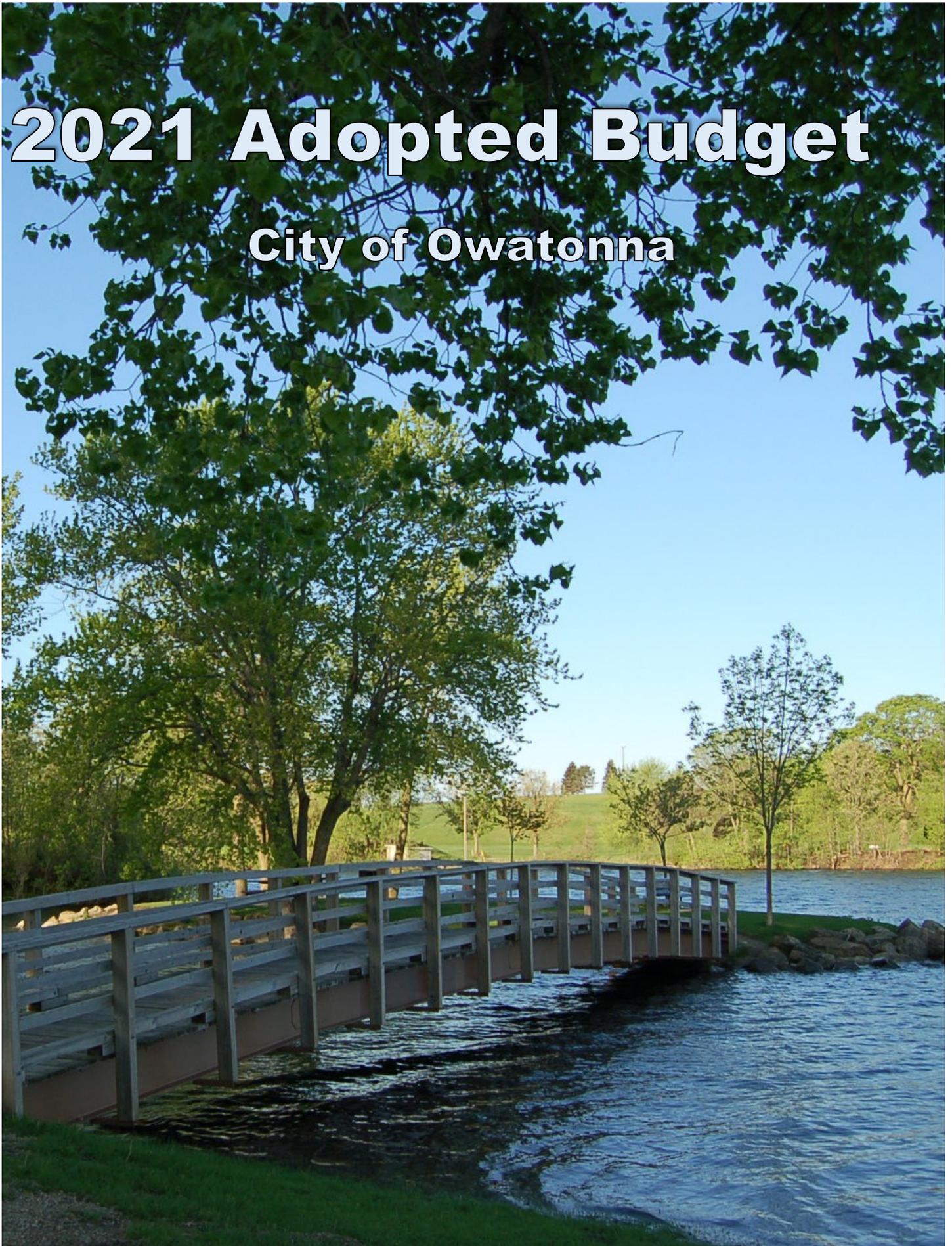


2021 Adopted Budget

City of Owatonna



**The City of Owatonna
2021 Budget
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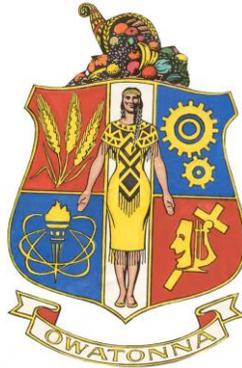
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THE CITY OF



OWATONNA

Kris Busse
City Administrator

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

To: Honorable Mayor and City Councilmembers
From: Kris M. Busse, City Administrator
Re: 2021 Proposed budget and preliminary levy
Date: December 15, 2020

Pursuant to the Owatonna City Charter and Minnesota Statutes, the City Administrator hereby submits to the City Council the 2021 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 made even more challenging due to the pandemic. Despite these challenges, the 2021 budget furthers the objectives in the four key focus areas of Infrastructure, Economic Vitality, Quality of Life and Efficient Effective Government in the city strategic plan. Budget preparation begins in early June to allow Council sufficient time for review and consideration prior to adopting the preliminary budget and levy. Department heads presented their budgets from August 18 through October 20. Council reviewed the Capital Improvement Plan and overall budget on November 4, 2020. A public hearing on the proposed budget was held on December 1, 2020 and the adoption of the final budget is planned for the December 15, 2020 meeting.

Economic Outlook-

This is a most challenging time to prepare a budget. The city is dealing with a global pandemic, economic uncertainty, and local protests. The 2020 budget has been impacted. Staff instituted various cost avoidance strategies and adjusted revenues downward to mitigate the impacts of the pandemic. Despite these difficulties there are encouraging economic signs. Major commercial and industrial projects are proceeding. Costco completed their Midwest regional distribution center adding 354,000 square feet of warehouse space and approximately 100 employees. Daikin Applied has completed an expansion of 150,000 sq. ft. hiring an additional 50 employees. Rise Modular, a new start-up company, remodeled the former Chart Building and has hired 70 employees. A new project, Bosch is constructing a 265,000 square foot distribution center adding 35 employees. In October, Mac Hamilton announced two projects for downtown. A Marriot Courtyard Hotel will be constructed along the 200 block of North Cedar and wrap around on Pearl Street. In addition, a four-story apartment building will be constructed

on the north side Pearl Street. These projects reflect a \$25-million-dollar investment in downtown. Another positive development for Owatonna is the construction of the long-awaited 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 2021 budget makes reasonable advances in all the key focus areas identified in the strategic plan. This is a conservative budget considering the uncertain times. Investments are made in core functions of government. In terms of infrastructure, the building assessment conducted on all public buildings has identified some high priority projects. The fire tower rehabilitation is included along with roof work at the Morehouse Chalet and street shop. Also included is the fire alarm panel at Merrill Hall and a new roof top unit at West Hills Social Commons. Staff will wait for the final report regarding the building assessment before proposing other improvement projects. To further the key goal of maintaining an adequate system of trails, and sidewalks, funding is included for additional sidewalks and repairs at West Hills, annual trail overlays and bridge repairs. Staff was able to increase funding for the key goal of maintaining an adequate transportation system by adding \$15,000 for bituminous materials and road oils. \$40,000 was added to the snow and ice budget for additional contract haulers, salt, and leasing of a loader for the winter months.

Economic Vitality was addressed through the continued support of the Economic Development Authority and the Housing and Redevelopment Authority levies. No increase was included in 2021 as they were both increased in 2020 by \$10,000. Last year the city received an additional allocation of LGA a portion of which was set aside for streetscape implementation, addressing neglected building that pose a public safety hazard and creation of matching grant fund. These funds along with the additional \$140,000 LGA funds certified for 2021 are once again being set aside for one-time purposes. Should an un-allotment occur of LGA, these monies can be redirected thereby preserving general fund core activities.

Important investments are included in the 2021 budget in the area of Quality of Life. To address the key goal of adding safety improvements for public spaces, security gates are planned for the Law Enforcement Center. This cost will be shared equally with Steele County. Other building improvements include a new water heater and sewage pumps. Maintaining existing recreation facilities is also a key component of the 2021 budget. There will be an overlay of the skate park and a resurfacing of the outdoor sport court and updating of restrooms at Brown Park.

In the focus area of Efficient, Effective Government and more specifically the goal of creating a culture of efficiency and continuous improvement, the pandemic created a unique opportunity to rethink and redesign city services. Staff has been exploring various ways to utilize technology to better allow remote access to documents, services, and paperless transactions. Investments are included to secure the computer network to support these activities. In terms of workforce, several scenarios have been prepared to meet citizen needs considering the pandemic and potential restrictions on city service delivery. The budget does include filling the vacant Park and Recreation Director position. The budget includes a modest wage adjustment for non-union and the signed union contracts.

The Vehicle Replacement Fund provides funding for vehicle and equipment needs for all city departments. This fund was created after the recession in 2008 to address the dilemma of choosing

between much needed equipment versus other important capital projects. By establishing this fund, equipment can be replaced at recommended intervals and more accurately reflects the true costs in their respective departments/programs. This internal service fund provides funding for core city vehicles through monthly charges to the general fund for vehicle use. 2021 purchases include a variety of equipment needs throughout the city. For example, airport one-ton utility truck, engineering vehicle, squad cars, IT vehicle, Parks department tractors and mower, snow blower, engineering vehicles, stump grinder, one-ton truck and plow and skid steer.

Recommendation

I am recommending a modest increase in the levy of 3.0%. Information provided by the Steele County assessor show the city's tax capacity increasing by 8 % resulting in a decrease to the City tax rate for 2021. The proposed 2021 budget reflects a conservative budget that closely follows the strategic plan. The City is experiencing continued economic growth, which allows the city to address the strategic plan and yet reduce the City tax rate.

Special thanks to the finance department for their work on the budget and CIP documents and the department heads for their excellent work in developing cost reduction strategies and modifications to programs to provide services to the public even with a pandemic. This work was critical in preparation for the 2021 budget.

CITY OF OWATONNA

2021 BUDGET

2020 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.

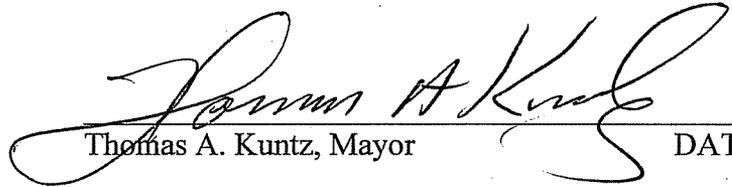
- Staff and Council should review the policy periodically, especially if the composition or timing of revenue receipts change.

IV. RESPONSIBILITY AND AUTHORITY

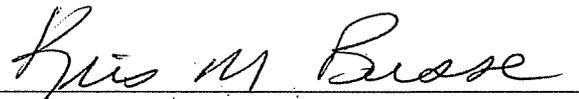
Administrative implementation of policies is the responsibility of staff and council.

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 @ 12/31/19 was \$11,146,947 or 53% of 2020 budgeted expenditures.
- ▶ It is estimated that unreserved fund balance will be equal or greater to the 12/31/19 balance at the end of 2020.
- ▶ 50% of 2021 budgeted expenditures would be \$10,646,688. Based on fund balance estimates, the 2021 budget does comply with the fund balance policy. It is estimated that the unreserved fund balance @ 12/31/20 will be at least 52% of 2021 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)				
	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Starting fund balance	\$11.4	\$11.4	\$11.4	\$11.4	\$11.4
Revenues	20.7	21.0	21.6	22.2	22.8
Expenses	20.7	21.0	21.6	22.2	22.8
Surplus/(Deficit)	0.0	0.0	0.0	0.0	0.0
Ending fund balance	\$11.4	\$11.4	\$11.4	\$11.4	\$11.4

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.

	2021 Budget	2022 Budget	2023 Budget	2024 Budget
Total increase in expenses	1.09%	3.00%	2.75%	2.75%
Required levy increase to balance budget	3.00%	4.45%	4.02%	3.97%
Required fund balance per policy	\$10.8	\$11.1	\$11.4	\$11.7

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

Management can review this projection to help determine if there are any areas they would like to increase expenditures and if that would be feasible (i.e. increased funding towards street maintenance, increased funding in building maintenance and preservation, etc.) Management can also use this to determine if they spend down fund balance what impact that will have on the city's compliance with its fund balance policy. 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 in a period of growth. With the unusual year we are experiencing with the pandemic, it is the council's desire to keep tax increases to a minimum and certainly below the growth rate.

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
2021 Budget Summary by Fund**

	Governmental Funds				Component Unit	Enterprise Funds			Special Taxing Authority
	General Fund	Special Revenue Funds	Capital Projects Funds	Debt Service Funds	EDA	Sewer Fund	Storm Water Fund	City Total	HRA
Revenues									
Tax Levy	\$11,395,348		\$784,000	\$1,262,255	\$185,000		\$318,075	\$13,944,678	\$185,000
Other Taxes	361,000		1,113,547		250,000			1,724,547	
Licenses & Permits	390,325							390,325	
Intergovernmental	5,980,936		6,835,285					12,816,221	1,121,300
Charges for Services	2,537,961				23,378	3,784,000	1,250,000	7,595,339	11,261
Special Assessments			65,166	337,756		626		403,548	
Fines & Forfeitures	187,950							187,950	
Interest on Investments	90,000	3,400	98,550	44,100	16,500	175,000	30,000	457,550	1,300
Miscellaneous	349,857	92,000			31,666			473,523	36,000
Transfers In			340,000	812,850				1,152,850	
Total Revenues	\$21,293,377	\$95,400	\$9,236,548	\$2,456,961	\$506,544	\$3,959,626	\$1,598,075	\$39,146,531	\$1,354,861
Expenditures									
Personnel	\$14,791,995				\$90,462	\$995,728	\$122,535	\$16,000,720	\$167,892
Supplies	1,891,234	60,000			800	389,500	60,250	2,401,784	1,200
Other Services/Charges	4,270,148	35,000	83,750		411,967	2,112,695	585,155	7,498,715	1,194,867
Debt Service				2,198,451		40,000	37,000	2,275,451	
Capital Outlay			12,387,982					12,387,982	
Transfers Out	340,000		147,850	665,000				1,152,850	
Total Expenditures	\$21,293,377	\$95,000	\$12,619,582	\$2,863,451	\$503,229	\$3,537,923	\$804,940	\$41,717,502	\$1,363,959
Other Financing Source									
Bond Proceeds			3,433,750					\$3,433,750	

**CITY OF OWATONNA
TEN YEAR HISTORY OF LEVY AND LEVY CHANGES
FOR PERIOD 2012 THRU 2021**

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Tax Capacity Rates										
County	62.970	62.495	59.246	58.102	60.653	59.890	61.627	60.667	60.617	
City	58.051	59.754	59.018	59.533	60.393	61.513	63.768	63.283	62.672	
ISD 761	20.047	19.375	17.954	16.662	31.493	30.708	30.078	27.650	24.747	
Totals	141.068	141.624	136.218	134.297	152.539	152.111	155.473	151.600	148.036	
% Share of Total										
County	44.64%	44.13%	43.49%	43.26%	39.76%	39.37%	39.64%	40.02%	40.95%	
City	41.15%	42.19%	43.33%	44.33%	39.59%	40.44%	41.02%	41.74%	42.34%	
ISD 761	14.21%	13.68%	13.18%	12.41%	20.65%	20.19%	19.35%	18.24%	16.72%	
Totals	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	
City Levy										
General Fund	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	11,222,135
CIP Fund	450,000	550,000	400,000	350,000	305,000	400,000	528,000	405,000	367,000	400,000
Bldg Maint Fund	0	0	0	0	0	0	536,325	295,000	338,000	384,000
EDA	120,000	140,000	140,000	150,000	160,000	165,000	170,000	175,000	185,000	185,000
Levy Subject to Levy Limit	8,137,913	8,412,773	8,247,934	8,552,651	9,043,611	9,702,736	10,737,136	11,149,044	11,702,919	12,191,135
PERA Rate Change	106,449	111,108	113,315	134,947	144,389	157,290	161,332	170,332	170,882	173,213
Debt	1,276,418	1,173,384	1,336,016	1,384,920	1,379,550	1,311,475	1,320,860	1,664,690	1,659,430	1,580,330
Subtotal	9,520,780	9,697,265	9,697,265	10,072,518	10,567,550	11,171,501	12,219,328	12,984,066	13,533,231	13,944,678
HRA	120,000	120,000	120,000	130,000	145,000	155,000	165,000	175,000	185,000	185,000
Total	9,640,780	9,817,265	9,817,265	10,202,518	10,712,550	11,326,501	12,384,328	13,159,066	13,718,231	14,129,678
Levy Percentage Change	0.00%	1.83%	0.00%	3.92%	5.00%	5.73%	9.34%	6.26%	4.25%	3.00%
Extra Information:										
LGA & MVC from the State of Minnesota										
LGA Certified	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	4,652,778
MVC Reduction										
LGA Unallotment										
Net State Aid	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	4,652,778

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 2017-2021. The budgeted revenue (excluding transfers in) is \$31,929,436 which is a \$3,686,249 or 13.1% increase from 2020. The most significant changes in budgeted revenues for 2021 were an increase in the intergovernmental revenue related to capital projects and the tax levy.

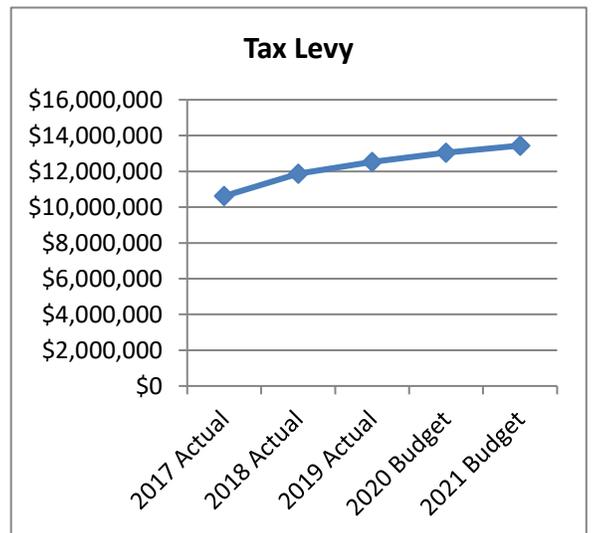
	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Tax Levy	\$10,616,929	\$11,867,877	\$12,528,554	\$13,035,351	\$13,441,603
Other Taxes	1,055,905	1,362,946	1,398,058	1,411,904	1,474,547
Licenses & Permits	445,702	449,857	422,036	403,625	390,325
Intergovernmental	8,199,031	6,599,704	7,048,268	9,099,643	12,816,221
Charges for Services	2,670,477	2,628,584	2,720,100	2,705,923	2,537,961
Special Assessments	839,631	677,503	829,705	563,518	402,922
Fines & Forfeits	157,683	156,847	160,072	183,500	187,950
Interest on Investments	240,752	440,334	652,930	327,150	236,050
Miscellaneous	624,897	514,841	925,334	512,573	441,857
Transfers In	148,190	170,920	148,300	350,920	1,152,850
Total	\$24,999,197	\$24,869,413	\$26,833,357	\$28,594,107	\$33,082,286

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

Tax Levy

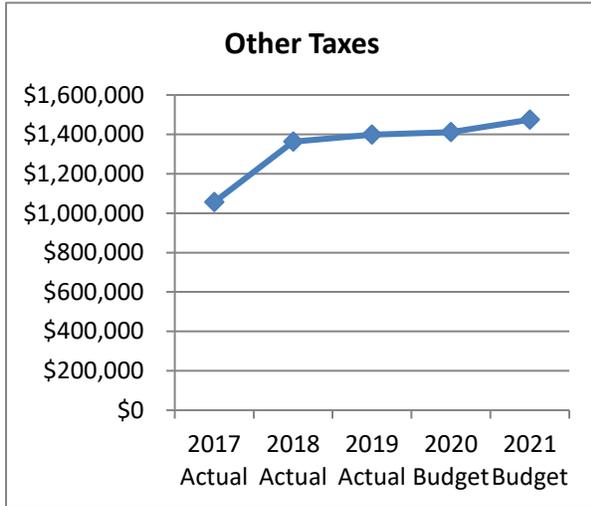
The City relies on property taxes for approximately 50.0% of the total Governmental Funds revenue, supporting such functions as general government, public safety, public works, and culture and recreation.

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 3.0% 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.

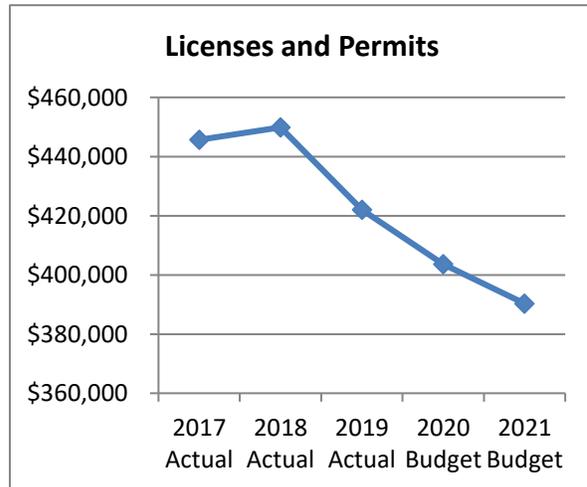
There have been some significant TIF districts created in recent years which has resulted in the City's TIF revenues increasing. Some of the new TIF districts created include Sputtering Components, Viracon, the hospital redevelopment site, Daiken, Kerry, Cybex, Arrow Ace Hardware, Torey's, and South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

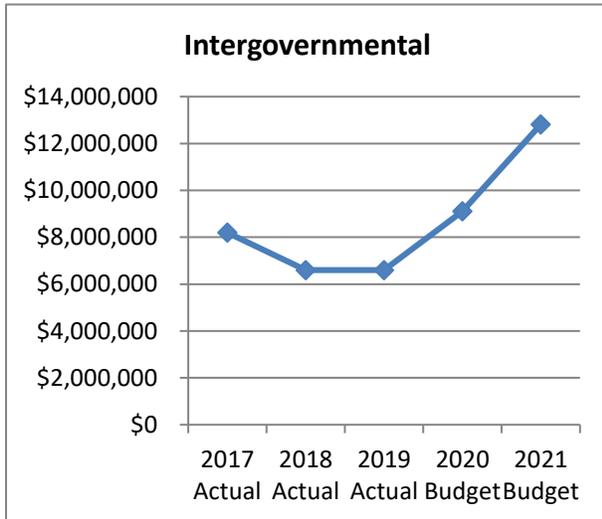
Building permits continue to be the single largest revenue source in this category.

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. The City takes a conservative approach in budgeting future year building permit revenue.



Governmental Fund Revenues – Continued

Intergovernmental



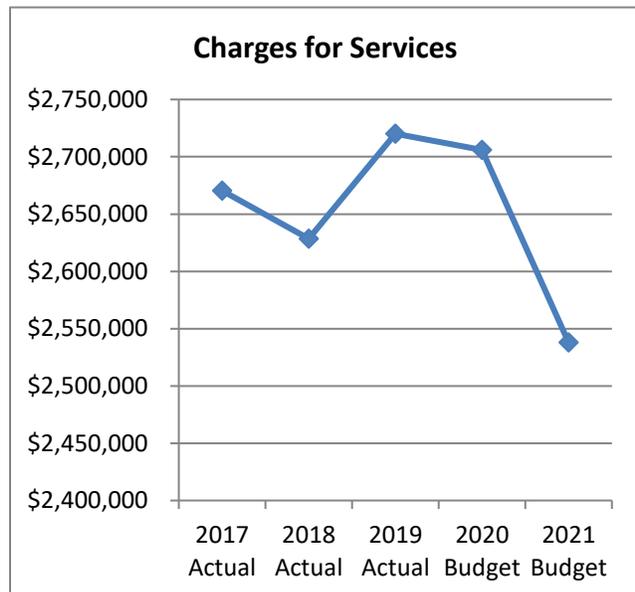
Intergovernmental revenue consists of grants and aids from Federal, State, County and the local school district governments. The City's primary source of intergovernmental revenue comes from the state and includes Local Government Aid (LGA). LGA represents 22% of total governmental revenues for 2020.

For 2021, LGA received an increase of approximately \$140,000. Intergovernmental revenues for 2017 and budgeted 2020 and 2021 included several state aid street projects. There are two large projects that were planned for 2020 but postponed until 2021. 2021 also includes additional projects that anticipate intergovernmental revenues. The City routinely

explores all available funding opportunities and has historically been successfully at obtaining grants.

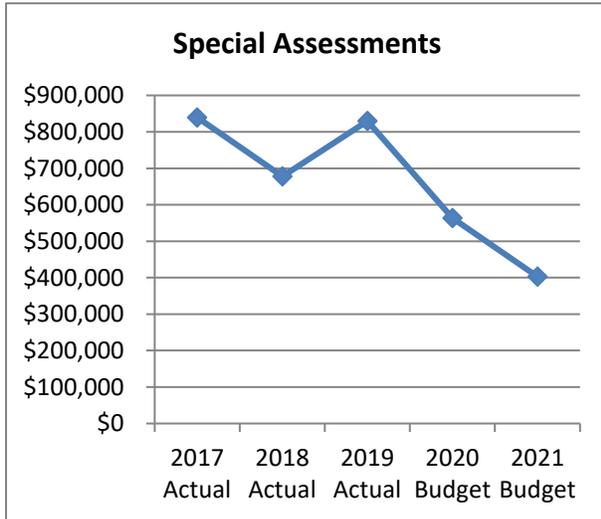
Charges for Services

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. The City is sharing in a larger portion of the costs to lessen the impact to the property owners being assessed. Assessment revenue was up for 2019 due to nearly \$200k of deferred assessments being paid during the year. City, State, and Federal Governments all struggle

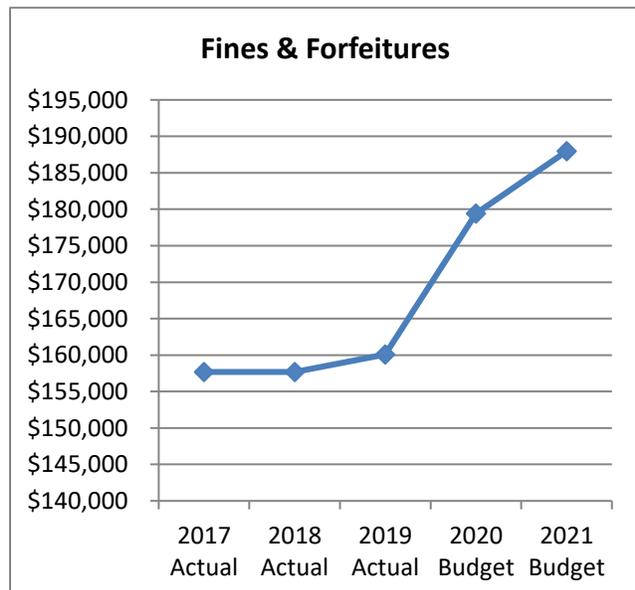
with funding their infrastructure projects.

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.

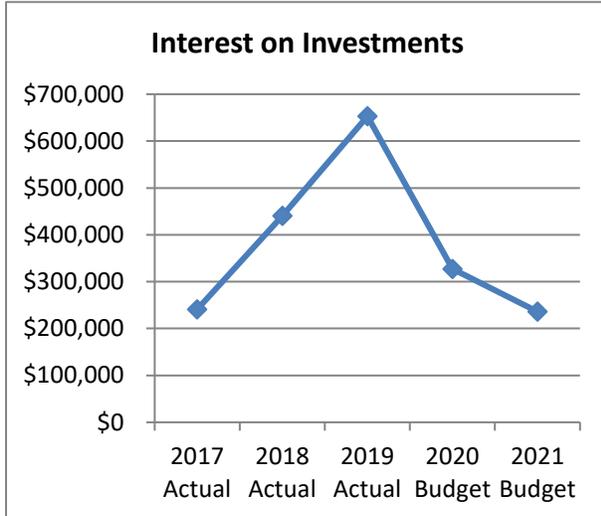
Library fines make up the smallest portion of this category. The library is going to discontinue charging fines in 2021.

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.

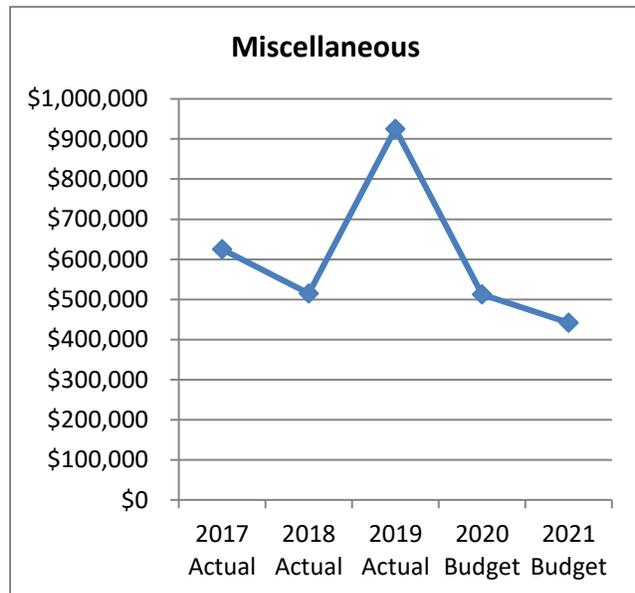
2019 was finally a good year for interest rates. Then 2020 arrived. Interest rates have plummeted, so the 2021 budget reflects this. We budget conservatively in this area as the market can quickly change.

Miscellaneous

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

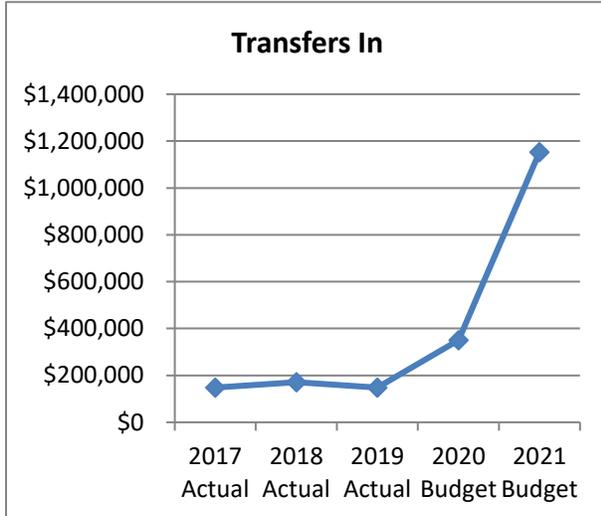
The budgeted amounts include rentals of various City property (i.e. West Hills buildings, airport land, and park facilities) and anticipated donations.

2019 included some large donations.



