sep 1												
Street Improvement		89,319	30,413	24,937	18,638	11,481	3,850						
TIF 3-6		44,080	14,987	12,274	9,187	5,707	1,925						
2014 GO Street Improvement	Mar 1 & Sep 1	5,700	3,900	1,800									
2015 GO Street Improvement	Mar 1 & Sep 1	92,200	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		90,100	22,000	19,000	15,925	12,775	9,550	6,250	3,450	1,150			
2016 Storm Water		344,600	52,838	48,488	43,838	39,038	34,238	29,286	25,038	20,456	17,936	14,238	19,206
2008 Refunding Storm Water		103,800	36,675	28,950	21,000	12,825	4,350						
2017 GO Street Improvements	Mar 1 & Sep 1	202,621	44,345	38,944	33,468	27,918	22,294	16,593	10,894	6,093	2,072		
2019 GO Street Improvements	Mar 1 & Sep 1	545,793	84,218	85,650	78,400	69,775	60,900	51,775	42,400	32,650	22,525	13,100	4,400
Total General Obligation Improvement Bonds		<u>1,525,338</u>	<u>317,466</u>	<u>282,908</u>	<u>238,051</u>	<u>192,519</u>	<u>146,132</u>	<u>109,154</u>	<u>83,532</u>	<u>62,099</u>	<u>42,533</u>	<u>27,338</u>	<u>23,606</u>
<b>General Obligation Bonds</b>													
2014 Capital Equipment Certificates	Mar 1 & Sep 1	1,700	1,700										
2015 Capital Equipment Certificates	Mar 1 & Sep 1	5,925	4,425	1,500									
2016 Capital Equipment Certificates	Mar 1 & Sep 1	6,750	3,750	2,250	750								
2017 Capital Equipment Certificates	Mar 1 & Sep 1	11,625	3,450	2,850	2,250	1,650	1,050	375					
2018 GO Street Improvements	Mar 1 & Sep 1	1,004,275	198,150	177,775	156,650	134,650	111,650	87,650	62,525	41,550	25,200	8,475	
Total General Obligation Bonds		<u>1,030,275</u>	<u>211,475</u>	<u>184,375</u>	<u>159,650</u>	<u>136,300</u>	<u>112,700</u>	<u>88,025</u>	<u>62,525</u>	<u>41,550</u>	<u>25,200</u>	<u>8,475</u>	<u>-</u>
<b>MN Public Facilities Authority GO Bonds</b>													
2010 MPFA Bonds	Feb & Aug	169,943	47,996	40,270	32,444	24,503	16,449	8,281					
Total MPFA Bonds		<u>169,943</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>	<u>-</u>
Total Debt & Capital Fund		<u>\$ 2,725,556</u>	<u>\$ 576,937</u>	<u>\$ 507,553</u>	<u>\$ 430,145</u>	<u>\$ 353,322</u>	<u>\$ 275,281</u>	<u>\$ 205,460</u>	<u>\$ 146,057</u>	<u>\$ 103,649</u>	<u>\$ 67,733</u>	<u>\$ 35,813</u>	<u>\$ 23,606</u>

CITY OF OWATONNA  
DEBT RETIREMENT SCHEDULE  
FOR BUDGET YEAR 2020

<u>General Obligation Improvement Bonds</u>	Original Issue Amount	Balance Dec. 31, 2019	2020 Payments	Balance Dec. 31, 2020
2011 GO/SA Improvement	2,560,000	225,000	80,000	145,000
2013 GO/SA Improvement	2,515,000	1,340,000	255,000	1,085,000
2014 GO/SA Improvement	325,000	210,000	30,000	180,000
2015 GO/SA Improvement	1,305,000	910,000	120,000	790,000
2016 GO/SA Improvement	1,060,000	860,000	100,000	760,000
2017 GO/SA Improvement	1,870,000	1,690,000	180,000	1,510,000
2019 GO/SA Improvement	1,860,000	1,860,000	0	1,860,000
Total General Obligation Improvement Bonds		<u>7,095,000</u>	<u>765,000</u>	<u>6,330,000</u>
 <u>General Obligation Equipment Certificates</u>				
2014 Equipment Certificates	810,000	170,000	170,000	0
2015 Equipment Certificates	485,000	195,000	95,000	100,000
2016 Equipment Certificates	240,000	150,000	50,000	100,000
2017 Equipment Certificates	145,000	125,000	20,000	105,000
Total General Obligation Equipment Certificates		<u>640,000</u>	<u>335,000</u>	<u>305,000</u>
 <u>General Obligation TIF Bonds</u>				
2013 TIF Bonds (TIF 3-6 Viracon)	1,140,000	660,000	125,000	535,000
Total General Obligation TIF Bonds		<u>660,000</u>	<u>125,000</u>	<u>535,000</u>
 <u>General Obligation Street Reconstruction Bonds</u>				
2018 Street Reconstruction Bonds	4,825,000	4,825,000	400,000	4,425,000
		<u>4,825,000</u>	<u>400,000</u>	<u>4,425,000</u>
 <u>General Obligation Revenue Bonds</u>				
2016 GO Storm Water Refunding Bonds	3,670,000	1,350,000	255,000	1,095,000
2016 GO Storm Water Bonds	2,520,000	2,240,000	140,000	2,100,000
2010 MPFA GO Bonds	7,929,333	3,372,928	543,000	2,829,928
Total General Obligation Revenue Bonds		<u>6,962,928</u>	<u>938,000</u>	<u>6,024,928</u>
Total		<u>\$ 20,182,928</u>	<u>\$ 2,563,000</u>	<u>\$ 17,619,928</u>

CITY OF OWATONNA  
DEBT SERVICE LEVIES  
FISCAL YEARS 2010 - 2024

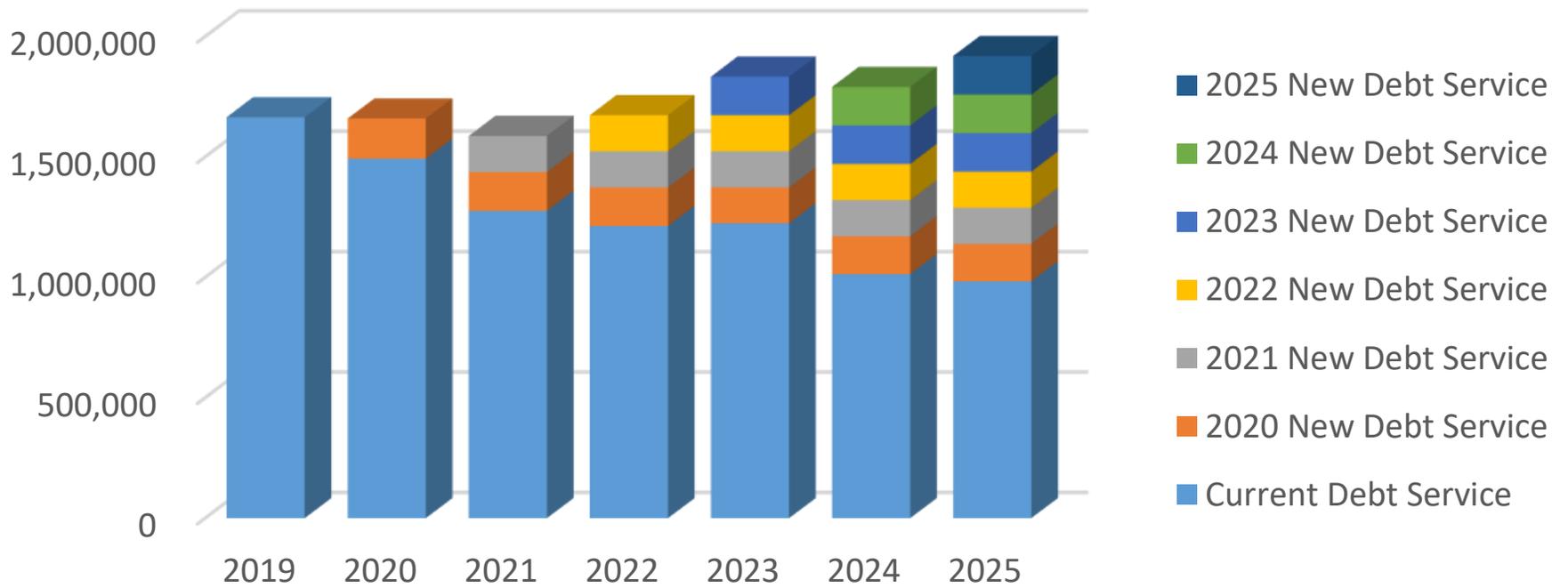
Debt Service Levies	Collection Year				
	2010	2011	2012	2013	2013
2000 GO/SA Issue	\$230,000				
2001 GO/SA Issue	101,162	\$101,056			
2002 GO/SA Issue	200,000	200,000	\$150,000		
2003/4 GO/SA Issue	129,075	133,171	259,918		
2006 GO/SA Issue			175,000	175,000	175,000
2007 GO/SA Issue			147,800	156,000	154,900
2007 GO Capital Equip Certs	546,483	543,900			
2008 1997B Refunding	190,500	185,400		172,500	
2008 GO/SA Issue	155,500	159,600	163,500	253,000	175,300
2008 GO Storm Water Impr	254,600	252,500	250,200	244,234	249,600
2011 2004 Refunding					158,619
2011 GO Capital Equip Certs			130,000	172,650	176,877
2013 GO Capital Equip Certs					42,910
2013 GO/SA Issue					202,810
<b>Total</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>

Debt Service Levies	Collection Year				
	2015	2016	2017	2018	2019
2006 GO/SA Issue	175,000	205,000			
2007 GO/SA Issue	153,800	152,700	151,700		
2008 GO/SA Issue	183,000	140,400			
2008 GO Storm Water Impr	246,000	247,400			
2011 GO Capital Equip Certs	175,495	173,785			
2013 GO Capital Equip Certs	40,005	44,520	43,680	42,840	
2013 GO/SA Issue	200,430	203,440	206,345	209,150	
2014 GO Capital Equip Certs	182,875	181,860	183,750	180,285	182,070
2014 GO/SA Issue	28,315	30,445	29,400	28,750	98,100
2015 GO Capital Equip Certs		105,650 *	106,470	108,900	105,900
2015 GO/SA Issue		119,120 *	118,930	120,720	122,350
2016 GO Capital Equip Certs			54,810	53,390	57,225
2016 GO/SA Issue			94,430	93,610	91,480
2016 GO Storm Water Impr			106,750	104,550	102,340
2016 GO Storm Water Refund			215,210	207,490	210,275
2017 GO/SA Issue				143,310	117,810
2017 GO Capital Equip Certs				27,865	24,940
2018 GO/SA Issue					552,200
<b>Total</b>	<b>\$1,384,920</b>	<b>\$1,604,320</b>	<b>\$1,311,475</b>	<b>\$1,320,860</b>	<b>\$1,664,690</b>

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

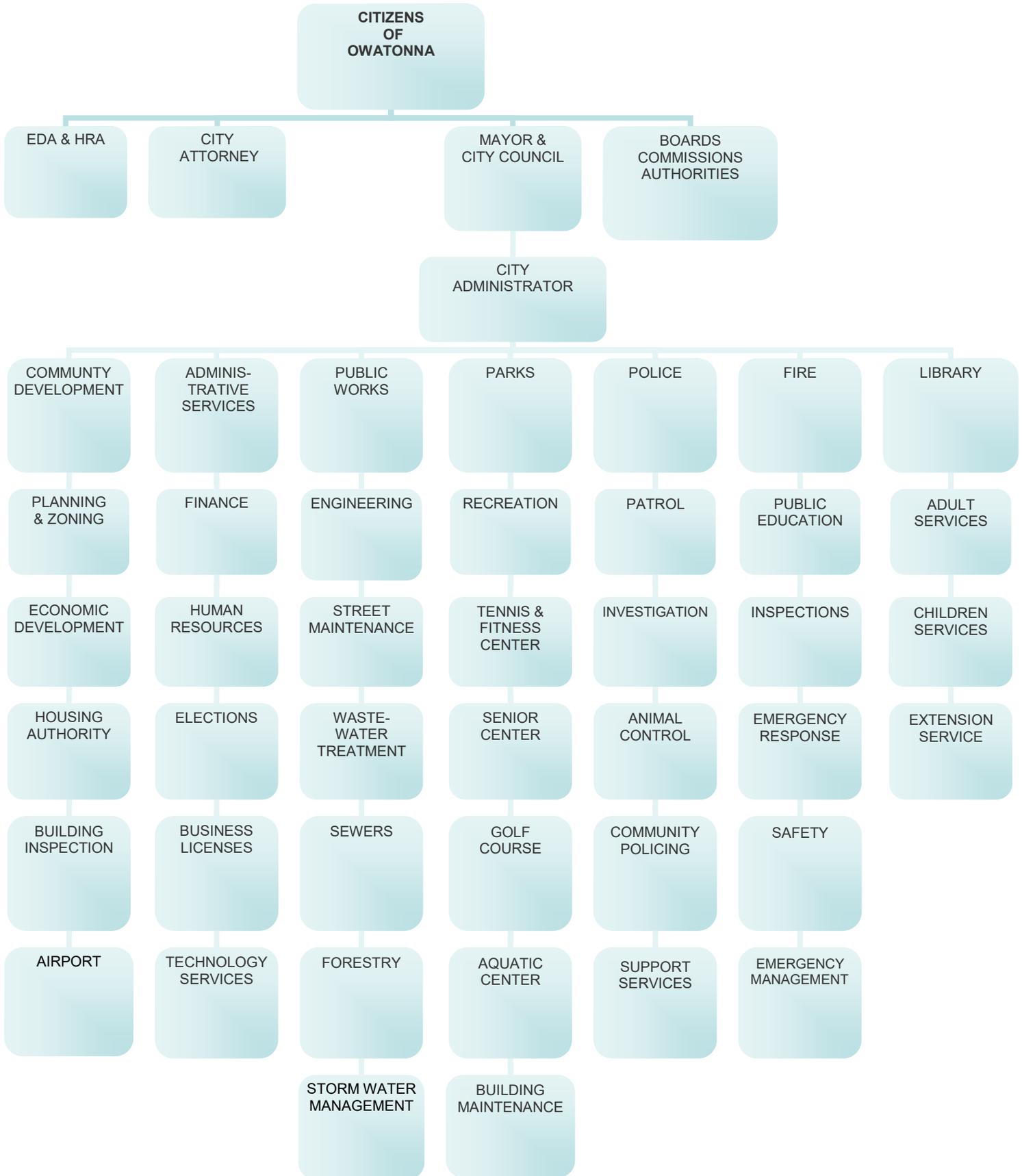
Debt Service Levies	Collection Year				
	2020	2021	2022	2023	2024
2014 GO/SA Issue	114,950				
2015 GO Capital Equip Certs	108,150				
2015 GO/SA Issue	118,570	120,050	121,360	122,520	123,520
2016 GO Capital Equip Certs	55,650	54,075			
2016 GO/SA Issue	89,360	92,480	90,200	93,165	90,720
2016 GO Storm Water Impr	105,390	108,275	105,755	103,235	105,965
2016 GO Storm Water Refund	207,490	209,800	206,550	213,635	
2017 GO/SA Issue	115,590	118,620	116,245	119,120	116,585
2017 GO Capital Equip Certs	24,305	23,680	23,045	22,415	27,040
2018 GO/SA Issue	553,000	549,600	550,600	550,650	549,620
2019 GO/SA Issue	166,975	160,810	159,920	148,980	157,355
<b>Total</b>	<b>\$1,659,430</b>	<b>\$1,437,390</b>	<b>\$1,373,675</b>	<b>\$1,373,720</b>	<b>\$1,170,805</b>

## City of Owatonna Projected Debt Service Levies

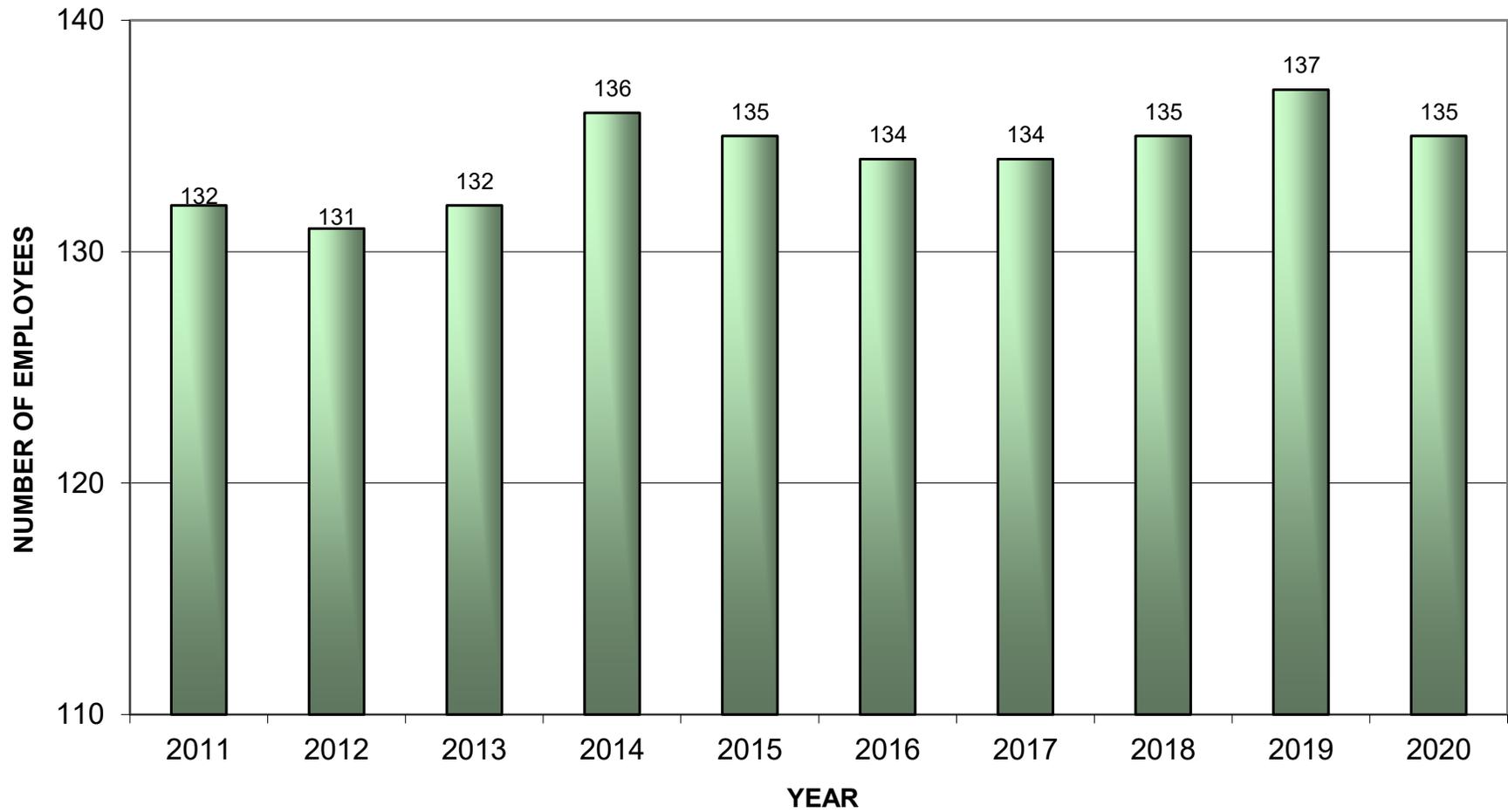


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# City of Owatonna, Minnesota Organization Chart



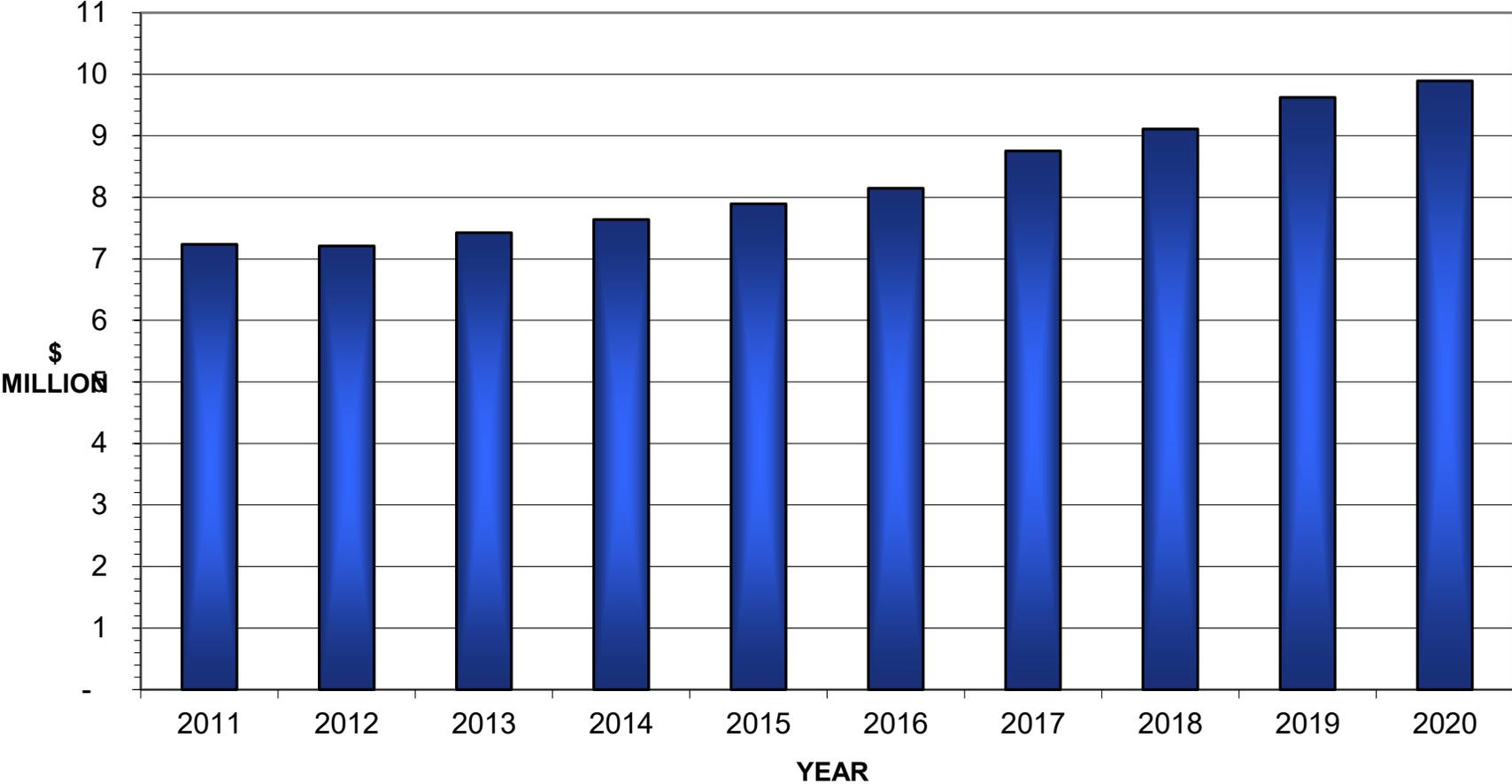
**CITY OF OWATONNA  
FULL TIME PERSONNEL REQUESTS  
FOR PERIOD 2011 THRU 2020**



CITY OF OWATONNA  
 FULL TIME PERSONNEL REQUESTS  
 FOR PERIOD 2011 THRU 2020

General Fund	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
City Administration	7.0	7.0	8.0	8.0	9.0	9.0	9.0	9.0	9.0	10.0
Police Department	38.0	38.0	38.0	41.0	40.0	40.0	40.0	40.0	41.0	39.0
Fire Department	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0
Building Inspection	4.0	4.0	4.0	4.0	3.0	3.0	4.0	4.0	4.0	4.0
Planning & Zoning	3.0	3.0	3.0	3.0	4.0	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	16.5	17.0	17.0	17.0	17.0	17.0	18.0	18.0	18.0
Library	10.0	10.0	10.0	9.0	9.0	8.0	7.0	7.0	7.0	6.0
Park & Rec Admin	4.0	4.0	4.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0
Park Maintenance	8.5	8.5	8.2	8.6	8.6	8.6	8.6	8.0	9.0	9.0
Youth Recreation								1.0	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
Social Commons	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	1.8	1.4	1.4	1.4	1.4	1.0	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	7.0	8.0	8.0	8.0	7.0	7.0	7.0	6.0
<b>Sub Total</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>125.0</b>	<b>122.0</b>
<b>Other Funds</b>										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund		1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
WWTP Operations	10.0	9.0	9.0	9.0	9.0	9.0	10.0	10.0	10.0	11.0
<b>Total All Funds</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>137.0</b>	<b>135.0</b>

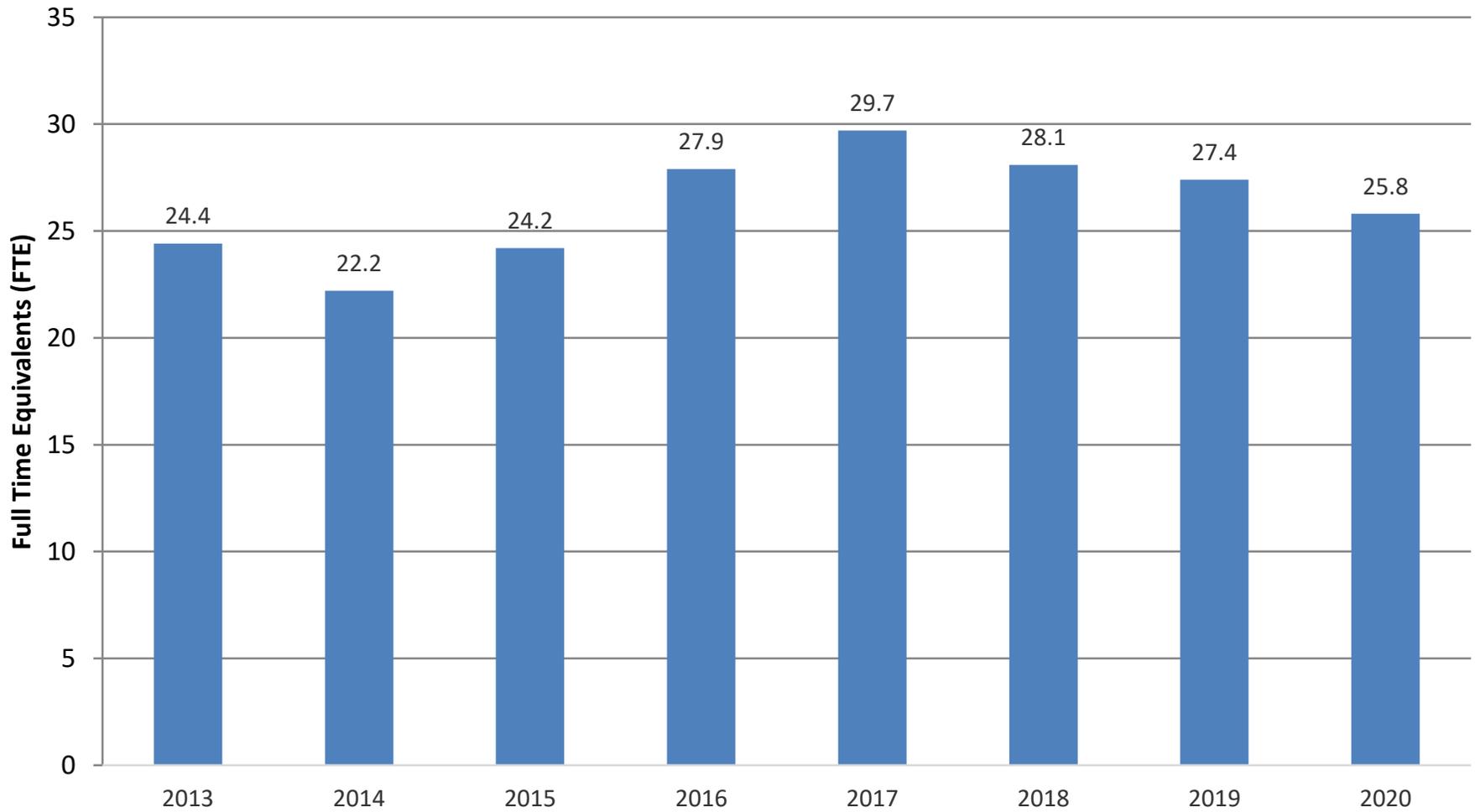
**CITY OF OWATONNA  
FULL TIME PERSONNEL WAGES  
FOR PERIOD 2011 THRU 2020**



CITY OF OWATONNA  
 FULL TIME PERSONNEL WAGES  
 FOR PERIOD 2011 THRU 2020

General Fund	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
City Administration	387,967	391,917	468,183	529,969	592,345	617,263	744,037	771,122	809,544	909,446
Police Department	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	2,986,258
Fire Department	545,330	550,785	563,248	570,292	580,488	604,072	648,133	674,696	700,041	711,378
Building Inspection	236,166	237,317	238,244	245,385	205,488	212,199	279,869	291,769	309,156	296,462
Planning & Zoning	112,532	99,290	104,333	96,623	160,822	169,821	184,273	176,858	189,960	185,900
Engineering Department	359,519	345,965	348,995	356,580	394,476	414,329	444,223	456,125	468,516	492,153
Street Department	885,830	849,213	867,101	902,254	932,801	952,494	1,037,848	1,126,243	1,176,074	1,211,998
Library	622,082	628,299	642,730	571,702	603,824	571,618	530,681	556,464	583,064	499,958
Park & Rec Admin	125,695	126,947	129,820	141,526	113,892	115,752	151,667	170,274	169,699	148,024
Park Maintenance	377,873	376,132	385,496	376,314	389,811	402,851	428,111	414,821	482,341	493,422
Recreation - Adult	39,888	40,285	41,196	43,617	46,972	46,519	38,328	32,346	34,400	37,908
Recreation - Youth	74,351	75,417	77,457	113,039	97,613	90,844	83,304	144,492	154,102	174,871
Tennis Center	37,126	38,404	40,201	40,923	38,922	40,353	44,088	43,096	45,958	48,367
Social Commons	61,146	61,757	63,154	38,218	47,607	49,824	54,571	39,956	42,717	45,040
Aquatic Center						9,240	10,097	21,494	22,952	24,176
Golf	81,788	85,107	101,372	95,360	98,231	119,113	134,390	100,531	115,999	115,644
Airport	63,925	64,564	67,484	68,326	70,383	72,494	79,042	82,776	88,350	93,035
Government Buildings	381,855	385,930	355,592	409,606	423,438	432,958	359,846	374,931	398,644	421,049
<b>Sub Total</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>8,720,145</b>	<b>8,895,089</b>
<b>Other Funds</b>										
H R A	86,384	79,268	82,102	88,061	90,870	93,648	102,154	107,734	111,347	117,621
Economic Development Fund	33,099	36,476	38,625	42,361	43,874	45,268	49,368	59,988	65,063	66,121
WWTF Fund	507,215	456,946	461,836	461,912	477,152	491,331	598,507	614,555	637,583	719,694
Storm Water Fund		81,499	93,296	95,589	67,429	71,072	79,313	82,993	88,586	93,323
Aquatic Center	6,920	7,174	7,524	8,312	8,907	0	0	0	0	0
Payroll Reserves	50,000	0	0	0	0	0	0	0	0	0
<b>Total All Funds</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>9,622,724</b>	<b>9,891,848</b>

CITY OF OWATONNA  
PART TIME PERSONNEL REQUESTS (FTE)  
FOR 2013 THRU 2020



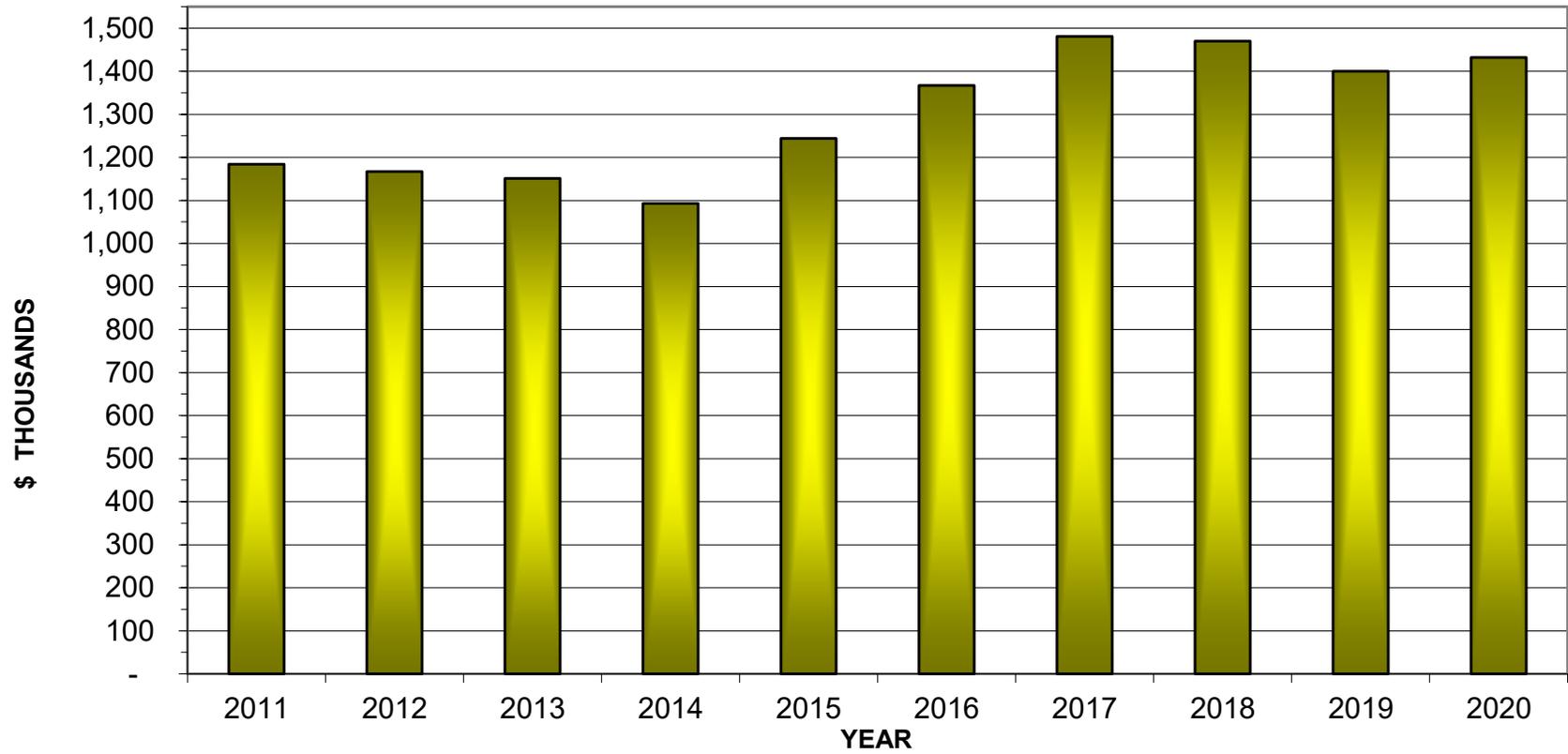
CITY OF OWATONNA  
PART TIME PERSONNEL REQUESTS (FTE)  
FOR PERIOD 2013 THRU 2020

General Fund	2013	2014	2015	2016	2017	2018	2019	2020
Mayor/Council	8.0	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	1.4
Police Department	2.6	2.6	2.8	2.8	2.8	2.8	2.1	1.4
Building Inspection			0.7	0.7				
Planning & Zoning								0.6
Library	1.9	3.5	3.8	5.9	7.1	7.1	7.1	7.1
Park & Rec Admin	1.8	0.7	1.0	1.2	1.9	1.2	1.2	0.7
Park Maintenance	3.5	2.6	2.6	2.6	2.6	2.6	1.9	1.9
Youth Recreation	0.9		0.9	0.9	0.9		0.7	0.7
Tennis Center				0.7	0.7	0.7	0.7	0.7
Golf	2.5	2.3	1.4	2.1	2.1	2.1	2.1	0.7
Airport		0.5	0.5	0.5	0.5	0.5	0.5	0.5
Government Buildings	3.3	2.1	2.1	2.1	2.1	2.1	2.1	2.1
<b>Total All Funds</b>	<b>24.4</b>	<b>22.2</b>	<b>24.2</b>	<b>27.9</b>	<b>29.7</b>	<b>28.1</b>	<b>27.4</b>	<b>25.8</b>

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 2011 THRU 2020**



CITY OF OWATONNA  
PART TIME PERSONNEL WAGES  
FOR PERIOD 2011 THRU 2020

General Fund	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Mayor & Council	61,200	61,200	61,200	61,200	67,800	67,800	67,800	67,800	72,600	72,600
City Administration	14,813	27,524	0	26,500	17,907	50,202	43,038	71,556	53,086	72,386
Police Department	35,000	62,394	63,806	64,606	93,980	99,087	111,321	112,690	86,803	61,373
Fire Department	71,652	71,652	71,652	76,078	76,078	76,078	74,426	76,000	78,000	79,250
Building Inspection					32,894	34,819				
Planning & Zoning										25,629
Engineering Department	4,750		5,000	5,000	14,000	12,500	12,500	12,500	11,000	11,000
Street Department		12,000	14,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Library	90,122	91,275	92,343	154,188	170,608	224,817	283,156	289,144	289,958	299,576
Park & Rec Admin	25,987	26,234	26,799	13,419	17,591	42,208	54,360	56,884	57,176	34,820
Park Maintenance	204,941	179,221	203,207	178,227	183,193	185,669	195,495	209,600	181,902	203,290
Recreation - Adult	24,015	22,588	23,855	19,991	21,153	18,728	22,448	14,790	14,790	16,500
Recreation - Youth	122,514	120,286	121,639	71,988	121,806	112,056	112,067	57,525	86,589	108,315
Tennis Center	73,300	73,700	73,700	71,726	71,193	76,000	86,535	90,887	87,865	102,748
Social Commons	9,000	9,000	9,000	12,000	12,000	9,000	15,958	9,000	7,500	18,135
Aquatic Center						105,000	121,958	118,000	116,500	133,591
Golf	173,101	173,849	174,116	168,075	170,420	176,615	159,421	152,357	117,456	59,960
Airport				11,105	13,500	13,500	21,129	22,098	23,510	23,476
Government Buildings	118,308	116,876	95,723	45,229	47,990	49,989	86,069	96,269	102,718	96,092
<b>Sub Total</b>	<b>1,028,703</b>	<b>1,047,799</b>	<b>1,036,040</b>	<b>987,332</b>	<b>1,140,113</b>	<b>1,362,068</b>	<b>1,475,681</b>	<b>1,465,100</b>	<b>1,395,453</b>	<b>1,426,741</b>
<b>Other Funds</b>										
Aquatic Center	137,500	101,300	97,500	92,000	95,000					
H R A										
Economic Development Fund										
WWTP Operations	17,500	17,500	17,500	14,000	9,000	5,000	5,000	5,000	5,000	5,000
<b>Total All Funds</b>	<b>1,183,703</b>	<b>1,166,599</b>	<b>1,151,040</b>	<b>1,093,332</b>	<b>1,244,113</b>	<b>1,367,068</b>	<b>1,480,681</b>	<b>1,470,100</b>	<b>1,400,453</b>	<b>1,431,741</b>

CITY OF OWATONNA  
2020 Personnel requests

RECAP FROM ALL PROGRAM BUDGETS	<u>19 Amount</u>	<u>CHANGE</u>	<u>20 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>9,542,297</u>	<u>331,550</u>	<u>9,873,847</u>	<u>1,093,139</u>	<u>546,161</u>	<u>1,524,853</u>	<u>3,264</u>	<u>1,200</u>	<u>50,800</u>	<u>361,541</u>	<u>9,878,310</u>	<u>13,409,804</u>
FULL TIME PERSONNEL	9,542,297	331,550	9,873,847	1,093,139	546,161	1,524,853	3,264	1,200	5,800	361,541	9,878,310	13,409,804
OVERTIME	189,600	13,000	202,600	27,843	7,811	0	0	0	0	7,313	202,600	245,567
PARTTIME	1,239,545	192,196	1,431,740	59,108	103,475	0	0	0	1,900	49,299	1,431,740	1,645,522
FIRE RELIEF ASSOCIATION	150,000	15,000	165,000	0	0	0	0	0	0	0	0	165,000
INSURANCE	0	0	0	0	0	6,131	0	0	0	0	0	6,131
SHIFT PAY	27,385	0	27,385	4,847	397	0	0	0	0	1,205	27,385	33,834
ASSIGNMENT PAY	18,000	0	18,000	3,186	261	0	0	0	0	792	18,000	22,239
UNIFORMS	0	0	0	0	0	0	0	0	66,091	0	0	66,091
ON CALL	27,000	(1,500)	25,500	1,913	1,951	0	0	0	0	1,138	25,500	30,501
HOLIDAY	<u>225,800</u>	<u>(1,200)</u>	<u>224,600</u>	<u>39,754</u>	<u>3,257</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10,807</u>	<u>224,600</u>	<u>278,418</u>
TOTAL PERSONNEL COSTS	<u>11,419,627</u>	<u>549,045</u>	<u>11,968,672</u>	<u>1,229,790</u>	<u>663,312</u>	<u>1,530,984</u>	<u>3,264</u>	<u>1,200</u>	<u>73,791</u>	<u>432,095</u>	<u>11,808,136</u>	<u>15,903,107</u>

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				22,000		22,000
Fire Hall Roof - Towers	F-16-007	2	60,000					60,000
Fire Station Building Tuck Pointing	F-18-006	3			300,000			300,000
Boiler Replacement	F-20-006	2		22,500				22,500
Carpenter Shop Roof - B	GB-13-002	2			30,000			30,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2			100,000	100,000	100,000	300,000
Henderson Hall Roof - C	GB-13-008	1	20,000					20,000
Social Commons Kitchen Remodel - C - G - O	GB-13-010	1	10,000					10,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	3				10,000		10,000
Morehouse Chalet Roof - B	GB-13-016	2			35,000			35,000
SeniorPlace Roof - B	GB-15-001	2		18,000				18,000
Merrill Hall Steps - B	GB-16-001	1		25,000				25,000
Merrill Hall Rubber Roofs - B	GB-16-005	2			80,000			80,000
Tennis & Fitness Center Restrooms - C	GB-16-009	3					100,000	100,000
Merrill Hall Heating & Cooling - B - O	GB-17-001	2			500,000			500,000
Merrill Hall Shingles - B	GB-19-001	2			30,000			30,000
ADA Compliance - B	GB-20-001	1		10,000	10,000	5,000	5,000	30,000
Third Floor Bathroom Addition	LIB-20-001	2		20,000				20,000
Tennis & Fitness Center Pool - B	P&R-17-006	2				100,000		100,000
Brooktree Clubhouse Carpet Replacement - B	P&R-18-003	2			16,000			16,000
Roof repair	ST-21-003	2			35,000			35,000
City Maintenance Facility	ST-25-001	2	150,000	115,000				265,000
<b>Building Maintenance Fund Total</b>			240,000	210,500	1,136,000	237,000	205,000	2,028,500
<b>Capital Projects Fund Levy</b>								
Network Attached Storage (NAS)	ADM-13-001	3				80,000		80,000
Server Replacements	ADM-13-002	1	30,000	30,000	30,000	30,000	30,000	150,000
Phone System Improvements	ADM-13-003	1	75,000	25,000				100,000
Networking Room Improvements	ADM-13-004	2	10,000	15,000				25,000
Electric Vehicle	ADM-13-005	3			25,000			25,000
Annual Copier Replacement	ADM-13-010	4		20,000	20,000	20,000	20,000	80,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	40,000	30,000	30,000	30,000	160,000
10-unit T-Hangar Design & Site Prep	AP-15-001	2		15,525				15,525
10-unit T-Hangar Design-Build Concrete Floor	AP-15-003	2		10,250				10,250
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
Traffic Signal Optimization Plan	ENG-20-002	2		27,500				27,500
Emergency Warning Sirens	F-13-008	3	14,000			17,000		31,000
Thermal Imager Camera	F-14-009	3		6,000				6,000
Sand Bag Machine	F-17-002	4					7,000	7,000
John Deere Gator ATV	F-17-003	3			18,000			18,000
Fire Station Decontamination Area	F-19-005	1		6,000	80,000			86,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2			15,000	15,000	15,000	45,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	3				6,000		6,000
Replace furniture in Children's Room	LIB-13-003	1			25,000			25,000
Library Renovations	LIB-19-001	2		15,000	50,000	65,000	65,000	195,000
Drive-Up Bookdrop	LIB-20-002	2		15,000				15,000
Soccer Complex / Naas Property	P&R-20-028	1		30,000				30,000
Dart's Park Baseball Irrigation - C	P&R-13-026	3				80,000		80,000
Backstops - C - O	P&R-13-027	1			12,500			12,500
Fairgrounds Lights - C - O	P&R-13-028	3					400,000	400,000
Play Equipment - C - G	P&R-13-034	1		24,975	25,000	80,000		129,975
Morehouse Diamond Lights - C - O	P&R-13-038	2				145,000		145,000
Parking Lot Lights - C	P&R-13-039	2			20,000	30,000	30,000	80,000
Restroom Updates - C	P&R-13-040	1			20,000	20,000	20,000	60,000
Central Park Fountain - G	P&R-13-045	1		10,000				10,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2			20,000	30,000	30,000	80,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3	66,900					66,900
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	2			45,000		150,000	195,000
Brown Park Tennis Court Replacement - C	P&R-19-003	3				30,000		30,000
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	3					17,000	17,000
Skate Park Overlay - C	P&R-20-004	2			35,000			35,000
River Springs Water Park AC Unit - C	P&R-20-006	1		8,250				8,250
Countryview Park Development - C	P&R-20-007	2			40,000			40,000
Cashman Park Parking Lot - C - O	P&R-20-008	1			25,000			25,000
Trail at Hoffman Drive - C	P&R-20-009	1		55,000				55,000
Park Shop Garage Doors - C	P&R-20-012	3				32,000		32,000
Dart's Park Storage - C	P&R-20-013	1				20,000		20,000
Bridge Installation - C	P&R-20-015	2			400,000			400,000
Trail Connection NSRP to Buxton - C	P&R-20-017	2			3,000,000			3,000,000
Boat Landing Parking Lot - C - G	P&R-20-018	2			60,000			60,000
Trail Connection Boat Landing to 18th St - C	P&R-20-019	2			125,000			125,000
18th Street Trail Lighting - C	P&R-20-020	2			70,000			70,000
Lake Kohlmer Retaining Wall - C	P&R-20-021	2			75,000			75,000
River Springs Waterpark Suction Outlet Compliance-C	P&R-20-022	1		13,500				13,500
Lake Kohlmer Kayak Launch - C - G	P&R-20-023	2			27,500			27,500
Permanent Bathroom Construction - C	P&R-20-024	2			50,000	50,000	50,000	150,000
Naas Property Pavilion/Lot/Trail - C	P&R-21-002	3					360,000	360,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3				15,500		15,500
Lake Chase/NSRP Connection - C - G	P&R-23-001	3					100,000	100,000
Security Gates	POL-21-001	3			30,000			30,000
Mineral Springs Bridge Evaluation	STR-21-001	2			40,000			40,000

**Capital Projects Fund Levy Total**

270,000 367,000 4,443,000 795,500 1,354,000 7,229,500

**Capital Projects Fund Reserves**

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

800,000 800,000

**Debt Levy for LT Facilities Needs**

New Public Safety Facility	POL-22-001	3					2,300,000	2,300,000
East Roof Repair	POL-22-002	3				35,000		35,000
HVAC System	POL-23-001	3					35,000	35,000

**Debt Levy for LT Facilities Needs Total**

35,000 2,335,000 2,370,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Debt to be repaid with assessments</b>								
Annual Street and Utility	STR-16-001	2	527,000	300,000	500,000	500,000	500,000	2,327,000
State Aid Streets	STR-17-002	2	150,000	500,000	150,000	350,000	400,000	1,550,000
Bridge Street Reconstruction	STR-21-002	2		150,000				150,000
<b>Debt to be repaid with assessments Total</b>			677,000	950,000	650,000	850,000	900,000	4,027,000
<b>Debt to be repaid with levy</b>								
Financial Software Upgrade/New	ADM-21-001	3			250,000			250,000
Dartt's Park West Parking Lot - C	P&R-19-002	1			180,000			180,000
Manthey Parking Lot & Access - C	P&R-20-016	1		325,000				325,000
Annual Street and Utility	STR-16-001	2	1,161,000	1,200,000	1,014,300	1,031,200	1,000,000	5,406,500
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>			1,161,000	1,587,500	1,744,300	1,331,200	1,300,000	7,124,000
<b>FAA</b>								
10-unit T-Hangar Design & Site Prep	AP-15-001	2		129,450				129,450
10-unit T-Hangar Design-Build Concrete Floor	AP-15-003	2		34,500				34,500
Loader with Blower Attachment	AP-17-003	2	189,000					189,000
<b>FAA Total</b>			189,000	163,950				352,950
<b>FAA - other</b>								
10-unit T-Hangar Design & Site Prep	AP-15-001	2		150,000				150,000
10-unit T-Hangar Design-Build Concrete Floor	AP-15-003	2		150,000				150,000
<b>FAA - other Total</b>				300,000				300,000
<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>				1,900,000	1,900,000			3,800,000
<b>General Fund</b>								
Tennis and Fitness Center Equipment - GF	P&R-13-023	2	10,000	10,000	10,000	10,000	10,000	50,000
Trail Overlay - GF	P&R-13-037	2	20,000	20,000	20,000	20,000	50,000	130,000
Park Bridge Repairs - GF	P&R-18-004	2	12,000	12,000	12,000	12,000	12,000	60,000
Bituminous Overlays	STR-14-001	3	160,000	175,000	160,000	160,000	175,000	830,000
<b>General Fund Total</b>			202,000	217,000	202,000	202,000	247,000	1,070,000
<b>Other funding source</b>								
Loader with Blower Attachment	AP-17-003	2	24,000					24,000
Transportation Plan	ENG-20-001	2		60,000				60,000
Emergency Warning Sirens	F-13-008	3		17,000				17,000
Boiler Replacement	F-20-006	2		22,500				22,500
Social Commons Kitchen Remodel - C - G - O	GB-13-010	1		57,500				57,500
Merrill Hall Heating & Cooling - B - O	GB-17-001	2			50,000			50,000
Backstops - C - O	P&R-13-027	1			12,500			12,500
Fairgrounds Lights - C - O	P&R-13-028	3					400,000	400,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
Morehouse Diamond Lights - C - O	P&R-13-038	2				5,000		5,000
Cashman Park Parking Lot - C - O	P&R-20-008	1			15,000			15,000
Unmarked Patrol Fleet	POL-13-004	2	10,000					10,000
<b>Other funding source Total</b>			34,000	157,000	77,500	5,000	400,000	673,500
<b>Other Grant Funds</b>								
Social Commons Kitchen Remodel - C - G - O	GB-13-010	1		25,500				25,500
Library Clay Tile Roof	LIB-17-002	1			30,000			30,000
Play Equipment - C - G	P&R-13-034	1			25,000			25,000
Central Park Fountain - G	P&R-13-045	1		50,000				50,000
Lake Kohlmer Kayak Launch - C - G	P&R-20-023	2			27,500			27,500
Lake Chase/NSRP Connection - C - G	P&R-23-001	3					50,000	50,000
Parking lots	STR-18-001	2		62,500				62,500
<b>Other Grant Funds Total</b>				138,000	82,500		50,000	270,500
<b>Residual funds from previous yr CIP</b>								
SeniorPlace Roof - B	GB-15-001	2		35,000				35,000
Trail Overlay - GF	P&R-13-037	2		20,000				20,000
<b>Residual funds from previous yr CIP Total</b>				55,000				55,000
<b>Residual Sales Tax Funds</b>								
City Hall Roof - C-T	GB-13-005	2	800,000					800,000
West Hills Elevators - T	GB-16-002	2	50,000					50,000
<b>Residual Sales Tax Funds Total</b>			850,000					850,000
<b>Sewer Fund</b>								
State Aid Streets	STR-17-002	2		250,000				250,000
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
Manure Spreader	WTP-20-002	3		50,000				50,000
Biosolids Truck	WTP-21-001	3			140,000			140,000
Semi Tractor Replacement	WTP-22-002	3				100,000		100,000
<b>Sewer Fund Total</b>			512,000	4,800,000	12,685,000	12,600,000	12,500,000	43,097,000
<b>State Aid</b>								
10-unit T-Hangar Design & Site Prep	AP-15-001	2		15,525				15,525
10-unit T-Hangar Design-Build Concrete Floor	AP-15-003	2		10,250				10,250
Loader with Blower Attachment	AP-17-003	2	15,500					15,500
Riding Mower	AP-17-005	3	56,000					56,000
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
1-Ton Utility Truck	AP-20-004	2		56,000				56,000
State Aid Streets	STR-17-002	2	500,000	2,700,000	1,000,000	1,800,000	1,350,000	7,350,000
Traffic Signal	STR-19-001	3			100,000		100,000	200,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
Bridge Street Reconstruction	STR-21-002	2		1,000,000				1,000,000
<b>State Aid Total</b>			604,400	3,781,775	1,100,000	1,800,000	1,632,000	8,918,175
<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	400,000				600,000
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
State Aid Streets	STR-17-002	2		250,000				250,000
<b>Storm Fund Total</b>			335,000	650,000	400,000	200,000		1,585,000
<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
Road Grader w/ wing	AP-20-001	3					78,000	78,000
1-Ton Utility Truck	AP-20-004	2		24,000				24,000
2019 Ford Edge	CD-19-001	2	30,000					30,000
Engineering Vehicles	ENG-15-002	2	27,000	12,000	12,000	12,000	12,000	75,000
9703 Fire Engine Replacement	F-18-003	2		750,000				750,000
9712 Chief's Vehicle	F-23-002	3					42,000	42,000
Boom Truck - V	GB-21-001	2			120,000			120,000
Pick-Up Trucks - V	GB-23-001	2					50,000	50,000
Golf Specialty Use Vehicles and Attachments - V	P&R-20-025	1		40,000				40,000
Parks Mowers & Attachments - V	P&R-20-026	1		82,000	82,000	52,000	52,000	268,000
Parks Tractors & Attachments - V.	P&R-20-028	2		67,500				67,500
Parks Pick-Ups - V	P&R-20-029	2		20,000	20,000	55,000	20,000	115,000
Golf Mowers - V	P&R-21-003	2			70,000			70,000
Golf Utility Vehicles - V	P&R-22-002	2				24,000	16,000	40,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2					29,000	29,000
Marked Patrol Fleet	POL-13-002	2	96,000	73,200	109,800	73,200	36,600	388,800
Unmarked Patrol Fleet	POL-13-004	2	35,000		25,000	16,000		76,000
Street Sweeper	ST-13-003	1		150,000			175,000	325,000
Pickup Truck	ST-14-002	2	15,000	30,000	15,000	50,000	20,000	130,000
Front End Loader	ST-14-003	2				175,000		175,000
Snowblower	ST-14-007	1			135,000			135,000
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 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>			563,500	1,359,700	828,800	512,200	751,600	4,015,800
<b>GRAND TOTAL</b>			6,437,900	16,637,425	25,249,100	18,567,900	21,674,600	88,566,925

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>								
Network Attached Storage (NAS)	ADM-13-001	3				80,000		80,000
Server Replacements	ADM-13-002	1	30,000	30,000	30,000	30,000	30,000	150,000
Phone System Improvements	ADM-13-003	1	75,000	25,000				100,000
Networking Room Improvements	ADM-13-004	2	10,000	15,000				25,000
Electric Vehicle	ADM-13-005	3			25,000			25,000
Annual Copier Replacement	ADM-13-010	4		20,000	20,000	20,000	20,000	80,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	40,000	30,000	30,000	30,000	160,000
Financial Software Upgrade/New	ADM-21-001	3			250,000			250,000
<b>Administration Total</b>			145,000	130,000	355,000	160,000	80,000	870,000
<b>Capital Projects Fund Levy</b>			145,000	130,000	105,000	160,000	80,000	620,000
<b>Debt to be repaid with levy</b>					250,000			250,000
<b>Administration Total</b>			145,000	130,000	355,000	160,000	80,000	870,000
<b>Airport</b>								
10-unit T-Hangar Design & Site Prep	AP-15-001	2		310,500				310,500
10-unit T-Hangar Design-Build Concrete Floor	AP-15-003	2		205,000				205,000
Loader with Blower Attachment	AP-17-003	2	310,000					310,000
Riding Mower	AP-17-005	3	80,000					80,000
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
1-Ton Utility Truck	AP-20-004	2		80,000				80,000
<b>Airport Total</b>			437,000	595,500			260,000	1,292,500
<b>Capital Projects Fund Levy</b>			14,100	25,775				39,875
<b>FAA</b>			189,000	163,950				352,950
<b>FAA - other</b>				300,000				300,000
<b>Other funding source</b>			24,000					24,000
<b>State Aid</b>			104,400	81,775			182,000	368,175
<b>Vehicle Replacement Fund</b>			105,500	24,000			78,000	207,500
<b>Airport Total</b>			437,000	595,500			260,000	1,292,500
<b>Community Development</b>								
2019 Ford Edge	CD-19-001	2	30,000					30,000
<b>Community Development Total</b>			30,000					30,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Vehicle Replacement Fund</b>			30,000					30,000
<b>Community Development Total</b>			30,000					30,000

### Engineering

Engineering Vehicles	ENG-15-002	2	27,000	12,000	12,000	12,000	12,000	75,000
Replace GPS	ENG-18-001	2			30,000		30,000	60,000
Transportation Plan	ENG-20-001	2		60,000				60,000
Traffic Signal Optimization Plan	ENG-20-002	2		27,500				27,500
<b>Engineering Total</b>			27,000	99,500	42,000	12,000	42,000	222,500