Governmental Fund Revenues – Continued

Transfers In



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

The transfers are related to debt service and capital projects. 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 and 2021 amounts include \$200,000 and \$340,000 transfers from the general fund to the capital projects fund. This is the result of an increase in LGA funding. Due to the uncertainty of this increase remaining in future years, these funds are going to be utilized for one-time purposes. The City may use these to address some of the

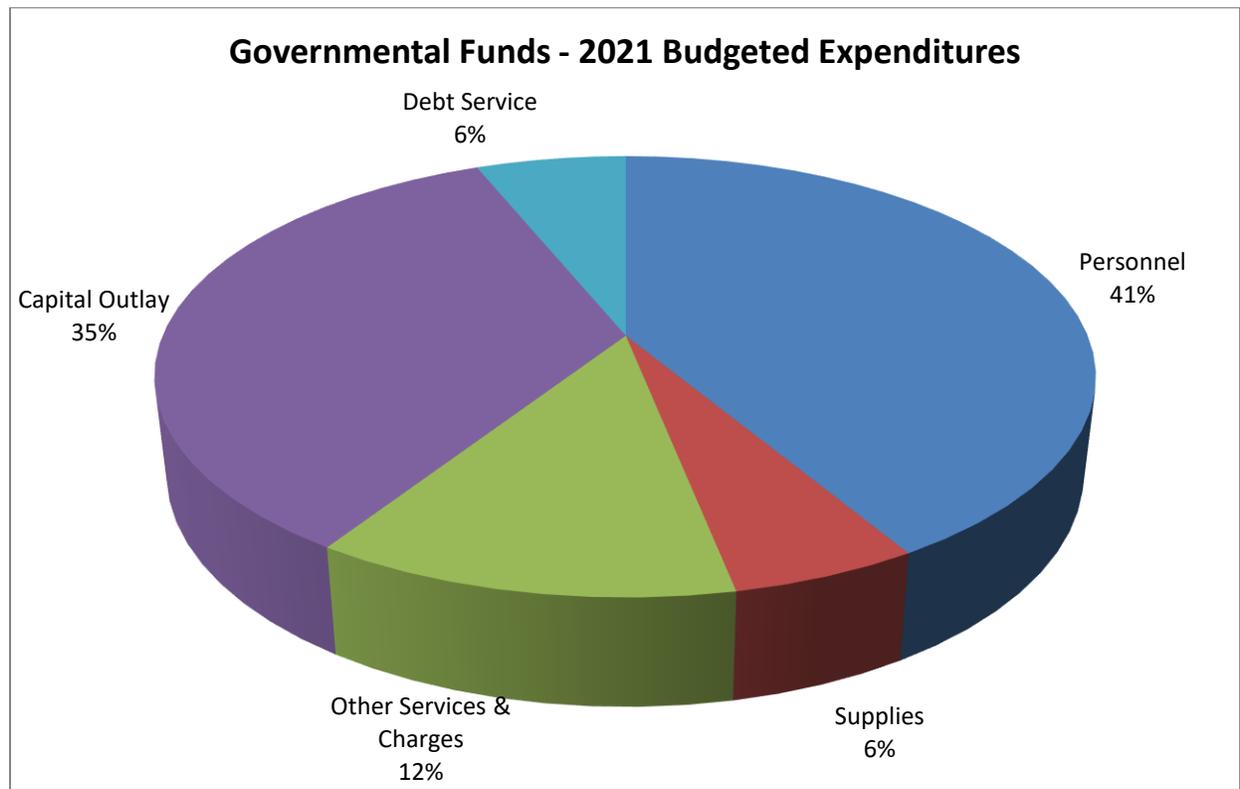
needs identified in its strategic plan (hazardous buildings, matching grant funds, trail gaps, and streetscape plan). Additionally, \$665,000 of residual funds in older debt service funds are being transferred to the 2013 bond debt service fund in lieu of levying new taxes for the debt service needs.

Governmental Funds Summary

Expenditures and Other Financing Uses

The following table shows the five-year history of the Governmental Funds from 2017-2021. The budgeted expenditures (excluding transfers out) are \$35,718,560 which is a \$5,729,801 or 19.1% increase from 2020. The change is due to three large street projects planned for 2021, an increase in personnel costs, debt service and the number and amount of payments related to tax increment financing.

	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget
Personnel	\$13,081,566	\$13,491,373	\$13,931,203	\$14,477,859	\$14,791,995
Supplies	2,039,817	2,049,474	2,094,363	1,933,739	1,951,234
Other Services & Charges	4,074,832	4,454,092	4,988,421	5,426,226	4,388,898
Capital Outlay	5,632,005	5,990,656	6,651,508	6,170,725	12,387,982
Debt Service	1,872,834	1,632,878	1,718,986	1,980,210	2,198,451
Transfers Out	148,190	170,920	148,300	350,920	1,152,850
Total	\$26,849,244	\$27,789,393	\$29,532,781	\$30,339,679	\$36,871,410



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 2021.

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.

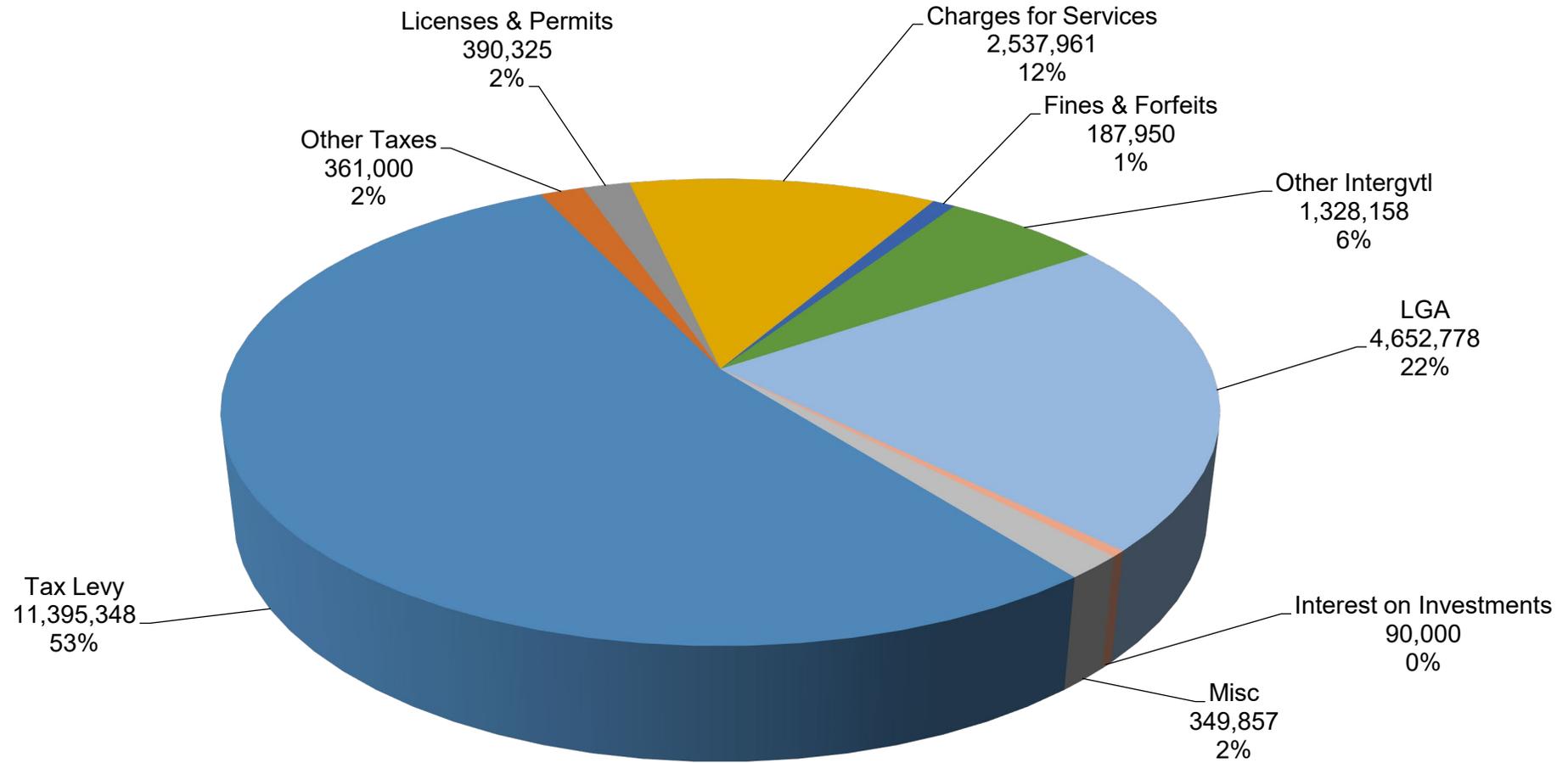
Debt Service

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

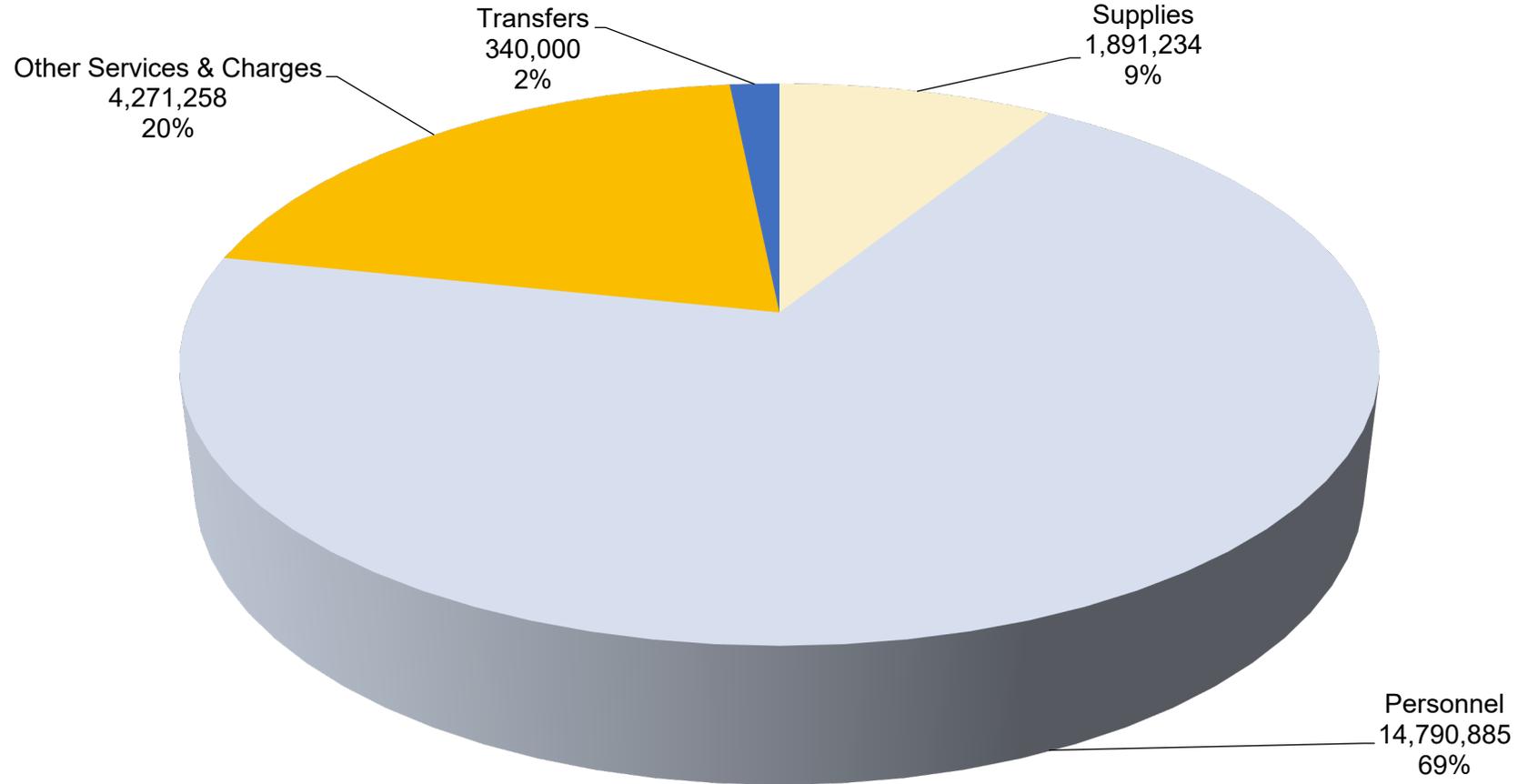
Capital Outlay

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 - \$21,293,377



General Fund Expenditures - \$21,293,377



CITY OF OWATONNA
2021 GENERAL FUND BUDGET SUMMARY

REVENUES	2018 ACTUAL	2018 BUDGET	2019 ACTUAL	2019 BUDGET	06/30/20 YTD ACTUAL	2020 BUDGET	2021 BUDGET
Tax Levy	\$9,785,245	\$9,664,143	\$9,785,245	\$10,444,376	\$5,140,769	\$10,991,801	\$11,403,348
Other Taxes	\$353,476	\$350,000	\$353,476	\$350,000	\$166,288	\$353,000	\$353,000
Licenses & Permits	\$449,856	\$389,575	\$449,856	\$400,975	\$302,023	\$403,625	\$390,325
Intergovernmental Revenue	\$5,694,968	\$5,609,476	\$5,694,968	\$5,620,366	\$2,629,432	\$5,853,918	\$5,980,936
Charges for Services	\$2,628,584	\$2,634,254	\$2,628,584	\$2,647,605	\$967,495	\$2,705,923	\$2,537,961
Fines & Forfeits	\$156,847	\$154,400	\$156,847	\$179,400	\$79,969	\$183,500	\$187,950
Interest on Investments	\$150,034	\$90,000	\$150,034	\$98,000	\$83,238	\$110,000	\$90,000
Miscellaneous	\$329,306	\$300,541	\$329,306	\$306,841	\$125,267	\$326,573	\$349,857
Transfers							
Total Revenues	\$19,548,316	\$19,192,389	\$19,548,316	\$20,047,563	\$9,494,481	\$20,928,340	\$21,293,377

EXPENDITURES	2018 ACTUAL	2018 BUDGET	2019 ACTUAL	2019 BUDGET	06/30/20 YTD ACTUAL	2020 BUDGET	2021 BUDGET
General Government:							
Mayor & Council	\$255,006	\$405,382	\$255,006	\$366,600	\$107,191	\$551,776	\$673,927
Administrative Services	\$1,576,756	\$1,578,007	\$1,576,756	\$1,635,861	\$869,470	\$1,806,511	\$1,813,529
City Attorney	\$240,358	\$250,739	\$240,358	\$252,601	\$136,095	\$257,606	\$257,194
Government Buildings	\$894,212	\$894,650	\$894,212	\$937,981	\$382,921	\$1,008,593	\$921,416
Total General Government	\$2,966,332	\$3,128,778	\$2,966,332	\$3,193,043	\$1,495,677	\$3,624,486	\$3,666,066
Public Safety:							
Police	\$4,929,899	\$4,960,486	\$4,929,899	\$5,238,102	\$2,519,503	\$5,413,800	\$5,556,361
Fire	\$1,626,972	\$1,635,884	\$1,626,972	\$1,754,313	\$741,541	\$1,778,283	\$1,809,714
Building Inspection	\$411,878	\$409,153	\$411,878	\$429,410	\$213,772	\$422,380	\$439,437
Total Public Safety	\$6,968,749	\$7,005,523	\$6,968,749	\$7,421,825	\$3,474,816	\$7,614,463	\$7,805,512
Public Works:							
Engineering	\$891,635	\$882,216	\$891,635	\$908,793	\$398,896	\$938,862	\$937,724
Street Maintenance	\$3,036,065	\$2,973,975	\$3,036,065	\$3,060,898	\$1,334,710	\$3,189,623	\$3,292,351
Airport	\$418,090	\$424,991	\$418,090	\$439,959	\$191,413	\$439,623	\$436,259
	\$4,345,790	\$4,281,182	\$4,345,790	\$4,409,650	\$1,925,019	\$4,568,108	\$4,666,334

CITY OF OWATONNA

2021 GENERAL FUND BUDGET SUMMARY

EXPENDITURES	2018 ACTUAL	2018 BUDGET	2019 ACTUAL	2019 BUDGET	06/30/20 YTD ACTUAL	2020 BUDGET	2021 BUDGET
Culture & Recreation:							
Library	\$1,192,795	\$1,252,386	\$1,328,309	\$1,340,827	\$513,173	\$1,275,695	\$1,217,389
Park & Rec Administration	\$351,192	\$296,565	\$315,981	\$348,597	\$122,111	\$260,487	\$337,920
Park Maintenance	\$1,399,296	\$1,260,502	\$1,349,402	\$1,397,165	\$628,086	\$1,472,438	\$1,556,896
Adult Recreation	\$80,922	\$88,288	\$79,712	\$83,208	\$30,834	\$89,793	\$96,001
Youth Recreation	\$348,888	\$294,425	\$347,943	\$362,478	\$133,111	\$419,643	\$421,277
Tennis & Fitness Center	\$309,044	\$244,488	\$330,789	\$304,614	\$109,083	\$326,582	\$251,318
Social Commons	\$143,191	\$133,997	\$125,657	\$114,757	\$39,978	\$135,024	\$108,966
Aquatic Center	\$220,278	\$229,986	\$226,423	\$246,627	\$50,038	\$274,894	\$266,827
Brooktree Golf Course	\$621,906	\$641,048	\$614,866	\$552,197	\$348,713	\$547,992	\$589,187
Total Culture & Recreation	\$4,667,512	\$4,441,685	\$4,719,082	\$4,750,470	\$1,975,127	\$4,802,548	\$4,845,781
Housing & Economic Development							
Planning & Zoning	\$269,370	\$279,347	\$259,679	\$272,575	\$158,629	\$318,735	\$309,684
Total General Fund Expenditures	\$19,217,753	\$19,136,515	\$19,259,632	\$20,047,563	\$9,029,268	\$20,928,340	\$21,293,377

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City of Owatonna
Summary Budget Comparison by Department

FUND 100: GENERAL FUND

DEPT 010: MAYOR & COUNCIL

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Tax Levies	9,785,245	9,672,143	10,475,114	10,452,376	5,140,769	10,991,801	11,403,348
	Other Taxes	353,476	342,000	352,715	342,000	166,288	353,000	353,000
	Licenses & Permits	80,805	81,875	79,088	80,775	46,104	79,925	71,125
	Intergovernmental Revenue	4,288,581	4,288,379	4,300,547	4,300,408	2,255,610	4,533,146	4,674,700
	Charges for Services	558	0	250	0	20	0	0
	Fines & Forfeits	3,000	500	2,850	500	1,000	500	500
	Total Revenues	14,511,665	14,384,897	15,210,564	15,176,059	7,609,791	15,958,372	16,502,673
	PT/Seasonal Wages	67,800	67,800	72,600	72,600	36,300	72,600	72,600
	Benefits	4,711	4,711	5,048	4,999	2,548	5,050	5,028
	PERSONAL SERVICES	72,511	72,511	77,648	77,599	38,848	77,650	77,628
	Supplies	2,185	700	1,560	700	476	2,000	2,000
	SUPPLIES	2,185	700	1,560	700	476	2,000	2,000
	Professional Services	4,937	6,000	9,735	11,300	2,881	9,000	9,000
	Communication	487	410	443	410	224	490	490
	Vehicle, Travel & Training	10,222	10,000	13,266	10,000	2,953	10,400	10,400
	Advertising & Promotion	5,910	15,000	6,799	14,000	513	13,000	11,000
	Memberships & Subscriptions	68,860	74,000	76,114	76,000	53,365	78,000	80,000
	Insurance	30,195	51,395	22,123	52,280	1,551	52,370	51,980
	Other Services & Charges	58,699	175,366	54,108	124,311	6,380	108,866	91,429
	Refunds & Reimbursements	1,000	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	180,310	332,171	182,588	288,301	67,867	272,126	254,299
	TRANSFERS OUT	0	0	0	0	0	200,000	340,000
	Total Expenditures	255,006	405,382	261,796	366,600	107,191	551,776	673,927
	Net Revenue	14,256,659	13,979,515	14,948,768	14,809,459	7,502,600	15,406,596	15,828,746
	Total for DEPT 010: MAYOR & COUNCIL	14,256,659	13,979,515	14,948,768	14,809,459	7,502,600	15,406,596	15,828,746

**City of Owatonna
Items of Significance**

DEPT 010: MAYOR & COUNCIL

Personnel				Items of Significance	
Position	2020	2021	Current Rate	Budgeted Total	
Mayor	1	1	\$10,800	\$10,800	Other Taxes
Council President	1	1	10,200	10,200	Cable Franchise
Council Vice President	1	1	9,600	9,600	Other Franchise
Council Member	5	5	8,400	42,000	
	<u>8</u>	<u>8</u>		<u>\$72,600</u>	Intergovernmental Revenue
					Local Government Aid (LGA) (\$141,554 increase from 2020)
					PERA Aid
					Professional Services
					Legal and other
					Public access channel programming/costs
					Advertising & Promotion
					Legal publications
					Patriot Skies (4th of July fireworks)
					Memberships & Subscriptions
					CGMC Membership Dues
					LMC Membership Dues
					Highway 14 Partnership
					Insurance
					Claims (\$100,000 aggregate annual deductible)
					Other Services & Charges
					Steele Co Historical Society
					Community Band Assistance
					Human Rights Commission
					So MN Initiative Fund
					Transfers Out
					LGA transferred to capital projects fund (not yet designated for 2021)

City of Owatonna
Summary Budget Comparison by Department

DEPT 051: ADMINISTRATIVE SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	13,997	18,000	4,573	8,400	11,507	18,500	0
	Charges for Services	10,946	11,000	52,290	11,000	5,191	11,000	11,000
	Interest on Investments	150,034	90,000	213,885	98,000	83,238	110,000	90,000
	Transfers	46,551	54,500	50,981	57,000	13,500	59,500	52,000
	Total Revenues	221,528	173,500	321,729	174,400	113,436	199,000	153,000
	FT Wages	799,369	771,122	862,500	809,544	450,437	909,446	951,669
	PT/Seasonal Wages	62,826	71,556	30,694	53,086	22,642	72,386	33,153
	OT	1,860	3,000	3,035	3,000	920	3,000	3,000
	Holiday/Other	12,344	0	0	0	0	0	0
	Benefits	272,744	270,664	295,714	292,478	153,007	316,786	327,646
	PERSONAL SERVICES	1,149,143	1,116,342	1,191,943	1,158,108	627,006	1,301,618	1,315,468
	Supplies	10,555	11,130	7,127	11,050	3,114	11,050	8,600
	Repair Supplies	250	1,000	60	1,000	39	1,000	1,000
	Small Tools & Equipment	57,835	62,250	87,433	76,850	12,622	76,850	76,050
	SUPPLIES	68,640	74,380	94,620	88,900	15,775	88,900	85,650
	Professional Services	39,473	61,000	93,621	55,000	27,530	65,000	66,000
	Communication	16,380	21,405	20,288	15,400	7,956	16,760	19,660
	Transportation (VRF)	12,000	6,000	6,000	6,000	3,520	7,000	7,000
	Vehicle, Travel & Training	29,147	35,680	35,121	35,780	12,843	38,440	32,940
	Advertising & Promotion	477	425	1,186	300	224	300	300
	Printing	395	500	402	500	60	500	500
	Memberships & Subscriptions	2,875	3,250	3,815	3,450	1,093	3,550	3,720
	Insurance	7,905	7,905	12,920	12,920	6,715	13,430	11,220
	Repair/Maint/Licenses	112,714	117,620	139,631	138,503	114,885	160,013	161,871
	Rents/Leases	0	0	11,460	11,500	5,730	11,500	11,500
	Other Services & Charges	137,607	133,500	94,632	109,500	46,094	99,500	97,700
	OTHER SERVICES & CHARGES	358,973	387,285	419,076	388,853	226,650	415,993	412,411
	Total Expenditures	1,576,756	1,578,007	1,705,639	1,635,861	869,470	1,806,511	1,813,529
	Net Revenue	-1,355,228	-1,404,507	-1,383,910	-1,461,461	-756,034	-1,607,511	-1,660,529
	Total for DEPT 051: ADMINISTRATIVE SERVICES	-1,355,228	-1,404,507	-1,383,910	-1,461,461	-756,034	-1,607,511	-1,660,529

**City of Owatonna
Items of Significance**

DEPT 051: ADMINISTRATIVE SERVICES

Personnel					Items of Significance	
Position	2020	2021	Current Rate	Budgeted Total		
City Administrator/City Clerk	1.00	1.00	\$150,238	\$154,062	Intergovernmental Revenue	
Sr. Director - Finance	1.00	1.00	126,173	129,384	Reimbursement from School district for election costs	\$0
Senior Accountant	1.00	1.00	83,949	87,266	Transfers	
Accounting Technician	1.00	1.00	26.34/hr	56,995	Reimbursement from EDA for accounting services	\$12,000
Administrative Specialist	1.00	1.00	33.56/hr	72,532	Reimbursement from HRA for accounting services	15,000
HR Specialist	1.00	1.00	30.31/hr	65,600	Administration charged on capital projects (1%)	25,000
Director - Human Resources	1.00	1.00	107,349	111,628	Small Tools & Equipment	
Director - IT	1.00	1.00	107,349	111,628	Computers & supplies	\$55,000
IT Systems Administrator	2.00	2.00	38.11/hr	162,572	Professional Services	
	10.00	10.00		\$951,668	Legal/HR/IT & Other Consulting Services	27,000
Permanent PT:					Audit	29,000
Desk Support Specialist - IT (70%)	0.70	0.00	n/a	\$0	Transportation (VRF)	
Accounting/HR Clerk - PT (70%)	0.70	0.70	20.91/hr	\$31,653	Includes funding for 2 IT vehicles	7,000
Other Seasonal Help:					Repairs	
Election Judges	70.00	0.00	0	\$0	Computer Hardware/Software Maintenance Contracts, Licenses	155,000
Other				1,500	Rents/Leases	
				\$33,153	Timeclock annual lease costs	11,500
					Other Services & Charges	
					Payroll processing, HR, and Time tracking	87,000
					Election equipment contract - Steele Co.	9,000

City of Owatonna
Summary Budget Comparison by Department

DEPT 060: CITY ATTORNEYS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Benefits	5,529	6,539	5,784	7,051	2,027	6,131	107
	PERSONAL SERVICES	5,529	6,539	5,784	7,051	2,027	6,131	107
	Supplies	285	1,500	0	500	0	500	500
	SUPPLIES	285	1,500	0	500	0	500	500
	Professional Services	229,509	239,000	232,031	241,350	131,274	246,475	251,387
	Communication	207	200	0	200	45	0	0
	Vehicle, Travel & Training	365	0	0	0	669	0	700
	Memberships & Subscriptions	4,463	3,500	4,273	3,500	2,080	4,500	4,500
	OTHER SERVICES & CHARGES	234,544	242,700	236,304	245,050	134,068	250,975	256,587
	Total Expenditures	240,358	250,739	242,088	252,601	136,095	257,606	257,194
	Net Revenue	-240,358	-250,739	-242,088	-252,601	-136,095	-257,606	-257,194
	Total for DEPT 060: CITY ATTORNEYS	-240,358	-250,739	-242,088	-252,601	-136,095	-257,606	-257,194

**City of Owatonna
Items of Significance**

DEPT 060: CITY ATTORNEYS

Personnel					Items of Significance	
<u>Position</u>	<u>2020</u>	<u>2021</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
	(None)				Professional Services	
					Prosecuting Attorney	\$135,125
					City Attorney	106,600
					Legal Fees - Other	9,000

City of Owatonna
Summary Budget Comparison by Department

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	1,319	0	0	0	0	0	0
	Miscellaneous	81,104	75,000	103,489	90,000	49,129	90,000	90,000
	Total Revenues	82,423	75,000	103,489	90,000	49,129	90,000	90,000
	FT Wages	368,968	374,931	373,818	398,644	165,388	421,049	377,551
	PT/Seasonal Wages	78,504	96,269	58,165	102,718	28,040	96,092	77,665
	OT	15,573	10,000	17,763	10,000	5,169	10,000	10,000
	Holiday/Other	13,450	15,500	13,340	15,500	6,706	14,000	14,000
	Benefits	156,206	163,550	159,586	178,119	80,761	209,852	186,300
	PERSONAL SERVICES	632,701	660,250	622,672	704,981	286,064	750,993	665,516
	Supplies	23,241	24,400	25,114	23,500	9,284	23,500	23,500
	Repair Supplies	47,982	49,900	48,130	50,500	14,446	52,500	39,500
	Small Tools & Equipment	13,219	13,000	11,263	13,000	2,978	13,000	13,000
	SUPPLIES	84,442	87,300	84,507	87,000	26,708	89,000	76,000
	Professional Services	27,136	50,400	52,371	40,500	22,759	56,500	71,500
	Communication	18,463	12,800	6,886	12,100	3,215	12,100	12,100
	Transportation (VRF)	31,200	31,200	36,000	36,000	18,000	36,000	36,000
	Vehicle, Travel & Training	1,640	1,500	171	1,500	788	1,500	1,500
	Advertising & Promotion	736	200	403	500	299	500	500
	Memberships & Subscriptions	100	200	0	200	35	200	200
	Insurance	13,000	13,000	18,500	18,500	9,750	20,100	16,400
	Licenses & Inspections	4,927	3,000	5,970	3,000	3,399	5,000	5,000
	Repair/Maint/Licenses	41,860	28,000	39,446	28,000	9,517	31,000	31,000
	Rents/Leases	1,219	1,300	455	1,300	33	1,300	1,300
	Other Services & Charges	4,833	5,500	3,935	4,400	2,354	4,400	4,400
	OTHER SERVICES & CHARGES	145,114	147,100	164,137	146,000	70,149	168,600	179,900
	CAPITAL OUTLAY	31,955	0	0	0	0	0	0
	Total Expenditures	894,212	894,650	871,316	937,981	382,921	1,008,593	921,416
	Net Revenue	-811,789	-819,650	-767,827	-847,981	-333,792	-918,593	-831,416
	Total for DEPT 590: BUILDING/GROUNDS MAINTENANCE	-811,789	-819,650	-767,827	-847,981	-333,792	-918,593	-831,416

**City of Owatonna
Items of Significance**

DEPT 590: BUILDING/GROUNDS MAINTENANCE

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Facilities Manager	1.00	1.00	\$83,949	\$87,266
Facilities Specialist	3.00	2.00	27.07-35.19/hr	142,607
Facilities Technician	1.00	0.00	n/a	0
Laborer	1.00	3.00	18.71/hr	121,611
Custodian	0.00	0.00	n/a	0
	6.00	6.00		\$351,484
Permanent PT:				
Laborer (1 @ 70%)	0.70	0.00	n/a	\$0
Custodian (2 @ 70%)	1.40	1.40	18.16-23.63/hr	61,665
Seasonal:				
Maintenance	3.00	3.00	\$11.00-14.00/hr	\$16,000
				\$77,665

Items of Significance	
Miscellaneous	
Rental Income	\$90,000
Professional Services	
Contract help (work release)	5,000
Contract cleaning services (T&F Center and Social Commons)	45,000
Electrical contracting	20,000
Special cleaning/repair projects	1,500
Communication	
Alarm Services	10,000
Transportation (VRF)	
Includes funding for 4 pickup trucks, 2 vans, utility vehicle, and 1 boom truck	36,000
License & Inspections	
Fire system inspections	2,000

* FT wages includes allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 110: POLICE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	620,332	676,360	600,827	663,746	147,918	631,570	637,625
	Charges for Services	39,927	34,600	50,222	38,000	15,781	42,900	42,700
	Fines & Forfeits	145,592	144,900	148,486	169,900	76,854	174,000	186,700
	Miscellaneous	14,963	14,891	15,750	14,891	0	16,458	17,242
	Total Revenues	820,814	870,751	815,285	886,537	240,553	864,928	884,267
	FT Wages	2,733,980	2,767,110	2,868,729	2,928,628	1,419,136	2,986,258	3,101,683
	PT/Seasonal Wages	67,622	112,690	60,237	86,803	23,950	61,373	62,357
	OT	78,936	65,500	102,811	65,500	34,246	78,500	78,500
	Holiday/Other	234,449	203,185	210,527	203,185	121,838	201,985	201,985
	Benefits	1,050,968	1,083,031	1,103,617	1,170,476	571,705	1,201,984	1,226,296
	PERSONAL SERVICES	4,165,955	4,231,516	4,345,921	4,454,592	2,170,875	4,530,100	4,670,821
	Supplies	86,146	101,400	90,578	95,000	30,337	89,600	75,600
	Repair Supplies	46,198	42,000	76,333	44,000	26,590	47,000	50,500
	Small Tools & Equipment	22,843	25,000	26,117	25,000	39,927	33,400	49,000
	SUPPLIES	155,187	168,400	193,028	164,000	96,854	170,000	175,100
	Professional Services	30,527	39,220	55,758	60,400	28,577	55,150	66,490
	Communication	19,459	20,700	16,858	18,200	7,953	18,200	17,500
	Transportation (VRF)	105,000	105,000	107,040	107,040	49,800	99,600	99,600
	Vehicle, Travel & Training	36,029	38,500	38,969	38,500	5,981	38,500	38,500
	Memberships & Subscriptions	14,592	5,700	5,499	8,170	6,263	11,000	8,500
	Insurance	41,100	41,100	74,200	74,200	41,152	82,300	68,100
	Licenses & Inspections	1,553	350	1,575	350	170	800	800
	Repair/Maint/Licenses	7,499	3,500	13,692	3,500	1,251	7,500	3,000
	Other Services & Charges	294,075	306,500	320,989	309,150	110,627	400,650	407,950
	OTHER SERVICES & CHARGES	549,834	560,570	634,580	619,510	251,774	713,700	710,440
	CAPITAL OUTLAY	58,923	0	0	0	0	0	0
	Total Expenditures	4,929,899	4,960,486	5,173,529	5,238,102	2,519,503	5,413,800	5,556,361
	Net Revenue	-4,109,085	-4,089,735	-4,358,244	-4,351,565	-2,278,950	-4,548,872	-4,672,094
	Total for DEPT 110: POLICE	-4,109,085	-4,089,735	-4,358,244	-4,351,565	-2,278,950	-4,548,872	-4,672,094