<b>Capital Projects Fund Levy</b>				27,500	30,000		30,000	87,500
<b>Other funding source</b>				60,000				60,000
<b>Vehicle Replacement Fund</b>			27,000	12,000	12,000	12,000	12,000	75,000
<b>Engineering Total</b>			27,000	99,500	42,000	12,000	42,000	222,500

### Fire

Flooring Replacement	F-13-003	3				22,000		22,000
Emergency Warning Sirens	F-13-008	3	14,000	17,000		17,000		48,000
Thermal Imager Camera	F-14-009	3		6,000				6,000
Fire Hall Roof - Towers	F-16-007	2	60,000					60,000
Sand Bag Machine	F-17-002	4					7,000	7,000
John Deere Gator ATV	F-17-003	3			18,000			18,000
9703 Fire Engine Replacement	F-18-003	2		750,000				750,000
Fire Station Building Tuck Pointing	F-18-006	3			300,000			300,000
Fire Station Decontamination Area	F-19-005	1		6,000	80,000			86,000
Boiler Replacement	F-20-006	2		45,000				45,000
9712 Chief's Vehicle	F-23-002	3					42,000	42,000
<b>Fire Total</b>			74,000	824,000	398,000	39,000	49,000	1,384,000

<b>Building Maintenance Fund</b>			60,000	22,500	300,000	22,000		404,500
<b>Capital Projects Fund Levy</b>			14,000	12,000	98,000	17,000	7,000	148,000
<b>Other funding source</b>				39,500				39,500
<b>Vehicle Replacement Fund</b>				750,000			42,000	792,000
<b>Fire Total</b>			74,000	824,000	398,000	39,000	49,000	1,384,000

### Government Buildings

Carpenter Shop Roof - B	GB-13-002	2			30,000			30,000
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			15,000	15,000	15,000	45,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2			100,000	100,000	100,000	300,000
Henderson Hall Roof - C	GB-13-008	1	20,000					20,000
Social Commons Kitchen Remodel - C - G - O	GB-13-010	1	10,000	83,000				93,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	3				10,000		10,000
Morehouse Chalet Roof - B	GB-13-016	2			35,000			35,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
SeniorPlace Roof - B	GB-15-001	2		53,000				53,000
Merrill Hall Steps - B	GB-16-001	1		25,000				25,000
West Hills Elevators - T	GB-16-002	2	50,000					50,000
Merrill Hall Rubber Roofs - B	GB-16-005	2			80,000			80,000
Tennis & Fitness Center Restrooms - C	GB-16-009	3					100,000	100,000
Merrill Hall Heating & Cooling - B - O	GB-17-001	2			550,000			550,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	3				6,000		6,000
Merrill Hall Shingles - B	GB-19-001	2			30,000			30,000
ADA Compliance - B	GB-20-001	1		10,000	10,000	5,000	5,000	30,000
Boom Truck - V	GB-21-001	2			120,000			120,000
Pick-Up Trucks - V	GB-23-001	2					50,000	50,000

**Government Buildings Total**      1,680,000    171,000    970,000    136,000    270,000    3,227,000

<i>Building Maintenance Fund</i>			30,000	53,000	785,000	115,000	205,000	1,188,000
<i>Capital Projects Fund Levy</i>					15,000	21,000	15,000	51,000
<i>Capital Projects Fund Reserves</i>			800,000					800,000
<i>Other funding source</i>				57,500	50,000			107,500
<i>Other Grant Funds</i>				25,500				25,500
<i>Residual funds from previous yr CIP</i>				35,000				35,000
<i>Residual Sales Tax Funds</i>			850,000					850,000
<i>Vehicle Replacement Fund</i>					120,000		50,000	170,000

**Government Buildings Total**      1,680,000    171,000    970,000    136,000    270,000    3,227,000

### Library

Replace furniture in Children's Room	LIB-13-003	1			25,000			25,000
Library Clay Tile Roof	LIB-17-002	1			30,000			30,000
Library Renovations	LIB-19-001	2		15,000	50,000	65,000	65,000	195,000
Third Floor Bathroom Addition	LIB-20-001	2		20,000				20,000
Drive-Up Bookdrop	LIB-20-002	2		15,000				15,000

**Library Total**      50,000    105,000    65,000    65,000    285,000

<i>Building Maintenance Fund</i>				20,000				20,000
<i>Capital Projects Fund Levy</i>				30,000	75,000	65,000	65,000	235,000
<i>Other Grant Funds</i>					30,000			30,000

**Library Total**      50,000    105,000    65,000    65,000    285,000

### Parks and Recreation

Soccer Complex / Naas Property	P&R 20-028	1		30,000				30,000
Tennis and Fitness Center Equipment - GF	P&R-13-023	2	10,000	10,000	10,000	10,000	10,000	50,000
Dartt's Park Baseball Irrigation - C	P&R-13-026	3				80,000		80,000
Backstops - C - O	P&R-13-027	1			25,000			25,000
Fairgrounds Lights - C - O	P&R-13-028	3					800,000	800,000
Play Equipment - C - G	P&R-13-034	1		24,975	50,000	80,000		154,975
Trail Overlay - GF	P&R-13-037	2	20,000	40,000	20,000	20,000	50,000	150,000
Morehouse Diamond Lights - C - O	P&R-13-038	2				150,000		150,000

<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>
Parking Lot Lights - C	P&R-13-039	2			20,000	30,000	30,000	80,000
Restroom Updates - C	P&R-13-040	1			20,000	20,000	20,000	60,000
Central Park Fountain - G	P&R-13-045	1		60,000				60,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2			20,000	30,000	30,000	80,000
Tennis & Fitness Center Pool - B	P&R-17-006	2				100,000		100,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3	66,900					66,900
Brooktree Clubhouse Carpet Replacement - B	P&R-18-003	2			16,000			16,000
Park Bridge Repairs - GF	P&R-18-004	2	12,000	12,000	12,000	12,000	12,000	60,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	2			45,000		150,000	195,000
Dartt's Park West Parking Lot - C	P&R-19-002	1			180,000			180,000
Brown Park Tennis Court Replacement - C	P&R-19-003	3				30,000		30,000
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	3					17,000	17,000
Skate Park Overlay - C	P&R-20-004	2			35,000			35,000
River Springs Water Park AC Unit - C	P&R-20-006	1		8,250				8,250
Countryview Park Development - C	P&R-20-007	2			40,000			40,000
Cashman Park Parking Lot - C - O	P&R-20-008	1			40,000			40,000
Trail at Hoffman Drive - C	P&R-20-009	1		55,000				55,000
Park Shop Garage Doors - C	P&R-20-012	3				32,000		32,000
Dartt's Park Storage - C	P&R-20-013	1				20,000		20,000
Bridge Installation - C	P&R-20-015	2			400,000			400,000
Manthey Parking Lot & Access - C	P&R-20-016	1		325,000				325,000
Trail Connection NSRP to Buxton - C	P&R-20-017	2			3,000,000			3,000,000
Boat Landing Parking Lot - C - G	P&R-20-018	2			60,000			60,000
Trail Connection Boat Landing to 18th St - C	P&R-20-019	2			125,000			125,000
18th Street Trail Lighting - C	P&R-20-020	2			70,000			70,000
Lake Kohlmier Retaining Wall - C	P&R-20-021	2			75,000			75,000
River Springs Waterpark Suction Outlet Compliance-C	P&R-20-022	1		13,500				13,500
Lake Kohlmier Kayak Launch - C - G	P&R-20-023	2			55,000			55,000
Permanent Bathroom Construction - C	P&R-20-024	2			50,000	50,000	50,000	150,000
Golf Specialty Use Vehicles and Attachments - V	P&R-20-025	1		40,000				40,000
Parks Mowers & Attachments - V	P&R-20-026	1		82,000	82,000	52,000	52,000	268,000
Parks Tractors & Attachments - V.	P&R-20-028	2		67,500				67,500
Parks Pick-Ups - V	P&R-20-029	2		20,000	20,000	55,000	20,000	115,000
Naas Property Pavilion/Lot/Trail - C	P&R-21-002	3					360,000	360,000
Golf Mowers - V	P&R-21-003	2			70,000			70,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3				15,500		15,500
Golf Utility Vehicles - V	P&R-22-002	2				24,000	16,000	40,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3					150,000	150,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2					29,000	29,000
<b>Parks and Recreation Total</b>			<b>138,900</b>	<b>788,225</b>	<b>4,540,000</b>	<b>810,500</b>	<b>1,796,000</b>	<b>8,073,625</b>

<b>Building Maintenance Fund</b>				16,000	100,000			116,000
<b>Capital Projects Fund Levy</b>			96,900	141,725	4,050,000	532,500	1,157,000	5,978,125
<b>Debt to be repaid with levy</b>				325,000	180,000			505,000
<b>General Fund</b>			42,000	42,000	42,000	42,000	72,000	240,000
<b>Other funding source</b>					27,500	5,000	400,000	432,500
<b>Other Grant Funds</b>				50,000	52,500		50,000	152,500

Department	Project #	Priority	2019	2020	2021	2022	2023	Total	
<i>Residual funds from previous yr CIP</i>					20,000			20,000	
<i>Vehicle Replacement Fund</i>					209,500	172,000	131,000	117,000	629,500
<b>Parks and Recreation Total</b>				138,900	788,225	4,540,000	810,500	1,796,000	8,073,625

<b>Police</b>								
Marked Patrol Fleet	POL-13-002	2	96,000	73,200	109,800	73,200	36,600	388,800
Unmarked Patrol Fleet	POL-13-004	2	45,000		25,000	16,000		86,000
Security Gates	POL-21-001	3			30,000			30,000
New Public Safety Facility	POL-22-001	3					2,300,000	2,300,000
East Roof Repair	POL-22-002	3				35,000		35,000
HVAC System	POL-23-001	3					35,000	35,000
<b>Police Total</b>			141,000	73,200	164,800	124,200	2,371,600	2,874,800

<i>Capital Projects Fund Levy</i>						30,000		30,000	
<i>Debt Levy for LT Facilities Needs</i>							35,000	2,335,000	2,370,000
<i>Other funding source</i>				10,000				10,000	
<i>Vehicle Replacement Fund</i>				131,000	73,200	134,800	89,200	36,600	464,800
<b>Police Total</b>			141,000	73,200	164,800	124,200	2,371,600	2,874,800	

<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	400,000				600,000
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>			335,000	400,000	400,000	200,000		1,335,000

<i>Storm Fund</i>			335,000	400,000	400,000	200,000		1,335,000
<b>Storm Water Total</b>			335,000	400,000	400,000	200,000		1,335,000

<b>Street Construction</b>								
Bituminous Overlays	STR-14-001	3	160,000	175,000	160,000	160,000	175,000	830,000
Annual Street and Utility	STR-16-001	2	1,688,000	1,500,000	1,514,300	1,531,200	1,500,000	7,733,500
State Aid Streets	STR-17-002	2	650,000	3,700,000	3,050,000	2,150,000	1,750,000	11,300,000
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
Mineral Springs Bridge Evaluation	STR-21-001	2			40,000			40,000
Bridge Street Reconstruction	STR-21-002	2		3,050,000				3,050,000
<b>Street Construction Total</b>			2,498,000	8,550,000	5,164,300	4,141,200	3,825,000	24,178,500

<i>Capital Projects Fund Levy</i>						40,000		40,000	
<i>Debt to be repaid with assessments</i>				677,000	950,000	650,000	850,000	900,000	4,027,000
<i>Debt to be repaid with levy</i>				1,161,000	1,262,500	1,314,300	1,331,200	1,300,000	6,369,000
<i>Federal Highway Funds</i>					1,900,000	1,900,000			3,800,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>General Fund</b>			160,000	175,000	160,000	160,000	175,000	830,000
<b>Other Grant Funds</b>				62,500				62,500
<b>Sewer Fund</b>				250,000				250,000
<b>State Aid</b>			500,000	3,700,000	1,100,000	1,800,000	1,450,000	8,550,000
<b>Storm Fund</b>				250,000				250,000
<b>Street Construction Total</b>			2,498,000	8,550,000	5,164,300	4,141,200	3,825,000	24,178,500

### Street Maintenance

Street Sweeper	ST-13-003	1		150,000			175,000	325,000
Pickup Truck	ST-14-002	2	15,000	30,000	15,000	50,000	20,000	130,000
Front End Loader	ST-14-003	2				175,000		175,000
Snowblower	ST-14-007	1			135,000			135,000
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 Paver	ST-21-001	2			200,000			200,000
Stump Grinder	ST-21-002	2			25,000			25,000
Roof repair	ST-21-003	2			35,000			35,000
City Maintenance Facility	ST-25-001	2	150,000	115,000				265,000
<b>Street Maintenance Total</b>			420,000	406,000	425,000	280,000	416,000	1,947,000

### Building Maintenance Fund

			150,000	115,000	35,000			300,000
<b>Vehicle Replacement Fund</b>			270,000	291,000	390,000	280,000	416,000	1,647,000
<b>Street Maintenance Total</b>			420,000	406,000	425,000	280,000	416,000	1,947,000

### Wastewater Treatment Plant

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
Manure Spreader	WTP-20-002	3		50,000				50,000
Biosolids Truck	WTP-21-001	3			140,000			140,000
Semi Tractor Replacement	WTP-22-002	3				100,000		100,000
<b>Wastewater Treatment Plant Total</b>			512,000	4,550,000	12,685,000	12,600,000	12,500,000	42,847,000

### Sewer Fund

			512,000	4,550,000	12,685,000	12,600,000	12,500,000	42,847,000
<b>Wastewater Treatment Plant Total</b>			512,000	4,550,000	12,685,000	12,600,000	12,500,000	42,847,000

<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>
		<b>Grand Total</b>	6,437,900	16,637,425	25,249,100	18,567,900	21,674,600	88,566,925

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

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

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Tax Levies	9,333,051	9,303,026	9,785,245	9,672,143	5,553,068	10,452,376	10,991,801
	Other Taxes	348,770	342,500	353,476	342,000	171,472	342,000	353,000
	Licenses & Permits	84,113	80,155	80,805	81,875	69,650	80,775	79,925
	Intergovernmental Revenue	4,131,322	4,125,573	4,288,581	4,288,379	2,139,240	4,300,408	4,533,146
	Charges for Services	9	0	558	0	250	0	0
	Fines & Forfeits	106	500	3,000	500	2,850	500	500
	<b>Total Revenues</b>	<b>13,897,371</b>	<b>13,851,754</b>	<b>14,511,665</b>	<b>14,384,897</b>	<b>7,936,530</b>	<b>15,176,059</b>	<b>15,958,372</b>
	PT/Seasonal Wages	67,800	67,800	67,800	67,800	36,300	72,600	72,600
	Benefits	4,721	5,560	4,711	4,711	2,523	4,999	5,050
	<b>PERSONAL SERVICES</b>	<b>72,521</b>	<b>73,360</b>	<b>72,511</b>	<b>72,511</b>	<b>38,823</b>	<b>77,599</b>	<b>77,650</b>
	Supplies	1,061	700	2,185	700	739	700	2,000
	<b>SUPPLIES</b>	<b>1,061</b>	<b>700</b>	<b>2,185</b>	<b>700</b>	<b>739</b>	<b>700</b>	<b>2,000</b>
	Professional Services	3,813	4,000	4,937	6,000	3,085	11,300	9,000
	Communication	519	410	487	410	180	410	490
	Vehicle, Travel & Training	11,308	11,000	10,222	10,000	4,662	10,000	10,400
	Advertising & Promotion	12,867	15,000	5,910	15,000	3,590	14,000	13,000
	Memberships & Subscriptions	67,743	72,000	68,860	74,000	47,896	76,000	78,000
	Insurance	40,110	51,695	30,195	51,395	8,631	52,280	52,370
	Other Services & Charges	47,291	74,366	58,699	175,366	33,451	124,311	108,866
	Refunds & Reimbursements	0	0	1,000	0	0	0	0
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>183,651</b>	<b>228,471</b>	<b>180,310</b>	<b>332,171</b>	<b>101,495</b>	<b>288,301</b>	<b>272,126</b>
	TRANSFERS OUT	0	0	0	0	0	0	200,000
	<b>Total Expenditures</b>	<b>257,233</b>	<b>302,531</b>	<b>255,006</b>	<b>405,382</b>	<b>141,057</b>	<b>366,600</b>	<b>551,776</b>
	<b>Net Revenue</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>14,256,659</b>	<b>13,979,515</b>	<b>7,795,473</b>	<b>14,809,459</b>	<b>15,406,596</b>
	<b>Total for PROG 100: MAYOR &amp; COUNCIL</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>14,256,659</b>	<b>13,979,515</b>	<b>7,795,473</b>	<b>14,809,459</b>	<b>15,406,596</b>
	<b>Total for DEPT 010: MAYOR &amp; COUNCIL</b>	<b>13,640,138</b>	<b>13,549,223</b>	<b>14,256,659</b>	<b>13,979,515</b>	<b>7,795,473</b>	<b>14,809,459</b>	<b>15,406,596</b>

DEPT 051: ADMINISTRATIVE SERVICES  
 PROG 110: ADMINISTRATIVE SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	2,203	1,000	969	1,000	850	1,000	1,000
	Interest on Investments	95,148	90,000	150,034	90,000	66,983	98,000	110,000
	Total Revenues	97,351	91,000	151,003	91,000	67,833	99,000	111,000
	FT Wages	281,592	268,738	192,980	187,454	100,952	199,551	209,746
	PT/Seasonal Wages	20,924	24,926	0	1,500	0	1,500	1,500
	Benefits	95,697	93,355	54,809	53,089	29,457	57,232	62,756
	PERSONAL SERVICES	398,213	387,019	247,789	242,043	130,409	258,283	274,002
	Supplies	2,605	2,500	1,006	1,250	317	1,250	1,250
	Small Tools & Equipment	190	500	4,366	5,000	0	300	300
	SUPPLIES	2,795	3,000	5,372	6,250	317	1,550	1,550
	Professional Services	54,175	24,000	0	0	680	0	0
	Communication	2,169	1,950	1,312	1,200	596	1,200	1,400
	Vehicle, Travel & Training	13,387	14,520	11,682	9,340	6,150	10,540	12,500
	Advertising & Promotion	327	200	63	300	1,130	300	300
	Memberships & Subscriptions	1,770	2,000	1,706	1,600	171	1,600	1,700
	Insurance	5,085	5,085	4,185	4,185	3,420	6,840	7,110
	Repairs	11,110	10,000	310	310	0	310	310
	OTHER SERVICES & CHARGES	88,023	57,755	19,258	16,935	12,147	20,790	23,320
	Total Expenditures	489,031	447,774	272,419	265,228	142,873	280,623	298,872
	Net Revenue	(391,680)	(356,774)	(121,416)	(174,228)	(75,040)	(181,623)	(187,872)
	Total for PROG 110: ADMINISTRATIVE SERVICES	(391,680)	(356,774)	(121,416)	(174,228)	(75,040)	(181,623)	(187,872)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Administration 051-110**

**2019 Accomplishments**

- Updated three-year strategic plan and a ten year major facility needs plan.
- Projects completed utilizing building maintenance funds
- Held joint workshop with City, County, School and OPU provided key updates and joint collaboration information
- Guided staff in implementation of strategic plan
- Developed 2020 budget consistent with council priorities including targeted spending of additional LGA funds
- Utilizing website for project updates, notification
- Public access channel providing original videos on city projects, programs
- Retained Fitch group to complete fire department analysis
- Began promotion phase of 2020 census
- Council chamber remodeling plans considered
- Assisted with major community development projects
- Retained city Aa2 bond rating
- Continued lobbying efforts for Highway 14
- Review and update of various city policies
- Continued staff development, executive leadership training, city clerk training
- Assisted with major community development projects
- Assisted with community outreach and education regarding racial bias

**2020 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.
- implementation 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.

PROG 115: HUMAN RESOURCES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	FT Wages	0	0	97,366	93,776	64,397	100,159	167,521
	PT/Seasonal Wages	0	0	22,429	24,567	5,160	26,240	8,548
	OT/Holiday/Other	0	0	0	0	21	0	0
	Benefits	0	0	46,582	44,364	23,357	57,094	66,573
	PERSONAL SERVICES	0	0	166,377	162,707	92,935	183,493	242,642
	Supplies	0	0	931	1,250	52	1,250	1,250
	Small Tools & Equipment	0	0	448	500	0	0	0
	SUPPLIES	0	0	1,379	1,750	52	1,250	1,250
	Professional Services	0	0	11,412	20,000	14,543	20,000	20,000
	Communication	0	0	805	1,200	450	1,200	1,000
	Vehicle, Travel & Training	0	0	8,517	12,400	3,784	11,200	11,200
	Memberships & Subscriptions	0	0	394	400	215	600	600
	Repairs	0	0	6,264	5,710	887	6,193	6,561
	Other Services & Charges	0	0	56,110	54,000	18,356	45,000	45,000
	OTHER SERVICES & CHARGES	0	0	83,502	93,710	38,235	84,193	84,361
	Total Expenditures	0	0	251,258	258,167	131,222	268,936	328,253
	Net Revenue	0	0	(251,258)	(258,167)	(131,222)	(268,936)	(328,253)
	Total for PROG 115: HUMAN RESOURCES	0	0	(251,258)	(258,167)	(131,222)	(268,936)	(328,253)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Human Resources 051-115**

**2019 Accomplishments**

- \*Development and implementation of UltiPro payroll system
- \*RFP Health, Life, and Long Term Disability
- \*Develop and implement online benefit enrollment
- \*Lean process with seasonal/temporary hiring process
- \*Leadership training opportunities provided to staff
- \*Continued work on Laserfische/document management system
- \*City employee appreciation events
- \*Oversaw and established the recruitment of hiring 12 regular full-time and part-time staff

**2020 Goals**

- \*City wide employee training – HR Topic
- \*Survey employees for future growth and development opportunities
- \*City employee appreciation events
- \*Provide employees leadership development opportunities
- \*Explore Online Performance Evaluation

PROG 120: ELECTIONS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	4,394	8,000	13,997	18,000	4,573	8,400	18,500
	Total Revenues	4,394	8,000	13,997	18,000	4,573	8,400	18,500
	FT Wages	71	5,859	4,876	6,130	565	6,532	6,870
	PT/Seasonal Wages	0	0	20,498	26,500	0	0	26,500
	Benefits	10	1,198	721	1,241	103	1,304	1,359
	PERSONAL SERVICES	81	7,057	26,095	33,871	668	7,836	34,729
	Supplies	0	0	1,776	80	0	0	0
	SUPPLIES	0	0	1,776	80	0	0	0
	Communication	0	0	123	5	0	0	0
	Advertising & Promotion	0	0	300	125	0	0	0
	Other Services & Charges	8,787	9,000	2,242	9,000	9,146	9,000	9,000
	OTHER SERVICES & CHARGES	8,787	9,000	2,665	9,130	9,146	9,000	9,000
	Total Expenditures	8,868	16,057	30,536	43,081	9,814	16,836	43,729
	Net Revenue	(4,474)	(8,057)	(16,539)	(25,081)	(5,241)	(8,436)	(25,229)
	Total for PROG 120: ELECTIONS	(4,474)	(8,057)	(16,539)	(25,081)	(5,241)	(8,436)	(25,229)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Elections 051-120**

**2019 accomplishments**

non-election year  
Review and update polling sites

**2020 Goals**

Continue training of judges and staff  
Recruit additional replacement judges

PROG 130: FINANCE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	11,720	9,750	9,977	10,000	4,427	10,000	10,000
	Transfers	62,521	59,500	46,551	54,500	13,500	57,000	59,500
	Total Revenues	74,241	69,250	56,528	64,500	17,927	67,000	69,500
	FT Wages	238,782	239,824	264,136	244,603	124,328	250,460	261,979
	PT/Seasonal Wages	17,165	18,112	19,899	18,989	13,011	25,346	21,371
	OT/Holiday/Other	0	1,000	13,122	1,000	0	1,000	1,000
	Benefits	87,993	92,288	80,684	82,541	39,500	80,917	83,765
	PERSONAL SERVICES	343,940	351,224	377,841	347,133	176,839	357,723	368,115
	Supplies	6,681	7,500	6,184	8,000	758	8,000	8,000
	Small Tools & Equipment	1,387	750	744	750	385	750	750
	SUPPLIES	8,068	8,250	6,928	8,750	1,143	8,750	8,750
	Professional Services	33,550	31,000	28,061	41,000	29,950	35,000	35,000
	Communication	1,716	2,000	2,347	2,000	1,098	2,000	2,360
	Vehicle, Travel & Training	5,781	6,400	4,871	7,400	2,064	7,500	7,600
	Advertising & Promotion	68	0	114	0	0	0	0
	Printing	416	500	395	500	402	500	500
	Memberships & Subscriptions	1,237	1,250	775	1,250	410	1,250	1,250
	Insurance	2,825	2,825	2,325	2,325	1,900	3,800	3,950
	Repairs	34,531	33,250	37,647	33,600	26,474	26,000	28,000
	Other Services & Charges	0	2,500	55,210	45,000	19,106	45,000	45,000
	OTHER SERVICES & CHARGES	80,124	79,725	131,745	133,075	81,404	121,050	123,660
	Total Expenditures	432,132	439,199	516,514	488,958	259,386	487,523	500,525
	Net Revenue	(357,891)	(369,949)	(459,986)	(424,458)	(241,459)	(420,523)	(431,025)
	Total for PROG 130: FINANCE	(357,891)	(369,949)	(459,986)	(424,458)	(241,459)	(420,523)	(431,025)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Finance 051-130**

**2019 Accomplishments**

- Received the City's 8th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2018 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.
- Ensured departments VRF plans coincided with the five year capital improvement plan and were viable plans.
- 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.

**2020 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.
- Current documents are stored in Laserfiche, but historical records need to be added still.
- Serve as a resource for other departments.
- Implement online payment options for other departments through our website.

PROG 140: TECHNOLOGY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	FT Wages	229,442	229,616	240,011	239,159	124,875	252,842	263,330
	PT/Seasonal Wages	0	0	0	0	0	0	14,467
	OT/Holiday/Other	1,567	2,000	1,082	2,000	1,070	2,000	2,000
	Benefits	86,459	87,969	89,948	89,429	46,715	95,931	102,333
	PERSONAL SERVICES	317,468	319,585	331,041	330,588	172,660	350,773	382,130
	Supplies	639	1,000	658	550	359	550	550
	Repair Supplies	0	0	250	1,000	25	1,000	1,000
	Small Tools & Equipment	67,432	56,500	52,277	56,000	441	75,800	75,800
	SUPPLIES	68,071	57,500	53,185	57,550	825	77,350	77,350
	Professional Services	0	0	0	0	0	0	10,000
	Communication	10,472	11,000	11,793	17,000	5,409	11,000	12,000
	Transportation (VRF)	3,360	3,360	12,000	6,000	3,000	6,000	7,000
	Vehicle, Travel & Training	3,387	5,540	4,077	6,540	2,042	6,540	7,140
	Insurance	1,695	1,695	1,395	1,395	1,140	2,280	2,370
	Repairs	78,021	78,000	68,493	78,000	91,525	106,000	125,142
	Rents/Leases	0	0	0	0	5,730	11,500	11,500
	Other Services & Charges	31,340	36,500	24,045	25,500	45	10,500	500
	OTHER SERVICES & CHARGES	128,275	136,095	121,803	134,435	108,891	153,820	175,652
	Total Expenditures	513,814	513,180	506,029	522,573	282,376	581,943	635,132
	Net Revenue	(513,814)	(513,180)	(506,029)	(522,573)	(282,376)	(581,943)	(635,132)
	Total for PROG 140: TECHNOLOGY	(513,814)	(513,180)	(506,029)	(522,573)	(282,376)	(581,943)	(635,132)
	Total for DEPT 051: ADMINISTRATIVE SERVICES	(1,267,859)	(1,247,960)	(1,355,228)	(1,404,507)	(735,338)	(1,461,461)	(1,607,511)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**General Government - Administrative Services**  
**Technology Coordinator 051-140**

**2019 Accomplishments**

Formed a website user group to improve the quality and usage of the website

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

**2020 Goals**

Help form an Administrative Assistant user group

Continue Disaster recovery planning - Documenting the process

Expand the use of Laserfiche document management software

DEPT 060: CITY ATTORNEYS  
 PROG 150: CITY ATTORNEYS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Benefits	5,269	6,539	5,529	6,539	2,892	7,051	6,131
	PERSONAL SERVICES	5,269	6,539	5,529	6,539	2,892	7,051	6,131
	Supplies	0	1,500	285	1,500	0	500	500
	SUPPLIES	0	1,500	285	1,500	0	500	500
	Professional Services	230,611	233,810	229,509	239,000	116,744	241,350	246,475
	Communication	401	0	207	200	0	200	0
	Vehicle, Travel & Training	0	0	365	0	0	0	0
	Memberships & Subscriptions	3,199	3,500	4,463	3,500	1,902	3,500	4,500
	OTHER SERVICES & CHARGES	234,211	237,310	234,544	242,700	118,646	245,050	250,975
	Total Expenditures	239,480	245,349	240,358	250,739	121,538	252,601	257,606
	Net Revenue	(239,480)	(245,349)	(240,358)	(250,739)	(121,538)	(252,601)	(257,606)
	Total for PROG 150: CITY ATTORNEYS	(239,480)	(245,349)	(240,358)	(250,739)	(121,538)	(252,601)	(257,606)
	Total for DEPT 060: CITY ATTORNEYS	(239,480)	(245,349)	(240,358)	(250,739)	(121,538)	(252,601)	(257,606)

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DEPT 110: POLICE

PROG 200: POLICE DEPARTMENT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	24,065	21,150	23,599	22,500	0	22,500	23,500
	Charges for Services	5,049	1,140	914	4,400	3,583	1,000	3,700
	Total Revenues	29,114	22,290	24,513	26,900	3,583	23,500	27,200
	FT Wages	357,776	357,495	374,816	373,647	195,914	397,649	415,526
	OT/Holiday/Other	78	0	0	0	517	0	0
	Benefits	99,022	99,350	103,443	102,370	54,971	111,293	120,574
	PERSONAL SERVICES	456,876	456,845	478,259	476,017	251,402	508,942	536,100
	Vehicle, Travel & Training	0	0	56	0	0	0	0
	Insurance	2,460	2,460	2,055	2,055	1,855	3,710	4,115
	Other Services & Charges	0	0	0	0	857	0	1,000
	OTHER SERVICES & CHARGES	2,460	2,460	2,111	2,055	2,712	3,710	5,115
	Total Expenditures	459,336	459,305	480,370	478,072	254,114	512,652	541,215
	Net Revenue	(430,222)	(437,015)	(455,857)	(451,172)	(250,531)	(489,152)	(514,015)
	Total for PROG 200: POLICE DEPARTMENT	(430,222)	(437,015)	(455,857)	(451,172)	(250,531)	(489,152)	(514,015)

## CITY OF OWATONNA 2020 PROGRAM BUDGETS

### Public Safety - Police Administration 110-200

#### 2019 Accomplishments

- Conducted digital imaging of documents with indexing, character recognition, and other search modes consistent with needed business processes within the Records Clerk division.
- Improved communication methods and delivery systems that convey the intent and focus on the timely delivery of messages to the intended audiences. New website.
- Added additional FTE police officer to fill gap of service months.
- Used forfeiture funds to enhance operations
- Maintained a crime rate that is lower than the state average amongst our population category (25,000-49,999).
- Participated in the 4th Annual Promoting Peace Conference
- Moonlighter's Exchange Club presented the 5th Annual Police Officer of the Year.
- Monitored compliance with financial management policies.
- Researched Body Worn Cameras (BWC).
- Participated in over 100 community engagements.
- Purchased land for future parking lot, new law enforcement center or future development.
- Christened a new fitness center and breakroom for staff wellness.
- Partnered with the Chamber of Commerce for Owatonna Community Leadership Academy.
- Recognized staff during swearing-in and commendation ceremonies.
- Implemented IPAWS
- Recognized staff during the "Employee Appreciation Night."
- Implemented an Organizational Improvement Team (OIT).
- The Owatonna Police patch was highlighted in "Patch Call" in the FBI Law Enforcement Bulletin.

#### 2020 Goals

- Implement Body Worn Cameras (BWC).
- Use the Organizational Improvement Team to focus on internal and external problems that prevent public safety professionals from providing high quality service to our community.
- Focus on mandatory training with focus on crisis communication, mental health, and de-escalation.
- Maintain effective and efficient staffing levels
- Maintain a crime rate that is lower than the state average amongst our population category (25,000-49,999).
- Share experiences and develop relationships with the youth in the Owatonna School District.

PROG 210: PATROL SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	234,041	213,630	257,993	227,130	4,405	236,130	257,300
	Charges for Services	8,790	8,000	6,265	10,200	1,660	4,000	6,200
	Fines & Forfeits	145,504	139,900	142,624	142,400	82,146	167,400	171,300
	Total Revenues	388,335	361,530	406,882	379,730	88,211	407,530	434,800
	FT Wages	1,643,619	1,679,599	1,708,586	1,734,213	918,209	1,819,274	1,900,113
	OT/Holiday/Other	198,597	214,685	234,987	214,685	99,371	214,685	227,685
	Benefits	671,168	669,413	698,463	688,152	345,770	749,886	771,508
	PERSONAL SERVICES	2,513,384	2,563,697	2,642,036	2,637,050	1,363,350	2,783,845	2,899,306
	Supplies	1,663	1,700	(63)	3,500	0	3,500	3,500
	SUPPLIES	1,663	1,700	(63)	3,500	0	3,500	3,500
	Professional Services	0	1,000	0	1,000	0	0	0
	Vehicle, Travel & Training	0	0	1,267	0	0	0	0
	Insurance	35,098	34,440	28,770	28,770	25,970	51,940	57,610
	OTHER SERVICES & CHARGES	35,098	35,440	30,037	29,770	25,970	51,940	57,610
	CAPITAL OUTLAY	0	0	58,923	0	0	0	0
	Total Expenditures	2,550,145	2,600,837	2,730,933	2,670,320	1,389,320	2,839,285	2,960,416
	Net Revenue	(2,161,810)	(2,239,307)	(2,324,051)	(2,290,590)	(1,301,109)	(2,431,755)	(2,525,616)
	Total for PROG 210: PATROL SERVICES	(2,161,810)	(2,239,307)	(2,324,051)	(2,290,590)	(1,301,109)	(2,431,755)	(2,525,616)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Public Safety - Police**  
**Patrol Services 110-210**

**2019 Accomplishments**

- Significant efforts were directed towards traffic enforcement. Officers conducted 5,103 traffic stops.
- Continue to revisit the interactions with the City of Owatonna Landlord Association (COLA)
- Partnered with McKinley School over the lunch hour to have lunch with students.
- Hired 2 licensed police officers and 2 community service officers in FY2018
  
- Emphasis placed on home / curfew visits for offenders in the Drug Court Program
- Emphasized de-escalation and crisis communication training.
- Participated in Night to Unite. 29 Block Parties & 1,251 Attendees.
- Used LMCIT Patrol Online for OSHA mandated courses, POST board mandated curriculum, and other risk management courses. Expanded on our current training program with micro trainings throughout the year.
  
- Responded to 41,853 events in 2018.
- Crisis Intervention & Mental Illness Crisis Training.
- Conflict Management & Mediation Training.
- Launched our Small Unmanned Aircraft System for police, community development, parks and recreation, street and engineering projects.
  
- Implemented a NARCAN program.
- Started transitioning to a new make and model computer in the squads.
- 61 DWI arrests.
- Issued 5,194 citations and warnings.
- Began to test and evaluate a comprehensive body-worn camera program
  
- Trained and certified two police members as Phlebotomist to streamline the current DWI testing process.

**2020 Goals**

- Purchase a canine. Identify a new handler and provide training for both. Achieve certification(s) that meet community needs.
- Create a social media presence in the community.
  
- Finish roll out of new make and model computers in the marked patrol units.
- Focus on Crisis Intervention & Mental Illness Crisis Training.
  
- Focus on Conflict Management & Mediation Training.
  
- Roll out body-worn camera program.

PROG 220: CRIMINAL INVESTIGATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	190,739	189,985	193,617	196,775	74,767	197,775	200,770
	Charges for Services	33,388	31,000	32,748	20,000	7,707	33,000	33,000
	Total Revenues	224,127	220,985	226,365	216,775	82,474	230,775	233,770
	FT Wages	555,471	545,362	557,006	569,530	234,592	589,267	626,168
	OT/Holiday/Other	52,011	50,000	74,395	50,000	20,900	50,000	50,000
	Benefits	195,127	193,979	177,161	180,278	83,491	207,369	242,475
	PERSONAL SERVICES	802,609	789,341	808,562	799,808	338,983	846,636	918,643
	Professional Services	0	0	240	0	0	0	0
	Vehicle, Travel & Training	0	0	211	0	0	0	0
	Insurance	7,380	7,380	6,165	6,165	5,565	11,130	12,345
	Other Services & Charges	13,930	6,000	1,620	6,000	2,177	6,000	4,500
	OTHER SERVICES & CHARGES	21,310	13,380	8,236	12,165	7,742	17,130	16,845
	Total Expenditures	823,919	802,721	816,798	811,973	346,725	863,766	935,488
	Net Revenue	(599,792)	(581,736)	(590,433)	(595,198)	(264,251)	(632,991)	(701,718)
	Total for PROG 220: CRIMINAL INVESTIGATION	(599,792)	(581,736)	(590,433)	(595,198)	(264,251)	(632,991)	(701,718)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety**

**Criminal Investigation 110-220**

**2019 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.

Partnered with the Owatonna Middle School to create practical crime scenes for students to investigate and process.

- Conducted tobacco compliance checks and witnessed a high success rate of compliance.
- Monitored Predatory Offenders. Experienced a high compliance rate.

**2020 Goals**

- Continue tobacco and alcohol compliance checks.
- Continue to monitor the Predatory Offenders Registry.
- Improve clearance rates
- Research, purchase, and implement True Point 300 Field Data Collection Incident Mapping.
- Increased staffing will allow for more proactive investigations or covert investigation specific to sex trafficking or sexual exploitation
- Stabilize investigator caseloads by broadening investigator expertise through training
- Augment the South Central Drug Investigative Unit in local drug or violent crimes cases
- Increase public speaking engagements to help mitigate cases involving fraud/forgery

PROG 230: SUPPORT SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	FT Wages	6,362	0	32,039	0	23,480	42,135	44,451
	PT/Seasonal Wages	80,886	83,491	52,681	85,128	19,101	58,149	61,373
	OT/Holiday/Other	1,975	2,800	2,480	2,800	1,548	2,800	2,800
	Benefits	65,031	57,533	54,829	66,758	36,174	70,744	67,427
	PERSONAL SERVICES	154,254	143,824	142,029	154,686	80,303	173,828	176,051
	Supplies	84,482	76,900	85,596	93,900	39,743	89,500	84,100
	Repair Supplies	41,571	34,900	46,198	42,000	14,614	44,000	47,000
	Small Tools & Equipment	29,984	20,500	22,843	25,000	21,530	25,000	33,400
	SUPPLIES	156,037	132,300	154,637	160,900	75,887	158,500	164,500
	Professional Services	21,737	20,365	30,062	36,120	32,520	58,000	53,750
	Communication	17,147	20,700	19,459	20,700	7,083	18,200	18,200
	Transportation (VRF)	105,000	105,000	105,000	105,000	53,520	107,040	99,600
	Vehicle, Travel & Training	31,433	38,500	34,495	38,500	16,432	38,500	38,500
	Memberships & Subscriptions	4,952	5,700	14,592	5,700	2,619	8,170	11,000
	Insurance	2,460	2,460	2,055	2,055	1,855	3,710	4,115
	Licenses & Inspections	525	350	1,553	350	815	350	800
	Repairs	23,858	3,500	7,499	3,500	4,623	3,500	7,500
	Other Services & Charges	167	900	5	0	825	0	0
	OTHER SERVICES & CHARGES	207,279	197,475	214,720	211,925	120,292	237,470	233,465
	Total Expenditures	517,570	473,599	511,386	527,511	276,482	569,798	574,016
	Net Revenue	(517,570)	(473,599)	(511,386)	(527,511)	(276,482)	(569,798)	(574,016)
	Total for PROG 230: SUPPORT SERVICES	(517,570)	(473,599)	(511,386)	(527,511)	(276,482)	(569,798)	(574,016)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

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

**2019 Accomplishments**

- Improved upon our Animal Shelter Facebook page (As of 7/25/2018-3,215 likes)
- Developed and fostered private partnerships

**2020 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.
- Focus on a business needs assessment / analysis of animal processes.

PROG 240: COMMUNITY POLICING

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Total for PROG 240: COMMUNITY POLICING		0	0	0	0	0	0	0

## CITY OF OWATONNA 2020 PROGRAM BUDGETS

### Public Safety - Police

#### Community Policing 110-240

#### 2019 Accomplishments

- Participated in Leadership Owatonna
- Reserve Officers volunteered 1,409.25 hours.
- The Chaplains volunteered many, many hours.
- Participated in Toward Zero Deaths traffic Initiatives .
- The Explorer Post #204 went to their second competition. They took 4th place in Domestic Crisis.
- 3rd graders graduated from the Steele County Safety Camp.
- Hosted a Police Citizen's Police Academy.
- Participated in Night to Unit and 17 officers visited 29 registered block parties and an estimated 1,251 community members.
- Participated in Shop with a Cop
- Donated to St. Mary's annual fundraiser.
- Partnered with the High School Student Mentorship Program.

#### 2020 Goals

- 5th 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.

PROG 250: ANIMAL CONTROL

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Fines & Forfeits	2,658	2,500	2,968	2,500	1,496	2,500	2,700
	Total Revenues	2,658	2,500	2,968	2,500	1,496	2,500	2,700
	Supplies	2,032	4,000	613	4,000	53	2,000	2,000
	SUPPLIES	2,032	4,000	613	4,000	53	2,000	2,000
	Professional Services	343	700	225	1,100	0	1,400	1,400
	Other Services & Charges	335	400	335	0	140	150	150
	OTHER SERVICES & CHARGES	678	1,100	560	1,100	140	1,550	1,550
	Total Expenditures	2,710	5,100	1,173	5,100	193	3,550	3,550
	Net Revenue	(52)	(2,600)	1,795	(2,600)	1,303	(1,050)	(850)
	Total for PROG 250: ANIMAL CONTROL	(52)	(2,600)	1,795	(2,600)	1,303	(1,050)	(850)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

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

**2019 Accomplishments**

- Maintained a low cost service model.
- Maintained a low euthanization rate.
- Responded to 1,743 calls for service.

**2020 Goals**

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

PROG 260: LEC OPERATIONS/REC MANAGEMENT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Miscellaneous	14,963	14,891	14,963	14,891	0	14,891	16,458
	Total Revenues	14,963	14,891	14,963	14,891	0	14,891	16,458
	Insurance	2,460	2,460	2,055	2,055	1,855	3,710	4,115
	Other Services & Charges	187,399	228,000	242,061	235,500	60,201	238,000	245,000
	OTHER SERVICES & CHARGES	189,859	230,460	244,116	237,555	62,056	241,710	249,115
	Total Expenditures	189,859	230,460	244,116	237,555	62,056	241,710	249,115
	Net Revenue	(174,896)	(215,569)	(229,153)	(222,664)	(62,056)	(226,819)	(232,657)
	Total for PROG 260: LEC OPERATIONS/REC MGMT	(174,896)	(215,569)	(229,153)	(222,664)	(62,056)	(226,819)	(232,657)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety - Police**

**LEC Operations - 110-260**

**2019 Accomplishments**

- Added a new vending service for employees.
- Designed a new parking lot.
  
- Remove concrete and curbing. Repair base. New bituminous.

**2020 Goals**

- Research surveillance system for exterior of LEC
- Demolish the house located at 211 East Pearl Street, Owatonna, MN for future City expansion.
- Research new hinged gates to secure LEC parking lot.

PROG 270: SCDIU GRANT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	79,946	153,000	50,054	65,000	53,520	65,000	150,000
	Total Revenues	79,946	153,000	50,054	65,000	53,520	65,000	150,000
	Other Services & Charges	79,946	153,000	50,054	65,000	53,520	65,000	150,000
	OTHER SERVICES & CHARGES	79,946	153,000	50,054	65,000	53,520	65,000	150,000
	Total Expenditures	79,946	153,000	50,054	65,000	53,520	65,000	150,000
	Total for PROG 270: SCDIU GRANT	0	0	0	0	0	0	0

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety - Police**

**SCDIU Grant - 110-270**

**2019 Accomplishments**

- The South Central Drug Investigative Unit added personnel.

**2020 Goals**

- Improve collaboration at the State level.
- Focus on large scale drug operations
- Increase grant funding.
- Increase staffing levels.

PROG 280: SCHOOL DISTRICT CSO SERVICE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	136,464	166,006	95,069	164,955	41,370	142,341	0
	Total Revenues	136,464	166,006	95,069	164,955	41,370	142,341	0
	FT Wages	97,543	90,235	61,533	89,720	23,267	80,303	0
	PT/Seasonal Wages	12,309	27,830	14,941	27,562	10,735	28,654	0
	OT/Holiday/Other	1,616	1,200	1,523	1,200	734	1,200	0
	Benefits	25,033	45,740	17,072	45,473	6,634	31,184	0
	PERSONAL SERVICES	136,501	165,005	95,069	163,955	41,370	141,341	0
	Professional Services	0	1,000	0	1,000	0	1,000	0
	OTHER SERVICES & CHARGES	0	1,000	0	1,000	0	1,000	0
	Total Expenditures	136,501	166,005	95,069	164,955	41,370	142,341	0
	Net Revenue	(37)	1	0	0	0	0	0
	Total for PROG 280: SCHOOL DISTRICT CSO SERVICE	(37)	1	0	0	0	0	0
	Total for DEPT 110: POLICE	(3,884,379)	(3,949,825)	(4,109,085)	(4,089,735)	(2,153,126)	(4,351,565)	(4,548,872)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety - Police**

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

**2019 Accomplishments**

- Transitioned services back to the school district.

**2020 Goals**

- N/A

DEPT 120: FIRE

PROG 300: FIRE DEPARTMENT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	2,362	2,000	7,876	2,200	661	2,200	2,500
	Total Revenues	2,362	2,000	7,876	2,200	661	2,200	2,500
	FT Wages	138,371	138,478	145,304	144,854	75,995	154,306	161,494
	OT/Holiday/Other	89	1,000	1,142	1,000	134	1,000	1,000
	Benefits	60,739	61,597	64,268	56,783	28,557	56,639	59,448
	PERSONAL SERVICES	199,199	201,075	210,714	202,637	104,686	211,945	221,942
	Supplies	5,027	5,400	4,040	5,400	1,717	5,400	5,400
	Repair Supplies	8,228	5,600	5,320	5,600	3,219	5,600	5,600
	Small Tools & Equipment	100	363	11,746	14,363	556	763	1,063
	SUPPLIES	13,355	11,363	21,106	25,363	5,492	11,763	12,063
	Professional Services	3,367	1,500	1,200	2,400	0	52,400	2,400
	Communication	1,162	2,247	1,168	1,900	420	1,900	1,900
	Transportation (VRF)	4,200	4,200	4,200	4,200	2,100	4,200	4,200
	Vehicle, Travel & Training	707	3,000	330	3,000	1,961	3,000	3,000
	Advertising & Promotion	2,413	2,100	758	2,100	48	2,100	2,100
	Memberships & Subscriptions	50	585	1,248	585	175	2,546	2,546
	Insurance	1,365	1,365	1,140	1,140	1,100	1,500	1,590
	Repairs	9,058	7,030	6,378	6,335	9,992	7,870	9,405
	Other Services & Charges	796	700	635	900	332	900	900
	OTHER SERVICES & CHARGES	23,118	22,727	17,057	22,560	16,128	76,416	28,041
	Total Expenditures	235,672	235,165	248,877	250,560	126,306	300,124	262,046
	Net Revenue	(233,310)	(233,165)	(241,001)	(248,360)	(125,645)	(297,924)	(259,546)
	Total for PROG 300: FIRE DEPARTMENT	(233,310)	(233,165)	(241,001)	(248,360)	(125,645)	(297,924)	(259,546)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety - Fire**

**Administration 120-300**

**2019 Accomplishments**

- Fire Department Staffing and Response Time Study In-Progress
- Implemented a new program for annual firefighter medical evaluations.
- Implemented new firefighter training for new firefighters.
- Identify new ways for recruitment and retention. (In-Progress)
- New Mutual Aid Agreements with neighboring departments.

**2020 Goals**

- Implement new strategies from the Fire Department Study
- Identify new strategies to reduce response times to emergency calls.
- Implement Laserfische storage of all fire department documents
- Complete Mutual Aid Agreements with neighboring departments
- Update Fire Department Policies and Procedures

PROG 310: INSPECTION SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	14,332	13,000	16,112	13,200	6,512	14,200	14,200
	Charges for Services	17,703	22,250	22,584	24,250	4,177	20,250	20,250
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	54,035	57,250	60,696	59,450	21,709	56,450	56,450
	PT/Seasonal Wages	5,598	4,426	5,892	6,000	2,254	6,000	7,250
	Benefits	455	361	479	938	183	938	594
	PERSONAL SERVICES	6,053	4,787	6,371	6,938	2,437	6,938	7,844
	Supplies	559	1,400	613	1,400	51	1,400	1,400
	Small Tools & Equipment	0	1,300	(331)	1,300	0	550	550
	SUPPLIES	559	2,700	282	2,700	51	1,950	1,950
	Professional Services	0	6,000	563	6,000	0	6,000	6,000
	Communication	1,145	2,380	804	980	348	980	980
	Vehicle, Travel & Training	460	1,500	425	1,500	0	1,500	1,500
	Memberships & Subscriptions	1,346	900	1,346	900	1,346	900	900
	Insurance	2,275	2,275	1,900	1,900	1,250	2,500	2,650
	Repairs	155	0	0	0	0	0	0
	Other Services & Charges	3,516	4,000	2,525	4,000	0	4,000	4,000
	OTHER SERVICES & CHARGES	8,897	17,055	7,563	15,280	2,944	15,880	16,030
	Total Expenditures	15,509	24,542	14,216	24,918	5,432	24,768	25,824
	Net Revenue	38,526	32,708	46,480	34,532	16,277	31,682	30,626
	Total for PROG 310: INSPECTION SERVICES	38,526	32,708	46,480	34,532	16,277	31,682	30,626

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety - Fire**

**Inspection 120-310**

**2019 Accomplishments**

- Provided access to other organizations to inspection records
- Fire Marshal Succession Plan and Training (In-Progress)
- Developed a broader base of knowledge with different specific codes
- Fire Inspector I Certification (In-Progress)
- Fire Plan Review Training and Certification (In-Progress)
- Started implementation of Ipads for Code Enforcement (In-Progress)

**2020 Goals**

- Start Cycle with Occupancy Type Fire Code Inspections.
- Convert paper forms to digital format for Ipad
- Adopt the 2019 ICC Property Maintenance Code
- Propose a new business registration program.
- Online Fire Protection Systems Reporting Program
- Abandoned Property Response Guideline

PROG 320: PUBLIC EDUCATION SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	350	0	0	0	0	0	0
	Total Revenues	350	0	0	0	0	0	0
	Supplies	1,926	2,600	1,503	2,600	336	2,600	2,600
	Repair Supplies	1,019	1,000	1,000	1,000	167	1,000	1,000
	Small Tools & Equipment	0	1,200	0	1,200	0	0	0
	SUPPLIES	2,945	4,800	2,503	4,800	503	3,600	3,600
	Communication	1,218	1,200	1,649	1,200	413	1,200	1,200
	Vehicle, Travel & Training	374	1,000	0	1,000	0	1,000	1,000
	Insurance	910	910	760	760	500	1,000	1,060
	OTHER SERVICES & CHARGES	2,502	3,110	2,409	2,960	913	3,200	3,260
	Total Expenditures	5,447	7,910	4,912	7,760	1,416	6,800	6,860
	Net Revenue	(5,097)	(7,910)	(4,912)	(7,760)	(1,416)	(6,800)	(6,860)
	Total for PROG 320: PUBLIC EDUCATION SERVICES	(5,097)	(7,910)	(4,912)	(7,760)	(1,416)	(6,800)	(6,860)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety - Fire**

**Public Education 120-320**

**2019 Accomplishments**

- Provided numerous Fire Safety Education opportunities for kids
- Establish Fire Explorer Program (In-Progress)
- New smoke detector program with Red Cross and Federated Insurance
- Implemented new plan to update Facebook and Twitter accounts

**2020 Goals**

- Provide site for the public to get disaster information on our website.
- Establish written guidelines for Public Education program.
- Create a Citizen Academy for the Fire Department
- Create new interactive online public education programs on the website.
- Provided Safety programs to different cultural groups

PROG 330: EMERGENCY RESPONSE SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	188,126	151,200	178,496	151,200	10,874	161,200	174,000
	Charges for Services	107,233	103,000	110,417	103,000	55,552	108,500	110,968
	Miscellaneous	315	0	633	0	344	0	0
	Total Revenues	295,674	254,200	289,546	254,200	66,770	269,700	284,968
	FT Wages	530,274	509,655	517,113	529,842	293,553	545,735	549,884
	PT/Seasonal Wages	72,056	70,000	77,983	70,000	44,447	72,000	72,000
	OT/Holiday/Other	93,691	80,000	88,861	80,000	79,836	95,000	95,000
	Benefits	400,962	409,184	419,828	401,067	145,033	431,350	448,958
	PERSONAL SERVICES	1,096,983	1,068,839	1,103,785	1,080,909	562,869	1,144,085	1,165,842
	Supplies	15,188	22,229	12,357	19,325	5,582	37,105	28,075
	Repair Supplies	8,794	8,700	14,118	10,675	3,734	10,675	9,375
	Small Tools & Equipment	82,591	87,030	31,258	49,030	11,875	30,530	53,530
	SUPPLIES	106,573	117,959	57,733	79,030	21,191	78,310	90,980
	Professional Services	13,959	13,750	12,200	13,750	4,236	13,750	13,750
	Communication	2,320	815	4,326	815	1,778	815	815
	Transportation (VRF)	135,800	135,800	137,000	137,000	70,920	141,840	151,800
	Vehicle, Travel & Training	15,039	9,500	7,301	9,500	2,105	9,500	9,500
	Memberships & Subscriptions	845	1,000	545	1,000	50	1,000	1,000
	Insurance	3,640	3,640	3,040	3,040	2,000	4,000	4,240
	Licenses & Inspections	675	750	425	750	100	750	750
	Repairs	10,108	9,227	15,801	9,227	1,087	9,227	9,227
	Other Services & Charges	3,156	7,300	3,156	1,000	0	3,000	6,995
	OTHER SERVICES & CHARGES	185,542	181,782	183,794	176,082	82,276	183,882	198,077
	Total Expenditures	1,389,098	1,368,580	1,345,312	1,336,021	666,336	1,406,277	1,454,899
	Net Revenue	(1,093,424)	(1,114,380)	(1,055,766)	(1,081,821)	(599,566)	(1,136,577)	(1,169,931)
	Total for PROG 330: EMERGENCY RESPONSE SERVICES	(1,093,424)	(1,114,380)	(1,055,766)	(1,081,821)	(599,566)	(1,136,577)	(1,169,931)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Safety - Fire**

**Emergency Response 120-330**

**2019 Accomplishments**

- Full Time Career Development Plan (Certification & Skills) Fire Officer
- Succession Plan implementation for new officers and firefighters
- Coordinated Mutual Aid Rapid Intervention Team concept
- Coordinated firefighter down radio response plan with dispatch
- Implemented new fire department operational crosswalks

**2020 Goals**

- Replace VHF paging with 800 MHZ pagers. (In Progress)
- MN Fire Apparatus Operator Certification (In Progress)
- Implement a duty shift program for paid on call firefighters.
- implement new operational standard operating procedures (In Progress)
- National Incident Management System Training ICS 100, 200, 300, 400
- Firefighter Performance Based training and evaluation (On-Going)

PROG 340: SAFETY SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Supplies	355	739	152	739	0	739	739
	Repair Supplies	62	1,453	134	1,453	1	253	253
	Small Tools & Equipment	6,821	6,954	6,601	6,954	5,120	6,954	9,204
	SUPPLIES	7,238	9,146	6,887	9,146	5,121	7,946	10,196
	Professional Services	1,752	3,650	3,180	3,000	714	4,000	14,000
	Communication	5,841	3,798	2,798	3,198	560	3,198	3,198
	Vehicle, Travel & Training	0	57	30	57	15	0	0
	Memberships & Subscriptions	135	464	0	464	143	200	200
	Insurance	910	910	760	760	500	1,000	1,060
	OTHER SERVICES & CHARGES	8,638	8,879	6,768	7,479	1,932	8,398	18,458
	Total Expenditures	15,876	18,025	13,655	16,625	7,053	16,344	28,654
	Net Revenue	(15,876)	(18,025)	(13,655)	(16,625)	(7,053)	(16,344)	(28,654)
	Total for PROG 340: SAFETY SERVICES	(15,876)	(18,025)	(13,655)	(16,625)	(7,053)	(16,344)	(28,654)
	Total for DEPT 120: FIRE	(1,309,181)	(1,340,772)	(1,268,854)	(1,320,034)	(717,403)	(1,425,963)	(1,434,365)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

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

**2019 Accomplishments**

- Provided Elected Officials Roles and Responsibility disaster training.
- Continued Work Site Safety Evaluations with Safety Committee
- Updated Respiratory Protection Program (OSHA)
- Provide emergency management updates on social media sites.
- Emergency Management Disaster Assistance Programs.

**2020 Goals**

- Improve individual training compliance for all employees
- Implement Engineering, and control measures into safety program
- Provide new safety policies, procedures and guidelines for supervisors
- Functional Disaster Drill
- Increase registration with the Everbridge Emergency Warning System.