**City of Owatonna
Items of Significance**

DEPT 110: POLICE

DEPT 110: POLICE

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Senior Director - Police Dept	1.00	1.00	\$130,998	\$134,333
Captain	2.00	2.00	115,357	232,592
Administrative Technician	1.00	1.00	30.57/hr	65,204
Evidence Technician	1.00	1.00	32.13/hr	69,414
Administrative Technician - Patrol	1.00	1.00	30.57/hr	65,204
Sergeant	6.00	6.00	34.20-44.45/hr	555,110
Sergeant - Investigation	1.00	1.00	34.20-44.45/hr	97,812
Patrol	19.00	19.00	29.30-38.11/hr	1,357,339
Patrol - Investigation	6.00	6.00	29.30-38.11/hr	477,608
CSO	1.00	1.00	21.75/hr	47,067
	<u>39.00</u>	<u>39.00</u>		<u>\$3,101,683</u>
Permanent PT: CSO (2 @ 70%)	1.40	1.40	\$20.56/hr	\$62,356

Items of Significance	
Intergovernmental Revenue	
State - auto insurance premium tax	\$288,500
State - police training aid	36,000
Federal SCDIU pass-thru grant	150,000
School district reimbursement for SRO officer	155,825
Fines & Forfeits	
Court Collected Fines	90,000
Parking Fines	90,000
Professional Services	
Contract for body cameras	25,000
Transportation (VRF)	
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	252,350

City of Owatonna
Summary Budget Comparison by Department

DEPT 120: FIRE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	16,112	13,200	16,689	14,200	30,531	14,200	14,200
	Intergovernmental Revenue	178,496	151,200	188,826	161,200	9,882	174,000	174,000
	Charges for Services	140,877	129,450	130,515	130,950	73,871	133,718	136,750
	Miscellaneous	633	0	346	0	300	0	0
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	358,118	315,850	358,376	328,350	125,604	343,918	346,950
	FT Wages	662,417	674,696	683,166	700,041	316,241	711,378	750,340
	PT/Seasonal Wages	83,875	76,000	84,037	78,000	28,630	79,250	79,730
	OT	52,603	46,000	77,173	46,000	22,012	46,000	46,000
	Holiday/Other	37,400	35,000	79,269	50,000	0	50,000	50,000
	Benefits	484,575	458,788	501,321	488,927	148,027	509,000	508,661
	PERSONAL SERVICES	1,320,870	1,290,484	1,424,966	1,362,968	514,910	1,395,628	1,434,731
	Supplies	18,665	29,464	41,278	47,244	14,293	38,214	30,316
	Repair Supplies	20,572	18,728	18,748	17,528	26,681	16,228	16,228
	Small Tools & Equipment	49,274	72,847	39,192	38,797	37,047	64,347	66,043
	SUPPLIES	88,511	121,039	99,218	103,569	78,021	118,789	112,587
	Professional Services	17,143	25,150	35,761	76,150	31,548	36,150	36,150
	Communication	10,745	8,093	8,658	8,093	4,231	8,093	8,093
	Transportation (VRF)	141,200	141,200	146,040	146,040	78,000	156,000	156,000
	Vehicle, Travel & Training	8,086	15,057	13,165	15,000	1,750	15,000	14,900
	Advertising & Promotion	758	2,100	1,548	2,100	0	2,100	2,100
	Memberships & Subscriptions	3,139	2,949	3,733	4,646	2,166	4,646	5,146
	Insurance	7,600	7,600	10,043	10,000	5,400	10,600	8,500
	Licenses & Inspections	425	750	730	750	600	750	750
	Repair/Maint/Licenses	22,179	15,562	29,505	17,097	21,444	18,632	20,857
	Other Services & Charges	6,316	5,900	5,696	7,900	3,471	11,895	9,900
	OTHER SERVICES & CHARGES	217,591	224,361	254,879	287,776	148,610	263,866	262,396
	Total Expenditures	1,626,972	1,635,884	1,779,063	1,754,313	741,541	1,778,283	1,809,714
	Net Revenue	-1,268,854	-1,320,034	-1,420,687	-1,425,963	-615,937	-1,434,365	-1,462,764
	Total for DEPT 120: FIRE	-1,268,854	-1,320,034	-1,420,687	-1,425,963	-615,937	-1,434,365	-1,462,764

**City of Owatonna
Items of Significance**

DEPT 120: FIRE

DEPT 120: FIRE

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Sr. Director - Fire Dept	1.00	1.00	\$117,437	\$122,030
Administrative Technician	1.00	1.00	30.57/hr	65,204
Vacant position	0.00	1.00	n/a	72,865
Firefighter - Commander	4.00	3.00	29.30-38.11/hr	226,110
Firefighter - Equipment Operator	4.00	4.00	27.07-35.19/hr	255,130
	10.00	10.00		\$741,339
Other PT:				
On-call/resident Firefighters	27.00	27.00	15.99-18.91/hr	\$72,000
Weed/Nuisance Assistant	1.00	1.00	15.00/hr	7,730
				\$79,730

Items of Significance	
Intergovernmental Revenue	
State - auto insurance premium tax (passes to Relief Assn)	\$165,000
Charges for Services	
Rural Fire Assn Reimbursement	112,000
Rental inspections	20,000
Transfers	
HRA Section 8 rental housing inspections	22,000
Benefits (Personal Services)	
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	19,000
SCBA service agreement (28)	4,000
Professional Services	
Plan review	6,000
Emergency Management (siren repair, etc)	4,000
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

City of Owatonna
Summary Budget Comparison by Department

DEPT 140: BUILDING INSPECTION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	334,022	286,000	304,771	296,000	205,620	301,000	301,000
	Charges for Services	119,494	80,300	164,052	85,300	79,677	85,300	85,300
	Total Revenues	453,516	366,300	468,823	381,300	285,297	386,300	386,300
	FT Wages	295,683	291,769	313,362	309,156	151,415	296,462	315,478
	OT	60	0	22	0	0	0	0
	Holiday/Other	3,211	3,247	12,488	3,416	0	0	0
	Benefits	86,604	85,237	88,563	86,768	48,325	97,948	95,439
	PERSONAL SERVICES	385,558	380,253	414,435	399,340	199,740	394,410	410,917
	Supplies	9,307	5,500	4,960	5,500	1,813	6,000	5,250
	Repair Supplies	889	200	313	200	58	200	200
	Small Tools & Equipment	192	3,150	6,516	2,150	3,184	3,000	1,500
	SUPPLIES	10,388	8,850	11,789	7,850	5,055	9,200	6,950
	Professional Services	194	0	202	0	0	0	1,500
	Communication	1,627	2,400	985	2,200	1,645	1,700	2,000
	Transportation (VRF)	6,600	6,600	7,020	7,020	3,510	7,020	7,020
	Vehicle, Travel & Training	2,731	2,800	2,113	3,800	2,622	3,300	3,300
	Memberships & Subscriptions	455	500	255	500	0	500	500
	Insurance	1,200	1,200	2,300	2,300	1,200	2,400	1,900
	Licenses & Inspections	97	350	65	200	0	200	200
	Repair/Maint/Licenses	3,028	6,200	4,358	6,200	0	3,650	5,150
	OTHER SERVICES & CHARGES	15,932	20,050	17,298	22,220	8,977	18,770	21,570
	Total Expenditures	411,878	409,153	443,522	429,410	213,772	422,380	439,437
	Net Revenue	41,638	-42,853	25,301	-48,110	71,525	-36,080	-53,137
	Total for DEPT 140: BUILDING INSPECTION	41,638	-42,853	25,301	-48,110	71,525	-36,080	-53,137

**City of Owatonna
Items of Significance**

DEPT 140: BUILDING INSPECTION

DEPT 140: BUILDING INSPECTION

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Building Official	1.00	1.00	\$92,456	\$94,809
Plans Examiner	1.00	1.00	73,195	75,058
Building Inspector	1.00	1.00	29.56/hr	63,898
Administrative Technician	1.00	1.00	24.22/hr	52,473
	4.00	4.00		* \$286,238

Items of Significance	
Licenses & Permits	
Building Permits	\$300,000
Charges for Services	
Plan checking fees	85,000
Transportation (VRF)	
Includes funding for 3 pickups/vehicles	7,020

* FT wages includes allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 211: ENGINEERING

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	16,472	6,000	17,805	7,500	18,158	7,500	2,500
	Intergovernmental Revenue	4,082	0	0	0	0	0	0
	Charges for Services	214,437	276,000	243,643	301,500	1,240	326,500	250,500
	Miscellaneous	-487	0	4,234	0	0	0	0
	Transfers	473,000	473,000	484,000	484,000	253,010	506,000	510,000
	Total Revenues	707,504	755,000	749,682	793,000	272,408	840,000	763,000
	FT Wages	430,474	456,125	485,905	468,516	248,255	492,153	483,630
	PT/Seasonal Wages	16,066	12,500	5,075	11,000	416	11,000	10,000
	OT	4,183	3,000	5,166	3,000	1,934	3,000	3,000
	Holiday/Other	14,104	0	0	0	0	0	0
	Benefits	97,416	102,891	125,722	106,707	55,341	111,859	121,344
	PERSONAL SERVICES	562,243	574,516	621,868	589,223	305,946	618,012	617,974
	Supplies	9,391	11,250	8,838	11,750	1,957	10,500	10,000
	Repair Supplies	509	4,500	394	3,500	0	3,500	3,500
	Small Tools & Equipment	576	7,400	4,657	8,900	3,588	7,400	7,400
	SUPPLIES	10,476	23,150	13,889	24,150	5,545	21,400	20,900
	Professional Services	329	2,700	681	2,700	73	2,700	2,700
	Communication	3,215	6,350	3,082	6,350	1,183	5,250	5,250
	Transportation (VRF)	24,900	24,300	25,320	25,320	7,500	15,000	15,000
	Vehicle, Travel & Training	4,134	6,000	5,839	6,000	717	8,500	8,500
	Advertising & Promotion	1,326	750	646	750	534	500	750
	Memberships & Subscriptions	825	1,500	1,605	1,500	2,520	1,500	1,650
	Insurance	2,700	2,700	4,300	4,300	2,250	4,500	3,500
	Licenses & Inspections	1,727	750	2,152	1,500	864	1,500	1,500
	Repair/Maint/Licenses	272,239	224,500	184,594	234,000	71,764	252,000	252,000
	Other Services & Charges	7,521	15,000	14,045	13,000	0	8,000	8,000
	OTHER SERVICES & CHARGES	318,916	284,550	242,264	295,420	87,405	299,450	298,850
	Total Expenditures	891,635	882,216	878,021	908,793	398,896	938,862	937,724
	Net Revenue	-184,131	-127,216	-128,339	-115,793	-126,488	-98,862	-174,724
	Total for DEPT 211: ENGINEERING	-184,131	-127,216	-128,339	-115,793	-126,488	-98,862	-174,724

**City of Owatonna
Items of Significance**

DEPT 211: ENGINEERING

DEPT 211: ENGINEERING

Position	Personnel		Current Rate	Budgeted Total
	2020	2021		
Sr. Director - Public Works	1.00	1.00	\$130,998	\$134,333
Asst City Engineer	1.00	1.00	95,056	98,759
Administrative Tech - Public Works	1.00	1.00	24.93/hr	53,976
Civil Engineer	1.00	1.00	79,664	82,872
Engineering Specialist	1.00	1.00	41.57/hr	88,666
Engineering Technician	2.00	2.00	27.07-35.19/hr	133,446
	<u>7.00</u>	<u>7.00</u>		* <u>\$592,052</u>
Other Seasonal Help:				
Engineering Intern	1.00	1.00		\$5,000
PT locator	1.00	1.00		5,000

Items of Significance	
Charges for Services	
Engineering charged on capital projects (10%)	\$250,000
Transfers	
Annual allocation from the WWTP for administration	510,000
Transportation (VRF)	
Includes funding for 7 pickups/vehicles	15,000
Repairs	
Repair service - sidewalks	20,000
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

City of Owatonna
Summary Budget Comparison by Department

DEPT 212: STREET MAINTENANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	1,115	1,500	1,800	1,500	1,000	0	500
	Intergovernmental Revenue	285,065	155,500	315,526	168,000	62,750	178,000	178,000
	Charges for Services	21,587	1,500	6,150	2,800	4,336	2,300	800
	Transfers	50,000	50,000	50,000	50,000	25,010	50,000	50,000
	Total Revenues	357,767	208,500	373,476	222,300	93,096	230,300	229,300
	FT Wages	1,100,075	1,126,243	1,155,305	1,176,074	573,456	1,211,998	1,270,414
	PT/Seasonal Wages	21,940	8,000	22,355	8,000	1,680	8,000	8,000
	OT	72,457	37,000	69,456	37,000	22,648	37,000	37,000
	Holiday/Other	23,993	120	100	120	0	0	0
	Benefits	482,187	491,587	485,991	492,014	238,044	518,685	547,747
	PERSONAL SERVICES	1,700,652	1,662,950	1,733,207	1,713,208	835,828	1,775,683	1,863,161
	Supplies	422,417	390,400	526,457	391,000	125,186	420,000	454,850
	Repair Supplies	128,486	145,500	115,818	135,000	37,984	135,000	140,000
	Small Tools & Equipment	15,828	15,000	18,624	16,850	3,999	19,650	20,300
	Other Supplies	74,908	124,000	0	0	0	0	0
	SUPPLIES	641,639	674,900	660,899	542,850	167,169	574,650	615,150
	Professional Services	1,520	200	4,131	3,000	1,636	38,000	3,000
	Communication	4,537	5,800	4,045	5,750	2,055	3,750	3,900
	Transportation (VRF)	357,500	357,500	386,840	369,840	195,120	390,240	405,240
	Vehicle, Travel & Training	2,230	5,400	2,270	5,400	144	5,250	5,250
	Advertising & Promotion	523	250	614	250	0	250	250
	Memberships & Subscriptions	115	700	3,282	700	1,500	700	3,800
	Insurance	16,700	16,700	26,275	26,200	14,200	28,400	23,100
	Licenses & Inspections	3,993	2,800	1,802	3,000	757	3,000	3,000
	Repair/Maint/Licenses	208,269	185,650	237,742	304,700	55,047	284,700	282,500
	Rents/Leases	93,594	57,000	108,314	57,000	50,353	56,000	56,000
	Other Services & Charges	3,848	4,125	26,522	29,000	10,901	29,000	28,000
	OTHER SERVICES & CHARGES	692,829	636,125	801,837	804,840	331,713	839,290	814,040
	Total Expenditures	3,035,120	2,973,975	3,195,943	3,060,898	1,334,710	3,189,623	3,292,351
	Net Revenue	-2,677,353	-2,765,475	-2,822,467	-2,838,598	-1,241,614	-2,959,323	-3,063,051
	Total for DEPT 212: STREET MAINTENANCE	-2,677,353	-2,765,475	-2,822,467	-2,838,598	-1,241,614	-2,959,323	-3,063,051

**City of Owatonna
Items of Significance**

DEPT 212: STREET MAINTENANCE

DEPT 212: STREET MAINTENANCE

Position	Personnel		Current Rate	Budgeted Total
	2020	2021		
Maintenance Manager	1.00	1.00	\$95,056	\$98,713
Maintenance Foreman	1.00	1.00	33.36/hr	72,140
Sr. Maintenance Worker - Lead	2.00	2.00	33.23/hr	143,634
Sr. Maintenance Worker - Nights	2.00	2.00	26.55/hr	115,000
Sr. Maintenance Worker	8.00	8.00	25.30-32.90/hr	517,546
Equipment Maint Foreman	1.00	1.00	34.52/hr	74,695
Equip Maint Tech Specialist	3.00	3.00	27.07-35.19/hr	196,613
	<u>18.00</u>	<u>18.00</u>		* \$1,218,341
Seasonal:				
Street Dept Assistants	2.00	2.00	\$14.00/hr	\$8,000

Items of Significance	
Intergovernmental Revenue	
State - MSA Maintenance	\$125,500
County - Maintenance	45,000
Transfers	
Allocation from the Storm Water fund for street sweeping costs	50,000
Supplies	
Motor Fuels & Lubricants	114,100
Chloride	125,000
Traffic signs and paint	30,000
Bituminous Mix	130,000
Road Oils	20,000
Repair Supplies	
Vehicles & Equipment	102,500
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	405,240
Repairs	
Vehicles & Equipment	21,000
Signals	2,000
Pavement Marking	9,000
Crack Filling	248,000
Other Services & Charges	
Tree/Shub maintenance - EAB inventory, community outreach, etc.	20,000

* FT wages includes allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 380: AIRPORT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	44,780	68,987	68,615	68,712	42,868	70,517	69,517
	Charges for Services	144,895	160,150	147,596	153,150	54,080	153,100	151,500
	Interest on Investments	0	0	1,566	0	0	0	0
	Miscellaneous	145,551	135,000	132,747	135,500	52,033	141,500	164,000
	Total Revenues	335,226	364,137	350,524	357,362	148,981	365,117	385,017
	FT Wages	83,420	82,776	89,044	88,350	45,610	93,035	98,117
	PT/Seasonal Wages	25,432	22,098	25,029	23,510	10,631	23,476	24,795
	OT	143	0	0	0	0	0	0
	Benefits	38,687	38,327	40,630	41,179	12,308	25,642	26,507
	PERSONAL SERVICES	147,682	143,201	154,703	153,039	68,549	142,153	149,419
	Supplies	116,957	125,100	125,454	116,500	35,978	120,300	119,600
	Repair Supplies	15,518	11,400	5,637	11,400	1,754	10,400	10,000
	Small Tools & Equipment	3,642	1,800	5,432	2,200	0	2,200	2,100
	Concession Supplies	0	150	0	0	0	0	0
	SUPPLIES	136,117	138,450	136,523	130,100	37,732	132,900	131,700
	Professional Services	22,911	18,000	20,200	18,000	10,400	18,000	19,800
	Communication	8,384	7,950	8,205	7,400	3,069	7,400	7,800
	Transportation (VRF)	14,400	14,400	25,080	25,080	12,540	25,080	25,080
	Vehicle, Travel & Training	1,389	2,840	1,372	1,840	453	1,840	1,910
	Advertising & Promotion	4,595	6,000	5,478	6,000	503	5,500	5,000
	Memberships & Subscriptions	675	600	425	600	425	600	600
	Insurance	14,100	14,100	21,300	21,300	11,450	22,900	20,300
	Licenses & Inspections	113	1,000	61	200	103	150	150
	Utilities	32,944	36,700	37,818	37,400	12,653	34,600	27,500
	Repair/Maint/Licenses	16,057	20,250	16,699	18,500	15,861	24,500	24,500
	Other Services & Charges	18,723	21,500	23,970	20,500	17,675	24,000	22,500
	OTHER SERVICES & CHARGES	134,291	143,340	160,608	156,820	85,132	164,570	155,140
	Total Expenditures	418,090	424,991	451,834	439,959	191,413	439,623	436,259
	Net Revenue	-82,864	-60,854	-101,310	-82,597	-42,432	-74,506	-51,242
	Total for DEPT 380: AIRPORT	-82,864	-60,854	-101,310	-82,597	-42,432	-74,506	-51,242

**City of Owatonna
Items of Significance**

DEPT 380: AIRPORT

DEPT 380: AIRPORT

Position	Personnel		Current Rate	Budgeted Total
	2020	2021		
Airport Manager	1.00	1.00	\$88,234	\$91,648
	1.00	1.00		* \$91,648
Perm PT:				
Facilities Worker (2 @ 25% FTE)	0.50	0.50	19.97-25.94/hr	\$23,545
Seasonal:				
Intern	1.00	1.00		1,250

Items of Significance	
Intergovernmental Revenue	
State - Airport Maintenance	\$69,017
Charges for Services	
Fuel sales	150,000
Miscellaneous	
Rental (hangar, land)	164,000
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

City of Owatonna
Summary Budget Comparison by Department

DEPT 420: LIBRARY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	203,429	202,600	199,495	202,600	98,897	201,185	200,594
	Charges for Services	8,982	8,000	8,594	9,100	2,271	9,250	8,750
	Fines & Forfeits	8,255	9,000	8,736	9,000	2,115	9,000	750
	Miscellaneous	40	2,850	0	50	0	0	0
	Total Revenues	220,706	222,450	216,825	220,750	103,283	219,435	210,094
	FT Wages	613,869	556,464	543,441	583,064	270,437	499,958	528,692
	PT/Seasonal Wages	251,104	289,144	241,847	289,958	71,184	299,576	242,673
	OT	351	0	0	0	0	0	0
	Holiday/Other	5,040	0	10,048	0	0	0	0
	Benefits	210,333	212,718	219,732	223,503	87,801	201,660	203,554
	PERSONAL SERVICES	1,080,697	1,058,326	1,015,068	1,096,525	429,422	1,001,194	974,919
	Supplies	4,201	5,400	4,084	4,900	4,854	4,050	4,100
	Repair Supplies	4,934	3,000	6,536	4,000	5,256	6,000	6,500
	Small Tools & Equipment	8,240	15,000	14,938	15,000	1,106	15,250	14,600
	Library Materials	123,237	111,000	113,045	110,800	29,352	112,500	82,500
	Other Supplies	28,565	27,132	28,686	27,132	3,442	28,500	28,686
	SUPPLIES	169,177	161,532	167,289	161,832	44,010	166,300	136,386
	Professional Services	2,054	1,800	30,645	1,800	7,655	34,486	34,386
	Communication	5,551	6,900	2,095	6,600	1,267	5,700	3,100
	Vehicle, Travel & Training	3,016	5,640	2,675	3,655	2,102	3,000	1,250
	Advertising & Promotion	1,087	1,500	358	1,250	125	1,500	750
	Memberships & Subscriptions	2,118	1,700	1,084	1,750	420	1,500	1,000
	Insurance	5,500	5,500	8,500	8,500	4,400	8,800	7,200
	Repair/Maint/Licenses	7,843	4,700	4,612	5,460	5,313	3,410	2,815
	Rents/Leases	1,776	2,000	2,124	2,100	1,018	0	2,200
	Other Services & Charges	49,490	50,925	49,785	51,355	17,441	49,805	53,383
	OTHER SERVICES & CHARGES	78,435	80,665	101,878	82,470	39,741	108,201	106,084
	Total Expenditures	1,328,309	1,300,523	1,284,235	1,340,827	513,173	1,275,695	1,217,389
	Net Revenue	-1,107,603	-1,078,073	-1,067,410	-1,120,077	-409,890	-1,056,260	-1,007,295
	Total for DEPT 420: LIBRARY	-1,107,603	-1,078,073	-1,067,410	-1,120,077	-409,890	-1,056,260	-1,007,295

**City of Owatonna
Items of Significance**

DEPT 420: LIBRARY

DEPT 420: LIBRARY

Personnel					Items of Significance	
<u>Position</u>	<u>2020</u>	<u>2021</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Director - Library	1.00	1.00	\$101,733	\$105,892	Intergovernmental Revenue	
Asst Library Director	1.00	1.00	92,706	96,360	Steele Co - separate levy to county residents	\$189,540
Librarian	3.00	3.00	88,234	268,365	Dodge Co - annual allocation	9,554
Library Specialist	1.00	1.00	26.82/hr	58,076	Small Tools & Equipment	
	6.00	6.00		\$528,693	Public computer replacement	12,000
Permanent PT:					Library Materials	
Administrative Technician	0.70	0.70	\$27.05/hr	\$40,949	Books	47,500
Admin Clerk (2 @ 70%)	2.60	1.40	18.16-23.63/hr	65,293	Periodicals	10,000
Admin Clerk (2 @ 62.5%)	1.25	1.25	18.16-23.63/hr	53,592	Digital Media	9,000
Library Specialist (2 @ 62.5%)	1.25	1.25	25.30-32.90/hr	76,627	Audio Visual	14,000
Other PT/Seasonal:					Other Supplies	
Shelver/Page	1.30	1.30	\$10.08-11.00/hr	\$27,256	Distribution of county aid to Blooming Prairie Library	28,686
Other				2,000	Other Services & Charges	
				\$265,717	Computer Services (SELCO)	52,743

City of Owatonna
Summary Budget Comparison by Department

DEPT 510: PARK & REC ADMINISTRATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	0	0	328	0	0	0	0
	Total Revenues	0	0	328	0	0	0	0
	FT Wages	129,981	170,274	91,713	169,699	72,644	148,024	228,844
	PT/Seasonal Wages	67,275	56,884	69,853	57,176	8,392	34,820	0
	Holiday/Other	19,892	5,351	0	0	0	0	0
	Benefits	60,023	64,369	50,419	90,357	24,090	47,293	78,776
	PERSONAL SERVICES	277,171	296,878	211,985	317,232	105,126	230,137	307,620
	Supplies	4,970	5,000	3,996	4,500	411	3,500	3,000
	Small Tools & Equipment	0	200	0	200	0	200	1,000
	SUPPLIES	4,970	5,200	3,996	4,700	411	3,700	4,000
	Professional Services	21,926	300	52,354	200	0	200	0
	Communication	1,633	1,500	872	1,500	251	1,500	1,200
	Vehicle, Travel & Training	2,320	5,000	1,373	2,500	-463	2,500	1,700
	Advertising & Promotion	4,616	5,000	2,191	4,000	875	4,000	2,000
	Printing	0	500	0	500	0	200	200
	Memberships & Subscriptions	2,365	3,000	3,376	3,000	1,871	3,000	3,000
	Repair/Maint/Licenses	620	465	620	465	0	500	500
	Other Services & Charges	360	5,000	15,625	14,500	14,040	14,750	17,700
	OTHER SERVICES & CHARGES	33,840	20,765	76,411	26,665	16,574	26,650	26,300
	Total Expenditures	315,981	322,843	292,392	348,597	122,111	260,487	337,920
	Net Revenue	-315,981	-322,843	-292,064	-348,597	-122,111	-260,487	-337,920
	Total for DEPT 510: PARK & REC ADMINISTRATION	-315,981	-322,843	-292,064	-348,597	-122,111	-260,487	-337,920

**City of Owatonna
Items of Significance**

DEPT 510: PARK & REC ADMINISTRATION

DEPT 510: PARK & REC ADMINISTRATION

Personnel				
Position	2020	2021	Current Rate	Budgeted Total
Sr. Director - Parks & Rec	0.00	1.00	n/a	n/a
Recreation Manager	1.00	1.00	\$88,234	\$91,648
Recreation Supervisor	1.00	1.00	73,195	75,058
Administrative Technician	2.00	2.00	23.52-30.57/hr	123,702
	4.00	5.00		* \$290,408
Permanent PT:				
Admin Asst (1 @ 67.5%)	0.68	0.68	25.34/hr	\$36,236

Items of Significance	
Other Services & Charges	
Annual software maintenance	\$17,700

* FT wages are allocated to/from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 511: PARK MAINTENANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	30	0	10	0	10	0	0
	Intergovernmental Revenue	51,106	35,000	30,153	35,000	0	35,000	35,000
	Charges for Services	86,084	45,000	69,778	45,000	3,673	45,000	45,000
	Miscellaneous	38,885	38,000	40,715	34,000	4,299	40,615	40,615
	Total Revenues	176,105	118,000	140,656	114,000	7,982	120,615	120,615
	FT Wages	379,327	414,821	466,351	510,864	220,911	493,422	571,359
	PT/Seasonal Wages	204,657	209,600	158,930	153,379	38,778	203,290	165,872
	OT	10,081	12,000	14,314	12,000	3,265	12,000	12,000
	Benefits	182,626	202,915	197,647	232,322	93,442	232,276	281,365
	PERSONAL SERVICES	776,691	839,336	837,242	908,565	356,396	940,988	1,030,596
	Supplies	145,748	141,750	156,932	126,500	56,214	150,000	153,000
	Repair Supplies	100,745	91,700	94,611	91,500	51,651	95,500	95,500
	Small Tools & Equipment	43,061	16,800	31,019	30,000	27,398	15,000	15,000
	SUPPLIES	289,554	250,250	282,562	248,000	135,263	260,500	263,500
	Professional Services	84,364	45,650	94,303	66,500	47,806	81,000	81,000
	Communication	2,025	2,550	1,256	1,500	521	1,500	1,500
	Transportation (VRF)	74,400	74,400	88,800	88,800	51,000	102,000	105,000
	Vehicle, Travel & Training	3,887	3,100	1,259	3,100	18	3,100	2,100
	Advertising & Promotion	892	500	184	500	50	500	500
	Memberships & Subscriptions	931	225	640	1,000	415	1,000	750
	Insurance	24,515	24,500	31,700	31,700	17,193	34,100	29,700
	Licenses & Inspections	5,465	2,500	1,287	2,500	1,165	2,500	2,500
	Repair/Maint/Licenses	17,002	7,500	5,756	3,000	6,169	3,250	3,250
	Rents/Leases	12,080	11,000	18,198	16,000	4,919	16,000	16,000
	Other Services & Charges	24,535	15,500	21,985	26,000	7,171	26,000	20,500
	OTHER SERVICES & CHARGES	250,096	187,425	265,368	240,600	136,427	270,950	262,800
	CAPITAL OUTLAY	13,061	0	0	0	0	0	0
	TRANSFERS OUT	20,000	0	0	0	0	0	0
	Total Expenditures	1,349,402	1,277,011	1,385,172	1,397,165	628,086	1,472,438	1,556,896
	Net Revenue	-1,173,297	-1,159,011	-1,244,516	-1,283,165	-620,104	-1,351,823	-1,436,281
	Total for DEPT 511: PARK MAINTENANCE	-1,173,297	-1,159,011	-1,244,516	-1,283,165	-620,104	-1,351,823	-1,436,281

**City of Owatonna
Items of Significance**

DEPT 511: PARK MAINTENANCE

DEPT 511: PARK MAINTENANCE

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Maintenance Manager	1.00	1.00	\$95,056	\$98,713
Maintenance Foreman	1.00	1.00	35.11/hr	75,873
Maintenance Worker	2.00	2.00	23.52-30.57/hr	119,500
Sr. Maintenance Worker - Lead	1.00	1.00	33.23/hr	71,817
Laborer	3.00	5.00	18.16-23.63/hr	212,385
Custodian	1.00	1.00	23.63/hr	49,911
	9.00	11.00		* \$628,199
Permanent PT:				
Laborer (1 @ 60%)	1.90	0.60	\$20.91/hr	\$27,131
Seasonal:				
Mowers	4.00	4.00	\$12.00-14.50/hr	\$20,500
Spring Maintenance	2.00	2.00	12.00-14.50/hr	13,150
Fall Maintenance	2.00	2.00	12.00-14.50/hr	13,150
Summer Maintenance	16.00	16.00	12.00-14.50/hr	58,200
				\$132,131

Items of Significance	
Miscellaneous Revenue	
Rentals	\$17,000
Interdepartmental charges	22,615
Donations	1,000
Supplies	
Motor fuels & lubricants	38,000
Bituminous Mix	22,000
Wood chips/Fall material	6,500
Rock - Crushed & Riprap	14,000
Trees, Shrubs, & Sod (increased for EAB)	7,000
Janitorial Supplies	12,000
Chemicals & Fertilizers	30,000
Professional Services	
Contract help (work release)	70,500
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	105,000
Other Services & Charges	
Landfill Charges	18,000