DEPT 140: BUILDING INSPECTION

PROG 380: BUILDING INSPECTION DEPARTMENT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	330,946	267,600	334,022	286,000	102,449	296,000	301,000
	Charges for Services	73,229	80,400	119,494	80,300	32,774	85,300	85,300
	Total Revenues	404,175	348,000	453,516	366,300	135,223	381,300	386,300
	FT Wages	306,057	279,869	295,683	291,769	152,767	309,156	296,462
	OT/Holiday/Other	3,099	3,135	3,271	3,247	3,078	3,416	0
	Benefits	87,300	83,398	86,604	85,237	42,110	86,768	97,948
	PERSONAL SERVICES	396,456	366,402	385,558	380,253	197,955	399,340	394,410
	Supplies	11,390	6,000	9,307	5,500	1,816	5,500	6,000
	Repair Supplies	75	0	889	200	205	200	200
	Small Tools & Equipment	3,665	1,950	192	3,150	4,065	2,150	3,000
	SUPPLIES	15,130	7,950	10,388	8,850	6,086	7,850	9,200
	Professional Services	585	0	194	0	202	0	0
	Communication	2,077	2,900	1,627	2,400	435	2,200	1,700
	Transportation (VRF)	4,800	4,800	6,600	6,600	3,510	7,020	7,020
	Vehicle, Travel & Training	4,667	2,800	2,731	2,800	421	3,800	3,300
	Memberships & Subscriptions	455	1,000	455	500	120	500	500
	Insurance	1,500	1,500	1,200	1,200	1,150	2,300	2,400
	Licenses & Inspections	160	350	97	350	0	200	200
	Repairs	15,379	14,500	3,028	6,200	675	6,200	3,650
	OTHER SERVICES & CHARGES	29,623	27,850	15,932	20,050	6,513	22,220	18,770
	Total Expenditures	441,209	402,202	411,878	409,153	210,554	429,410	422,380
	Net Revenue	(37,034)	(54,202)	41,638	(42,853)	(75,331)	(48,110)	(36,080)
	Total for PROG 380: BUILDING INSPECTION DEPT	(37,034)	(54,202)	41,638	(42,853)	(75,331)	(48,110)	(36,080)
	Total for DEPT 140: BUILDING INSPECTION	(37,034)	(54,202)	41,638	(42,853)	(75,331)	(48,110)	(36,080)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Public Safety - Building Inspection**  
**Building Inspection 140-380**

**2019 Accomplishments**

Created links within the information on web page  
Continue to cross train residential and commercial inspections.  
Starting to try more in-field inspections with the use of an I-Pad

Reduced repetitive commercial plan submittal packed information requirements  
Performed employee performance reviews.  
Started attending fire department staff meetings to help new staff with training and determine how we can be more proactive to situations we encounter

**2020 Goals**

Continue to find ways to reduce plan review times.  
Turn all of our submittal forms into fillable forms online  
Work on recreating and updating informational handouts to meet the new codes being adopted in 2020  
Establish files in laserfiche and scan all documents as they are approved.  
Define the Commercial plan routing process with other departments.  
Expand electronic plan reviews.  
Have new Administrative Technician evaluate current procedures to find more efficient work flows and processes

DEPT 150: PLANNING & ZONING

PROG 390: PLANNING & ZONING DEPARTMENT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	1,405	500	1,300	1,000	650	1,000	1,000
	Charges for Services	17,803	14,100	19,772	15,100	3,376	16,500	16,500
	Total Revenues	19,208	14,600	21,072	16,100	4,026	17,500	17,500
	FT Wages	112,004	114,174	107,434	103,413	55,678	111,574	103,341
	PT/Seasonal Wages	0	0	0	0	0	0	25,629
	OT/Holiday/Other	0	0	84	0	31	0	0
	Benefits	34,410	34,972	32,887	30,558	17,820	32,966	34,281
	PERSONAL SERVICES	146,414	149,146	140,405	133,971	73,529	144,540	163,251
	Supplies	1,428	1,000	1,153	1,000	487	1,000	1,000
	Small Tools & Equipment	0	500	0	1,500	2,203	2,000	500
	SUPPLIES	1,428	1,500	1,153	2,500	2,690	3,000	1,500
	Professional Services	0	1,400	408	1,400	0	1,000	1,000
	Communication	1,686	1,500	1,814	1,500	766	1,500	1,700
	Vehicle, Travel & Training	846	2,000	954	2,000	376	2,000	2,000
	Advertising & Promotion	3,948	2,000	5,225	2,000	450	2,000	2,000
	Memberships & Subscriptions	803	1,000	1,043	1,000	20	1,000	1,000
	Insurance	1,800	1,800	1,600	1,600	1,300	2,600	2,500
	Repairs	465	0	465	500	0	500	500
	OTHER SERVICES & CHARGES	9,548	9,700	11,509	10,000	2,912	10,600	10,700
	Total Expenditures	157,390	160,346	153,067	146,471	79,131	158,140	175,451
	Net Revenue	(138,182)	(145,746)	(131,995)	(130,371)	(75,105)	(140,640)	(157,951)
	Total for PROG 390: PLANNING & ZONING DEPT	(138,182)	(145,746)	(131,995)	(130,371)	(75,105)	(140,640)	(157,951)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Planning and Zoning**

**Planning and Zoning 150-390**

**2019 Accomplishments**

- Amended the Zoning Ordinance regarding Accessory Dwelling Units and the Bulk Density requirements in the B-2 District
- Continue to work with Steele County on the redevelopment of the former Highway Dept Site including demolition of buildings
- Continued Flood mitigation efforts
- Identified potential redevelopment areas for commercial and high density residential uses.
- Annexed 173 acres of land
- Platted 2600 feet of new street

**2020 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
- Continue back scanning of case files into Laserfiche

PROG 395: G I S PROGRAMS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Transfers	37,500	37,500	63,000	63,000	28,760	57,500	71,700
	Total Revenues	37,500	37,500	63,000	63,000	28,760	57,500	71,700
	FT Wages	70,040	70,099	73,663	73,445	38,577	78,386	82,559
	Benefits	22,758	28,202	14,250	14,320	7,454	15,099	15,775
	PERSONAL SERVICES	92,798	98,301	87,913	87,765	46,031	93,485	98,334
	Supplies	214	500	7	500	18	250	250
	Repair Supplies	0	500	0	500	0	250	250
	Small Tools & Equipment	2,482	500	0	500	0	500	500
	SUPPLIES	2,696	1,500	7	1,500	18	1,000	1,000
	Professional Services	15,500	16,700	15,800	16,700	12,800	18,000	42,000
	Communication	148	500	180	500	75	250	250
	Vehicle, Travel & Training	683	1,500	2,557	4,500	0	1,500	1,500
	Repairs	155	500	155	700	0	200	200
	OTHER SERVICES & CHARGES	16,486	19,200	18,692	22,400	12,875	19,950	43,950
	Total Expenditures	111,980	119,001	106,612	111,665	58,924	114,435	143,284
	Net Revenue	(74,480)	(81,501)	(43,612)	(48,665)	(30,164)	(56,935)	(71,584)
	Total for PROG 395: G I S PROGRAMS	(74,480)	(81,501)	(43,612)	(48,665)	(30,164)	(56,935)	(71,584)
	Total for DEPT 150: PLANNING & ZONING	(212,662)	(227,247)	(175,607)	(179,036)	(105,269)	(197,575)	(229,535)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**GIS Program**  
**GIS Program 150-395**

**2019 Accomplishments**

- Created a public app for Park & Rec users
- Created an app for daily Airport Inspections and Lighting Inventory
- Created a Damage Assessment App
  
- Created a Street Repairs / Frost Boil app
- Continued cleaning topology for the zoning and land use layers
- Completed the 2020 Census New Construction Program
  
- Assisted and installed the 2019 Aerial Photos

**2020 Goals**

- Update GIS Servers / Software
- Implement Portal for GIS
- Collaborate with Steele County and OPU on an Emergency Management Site / App
- Migrate desktop users to ArcGIS Pro
- 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.

DEPT 211: ENGINEERING  
 PROG 400: ENGINEERING DEPARTMENT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Licenses & Permits	12,907	6,000	16,472	6,000	6,932	7,500	7,500
	Charges for Services	0	0	20	0	1,960	0	0
	Transfers	460,000	460,000	473,000	473,000	242,020	484,000	506,000
	Total Revenues	472,907	466,000	489,492	479,000	250,912	491,500	513,500
	FT Wages	237,465	184,399	231,150	217,590	112,712	226,221	237,715
	PT/Seasonal Wages	7,949	7,500	864	7,500	0	6,000	6,000
	OT/Holiday/Other	237	0	4,308	0	397	0	0
	Benefits	55,130	45,306	53,937	50,936	28,822	55,264	57,955
	PERSONAL SERVICES	300,781	237,205	290,259	276,026	141,931	287,485	301,670
	Supplies	4,187	2,750	3,719	2,750	581	3,250	3,000
	Repair Supplies	0	1,500	40	1,500	0	1,500	1,500
	Small Tools & Equipment	1,009	2,400	190	3,900	930	5,400	3,900
	SUPPLIES	5,196	6,650	3,949	8,150	1,511	10,150	8,400
	Professional Services	0	0	0	0	43	0	0
	Communication	3,165	3,000	2,642	4,100	1,232	4,100	3,000
	Transportation (VRF)	3,300	3,300	3,900	3,300	1,650	3,300	3,000
	Vehicle, Travel & Training	6,238	4,000	2,735	4,000	4,007	4,000	4,500
	Advertising & Promotion	475	100	1,107	250	0	250	0
	Memberships & Subscriptions	1,434	1,500	825	1,500	1,605	1,500	1,500
	Insurance	2,700	2,700	2,700	2,700	2,150	4,300	4,500
	Licenses & Inspections	925	250	1,119	250	1,103	1,000	1,000
	Repairs	348	1,000	366	1,000	643	1,000	1,000
	Other Services & Charges	11,118	13,780	7,521	15,000	6,192	13,000	8,000
	OTHER SERVICES & CHARGES	29,703	29,630	22,915	32,100	18,625	32,450	26,500
	CAPITAL OUTLAY	5,925	5,500	0	0	0	0	0
	Total Expenditures	341,605	278,985	317,123	316,276	162,067	330,085	336,570
	Net Revenue	131,302	187,015	172,369	162,724	88,845	161,415	176,930
	Total for PROG 400: ENGINEERING DEPARTMENT	131,302	187,015	172,369	162,724	88,845	161,415	176,930

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Works - Engineering**

**Administration 211-400**

**2019 Accomplishments**

Added additional data to Pavement Management Program  
Continued maintenance activities  
Completed WWTP Facility Plan  
Initiated WWTP Rate Study

**2020 Goals**

Continue focus on preventative maintenance activities  
Update subdivision design standard  
Update standards for construction, specifications, detail plates, etc.  
Implement WWTP Facility Plan  
Address I&I in Cedar Avenue Area

PROG 410: CONSTRUCTION PROJECTS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	0	0	4,082	0	0	0	0
	Charges for Services	378,287	326,000	214,417	276,000	1,437	301,500	326,500
	Miscellaneous	0	0	(487)	0	0	0	0
	Total Revenues	378,287	326,000	218,012	276,000	1,437	301,500	326,500
	FT Wages	206,294	259,824	199,324	238,535	124,740	242,295	254,438
	PT/Seasonal Wages	5,317	5,000	15,202	5,000	2,041	5,000	5,000
	OT/Holiday/Other	13,142	3,000	13,979	3,000	730	3,000	3,000
	Benefits	51,464	62,223	43,479	51,955	24,633	51,443	53,904
	PERSONAL SERVICES	276,217	330,047	271,984	298,490	152,144	301,738	316,342
	Supplies	5,727	8,500	5,672	8,500	2,176	8,500	7,500
	Repair Supplies	0	3,000	469	3,000	394	2,000	2,000
	Small Tools & Equipment	3,179	3,500	386	3,500	852	3,500	3,500
	SUPPLIES	8,906	15,000	6,527	15,000	3,422	14,000	13,000
	Professional Services	37,693	37,700	329	2,700	0	2,700	2,700
	Communication	362	2,250	573	2,250	202	2,250	2,250
	Transportation (VRF)	17,700	17,700	21,000	21,000	11,010	22,020	12,000
	Vehicle, Travel & Training	1,225	2,000	1,399	2,000	265	2,000	4,000
	Advertising & Promotion	84	500	219	500	327	500	500
	Licenses & Inspections	115	500	608	500	729	500	500
	Repairs	229,780	213,500	271,873	223,500	110	233,000	251,000
	OTHER SERVICES & CHARGES	286,959	274,150	296,001	252,450	12,643	262,970	272,950
	Total Expenditures	572,082	619,197	574,512	565,940	168,209	578,708	602,292
	Net Revenue	(193,795)	(293,197)	(356,500)	(289,940)	(166,772)	(277,208)	(275,792)
	Total for PROG 410: CONSTRUCTION PROJECTS	(193,795)	(293,197)	(356,500)	(289,940)	(166,772)	(277,208)	(275,792)
	Total for DEPT 211: ENGINEERING	(62,556)	(106,182)	(184,131)	(127,216)	(77,927)	(115,793)	(98,862)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Works - Engineering**

**Construction 211-410**

**2019 Accomplishments**

Replaced parking lots at LEC and Tennis Center  
Completed 2019 Street and Utility Project  
Completed 2019 Concrete Streets Project  
Completed Overlay on 16th Street SW and Adams St.  
Completed petitioned project on Timber Ridge

**2020 Goals**

Design and prepare plans and specifications for petitioned projects.  
Complete 2020 Street and Utility Project  
Work on Bridge Street SW with Federal Aid

DEPT 212: STREET MAINTENANCE  
 PROG 420: STREET ADMINISTRATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	3,780	0	2,705	0	0	0	0
	Charges for Services	3,106	1,000	3,527	500	711	1,000	1,000
	<b>Total Revenues</b>	<b>6,886</b>	<b>1,000</b>	<b>6,232</b>	<b>500</b>	<b>711</b>	<b>1,000</b>	<b>1,000</b>
	FT Wages	441,087	431,877	495,061	462,832	257,461	483,038	506,132
	PT/Seasonal Wages	2,583	0	172	0	0	0	0
	OT/Holiday/Other	20,015	5,230	28,242	5,230	12,980	5,230	5,230
	Benefits	190,228	189,004	233,865	181,100	126,685	196,862	207,026
	<b>PERSONAL SERVICES</b>	<b>653,913</b>	<b>626,111</b>	<b>757,340</b>	<b>649,162</b>	<b>397,126</b>	<b>685,130</b>	<b>718,388</b>
	Supplies	42,738	43,400	24,732	38,400	(24,188)	42,500	42,500
	Repair Supplies	17,501	32,200	19,235	42,500	4,302	22,500	22,500
	Small Tools & Equipment	20,808	4,900	7,585	4,900	4,707	6,400	6,400
	<b>SUPPLIES</b>	<b>81,047</b>	<b>80,500</b>	<b>51,552</b>	<b>85,800</b>	<b>(15,179)</b>	<b>71,400</b>	<b>71,400</b>
	Professional Services	995	200	136	200	526	500	500
	Communication	5,709	5,750	4,537	5,750	1,551	5,750	3,750
	Transportation (VRF)	4,000	4,000	4,000	4,000	2,010	4,020	4,020
	Vehicle, Travel & Training	671	1,600	192	2,500	1,104	5,400	4,000
	Advertising & Promotion	1,274	250	523	250	384	250	250
	Memberships & Subscriptions	0	400	30	400	1,614	400	400
	Insurance	6,725	6,725	4,175	4,175	3,275	6,550	7,100
	Licenses & Inspections	5,914	2,800	3,993	2,800	85	3,000	3,000
	Repairs	10,945	10,000	3,214	10,000	2,413	7,700	7,700
	Rents/Leases	30	1,000	43	1,000	36	1,000	1,000
	Other Services & Charges	6,928	1,625	1,106	1,625	186	6,500	6,500
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>43,191</b>	<b>34,350</b>	<b>21,949</b>	<b>32,700</b>	<b>13,184</b>	<b>41,070</b>	<b>38,220</b>
	<b>Total Expenditures</b>	<b>778,151</b>	<b>740,961</b>	<b>830,841</b>	<b>767,662</b>	<b>395,131</b>	<b>797,600</b>	<b>828,008</b>
	<b>Net Revenue</b>	<b>(771,265)</b>	<b>(739,961)</b>	<b>(824,609)</b>	<b>(767,162)</b>	<b>(394,420)</b>	<b>(796,600)</b>	<b>(827,008)</b>
	<b>Total for PROG 420: STREET ADMINISTRATION</b>	<b>(771,265)</b>	<b>(739,961)</b>	<b>(824,609)</b>	<b>(767,162)</b>	<b>(394,420)</b>	<b>(796,600)</b>	<b>(827,008)</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Works - Street**

**Administration 212-420**

**2019 Accomplishments**

Implemented electronic management system for Central Garage  
Street Overlays  
Contracted out sealcoating and crack filling

**2020 Goals**

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

PROG 421: ICE & SNOW REMOVAL

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	125,289	130,000	151,507	130,000	50,000	135,000	145,000
	Charges for Services	2,466	0	(80)	0	225	1,000	500
	Total Revenues	127,755	130,000	151,427	130,000	50,225	136,000	145,500
	FT Wages	124,299	165,622	168,631	179,653	110,624	187,698	182,058
	OT/Holiday/Other	17,627	27,259	37,797	26,720	35,432	26,720	26,600
	Benefits	58,264	82,547	80,840	84,634	41,199	84,773	83,460
	PERSONAL SERVICES	200,190	275,428	287,268	291,007	187,255	299,191	292,118
	Supplies	93,386	91,200	167,735	114,200	105,866	116,200	141,200
	Repair Supplies	36,766	37,000	32,772	40,000	29,572	40,000	40,000
	Small Tools & Equipment	420	1,500	0	1,500	0	1,500	1,500
	SUPPLIES	130,572	129,700	200,507	155,700	135,438	157,700	182,700
	Professional Services	2,840	0	1,384	0	3,293	2,500	2,500
	Transportation (VRF)	114,000	114,000	120,000	120,000	63,000	126,000	126,000
	Vehicle, Travel & Training	0	500	123	500	0	0	0
	Insurance	5,380	5,380	3,340	3,340	2,620	5,240	5,680
	Repairs	3,478	7,200	7,673	7,200	2,446	4,700	4,700
	Rents/Leases	24,906	37,000	58,684	30,000	73,523	30,000	30,000
	Other Services & Charges	0	0	0	0	1,007	0	0
	OTHER SERVICES & CHARGES	150,604	164,080	191,204	161,040	145,889	168,440	168,880
	Total Expenditures	481,366	569,208	678,979	607,747	468,582	625,331	643,698
	Net Revenue	(353,611)	(439,208)	(527,552)	(477,747)	(418,357)	(489,331)	(498,198)
	Total for PROG 421: ICE & SNOW REMOVAL	(353,611)	(439,208)	(527,552)	(477,747)	(418,357)	(489,331)	(498,198)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Public Works - Street**  
**Ice/Snow Removal 212-421**

**2019 Accomplishments**

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

**2020 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

PROG 422: STREET SIGNS AND MARKINGS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	13,961	0	12,911	0	0	7,500	7,500
	Charges for Services	533	0	678	0	0	0	0
	Total Revenues	14,494	0	13,589	0	0	7,500	7,500
	FT Wages	40,296	72,642	37,565	72,498	20,752	76,383	80,053
	PT/Seasonal Wages	576	6,000	1,147	6,000	0	6,000	6,000
	OT/Holiday/Other	1,939	1,850	1,686	1,850	1,309	1,850	1,850
	Benefits	21,627	38,229	22,506	38,400	12,829	39,137	40,453
	PERSONAL SERVICES	64,438	118,721	62,904	118,748	34,890	123,370	128,356
	Supplies	28,187	31,600	19,394	33,600	8,469	33,600	33,600
	Repair Supplies	23,409	12,000	24,886	17,000	9,670	27,000	27,000
	Small Tools & Equipment	807	1,000	0	1,000	1,795	1,000	1,000
	SUPPLIES	52,403	44,600	44,280	51,600	19,934	61,600	61,600
	Professional Services	0	0	0	0	0	0	35,000
	Transportation (VRF)	4,000	4,000	4,000	4,000	2,010	4,020	4,020
	Vehicle, Travel & Training	0	800	342	800	61	0	0
	Insurance	1,345	1,345	835	835	655	1,310	1,420
	Utilities	0	150	0	150	0	0	0
	Repairs	8,102	11,600	8,816	11,600	1,567	11,600	11,600
	OTHER SERVICES & CHARGES	13,447	17,895	13,993	17,385	4,293	16,930	52,040
	Total Expenditures	130,288	181,216	121,177	187,733	59,117	201,900	241,996
	Net Revenue	(115,794)	(181,216)	(107,588)	(187,733)	(59,117)	(194,400)	(234,496)
	Total for PROG 422: STREET SIGNS AND MARKINGS	(115,794)	(181,216)	(107,588)	(187,733)	(59,117)	(194,400)	(234,496)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Works - Street**

**Signs/Markings 212-422**

**2019 Accomplishments**

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

Systematic replacement of street signage

**2020 Goals**

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

Continue replacement of street signs on systematic basis

PROG 423: FORESTRY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	0	0	92,442	0	0	0	0
	Charges for Services	2,026	1,000	4,632	1,000	1,511	800	800
	Total Revenues	2,026	1,000	97,074	1,000	1,511	800	800
	FT Wages	106,148	101,822	120,166	106,404	64,185	111,885	118,026
	PT/Seasonal Wages	0	0	626	0	0	0	0
	OT/Holiday/Other	1,610	1,000	6,718	1,000	2,021	1,000	1,000
	Benefits	55,361	52,772	46,477	48,671	19,794	42,415	44,441
	PERSONAL SERVICES	163,119	155,594	173,987	156,075	86,000	155,300	163,467
	Supplies	9,948	17,300	17,732	13,800	5,040	12,800	12,800
	Repair Supplies	3,672	6,500	10,018	6,500	1,405	6,000	6,000
	Small Tools & Equipment	2,057	2,100	5,556	2,100	3,225	2,450	5,250
	SUPPLIES	15,677	25,900	33,306	22,400	9,670	21,250	24,050
	Communication	0	50	0	50	0	0	0
	Transportation (VRF)	18,600	18,600	21,000	21,000	10,500	21,000	21,000
	Vehicle, Travel & Training	857	1,400	694	1,400	33	0	500
	Memberships & Subscriptions	0	300	85	300	0	300	300
	Insurance	1,345	1,345	835	835	655	1,310	1,420
	Repairs	10,700	5,000	0	5,000	0	5,000	5,000
	Rents/Leases	0	1,000	10,508	1,000	0	1,000	0
	Other Services & Charges	1,675	1,500	1,300	1,500	270	21,500	21,500
	OTHER SERVICES & CHARGES	33,177	29,195	34,422	31,085	11,458	50,110	49,720
	Total Expenditures	211,973	210,689	241,715	209,560	107,128	226,660	237,237
	Net Revenue	(209,947)	(209,689)	(144,641)	(208,560)	(105,617)	(225,860)	(236,437)
	Total for PROG 423: FORESTRY	(209,947)	(209,689)	(144,641)	(208,560)	(105,617)	(225,860)	(236,437)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Works - Street**

**Forestry 212-423**

**2019 Accomplishments**

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

**2020 Goals**

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

PROG 425: STREET CLEANING

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 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	57,102	95,244	69,822	83,430	32,026	83,398	85,435
	OT/Holiday/Other	786	0	1,024	0	178	0	0
	Benefits	27,236	38,178	31,092	36,332	9,096	32,230	34,505
	PERSONAL SERVICES	85,124	133,422	101,938	119,762	41,300	115,628	119,940
	Supplies	9,283	15,000	6,529	13,000	4,567	11,000	10,000
	Repair Supplies	28,865	21,500	17,060	21,500	5,086	21,500	21,500
	SUPPLIES	38,148	36,500	23,589	34,500	9,653	32,500	31,500
	Transportation (VRF)	41,400	41,400	44,400	44,400	22,800	45,600	56,400
	Vehicle, Travel & Training	0	0	123	0	0	0	0
	Insurance	4,035	4,035	2,505	2,505	1,965	3,930	4,260
	Repairs	223	1,000	0	100	48	100	100
	OTHER SERVICES & CHARGES	45,658	46,435	47,028	47,005	24,813	49,630	60,760
	Total Expenditures	168,930	216,357	172,555	201,267	75,766	197,758	212,200
	Net Revenue	(118,930)	(166,357)	(122,555)	(151,267)	(50,756)	(147,758)	(162,200)
	Total for PROG 425: STREET CLEANING	(118,930)	(166,357)	(122,555)	(151,267)	(50,756)	(147,758)	(162,200)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Works - Street**

**Street Cleaning 212-425**

**2019 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.

**2020 Goals**

Optimize sweeping activities to only that which is necessary.

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

PROG 426: STREET MAINTENANCE REPAIR

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Licenses & Permits		2,000	2,500	1,115	1,500	400	1,500	0
Intergovernmental Revenue		47,182	25,500	25,500	25,500	12,750	25,500	25,500
Charges for Services		0	0	9,162	0	270	0	0
Miscellaneous		629	0	1,787	0	0	0	0
<b>Total Revenues</b>		<b>49,811</b>	<b>28,000</b>	<b>37,564</b>	<b>27,000</b>	<b>13,420</b>	<b>27,000</b>	<b>25,500</b>
FT Wages		207,155	197,641	208,830	221,426	90,889	233,672	240,294
PT/Seasonal Wages		12,032	2,000	19,995	2,000	8,960	2,000	2,000
OT/Holiday/Other		8,159	2,320	20,983	2,320	4,938	2,320	2,320
Benefits		94,563	92,653	67,407	102,450	32,609	96,597	108,800
<b>PERSONAL SERVICES</b>		<b>321,909</b>	<b>294,614</b>	<b>317,215</b>	<b>328,196</b>	<b>137,396</b>	<b>334,589</b>	<b>353,414</b>
Supplies		186,294	177,550	186,295	177,400	58,696	174,900	179,900
Repair Supplies		19,843	18,000	24,515	18,000	7,286	18,000	18,000
Small Tools & Equipment		5,933	5,500	2,687	5,500	2,207	5,500	5,500
Other Supplies		124,106	104,000	74,908	124,000	0	0	0
<b>SUPPLIES</b>		<b>336,176</b>	<b>305,050</b>	<b>288,405</b>	<b>324,900</b>	<b>68,189</b>	<b>198,400</b>	<b>203,400</b>
Transportation (VRF)		154,000	154,000	164,100	164,100	84,600	169,200	178,800
Vehicle, Travel & Training		1,184	200	756	200	0	0	750
Insurance		8,070	8,070	5,010	5,010	3,930	7,860	8,520
Repairs		95,181	131,600	188,566	151,600	38,971	275,600	255,600
Rents/Leases		24,359	25,000	24,359	25,000	0	25,000	25,000
Other Services & Charges		1,401	1,000	1,442	1,000	0	1,000	1,000
<b>OTHER SERVICES &amp; CHARGES</b>		<b>284,195</b>	<b>319,870</b>	<b>384,233</b>	<b>346,910</b>	<b>127,501</b>	<b>478,660</b>	<b>469,670</b>
<b>Total Expenditures</b>		<b>942,280</b>	<b>919,534</b>	<b>989,853</b>	<b>1,000,006</b>	<b>333,086</b>	<b>1,011,649</b>	<b>1,026,484</b>
Net Revenue		(892,469)	(891,534)	(952,289)	(973,006)	(319,666)	(984,649)	(1,000,984)
<b>Total for PROG 426: STREET MAINTENANCE REPAIR</b>		<b>(892,469)</b>	<b>(891,534)</b>	<b>(952,289)</b>	<b>(973,006)</b>	<b>(319,666)</b>	<b>(984,649)</b>	<b>(1,000,984)</b>
<b>Total for DEPT 212: STREET MAINTENANCE</b>		<b>(2,462,016)</b>	<b>(2,627,965)</b>	<b>(2,677,353)</b>	<b>(2,765,475)</b>	<b>(1,347,933)</b>	<b>(2,838,598)</b>	<b>(2,959,323)</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Public Works - Street**

**Street Maintenance/Repair 212-426**

**2019 Accomplishments**

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

**2020 Goals**

Evaluate options for street patching, including use a Durapatch  
Continue overlay program

DEPT 380: AIRPORT  
 PROG 490: AIRPORT

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	917	1,775	1,421	1,775	0	1,500	1,500
	Charges for Services	142,478	170,050	144,895	160,150	66,271	153,150	153,100
	Miscellaneous	129,382	135,000	145,551	135,000	46,994	135,500	141,500
	<b>Total Revenues</b>	<b>272,777</b>	<b>306,825</b>	<b>291,867</b>	<b>296,925</b>	<b>113,265</b>	<b>290,150</b>	<b>296,100</b>
	FT Wages	76,741	76,082	82,981	79,679	43,551	85,049	89,562
	PT/Seasonal Wages	859	1,250	9,284	1,250	0	1,250	1,250
	Benefits	31,899	32,135	36,136	32,754	17,780	35,219	20,436
	<b>PERSONAL SERVICES</b>	<b>109,499</b>	<b>109,467</b>	<b>128,401</b>	<b>113,683</b>	<b>61,331</b>	<b>121,518</b>	<b>111,248</b>
	Supplies	104,215	121,100	101,372	112,000	49,165	103,000	103,300
	Small Tools & Equipment	290	1,150	0	1,300	506	1,700	1,700
	Concession Supplies	0	0	0	150	0	0	0
	<b>SUPPLIES</b>	<b>104,505</b>	<b>122,250</b>	<b>101,372</b>	<b>113,450</b>	<b>49,671</b>	<b>104,700</b>	<b>105,000</b>
	Professional Services	16,087	18,000	22,911	18,000	7,500	18,000	18,000
	Communication	6,667	8,200	8,384	7,950	3,781	7,400	7,400
	Vehicle, Travel & Training	1,498	2,840	1,389	2,840	694	1,840	1,840
	Advertising & Promotion	6,227	4,500	4,595	6,000	2,433	6,000	5,500
	Memberships & Subscriptions	425	700	675	600	275	600	600
	Insurance	19,700	19,700	14,100	14,100	10,650	21,300	22,900
	Licenses & Inspections	111	1,000	113	1,000	61	200	150
	Utilities	35,243	37,250	32,944	36,700	17,813	37,400	34,600
	Repairs	210	0	188	0	0	0	0
	Other Services & Charges	20,111	21,500	18,723	21,500	23,970	20,500	24,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>106,279</b>	<b>113,690</b>	<b>104,022</b>	<b>108,690</b>	<b>67,177</b>	<b>113,240</b>	<b>114,990</b>
	<b>Total Expenditures</b>	<b>320,283</b>	<b>345,407</b>	<b>333,795</b>	<b>335,823</b>	<b>178,179</b>	<b>339,458</b>	<b>331,238</b>
	<b>Net Revenue</b>	<b>(47,506)</b>	<b>(38,582)</b>	<b>(41,928)</b>	<b>(38,898)</b>	<b>(64,914)</b>	<b>(49,308)</b>	<b>(35,138)</b>
	<b>Total for PROG 490: AIRPORT</b>	<b>(47,506)</b>	<b>(38,582)</b>	<b>(41,928)</b>	<b>(38,898)</b>	<b>(64,914)</b>	<b>(49,308)</b>	<b>(35,138)</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Community Development - Airport**  
**Administration 380-490**

**2019 Accomplishments**

- Implemented app based ARCGIS airport self inspection and lighting inventory tool.
- Provided high quality transportation infrastructure for corporate and general aviation users.
- Promoted airport through school tours, youth aviation camps, tenant events, informational meetings, and other special events.
- Completed review and update of Airport Emergency Plan. Conducted training with emergency responders.
  
- Implemented Airport Wildlife Hazard and Management Plan and reporting with MN DNR

**2020 Goals**

- Continue to provide high level of customer service, welcoming facilities, and quality amenities for visitors to the community.
- Review and update airport Minimum Standards for Commercial Operations.
  
- Work with airport business development group to identify and develop qualified leads for prospective airport based businesses.
- Work with tenants, business community, and Chamber of Commerce to develop aviation transportation options for local business community.
  
- Promote airport through continued school tours, youth aviation camp, tenant events, informational meetings, and other special events.
- Add one revenue generating commercial aviation based business tenant.

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	78,335	67,212	43,359	67,212	33,606	67,212	69,017
	Total Revenues	78,335	67,212	43,359	67,212	33,606	67,212	69,017
	FT Wages	2,058	2,960	439	3,097	0	3,301	3,473
	PT/Seasonal Wages	21,576	19,879	16,148	20,848	10,370	22,260	22,226
	OT/Holiday/Other	0	0	143	0	0	0	0
	Benefits	4,996	5,378	2,551	5,573	1,976	5,960	5,206
	PERSONAL SERVICES	28,630	28,217	19,281	29,518	12,346	31,521	30,905
	Supplies	11,928	15,725	15,585	13,100	11,291	13,500	17,000
	Repair Supplies	14,836	12,400	15,518	11,400	2,204	11,400	10,400
	Small Tools & Equipment	176	500	3,642	500	4,289	500	500
	SUPPLIES	26,940	28,625	34,745	25,000	17,784	25,400	27,900
	Transportation (VRF)	14,400	14,400	14,400	14,400	12,540	25,080	25,080
	Repairs	23,803	16,250	15,869	20,250	5,575	18,500	24,500
	OTHER SERVICES & CHARGES	38,203	30,650	30,269	34,650	18,115	43,580	49,580
	Total Expenditures	93,773	87,492	84,295	89,168	48,245	100,501	108,385
	Net Revenue	(15,438)	(20,280)	(40,936)	(21,956)	(14,639)	(33,289)	(39,368)
	Total for PROG 491: AIRPORT BLDG & MAINTENANCE	(15,438)	(20,280)	(40,936)	(21,956)	(14,639)	(33,289)	(39,368)
	Total for DEPT 380: AIRPORT	(62,944)	(58,862)	(82,864)	(60,854)	(79,553)	(82,597)	(74,506)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Community Development - Airport**  
**Buildings/Maintenance 380-491**

**2019 Accomplishments**

- Replaced main hangar bi-fold doors including securing 70% state grant.
- Completed crack seal and sealcoat of automobile parking lot.
- Completed crack seal and sealcoat of north hangar area taxilane.
- Completed 100% of airport Preventive Maintenance Program.
- Completed initial phase of T-38 aircraft display maintenance program including structural evaluation and painting of three support derricks.
- Repaired damaged tile lines in airport leased farmland areas.
- Replaced deprecated snow removal equipment and mover including securing 95% state and federal funding participation.
- Completed obstruction removals near Runway 23 approach.

**2020 Goals**

- Replace depreciated airport 1-ton utility vehicle.
- Expand self-inspection app to include electronic inventory of all airport lighting replacement parts.
- Complete Site Preparation for new T-Hangar Building using grant funding.
- Complete painting of exterior of main hangar buildings.
- Maintain existing buildings, equipment, and navigational aids with limited resources and personnel through efficient preventive maintenance program.
- Complete remaining brush and tree removals in tiled and drainage areas.

DEPT 420: LIBRARY  
 PROG 600: LIBRARY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	18,772	18,800	18,772	18,800	9,443	18,800	18,800
	Total Revenues	18,772	18,800	18,772	18,800	9,443	18,800	18,800
	FT Wages	68,663	100,520	110,599	111,021	57,344	118,648	125,102
	PT/Seasonal Wages	32,033	20,498	26,041	21,497	14,930	22,960	24,195
	Benefits	28,942	37,531	45,406	43,176	23,826	46,492	48,773
	PERSONAL SERVICES	129,638	158,549	182,046	175,694	96,100	188,100	198,070
	Supplies	1,566	270	22	300	0	300	100
	Library Materials	0	135	0	0	0	300	0
	SUPPLIES	1,566	405	22	300	0	600	100
	Professional Services	362	315	429	300	170	300	300
	Communication	1,541	1,215	1,147	1,800	467	1,500	1,200
	Vehicle, Travel & Training	943	6,690	2,898	5,640	705	3,655	3,000
	Advertising & Promotion	0	0	1,087	1,500	0	1,250	1,500
	Memberships & Subscriptions	1,773	1,750	2,118	1,700	201	1,750	1,500
	Insurance	670	670	550	550	425	850	880
	Repairs	310	450	310	300	0	310	310
	Rents/Leases	1,296	202	0	400	0	500	0
	Other Services & Charges	4,913	4,915	4,832	5,000	2,389	5,000	5,000
	OTHER SERVICES & CHARGES	11,808	16,207	13,371	17,190	4,357	15,115	13,690
	Total Expenditures	143,012	175,161	195,439	193,184	100,457	203,815	211,860
	Net Revenue	(124,240)	(156,361)	(176,667)	(174,384)	(91,014)	(185,015)	(193,060)
	Total for PROG 600: LIBRARY	(124,240)	(156,361)	(176,667)	(174,384)	(91,014)	(185,015)	(193,060)

PROG 610: CIRCULATION SERVICES PROGRAM

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	64,500	64,900	63,492	63,900	31,251	63,900	62,400
	Fines & Forfeits	9,415	9,000	8,255	9,000	4,768	9,000	9,000
	Miscellaneous	20	20	40	0	0	50	0
	Total Revenues	73,935	73,920	71,787	72,900	36,019	72,950	71,400
	FT Wages	183,238	154,146	190,692	161,122	93,087	162,475	106,998
	PT/Seasonal Wages	225,890	254,509	215,266	259,198	95,766	258,110	266,122
	OT/Holiday/Other	2,100	0	3,150	0	8,039	0	0
	Benefits	77,642	79,669	72,313	80,055	36,756	81,198	83,802
	PERSONAL SERVICES	488,870	488,324	481,421	500,375	233,648	501,783	456,922
	Supplies	1,210	1,013	1,268	800	445	800	1,000
	Small Tools & Equipment	1,867	900	1,575	1,000	1,622	1,250	1,250
	Library Materials	88,783	70,500	116,231	104,500	45,982	104,500	108,000
	SUPPLIES	91,860	72,413	119,074	106,300	48,049	106,550	110,250
	Professional Services	(1)	0	(1)	0	0	0	0
	Communication	2,865	3,500	2,943	3,000	150	3,000	3,000
	Vehicle, Travel & Training	0	0	68	0	29	0	0
	Insurance	2,144	2,144	1,760	1,760	1,360	2,720	2,816
	Repairs	0	450	0	400	0	0	0
	Other Services & Charges	19,651	19,768	19,330	19,655	9,557	19,655	19,655
	OTHER SERVICES & CHARGES	24,659	25,862	24,100	24,815	11,096	25,375	25,471
	Total Expenditures	605,389	586,599	624,595	631,490	292,793	633,708	592,643
	Net Revenue	(531,454)	(512,679)	(552,808)	(558,590)	(256,774)	(560,758)	(521,243)
	Total for PROG 610: CIRCULATION SERV PROGRAM	(531,454)	(512,679)	(552,808)	(558,590)	(256,774)	(560,758)	(521,243)

PROG 620: LIBRARY SITE USE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	55,018	55,100	55,017	55,100	27,677	55,100	55,020
	Charges for Services	9,890	8,000	8,982	8,000	3,741	9,100	9,250
	Miscellaneous	0	0	0	2,850	0	0	0
	Total Revenues	64,908	63,100	63,999	65,950	31,418	64,200	64,270
	FT Wages	84,060	88,811	102,596	92,334	32,149	97,135	52,224
	PT/Seasonal Wages	9,321	7,149	9,797	7,449	5,654	7,888	8,259
	OT/Holiday/Other	491	0	981	0	1,507	0	0
	Benefits	28,702	31,893	31,381	31,116	8,430	33,110	14,997
	PERSONAL SERVICES	122,574	127,853	144,755	130,899	47,740	138,133	75,480
	Supplies	4,058	4,920	2,911	4,300	1,162	3,800	2,950
	Repair Supplies	6,127	4,500	4,934	3,000	4,172	4,000	6,000
	Small Tools & Equipment	2,507	1,350	2,742	2,000	450	1,750	2,000
	Library Materials	5,861	4,540	5,298	4,500	2,610	4,500	4,500
	SUPPLIES	18,553	15,310	15,885	13,800	8,394	14,050	15,450
	Professional Services	2,059	1,200	1,626	1,500	14,900	1,500	34,186
	Communication	2,622	4,100	1,461	2,100	357	2,100	1,500
	Vehicle, Travel & Training	0	0	50	0	6	0	0
	Insurance	1,943	1,943	1,595	1,595	1,233	2,465	2,552
	Repairs	2,668	4,264	7,533	4,000	398	5,150	3,100
	Rents/Leases	1,441	1,600	1,776	1,600	860	1,600	0
	Other Services & Charges	6,174	6,877	5,998	6,615	3,099	6,700	5,150
	OTHER SERVICES & CHARGES	16,907	19,984	20,039	17,410	20,853	19,515	46,488
	CAPITAL OUTLAY	8,234	0	0	0	0	0	0
	Total Expenditures	166,268	163,147	180,679	162,109	76,987	171,698	137,418
	Net Revenue	(101,360)	(100,047)	(116,680)	(96,159)	(45,569)	(107,498)	(73,148)
	Total for PROG 620: LIBRARY SITE USE	(101,360)	(100,047)	(116,680)	(96,159)	(45,569)	(107,498)	(73,148)

PROG 630: LIBRARY INFORMATION SERVICES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	25,262	25,300	25,262	25,300	12,708	25,300	25,262
	Total Revenues	25,262	25,300	25,262	25,300	12,708	25,300	25,262
	FT Wages	152,245	169,251	191,512	177,422	95,055	189,252	199,242
	OT/Holiday/Other	0	0	1,260	0	502	0	0
	Benefits	46,214	58,721	54,985	52,994	28,555	56,916	48,025
	PERSONAL SERVICES	198,459	227,972	247,757	230,416	124,112	246,168	247,267
	Supplies	228	585	0	0	0	0	0
	Small Tools & Equipment	11,783	12,315	3,923	12,000	950	12,000	12,000
	Library Materials	2,351	12,400	1,708	2,000	0	1,500	0
	SUPPLIES	14,362	25,300	5,631	14,000	950	13,500	12,000
	Insurance	871	871	715	715	553	1,105	1,144
	Repairs	37	180	0	0	0	0	0
	Other Services & Charges	20,211	19,655	19,330	19,655	9,917	20,000	20,000
	OTHER SERVICES & CHARGES	21,119	20,706	20,045	20,370	10,470	21,105	21,144
	Total Expenditures	233,940	273,978	273,433	264,786	135,532	280,773	280,411
	Net Revenue	(208,678)	(248,678)	(248,171)	(239,486)	(122,824)	(255,473)	(255,149)
	Total for PROG 630: LIBRARY INFORMATION SERVICES	(208,678)	(248,678)	(248,171)	(239,486)	(122,824)	(255,473)	(255,149)

PROG 640: LIBRARY OFF-SITE USE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	39,767	39,500	40,886	39,500	18,212	39,500	39,703
	Total Revenues	39,767	39,500	40,886	39,500	18,212	39,500	39,703
	FT Wages	11,588	17,953	18,470	14,565	9,982	15,554	16,392
	PT/Seasonal Wages	0	1,000	0	1,000	0	1,000	1,000
	Benefits	4,080	6,344	6,248	5,377	3,169	5,787	6,063
	PERSONAL SERVICES	15,668	25,297	24,718	20,942	13,151	22,341	23,455
	Other Supplies	27,446	27,132	28,565	27,132	0	27,132	28,500
	SUPPLIES	27,446	27,132	28,565	27,132	0	27,132	28,500
	Insurance	1,072	1,072	880	880	680	1,360	1,408
	OTHER SERVICES & CHARGES	1,072	1,072	880	880	680	1,360	1,408
	Total Expenditures	44,186	53,501	54,163	48,954	13,831	50,833	53,363
	Net Revenue	(4,419)	(14,001)	(13,277)	(9,454)	4,381	(11,333)	(13,660)
	Total for PROG 640: LIBRARY OFF-SITE USE	(4,419)	(14,001)	(13,277)	(9,454)	4,381	(11,333)	(13,660)
	Total for DEPT 420: LIBRARY	(970,151)	(1,031,766)	(1,107,603)	(1,078,073)	(511,800)	(1,120,077)	(1,056,260)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture and Recreation - Library**  
**Library 420-600 thru 420-640**

**2019 Accomplishments**

Worked with local food shelf to develop "Food for Fines" program.  
Instituted a new fine policy  
Instituted a new meeting room policy.  
Offered more programs for teens.  
Partnered with Steele County Historical Society and Owatonna Art Center for programming.  
Prioritization of renovation projects  
Held All-Staff meeting in May  
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

**2020 Goals**

Begin library sponsored monthly book club  
Increase partnerships with other city departments  
Implement recommendations from space allocation study  
Expand programming for different languages.  
Increase children's author/illustrator visits.  
  
Develop a library focused programming for the Cable Access channel  
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 resources at the Library.

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

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	1,000	0	0	0	0	0	0
	Total Revenues	1,000	0	0	0	0	0	0
	FT Wages	174,379	151,667	129,981	170,274	42,352	169,699	148,024
	PT/Seasonal Wages	71,717	54,360	67,275	56,884	33,119	57,176	34,820
	OT/Holiday/Other	5,173	5,137	19,892	5,351	0	0	0
	Benefits	70,770	60,101	60,023	64,369	24,637	90,357	47,293
	PERSONAL SERVICES	322,039	271,265	277,171	296,878	100,108	317,232	230,137
	Supplies	7,153	5,000	4,970	5,000	1,183	4,500	3,500
	Small Tools & Equipment	200	0	0	200	0	200	200
	SUPPLIES	7,353	5,000	4,970	5,200	1,183	4,700	3,700
	Professional Services	1,117	300	21,926	300	31,739	200	200
	Communication	2,060	1,500	1,633	1,500	251	1,500	1,500
	Vehicle, Travel & Training	5,553	6,000	2,320	5,000	85	2,500	2,500
	Advertising & Promotion	5,425	4,000	4,616	5,000	554	4,000	4,000
	Printing	0	500	0	500	0	500	200
	Memberships & Subscriptions	2,855	3,000	2,365	3,000	1,592	3,000	3,000
	Repairs	465	0	620	465	0	465	500
	Other Services & Charges	4,325	5,000	360	5,000	14,040	14,500	14,750
	OTHER SERVICES & CHARGES	21,800	20,300	33,840	20,765	48,261	26,665	26,650
	Total Expenditures	351,192	296,565	315,981	322,843	149,552	348,597	260,487
	Net Revenue	(350,192)	(296,565)	(315,981)	(322,843)	(149,552)	(348,597)	(260,487)
	Total for PROG 500: PARK & REC ADMINISTRATION	(350,192)	(296,565)	(315,981)	(322,843)	(149,552)	(348,597)	(260,487)
	Total for DEPT 510: PARK & REC ADMINISTRATION	(350,192)	(296,565)	(315,981)	(322,843)	(149,552)	(348,597)	(260,487)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Park and Recreation**  
**Administration 510-500**

**2019 Accomplishments**

Completed Master Park and Trail Plan  
Took over maintenance of downtown  
Opened Lake Kohlmier bathhouse and offered rentals  
Moved to private contractor to run the golf course clubhouse and restaurant  
Moved to private cleaning contractor some public facilities  
Completed Nass property soccer complex

**2020 Goals**

Start implementation of 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

DEPT 511: PARK MAINTENANCE  
 PROG 510: PARK MAINTENANCE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	107,288	98,600	51,106	35,000	0	35,000	35,000
	Charges for Services	59,351	45,000	86,084	45,000	28,987	45,000	45,000
	Miscellaneous	38,532	38,000	38,915	38,000	13,058	34,000	40,615
	<b>Total Revenues</b>	<b>205,171</b>	<b>181,600</b>	<b>176,105</b>	<b>118,000</b>	<b>42,045</b>	<b>114,000</b>	<b>120,615</b>
	FT Wages	424,219	401,111	379,327	414,821	244,964	510,864	493,422
	PT/Seasonal Wages	187,571	195,495	204,657	209,600	70,878	153,379	203,290
	OT/Holiday/Other	21,709	12,000	10,081	12,000	11,951	12,000	12,000
	Benefits	190,210	190,921	182,626	202,915	102,719	232,322	232,276
	<b>PERSONAL SERVICES</b>	<b>823,709</b>	<b>799,527</b>	<b>776,691</b>	<b>839,336</b>	<b>430,512</b>	<b>908,565</b>	<b>940,988</b>
	Supplies	181,888	146,350	145,748	141,750	64,052	126,500	150,000
	Repair Supplies	115,246	96,700	100,745	91,700	39,605	91,500	95,500
	Small Tools & Equipment	23,901	16,800	43,061	16,800	24,236	30,000	15,000
	<b>SUPPLIES</b>	<b>321,035</b>	<b>259,850</b>	<b>289,554</b>	<b>250,250</b>	<b>127,893</b>	<b>248,000</b>	<b>260,500</b>
	Professional Services	87,011	84,650	84,364	45,650	64,028	66,500	81,000
	Communication	1,268	2,550	2,025	2,550	586	1,500	1,500
	Transportation (VRF)	74,400	74,400	74,400	74,400	44,400	88,800	102,000
	Vehicle, Travel & Training	8,441	5,500	3,887	3,100	759	3,100	3,100
	Advertising & Promotion	2,329	500	892	500	75	500	500
	Memberships & Subscriptions	105	225	931	225	60	1,000	1,000
	Insurance	38,294	27,400	24,515	24,500	15,850	31,700	34,100
	Licenses & Inspections	2,246	2,500	5,465	2,500	825	2,500	2,500
	Repairs	2,637	7,500	17,002	7,500	2,997	3,000	3,250
	Rents/Leases	11,279	11,000	12,080	11,000	5,630	16,000	16,000
	Other Services & Charges	26,542	14,500	24,535	15,500	11,232	26,000	26,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>254,552</b>	<b>230,725</b>	<b>250,096</b>	<b>187,425</b>	<b>146,442</b>	<b>240,600</b>	<b>270,950</b>
	<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>13,061</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TRANSFERS OUT</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenditures</b>	<b>1,399,296</b>	<b>1,290,102</b>	<b>1,349,402</b>	<b>1,277,011</b>	<b>704,847</b>	<b>1,397,165</b>	<b>1,472,438</b>
	<b>Net Revenue</b>	<b>(1,194,125)</b>	<b>(1,108,502)</b>	<b>(1,173,297)</b>	<b>(1,159,011)</b>	<b>(662,802)</b>	<b>(1,283,165)</b>	<b>(1,351,823)</b>
	<b>Total for PROG 510: PARK MAINTENANCE</b>	<b>(1,194,125)</b>	<b>(1,108,502)</b>	<b>(1,173,297)</b>	<b>(1,159,011)</b>	<b>(662,802)</b>	<b>(1,283,165)</b>	<b>(1,351,823)</b>
	<b>Total for DEPT 511: PARK MAINTENANCE</b>	<b>(1,194,125)</b>	<b>(1,108,502)</b>	<b>(1,173,297)</b>	<b>(1,159,011)</b>	<b>(662,802)</b>	<b>(1,283,165)</b>	<b>(1,351,823)</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Park Maintenance**  
**Park Maintenance 511-510**

**2019 Accomplishments**

Provide good customer service  
Repair vandalism asap  
Two rounds of mosquito control & larvicide to the entire city  
Snow removal of trails, walks, lots and assist the Street Dept. on roadways  
Ice rinks and cross country trails  
Event permits responded to special requests  
Turf management for all parks and city grounds  
Playground repairs and replacement  
Athletic field maintenance  
Completed Sid Kinyon Tennis court repurposing  
Lake Kohlmier roadway and trail completed  
Trail overlays  
VRF updated  
Park & Trail Brochure updated along with interactive GIS map & website  
Successful deer hunt in the parks  
Inventory of all maintenance equipment

**2020 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 with 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  
Move Manthey playground to Morehouse  
New Brooktree Tee Box Signs installed  
Look closer to grant dollars and opportunities  
Mineral Springs Trail reroute  
Morehouse Trail reroute  
Soccer Fields at Rice Lake Street  
In-Line Rink turn into grass all purpose area  
Begin ADA review and make accommodations  
Kaplan's Woods wayfinding signage

DEPT 512: ADULT RECREATION  
 PROG 520: ADULT RECREATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	4,550	5,800	5,100	5,200	0	4,800	5,000
	Charges for Services	68,367	80,269	67,230	77,249	28,479	74,250	75,500
	Miscellaneous	0	500	0	500	0	400	400
	Total Revenues	72,917	86,569	72,330	82,949	28,479	79,450	80,900
	FT Wages	37,304	38,328	37,429	32,346	15,184	34,400	37,908
	PT/Seasonal Wages	13,513	22,448	12,786	14,790	7,462	14,790	16,500
	OT/Holiday/Other	0	100	0	100	0	100	100
	Benefits	11,118	13,982	10,069	10,709	4,167	11,263	12,185
	PERSONAL SERVICES	61,935	74,858	60,284	57,945	26,813	60,553	66,693
	Supplies	3,897	5,450	4,911	4,900	1,400	5,850	5,600
	Small Tools & Equipment	100	150	0	150	0	150	100
	SUPPLIES	3,997	5,600	4,911	5,050	1,400	6,000	5,700
	Professional Services	869	500	1,040	500	0	800	900
	Communication	6,027	3,800	6,591	4,700	4,447	6,450	7,400
	Vehicle, Travel & Training	649	1,450	253	1,200	69	950	800
	Printing	0	80	0	500	75	350	300
	Insurance	0	0	0	0	42	0	0
	Refunds & Reimbursements	7,445	2,000	6,633	8,205	0	8,105	8,000
	OTHER SERVICES & CHARGES	14,990	7,830	14,517	15,105	4,633	16,655	17,400
	Total Expenditures	80,922	88,288	79,712	78,100	32,846	83,208	89,793
	Net Revenue	(8,005)	(1,719)	(7,382)	4,849	(4,367)	(3,758)	(8,893)
	Total for PROG 520: ADULT RECREATION	(8,005)	(1,719)	(7,382)	4,849	(4,367)	(3,758)	(8,893)
	Total for DEPT 512: ADULT RECREATION	(8,005)	(1,719)	(7,382)	4,849	(4,367)	(3,758)	(8,893)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Adult Recreation**  
**Adult Recreation 512-520**

**2019 Accomplishments**

- \* Adult offerings to include Volleyball, Softball, Kickball, Fall Softball and Bean Bag League.
- \* For all leagues started registering teams and players on-line, with new software program
- \* Added summer Bean Bag league with 13 teams
  
- \* Added 5/5/5 Fall Softball leagues for Men and Women.
  
- \* Partnered with School District and Volleyball Association on Volleyball standard replacement plan with purchase of two sets of volleyball standards in 2019.
- \* Continue to offer quality programs with high approval ratings of participants.
- \* Started to use the new feature of text through the website to notify teams of changes and make ups.
- \* Partnerships: Steele County, Owatonna Adult Softball Assn., Owatonna School District, Owatonna Volleyball Association, Steele County Free Fair, KRFO, Community Service Groups, Grants, Area businesses.

**2020 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 year two of three year plan.
- \* Continue to look into how new software, social media and new website features can be used to improve advertising/recruitment of potential participants.
- \* Continue to partner with softball association on backstop and lighting replacement.

DEPT 513: YOUTH RECREATION  
 PROG 530: YOUTH RECREATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	7,220	7,350	0	8,250	0	7,500	7,000
	Charges for Services	183,335	163,733	191,129	174,705	65,143	109,280	112,280
	Miscellaneous	6,669	4,500	7,338	4,300	1,863	3,500	3,500
	<b>Total Revenues</b>	<b>197,224</b>	<b>175,583</b>	<b>198,467</b>	<b>187,255</b>	<b>67,006</b>	<b>120,280</b>	<b>122,780</b>
	FT Wages	131,558	83,304	135,886	144,492	30,847	71,360	87,676
	PT/Seasonal Wages	89,775	112,067	65,476	57,525	31,517	51,442	48,269
	OT/Holiday/Other	4,699	0	0	0	69	0	0
	Benefits	55,161	45,103	46,673	45,693	15,191	28,437	30,479
	<b>PERSONAL SERVICES</b>	<b>281,193</b>	<b>240,474</b>	<b>248,035</b>	<b>247,710</b>	<b>77,624</b>	<b>151,239</b>	<b>166,424</b>
	Supplies	14,900	10,400	58,931	11,400	7,697	14,900	13,400
	Repair Supplies	455	0	0	0	0	0	0
	Small Tools & Equipment	483	700	170	700	45	600	500
	Concession Supplies	3,711	0	(6,175)	0	(7,851)	0	0
	<b>SUPPLIES</b>	<b>19,549</b>	<b>11,100</b>	<b>52,926</b>	<b>12,100</b>	<b>(109)</b>	<b>15,500</b>	<b>13,900</b>
	Professional Services	14,762	9,500	19,699	13,700	2,520	8,000	8,000
	Communication	8,549	5,650	8,842	7,050	5,090	7,040	8,300
	Vehicle, Travel & Training	2,410	2,900	1,574	2,650	508	1,700	1,500
	Advertising & Promotion	2,314	3,000	1,608	3,500	198	3,100	2,200
	Memberships & Subscriptions	418	400	432	350	120	150	150
	Insurance	274	1,181	94	1,181	12	1,181	1,181
	Licenses & Inspections	0	400	348	400	0	500	500
	Repairs	0	200	0	200	0	150	0
	Other Services & Charges	2,137	950	1,790	1,825	796	1,900	1,950
	Refunds & Reimbursements	17,282	18,670	12,595	15,470	532	13,000	13,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>48,146</b>	<b>42,851</b>	<b>46,982</b>	<b>46,326</b>	<b>9,776</b>	<b>36,721</b>	<b>36,781</b>
	<b>Total Expenditures</b>	<b>348,888</b>	<b>294,425</b>	<b>347,943</b>	<b>306,136</b>	<b>87,291</b>	<b>203,460</b>	<b>217,105</b>
	Net Revenue	(151,664)	(118,842)	(149,476)	(118,881)	(20,285)	(83,180)	(94,325)
	<b>Total for PROG 530: YOUTH RECREATION</b>	<b>(151,664)</b>	<b>(118,842)</b>	<b>(149,476)</b>	<b>(118,881)</b>	<b>(20,285)</b>	<b>(83,180)</b>	<b>(94,325)</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Youth Recreation**  
**Youth Recreation 513-530**

**2019 Accomplishments**

- \* Worked with Soccer Association and broke ground on Nass Soccer development.
- \* Secured grants and donations from local Associations, Businesses and foundations for We All Play fo a total of \$750,000.
- \* Continued to offer two movies in the park, that are paid by sponsorships.
- \* Continued updates, make ups, correspondences to parcipants/coaches thru our new software, resulting in cost savings of postage.
- \* Developed fund for reconditioning and replacement of football helmets.
  