* FT/PT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 512: ADULT RECREATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	5,100	5,200	4,310	4,800	0	5,000	4,500
	Charges for Services	67,230	77,249	61,120	74,250	2,848	75,500	81,032
	Miscellaneous	0	500	0	400	267	400	400
	Total Revenues	72,330	82,949	65,430	79,450	3,115	80,900	85,932
	FT Wages	37,429	32,346	25,765	34,400	14,877	37,908	44,447
	PT/Seasonal Wages	12,786	14,790	14,591	14,790	5,985	16,500	16,000
	OT	0	100	0	100	0	100	100
	Benefits	10,069	10,709	7,970	11,263	4,678	12,185	13,454
	PERSONAL SERVICES	60,284	57,945	48,326	60,553	25,540	66,693	74,001
	Supplies	4,911	4,900	7,748	5,850	7,252	5,600	5,100
	Small Tools & Equipment	0	150	0	150	0	100	0
	SUPPLIES	4,911	5,050	7,748	6,000	7,252	5,700	5,100
	Professional Services	1,040	500	0	800	726	900	800
	Communication	6,591	4,700	8,824	6,450	2,476	7,400	7,600
	Vehicle, Travel & Training	253	1,200	261	950	33	800	400
	Printing	0	500	75	350	0	300	100
	Insurance	0	0	42	0	0	0	0
	Refunds & Reimbursements	6,633	8,205	6,955	8,105	-5,193	8,000	8,000
	OTHER SERVICES & CHARGES	14,517	15,105	16,157	16,655	-1,958	17,400	16,900
	Total Expenditures	79,712	78,100	72,231	83,208	30,834	89,793	96,001
	Net Revenue	-7,382	4,849	-6,801	-3,758	-27,719	-8,893	-10,069
	Total for DEPT 512: ADULT RECREATION	-7,382	4,849	-6,801	-3,758	-27,719	-8,893	-10,069

**City of Owatonna
Items of Significance**

DEPT 512: ADULT RECREATION

DEPT 512: ADULT RECREATION

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Seasonal:				
Adult Volleyball Official	16.00	16.00	\$17.00/match	\$16,000

Items of Significance	
Charges for Services	
Team Fees	\$20,980
Player Fees - Resident	47,552
Player Fees - Nonresident	12,500
Communication	
Credit card processing fees	7,300

* FT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 513: YOUTH RECREATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	0	8,250	6,860	7,500	0	7,000	7,000
	Charges for Services	191,129	174,705	203,022	185,405	24,544	199,030	206,329
	Miscellaneous	7,338	4,300	8,540	5,000	6,893	9,600	9,600
	Total Revenues	198,467	187,255	218,422	197,905	31,437	215,630	222,929
	FT Wages	135,886	144,492	149,675	154,102	71,048	174,871	188,911
	PT/Seasonal Wages	65,476	57,525	91,299	86,589	28,606	108,315	86,190
	OT	0	0	69	0	239	0	0
	Benefits	46,673	45,693	52,835	51,306	20,962	57,976	65,939
	PERSONAL SERVICES	248,035	247,710	293,878	291,997	120,855	341,162	341,040
	Supplies	58,931	11,400	29,315	18,200	11,713	18,200	27,261
	Repair Supplies	0	0	90	0	0	1,000	1,000
	Small Tools & Equipment	170	700	794	600	452	1,250	750
	Concession Supplies	-6,175	0	2,131	0	-9,744	1,500	1,500
	SUPPLIES	52,926	12,100	32,330	18,800	2,421	21,950	30,511
	Professional Services	19,699	13,700	20,884	15,200	4,115	16,750	12,150
	Communication	8,842	7,050	11,324	8,450	3,442	11,325	11,175
	Vehicle, Travel & Training	1,574	2,650	1,370	2,750	319	2,750	2,150
	Advertising & Promotion	1,608	3,500	1,047	3,100	821	2,900	1,900
	Printing	0	0	0	0	0	250	250
	Memberships & Subscriptions	432	350	440	450	315	625	670
	Insurance	94	1,181	18	1,181	0	1,181	1,181
	Licenses & Inspections	348	400	450	500	77	800	300
	Repair/Maint/Licenses	0	200	0	150	0	0	0
	Other Services & Charges	1,790	1,825	1,865	1,900	746	1,950	1,950
	Refunds & Reimbursements	12,595	15,470	11,658	18,000	0	18,000	18,000
	OTHER SERVICES & CHARGES	46,982	46,326	49,056	51,681	9,835	56,531	49,726
	Total Expenditures	347,943	306,136	375,264	362,478	133,111	419,643	421,277
	Net Revenue	-149,476	-118,881	-156,842	-164,573	-101,674	-204,013	-198,348
	Total for DEPT 513: YOUTH RECREATION	-149,476	-118,881	-156,842	-164,573	-101,674	-204,013	-198,348

**City of Owatonna
Items of Significance**

DEPT 513: YOUTH RECREATION

DEPT 513: YOUTH RECREATION

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Recreation Supervisor	1.00	1.00	\$63,045	\$65,600
Permanent PT: Rec Facility Asst (1 @ 70%)	0.70	0.00	n/a	\$0
Seasonal: Therap Rec Program Supervisor	0.00	0.00	n/a	0
Therap Rec Friday Camp Assts	6.00	6.00	12.00-14.00/hr	7,350
Lifeguards	30.00	30.00	12.00-14.00/hr	2,920
Water Safety Instructor	14.00	14.00	14.00-16.00/hr	12,760
Kohlmier Guest services			11.00-13.00/hr	6,487
Kohlmier Guest services lead			14.00-16.00/hr	8,748
Program Supervisor	6.00	6.00	19.00-24.00/hr	10,380
Youth Basketball Officials	16.00	16.00	14.00-19.00/hr	4,284
Summer Camp Staff	4.00	4.00	12.00-14.00/hr	6,920
Ice Rink Supervisor	2.00	2.00	14.00-16.00/hr	7,286
Youth Soccer Officials	40.00	40.00	14.00-19.00/hr	9,710
Youth Football Officials	16.00	16.00	14.00-19.00/hr	6,909
Equipment Room Worker	2.00	2.00	12.00-14.00/hr	2,780
				<u>\$86,534</u>

Items of Significance	
Charges for Services	
Entry Fees	\$18,000
Resident Fees	152,979
Nonresident Fees	6,500
Therapeutic Recreation Memberships	7,500
Therapeutic Recreation trips	5,500
Lake Kohlmier concessions	3,000
Miscellaneous	
Lake Kohlmier equipment rental	4,600
Donations	5,000
Supplies	
Youth rec activity supplies	12,811
Therapeutic rec activity supplies	12,500
Professional Services	
Therapeutic rec busing	2,000
School district charges for OT (weekend use of facilities)	3,000
Therapeutic rec trips	3,500
Communication	
Credit card processing fees	7,600

* FT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 514: TENNIS AND FITNESS CENTER

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	280,970	253,050	257,389	265,100	72,778	274,925	176,150
	Miscellaneous	1,084	1,000	17,302	0	667	0	0
	Total Revenues	282,054	254,050	274,691	265,100	73,445	274,925	176,150
	FT Wages	45,847	43,096	64,178	45,958	24,526	48,367	51,082
	PT/Seasonal Wages	101,331	90,887	96,750	87,865	31,370	102,748	48,301
	Benefits	26,099	24,152	29,684	23,516	9,542	24,242	19,410
	PERSONAL SERVICES	173,277	158,135	190,612	157,339	65,438	175,357	118,793
	Supplies	12,451	13,900	8,469	11,950	2,505	8,550	8,550
	Repair Supplies	12,330	4,750	8,293	3,750	1,936	3,750	3,000
	Small Tools & Equipment	12,023	16,500	23,087	16,500	6,680	17,500	7,500
	Concession Supplies	1,371	2,000	1,217	1,500	86	1,400	600
	SUPPLIES	38,175	37,150	41,066	33,700	11,207	31,200	19,650
	Professional Services	99,614	84,825	79,649	92,900	25,003	98,150	94,750
	Communication	7,892	7,050	7,437	7,400	2,875	7,300	6,600
	Vehicle, Travel & Training	392	1,000	91	950	11	950	825
	Advertising & Promotion	2,895	2,600	59	2,600	0	3,000	3,000
	Printing	0	0	543	400	308	600	600
	Memberships & Subscriptions	1,274	2,225	1,472	1,800	491	1,800	1,000
	Insurance	2,200	2,200	3,400	3,400	2,102	3,500	3,100
	Licenses & Inspections	520	525	520	525	520	525	550
	Repair/Maint/Licenses	3,457	2,650	6,881	2,400	915	2,500	1,250
	Rents/Leases	0	0	400	0	0	0	0
	Other Services & Charges	1,093	1,400	1,807	1,200	213	1,700	1,200
	OTHER SERVICES & CHARGES	119,337	104,475	102,259	113,575	32,438	120,025	112,875
	Total Expenditures	330,789	299,760	333,937	304,614	109,083	326,582	251,318
	Net Revenue	-48,735	-45,710	-59,246	-39,514	-35,638	-51,657	-75,168
	Total for DEPT 514: TENNIS AND FITNESS CENTER	-48,735	-45,710	-59,246	-39,514	-35,638	-51,657	-75,168

**City of Owatonna
Items of Significance**

DEPT 514: TENNIS AND FITNESS CENTER

DEPT 514: TENNIS & FITNESS CENTER

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Recreation Manager	1.00	1.00	\$88,234 *	\$91,648
Permanent PT: Recreation Facility Asst (1 @ 70%)	0.70	0.70	21.69/hr	31,581
Seasonal: Guest Services	27.00	27.00	\$11.00-13.00/hr	\$41,450
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
				<u>\$111,341</u>

Items of Significance	
Charges for Services	
Tennis Pro Shop Sales	\$4,200
Tennis Instruction	80,000
Tennis All Other	45,500
Court Fee	14,000
Fitness Center	10,400
Aquatics	600
Water Aerobics	20,000
Professional Services	
Tennis Instruction	63,750
Tennis Pro contract	30,000
Communication	
Credit card processing fees	4,500

* FT/PT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 515: SOCIAL COMMONS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	72,964	54,150	71,600	57,500	23,019	59,000	57,000
	Miscellaneous	31,795	27,000	33,008	27,000	9,459	28,000	28,000
	Total Revenues	104,759	81,150	104,608	84,500	32,478	87,000	85,000
	FT Wages	34,840	39,956	41,479	42,717	17,330	45,040	38,495
	PT/Seasonal Wages	14,087	9,000	7,857	7,500	4,417	18,135	8,800
	Benefits	10,429	9,849	8,751	9,590	4,466	12,099	10,521
	PERSONAL SERVICES	59,356	58,805	58,087	59,807	26,213	75,274	57,816
	Supplies	6,830	8,560	4,943	6,100	303	5,700	5,700
	Repair Supplies	388	1,800	80	1,700	690	1,700	1,400
	Small Tools & Equipment	6,000	0	7,765	6,000	162	6,000	0
	Concession Supplies	211	500	237	250	58	250	250
	SUPPLIES	13,429	10,860	13,025	14,050	1,213	13,650	7,350
	Professional Services	42,839	23,500	53,147	28,800	8,323	32,200	32,200
	Communication	4,850	4,200	5,109	4,200	2,453	5,800	5,800
	Vehicle, Travel & Training	332	1,000	133	850	7	800	700
	Advertising & Promotion	466	750	362	750	0	750	750
	Printing	0	750	0	500	0	500	250
	Memberships & Subscriptions	214	100	352	250	223	300	300
	Insurance	1,400	1,400	2,200	2,200	1,150	2,300	2,100
	Licenses & Inspections	0	0	110	0	0	100	100
	Repair/Maint/Licenses	1,222	6,300	-100	1,500	0	1,500	0
	Rents/Leases	35	400	-140	0	-2	0	0
	Other Services & Charges	1,514	1,800	1,606	1,850	398	1,850	1,600
	OTHER SERVICES & CHARGES	52,872	40,200	62,779	40,900	12,552	46,100	43,800
	Total Expenditures	125,657	109,865	133,891	114,757	39,978	135,024	108,966
	Net Revenue	-20,898	-28,715	-29,283	-30,257	-7,500	-48,024	-23,966
	Total for DEPT 515: SOCIAL COMMONS	-20,898	-28,715	-29,283	-30,257	-7,500	-48,024	-23,966

**City of Owatonna
Items of Significance**

DEPT 515: SOCIAL COMMONS

DEPT 515: WEST HILLS SOCIAL COMMONS

Position	Personnel		Current Rate	Budgeted Total
	2020	2021		
Recreation Supervisor-SP/TR	1.00	1.00	\$61,402	\$63,869
	1.00	1.00		* \$63,869
Permanent PT: Guest services			\$11.00-13.00/hr	\$8,800

Items of Significance	
Charges for Services	
Memberships	\$18,000
Trips	28,000
Programs	9,500
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

City of Owatonna
Summary Budget Comparison by Department

DEPT 520: AQUATIC CENTER

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	188,079	212,750	202,767	193,500	22,112	195,100	195,500
	Miscellaneous	1,100	500	6,000	0	2,220	0	0
	Total Revenues	189,179	213,250	208,767	193,500	24,332	195,100	195,500
	FT Wages	25,077	21,494	20,860	22,952	11,847	24,176	25,565
	PT/Seasonal Wages	100,642	118,000	120,794	116,500	7,190	133,591	128,255
	OT	32	0	0	0	0	0	0
	Benefits	17,168	20,898	17,812	19,370	3,508	21,072	24,507
	PERSONAL SERVICES	142,919	160,392	159,466	158,822	22,545	178,839	178,327
	Supplies	28,605	18,550	32,536	22,900	14,027	24,800	24,800
	Repair Supplies	2,737	12,500	2,560	10,000	1,340	10,000	9,000
	Small Tools & Equipment	8,911	7,500	23,010	10,000	5,886	13,000	7,300
	Concession Supplies	24,371	23,000	27,774	23,000	0	23,000	23,000
	SUPPLIES	64,624	61,550	85,880	65,900	21,253	70,800	64,100
	Professional Services	621	200	195	100	-6	0	0
	Communication	3,139	3,000	3,970	3,000	1,039	3,250	3,250
	Vehicle, Travel & Training	208	900	303	1,000	22	1,000	1,000
	Advertising & Promotion	7,599	7,000	4,932	7,000	0	7,000	7,000
	Memberships & Subscriptions	570	0	1,234	600	280	300	300
	Insurance	5,207	5,200	7,700	7,700	4,100	8,200	7,300
	Licenses & Inspections	805	650	805	805	805	805	850
	Repair/Maint/Licenses	294	3,500	2,880	1,000	0	4,000	4,000
	Rents/Leases	0	0	40	0	0	0	0
	Other Services & Charges	437	700	404	700	0	700	700
	OTHER SERVICES & CHARGES	18,880	21,150	22,463	21,905	6,240	25,255	24,400
	Total Expenditures	226,423	243,092	267,809	246,627	50,038	274,894	266,827
	Net Revenue	-37,244	-29,842	-59,042	-53,127	-25,706	-79,794	-71,327
	Total for DEPT 520: AQUATIC CENTER	-37,244	-29,842	-59,042	-53,127	-25,706	-79,794	-71,327

**City of Owatonna
Items of Significance**

DEPT 520: AQUATIC CENTER FUND

DEPT 520: AQUATIC CENTER

Personnel					Items of Significance	
<u>Position</u>	<u>2020</u>	<u>2021</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
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	2,000
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	50,500
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

City of Owatonna
Summary Budget Comparison by Department

DEPT 525: BROOKTREE GOLF COURSE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	366,570	438,750	370,132	408,050	223,564	367,600	374,800
	Miscellaneous	5,513	1,500	858	0	0	0	0
	Total Revenues	372,083	440,250	370,990	408,050	223,564	367,600	374,800
	FT Wages	122,386	100,531	154,533	115,999	85,297	115,644	143,873
	PT/Seasonal Wages	125,822	152,357	74,871	117,456	28,899	59,960	45,000
	OT	1,604	1,000	2,811	1,000	306	1,000	1,000
	Benefits	51,024	52,722	47,339	49,082	24,280	37,648	41,434
	PERSONAL SERVICES	300,836	306,610	279,554	283,537	138,782	214,252	231,307
	Supplies	114,187	78,345	86,692	84,600	75,905	83,100	97,600
	Repair Supplies	31,025	25,000	27,819	25,000	22,178	24,500	31,500
	Small Tools & Equipment	6,023	4,325	883	2,800	825	2,500	2,500
	Concession Supplies	13,284	10,000	0	10,000	0	0	0
	SUPPLIES	164,519	117,670	115,394	122,400	98,908	110,100	131,600
	Professional Services	28,058	36,000	110,793	26,000	56,496	110,000	111,500
	Communication	11,224	10,700	12,050	10,000	7,596	7,700	10,700
	Transportation (VRF)	61,922	70,800	35,820	35,820	19,500	39,000	42,000
	Vehicle, Travel & Training	1,462	1,700	87	1,700	11	700	700
	Advertising & Promotion	7,037	7,000	5,502	7,000	2,724	12,000	7,000
	Memberships & Subscriptions	6,810	5,300	480	6,300	1,005	500	500
	Insurance	5,000	5,000	7,000	7,000	3,300	6,600	5,400
	Licenses & Inspections	1,468	1,660	433	1,660	39	1,660	1,500
	Repair/Maint/Licenses	4,776	5,200	3,158	5,000	1,111	2,700	3,000
	Rents/Leases	14,400	8,500	34,505	40,980	14,676	37,980	37,980
	Other Services & Charges	7,354	5,300	7,706	4,800	4,565	4,800	6,000
	Refunds & Reimbursements	0	0	108	0	0	0	0
	OTHER SERVICES & CHARGES	149,511	157,160	217,642	146,260	111,023	223,640	226,280
	Total Expenditures	614,866	581,440	612,590	552,197	348,713	547,992	589,187
	Net Revenue	-242,783	-141,190	-241,600	-144,147	-125,149	-180,392	-214,387
	Total for DEPT 525: BROOKTREE GOLF COURSE	-242,783	-141,190	-241,600	-144,147	-125,149	-180,392	-214,387

**City of Owatonna
Items of Significance**

DEPT 525: BROOKTREE GOLF COURSE

DEPT 525: BROOKTREE GOLF COURSE

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Sr Maintenance Worker - Lead	1.00	1.00	\$33.23/hr	71,817
	1.00	1.00		* 71,817
Permanent PT: Maintenance Worker	0.70	0.00	n/a	0
Seasonal: Grounds Crew	11.00	11.00	\$12.00-14.50/hr	45,000
				45,000

Items of Significance	
Charges for Services	
Green Fees	\$125,000
Cart Rentals	60,000
Punch Cards	18,000
Golf Cart Trail Fees	15,000
Golf Memberships	165,500
Supplies	
Motor Fuels & Lubricants	16,000
Chemicals & Fertilizers	65,000
Professional Services	
Contract help (work release)	23,500
Course operator	88,000
Communication	
Credit card processing fees	10,000
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	42,000
Rents/Leases	
Golf cart rental	34,980

* PT wages include allocations to/from other departments

City of Owatonna
Summary Budget Comparison by Department

DEPT 150: PLANNING & ZONING

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	1,300	1,000	1,875	1,000	600	1,000	1,000
	Charges for Services	19,772	15,100	16,170	16,500	20,100	16,500	17,500
	Transfers	63,000	63,000	57,500	57,500	35,850	71,700	63,350
	Total Revenues	84,072	79,100	75,545	75,000	56,550	89,200	81,850
	FT Wages	181,097	176,858	193,050	189,960	98,944	185,900	218,006
	PT/Seasonal Wages	0	0	0	0	0	25,629	0
	OT	84	0	31	0	0	0	0
	Benefits	47,137	44,878	50,757	48,065	25,833	50,056	53,828
	PERSONAL SERVICES	228,318	221,736	243,838	238,025	124,777	261,585	271,834
	Supplies	1,160	1,500	1,139	1,250	692	1,250	1,250
	Repair Supplies	0	500	0	250	0	250	250
	Small Tools & Equipment	0	2,000	2,203	2,500	147	1,000	1,000
	SUPPLIES	1,160	4,000	3,342	4,000	839	2,500	2,500
	Professional Services	16,208	18,100	18,996	19,000	27,937	43,000	22,000
	Communication	1,994	2,000	1,732	1,750	769	1,950	1,950
	Vehicle, Travel & Training	3,511	6,500	2,351	3,500	198	3,500	3,500
	Advertising & Promotion	5,225	2,000	3,959	2,000	2,859	2,000	4,000
	Memberships & Subscriptions	1,043	1,000	962	1,000	0	1,000	1,000
	Insurance	1,600	1,600	2,600	2,600	1,250	2,500	2,200
	Repair/Maint/Licenses	620	1,200	620	700	0	700	700
	OTHER SERVICES & CHARGES	30,201	32,400	31,220	30,550	33,013	54,650	35,350
	Total Expenditures	259,679	258,136	278,400	272,575	158,629	318,735	309,684
	Net Revenue	-175,607	-179,036	-202,855	-197,575	-102,079	-229,535	-227,834
	Total for DEPT 150: PLANNING & ZONING	-175,607	-179,036	-202,855	-197,575	-102,079	-229,535	-227,834
	Total for FUND 100: GENERAL FUND	288,684	0	389,538	0	465,213	0	0

**City of Owatonna
Items of Significance**

DEPT 150: PLANNING & ZONING

DEPT 150: PLANNING & ZONING

Personnel					Items of Significance	
<u>Position</u>	<u>2020</u>	<u>2021</u>	<u>Current Rate</u>	<u>Budgeted Total</u>		
Sr Director - Community Development	1.00	1.00	\$126,173	\$129,384	Charges for Services	
Community Development Manager	1.00	1.00	92,706	96,360	Zone/Variance/Sudivision Applications	\$7,500
GIS Analyst	1.00	1.00	83,949	87,266	Site Plan Review	8,000
Administrative Technician	1.00	1.00	30.57/hr	65,204	Annexation Fees	2,000
Housing Manager (HRA)	1.00	1.00	75,400	78,488	Transfers In	
	<u>5.00</u>	<u>5.00</u>		* \$456,702	Annual allocation from the WWTP for GIS services (27.5%)	34,845
					Annual allocation from the Storm Water Fund for GIS services (22.5%)	28,505
Permanent PT:					Professional Services	
Planning Specialist	0.60	0.00	n/a	0	ESRI/Aerial Photography	16,700

* FT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

FUND 602: WASTEWATER TREATMENT FUND

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	3,674,258	3,556,000	3,754,104	3,570,000	1,900,608	3,645,000	3,784,000
	Special Assessments	1,458	1,720	1,289	1,310	0	843	626
	Interest on Investments	274,708	120,000	452,533	160,000	152,688	250,000	175,000
	Other Financing Sources	9,262	0	0	0	0	0	0
	Total Revenues	3,959,686	3,677,720	4,207,926	3,731,310	2,053,296	3,895,843	3,959,626
	FT Wages	523,038	614,555	618,668	637,583	284,787	719,694	720,376
	PT/Seasonal Wages	5,984	5,000	116	5,000	0	5,000	5,000
	OT	15,974	12,000	16,149	12,000	2,541	12,000	12,000
	Holiday/Other	36,580	20,038	17,028	15,680	21,717	15,964	11,500
	Benefits	210,339	227,958	288,349	252,891	98,511	312,171	243,669
	PERSONAL SERVICES	791,915	879,551	940,310	923,154	407,556	1,064,829	992,545
	Supplies	244,505	232,350	176,234	227,850	70,283	228,100	234,500
	Repair Supplies	83,864	126,000	71,328	126,000	8,478	131,000	134,500
	Small Tools & Equipment	21,653	15,300	12,245	17,300	6,600	17,800	20,500
	SUPPLIES	350,022	373,650	259,807	371,150	85,361	376,900	389,500
	Professional Services	102,339	50,000	157,498	60,000	88,417	60,000	60,000
	Communication	8,790	11,725	40,497	11,725	7,369	11,775	11,075
	Vehicle, Travel & Training	6,661	7,300	10,116	7,300	772	8,800	11,300
	Advertising & Promotion	1,291	550	0	700	300	1,450	900
	Memberships & Subscriptions	34,745	25,800	35,857	26,300	13,220	28,500	28,500
	Insurance	30,600	30,600	45,800	45,800	22,800	47,100	38,100
	Licenses & Inspections	14,594	17,500	9,430	17,500	14,776	17,500	17,500
	Utilities	2,152	2,500	1,756	2,500	-93	2,500	2,500
	Repair/Maint/Licenses	346,747	600,450	286,347	600,450	101,454	466,450	377,100
	Rents/Leases	0	1,500	0	1,500	0	1,500	1,500
	Other Services & Charges	3,906	4,050	4,138	3,875	1,354	2,875	4,375
	Depreciation	1,018,416	960,000	1,017,419	1,000,000	489,660	1,000,000	1,015,000
	OTHER SERVICES & CHARGES	1,570,241	1,711,975	1,608,858	1,777,650	740,029	1,648,450	1,567,850
	DEBT SERVICE	63,109	62,000	52,797	57,000	23,998	48,000	40,000
	TRANSFERS OUT	507,700	507,700	515,625	515,625	272,735	545,435	544,845
	Total Expenditures	3,282,987	3,534,876	3,377,397	3,644,579	1,529,679	3,683,614	3,534,740
	Total for FUND 602: WW TREATMENT FUND	676,699	142,844	830,529	86,731	523,617	212,229	424,886

**City of Owatonna
Items of Significance**

DEPT 902: WASTEWATER TREATMENT FUND

DEPT 902: WASTE WATER TREATMENT FACILITY

Position	Personnel			Budgeted Total
	2020	2021	Current Rate	
Wastewater Manager	1.00	1.00	\$95,056	\$98,713
Lab Technician	1.00	1.00	26.55/hr	57,500
Wastewater Foreman	3.00	2.00	29.30-38.11/hr	147,640
Wastewater Operator	2.00	2.00	27.07-35.19/hr	117,380
Maintenance Technician	1.00	1.00	27.62/hr	62,165
Maintenance Worker	3.00	4.00	23.52-30.57/hr	215,908
	11.00	11.00		* \$699,306
Seasonal:				
Intern	1.00	1.00		\$2,500
I&I Inspections	1.00	1.00		2,500
				<u>\$5,000</u>

Items of Significance	
Supplies	
Chemicals	\$145,500
Repairs	
Other Repair Service - Sewer Slip Lining/I&I	250,000
Other Repair Service - Sewer Cleaning	25,000
Transfers Out	
Annual allocation to the general fund for WWTP administration	510,000
Annual allocation to the general fund for GIS services (27.5% of costs)	34,845

* FT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

FUND 620: STORM WATER UTILITY

DEPT 920: STORM WATER UTILITY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Tax Levies	314,930	312,040	312,938	312,615	0	312,880	318,075
	Intergovernmental Revenue	5,000	0	0	0	0	0	0
	Charges for Services	1,068,692	1,125,000	1,212,091	1,250,000	602,550	1,250,000	1,250,000
	Interest on Investments	36,490	8,000	65,383	12,000	23,425	30,000	30,000
	Other Financing Sources	537,838	0	161,841	0	0	0	0
	Total Revenues	1,962,950	1,445,040	1,752,253	1,574,615	625,975	1,592,880	1,598,075
	FT Wages	83,987	82,993	87,798	88,586	45,723	93,323	98,502
	Benefits	20,702	19,783	24,022	21,802	11,024	22,934	24,033
	PERSONAL SERVICES	104,689	102,776	111,820	110,388	56,747	116,257	122,535
	Supplies	122,486	29,500	14,004	54,500	5,130	59,500	59,500
	Repair Supplies	349	1,000	0	500	0	500	500
	Small Tools & Equipment	125	250	125	250	125	250	250
	SUPPLIES	122,960	30,750	14,129	55,250	5,255	60,250	60,250
	Professional Services	24,672	116,000	34,184	116,000	14,447	105,000	105,000
	Communication	129	750	92	750	29	750	750
	Vehicle, Travel & Training	1,297	3,500	6,741	3,000	298	3,000	4,500
	Advertising & Promotion	105	2,500	100	1,500	0	1,500	1,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	965	2,000	105	1,500	1,105	1,500	1,500
	Insurance	1,000	1,000	1,500	1,500	850	1,800	1,400
	Licenses & Inspections	0	0	0	0	754	0	1,000
	Repair/Maint/Licenses	33,485	51,000	241,865	51,000	53,160	65,000	79,500
	Other Services & Charges	2,618	2,000	1,560	2,600	925	2,600	0
	Depreciation	300,368	194,000	312,119	280,000	150,900	300,000	310,000
	OTHER SERVICES & CHARGES	364,639	374,250	597,966	459,350	222,468	482,650	506,650
	DEBT SERVICE	67,859	103,000	56,309	101,000	47,931	98,000	37,000
	TRANSFERS OUT	78,300	78,300	75,875	75,875	41,135	82,265	78,505
	Total Expenditures	738,447	689,076	856,399	801,863	373,536	839,422	804,940
	Net Revenue	1,224,503	755,964	895,854	772,752	252,439	753,458	793,135
	Total for DEPT 920: STORM WATER UTILITY	1,224,503	755,964	895,854	772,752	252,439	753,458	793,135
	Total for FUND 620: STORM WATER UTILITY	1,224,503	755,964	895,854	772,752	252,439	753,458	793,135

**City of Owatonna
Items of Significance**

DEPT 920: STORM WATER FUND

DEPT 920: STORM WATER UTILITY

Position	Personnel		Current Rate	Budgeted Total
	2020	2021		
Water Quality Specialist	1.00	1.00	\$81,806	\$85,069
	1.00	1.00		* \$85,069

Items of Significance		
Professional Services		
Watershed Study or other project		\$100,000
Repairs		
Storm sewer repairs		50,000
Curb repairs		2,500
Storm pond maintenance		25,000
Rain gardens		2,000
Transfers Out		
Annual allocation to the general fund for street sweeping		50,000
Annual allocation to the general fund for GIS services (22.5% of costs)		28,505

* FT wages include allocations from other departments

City of Owatonna
Summary Budget Comparison by Department

FUND 211: LIBRARY RESERVES AND MEMORIALS

DEPT 420: LIBRARY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	100	0	186	0	0	0	0
	Interest on Investments	745	100	2,334	200	3,055	700	3,400
	Miscellaneous	86,665	77,000	300,272	78,000	118,272	78,000	92,000
	Total Revenues	87,510	77,100	302,792	78,200	121,327	78,700	95,400
	Small Tools & Equipment	5,350	0	0	0	0	0	0
	Library Materials	42,809	50,000	45,698	50,000	13,124	40,000	60,000
	SUPPLIES	48,159	50,000	45,698	50,000	13,124	40,000	60,000
	Programs	26,048	25,000	26,183	25,000	3,486	35,000	35,000
	OTHER SERVICES & CHARGES	26,048	25,000	26,183	25,000	3,486	35,000	35,000
	Total Expenditures	74,207	75,000	71,881	75,000	16,610	75,000	95,000
	Net Revenue	13,303	2,100	230,911	3,200	104,717	3,700	400
	Total for DEPT 420: LIBRARY	13,303	2,100	230,911	3,200	104,717	3,700	400
	Total for FUND 211: LIBRARY RESERVES AND MEMORIALS	13,303	2,100	230,911	3,200	104,717	3,700	400

CITY OF OWATONNA
BOND PRINCIPAL PAYMENT SCHEDULE
2021 - 2030 and Thereafter

General Obligation Improvement Bonds	Principal Due	Balance 12/31/20	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Thereafter
2011 GO Bonds	March 1												
Street Improvement		145,000	75,000	70,000									
2013 GO Bonds													
Street Improvement	March 1	1,085,000	260,000	270,000	275,000	280,000							
TIF 3-6	March 1	535,000	130,000	130,000	135,000	140,000							
2014 GO Bonds													
Street Improvement	March 1	180,000	180,000										
2015 GO Bonds													
Street Improvement	March 1	790,000	120,000	125,000	130,000	135,000	140,000	140,000					
2016 GO Bonds	March 1												
2016 Street Improvement		760,000	100,000	105,000	105,000	110,000	110,000	115,000	115,000				
2016 Storm Water		2,100,000	150,000	160,000	160,000	160,000	170,000	170,000	180,000	180,000	190,000	580,000	
Refunding 2008 Storm Water		1,095,000	260,000	270,000	275,000	290,000							
2017 GO Bonds													
Street Improvement	March 1	1,510,000	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	
Total General Obligation Improvement Bonds		10,060,000	1,575,000	1,485,000	1,440,000	1,485,000	795,000	805,000	690,000	580,000	405,000	800,000	-
General Obligation Bonds													
2015 Capital Equip Certificates	March 1	100,000	100,000										
2016 Capital Equip Certificates	March 1	100,000	50,000	50,000									
2017 Capital Equip Certificates	March 1	105,000	20,000	20,000	20,000	20,000	25,000						
2018 GO Bonds													
Street Reconstruction	March 1	4,425,000	415,000	430,000	450,000	470,000	490,000	515,000	540,000	550,000	565,000		
2020 GO Bonds													
Street Reconstruction	March 1	1,545,000	0	135,000	140,000	145,000	145,000	150,000	155,000	160,000	165,000	175,000	175,000
Total General Obligation Bonds		6,275,000	585,000	635,000	610,000	635,000	660,000	665,000	695,000	710,000	730,000	175,000	175,000
MN Public Facilities Authority GO Bonds													
2010 MPFA Bonds	August 20	2,829,928	550,000	558,000	566,000	574,000	581,928						
Total MPFA Bonds		2,829,928	550,000	558,000	566,000	574,000	581,928	-	-	-	-	-	-
Total Bond Principal Payments		\$ 19,164,928	\$ 2,710,000	\$ 2,678,000	\$ 2,616,000	\$ 2,694,000	\$ 2,036,928	\$ 1,470,000	\$ 1,385,000	\$ 1,290,000	\$ 1,135,000	\$ 975,000	\$ 175,000