- \* Added successful programs including; Twin's Trip, Ramped up Rec on the Go, Revamp Summer Camps and new events for the summer and winter weekend out.

**2020 Goals**

- \* Adapt the reservation feature in registration system, so individuals can register for fields online.
- \* Secure last 30% funding for We All Play project, and break ground in 2020.
- \* 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 website features.
  
- \* 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.

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, Owatona Straight River, Volleyball Booster's Club, Husky Fastpitch Club.

PROG 536: AQUATICS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	0	0	0	0	26,737	50,925	56,850
	Miscellaneous	0	0	0	0	895	0	4,600
	Total Revenues	0	0	0	0	27,632	50,925	61,450
	FT Wages	0	0	0	0	24,643	54,157	52,693
	PT/Seasonal Wages	0	0	0	0	7,441	13,460	30,915
	Benefits	0	0	0	0	5,408	13,271	15,000
	PERSONAL SERVICES	0	0	0	0	37,492	80,888	98,608
	Supplies	0	0	0	0	375	1,100	1,600
	Repair Supplies	0	0	0	0	0	0	1,000
	Small Tools & Equipment	0	0	0	0	0	0	750
	Concession Supplies	0	0	0	0	735	0	1,500
	SUPPLIES	0	0	0	0	1,110	1,100	4,850
	Professional Services	0	0	0	0	1,533	3,000	3,250
	Communication	0	0	0	0	342	300	2,000
	Vehicle, Travel & Training	0	0	0	0	132	500	700
	Advertising & Promotion	0	0	0	0	0	0	700
	Printing	0	0	0	0	0	0	250
	Licenses & Inspections	0	0	0	0	178	0	300
	Refunds & Reimbursements	0	0	0	0	1	5,000	5,000
	OTHER SERVICES & CHARGES	0	0	0	0	2,186	8,800	12,200
	Total Expenditures	0	0	0	0	40,788	90,788	115,658
	Net Revenue	0	0	0	0	(13,156)	(39,863)	(54,208)
	Total for PROG 536: AQUATICS	0	0	0	0	(13,156)	(39,863)	(54,208)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Youth Recreation/Aquatics**  
**Youth Recreation 513-536**

**2019 Accomplishments**

- Established a separate program budget
  
- Successful new aquatic program (Special Event – ‘Egg Splash’)
  
  
- Re-opened Lake Kohlmier Beach house for offering equipment rental and concessions
  
  
  
- Increase of Middle School morning lap swim participation by 29% as of July 2019.
- Increased Friday and Sunday Swimming Lessons program by a total of 4 classes each session
- Added 2 sessions (8 classes) of private lessons during the summer season

**2020 Goals**

- Increase number of offered Learn to Swim classes by up to 6 additional sessions for the winter season
  
- Evaluate community need for new aquatics related programming, research options to provide those offerings and add up to 3 additional programs or events during the winter season
  
- As part of the Facility Condition Report, develop an itemized list of all minor equipment at Lake Kohlmier, identifying items such as: Life Expectancy, Condition and Anticipated Replacement Timeline
  
  
- Train a Lifeguard Instructor Trainer
  
- Expand Swim Lessons program to meet the needs of our diverse population
- Develop/Implement WSI inservices
- Increase rental use at Lake Kohlmier to 70+ rentals per week
- Add 2 additional rental equipment items

PROG 538: THERAPEUTIC RECREATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	0	0	0	0	25,056	25,200	29,900
	Miscellaneous	0	0	0	0	2,225	1,500	1,500
	Total Revenues	0	0	0	0	27,281	26,700	31,400
	FT Wages	0	0	0	0	16,792	28,585	34,502
	PT/Seasonal Wages	0	0	0	0	7,990	21,687	29,131
	Benefits	0	0	0	0	4,751	9,598	12,497
	PERSONAL SERVICES	0	0	0	0	29,533	59,870	76,130
	Supplies	0	0	0	0	3,354	2,200	3,200
	SUPPLIES	0	0	0	0	3,354	2,200	3,200
	Professional Services	0	0	0	0	5,136	4,200	5,500
	Communication	0	0	0	0	336	1,110	1,025
	Vehicle, Travel & Training	0	0	0	0	0	550	550
	Memberships & Subscriptions	0	0	0	0	0	300	475
	OTHER SERVICES & CHARGES	0	0	0	0	5,472	6,160	7,550
	Total Expenditures	0	0	0	0	38,359	68,230	86,880
	Net Revenue	0	0	0	0	(11,078)	(41,530)	(55,480)
	Total for PROG 538: THERAPEUTIC RECREATION	0	0	0	0	(11,078)	(41,530)	(55,480)
	Total for DEPT 513: YOUTH RECREATION	(151,664)	(118,842)	(149,476)	(118,881)	(44,519)	(164,573)	(204,013)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Youth Recreation/Therapeutic Rec**  
**Youth Recreation 513-538**

**2019 Accomplishments**

- Established consistency in program staff by assigning a Recreation Facility Assistant to lead the programs
- Increased memberships and program registration numbers
- Established a more consistent and fair registration policy
- Established a separate program budget
  
- Developed a more efficient newsletter format and timeline

**2020 Goals**

- Obtain grants to purchase an adaptive kayak boat launch system and an all terrain wheel chair
- Review and evaluate all programs for purpose, effectiveness and need
- Review and Update Program Policy and Procedure Manual
- Encourage and promote online registration
  
- Expand partnerships with Special Olympics, Advocates for Developmental Disabilities and other adaptive rec community groups to complement each other in providing programming and adaptive rec needs
  
- Develop partnerships with community agencies to assist in program marketing
- Continue to keep activity fees cost effective and affordable

DEPT 514: TENNIS AND FITNESS CENTER  
 PROG 540: T&F CENTER ADMINISTRATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	6,551	7,000	9,896	7,000	3,847	7,000	7,000
	Miscellaneous	250	500	1,063	500	0	0	0
	Total Revenues	6,801	7,500	10,959	7,500	3,847	7,000	7,000
	FT Wages	30,637	44,088	45,847	43,096	30,909	45,958	48,367
	PT/Seasonal Wages	102,344	86,535	100,963	90,887	46,900	87,865	102,748
	Benefits	23,629	25,090	26,099	24,152	12,245	23,516	24,242
	PERSONAL SERVICES	156,610	155,713	172,909	158,135	90,054	157,339	175,357
	Supplies	5,491	5,700	3,905	5,700	1,483	5,000	3,900
	Repair Supplies	726	0	139	0	0	0	0
	SUPPLIES	6,217	5,700	4,044	5,700	1,483	5,000	3,900
	Professional Services	46	0	217	0	247	0	0
	Communication	6,850	6,100	7,540	6,250	3,271	6,700	7,000
	Vehicle, Travel & Training	712	1,300	392	1,000	21	950	950
	Advertising & Promotion	759	0	2,895	0	0	2,600	3,000
	Memberships & Subscriptions	191	225	197	225	120	350	350
	Licenses & Inspections	475	525	520	525	520	525	525
	Repairs	0	400	0	400	0	0	0
	Other Services & Charges	1,105	3,100	998	1,400	776	1,200	1,700
	OTHER SERVICES & CHARGES	10,138	11,650	12,759	9,800	4,955	12,325	13,525
	Total Expenditures	172,965	173,063	189,712	173,635	96,492	174,664	192,782
	Net Revenue	(166,164)	(165,563)	(178,753)	(166,135)	(92,645)	(167,664)	(185,782)
	Total for PROG 540: T&F CENTER ADMINISTRATION	(166,164)	(165,563)	(178,753)	(166,135)	(92,645)	(167,664)	(185,782)

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

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	152,605	146,000	153,475	127,900	65,759	138,700	142,500
	Miscellaneous	1,505	500	21	500	4,161	0	0
	Total Revenues	154,110	146,500	153,496	128,400	69,920	138,700	142,500
	Supplies	5,110	4,500	5,145	3,000	897	3,000	700
	Repair Supplies	995	1,550	9,775	1,550	2,794	1,550	1,550
	Small Tools & Equipment	0	0	0	0	7,417	0	0
	SUPPLIES	6,105	6,050	14,920	4,550	11,108	4,550	2,250
	Professional Services	106,490	84,700	96,852	81,000	33,049	89,500	94,250
	Communication	2	450	1	250	2	150	0
	Advertising & Promotion	70	1,300	0	1,300	0	0	0
	Memberships & Subscriptions	60	500	53	500	23	250	250
	Repairs	378	250	651	250	676	400	500
	OTHER SERVICES & CHARGES	107,000	87,200	97,557	83,300	33,750	90,300	95,000
	Total Expenditures	113,105	93,250	112,477	87,850	44,858	94,850	97,250
	Net Revenue	41,005	53,250	41,019	40,550	25,062	43,850	45,250
	Total for PROG 544: TENNIS-PRO SHOP,INSTR,USER FEE	41,005	53,250	41,019	40,550	25,062	43,850	45,250

PROG 546: FITNESS, AQUATICS, CONCESSIONS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	124,023	113,650	117,599	118,150	66,003	119,400	125,425
	Miscellaneous	0	0	0	0	140	0	0
	Total Revenues	124,023	113,650	117,599	118,150	66,143	119,400	125,425
	FT Wages	988	0	0	0	0	0	0
	PT/Seasonal Wages	0	0	368	0	0	0	0
	PERSONAL SERVICES	988	0	368	0	0	0	0
	Supplies	3,156	5,200	3,401	5,200	1,296	3,950	3,950
	Repair Supplies	1,428	3,200	2,416	3,200	826	2,200	2,200
	Small Tools & Equipment	6,240	6,500	12,023	16,500	1,618	16,500	17,500
	Concession Supplies	1,199	2,250	1,371	2,000	713	1,500	1,400
	SUPPLIES	12,023	17,150	19,211	26,900	4,453	24,150	25,050
	Professional Services	3,728	2,975	2,545	3,825	875	3,400	3,900
	Communication	297	500	351	550	125	550	300
	Advertising & Promotion	69	1,300	0	1,300	0	0	0
	Printing	0	0	0	0	294	400	600
	Memberships & Subscriptions	1,728	1,500	1,024	1,500	227	1,200	1,200
	Insurance	2,700	2,700	2,200	2,200	1,700	3,400	3,500
	Repairs	1,441	2,000	2,806	2,000	663	2,000	2,000
	Rents/Leases	0	50	0	0	0	0	0
	Other Services & Charges	0	0	95	0	23	0	0
	OTHER SERVICES & CHARGES	9,963	11,025	9,021	11,375	3,907	10,950	11,500
	Total Expenditures	22,974	28,175	28,600	38,275	8,360	35,100	36,550
	Net Revenue	101,049	85,475	88,999	79,875	57,783	84,300	88,875
	Total for PROG 546: FITNESS, AQUAT., CONCESSIONS	101,049	85,475	88,999	79,875	57,783	84,300	88,875
	Total for DEPT 514: TENNIS AND FITNESS CENTER	(24,110)	(26,838)	(48,735)	(45,710)	(9,800)	(39,514)	(51,657)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Tennis & Fitness**  
**Tennis & Fitness Center 514-540, 514-544, 514-546**

**2019 Accomplishments**

- Partnered with Owatonna Tennis Association to replace all 5 Court Divider Nets
- Added Online Water Aerobics Registration
- Partnered with the Owatonna School District on Tennis Court use for Tennis Teams
- Remodeled Tennis Lobby
- Updated Tennis Court Group Rental Policies
  
- Created a fresh, bright look by painting several rooms
  
- Re-evaluated and updated Tennis Court Group Rental Polices
- Continued the Partnership and Collaboration with Owatonna Tennis Association

**2020 Goals**

- Develop a plan for new staff training to prepare for Fall Season and enhance current staff trainings and quarterly staff meetings
- Explore new aquatics programs for users during daytime hours
  
- Partner with USTA to offer Tournaments and USTA summer leagues
  
- Replace 2 outdated and worn cardio machines
- Add online registration for memberships
- As part of the Facility Condition Report, develop an itemized list of all minor equipment, identifying items such as: Life Expectancy, Condition and Anticipated Replacement Timeline
  
- Recruit new Tennis Pro Contract
- Restructure Tennis Membership Rates to provide a greater incentive for yearly memberships
- Add Silver & Fit Program
- Develop programming to better maximize daytime gym use.
- Offer up to 3 drop-in water aerobics classes

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DEPT 515: SOCIAL COMMONS  
 PROG 550: SOCIAL COMMONS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	67,594	69,150	72,964	54,150	42,381	57,500	59,000
	Miscellaneous	35,800	27,000	31,795	27,000	9,788	27,000	28,000
	Total Revenues	103,394	96,150	104,759	81,150	52,169	84,500	87,000
	FT Wages	48,416	54,571	34,840	39,956	21,012	42,717	45,040
	PT/Seasonal Wages	5,551	15,958	14,087	9,000	5,584	7,500	18,135
	Benefits	10,345	16,218	10,429	9,849	4,658	9,590	12,099
	PERSONAL SERVICES	64,312	86,747	59,356	58,805	31,254	59,807	75,274
	Supplies	8,303	10,350	6,830	8,560	2,152	6,100	5,700
	Repair Supplies	1,713	1,800	388	1,800	53	1,700	1,700
	Small Tools & Equipment	4,420	0	6,000	0	0	6,000	6,000
	Concession Supplies	185	500	211	500	139	250	250
	SUPPLIES	14,621	12,650	13,429	10,860	2,344	14,050	13,650
	Professional Services	44,803	38,000	42,839	23,500	19,505	28,800	32,200
	Communication	4,951	3,400	4,850	4,200	2,043	4,200	5,800
	Vehicle, Travel & Training	884	1,200	332	1,000	22	850	800
	Advertising & Promotion	1,470	750	466	750	64	750	750
	Printing	862	750	0	750	0	500	500
	Memberships & Subscriptions	119	100	214	100	150	250	300
	Insurance	1,900	1,900	1,400	1,400	1,100	2,200	2,300
	Licenses & Inspections	0	0	0	0	0	0	100
	Repairs	8,424	6,300	1,222	6,300	(134)	1,500	1,500
	Rents/Leases	(101)	400	35	400	(54)	0	0
	Other Services & Charges	946	1,800	1,514	1,800	649	1,850	1,850
	OTHER SERVICES & CHARGES	64,258	54,600	52,872	40,200	23,345	40,900	46,100
	Total Expenditures	143,191	153,997	125,657	109,865	56,943	114,757	135,024
	Net Revenue	(39,797)	(57,847)	(20,898)	(28,715)	(4,774)	(30,257)	(48,024)
	Total for PROG 550: SOCIAL COMMONS	(39,797)	(57,847)	(20,898)	(28,715)	(4,774)	(30,257)	(48,024)
	Total for DEPT 515: SOCIAL COMMONS	(39,797)	(57,847)	(20,898)	(28,715)	(4,774)	(30,257)	(48,024)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - West Hills Social Commons**  
**Social Commons 515-550**

**2019 Accomplishments**

- Partnered with LPI to offer a more efficient Newsletter process
  
- Changed building name
- Developed a programming business plan as a guide for diversifying and expanding program offerings to patrons
  
- Partnered with travel agencies to expanded trip offerings to include extended trips
  
- Continued the Partnership and Collaboration with SeniorPlace Inc.
- Expanded the focus of the Membership/Advertising Committee for better marketing of the facility and programs
  
- Created advertising list as part of the marketing/promotions plan

**2020 Goals**

- As part of the Facility Condition Report, develop an itemized list of all minor equipment, identifying items such as: Life Expectancy, Condition and Anticipated Replacement Timeline
  
- Update Building Logo
- Establish a more open and welcoming atmosphere at the facility and within programming
  
- Develop an extension to the trips program to include concerts
  
- Review and Update Policy and Procedure Manual
  
- Increase yearly membership numbers
  
- Expand the use of social media venues as advertisement and as an informational source
  - Continue to utilize the programming business plan to guide new programming, trip, event and volunteer ideas/opportunities
  - Maintain positive relationships with program contractors and facility renters
  
- Continue to increase local business participation within the Partnership Program
  
- Encourage and promote online registration
- Maintain a strong partnership with SeniorPlace Inc.
  
- Analyze newsletter frequency -- possibly change from quarterly to every other month

DEPT 520: AQUATIC CENTER  
 PROG 575: AQUATIC CENTER

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	171,774	211,020	188,079	212,750	73,220	193,500	195,100
	Miscellaneous	0	500	1,100	500	6,000	0	0
	Total Revenues	171,774	211,520	189,179	213,250	79,220	193,500	195,100
	FT Wages	12,580	10,097	25,077	21,494	10,422	22,952	24,176
	PT/Seasonal Wages	112,622	121,958	100,642	118,000	26,549	116,500	133,591
	OT/Holiday/Other	0	0	32	0	0	0	0
	Benefits	18,357	18,931	17,168	20,898	5,016	19,370	21,072
	PERSONAL SERVICES	143,559	150,986	142,919	160,392	41,987	158,822	178,839
	Supplies	26,742	18,550	28,605	18,550	11,244	22,900	24,800
	Repair Supplies	5,724	15,000	2,737	12,500	1,234	10,000	10,000
	Small Tools & Equipment	953	0	8,911	7,500	17,432	10,000	13,000
	Concession Supplies	23,290	23,000	24,371	23,000	5,426	23,000	23,000
	SUPPLIES	56,709	56,550	64,624	61,550	35,336	65,900	70,800
	Professional Services	681	200	621	200	104	100	0
	Communication	3,225	2,900	3,139	3,000	672	3,000	3,250
	Vehicle, Travel & Training	312	900	208	900	130	1,000	1,000
	Advertising & Promotion	7,838	7,000	7,599	7,000	0	7,000	7,000
	Memberships & Subscriptions	0	0	570	0	120	600	300
	Insurance	6,600	6,600	5,207	5,200	3,850	7,700	8,200
	Licenses & Inspections	630	650	805	650	805	805	805
	Repairs	192	3,500	294	3,500	0	1,000	4,000
	Other Services & Charges	532	700	437	700	0	700	700
	OTHER SERVICES & CHARGES	20,010	22,450	18,880	21,150	5,681	21,905	25,255
	Total Expenditures	220,278	229,986	226,423	243,092	83,004	246,627	274,894
	Net Revenue	(48,504)	(18,466)	(37,244)	(29,842)	(3,784)	(53,127)	(79,794)
	Total for PROG 575: AQUATIC CENTER	(48,504)	(18,466)	(37,244)	(29,842)	(3,784)	(53,127)	(79,794)
	Total for DEPT 520: AQUATIC CENTER	(48,504)	(18,466)	(37,244)	(29,842)	(3,784)	(53,127)	(79,794)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Aquatic Center**  
**Aquatic Center 520-575**

**2019 Accomplishments**

- Replaced 3 Funbrellas through Advertisers/Sponsors
  
- Transitioned to electronic punch cards for coupon passes
- Online Membership Sales increased by 60%
- Renovated all play features, tube slide and body slide
- Added play feature in zero depth area
- Continued implementing new strategies for staff trainings and orientations.
- Evaluate membership and swimming lessons fees -- made appropriate adjustments
- Offered new Boat Reggata event

**2020 Goals**

- As part of the Facility Condition Report, develop an itemized list of all minor equipment, identifying items such as: Life Expectancy, Condition and Anticipated Replacement Timeline
  
- Continue to update our training procedures and inservices for higher efficiency
- Re-evaluate offered programs and fees
- Increase birthday party rentals by 5 more per month
- 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/Sponsors to replace up to 3 more Funbrellas
- Replenish a 25% of the deck furniture
- Explore ways to draw additional patrons to the facility for open swim on Wednesdays (slowest day of the week)
- Expand Swim Lessons program to meet the needs of our diverse population
- Develop/Implement WSI inservices
- Expand Swim Lessons program to meet the needs of our diverse population
- Develop/Implement WSI inservices

DEPT 525: BROOKTREE GOLF COURSE  
 PROG 562: CLUBHOUSE ACTIVITIES

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	384,250	414,770	366,542	438,750	224,304	408,050	367,600
	Miscellaneous	535	1,500	5,513	1,500	300	0	0
	Total Revenues	384,785	416,270	372,055	440,250	224,604	408,050	367,600
	FT Wages	18,912	25,906	24,869	27,042	14,021	28,320	10,928
	PT/Seasonal Wages	59,519	72,830	60,056	54,187	1,176	51,165	0
	OT/Holiday/Other	0	0	368	0	0	0	0
	Benefits	13,978	17,179	14,703	15,692	2,913	16,019	2,828
	PERSONAL SERVICES	92,409	115,915	99,996	96,921	18,110	95,504	13,756
	Supplies	8,932	7,500	8,813	7,500	2,200	7,000	5,500
	Small Tools & Equipment	0	300	0	300	0	300	0
	Concession Supplies	14,417	10,000	13,284	10,000	0	10,000	0
	SUPPLIES	23,349	17,800	22,097	17,800	2,200	17,300	5,500
	Professional Services	(17)	0	7,308	1,000	56,205	4,000	86,500
	Communication	9,865	8,200	10,976	9,200	4,865	9,200	7,700
	Vehicle, Travel & Training	1,289	1,000	1,066	1,000	85	1,000	0
	Advertising & Promotion	8,136	6,000	7,037	7,000	2,820	7,000	12,000
	Memberships & Subscriptions	5,833	4,300	6,430	4,800	480	5,800	0
	Insurance	5,355	6,300	5,000	5,000	3,500	7,000	6,600
	Licenses & Inspections	719	0	660	660	0	660	660
	Repairs	3,375	6,000	1,884	5,200	1,246	5,000	2,700
	Rents/Leases	3,246	4,500	1,832	4,500	0	2,000	0
	Other Services & Charges	3,472	3,800	4,352	3,800	3,940	3,800	3,800
	Refunds & Reimbursements	547	0	0	0	108	0	0
	OTHER SERVICES & CHARGES	41,820	40,100	46,545	42,160	73,249	45,460	119,960
	Total Expenditures	157,578	173,815	168,638	156,881	93,559	158,264	139,216
	Net Revenue	227,207	242,455	203,417	283,369	131,045	249,786	228,384
	Total for PROG 562: CLUBHOUSE ACTIVITIES	227,207	242,455	203,417	283,369	131,045	249,786	228,384

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Brooktree Golf Course**  
**Clubhouse 525-562**

**2019 Accomplishments**

Transitioned to a private contractor for running the clubhouse and restaurant

**2020 Goals**

Will work with the private contractor to increase usage and revenues at the golf course

PROG 564: DAILY MAINTENANCE

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	1,284	0	0	0	0	0	0
	Charges for Services	26	0	28	0	42	0	0
	Total Revenues	1,310	0	28	0	42	0	0
	FT Wages	69,351	108,484	97,517	73,489	56,454	87,679	104,716
	PT/Seasonal Wages	87,418	86,591	65,766	98,170	23,356	66,291	59,960
	OT/Holiday/Other	18,013	1,000	1,236	1,000	1,308	1,000	1,000
	Benefits	31,875	55,988	36,321	37,030	16,392	33,063	34,820
	PERSONAL SERVICES	206,657	252,063	200,840	209,689	97,510	188,033	200,496
	Supplies	86,047	70,845	105,374	70,845	41,164	77,600	77,600
	Repair Supplies	36,896	25,000	31,025	25,000	16,249	25,000	24,500
	Small Tools & Equipment	1,679	4,025	6,023	4,025	449	2,500	2,500
	SUPPLIES	124,622	99,870	142,422	99,870	57,862	105,100	104,600
	Professional Services	55,036	35,000	20,750	35,000	0	22,000	23,500
	Communication	609	1,500	248	1,500	0	800	0
	Transportation (VRF)	70,800	70,800	61,922	70,800	17,910	35,820	39,000
	Vehicle, Travel & Training	704	1,000	396	700	0	700	700
	Memberships & Subscriptions	530	500	380	500	0	500	500
	Licenses & Inspections	450	1,000	808	1,000	10	1,000	1,000
	Repairs	0	0	2,892	0	0	0	0
	Rents/Leases	3,302	4,000	12,568	4,000	14,813	38,980	37,980
	Other Services & Charges	1,618	1,500	3,002	1,500	1,319	1,000	1,000
	OTHER SERVICES & CHARGES	133,049	115,300	102,966	115,000	34,052	100,800	103,680
	Total Expenditures	464,328	467,233	446,228	424,559	189,424	393,933	408,776
	Net Revenue	(463,018)	(467,233)	(446,200)	(424,559)	(189,382)	(393,933)	(408,776)
	Total for PROG 564: DAILY MAINTENANCE	(463,018)	(467,233)	(446,200)	(424,559)	(189,382)	(393,933)	(408,776)
	Total for DEPT 525: BROOKTREE GOLF COURSE	(235,811)	(224,778)	(242,783)	(141,190)	(58,337)	(144,147)	(180,392)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Culture & Recreation - Brooktree Golf Course**  
**Golf Course Maintenance 525-564**

**2019 Accomplishments**

2nd phase of irrigation controls upper 9  
Established Brooktree as a first class maintained golf course  
In process of new Tee sign installation  
Landscape and drainage issues fixed  
Cleaned up after flooding to get course playable as soon as possible.

**2020 Goals**

Finish tee signs  
Continue to fix landscape and drainage issues  
Work close with BGA on future goals  
Continue to keep Brooktree a first class course  
Create a plan for ash tree replacement

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

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	953	0	1,319	0	0	0	0
	Miscellaneous	72,121	80,000	81,104	75,000	46,397	90,000	90,000
	Total Revenues	73,074	80,000	82,423	75,000	46,397	90,000	90,000
	FT Wages	358,324	359,846	368,968	374,931	184,629	398,644	421,049
	PT/Seasonal Wages	86,787	86,069	78,504	96,269	27,402	102,718	96,092
	OT/Holiday/Other	25,105	25,500	29,023	25,500	20,684	25,500	24,000
	Benefits	158,298	170,271	156,206	163,550	78,256	178,119	209,852
	PERSONAL SERVICES	628,514	641,686	632,701	660,250	310,971	704,981	750,993
	Supplies	25,807	28,400	23,241	24,400	7,578	23,500	23,500
	Repair Supplies	58,752	49,900	47,982	49,900	23,543	50,500	52,500
	Small Tools & Equipment	15,950	12,450	13,219	13,000	3,961	13,000	13,000
	SUPPLIES	100,509	90,750	84,442	87,300	35,082	87,000	89,000
	Professional Services	46,080	50,400	27,136	50,400	22,448	40,500	56,500
	Communication	11,403	13,800	18,463	12,800	4,637	12,100	12,100
	Transportation (VRF)	31,200	31,200	31,200	31,200	18,000	36,000	36,000
	Vehicle, Travel & Training	1,532	2,000	1,640	1,500	19	1,500	1,500
	Advertising & Promotion	570	200	736	200	0	500	500
	Memberships & Subscriptions	15	200	100	200	0	200	200
	Insurance	16,500	16,500	13,000	13,000	9,250	18,500	20,100
	Licenses & Inspections	728	3,000	4,927	3,000	1,377	3,000	5,000
	Repairs	30,504	28,000	41,860	28,000	17,374	28,000	31,000
	Rents/Leases	1,947	1,300	1,219	1,300	111	1,300	1,300
	Other Services & Charges	4,393	5,500	4,833	5,500	1,799	4,400	4,400
	OTHER SERVICES & CHARGES	144,872	152,100	145,114	147,100	75,015	146,000	168,600
	CAPITAL OUTLAY	0	0	31,955	0	0	0	0
	Total Expenditures	873,895	884,536	894,212	894,650	421,068	937,981	1,008,593
	Net Revenue	(800,821)	(804,536)	(811,789)	(819,650)	(374,671)	(847,981)	(918,593)
	Total for PROG 580: BLDG/GROUNDS MAINTENANCE	(800,821)	(804,536)	(811,789)	(819,650)	(374,671)	(847,981)	(918,593)
	Total for DEPT 590: BLDG/GROUNDS MAINTENANCE	(800,821)	(804,536)	(811,789)	(819,650)	(374,671)	(847,981)	(918,593)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**General Government - Government Buildings**  
**Government Buildings 590-580**

**2019 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

Have a better working knowledge of the day to day operation of my staff and crew  
Have a better understanding of how the budget process works

Have established a good network within the city and with contractors.  
Joined a governmental group for Facility Managers  
Completed Office remodel at City hall and Vevele hall  
Completed restroom remodel at Lake Kohlmer  
Completed Tennis center remodel  
Completed Additional restroom at Big Brother  
Completed Tuck Pointing at City Hall  
Completed Biff enclosure at Soccer Complex  
Completed Vevele Hall/Roof  
Received bids for Fire hall Mechanical upgrade and roof- To be completed in Fall of 2019  
Working to complete Admin Roof by end of 2019  
Working to complete new floor installation in West Hills Social Commons Kitchen  
Painted weight room at Fitness Center  
Dumpster enclosure- Mineral Springs  
Fire Hall and Art Center Fire System- Dry vs. Wet  
Received bids to complete Henderson Hall Roof in fall of 2019

**2020 Goals**

Respond to requests and special projects in a timely manner.