CITY OF OWATONNA
BOND INTEREST PAYMENT SCHEDULE
2021 - 2030 and Thereafter

General Obligation Improvement Bonds	Interest Due Semi-annual	Remaining Interest 12/31/20	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Thereafter
2011 GO Bonds	Mar 1 & Sep 1												
Street Improvement		3,135	2,365	770									
2013 GO Bonds	Mar 1 & Sep 1												
Street Improvement		58,906	24,937	18,638	11,481	3,850							
TIF 3-6		29,093	12,274	9,187	5,707	1,925							
2014 GO Street Improvement	Mar 1 & Sep 1	1,800	1,800										
2015 GO Street Improvement	Mar 1 & Sep 1	68,100	20,500	16,825	13,000	9,025	5,250	1,750	1,750				
2016 GO Bonds	Mar 1 & Sep 1												
2016 Street Improvement		68,100	19,000	15,925	12,775	9,550	6,250	3,450	1,150				
2016 Storm Water		291,762	48,488	43,838	39,038	34,238	29,286	25,038	20,456	17,936	14,238	19,206	
2008 Refunding Storm Water		67,125	28,950	21,000	12,825	4,350							
2017 GO Street Improvements	Mar 1 & Sep 1	158,276	38,944	33,468	27,918	22,294	16,593	10,894	6,093	2,072			
2019 GO Street Improvements	Mar 1 & Sep 1	461,575	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>1,207,872</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>	<u>-</u>
General Obligation Bonds													
2015 Capital Equipment Certificates	Mar 1 & Sep 1	1,500	1,500										
2016 Capital Equipment Certificates	Mar 1 & Sep 1	3,000	2,250	750									
2017 Capital Equipment Certificates	Mar 1 & Sep 1	8,175	2,850	2,250	1,650	1,050	375						
2018 GO Street Improvements	Mar 1 & Sep 1	806,125	177,775	156,650	134,650	111,650	87,650	62,525	41,550	25,200	8,475		
2020 GO Street Improvements	Mar 1 & Sep 1	319,706	58,606	52,100	46,600	40,900	35,100	29,200	23,100	16,800	10,300	5,250	1,750
Total General Obligation Bonds		<u>1,138,506</u>	<u>242,981</u>	<u>211,750</u>	<u>182,900</u>	<u>153,600</u>	<u>123,125</u>	<u>91,725</u>	<u>64,650</u>	<u>42,000</u>	<u>18,775</u>	<u>5,250</u>	<u>1,750</u>
MN Public Facilities Authority GO Bonds													
2010 MPFA Bonds	Feb & Aug	121,947	40,270	32,444	24,503	16,449	8,281						
Total MPFA Bonds		<u>121,947</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>	<u>-</u>
Total Debt & Capital Fund		<u>\$ 2,468,325</u>	<u>\$ 566,159</u>	<u>\$ 482,245</u>	<u>\$ 399,922</u>	<u>\$ 316,181</u>	<u>\$ 240,560</u>	<u>\$ 175,257</u>	<u>\$ 126,749</u>	<u>\$ 84,533</u>	<u>\$ 46,113</u>	<u>\$ 28,856</u>	<u>\$ 1,750</u>

CITY OF OWATONNA
DEBT RETIREMENT SCHEDULE
FOR BUDGET YEAR 2021

<u>General Obligation Improvement Bonds</u>	Original Issue Amount	Balance Dec. 31, 2020	2021 Payments	Balance Dec. 31, 2021
2011 GO/SA Improvement	2,560,000	145,000	75,000	70,000
2013 GO/SA Improvement	2,515,000	1,085,000	260,000	825,000
2014 GO/SA Improvement	325,000	180,000	180,000	0
2015 GO/SA Improvement	1,305,000	790,000	120,000	670,000
2016 GO/SA Improvement	1,060,000	760,000	100,000	660,000
2017 GO/SA Improvement	1,870,000	1,510,000	180,000	1,330,000
2019 GO/SA Improvement	1,860,000	<u>1,860,000</u>	<u>120,000</u>	<u>1,740,000</u>
Total General Obligation Improvement Bonds		<u>6,330,000</u>	<u>1,035,000</u>	<u>5,295,000</u>
 <u>General Obligation Equipment Certificates</u>				
2015 Equipment Certificates	485,000	100,000	100,000	0
2016 Equipment Certificates	240,000	100,000	50,000	50,000
2017 Equipment Certificates	145,000	<u>105,000</u>	<u>20,000</u>	<u>85,000</u>
Total General Obligation Equipment Certificates		<u>305,000</u>	<u>170,000</u>	<u>135,000</u>
 <u>General Obligation TIF Bonds</u>				
2013 TIF Bonds (TIF 3-6 Viracon)	1,140,000	<u>535,000</u>	<u>130,000</u>	<u>405,000</u>
Total General Obligation TIF Bonds		<u>535,000</u>	<u>130,000</u>	<u>405,000</u>
 <u>General Obligation Street Reconstruction Bonds</u>				
2018 Street Reconstruction Bonds	4,825,000	4,425,000	415,000	4,010,000
2020 Street Reconstruction Bonds	1,545,000	<u>1,545,000</u>	<u>0</u>	<u>1,545,000</u>
		<u>5,970,000</u>	<u>415,000</u>	<u>5,555,000</u>
 <u>General Obligation Revenue Bonds</u>				
2016 GO Storm Water Refunding Bonds	3,670,000	1,095,000	260,000	835,000
2016 GO Storm Water Bonds	2,520,000	2,100,000	150,000	1,950,000
2010 MPFA GO Bonds	7,929,333	<u>2,829,928</u>	<u>550,000</u>	<u>2,279,928</u>
Total General Obligation Revenue Bonds		<u>6,024,928</u>	<u>960,000</u>	<u>5,064,928</u>
Total		<u>\$ 19,164,928</u>	<u>\$ 2,710,000</u>	<u>\$ 16,454,928</u>

CITY OF OWATONNA
DEBT SERVICE LEVIES
FISCAL YEARS 2010 - 2024

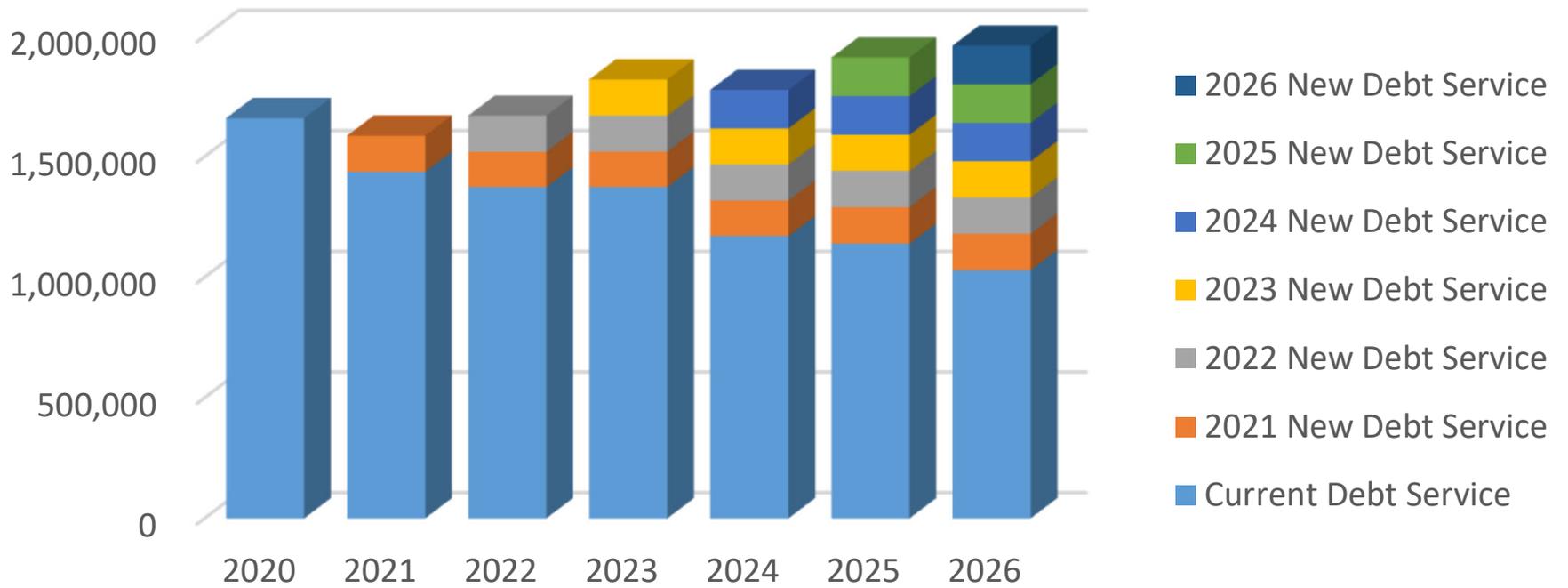
Debt Service Levies	Collection Year				
	2011	2012	2013	2014	2015
2001 GO/SA Issue	\$101,056				
2002 GO/SA Issue	200,000	\$150,000			
2003/4 GO/SA Issue	133,171	259,918			
2006 GO/SA Issue		175,000	175,000	175,000	175,000
2007 GO/SA Issue		147,800	156,000	154,900	153,800
2007 GO Capital Equip Certs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

Debt Service Levies	Collection Year				
	2016	2017	2018	2019	2020
2006 GO/SA Issue	205,000				
2007 GO/SA Issue	152,700	151,700			
2008 GO/SA Issue	140,400				
2008 GO Storm Water Impr	247,400				
2011 GO Capital Equip Certs	173,785				
2013 GO Capital Equip Certs	44,520	43,680	42,840		
2013 GO/SA Issue	203,440	206,345	209,150		
2014 GO Capital Equip Certs	181,860	183,750	180,285	182,070	
2014 GO/SA Issue	30,445	29,400	28,750	98,100	114,950
2015 GO Capital Equip Certs	105,650 *	106,470	108,900	105,900	108,150
2015 GO/SA Issue	119,120 *	118,930	120,720	122,350	118,570
2016 GO Capital Equip Certs		54,810	53,390	57,225	55,650
2016 GO/SA Issue		94,430	93,610	91,480	89,360
2016 GO Storm Water Impr		106,750	104,550	102,340	105,390
2016 GO Storm Water Refund		215,210	207,490	210,275	207,490
2017 GO/SA Issue			143,310	117,810	115,590
2017 GO Capital Equip Certs			27,865	24,940	24,305
2018 GO/SA Issue				552,200	553,000
2019 GO/SA Issue					166,975
Total	\$1,604,320	\$1,311,475	\$1,320,860	\$1,664,690	\$1,659,430

* (use available debt service funds, not levy)

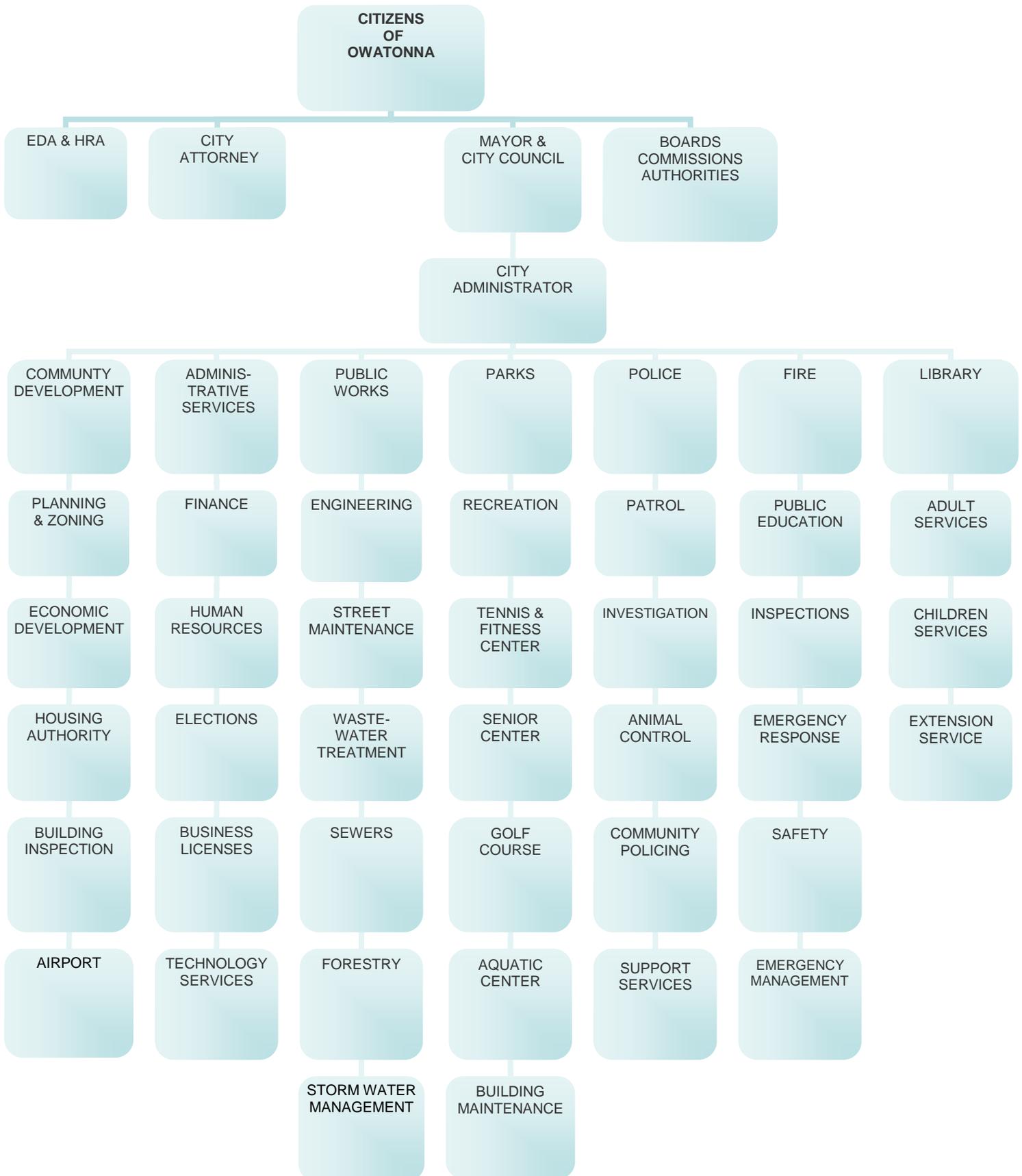
Debt Service Levies	Collection Year				
	2021	2022	2023	2024	2025
2015 GO/SA Issue	120,050	121,360	122,520	123,520	119,850
2016 GO Capital Equip Certs	54,075				
2016 GO/SA Issue	92,480	90,200	93,165	90,720	93,530
2016 GO Storm Water Impr	108,275	105,755	103,235	105,965	103,285
2016 GO Storm Water Refund	209,800	206,550	213,635		
2017 GO/SA Issue	118,620	116,245	119,120	116,585	114,050
2017 GO Capital Equip Certs	23,680	23,045	22,415	27,040	
2018 GO/SA Issue	549,600	550,600	550,650	549,620	552,800
2019 GO/SA Issue	160,810	159,920	148,980	157,355	155,675
2020 GO/SA Issue	142,940	145,380	146,005	141,170	141,590
Total	\$1,580,330	\$1,519,055	\$1,519,725	\$1,311,975	\$1,280,780

City of Owatonna Projected Debt Service Levies

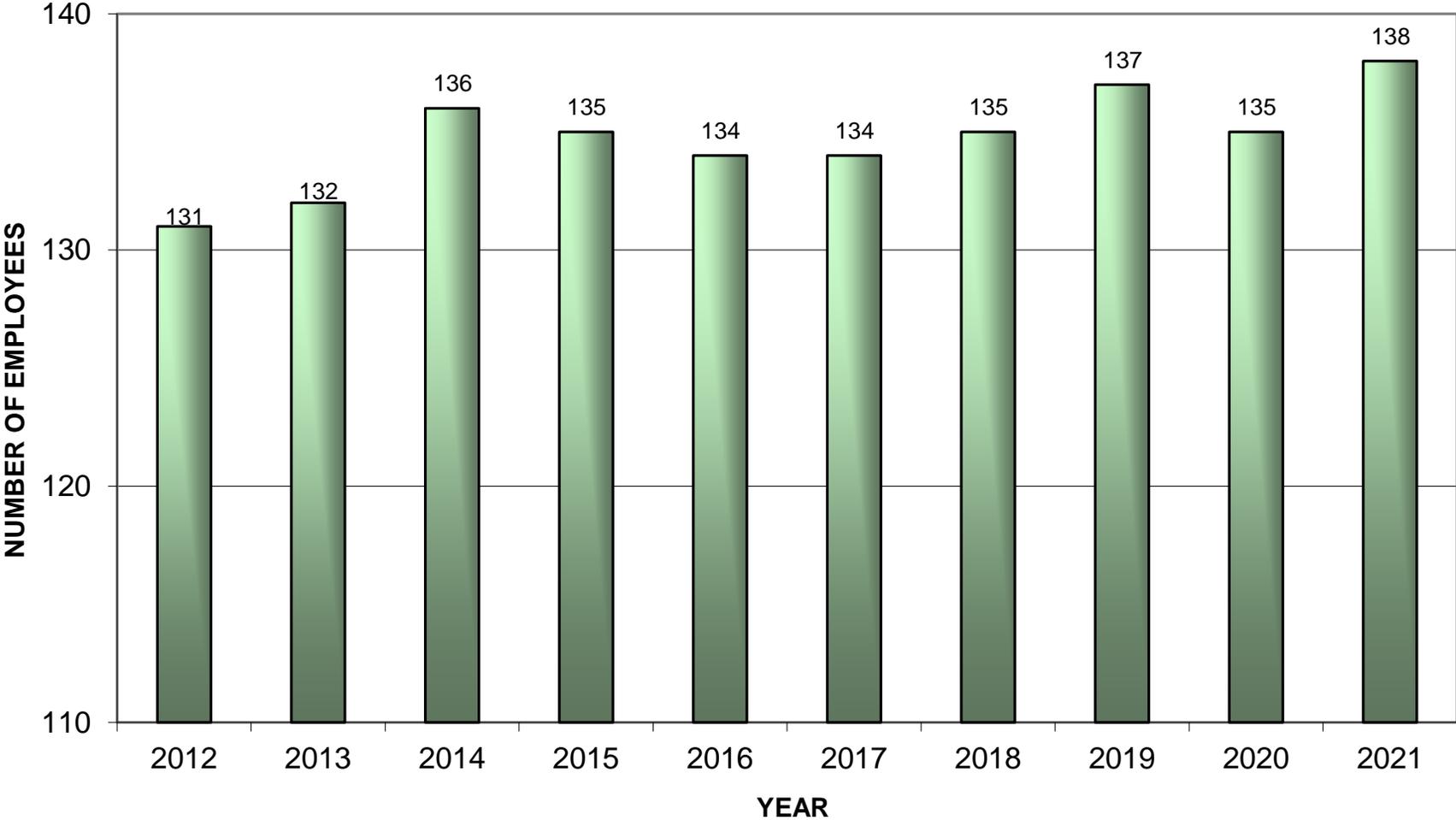


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City of Owatonna, Minnesota Organization Chart



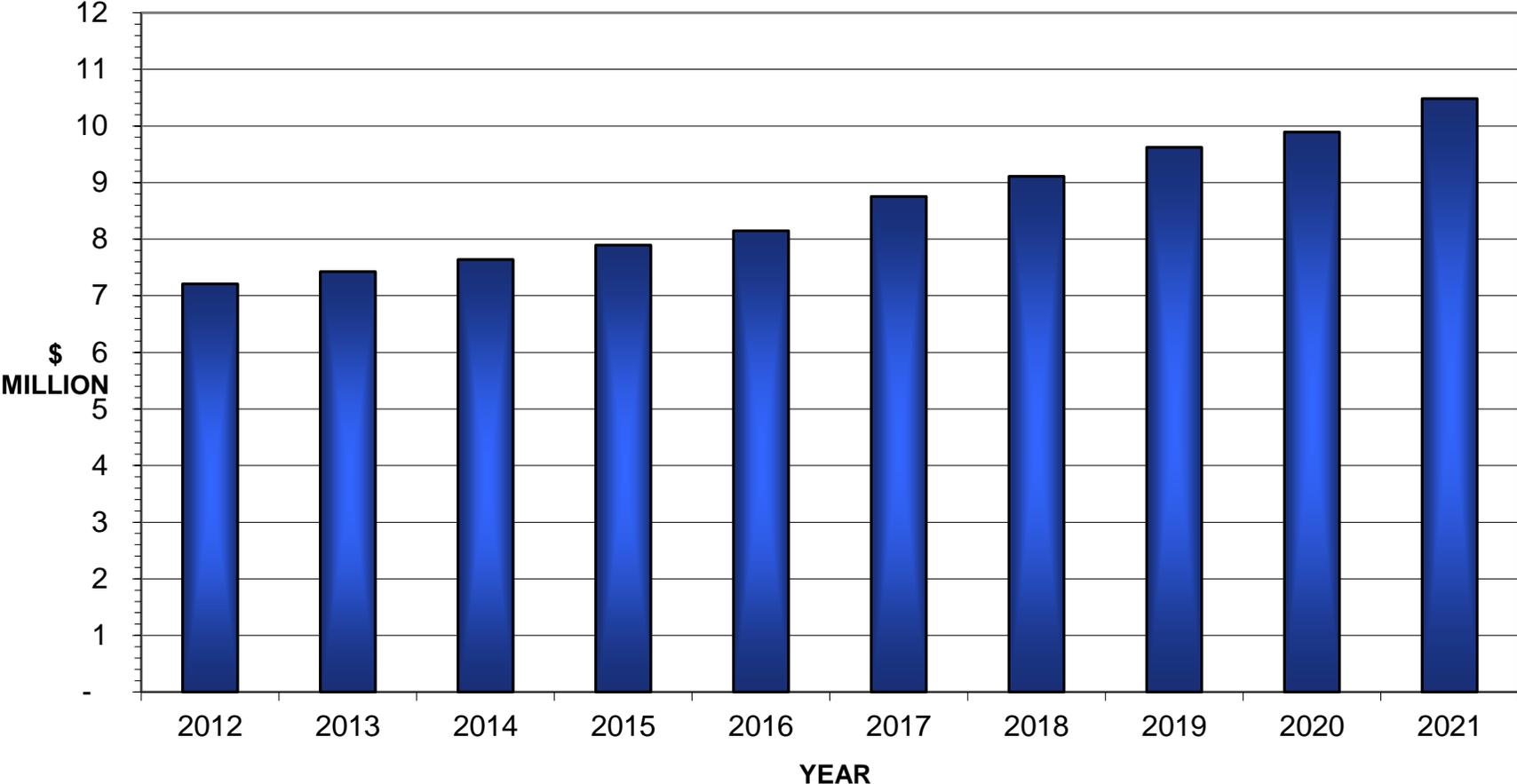
**CITY OF OWATONNA
FULL TIME PERSONNEL REQUESTS
FOR PERIOD 2012 THRU 2021**



CITY OF OWATONNA
 FULL TIME PERSONNEL REQUESTS
 FOR PERIOD 2012 THRU 2021

General Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
City Administration	7.0	8.0	8.0	9.0	9.0	9.0	9.0	9.0	10.0	10.0
Police Department	38.0	38.0	41.0	40.0	40.0	40.0	40.0	41.0	39.0	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	3.0	3.0	4.0	4.0	4.0	4.0	4.0
Planning & Zoning	3.0	3.0	3.0	4.0	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	16.5	17.0	17.0	17.0	17.0	17.0	18.0	18.0	18.0	18.0
Library	10.0	10.0	9.0	9.0	8.0	7.0	7.0	7.0	6.0	6.0
Park & Rec Admin	4.0	4.0	5.0	4.0	4.0	4.0	4.0	4.0	4.0	5.0
Park Maintenance	8.5	8.2	8.6	8.6	8.6	8.6	8.0	9.0	9.0	10.0
Youth Recreation							1.0	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	1.8	1.4	1.4	1.4	1.4	1.0	1.0	1.0	2.0
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	7.0	8.0	8.0	8.0	7.0	7.0	7.0	6.0	6.0
Sub Total	120.0	121.0	125.0	124.0	123.0	122.0	123.0	125.0	122.0	125.0
Other Funds										
H R A	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Storm Water Fund	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0
WWTP Operations	9.0	9.0	9.0	9.0	9.0	10.0	10.0	10.0	11.0	11.0
Total All Funds	131.0	132.0	136.0	135.0	134.0	134.0	135.0	137.0	135.0	138.0

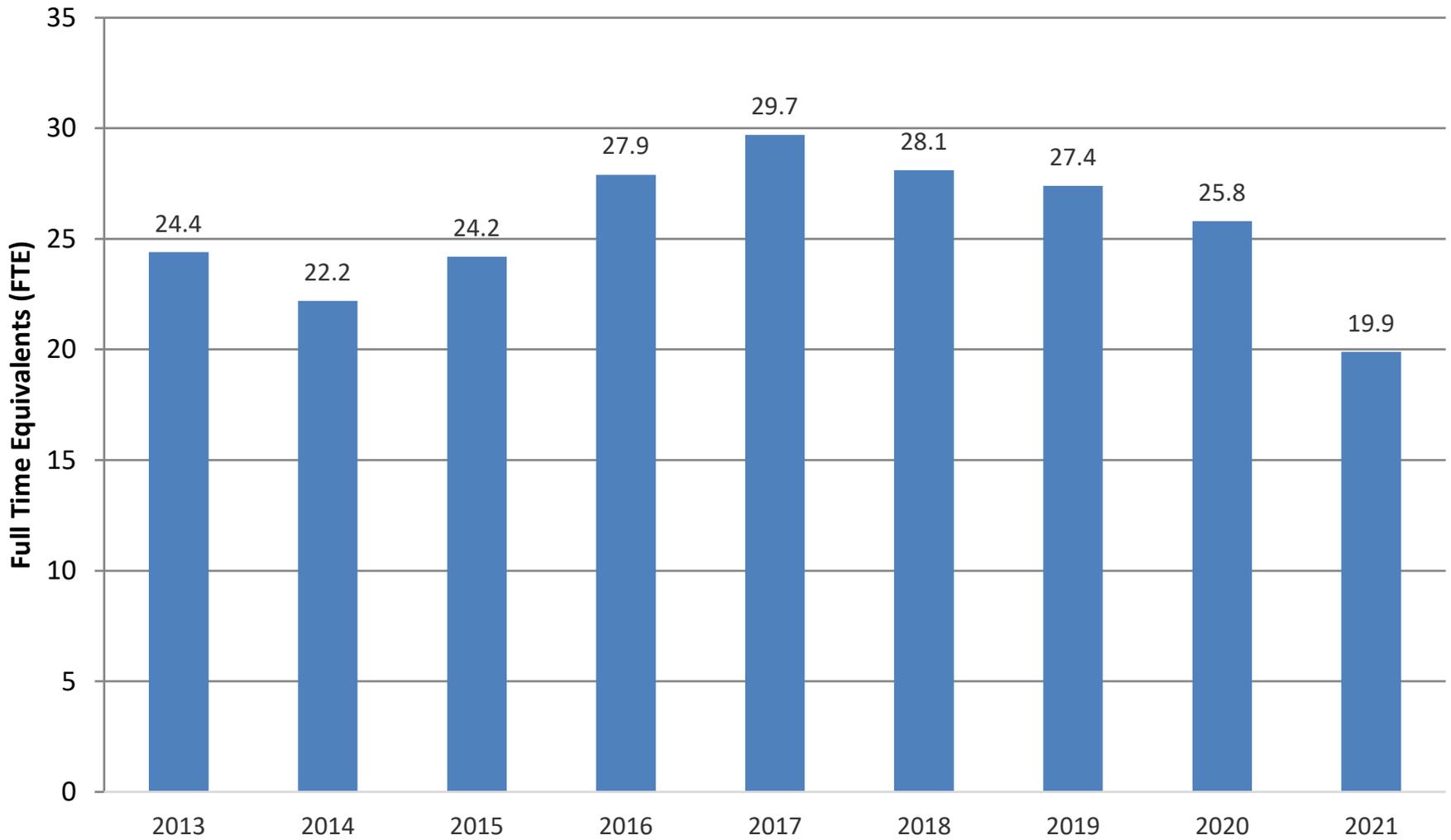
**CITY OF OWATONNA
FULL TIME PERSONNEL WAGES
FOR PERIOD 2012 THRU 2021**



CITY OF OWATONNA
 FULL TIME PERSONNEL WAGES
 FOR PERIOD 2012 THRU 2021

General Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
City Administration	391,917	468,183	529,969	592,345	617,263	744,037	771,122	809,544	909,446	951,669
Police Department	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	3,101,683
Fire Department	550,785	563,248	570,292	580,488	604,072	648,133	674,696	700,041	711,378	750,340
Building Inspection	237,317	238,244	245,385	205,488	212,199	279,869	291,769	309,156	296,462	315,478
Planning & Zoning	99,290	104,333	96,623	160,822	169,821	184,273	176,858	189,960	185,900	218,006
Engineering Department	345,965	348,995	356,580	394,476	414,329	444,223	456,125	468,516	492,153	483,630
Street Department	849,213	867,101	902,254	932,801	952,494	1,037,848	1,126,243	1,176,074	1,211,998	1,270,414
Library	628,299	642,730	571,702	603,824	571,618	530,681	556,464	583,064	499,958	528,692
Park & Rec Admin	126,947	129,820	141,526	113,892	115,752	151,667	170,274	169,699	148,024	307,620
Park Maintenance	376,132	385,496	376,314	389,811	402,851	428,111	414,821	482,341	493,422	571,359
Recreation - Adult	40,285	41,196	43,617	46,972	46,519	38,328	32,346	34,400	37,908	44,447
Recreation - Youth	75,417	77,457	113,039	97,613	90,844	83,304	144,492	154,102	174,871	188,911
Tennis Center	38,404	40,201	40,923	38,922	40,353	44,088	43,096	45,958	48,367	51,082
Social Commons	61,757	63,154	38,218	47,607	49,824	54,571	39,956	42,717	45,040	38,495
Aquatic Center					9,240	10,097	21,494	22,952	24,176	25,565
Golf	85,107	101,372	95,360	98,231	119,113	134,390	100,531	115,999	115,644	143,873
Airport	64,564	67,484	68,326	70,383	72,494	79,042	82,776	88,350	93,035	98,117
Government Buildings	385,930	355,592	409,606	423,438	432,958	359,846	374,931	398,644	421,049	377,551
Sub Total	6,548,703	6,742,626	6,943,896	7,197,086	7,447,183	7,925,199	8,245,104	8,720,145	8,895,089	9,466,932
Other Funds										
H R A	79,268	82,102	88,061	90,870	93,648	102,154	107,734	111,347	117,621	123,832
Economic Development Fund	36,476	38,625	42,361	43,874	45,268	49,368	59,988	65,063	66,121	72,635
WWTF Fund	456,946	461,836	461,912	477,152	491,331	598,507	614,555	637,583	719,694	720,376
Storm Water Fund	81,499	93,296	95,589	67,429	71,072	79,313	82,993	88,586	93,323	98,502
Aquatic Center	7,174	7,524	8,312	8,907	0	0	0	0	0	0
Payroll Reserves	0	0	0	0	0	0	0	0	0	0
Total All Funds	7,210,066	7,426,009	7,640,131	7,885,318	8,148,502	8,754,541	9,110,374	9,622,724	9,891,848	10,482,277

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



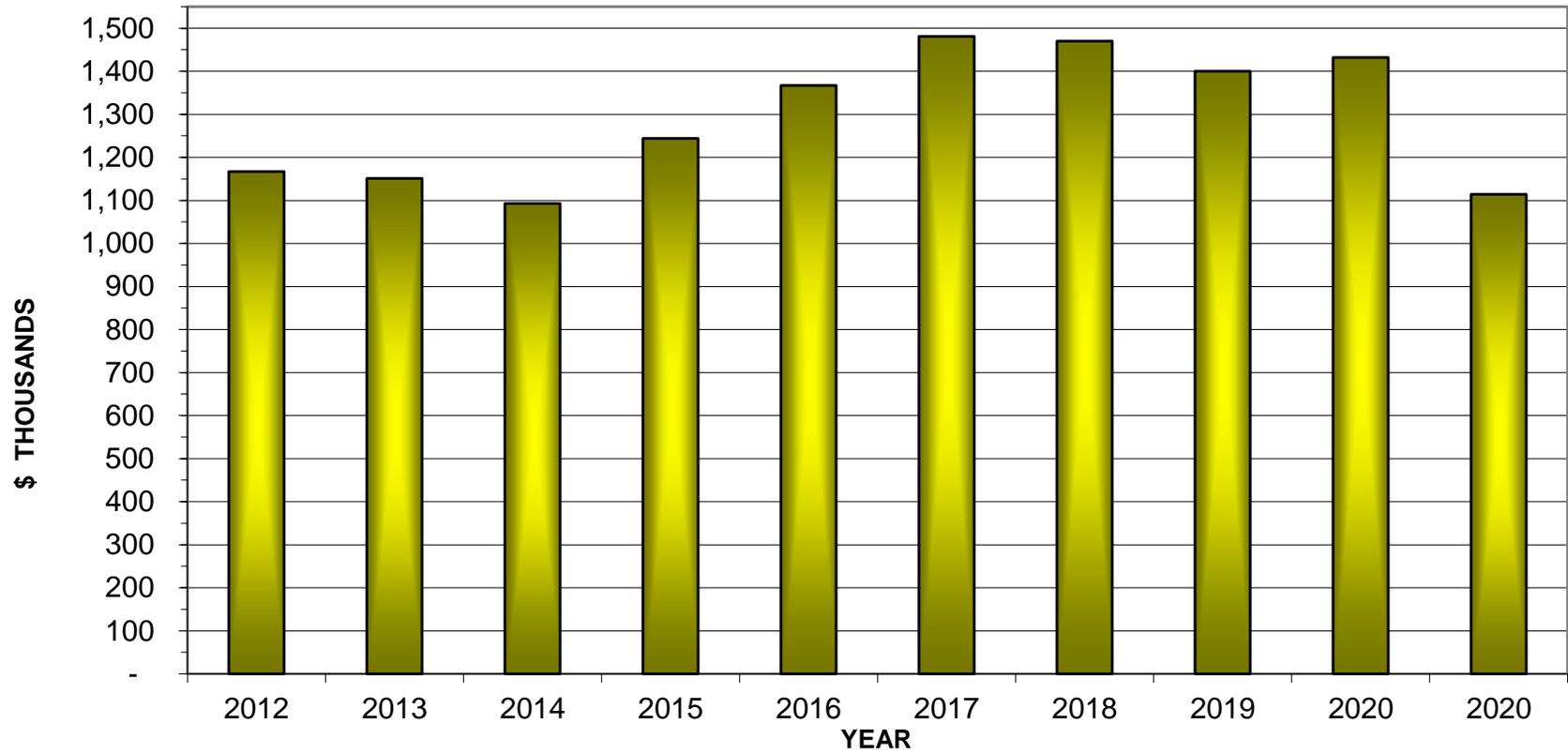
CITY OF OWATONNA
PART TIME PERSONNEL REQUESTS (FTE)
FOR PERIOD 2013 THRU 2021

General Fund	2013	2014	2015	2016	2017	2018	2019	2020	2021
Mayor/Council	8.0	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	0.7
Police Department	2.6	2.6	2.8	2.8	2.8	2.8	2.1	1.4	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	5.9
Park & Rec Admin	1.8	0.7	1.0	1.2	1.9	1.2	1.2	0.7	0.7
Park Maintenance	3.5	2.6	2.6	2.6	2.6	2.6	1.9	1.9	0.6
Youth Recreation	0.9		0.9	0.9	0.9		0.7	0.7	0.0
Tennis Center				0.7	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	0.0
Airport		0.5	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	1.4
Total All Funds	24.4	22.2	24.2	27.9	29.7	28.1	27.4	25.8	19.9

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 2012 THRU 2021**



CITY OF OWATONNA
PART TIME PERSONNEL WAGES
FOR PERIOD 2012 THRU 2021

General Fund	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Mayor & Council	61,200	61,200	61,200	67,800	67,800	67,800	67,800	72,600	72,600	72,600
City Administration	27,524	0	26,500	17,907	50,202	43,038	71,556	53,086	72,386	33,153
Police Department	62,394	63,806	64,606	93,980	99,087	111,321	112,690	86,803	61,373	62,357
Fire Department	71,652	71,652	76,078	76,078	76,078	74,426	76,000	78,000	79,250	79,730
Building Inspection				32,894	34,819					
Planning & Zoning									25,629	
Engineering Department		5,000	5,000	14,000	12,500	12,500	12,500	11,000	11,000	10,000
Street Department	12,000	14,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Library	91,275	92,343	154,188	170,608	224,817	283,156	289,144	289,958	299,576	242,673
Park & Rec Admin	26,234	26,799	13,419	17,591	42,208	54,360	56,884	57,176	34,820	0
Park Maintenance	179,221	203,207	178,227	183,193	185,669	195,495	209,600	181,902	203,290	165,872
Recreation - Adult	22,588	23,855	19,991	21,153	18,728	22,448	14,790	14,790	16,500	16,000
Recreation - Youth	120,286	121,639	71,988	121,806	112,056	112,067	57,525	86,589	108,315	86,190
Tennis Center	73,700	73,700	71,726	71,193	76,000	86,535	90,887	87,865	102,748	48,301
Social Commons	9,000	9,000	12,000	12,000	9,000	15,958	9,000	7,500	18,135	8,800
Aquatic Center					105,000	121,958	118,000	116,500	133,591	128,255
Golf	173,849	174,116	168,075	170,420	176,615	159,421	152,357	117,456	59,960	45,000
Airport			11,105	13,500	13,500	21,129	22,098	23,510	23,476	24,795
Government Buildings	116,876	95,723	45,229	47,990	49,989	86,069	96,269	102,718	96,092	77,665
Sub Total	1,047,799	1,036,040	987,332	1,140,113	1,362,068	1,475,681	1,465,100	1,395,453	1,426,741	1,109,391
Other Funds										
Aquatic Center	101,300	97,500	92,000	95,000						
H R A										
Economic Development Fund										
WWTP Operations	17,500	17,500	14,000	9,000	5,000	5,000	5,000	5,000	5,000	5,000
Total All Funds	1,166,599	1,151,040	1,093,332	1,244,113	1,367,068	1,480,681	1,470,100	1,400,453	1,431,741	1,114,391

CITY OF OWATONNA
2021 Personnel requests

	<u>20 Amount</u>	<u>CHANGE</u>	<u>21 Amount</u>	<u>PERA</u>	<u>FICA</u>	<u>INS</u>	<u>UNI- FORMS</u>	<u>WORKERS COMP</u>	<u>EMPLOYEE PAID</u>	<u>EMPLOYER COSTS</u>
FULL TIME PERSONNEL	<u>9,865,901</u>	<u>519,597</u>	<u>10,385,499</u>	<u>1,145,949</u>	<u>576,131</u>	<u>1,578,014</u>	<u>50,800</u>	<u>353,922</u>	<u>10,385,499</u>	<u>14,045,316</u>
FULL TIME PERSONNEL	9,865,901	519,597	10,385,499	1,145,949	576,131	1,578,014	5,800	353,922	10,385,499	14,045,316
OVERTIME	202,600	0	202,600	27,843	7,811	0	0	6,782	202,600	245,036
PARTTIME	1,304,277	(166,843)	1,137,434	40,733	82,987	0	1,900	39,876	1,137,434	1,302,930
FIRE RELIEF ASSOCIATION	150,000	15,000	165,000	0	0	0	0	0	0	165,000
INSURANCE	0	0	0	0	0	107	0	0	0	107
SHIFT PAY	27,385	0	27,385	4,847	397	0	0	1,119	27,385	33,748
ASSIGNMENT PAY	18,000	0	18,000	3,186	261	0	0	735	18,000	22,182
UNIFORMS	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	1,055	25,500	30,418
HOLIDAY	<u>224,600</u>	<u>0</u>	<u>224,600</u>	<u>39,754</u>	<u>3,257</u>	<u>0</u>	<u>0</u>	<u>10,029</u>	<u>224,600</u>	<u>277,640</u>
TOTAL PERSONNEL COSTS	<u>11,819,764</u>	<u>366,254</u>	<u>12,186,018</u>	<u>1,264,225</u>	<u>672,795</u>	<u>1,578,121</u>	<u>73,791</u>	<u>413,518</u>	<u>12,021,018</u>	<u>16,188,468</u>

City of Owatonna, Minnesota

Capital Improvement Plan

2021 thru 2025

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2021	2022	2023	2024	2025	Total
Building Maintenance Fund								
Flooring Replacement	F-13-003	3		22,000				22,000
Fire Station Building Tuck Pointing	F-18-006	2		60,000				60,000
Fire Station Decontamination Area	F-19-005	1		80,000				80,000
Fire Alarm Panel Replacement	F-21-004	2		33,950				33,950
Fire Station Tower Rehabilitation	F-21-005	1	140,000					140,000
Merrill Hall Windows - B	GB-13-001	4				30,000	30,000	60,000
Carpenter Shop Roof - B	GB-13-002	2		35,000				35,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2		200,000	100,000	100,000	100,000	500,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	3		10,000				10,000
Morehouse Chalet Roof - B	GB-13-016	2	42,000					42,000
Merrill Hall Rubber Roofs - B	GB-16-005	2		130,000				130,000
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
ADA Compliance - B	GB-20-001	1		15,000	5,000	5,000	5,000	30,000
Merrill Hall Fire Alarm Panel - B	GB-21-003	1	30,000					30,000
Retaining Wall - Pool Handicap Entrance	GB-21-004	3		8,000				8,000
Brooktree Clubhouse Carpet Replacement - B	P&R-18-003	2				16,000		16,000
LEC Roof Replacement	POL-21-003	4			100,000			100,000
Building Repairs	POL-23-002	3					5,000	5,000
Window Replacement	POL-23-003	2					60,000	60,000
Hand Rail	POL-25-001	3					7,500	7,500
Roof repair - city shop	ST-21-003	2	35,000					35,000
Building Maintenance Fund Total			247,000	1,093,950	305,000	151,000	207,500	2,004,450

Capital Projects Fund Levy								
Server Replacements	ADM-13-002	1	50,000	30,000	30,000	30,000	31,000	171,000
Networking Room Improvements	ADM-13-004	2	10,000					10,000
Annual Copier Replacement	ADM-13-010	4	20,000	20,000	20,000	20,000	20,000	100,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	30,000	30,000	30,000	30,000	150,000
10-unit T-Hangar Build	AP-15-005	2	65,015					65,015
Runway 12/30 Length Justification Study	AP-18-004	3					15,000	15,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3					77,250	77,250
Replace GPS	ENG-18-001	2	18,000		18,000			36,000
Emergency Warning Sirens	F-13-008	2		17,000		17,000		34,000
Sand Bag Machine	F-17-002	3			8,000			8,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3		60,000				60,000
Safety House	F-24-001	4				35,000		35,000
800 MHZ Radio Replacement	F-25-002	3					20,400	20,400
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2	20,000	15,000	15,000			50,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	3		6,000				6,000
Social Commons Rooftop Unit Replacement	GB-21-002	3	16,500	17,500	18,500			52,500
Replace furniture in Children's Room	LIB-13-003	2		25,000				25,000
Library Clay Tile Roof	LIB-17-002	2		30,000				30,000

Source	Project #	Priority	2021	2022	2023	2024	2025	Total
Library Renovations	LIB-19-001	2	30,000	35,000	35,000			100,000
Dart's Park Baseball Irrigation - C - O	P&R-13-026	3					40,000	40,000
Fairgrounds Lights - C - O	P&R-13-028	3			400,000			400,000
Play Equipment - C - G	P&R-13-034	2		80,000	25,000	100,000		205,000
Restroom Updates - C	P&R-13-040	1	20,000	20,000				40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2	20,000	30,000	30,000	30,000	30,000	140,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5			45,000		150,000	195,000
Brown Park Tennis Court Replacement - C	P&R-19-003	3				35,000		35,000
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
Countryview Park Development - C	P&R-20-007	2		40,000				40,000
Cashman Park Parking Lot - C - O	P&R-20-008	2		25,000				25,000
Trail at Hoffman Drive - C	P&R-20-009	1	25,000	20,000				45,000
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		450,000				450,000
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
Lake Kohlmier Kayak Launch - C - G	P&R-20-023	2		27,500				27,500
Permanent Bathroom Construction - C	P&R-20-024	2		75,000	75,000	75,000	75,000	300,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3		15,500				15,500
Water Park Lights	P&R-22-004	2		10,000				10,000
River Springs Filtration System	P&R-22-005	3		372,000				372,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3			100,000			100,000
Sewage Pumps	POL-20-001	1	7,500					7,500
Aluminum Entrance Door	POL-20-002	3	3,000					3,000
Security Gates	POL-21-001	3	4,985					4,985
Water Heater	POL-21-002	3		3,000				3,000
RTU Replacement	POL-21-004	3		50,000				50,000
East Roof Repair	POL-22-002	3		17,500				17,500
HVAC System	POL-23-001	3	5,000					5,000
Capital Projects Fund Levy Total			400,000	1,883,000	849,500	372,000	505,650	4,010,150

Debt Levy for LT Facilities Needs

Airport Maint Bldg Extension Design-Build	AP-16-002	3				120,000		120,000
New Public Safety Facility	POL-22-001	3			1,150,000			1,150,000

Debt Levy for LT Facilities Needs Total

1,150,000 120,000 1,270,000

Debt to be repaid with assessments

Annual Street and Utility	STR-16-001	2		500,000	500,000	500,000	500,000	2,000,000
State Aid Streets	STR-17-002	2			400,000		350,000	750,000
Truman Avenue	STR-21-001	2	500,000					500,000
Bridge Street Reconstruction	STR-21-002	2	150,000					150,000
Downtown Streetscape	STR-21-003	3	150,000					150,000

Debt to be repaid with assessments Total

800,000 500,000 900,000 500,000 850,000 3,550,000

Debt to be repaid with levy

Financial Software Upgrade/New	ADM-21-001	3	350,000					350,000
Dart's Park West Parking Lot - C	P&R-19-002	2		180,000				180,000

Source	Project #	Priority	2021	2022	2023	2024	2025	Total
Annual Street and Utility	STR-16-001	2		1,031,200	1,000,000	1,000,000	1,000,000	4,031,200
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
Downtown Streetscape	STR-21-003	3	2,200,000					2,200,000
Debt to be repaid with levy Total			2,550,000	1,511,200	1,300,000	1,300,000	1,300,000	7,961,200
FAA								
10-unit T-Hangar Build	AP-15-005	2	300,000					300,000
FAA Total			300,000					300,000
FAA - other								
10-unit T-Hangar Build	AP-15-005	2	270,270					270,270
FAA - other Total			270,270					270,270
Federal Highway Funds								
Bridge Street Reconstruction	STR-21-002	2	1,900,000					1,900,000
18th Street South Trail	STR-23-002	3			405,000			405,000
Federal Highway Funds Total			1,900,000		405,000			2,305,000
General Fund								
Trail Overlay - GF	P&R-13-037	2	20,000	20,000	50,000	50,000	50,000	190,000
Park Bridge Repairs - GF	P&R-18-004	2	12,000	12,000	12,000	12,000	12,000	60,000
Park Wayfinding Signs	P&R-21-004	2		9,000				9,000
Aluminum Entrance Door	POL-20-002	3	7,000					7,000
Security Gates	POL-21-001	3	30,000					30,000
Bituminous Overlays	STR-14-001	3	175,000	175,000	175,000	175,000	175,000	875,000
General Fund Total			244,000	216,000	237,000	237,000	237,000	1,171,000
MNDOT State Loan Program								
10-unit T-Hangar Build	AP-15-005	2	65,015					65,015
MNDOT State Loan Program Total			65,015					65,015
Other funding source								
10-unit T-Hangar Build	AP-15-005	2	600,000					600,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3					180,250	180,250
Merrill Hall Heating & Cooling - B - O	GB-17-001	2		50,000				50,000
Library Renovations	LIB-19-001	2	30,000	30,000	30,000			90,000
Dart's Park Baseball Irrigation - C - O	P&R-13-026	3					40,000	40,000
Fairgrounds Lights - C - O	P&R-13-028	3			400,000			400,000
Cashman Park Parking Lot - C - O	P&R-20-008	2		15,000				15,000
Naas Property Pavilion/Lot/Trail - O	P&R-21-002	3			360,000			360,000
Sewage Pumps	POL-20-001	1	7,500					7,500
Aluminum Entrance Door	POL-20-002	3	10,000					10,000
Security Gates	POL-21-001	3	115,015					115,015
Water Heater	POL-21-002	3		3,000				3,000
LEC Roof Replacement	POL-21-003	4			100,000			100,000
RTU Replacement	POL-21-004	3		50,000				50,000

Source	Project #	Priority	2021	2022	2023	2024	2025	Total
New Public Safety Facility	POL-22-001	3			1,150,000			1,150,000
East Roof Repair	POL-22-002	3		17,500				17,500
HVAC System	POL-23-001	3	5,000					5,000
Building Repairs	POL-23-002	3					5,000	5,000
Window Replacement	POL-23-003	2					60,000	60,000
Hand Rail	POL-25-001	3					7,500	7,500
Downtown Streetscape	STR-21-003	3	550,000					550,000
Other funding source Total			1,317,515	165,500	2,040,000		292,750	3,815,765

Other Grant Funds

Play Equipment - C - G	P&R-13-034	2	5,000		25,000			30,000
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
Downtown Streetscape	STR-21-003	3	600,000					600,000
Other Grant Funds Total			605,000	27,500	75,000			707,500

Sewer Fund

Truman Avenue	STR-21-001	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	45,000			12,000		57,000
Plant Expansion	WTP-20-001	2	12,000,000	12,000,000	12,000,000			36,000,000
4 inch trash pump	WTP-21-001	2	40,000					40,000
Semi Tractor Replacement	WTP-22-002	3		100,000				100,000
Biosolids Truck	WTP-23-001	3			140,000			140,000
Sewer Fund Total			12,835,000	12,600,000	12,640,000	512,000	500,000	39,087,000

State Aid

Airport Maint Bldg Extension Design-Build	AP-16-002	3				280,000		280,000
Road Grader w/ wing	AP-20-001	3			196,000			196,000
1-Ton Utility Truck	AP-20-004	2	56,000					56,000
Flexwing Rotary Cutter	AP-24-002	3					31,500	31,500
Trail Connection NSRP to Buxton - C	P&R-20-017	2		300,000				300,000
State Aid Streets	STR-17-002	2		1,200,000	1,350,000	900,000	1,800,000	5,250,000
Traffic Signal	STR-19-001	3	100,000		100,000		100,000	300,000
Truman Avenue	STR-21-001	2	2,700,000					2,700,000
Bridge Street Reconstruction	STR-21-002	2	1,000,000					1,000,000
State and 26th Roundabout	STR-21-004	3	200,000					200,000
Main Street Reconstruction	STR-22-002	2		500,000				500,000
State Aid Total			4,056,000	2,000,000	1,646,000	1,180,000	1,931,500	10,813,500

Storm Fund

Cardinal Drive rehab	STM-19-001	2		200,000				200,000
Selby Avenue Storm Improvements	STM-19-003	3		400,000				400,000
Blood Run Replacement	STM-21-001	2	145,000					145,000
Partridge Stormwater Pond	STM-21-002	3	225,000					225,000
Vehicle	STM-23-001	3			12,000			12,000
Truman Avenue	STR-21-001	2	250,000					250,000

Source	Project #	Priority	2021	2022	2023	2024	2025	Total
Storm Fund Total			620,000	600,000	12,000			1,232,000
Unfunded								
Play Equipment - C - G	P&R-13-034	2	15,000					15,000
Downtown Streetscape	STR-21-003	3		1,000,000				1,000,000
Roundabout	STR-22-001	2	700,000					700,000
18th Street South Trail	STR-23-002	3			380,000			380,000
Unfunded Total			715,000	1,000,000	380,000			2,095,000
Vehicle Replacement Fund								
Vehicle Replacement	ADM-13-005	3		25,000				25,000
Road Grader w/ wing	AP-20-001	3			84,000			84,000
1-Ton Utility Truck	AP-20-004	2	24,000					24,000
Flexwing Rotary Cutter	AP-24-002	3					13,500	13,500
Engineering Vehicles	ENG-15-002	2	15,000	15,000	15,000	15,000	15,000	75,000
John Deere Gator ATV	F-17-003	3	18,000					18,000
Engine 9702 Replacement	F-21-001	2					600,000	600,000
9712 Chief's Vehicle	F-23-002	2			46,000			46,000
Boom Truck - V	GB-21-001	2					140,000	140,000
Pick-Up Trucks - V	GB-23-001	2	50,000	50,000	60,000			160,000
Specialty Use Vehicles - V	GB-25-001	2					20,000	20,000
Parks Mowers & Attachments - V	P&R-20-026	1	81,000	52,000	52,000	52,000		237,000
Parks Tractors & Attachments - V.	P&R-20-028	2	67,500			23,900		91,400
Parks Pick-Ups - V	P&R-20-029	2	54,500	70,000	50,000	52,000	50,000	276,500
Golf Mowers - V	P&R-21-003	2		70,000		70,000		140,000
Golf Utility Vehicles - V	P&R-22-002	2			16,000	16,000		32,000
Parks Utility Vehicles - V	P&R-22-003	3			8,000			8,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2			29,000		48,500	77,500
Parks Grounds Maintenance Tractors - V	P&R-24-001	2				35,000	34,000	69,000
Marked Patrol Fleet	POL-13-002	2	109,800	73,200	36,600	36,600	109,800	366,000
Unmarked Patrol Fleet	POL-13-004	2	25,000	16,000		50,000		91,000
Support Services/Parking Control	POL-18-001	2				28,000		28,000
Street Sweeper	ST-13-003	1			175,000		150,000	325,000
2 Ton Trucks with Plow and Wings	ST-14-001	1				350,000		350,000
Pickup Truck	ST-14-002	2	20,000	20,000	20,000	20,000	20,000	100,000
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			225,000		200,000	425,000
Road Grader	ST-18-003	2			275,000			275,000
Rubber Tire Backhoe	ST-20-001	2		55,000				55,000
Asphalt Zipper	ST-20-002	2				150,000		150,000
Asphalt Paver	ST-21-001	2					210,000	210,000
Stump Grinder	ST-21-002	2	25,000					25,000
Vehicle Replacement Fund Total			685,800	636,200	1,106,600	913,500	1,631,800	4,973,900
GRAND TOTAL			27,610,600	22,233,350	23,046,100	5,285,500	7,456,200	85,631,750

City of Owatonna, Minnesota

Capital Improvement Plan

2021 thru 2025

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
Administration								
Server Replacements	ADM-13-002	1	50,000	30,000	30,000	30,000	31,000	171,000
Networking Room Improvements	ADM-13-004	2	10,000					10,000
Vehicle Replacement	ADM-13-005	3		25,000				25,000
Annual Copier Replacement	ADM-13-010	4	20,000	20,000	20,000	20,000	20,000	100,000
Networking Infrastructure Replacement	ADM-13-012	2	30,000	30,000	30,000	30,000	30,000	150,000
Financial Software Upgrade/New	ADM-21-001	3	350,000					350,000
Administration Total			460,000	105,000	80,000	80,000	81,000	806,000
Airport								
10-unit T-Hangar Build	AP-15-005	2	1,300,300					1,300,300
Airport Maint Bldg Extension Design-Build	AP-16-002	3				400,000		400,000
Runway 12/30 Length Justification Study	AP-18-004	3					15,000	15,000
Road Grader w/ wing	AP-20-001	3			280,000			280,000
1-Ton Utility Truck	AP-20-004	2	80,000					80,000
Flexwing Rotary Cutter	AP-24-002	3					45,000	45,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3					257,500	257,500
Airport Total			1,380,300		280,000	400,000	317,500	2,377,800
Engineering								
Engineering Vehicles	ENG-15-002	2	15,000	15,000	15,000	15,000	15,000	75,000
Replace GPS	ENG-18-001	2	18,000		18,000			36,000
Engineering Total			33,000	15,000	33,000	15,000	15,000	111,000
Fire								
Flooring Replacement	F-13-003	3		22,000				22,000
Emergency Warning Sirens	F-13-008	2		17,000		17,000		34,000
Sand Bag Machine	F-17-002	3			8,000			8,000
John Deere Gator ATV	F-17-003	3	18,000					18,000
Fire Station Building Tuck Pointing	F-18-006	2		60,000				60,000
Fire Station Decontamination Area	F-19-005	1		80,000				80,000
Engine 9702 Replacement	F-21-001	2					600,000	600,000
Fire Alarm Panel Replacement	F-21-004	2		33,950				33,950
Fire Station Tower Rehabilitation	F-21-005	1	196,000					196,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3		60,000				60,000
9712 Chief's Vehicle	F-23-002	2			46,000			46,000
Safety House	F-24-001	4				35,000		35,000
800 MHZ Radio Replacement	F-25-002	3					20,400	20,400
Fire Total			214,000	272,950	54,000	52,000	620,400	1,213,350
Government Buildings								
Merrill Hall Windows - B	GB-13-001	4				30,000	30,000	60,000
Carpenter Shop Roof - B	GB-13-002	2		35,000				35,000

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2	20,000	15,000	15,000			50,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2		200,000	100,000	100,000	100,000	500,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	3		10,000				10,000
Morehouse Chalet Roof - B	GB-13-016	2	42,000					42,000
Merrill Hall Rubber Roofs - B	GB-16-005	2		130,000				130,000
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
ADA Compliance - B	GB-20-001	1		15,000	5,000	5,000	5,000	30,000
Boom Truck - V	GB-21-001	2					140,000	140,000
Social Commons Rooftop Unit Replacement	GB-21-002	3	16,500	17,500	18,500			52,500
Merrill Hall Fire Alarm Panel - B	GB-21-003	1	30,000					30,000
Retaining Wall - Pool Handicap Entrance	GB-21-004	3		8,000				8,000
Pick-Up Trucks - V	GB-23-001	2	50,000	50,000	60,000			160,000
Specialty Use Vehicles - V	GB-25-001	2					20,000	20,000
Government Buildings Total			158,500	1,036,500	298,500	135,000	295,000	1,923,500

Library								
Replace furniture in Children's Room	LIB-13-003	2		25,000				25,000
Library Clay Tile Roof	LIB-17-002	2		30,000				30,000
Library Renovations	LIB-19-001	2	60,000	65,000	65,000			190,000
Library Total			60,000	120,000	65,000			245,000

Parks and Recreation								
Dart's Park Baseball Irrigation - C - O	P&R-13-026	3					80,000	80,000
Fairgrounds Lights - C - O	P&R-13-028	3			800,000			800,000
Play Equipment - C - G	P&R-13-034	2	20,000	80,000	50,000	100,000		250,000
Trail Overlay - GF	P&R-13-037	2	20,000	20,000	50,000	50,000	50,000	190,000
Restroom Updates - C	P&R-13-040	1	20,000	20,000				40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2	20,000	30,000	30,000	30,000	30,000	140,000
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	5			45,000		150,000	195,000
Dart's Park West Parking Lot - C	P&R-19-002	2		180,000				180,000
Brown Park Tennis Court Replacement - C	P&R-19-003	3				35,000		35,000
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
Countryview Park Development - C	P&R-20-007	2		40,000				40,000
Cashman Park Parking Lot - C - O	P&R-20-008	2		40,000				40,000
Trail at Hoffman Drive - C	P&R-20-009	1	50,000	50,000				100,000
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		450,000				450,000
Trail Connection NSRP to Buxton - C	P&R-20-017	2		300,000				300,000
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
Lake Kohlmer Kayak Launch - C - G	P&R-20-023	2		55,000				55,000
Permanent Bathroom Construction - C	P&R-20-024	2		75,000	75,000	75,000	75,000	300,000
Parks Mowers & Attachments - V	P&R-20-026	1	81,000	52,000	52,000	52,000		237,000
Parks Tractors & Attachments - V.	P&R-20-028	2	67,500			23,900		91,400
Parks Pick-Ups - V	P&R-20-029	2	54,500	70,000	50,000	52,000	50,000	276,500
Naas Property Pavilion/Lot/Trail - O	P&R-21-002	3			360,000			360,000
Golf Mowers - V	P&R-21-003	2		70,000		70,000		140,000

Department	Project #	Priority	2021	2022	2023	2024	2025	Total
Park Wayfinding Signs	P&R-21-004	2		9,000				9,000
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			16,000	16,000		32,000
Parks Utility Vehicles - V	P&R-22-003	3			8,000			8,000
Water Park Lights	P&R-22-004	2		10,000				10,000
River Springs Filtration System	P&R-22-005	3		372,000				372,000
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		48,500	77,500
Parks Grounds Maintenance Tractors - V	P&R-24-001	2				35,000	34,000	69,000
Parks and Recreation Total			400,000	2,312,500	1,727,000	566,900	546,500	5,552,900

Police								
Marked Patrol Fleet	POL-13-002	2	109,800	73,200	36,600	36,600	109,800	366,000
Unmarked Patrol Fleet	POL-13-004	2	25,000	16,000		50,000		91,000
Support Services/Parking Control	POL-18-001	2				28,000		28,000
Sewage Pumps	POL-20-001	1	15,000					15,000
Aluminum Entrance Door	POL-20-002	3	20,000					20,000
Security Gates	POL-21-001	3	150,000					150,000
Water Heater	POL-21-002	3		6,000				6,000
LEC Roof Replacement	POL-21-003	4			200,000			200,000
RTU Replacement	POL-21-004	3		100,000				100,000
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	10,000					10,000
Building Repairs	POL-23-002	3					10,000	10,000
Window Replacement	POL-23-003	2					120,000	120,000
Hand Rail	POL-25-001	3					15,000	15,000
Police Total			329,800	230,200	2,536,600	114,600	254,800	3,466,000

Storm Water								
Cardinal Drive rehab	STM-19-001	2		200,000				200,000
Selby Avenue Storm Improvements	STM-19-003	3		400,000				400,000
Blood Run Replacement	STM-21-001	2	145,000					145,000
Partridge Stormwater Pond	STM-21-002	3	225,000					225,000
Vehicle	STM-23-001	3			12,000			12,000
Storm Water Total			370,000	600,000	12,000			982,000

Street Construction								
Bituminous Overlays	STR-14-001	3	175,000	175,000	175,000	175,000	175,000	875,000
Annual Street and Utility	STR-16-001	2		1,531,200	1,500,000	1,500,000	1,500,000	6,031,200
State Aid Streets	STR-17-002	2		1,200,000	1,750,000	900,000	2,150,000	6,000,000
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
Traffic Signal	STR-19-001	3	100,000		100,000		100,000	300,000
Truman Avenue	STR-21-001	2	3,700,000					3,700,000
Bridge Street Reconstruction	STR-21-002	2	3,050,000					3,050,000
Downtown Streetscape	STR-21-003	3	3,500,000	1,000,000				4,500,000
State and 26th Roundabout	STR-21-004	3	200,000					200,000
Roundabout	STR-22-001	2		700,000				700,000
Main Street Reconstruction	STR-22-002	2		500,000				500,000
18th Street South Trail	STR-23-002	3				785,000		785,000
Street Construction Total			10,725,000	5,406,200	3,825,000	3,660,000	4,225,000	27,841,200