Continue to learn and grow in my position  
Continue to learn the day to day operation of my staff and crew. Set up PM Schedule for routine tasks  
Continue to get a better understanding of how the budget works-CIP

Continue Networking- Within the city, other governmental agencies and contractors. Join a governmental group for Facility Managers.  
Continue to organize departmental information

Develop an online facility request process  
Work on grant projects for Firehall  
West Hills Social Commons hood and new fire suppression system  
Merrill Hall back steps  
Explore different option Merrill Hall Heating and cooling  
ADA Compliance bathrooms at main level Merrill hall  
ADA Compliance bathrooms at Manthey  
Dumpster Screens at Parks and building

Biff Enclosures at Parks

FUND 280: OWATONNA HRA

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Tax Levies		155,208	155,000	166,408	165,000	87,520	175,000	185,000
Intergovernmental Revenue		45,711	46,500	46,133	50,000	20,914	45,000	45,000
Charges for Services		1,317	1,500	1,317	1,316	0	3,600	1,726
Interest on Investments		870	2,000	819	1,000	976	800	800
Miscellaneous		37,761	42,800	31,592	33,000	14,440	22,000	22,000
Transfers		14,976	15,000	6,864	15,000	0	15,000	7,500
<b>Total Revenues</b>		<b>255,843</b>	<b>262,800</b>	<b>253,133</b>	<b>265,316</b>	<b>123,850</b>	<b>261,400</b>	<b>262,026</b>
FT Wages		66,107	65,157	70,019	72,995	37,747	76,284	80,597
OT/Holiday/Other		4,072	0	60	0	22	0	0
Benefits		18,653	21,634	14,963	15,321	12,934	25,355	26,607
<b>PERSONAL SERVICES</b>		<b>88,832</b>	<b>86,791</b>	<b>85,042</b>	<b>88,316</b>	<b>50,703</b>	<b>101,639</b>	<b>107,204</b>
Supplies		672	1,000	1,155	1,000	570	1,000	1,000
<b>SUPPLIES</b>		<b>672</b>	<b>1,000</b>	<b>1,155</b>	<b>1,000</b>	<b>570</b>	<b>1,000</b>	<b>1,000</b>
Professional Services		9,789	0	2,251	10,000	50	10,000	15,750
Communication		1,027	1,500	968	1,500	579	800	1,400
Vehicle, Travel & Training		854	2,000	1,212	1,500	290	1,500	2,500
Housing & Economic Devel		2,642	4,500	4,988	4,500	2,595	4,500	4,500
Advertising & Promotion		200	1,000	0	500	0	300	300
Memberships & Subscriptions		0	400	387	400	176	200	750
Insurance		2,900	2,900	2,600	2,600	1,800	3,600	4,100
Repairs		25,228	10,600	23,325	17,000	7,038	10,500	10,500
Other Services & Charges		71,294	135,667	75,104	118,667	35,132	118,667	118,667
<b>OTHER SERVICES &amp; CHARGES</b>		<b>113,934</b>	<b>158,567</b>	<b>110,835</b>	<b>156,667</b>	<b>47,660</b>	<b>150,067</b>	<b>158,467</b>
TRANSFERS OUT		15,000	15,000	15,000	15,000	7,500	15,000	15,000
<b>Total Expenditures</b>		<b>218,438</b>	<b>261,358</b>	<b>212,032</b>	<b>260,983</b>	<b>106,433</b>	<b>267,706</b>	<b>281,671</b>
<b>Total for PROG 680: H.R.A.</b>		<b>37,405</b>	<b>1,442</b>	<b>41,101</b>	<b>4,333</b>	<b>17,417</b>	<b>(6,306)</b>	<b>(19,645)</b>

PROG 681: BRIDGES PROGRAM

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Intergovernmental Revenue		261,733	158,000	272,688	165,200	123,183	281,000	283,000
<b>Total Revenues</b>		<b>261,733</b>	<b>158,000</b>	<b>272,688</b>	<b>165,200</b>	<b>123,183</b>	<b>281,000</b>	<b>283,000</b>
Other Services & Charges		239,960	145,000	256,798	150,000	139,675	256,000	256,000
<b>Total Expenditures</b>		<b>239,960</b>	<b>145,000</b>	<b>256,798</b>	<b>150,000</b>	<b>139,675</b>	<b>256,000</b>	<b>256,000</b>
<b>Total for PROG 681: BRIDGES PROGRAM</b>		<b>21,773</b>	<b>13,000</b>	<b>15,890</b>	<b>15,200</b>	<b>(16,492)</b>	<b>25,000</b>	<b>27,000</b>
<b>Total for FUND 280: OWATONNA HRA</b>		<b>59,178</b>	<b>14,442</b>	<b>56,991</b>	<b>19,533</b>	<b>925</b>	<b>18,694</b>	<b>7,355</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Housing & Economic Development**  
**HRA Administration 680-680**

**2019 Accomplishments**

- Learning the Owatonna Housing Manager position and duties
- Renewed and executed the 2019-2021 Bridges Grant (added Winona County)
- Leased 204 E Fremont: Leased to Transitional Housing for assistance with clients in need
  
- Assisted in retaining eligibility in USDA Rural Development Housing Programs.

**2020 Goals**

- Set up online assistance application process
- Work with landlords to ensure they understand the HRA assistance programs. Add more landlords and units to give better housing options for our clients.
- Coordinate with monthly Community Services Coordination Team Agencies to assist homeless households.
- Research grant funding options to assist with various housing needs.
- Scan all hard files and add to city laserfiche system
- Assist Owatonna Forward efforts for 500 new housing units by 2021.

FUND 282: OWATONNA HRA-HUD

DEPT 680: HRA

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

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Intergovernmental Revenue	789,671	681,550	746,428	652,000	387,321	757,000	792,476
	Interest on Investments	138	300	746	350	254	300	300
	Total Revenues	789,809	681,850	747,174	652,350	387,575	757,300	792,776
	FT Wages	24,891	36,997	31,118	34,739	17,235	35,063	37,024
	Benefits	9,185	14,408	5,330	5,527	6,280	14,820	15,540
	PERSONAL SERVICES	34,076	51,405	36,448	40,266	23,515	49,883	52,564
	Professional Services	24,608	27,000	15,724	26,500	8,345	25,500	17,000
	Vehicle, Travel & Training	52	500	158	500	0	500	500
	Other Services & Charges	690,769	612,800	687,949	578,800	341,516	689,000	752,050
	OTHER SERVICES & CHARGES	715,429	640,300	703,831	605,800	349,861	715,000	769,550
	Total Expenditures	749,505	691,705	740,279	646,066	373,376	764,883	822,114
	Net Revenue	40,304	(9,855)	6,895	6,284	14,199	(7,583)	(29,338)
	Total for PROG 682: H R A U S D H U D	40,304	(9,855)	6,895	6,284	14,199	(7,583)	(29,338)
	Total for DEPT 680: HRA	40,304	(9,855)	6,895	6,284	14,199	(7,583)	(29,338)
	Total for FUND 282: OWATONNA HRA-HUD	40,304	(9,855)	6,895	6,284	14,199	(7,583)	(29,338)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Housing & Economic Development**  
**HRA Voucher Program 680-682**

**2019 Accomplishments**

- Administered funding to provide affordable rental housing for low income households in Steele County.
- COLA meetings: Landlord meetings to explain inspection processes and listened to landlord concerns.
- Completed the beennial Section 8 Management Assessment Program (SEMAP) scoring procedures. .
- Promoted homeownership though coordination with USDA Rural Development, SEMN Housing
- Purged the section 8 waitlist
- Updated and executed HRA inspection policies & procedures.
- Began quarterly Zero income status report

**2020 Goals**

- Promote homeownership through coordination with USDA Rural Development
- Examine and review Bridges policies with all administering counties.
- Increase participation in the Section 8 Family Self Sufficiency program that assists households to become economically self sufficient.
- Maintain and promote voucher program and remain in good standing with HUD.
- Review and update the Admin Plan
- Coordinate a meeting with current HRA participating owners to educate and build relationships.

FUND 290: EDA ADMINISTRATION

DEPT 690: EDA

PROG 695: ECONOMIC DEVELOPMENT AUTHORITY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Tax Levies		165,000	165,000	170,000	170,000	87,520	175,000	185,000
Other Taxes		287,303	230,000	266,419	240,000	89,711	250,000	250,000
Intergovernmental Revenue		1,000,000	0	0	0	0	0	0
Charges for Services		30,406	28,160	42,453	31,457	0	23,700	35,969
Interest on Investments		453	0	717	0	700	0	1,000
Miscellaneous		1,666	1,666	1,666	1,666	0	1,666	1,666
<b>Total Revenues</b>		<b>1,484,828</b>	<b>424,826</b>	<b>481,255</b>	<b>443,123</b>	<b>177,931</b>	<b>450,366</b>	<b>473,635</b>
FT Wages		42,654	49,368	59,447	59,988	32,535	65,063	66,121
OT/Holiday/Other		0	0	12	0	4	0	0
Benefits		10,629	11,652	14,194	15,030	7,405	16,219	18,277
<b>PERSONAL SERVICES</b>		<b>53,283</b>	<b>61,020</b>	<b>73,653</b>	<b>75,018</b>	<b>39,944</b>	<b>81,282</b>	<b>84,398</b>
Supplies		53	400	77	400	12	400	400
Small Tools & Equipment		0	400	0	400	0	400	400
<b>SUPPLIES</b>		<b>53</b>	<b>800</b>	<b>77</b>	<b>800</b>	<b>12</b>	<b>800</b>	<b>800</b>
Professional Services		25,500	30,000	24,000	30,000	0	30,000	30,000
Communication		98	400	229	500	40	500	500
Vehicle, Travel & Training		504	1,000	594	1,000	298	1,000	1,000
Housing & Economic Devel		83,500	82,000	83,871	91,000	73,000	94,000	99,000
Advertising & Promotion		778	1,000	356	1,000	0	1,000	1,000
Memberships & Subscriptions		0	200	0	200	0	200	200
Repairs		0	250	0	250	0	200	200
Rents/Leases		4,032	4,032	4,368	4,032	0	4,500	4,500
Other Services & Charges		1,274,605	220,167	247,789	229,667	76,059	239,167	239,167
<b>OTHER SERVICES &amp; CHARGES</b>		<b>1,389,017</b>	<b>339,049</b>	<b>361,207</b>	<b>357,649</b>	<b>149,397</b>	<b>370,567</b>	<b>375,567</b>
<b>TRANSFERS OUT</b>		<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>	<b>6,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Total Expenditures</b>		<b>1,454,353</b>	<b>412,869</b>	<b>446,937</b>	<b>445,467</b>	<b>195,353</b>	<b>464,649</b>	<b>472,765</b>
Net Revenue		30,475	11,957	34,318	(2,344)	(17,422)	(14,283)	870
<b>Total for PROG 695: ECON DEVELOP AUTHORITY</b>		<b>30,475</b>	<b>11,957</b>	<b>34,318</b>	<b>(2,344)</b>	<b>(17,422)</b>	<b>(14,283)</b>	<b>870</b>
<b>Total for FUND 290: EDA ADMINISTRATION</b>		<b>30,475</b>	<b>11,957</b>	<b>34,318</b>	<b>(2,344)</b>	<b>(17,422)</b>	<b>(14,283)</b>	<b>870</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Economic Development**  
**EDA Administration 690-695**

**2019 Accomplishments**

- Established an EDA Forgivable Loan program to assist downtown with interior and exterior improvements to downtown buildings.
- Assisted Costco in building a 354,000 square foot distribution center.
- Assisted Daikin in building a 150,000 square foot warehouse facility.
  
- Completed a streetscape plan for downtown.
- Worked with businesses to remove metal awnings within right-of-way downtown.

**2020 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.

FUND 292: EDA LOANS

PROG 690: EDA LOANS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Interest on Investments	12,152	8,000	17,587	8,000	9,735	8,000	15,000
	Total Revenues	12,152	8,000	17,587	8,000	9,735	8,000	15,000
	Advertising & Promotion	22,325	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	22,325	0	0	0	0	0	0
	TRANSFERS OUT	0	0	234,059	0	0	0	0
	Total Expenditures	22,325	0	234,059	0	0	0	0
	Net Revenue	(10,173)	8,000	(216,472)	8,000	9,735	8,000	15,000
	Total for PROG 690: EDA LOANS	(10,173)	8,000	(216,472)	8,000	9,735	8,000	15,000

PROG 691: COMMERCIAL/RETAIL LOANS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Miscellaneous	3,347	1,050	2,365	3,085	1,156	2,540	1,850
	Total Revenues	3,347	1,050	2,365	3,085	1,156	2,540	1,850
	Refunds & Reimbursements	1,588	0	58,515	0	5,372	0	0
	OTHER SERVICES & CHARGES	1,588	0	58,515	0	5,372	0	0
	Total Expenditures	1,588	0	58,515	0	5,372	0	0
	Net Revenue	1,759	1,050	(56,150)	3,085	(4,216)	2,540	1,850
	Total for PROG 691: COMMERCIAL/RETAIL LOANS	1,759	1,050	(56,150)	3,085	(4,216)	2,540	1,850
	Total for DEPT 690: EDA	(8,414)	9,050	(272,622)	11,085	5,519	10,540	16,850
	Total for FUND 292: EDA LOANS	(8,414)	9,050	(272,622)	11,085	5,519	10,540	16,850

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

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Intergovernmental Revenue		678	0	0	0	0	0	0
Charges for Services		38,922	37,768	38,849	38,113	0	340	23,459
Interest on Investments		6,495	9,000	8,103	3,000	5,152	2,000	7,500
Miscellaneous		63,742	40,000	62,001	40,000	18,335	40,000	35,000
Transfers		0	0	234,059	0	0	0	0
Total Revenues		109,837	86,768	343,012	81,113	23,487	42,340	65,959
Professional Services		0	15,000	0	15,000	2,610	17,000	17,000
Insurance		0	0	200	200	150	300	500
Repairs		335	0	0	0	0	0	0
Other Services & Charges		27,083	18,000	21,043	18,000	24,725	21,000	21,000
OTHER SERVICES & CHARGES		27,418	33,000	21,243	33,200	27,485	38,300	38,500
CAPITAL OUTLAY		15,209	0	44,696	0	2,608	0	0
Total Expenditures		42,627	33,000	65,939	33,200	30,093	38,300	38,500
Net Revenue		67,210	53,768	277,073	47,913	(6,606)	4,040	27,459
Total for PROG 696: EDA LAND		67,210	53,768	277,073	47,913	(6,606)	4,040	27,459
Total for DEPT 690: EDA		67,210	53,768	277,073	47,913	(6,606)	4,040	27,459
Total for FUND 294: EDA LAND		67,210	53,768	277,073	47,913	(6,606)	4,040	27,459

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

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	3,508,748	3,445,000	3,674,258	3,556,000	1,988,525	3,570,000	3,645,000
	Special Assessments	2,091	2,116	1,458	1,720	231	1,310	843
	Interest on Investments	176,665	130,000	274,708	120,000	171,879	160,000	250,000
	Miscellaneous	29,825	0	0	0	0	0	0
	Other Financing Sources	0	0	9,262	0	0	0	0
	<b>Total Revenues</b>	<b>3,717,329</b>	<b>3,577,116</b>	<b>3,959,686</b>	<b>3,677,720</b>	<b>2,160,635</b>	<b>3,731,310</b>	<b>3,895,843</b>
	FT Wages	10,081	47,851	76,163	49,858	47,392	51,835	101,278
	OT/Holiday/Other	4,571	13,691	15,129	13,777	0	1,000	1,000
	Benefits	64,882	20,475	34,488	15,514	10,441	13,917	22,615
	<b>PERSONAL SERVICES</b>	<b>79,534</b>	<b>82,017</b>	<b>125,780</b>	<b>79,149</b>	<b>57,833</b>	<b>66,752</b>	<b>124,893</b>
	Supplies	121	250	519	250	0	250	500
	Small Tools & Equipment	80	500	0	2,000	0	2,000	2,000
	<b>SUPPLIES</b>	<b>201</b>	<b>750</b>	<b>519</b>	<b>2,250</b>	<b>0</b>	<b>2,250</b>	<b>2,500</b>
	Professional Services	63,955	35,000	69,701	35,000	16,810	35,000	35,000
	Communication	950	2,325	638	2,325	247	2,325	2,325
	Vehicle, Travel & Training	225	3,000	2,344	3,000	1,568	3,000	4,000
	Advertising & Promotion	142	250	1,010	250	0	250	1,000
	Memberships & Subscriptions	25,908	25,500	26,052	25,500	26,152	26,000	26,000
	Other Services & Charges	155	375	155	375	0	375	375
	Depreciation	1,031,363	980,000	1,018,416	960,000	493,990	1,000,000	1,000,000
	<b>OTHER SERVICES &amp; CHARGES</b>	<b>1,122,698</b>	<b>1,046,450</b>	<b>1,118,316</b>	<b>1,026,450</b>	<b>538,767</b>	<b>1,066,950</b>	<b>1,068,700</b>
	<b>DEBT SERVICE</b>	<b>67,836</b>	<b>72,000</b>	<b>63,109</b>	<b>62,000</b>	<b>27,805</b>	<b>57,000</b>	<b>48,000</b>
	<b>TRANSFERS OUT</b>	<b>480,500</b>	<b>460,500</b>	<b>507,700</b>	<b>507,700</b>	<b>257,835</b>	<b>515,625</b>	<b>545,435</b>
	<b>Total Expenditures</b>	<b>1,750,769</b>	<b>1,661,717</b>	<b>1,815,424</b>	<b>1,677,549</b>	<b>882,240</b>	<b>1,708,577</b>	<b>1,789,528</b>
	<b>Net Revenue</b>	<b>1,966,560</b>	<b>1,915,399</b>	<b>2,144,262</b>	<b>2,000,171</b>	<b>1,278,395</b>	<b>2,022,733</b>	<b>2,106,315</b>
	<b>Total for PROG 900: WWTF - ADMINISTRATION</b>	<b>1,966,560</b>	<b>1,915,399</b>	<b>2,144,262</b>	<b>2,000,171</b>	<b>1,278,395</b>	<b>2,022,733</b>	<b>2,106,315</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Administration 902-900**

**2019 Accomplishments**

Completed Facility Plan  
Complete MPCA Biosolids report.  
Complete MPCA Pretreatment report.  
Complete DMR reports according to NPDES permit requirements.

**2020 Goals**

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

PROG 902: WWTF PLANT OPERATIONS

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	Charges for Services	20	0	0	0	0	0	0
	Total Revenues	20	0	0	0	0	0	0
	FT Wages	470,340	404,244	320,543	411,477	173,524	423,075	471,744
	PT/Seasonal Wages	5,652	2,500	5,984	2,500	116	2,500	2,500
	OT/Holiday/Other	24,151	12,311	31,349	12,465	16,769	22,230	22,764
	Benefits	195,921	193,159	125,435	156,437	78,560	179,337	220,094
	PERSONAL SERVICES	696,064	612,214	483,311	582,879	268,969	627,142	717,102
	Supplies	143,851	172,800	143,307	174,500	65,705	170,000	170,000
	Repair Supplies	65,393	90,000	44,505	90,000	23,120	90,000	90,500
	Small Tools & Equipment	5,750	7,500	17,244	7,500	6,271	9,500	10,000
	Computer Software	1,250	10,000	0	10,000	0	10,000	10,000
	SUPPLIES	216,244	280,300	205,056	282,000	95,096	279,500	280,500
	Professional Services	31,812	15,000	32,638	15,000	17,721	25,000	25,000
	Communication	5,417	3,400	4,253	3,900	33,582	3,900	3,950
	Vehicle, Travel & Training	3,689	4,000	4,314	4,000	2,968	4,000	4,500
	Advertising & Promotion	374	150	281	150	0	300	300
	Memberships & Subscriptions	8,298	300	8,693	300	1,144	300	2,500
	Insurance	39,600	39,600	30,600	30,600	22,900	45,800	47,100
	Licenses & Inspections	17,461	17,500	14,594	17,500	16	17,500	17,500
	Repairs	38,644	43,200	45,316	48,200	8,737	48,200	49,200
	Rents/Leases	1,202	1,500	0	1,500	0	1,500	1,500
	Other Services & Charges	2,567	2,675	2,876	2,675	1,701	2,500	2,500
	OTHER SERVICES & CHARGES	149,064	127,325	143,565	123,825	88,769	149,000	154,050
	Total Expenditures	1,061,372	1,019,839	831,932	988,704	452,834	1,055,642	1,151,652
	Net Revenue	(1,061,352)	(1,019,839)	(831,932)	(988,704)	(452,834)	(1,055,642)	(1,151,652)
	Total for PROG 902: WWTF PLANT OPERATIONS	(1,061,352)	(1,019,839)	(831,932)	(988,704)	(452,834)	(1,055,642)	(1,151,652)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Plant Operations 902-902**

**2019 Accomplishments**

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

**2020 Goals**

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

PROG 904: WWTF - LIFT STATION

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	FT Wages	380	8,780	758	9,201	0	9,819	0
	OT/Holiday/Other	1,110	337	209	350	0	370	0
	Benefits	437	4,328	344	4,403	0	4,741	0
	PERSONAL SERVICES	1,927	13,445	1,311	13,954	0	14,930	0
	Supplies	3,737	1,000	679	3,000	0	3,000	3,000
	Repair Supplies	2,464	15,000	13,547	15,000	0	15,000	15,000
	SUPPLIES	6,201	16,000	14,226	18,000	0	18,000	18,000
	Communication	4,065	5,500	3,899	5,500	1,357	5,500	5,500
	Utilities	2,309	2,500	2,152	2,500	632	2,500	2,500
	Repairs	13,682	10,750	3,450	10,750	1,048	10,750	10,750
	OTHER SERVICES & CHARGES	20,056	18,750	9,501	18,750	3,037	18,750	18,750
	Total Expenditures	28,184	48,195	25,038	50,704	3,037	51,680	36,750
	Net Revenue	(28,184)	(48,195)	(25,038)	(50,704)	(3,037)	(51,680)	(36,750)
	Total for PROG 904: WWTF - LIFT STATION	(28,184)	(48,195)	(25,038)	(50,704)	(3,037)	(51,680)	(36,750)

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Lift Stations 902-904**

**2019 Accomplishments**

Rehab Cedardale Drive lift station  
Monitor and document run times  
Work with commercial contributors to reduce grease problems.

**2020 Goals**

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

PROG 906: WWTF - COLLECTION PROGRAM

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
	FT Wages	10,147	137,632	125,574	144,019	68,469	152,854	146,672
	PT/Seasonal Wages	0	2,500	0	2,500	0	2,500	2,500
	OT/Holiday/Other	170	7,550	5,867	5,446	5,368	4,080	4,200
	Benefits	4,075	54,900	50,072	51,604	26,859	54,896	69,462
	PERSONAL SERVICES	14,392	202,582	181,513	203,569	100,696	214,330	222,834
	Supplies	36,334	52,100	100,000	44,600	5,913	44,600	44,600
	Repair Supplies	1,937	21,000	25,812	21,000	2,014	21,000	25,500
	Small Tools & Equipment	9,481	4,800	4,409	5,800	1,101	5,800	5,800
	SUPPLIES	47,752	77,900	130,221	71,400	9,028	71,400	75,900
	Vehicle, Travel & Training	0	300	3	300	18	300	300
	Advertising & Promotion	0	150	0	150	0	150	150
	Repairs	412,775	513,000	297,981	541,500	24,269	541,500	406,500
	Other Services & Charges	635	1,000	875	1,000	875	1,000	0
	OTHER SERVICES & CHARGES	413,410	514,450	298,859	542,950	25,162	542,950	406,950
	Total Expenditures	475,554	794,932	610,593	817,919	134,886	828,680	705,684
	Net Revenue	(475,554)	(794,932)	(610,593)	(817,919)	(134,886)	(828,680)	(705,684)
	Total for PROG 906: WWTF - COLLECTION PROGRAM	(475,554)	(794,932)	(610,593)	(817,919)	(134,886)	(828,680)	(705,684)
	Total for DEPT 902: WWTF	401,470	52,433	676,699	142,844	687,638	86,731	212,229
	Total for FUND 602: WW TREATMENT FUND	401,470	52,433	676,699	142,844	687,638	86,731	212,229

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**  
**Waste Water Treatment Plant**  
**Sewer Collection 902-906**

**2019 Accomplishments**

Televising of approximately 100,000 feet of sewer

Televise 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

**2020 Goals**

Televise 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

FUND 620: STORM WATER UTILITY

PROG 920: STORM WATER UTILITY

Account Number	Account Name	2017 Actual	2017 Budget	2018 Actual	2018 Budget	06/30/19 YTD	2019 Budget	2020 Budget
Tax Levies		322,410	321,960	314,930	312,040	0	312,615	312,880
Intergovernmental Revenue		11,341	0	5,000	0	0	0	0
Charges for Services		923,459	950,000	1,068,692	1,125,000	517,556	1,250,000	1,250,000
Interest on Investments		17,639	6,000	36,490	8,000	23,368	12,000	30,000
Other Financing Sources		629,185	0	537,838	0	0	0	0
<b>Total Revenues</b>		<b>1,904,034</b>	<b>1,277,960</b>	<b>1,962,950</b>	<b>1,445,040</b>	<b>540,924</b>	<b>1,574,615</b>	<b>1,592,880</b>
FT Wages		79,043	79,313	83,987	82,993	43,592	88,586	93,323
Benefits		25,402	19,216	20,702	19,783	10,471	21,802	22,934
<b>PERSONAL SERVICES</b>		<b>104,445</b>	<b>98,529</b>	<b>104,689</b>	<b>102,776</b>	<b>54,063</b>	<b>110,388</b>	<b>116,257</b>
Supplies		48,169	19,500	122,486	29,500	7,590	54,500	59,500
Repair Supplies		952	1,000	349	1,000	0	500	500
Small Tools & Equipment		200	250	125	250	0	250	250
<b>SUPPLIES</b>		<b>49,321</b>	<b>20,750</b>	<b>122,960</b>	<b>30,750</b>	<b>7,590</b>	<b>55,250</b>	<b>60,250</b>
Professional Services		35,691	116,000	24,672	116,000	285	116,000	105,000
Communication		506	750	129	750	39	750	750
Vehicle, Travel & Training		1,024	3,500	1,297	3,500	6,740	3,000	3,000
Advertising & Promotion		58	2,500	105	2,500	100	1,500	1,500
Printing		0	1,500	0	1,500	0	1,500	1,500
Memberships & Subscriptions		975	2,000	965	2,000	105	1,500	1,500
Insurance		1,000	1,000	1,000	1,000	750	1,500	1,800
Licenses & Inspections		400	0	0	0	0	0	0
Repairs		34,587	40,000	33,485	51,000	4,600	51,000	65,000
Other Services & Charges		2,060	1,500	2,618	2,000	1,260	2,600	2,600
Depreciation		283,874	190,000	300,368	194,000	149,400	280,000	300,000
<b>OTHER SERVICES &amp; CHARGES</b>		<b>360,175</b>	<b>358,750</b>	<b>364,639</b>	<b>374,250</b>	<b>163,279</b>	<b>459,350</b>	<b>482,650</b>
<b>DEBT SERVICE</b>		<b>99,269</b>	<b>122,000</b>	<b>67,859</b>	<b>103,000</b>	<b>53,494</b>	<b>101,000</b>	<b>98,000</b>
<b>TRANSFERS OUT</b>		<b>66,400</b>	<b>67,000</b>	<b>78,300</b>	<b>78,300</b>	<b>37,955</b>	<b>75,875</b>	<b>82,265</b>
<b>Total Expenditures</b>		<b>679,610</b>	<b>667,029</b>	<b>738,447</b>	<b>689,076</b>	<b>316,381</b>	<b>801,863</b>	<b>839,422</b>
<b>Net Revenue</b>		<b>1,224,424</b>	<b>610,931</b>	<b>1,224,503</b>	<b>755,964</b>	<b>224,543</b>	<b>772,752</b>	<b>753,458</b>
<b>Total for PROG 920: STORM WATER UTILITY</b>		<b>1,224,424</b>	<b>610,931</b>	<b>1,224,503</b>	<b>755,964</b>	<b>224,543</b>	<b>772,752</b>	<b>753,458</b>
<b>Total for FUND 620: STORM WATER UTILITY</b>		<b>1,224,424</b>	<b>610,931</b>	<b>1,224,503</b>	<b>755,964</b>	<b>224,543</b>	<b>772,752</b>	<b>753,458</b>

**CITY OF OWATONNA 2020 PROGRAM BUDGETS**

**Storm Water**

**Storm Water 920-920**

**2019 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.

Implement 25% already approved rate increase

Stabilization of Kaplans Woods Ravine

**2020 Goals**

Evaluate rates for possible 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

Modifications to construction program as part of MS4

Continue dredging of stormwater ponds in problem areas

Complete evaluation of Carriage Homes and Willow Creek

Re bid Cardinal Drive Stormsewer