Street Maintenance								
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Department	Project #	Priority	2021	2022	2023	2024	2025	Total
Street Sweeper	ST-13-003	1			175,000		150,000	325,000
2 Ton Trucks with Plow and Wings	ST-14-001	1				350,000		350,000
Pickup Truck	ST-14-002	2	20,000	20,000	20,000	20,000	20,000	100,000
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			225,000		200,000	425,000
Road Grader	ST-18-003	2			275,000			275,000
Rubber Tire Backhoe	ST-20-001	2		55,000				55,000
Asphalt Zipper	ST-20-002	2				150,000		150,000
Asphalt Paver	ST-21-001	2					210,000	210,000
Stump Grinder	ST-21-002	2	25,000					25,000
Roof repair - city shop	ST-21-003	2	35,000					35,000
Street Maintenance Total			276,000	265,000	710,000	535,000	601,000	2,387,000
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	45,000			12,000		57,000
Plant Expansion	WTP-20-001	2	12,000,000	12,000,000	12,000,000			36,000,000
4 inch trash pump	WTP-21-001	2	40,000					40,000
Semi Tractor Replacement	WTP-22-002	3		100,000				100,000
Biosolids Truck	WTP-23-001	3			140,000			140,000
Wastewater Treatment Plant Total			12,585,000	12,600,000	12,640,000	512,000	500,000	38,837,000
GRAND TOTAL			26,991,600	22,963,350	22,261,100	6,070,500	7,456,200	85,742,750

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City of Owatonna
Summary Budget Comparison by Program

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

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Tax Levies	9,785,245	9,672,143	10,475,114	10,452,376	5,140,769	10,991,801	11,403,348
	Other Taxes	353,476	342,000	352,715	342,000	166,288	353,000	353,000
	Licenses & Permits	80,805	81,875	79,088	80,775	46,104	79,925	71,125
	Intergovernmental Revenue	4,288,581	4,288,379	4,300,547	4,300,408	2,255,610	4,533,146	4,674,700
	Charges for Services	558	0	250	0	20	0	0
	Fines & Forfeits	3,000	500	2,850	500	1,000	500	500
	Total Revenues	14,511,665	14,384,897	15,210,564	15,176,059	7,609,791	15,958,372	16,502,673
	PT/Seasonal Wages	67,800	67,800	72,600	72,600	36,300	72,600	72,600
	Benefits	4,711	4,711	5,048	4,999	2,548	5,050	5,028
	PERSONAL SERVICES	72,511	72,511	77,648	77,599	38,848	77,650	77,628
	Supplies	2,185	700	1,560	700	476	2,000	2,000
	SUPPLIES	2,185	700	1,560	700	476	2,000	2,000
	Professional Services	4,937	6,000	9,735	11,300	2,881	9,000	9,000
	Communication	487	410	443	410	224	490	490
	Vehicle, Travel & Training	10,222	10,000	13,266	10,000	2,953	10,400	10,400
	Advertising & Promotion	5,910	15,000	6,799	14,000	513	13,000	11,000
	Memberships & Subscriptions	68,860	74,000	76,114	76,000	53,365	78,000	80,000
	Insurance	30,195	51,395	22,123	52,280	1,551	52,370	51,980
	Other Services & Charges	58,699	175,366	54,108	124,311	6,380	108,866	91,429
	Refunds & Reimbursements	1,000	0	0	0	0	0	0
	OTHER SERVICES & CHARGES	180,310	332,171	182,588	288,301	67,867	272,126	254,299
	TRANSFERS OUT	0	0	0	0	0	200,000	340,000
	Total Expenditures	255,006	405,382	261,796	366,600	107,191	551,776	673,927
	Net Revenue	14,256,659	13,979,515	14,948,768	14,809,459	7,502,600	15,406,596	15,828,746
	Total for PROG 100: MAYOR & COUNCIL	14,256,659	13,979,515	14,948,768	14,809,459	7,502,600	15,406,596	15,828,746
	Total for DEPT 010: MAYOR & COUNCIL	14,256,659	13,979,515	14,948,768	14,809,459	7,502,600	15,406,596	15,828,746

City of Owatonna
Summary Budget Comparison by Program

DEPT 051: ADMINISTRATIVE SERVICES

PROG 110: ADMINISTRATIVE SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	969	1,000	41,368	1,000	215	1,000	1,000
	Interest on Investments	150,034	90,000	213,885	98,000	83,238	110,000	90,000
	Total Revenues	151,003	91,000	255,253	99,000	83,453	111,000	91,000
	FT Wages	192,980	187,454	210,309	199,551	104,805	209,746	219,342
	PT/Seasonal Wages	0	1,500	0	1,500	0	1,500	1,500
	Benefits	54,809	53,089	76,646	57,232	30,627	62,756	65,001
	PERSONAL SERVICES	247,789	242,043	286,955	258,283	135,432	274,002	285,843
	Supplies	1,006	1,250	1,198	1,250	484	1,250	1,250
	Small Tools & Equipment	4,366	5,000	0	300	0	300	300
	SUPPLIES	5,372	6,250	1,198	1,550	484	1,550	1,550
	Professional Services	0	0	680	0	0	0	0
	Communication	1,312	1,200	1,324	1,200	574	1,400	1,400
	Vehicle, Travel & Training	11,682	9,340	14,281	10,540	3,802	12,500	11,500
	Advertising & Promotion	63	300	1,186	300	0	300	300
	Memberships & Subscriptions	1,706	1,600	2,259	1,600	423	1,700	2,000
	Insurance	4,185	4,185	6,840	6,840	3,555	7,110	5,940
	Repair/Maint/Licenses	310	310	310	310	0	310	310
	OTHER SERVICES & CHARGES	19,258	16,935	26,880	20,790	8,354	23,320	21,450
	Total Expenditures	272,419	265,228	315,033	280,623	144,270	298,872	308,843
	Net Revenue	-121,416	-174,228	-59,780	-181,623	-60,817	-187,872	-217,843
	Total for PROG 110: ADMINISTRATIVE SERVICES	-121,416	-174,228	-59,780	-181,623	-60,817	-187,872	-217,843

CITY OF OWATONNA 2021 PROGRAM BUDGETS
General Government - Administrative Services
Administration 051-110

2020 Accomplishments

Oversaw response to COVID-19, budget and operational adjustments

Administered City's Corona Virus Relief Funds including collaboration with Steele County on Small Business Relief Fund

Updated three-year strategic plan and a ten year major facility needs plan.

Developed 2021 budget reflecting Council priorities and financial realities

Expanded utilization of website for multiple departments

Partnership/collaborations include joint transportation study, joint committees on transportation, school district, equity/diversity training and equipment sharing

Reviewed results and developed plan for implementation of Fire analysis

Public access channel providing original videos on city projects, programs

Completed upgrade of Audio and video systems in Council chambers to better facilitate remote meetings.

Assisted with major community development projects

Retained city Aa2 bond rating

Completed 2020 Census activities

Review and update of various city policies

Continued staff development, executive leadership training, city clerk training

Assisted with community outreach during protests and education regarding racial bias

2021 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 and engagement

Begin implementation of Fire analysis recommendations

Increase collaboration and teamwork between departments

Continue to pursue applicable state and federal resources to support needed capital projects

City of Owatonna
Summary Budget Comparison by Program

PROG 115: HUMAN RESOURCES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
FT Wages		97,366	93,776	144,945	100,159	82,073	167,521	177,228
OT		0	0	107	0	0	0	0
PT/Seasonal Wages		22,429	24,567	5,160	26,240	3,710	8,548	9,044
Benefits		46,582	44,364	45,064	57,094	32,492	66,573	69,765
PERSONAL SERVICES		166,377	162,707	195,169	183,493	118,275	242,642	256,037
Supplies		931	1,250	799	1,250	33	1,250	800
Small Tools & Equipment		448	500	0	0	0	0	0
SUPPLIES		1,379	1,750	799	1,250	33	1,250	800
Professional Services		11,412	20,000	56,791	20,000	3,800	20,000	20,000
Communication		805	1,200	877	1,200	381	1,000	900
Vehicle, Travel & Training		8,517	12,400	8,177	11,200	2,409	11,200	8,200
Memberships & Subscriptions		394	400	619	600	215	600	620
Repair/Maint/Licenses		6,264	5,710	7,603	6,193	0	6,561	6,561
Other Services & Charges		56,110	54,000	38,460	45,000	19,106	45,000	46,200
OTHER SERVICES & CHARGES		83,502	93,710	112,527	84,193	25,911	84,361	82,481
Total Expenditures		251,258	258,167	308,495	268,936	144,219	328,253	339,318
Net Revenue		-251,258	-258,167	-308,495	-268,936	-144,219	-328,253	-339,318
Total for PROG 115: HUMAN RESOURCES		-251,258	-258,167	-308,602	-268,936	-144,219	-328,253	-339,318

CITY OF OWATONNA 2021 PROGRAM BUDGETS
General Government - Administrative Services
Human Resources 051-115

2020 Accomplishments

Researched online performance evaluation systems
City wide employee training on mental health
Employee appreciation events
Continued leadership training opportunities for staff
Additional EAP offerings to Police Department
Focused on employees as a whole
Transitioned drug testing program to City
Continuous improvements on hiring processes
Document management efficiencies with seasonal/temporary personnel files
Main contact for COVID-19 issues or concerns for the City of Owatonna staff
Developed and implemented COVID-19 plans and procedures City wide

2021 Goals

Document management efficiencies with personnel files for regular staff
City wide diversity training including implicit bias
Customer service evaluation for the Human Resources Department
Focus on serving the employee as a whole
Reevaluate compensation plan

City of Owatonna
Summary Budget Comparison by Program

PROG 120: ELECTIONS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	13,997	18,000	4,573	8,400	11,507	18,500	0
	Total Revenues	13,997	18,000	4,573	8,400	11,507	18,500	0
	FT Wages	4,876	6,130	1,637	6,532	2,494	6,870	7,253
	PT/Seasonal Wages	20,498	26,500	0	0	9,624	26,500	0
	Benefits	721	1,241	421	1,304	628	1,359	1,416
	PERSONAL SERVICES	26,095	33,871	2,058	7,836	12,746	34,729	8,669
	Supplies	1,776	80	373	0	0	0	0
	SUPPLIES	1,776	80	373	0	0	0	0
	Communication	123	5	0	0	57	0	0
	Vehicle, Travel & Training	0	0	20	0	0	0	0
	Advertising & Promotion	300	125	0	0	224	0	0
	Other Services & Charges	2,242	9,000	9,146	9,000	8,632	9,000	9,000
	OTHER SERVICES & CHARGES	2,665	9,130	9,166	9,000	8,913	9,000	9,000
	CAPITAL OUTLAY	0	0	0	0	39	0	0
	Total Expenditures	30,536	43,081	11,597	16,836	21,698	43,729	17,669
	Net Revenue	-16,539	-25,081	-7,024	-8,436	-10,191	-25,229	-17,669
	Total for PROG 120: ELECTIONS	-16,539	-25,081	-7,024	-8,436	-10,191	-25,229	-17,669

CITY OF OWATONNA 2021 PROGRAM BUDGETS
General Government - Administrative Services
Elections 051-120

2020 accomplishments

Adapted election practices to protect judges and public during primary and general elections

Provided necessary safety equipment for elections

2021 Goals

Recruit additional replacement judges

City of Owatonna
Summary Budget Comparison by Program

PROG 130: FINANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	9,977	10,000	10,922	10,000	4,976	10,000	10,000
	Transfers	46,551	54,500	50,981	57,000	13,500	59,500	52,000
	Total Revenues	56,528	64,500	61,903	67,000	18,476	69,500	62,000
	FT Wages	264,136	244,603	253,043	250,460	130,953	261,979	273,645
	OT	778	1,000	0	1,000	0	1,000	1,000
	PT/Seasonal Wages	19,899	18,989	25,534	25,346	9,308	21,371	22,609
	Holiday/Other	12,344	0	0	0	0	0	0
	Benefits	80,684	82,541	79,619	80,917	40,632	83,765	87,325
	PERSONAL SERVICES	377,063	346,133	358,196	356,723	180,893	367,115	383,579
	Supplies	6,184	8,000	4,073	8,000	2,470	8,000	6,000
	Small Tools & Equipment	744	750	385	750	365	750	750
	SUPPLIES	6,928	8,750	4,458	8,750	2,835	8,750	6,750
	Professional Services	28,061	41,000	36,150	35,000	23,730	35,000	36,000
	Communication	2,347	2,000	2,132	2,000	1,210	2,360	2,360
	Vehicle, Travel & Training	4,871	7,400	7,219	7,500	1,046	7,600	6,100
	Advertising & Promotion	114	0	0	0	0	0	0
	Printing	395	500	402	500	60	500	500
	Memberships & Subscriptions	775	1,250	937	1,250	455	1,250	1,100
	Insurance	2,325	2,325	3,800	3,800	1,975	3,950	3,300
	Repair/Maint/Licenses	37,647	33,600	32,551	26,000	28,218	28,000	30,000
	Other Services & Charges	55,210	45,000	39,210	45,000	18,356	45,000	42,000
	OTHER SERVICES & CHARGES	131,745	133,075	122,401	121,050	75,050	123,660	121,360
	Total Expenditures	515,736	487,958	485,055	486,523	258,778	499,525	511,689
	Net Revenue	-459,208	-423,458	-423,152	-419,523	-240,302	-430,025	-449,689
	Total for PROG 130: FINANCE	-459,986	-424,458	-423,152	-420,523	-240,302	-431,025	-450,689

CITY OF OWATONNA 2021 PROGRAM BUDGETS
General Government - Administrative Services
Finance 051-130

2020 Accomplishments

- Received the City's 9th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the 2019 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.
- Implemented online payment options for other departments through our website.
- Researched and began the process of replacing the city's financial software with a new ERP system to benefit the entire city operations.
- Overcame challenges of running the City's finances with all employees working remotely during the COVID-19 state shut-down.
- Monitored the City's current year budget attempting to find savings and operational changes in response to loss of revenues during COVID-19 situation
- Managed CARES Act funding received and complied with all reporting requirements

2021 Goals

- Continue review of policies and procedures ensuring adequate internal controls.
- Implement a new ERP system for the City.
- Implemented recommendations from GFOA as a result of the complete process review completed in preparation of the new ERP system.
- Current documents are stored in Laserfiche, but historical records need to be added still.
- Serve as a resource for other departments.
- Continue with cross-training within the department.

City of Owatonna
Summary Budget Comparison by Program

PROG 140: TECHNOLOGY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
FT Wages		240,011	239,159	252,566	252,842	130,112	263,330	274,201
OT		1,082	2,000	2,928	2,000	920	2,000	2,000
PT/Seasonal Wages		0	0	0	0	0	14,467	0
Benefits		89,948	89,429	93,964	95,931	48,628	102,333	104,139
PERSONAL SERVICES		329,959	328,588	346,530	348,773	178,740	380,130	378,340
Supplies		658	550	684	550	127	550	550
Repair Supplies		250	1,000	60	1,000	39	1,000	1,000
Small Tools & Equipment		52,277	56,000	87,048	75,800	12,257	75,800	75,000
SUPPLIES		53,185	57,550	87,792	77,350	12,423	77,350	76,550
Professional Services		0	0	0	0	0	10,000	10,000
Communication		11,793	17,000	15,955	11,000	5,734	12,000	15,000
Transportation (VRF)		12,000	6,000	6,000	6,000	3,520	7,000	7,000
Vehicle, Travel & Training		4,077	6,540	5,424	6,540	5,586	7,140	7,140
Insurance		1,395	1,395	2,280	2,280	1,185	2,370	1,980
Repair/Maint/Licenses		68,493	78,000	99,167	106,000	86,667	125,142	125,000
Rents/Leases		0	0	11,460	11,500	5,730	11,500	11,500
Other Services & Charges		24,045	25,500	7,816	10,500	0	500	500
OTHER SERVICES & CHARGES		121,803	134,435	148,102	153,820	108,422	175,652	178,120
Total Expenditures		504,947	520,573	582,424	579,943	299,585	633,132	633,010
Net Revenue		-504,947	-520,573	-582,424	-579,943	-299,585	-633,132	-633,010
Total for PROG 140: TECHNOLOGY		-506,029	-522,573	-585,352	-581,943	-300,505	-635,132	-635,010
Total for DEPT 051: ADMINISTRATIVE SERVICES		-1,355,228	-1,404,507	-1,383,910	-1,461,461	-756,034	-1,607,511	-1,660,529

CITY OF OWATONNA 2021 PROGRAM BUDGETS
General Government - Administrative Services
Technology Coordinator 051-140

2020 Accomplishments

Setting up a second Data Center at City Hall

Helped assist Park and Rec Department to evaluate, purchase, and implement new software

Installed new data storage devices at City Hall and the Library

Installed and configured new web-filtering solution

2021 Goals

Evaluate options for Cloud Hosting solutions for servers and storage

Continue Disaster recovery planning - Documenting the process

Expand the use of Laserfiche document management software

Security awareness training for all City employees

City of Owatonna
Summary Budget Comparison by Program

DEPT 060: CITY ATTORNEYS

PROG 150: CITY ATTORNEYS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Benefits	5,529	6,539	5,784	7,051	2,027	6,131	107
	PERSONAL SERVICES	5,529	6,539	5,784	7,051	2,027	6,131	107
	Supplies	285	1,500	0	500	0	500	500
	SUPPLIES	285	1,500	0	500	0	500	500
	Professional Services	229,509	239,000	232,031	241,350	131,274	246,475	251,387
	Communication	207	200	0	200	45	0	0
	Vehicle, Travel & Training	365	0	0	0	669	0	700
	Memberships & Subscriptions	4,463	3,500	4,273	3,500	2,080	4,500	4,500
	OTHER SERVICES & CHARGES	234,544	242,700	236,304	245,050	134,068	250,975	256,587
	Total Expenditures	240,358	250,739	242,088	252,601	136,095	257,606	257,194
	Net Revenue	-240,358	-250,739	-242,088	-252,601	-136,095	-257,606	-257,194
	Total for PROG 150: CITY ATTORNEYS	-240,358	-250,739	-242,088	-252,601	-136,095	-257,606	-257,194
	Total for DEPT 060: CITY ATTORNEYS	-240,358	-250,739	-242,088	-252,601	-136,095	-257,606	-257,194

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City of Owatonna
Summary Budget Comparison by Program

DEPT 110: POLICE

PROG 200: POLICE DEPARTMENT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	23,599	22,500	23,918	22,500	0	23,500	23,500
	Charges for Services	914	4,400	4,251	1,000	135	3,700	3,500
	Total Revenues	24,513	26,900	28,169	23,500	135	27,200	27,000
	FT Wages	374,816	373,647	397,165	397,649	205,049	415,526	432,129
	OT	0	0	517	0	295	0	0
	Benefits	103,443	102,370	142,667	111,293	59,400	120,574	123,985
	PERSONAL SERVICES	478,259	476,017	539,832	508,942	264,449	536,100	556,114
	Vehicle, Travel & Training	56	0	0	0	0	0	0
	Insurance	2,055	2,055	3,710	3,710	2,058	4,115	3,405
	Other Services & Charges	0	0	881	0	200	1,000	1,000
	OTHER SERVICES & CHARGES	2,111	2,055	4,591	3,710	2,258	5,115	4,405
	Total Expenditures	480,370	478,072	544,423	512,652	266,707	541,215	560,519
	Net Revenue	-455,857	-451,172	-516,254	-489,152	-266,572	-514,015	-533,519
	Total for PROG 200: POLICE DEPARTMENT	-455,857	-451,172	-516,771	-489,152	-266,572	-514,015	-533,519

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Police Administration 110-200

2020 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).
- Monitored compliance with financial management policies.
- Researched & implemented Body Worn Cameras (BWC).
- Since 2016, participated in over 726 community engagements.
- Purchased land for future parking lot, new law enforcement center or future development.
- Partnered with the Chamber of Commerce for Owatonna Community Leadership Academy.
- Recognized staff during swearing-in and commendation ceremonies.
- Recognized staff during the "Employee Appreciation Night."
- Organizational Improvement Team (OIT).

2021 Goals

- Fiduciary Responsible Mindset.
- 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.
- Implement a new in-car camera system.
- Research, purchase and implement a point of sale system that provides a service enhancement for customers.
- Be a more active participant with the Human Rights Commission. Discuss a Multi-Cultural Advisor Committee.
- Achieve authorized full-time licensed officer staffing level.
- Full Implementaton of Body Worn Cameras (BWC).

City of Owatonna
Summary Budget Comparison by Program

PROG 210: PATROL SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	257,993	227,130	266,204	236,130	2,148	257,300	260,300
	Charges for Services	6,265	10,200	9,544	4,000	3,346	6,200	6,200
	Fines & Forfeits	142,624	142,400	145,399	167,400	75,206	171,300	181,300
	Total Revenues	406,882	379,730	421,147	407,530	80,700	434,800	447,800
	FT Wages	1,708,586	1,734,213	1,864,217	1,819,274	908,462	1,900,113	1,977,654
	OT	54,480	50,000	70,353	50,000	23,236	63,000	63,000
	Holiday/Other	180,507	164,685	170,534	164,685	105,669	164,685	164,685
	Benefits	698,463	688,152	689,860	749,886	375,234	771,508	791,607
	PERSONAL SERVICES	2,587,556	2,587,050	2,724,611	2,733,845	1,389,365	2,836,306	2,933,946
	Supplies	-63	3,500	7,522	3,500	393	3,500	3,500
	Repair Supplies	0	0	100	0	0	0	0
	Small Tools & Equipment	0	0	-8	0	0	0	0
	SUPPLIES	-63	3,500	7,614	3,500	393	3,500	3,500
	Professional Services	0	1,000	0	0	0	0	0
	Vehicle, Travel & Training	1,267	0	11	0	0	0	0
	Insurance	28,770	28,770	51,940	51,940	28,805	57,610	47,670
	OTHER SERVICES & CHARGES	30,037	29,770	51,951	51,940	28,805	57,610	47,670
	CAPITAL OUTLAY	58,923	0	0	0	0	0	0
	Total Expenditures	2,676,453	2,620,320	2,784,176	2,789,285	1,418,563	2,897,416	2,985,116
	Net Revenue	-2,269,571	-2,240,590	-2,363,029	-2,381,755	-1,337,863	-2,462,616	-2,537,316
	Total for PROG 210: PATROL SERVICES	-2,324,051	-2,290,590	-2,433,382	-2,431,755	-1,361,099	-2,525,616	-2,600,316

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Police Patrol Services 110-210

2020 Accomplishments

- Significant efforts were directed towards traffic enforcement. Officers conducted 6,253 traffic stops.
- Purchased new canine, Vegas. Assigned a new handler and achieved desired certifications.
- Installed new computers in the marked fleet.
- Hired 6 licensed police officers.
- Emphasis placed on home / curfew visits for offenders in the Drug Court Program
- Emphasized de-escalation and crisis communication training.
- In 2019, Participated in Night to Unite. 30 Block Parties & hundreds of 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 46,335 events in 2019.
- 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.
- 81 DWI arrests.
- Issued 4,426 warnings and 1,572 citation. 5,998 Total
- Began to test and evaluate a comprehensive body-worn camera program

2021 Goals

- Finish roll out of new make and model computers in the marked patrol units.
- Create a social media presence in the community.
- Focus on implicit bias, prejudice, and impartial policing trainings.
- Focus on Crisis Intervention & Mental Illness Crisis Training.
- Focus on Conflict Management & Mediation Training.
- Full roll out of body-worn camera program.
- Research and present new position, Community Engagement Specialist.

City of Owatonna
Summary Budget Comparison by Program

PROG 220: CRIMINAL INVESTIGATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	193,617	196,775	200,126	197,775	74,334	200,770	203,825
	Charges for Services	32,748	20,000	36,427	33,000	12,300	33,000	33,000
	Total Revenues	226,365	216,775	236,553	230,775	86,634	233,770	236,825
	FT Wages	557,006	569,530	535,062	589,267	280,239	626,168	644,833
	OT	20,883	15,000	28,358	15,000	9,323	15,000	15,000
	Holiday/Other	53,512	35,000	39,993	35,000	15,955	35,000	35,000
	Benefits	177,161	180,278	200,689	207,369	106,447	242,475	235,377
	PERSONAL SERVICES	787,679	784,808	775,744	831,636	402,641	903,643	915,210
	Professional Services	240	0	0	0	0	0	0
	Vehicle, Travel & Training	211	0	0	0	0	0	0
	Insurance	6,165	6,165	11,130	11,130	6,173	12,345	10,215
	Other Services & Charges	1,620	6,000	7,776	6,000	1,840	4,500	4,250
	OTHER SERVICES & CHARGES	8,236	12,165	18,906	17,130	8,013	16,845	14,465
	Total Expenditures	795,915	796,973	794,650	848,766	410,654	920,488	929,675
	Net Revenue	-569,550	-580,198	-558,097	-617,991	-324,020	-686,718	-692,850
	Total for PROG 220: CRIMINAL INVESTIGATION	-590,433	-595,198	-586,455	-632,991	-333,343	-701,718	-707,850

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Public Safety
Criminal Investigation 110-220

2020 Accomplishments

- As of 12/31/2019, 6,744 items of property of evidence. 234 items released or destroyed in 2019 and 1,748 items entered in 2019.
- Ensured transfer of legacy of knowledge as a result of vacancies
- 24 DART cases referred and assigned.

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

- 348 Criminal cases referred for investigation and assigned.

- Monitored Predatory Offenders. Experienced a high compliance rate.

- 64 Child & adult protection cases referred for investigation.

- Continued with the succession planning and development of future staff.

- Conducted tobacco compliance checks and witnessed a high success rate of compliance.
- Actively participated on the Steele/Waseca Drug Court Team.

2021 Goals

- Research, purchase, and implement True Point 300 Field Data Collection Incident Mapping.
- Use technology for service enhancements.
- Continue to monitor the Predatory Offenders Registry.

- Improve clearance rates

- Increase public speaking engagements to help mitigate cases involving fraud/forgery
- 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
- Continue tobacco and alcohol compliance checks.

City of Owatonna
Summary Budget Comparison by Program

PROG 230: SUPPORT SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
FT Wages		32,039	0	48,906	42,135	25,386	44,451	47,067
OT		2,273	500	2,849	500	1,392	500	500
PT/Seasonal Wages		52,681	85,128	46,079	58,149	23,950	61,373	62,357
Holiday/Other		207	2,300	0	2,300	214	2,300	2,300
Benefits		54,829	66,758	63,095	70,744	30,624	67,427	75,327
PERSONAL SERVICES		139,756	154,186	158,080	173,328	80,174	175,551	187,051
Supplies		85,596	93,900	82,227	89,500	29,845	84,100	70,600
Repair Supplies		46,198	42,000	76,233	44,000	26,590	47,000	50,500
Small Tools & Equipment		22,843	25,000	26,125	25,000	39,927	33,400	49,000
SUPPLIES		154,637	160,900	184,585	158,500	96,362	164,500	170,100
Professional Services		30,062	36,120	55,730	58,000	28,107	53,750	65,490
Communication		19,459	20,700	16,858	18,200	7,953	18,200	17,500
Transportation (VRF)		105,000	105,000	107,040	107,040	49,800	99,600	99,600
Vehicle, Travel & Training		34,495	38,500	38,958	38,500	5,981	38,500	38,500
Memberships & Subscriptions		14,592	5,700	5,499	8,170	6,263	11,000	8,500
Insurance		2,055	2,055	3,710	3,710	2,058	4,115	3,405
Licenses & Inspections		1,553	350	1,575	350	170	800	800
Repair/Maint/Licenses		7,499	3,500	13,692	3,500	1,251	7,500	3,000
Other Services & Charges		5	0	-169	0	176	0	0
OTHER SERVICES & CHARGES		214,720	211,925	242,893	237,470	101,759	233,465	236,795
Total Expenditures		509,113	527,011	585,558	569,298	278,295	573,516	593,946
Net Revenue		-509,113	-527,011	-585,558	-569,298	-278,295	-573,516	-593,946
Total for PROG 230: SUPPORT SERVICES		-511,386	-527,511	-588,407	-569,798	-279,687	-574,016	-594,446

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Police Support Services 110-230

2020 Accomplishments

- Improved upon our Animal Shelter Facebook page (As of 7/23/2020-4,176 likes)
- Developed and fostered private partnerships. These partnerships were instrumental in a large scale animal rescue, veterinary care, and adoption efforts.
- Our Community Service Officers handled 1,964 animal calls in 2019.
- In 2019, 27-dog bite reports reviewed for classification. 16 dogs were designated as Potentially Dangerous, 8 dogs as Dangerous and 3 dog bites were unfounded.
- In 2019, 242 animals were brought to the animal shelter. 111 animals were adopted 114 were claimed.

2021 Goals

- Focus on providing a high level of care for the animals.
- 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.
- Research, purchase and implement a point of sale system that provides a service enhancement for customers.
- Increase short-term parking fines.
- Decommission the Downtown Parking Committee.

City of Owatonna
Summary Budget Comparison by Program

PROG 240: COMMUNITY POLICING

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
Total for PROG 240: COMMUNITY POLICING		0	0	0	0	0	0	0

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Police

Community Policing 110-240

2020 Accomplishments

- Participated in Leadership Owatonna
- Reserve Officers volunteered 947.5 hours.

- The Chaplains volunteered many, many hours.
- Participated in Toward Zero Deaths traffic Initiatives .
- Participated in Shop with a Cop

- Participated in Night to Unit and visited 30 registered block parties with hundreds of community members.
- Hosted a Police Citizen's Police Academy.

- Partnered with the High School Student Mentorship Program.

2021 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.

City of Owatonna
Summary Budget Comparison by Program

PROG 250: ANIMAL CONTROL

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Fines & Forfeits	2,968	2,500	3,087	2,500	1,648	2,700	5,400
	Total Revenues	2,968	2,500	3,087	2,500	1,648	2,700	5,400
	Supplies	613	4,000	829	2,000	99	2,000	1,500
	SUPPLIES	613	4,000	829	2,000	99	2,000	1,500
	Professional Services	225	1,100	28	1,400	470	1,400	1,000
	Other Services & Charges	335	0	335	150	140	150	350
	OTHER SERVICES & CHARGES	560	1,100	363	1,550	610	1,550	1,350
	Total Expenditures	1,173	5,100	1,192	3,550	709	3,550	2,850
	Net Revenue	1,795	-2,600	1,895	-1,050	939	-850	2,550
	Total for PROG 250: ANIMAL CONTROL	1,795	-2,600	1,895	-1,050	939	-850	2,550

CITY OF OWATONNA 2021 PROGRAM BUDGETS

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

2020 Accomplishments

- Maintained a low cost service model.
- Maintained a low euthanization rate.
- Responded to 1,964 calls for service.
- Responded to 28 disorderly violations.
- Responded to 4 nuisance violations.

2021 Goals

- Research, purchase and implement a point of sale system that provides a service enhancement for customers.
- Maintain a low euthanization rate
- Maintain a low cost service model
- Increase daily impound fees from \$7 to \$20.

City of Owatonna
Summary Budget Comparison by Program

PROG 260: LEC OPERATIONS/REC MANAGEMENT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
Miscellaneous		14,963	14,891	15,750	14,891	0	16,458	17,242
Total Revenues		14,963	14,891	15,750	14,891	0	16,458	17,242
Insurance		2,055	2,055	3,710	3,710	2,058	4,115	3,405
Other Services & Charges		242,061	235,500	247,166	238,000	65,861	245,000	252,350
OTHER SERVICES & CHARGES		244,116	237,555	250,876	241,710	67,919	249,115	255,755
Total Expenditures		244,116	237,555	250,876	241,710	67,919	249,115	255,755
Net Revenue		-229,153	-222,664	-235,126	-226,819	-67,919	-232,657	-238,513
Total for PROG 260: LEC OPERATIONS/REC MANAGEMENT		-229,153	-222,664	-235,126	-226,819	-67,919	-232,657	-238,513

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Police

LEC Operations - 110-260

2020 Accomplishments

- Added cleaning equipment for the Covid19 pandemic.
- Purchased and implemented a new AIPhone Intercom System.
- Remove concrete and curbing. Repair base. New bituminous.
- Researched and implemented a surveillance system for the exterior of building.
- Purchased last 2 homes south of the LEC for future development.

2021 Goals

- Research, purchase and implement a point of sale system that provides a service enhancement for customers.
- Research and install a new security door. It will replace the aging northwest door.
- Research new hinged gates to secure LEC parking lot.
- Continue to focus and collaborate with the County on long-term capital improvements.

City of Owatonna
Summary Budget Comparison by Program

PROG 270: SCDIU GRANT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	50,054	65,000	65,000	65,000	71,436	150,000	150,000
	Total Revenues	50,054	65,000	65,000	65,000	71,436	150,000	150,000
	Other Services & Charges	50,054	65,000	65,000	65,000	42,410	150,000	150,000
	OTHER SERVICES & CHARGES	50,054	65,000	65,000	65,000	42,410	150,000	150,000
	Total Expenditures	50,054	65,000	65,000	65,000	42,410	150,000	150,000
	Net Revenue	0	0	0	0	29,026		
	Total for PROG 270: SCDIU GRANT	0	0	0	0	29,026	0	0

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Police

SCDIU Grant - 110-270

2020 Accomplishments

- The South Central Drug Investigative Unit added personnel.
- 83 Total Investigations.
- 43 New Investigations.
- 51 Drug Arrests.
- 24 Search Warrants.
- 28 Community Outreach Presentations.

2021 Goals

- Improve collaboration at the State level.
- Focus on large scale drug operations
- Increase grant funding.
- Increase staffing levels.
- Increase cash match from participating agencies.
- Collaborate with other Statewide Violent Crime Enforcement Teams (VCETs).

City of Owatonna
Summary Budget Comparison by Program

PROG 280: SCHOOL DISTRICT CSO SERVICE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	95,069	164,955	45,579	142,341	0	0	0
	Total Revenues	95,069	164,955	45,579	142,341	0	0	0
	FT Wages	61,533	89,720	23,379	80,303	0	0	0
	OT	1,300	0	734	0	0	0	0
	PT/Seasonal Wages	14,941	27,562	14,158	28,654	0	0	0
	Holiday/Other	223	1,200	0	1,200	0	0	0
	Benefits	17,072	45,473	7,306	31,184	0	0	0
	PERSONAL SERVICES	93,769	163,955	44,843	141,341	0	0	0
	Professional Services	0	1,000	0	1,000	0	0	0
	OTHER SERVICES & CHARGES	0	1,000	0	1,000	0	0	0
	Total Expenditures	93,769	164,955	44,843	142,341	0	0	0
	Net Revenue	1,300	0	736	0	0	0	0
	Total for PROG 280: SCHOOL DISTRICT CSO SERVICE	0	0	2	0	0	0	0
	Total for DEPT 110: POLICE	-4,109,085	-4,089,735	-4,358,244	-4,351,565	-2,278,950	-4,548,872	-4,672,094

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Police

School District CSO Service - 110-280

2020 Accomplishments

- Transitioned services back to the school district.

2021 Goals

- N/A

City of Owatonna
Summary Budget Comparison by Program

DEPT 120: FIRE

PROG 300: FIRE DEPARTMENT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	7,876	2,200	3,982	2,200	12,902	2,500	2,500
	Total Revenues	7,876	2,200	3,982	2,200	12,902	2,500	2,500
	FT Wages	145,304	144,854	154,112	154,306	79,592	161,494	168,929
	OT	1,142	1,000	178	1,000	57	1,000	1,000
	Benefits	64,268	56,783	57,167	56,639	29,214	59,448	54,108
	PERSONAL SERVICES	209,572	201,637	211,279	210,945	108,806	220,942	223,037
	Supplies	4,040	5,400	4,431	5,400	2,547	5,400	5,400
	Repair Supplies	5,320	5,600	6,978	5,600	15,017	5,600	5,600
	Small Tools & Equipment	11,746	14,363	556	763	20	1,063	1,063
	SUPPLIES	21,106	25,363	11,965	11,763	17,584	12,063	12,063
	Professional Services	1,200	2,400	18,059	52,400	100	2,400	2,400
	Communication	1,168	1,900	1,011	1,900	678	1,900	1,900
	Transportation (VRF)	4,200	4,200	4,200	4,200	2,100	4,200	4,200
	Vehicle, Travel & Training	330	3,000	2,286	3,000	0	3,000	1,400
	Advertising & Promotion	758	2,100	1,548	2,100	0	2,100	2,100
	Memberships & Subscriptions	1,248	585	2,194	2,546	275	2,546	2,546
	Insurance	1,140	1,140	1,543	1,500	895	1,590	1,275
	Repair/Maint/Licenses	6,378	6,335	21,642	7,870	19,329	9,405	11,630
	Other Services & Charges	635	900	845	900	362	900	900
	OTHER SERVICES & CHARGES	17,057	22,560	53,328	76,416	23,739	28,041	28,351
	Total Expenditures	247,735	249,560	276,572	299,124	150,129	261,046	263,451
	Net Revenue	-239,859	-247,360	-272,590	-296,924	-137,227	-258,546	-260,951
	Total for PROG 300: FIRE DEPARTMENT	-241,001	-248,360	-272,768	-297,924	-137,284	-259,546	-261,951

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Fire

Administration 120-300

2020 Accomplishments

- Succession Plan training for high percentage of new positions and ff's
- Implemented new Covid -19 Pandemic Plan for the Fire Department
- Implemented new training plan for Covid - 19 for training firefighters.
- Identified new ways for recruitment and retention.
- Regular meetings with neighboring departments.

2021 Goals

- Implement new strategies from the Fire Department Study
- Identify new strategies to reduce response times to emergency calls
- Update Fire Department Policy and Procedures
- New Mutual Aid Agreement with neighboring fire departments
- Implement MN Fire Health and Safety Initiatives for firefighters

City of Owatonna
Summary Budget Comparison by Program

PROG 310: INSPECTION SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	16,112	13,200	16,689	14,200	30,531	14,200	14,200
	Charges for Services	22,584	24,250	12,017	20,250	5,485	20,250	22,250
	Transfers	22,000	22,000	22,000	22,000	11,020	22,000	22,000
	Total Revenues	60,696	59,450	50,706	56,450	47,036	56,450	58,450
	PT/Seasonal Wages	5,892	6,000	7,032	6,000	1,661	7,250	7,730
	Benefits	479	938	627	938	136	594	629
	PERSONAL SERVICES	6,371	6,938	7,659	6,938	1,797	7,844	8,359
	Supplies	613	1,400	552	1,400	591	1,400	1,400
	Small Tools & Equipment	-331	1,300	0	550	0	550	550
	SUPPLIES	282	2,700	552	1,950	591	1,950	1,950
	Professional Services	563	6,000	1,029	6,000	16,438	6,000	6,000
	Communication	804	980	810	980	160	980	980
	Vehicle, Travel & Training	425	1,500	371	1,500	0	1,500	1,000
	Memberships & Subscriptions	1,346	900	1,346	900	1,346	900	1,400
	Insurance	1,900	1,900	2,500	2,500	1,325	2,650	2,125
	Other Services & Charges	2,525	4,000	1,695	4,000	2,951	4,000	4,000
	OTHER SERVICES & CHARGES	7,563	15,280	7,751	15,880	22,220	16,030	15,505
	Total Expenditures	14,216	24,918	15,962	24,768	24,608	25,824	25,814
	Net Revenue	46,480	34,532	34,744	31,682	22,428	30,626	32,636
	Total for PROG 310: INSPECTION SERVICES	46,480	34,532	34,744	31,682	22,428	30,626	32,636

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Fire

Inspection 120-310

2020 Accomplishments

- Implemented burying permit directive and access to state online system
- New contracts with the MN Fire Marshals Office for Schools & Hotels
- Succession plan training with different specific codes
- Implementation of Ipads for Code Enforcement
- Fire Plan Review Training and Certification (In-Progress)
- Fire Inspector I Certification (In-Progress)

2021 Goals

- Adopt the ICC Property Maintenance Code
- Inspection Guideline for Abandoned Property
- Inter-active Fire Code Inspections.
- Propose a new business registration program.
- Online Fire Protection Systems Reporting Program
- Convert paper forms to digital format for Ipad

City of Owatonna
Summary Budget Comparison by Program

PROG 320: PUBLIC EDUCATION SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Supplies	1,503	2,600	2,085	2,600	178	2,600	2,400
	Repair Supplies	1,000	1,000	1,000	1,000	137	1,000	1,000
	Small Tools & Equipment	0	1,200	0	0	0	0	0
	SUPPLIES	2,503	4,800	3,085	3,600	315	3,600	3,400
	Communication	1,649	1,200	1,012	1,200	426	1,200	1,200
	Vehicle, Travel & Training	0	1,000	0	1,000	0	1,000	500
	Insurance	760	760	1,000	1,000	530	1,060	850
	OTHER SERVICES & CHARGES	2,409	2,960	2,012	3,200	956	3,260	2,550
	Total Expenditures	4,912	7,760	5,097	6,800	1,271	6,860	5,950
	Net Revenue	-4,912	-7,760	-5,097	-6,800	-1,271	-6,860	-5,950
	Total for PROG 320: PUBLIC EDUCATION SERVICES	-4,912	-7,760	-5,097	-6,800	-1,271	-6,860	-5,950

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Fire

Public Education 120-320

2020 Accomplishments

- Provided Pandemic Fire Safety Education opportunities for kids
- Promoted Fire Safety with Facebook and Twitter accounts
- Promoted 10 year smoke detector replacement program
- Promoted Fire Explorer Program
- Pandemic Support for Community -Drive by Birthday parties
- Promoted CDC Guidelines for Social Distancing for Covid-19

2021 Goals

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

City of Owatonna
Summary Budget Comparison by Program

PROG 330: EMERGENCY RESPONSE SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	178,496	151,200	188,826	161,200	9,882	174,000	174,000
	Charges for Services	110,417	103,000	114,516	108,500	55,484	110,968	112,000
	Miscellaneous	633	0	346	0	300	0	0
	Total Revenues	289,546	254,200	303,688	269,700	65,666	284,968	286,000
	FT Wages	517,113	529,842	529,054	545,735	236,649	549,884	581,411
	OT	51,461	45,000	76,995	45,000	21,955	45,000	45,000
	PT/Seasonal Wages	77,983	70,000	77,005	72,000	26,969	72,000	72,000
	Holiday/Other	37,400	35,000	79,269	50,000	0	50,000	50,000
	Benefits	419,828	401,067	443,527	431,350	118,677	448,958	453,924
	PERSONAL SERVICES	1,052,324	1,035,909	1,128,855	1,099,085	382,295	1,120,842	1,157,335
	Supplies	12,357	19,325	34,030	37,105	10,879	28,075	20,825
	Repair Supplies	14,118	10,675	10,612	10,675	11,431	9,375	9,375
	Small Tools & Equipment	31,258	49,030	30,306	30,530	33,792	53,530	54,930
	SUPPLIES	57,733	79,030	74,948	78,310	56,102	90,980	85,130
	Professional Services	12,200	13,750	9,349	13,750	12,660	13,750	13,750
	Communication	4,326	815	4,696	815	902	815	815
	Transportation (VRF)	137,000	137,000	141,840	141,840	75,900	151,800	151,800
	Vehicle, Travel & Training	7,301	9,500	10,493	9,500	1,750	9,500	12,000
	Memberships & Subscriptions	545	1,000	50	1,000	545	1,000	1,000
	Insurance	3,040	3,040	4,000	4,000	2,120	4,240	3,400
	Licenses & Inspections	425	750	730	750	600	750	750
	Repair/Maint/Licenses	15,801	9,227	7,863	9,227	2,115	9,227	9,227
	Other Services & Charges	3,156	1,000	3,156	3,000	158	6,995	5,000
	OTHER SERVICES & CHARGES	183,794	176,082	182,177	183,882	96,750	198,077	197,742
	Total Expenditures	1,293,851	1,291,021	1,385,980	1,361,277	535,147	1,409,899	1,440,207
	Net Revenue	-1,004,305	-1,036,821	-1,082,292	-1,091,577	-469,481	-1,124,931	-1,154,207
	Total for PROG 330: EMERGENCY RESPONSE SERVICES	-1,055,766	-1,081,821	-1,159,287	-1,136,577	-491,436	-1,169,931	-1,199,207

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Fire

Emergency Response 120-330

2020 Accomplishments

- Implemented new fire department operational crosswalks
- Succession Plan implementation for new officers and firefighters
- Updated firefighter paging abilities with VHF paging and E-dispatch
- Firefighter Performance Based training and evaluation (On-Going)
- MN Fire Apparatus Operator Certification (In Progress)
- Cancer reduction initiatives, PPE Cleaning, extractors, dryers, filters,

2021 Goals

- Full Time Career Development Plan (Certification & Skills) Fire Officer
- Coordinated Automatic Mutual Aid Agreements
- Provide Technical Rescue Training to match our scope of service
- National Incident Management System Training ICS 100, 200, 300, 400
- Implement a duty shift program for paid on call firefighters.
- Provide live burn proficiency training sessions
- Implement new RapidSOS system with dispatch

City of Owatonna
Summary Budget Comparison by Program

PROG 340: SAFETY SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Supplies	152	739	180	739	98	739	291
	Repair Supplies	134	1,453	158	253	96	253	253
	Small Tools & Equipment	6,601	6,954	8,330	6,954	3,235	9,204	9,500
	SUPPLIES	6,887	9,146	8,668	7,946	3,429	10,196	10,044
	Professional Services	3,180	3,000	7,324	4,000	2,350	14,000	14,000
	Communication	2,798	3,198	1,129	3,198	2,065	3,198	3,198
	Vehicle, Travel & Training	30	57	15	0	0	0	0
	Memberships & Subscriptions	0	464	143	200	0	200	200
	Insurance	760	760	1,000	1,000	530	1,060	850
	OTHER SERVICES & CHARGES	6,768	7,479	9,611	8,398	4,945	18,458	18,248
	Total Expenditures	13,655	16,625	18,279	16,344	8,374	28,654	28,292
	Net Revenue	-13,655	-16,625	-18,279	-16,344	-8,374	-28,654	-28,292
	Total for PROG 340: SAFETY SERVICES	-13,655	-16,625	-18,279	-16,344	-8,374	-28,654	-28,292
	Total for DEPT 120: FIRE	-1,268,854	-1,320,034	-1,420,687	-1,425,963	-615,937	-1,434,365	-1,462,764

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Safety - Fire

Safety Services 120-340

2020 Accomplishments

- Emergency Management Pandemic & Economic Disaster Assistance
- Updated Respiratory Protection Program (OSHA) N-95
- Provide emergency management updates on social media sites.
- Provided Continuity of Operations templates to departments.
- Developed MN Stay Safe Pandemic plan for the fire department
- New Emergency Warning Siren Maintenance Agreement

2021 Goals

- Conduct a functional Disaster Drill in 2021
- Implement Engineering, and control measures into safety program
- Improve individual safety training compliance for all employees
- Increase registration with Everbridge Emergency Warning System.
- Implement Disaster Damage Assessment Application

City of Owatonna
Summary Budget Comparison by Program

DEPT 140: BUILDING INSPECTION

PROG 380: BUILDING INSPECTION DEPARTMENT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	334,022	286,000	304,771	296,000	205,620	301,000	301,000
	Charges for Services	119,494	80,300	164,052	85,300	79,677	85,300	85,300
	Total Revenues	453,516	366,300	468,823	381,300	285,297	386,300	386,300
	FT Wages	295,683	291,769	313,362	309,156	151,415	296,462	315,478
	OT	60	0	22	0	0	0	0
	Holiday/Other	3,211	3,247	12,488	3,416	0	0	0
	Benefits	86,604	85,237	88,563	86,768	48,325	97,948	95,439
	PERSONAL SERVICES	385,498	380,253	414,413	399,340	199,740	394,410	410,917
	Supplies	9,307	5,500	4,960	5,500	1,813	6,000	5,250
	Repair Supplies	889	200	313	200	58	200	200
	Small Tools & Equipment	192	3,150	6,516	2,150	3,184	3,000	1,500
	SUPPLIES	10,388	8,850	11,789	7,850	5,055	9,200	6,950
	Professional Services	194	0	202	0	0	0	1,500
	Communication	1,627	2,400	985	2,200	1,645	1,700	2,000
	Transportation (VRF)	6,600	6,600	7,020	7,020	3,510	7,020	7,020
	Vehicle, Travel & Training	2,731	2,800	2,113	3,800	2,622	3,300	3,300
	Memberships & Subscriptions	455	500	255	500	0	500	500
	Insurance	1,200	1,200	2,300	2,300	1,200	2,400	1,900
	Licenses & Inspections	97	350	65	200	0	200	200
	Repair/Maint/Licenses	3,028	6,200	4,358	6,200	0	3,650	5,150
	OTHER SERVICES & CHARGES	15,932	20,050	17,298	22,220	8,977	18,770	21,570
	Total Expenditures	411,818	409,153	443,500	429,410	213,772	422,380	439,437
	Net Revenue	41,698	-42,853	25,323	-48,110	71,525	-36,080	-53,137
	Total for PROG 380: BUILDING INSPECTION DEPARTMENT	41,638	-42,853	25,301	-48,110	71,525	-36,080	-53,137
	Total for DEPT 140: BUILDING INSPECTION	41,638	-42,853	25,301	-48,110	71,525	-36,080	-53,137

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Public Safety - Building Inspection
Building Inspection 140-380

2020 Accomplishments

Reduced repetitive website information for clarity
Completed residential plan review training for all inspectors for consistency
Started to provide minor plan review, submittal electronically

Now able to perform and record all inspections electronically with Ipads
Started to create fillable forms to be available online

Working with and cross training with the fire department to ensure better consistency with plan reviews and job site inspections
Restructured laserfiche to be compatible with Permit Works programs

2021 Goals

Conduct a lean event to improve commercial plan review submittal/reviews
Update and make all of our submittal forms into fillable forms online
Continue to update and correct online handouts/information to be compliant with the new 2020 MN Building Codes
Establish files in laserfiche and scan all documents as they are approved.
Continue to evaluate indoor and close corner inspection procedures for public safety
Continue to expand electronic plan reviews.
Expand Administrative Technician position to better manage and update online processes.
Better coordinate jobsite inspections with ESC, Fire Department and OPU
Evaluate and improve Temporary Certificate of Occupancy Deposit procedures

City of Owatonna
Summary Budget Comparison by Program

DEPT 150: PLANNING & ZONING

PROG 390: PLANNING & ZONING DEPARTMENT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	1,300	1,000	1,875	1,000	600	1,000	1,000
	Charges for Services	19,772	15,100	16,170	16,500	20,100	16,500	17,500
	Total Revenues	21,072	16,100	18,045	17,500	20,700	17,500	18,500
	FT Wages	107,434	103,413	114,766	111,574	58,489	103,341	130,740
	OT	84	0	31	0	0	0	0
	PT/Seasonal Wages	0	0	0	0	0	25,629	0
	Benefits	32,887	30,558	35,670	32,966	18,080	34,281	37,356
	PERSONAL SERVICES	140,321	133,971	150,436	144,540	76,569	163,251	168,096
	Supplies	1,153	1,000	973	1,000	690	1,000	1,000
	Small Tools & Equipment	0	1,500	2,203	2,000	147	500	500
	SUPPLIES	1,153	2,500	3,176	3,000	837	1,500	1,500
	Professional Services	408	1,400	2,863	1,000	3,137	1,000	2,000
	Communication	1,814	1,500	1,554	1,500	704	1,700	1,700
	Vehicle, Travel & Training	954	2,000	1,562	2,000	198	2,000	2,000
	Advertising & Promotion	5,225	2,000	3,959	2,000	2,859	2,000	4,000
	Memberships & Subscriptions	1,043	1,000	962	1,000	0	1,000	1,000
	Insurance	1,600	1,600	2,600	2,600	1,250	2,500	2,200
	Repair/Maint/Licenses	465	500	465	500	0	500	500
	OTHER SERVICES & CHARGES	11,509	10,000	13,965	10,600	8,148	10,700	13,400
	Total Expenditures	152,983	146,471	167,577	158,140	85,554	175,451	182,996
	Net Revenue	-131,911	-130,371	-149,532	-140,640	-64,854	-157,951	-164,496
	Total for PROG 390: PLANNING & ZONING DEPARTMENT	-131,995	-130,371	-149,563	-140,640	-64,854	-157,951	-164,496

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Planning and Zoning

Planning and Zoning 150-390

2020 Accomplishments

- Assisted in the Development of the Transportation Plan
- Continue to work with Steele County on the redevelopment of the former Highway Dept Site including demolition of buildings
- Continued Flood mitigation efforts by getting grant extended
- Identified potential redevelopment areas for commercial and high density residential uses.
- Annexed 160 acres of land
- Platted 1000 feet of new street

- Completed all zoning approvals for the new high school

2021 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

City of Owatonna
Summary Budget Comparison by Program

PROG 395: G I S PROGRAMS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Transfers	63,000	63,000	57,500	57,500	35,850	71,700	63,350
	Total Revenues	63,000	63,000	57,500	57,500	35,850	71,700	63,350
	FT Wages	73,663	73,445	78,284	78,386	40,455	82,559	87,266
	Benefits	14,250	14,320	15,087	15,099	7,753	15,775	16,472
	PERSONAL SERVICES	87,913	87,765	93,371	93,485	48,208	98,334	103,738
	Supplies	7	500	166	250	2	250	250
	Repair Supplies	0	500	0	250	0	250	250
	Small Tools & Equipment	0	500	0	500	0	500	500
	SUPPLIES	7	1,500	166	1,000	2	1,000	1,000
	Professional Services	15,800	16,700	16,133	18,000	24,800	42,000	20,000
	Communication	180	500	178	250	65	250	250
	Vehicle, Travel & Training	2,557	4,500	789	1,500	0	1,500	1,500
	Repair/Maint/Licenses	155	700	155	200	0	200	200
	OTHER SERVICES & CHARGES	18,692	22,400	17,255	19,950	24,865	43,950	21,950
	Total Expenditures	106,612	111,665	110,792	114,435	73,075	143,284	126,688
	Net Revenue	-43,612	-48,665	-53,292	-56,935	-37,225	-71,584	-63,338
	Total for PROG 395: G I S PROGRAMS	-43,612	-48,665	-53,292	-56,935	-37,225	-71,584	-63,338
	Total for DEPT 150: PLANNING & ZONING	-175,607	-179,036	-202,855	-197,575	-102,079	-229,535	-227,834

CITY OF OWATONNA 2021 PROGRAM BUDGETS
GIS Program
GIS Program 150-395

2020 Accomplishments

- Created an app for park inventory and amenities
- Updated Tree app for Ash Tree treatments
- Created a Signal Maintenance App

- Updated GIS Servers & Software
- Implemented Portal for GIS
- Began migrating all desktop users to ArcGIS Pro

- Continue to provide GIS software and application support for the city's GIS users.

2021 Goals

- Negotiate a new contract with ESRI for software
- Negotiate a new contract with OPU for shared GIS services
- Collaborate with Steele County and OPU on an Emergency Management Site / App
- Educate 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.

City of Owatonna
Summary Budget Comparison by Program

DEPT 211: ENGINEERING

PROG 400: ENGINEERING DEPARTMENT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	16,472	6,000	17,805	7,500	18,158	7,500	2,500
	Charges for Services	20	0	1,960	0	1,240	0	0
	Transfers	473,000	473,000	484,000	484,000	253,010	506,000	510,000
	Total Revenues	489,492	479,000	503,765	491,500	272,408	513,500	512,500
	FT Wages	231,150	217,590	231,101	226,221	118,294	237,715	242,558
	OT	1,439	0	1,812	0	668	0	0
	PT/Seasonal Wages	864	7,500	0	6,000	0	6,000	5,000
	Holiday/Other	2,869	0	0	0	0	0	0
	Benefits	53,937	50,936	66,062	55,264	30,288	57,955	61,273
	PERSONAL SERVICES	288,820	276,026	297,163	287,485	148,582	301,670	308,831
	Supplies	3,719	2,750	1,847	3,250	625	3,000	2,500
	Repair Supplies	40	1,500	0	1,500	0	1,500	1,500
	Small Tools & Equipment	190	3,900	1,093	5,400	3,378	3,900	3,900
	SUPPLIES	3,949	8,150	2,940	10,150	4,003	8,400	7,900
	Professional Services	0	0	43	0	0	0	0
	Communication	2,642	4,100	2,576	4,100	949	3,000	3,000
	Transportation (VRF)	3,900	3,300	3,300	3,300	1,500	3,000	3,000
	Vehicle, Travel & Training	2,735	4,000	5,297	4,000	485	4,500	4,500
	Advertising & Promotion	1,107	250	319	250	119	0	250
	Memberships & Subscriptions	825	1,500	1,605	1,500	2,520	1,500	1,650
	Insurance	2,700	2,700	4,300	4,300	2,250	4,500	3,500
	Licenses & Inspections	1,119	250	1,103	1,000	748	1,000	1,000
	Repair/Maint/Licenses	366	1,000	643	1,000	0	1,000	1,000
	Other Services & Charges	7,521	15,000	14,045	13,000	0	8,000	8,000
	OTHER SERVICES & CHARGES	22,915	32,100	33,231	32,450	8,571	26,500	25,900
	Total Expenditures	315,684	316,276	333,334	330,085	161,156	336,570	342,631
	Net Revenue	173,808	162,724	170,431	161,415	111,252	176,930	169,869
	Total for PROG 400: ENGINEERING DEPARTMENT	172,369	162,724	168,619	161,415	110,584	176,930	169,869

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Works - Engineering

Administration 211-400

2020 Accomplishments

Continue focus on preventative maintenance activities
Update standards for construction, specifications, detail plates, etc.
Completed WWTP Facility Plan and Rate Study
Address I&I in Cedar Avenue Area

2021 Goals

Continue focus on preventative maintenance activities
Update subdivision design standard
Update standards for construction, specifications, detail plates, etc.
Begin construction planning for WWTP expansion

City of Owatonna
Summary Budget Comparison by Program

PROG 410: CONSTRUCTION PROJECTS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	4,082	0	0	0	0	0	0
	Charges for Services	214,417	276,000	241,683	301,500	0	326,500	250,500
	Miscellaneous	-487	0	4,234	0	0	0	0
	Total Revenues	218,012	276,000	245,917	301,500	0	326,500	250,500
	FT Wages	199,324	238,535	254,804	242,295	129,961	254,438	241,072
	OT	2,744	3,000	3,354	3,000	1,266	3,000	3,000
	PT/Seasonal Wages	15,202	5,000	5,075	5,000	416	5,000	5,000
	Holiday/Other	11,235	0	0	0	0	0	0
	Benefits	43,479	51,955	59,660	51,443	25,053	53,904	60,071
	PERSONAL SERVICES	269,240	295,490	319,539	298,738	155,430	313,342	306,143
	Supplies	5,672	8,500	6,991	8,500	1,332	7,500	7,500
	Repair Supplies	469	3,000	394	2,000	0	2,000	2,000
	Small Tools & Equipment	386	3,500	3,564	3,500	210	3,500	3,500
	SUPPLIES	6,527	15,000	10,949	14,000	1,542	13,000	13,000
	Professional Services	329	2,700	638	2,700	73	2,700	2,700
	Communication	573	2,250	506	2,250	234	2,250	2,250
	Transportation (VRF)	21,000	21,000	22,020	22,020	6,000	12,000	12,000
	Vehicle, Travel & Training	1,399	2,000	542	2,000	232	4,000	4,000
	Advertising & Promotion	219	500	327	500	415	500	500
	Licenses & Inspections	608	500	1,049	500	116	500	500
	Repair/Maint/Licenses	271,873	223,500	183,951	233,000	71,764	251,000	251,000
	OTHER SERVICES & CHARGES	296,001	252,450	209,033	262,970	78,834	272,950	272,950
	Total Expenditures	571,768	562,940	539,521	575,708	235,806	599,292	592,093
	Net Revenue	-353,756	-286,940	-293,604	-274,208	-235,806	-272,792	-341,593
	Total for PROG 410: CONSTRUCTION PROJECTS	-356,500	-289,940	-296,958	-277,208	-237,072	-275,792	-344,593
	Total for DEPT 211: ENGINEERING	-184,131	-127,216	-128,339	-115,793	-126,488	-98,862	-174,724

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Works - Engineering

Construction 211-410

2020 Accomplishments

Completed 2020 Street and Utility Project
Completed Overlay Project
Completed petitioned project on Evergreen Pl. NE - Country Creek Ln. NE
Completed 2020 CIPPS Project
Completed 2020 Street Maintenance Project
Work on Design of Bridge Street SW for Federal Aid 2021
Work on Design changes on Truman Avenue S.A.P. Project

2021 Goals

Design and prepare plans and specifications for petitioned projects.
Complete 2021 Streetscaping Project
Complete Bridge Street SW for Federal Aid 2021
Complete Truman Ave. S.A.P. Project
Complete Partridge Ave. Storm Pond
Complete 2021 CIPPS Project
Complete 2021 Street Maintenance Project

City of Owatonna
Summary Budget Comparison by Program

DEPT 212: STREET MAINTENANCE

PROG 420: STREET ADMINISTRATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	2,705	0	0	0	0	0	0
	Charges for Services	3,527	500	1,329	1,000	679	1,000	0
	Total Revenues	6,232	500	1,329	1,000	679	1,000	0
	FT Wages	495,061	462,832	504,323	483,038	277,595	506,132	531,040
	OT	18,396	5,230	15,972	5,230	6,670	5,230	5,230
	PT/Seasonal Wages	172	0	0	0	0	0	0
	Holiday/Other	9,846	0	0	0	0	0	0
	Benefits	233,865	181,100	240,319	196,862	118,423	207,026	224,863
	PERSONAL SERVICES	738,944	643,932	744,642	679,900	396,018	713,158	755,903
	Supplies	24,732	38,400	45,426	42,500	14,157	42,500	41,750
	Repair Supplies	19,235	42,500	32,537	22,500	19,168	22,500	22,500
	Small Tools & Equipment	7,585	4,900	9,457	6,400	2,634	6,400	6,400
	SUPPLIES	51,552	85,800	87,420	71,400	35,959	71,400	70,650
	Professional Services	136	200	838	500	241	500	500
	Communication	4,537	5,750	4,045	5,750	2,055	3,750	3,900
	Transportation (VRF)	4,000	4,000	4,020	4,020	2,010	4,020	4,020
	Vehicle, Travel & Training	192	2,500	2,176	5,400	144	4,000	2,500
	Advertising & Promotion	523	250	614	250	0	250	250
	Memberships & Subscriptions	30	400	3,282	400	1,500	400	3,500
	Insurance	4,175	4,175	6,625	6,550	3,550	7,100	5,775
	Licenses & Inspections	3,993	2,800	1,802	3,000	757	3,000	3,000
	Repair/Maint/Licenses	3,214	10,000	6,628	7,700	16,945	7,700	9,200
	Rents/Leases	43	1,000	36	1,000	484	1,000	1,000
	Other Services & Charges	1,106	1,625	4,115	6,500	4,517	6,500	6,500
	OTHER SERVICES & CHARGES	21,949	32,700	34,181	41,070	32,203	38,220	40,145
	Total Expenditures	812,445	762,432	866,243	792,370	464,180	822,778	866,698
	Net Revenue	-806,213	-761,932	-864,914	-791,370	-463,501	-821,778	-866,698
	Total for PROG 420: STREET ADMINISTRATION	-824,609	-767,162	-880,886	-796,600	-470,171	-827,008	-871,928

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Works - Street

Administration 212-420

2020 Accomplishments

Completed remodel of employee area at city shop
Negotiated lower pricing from multiple vendors
Street Overlays
Contracted out sealcoating and crack filling
Completed improvements to Salt Shed

2021 Goals

Cross training within department
Departmental process assessment
Organizational improvements within the facilities
VRF assessment

City of Owatonna
Summary Budget Comparison by Program

PROG 421: ICE & SNOW REMOVAL

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	151,507	130,000	160,497	135,000	50,000	145,000	145,000
	Charges for Services	-80	0	300	1,000	80	500	0
	Total Revenues	151,427	130,000	160,797	136,000	50,080	145,500	145,000
	FT Wages	168,631	179,653	154,806	187,698	125,266	182,058	190,763
	OT	37,797	26,600	38,914	26,600	9,993	26,600	26,600
	Holiday/Other	0	120	0	120	0	0	0
	Benefits	80,840	84,634	59,500	84,773	51,965	83,460	87,793
	PERSONAL SERVICES	249,471	264,407	214,306	272,591	177,231	265,518	278,556
	Supplies	167,735	114,200	199,998	116,200	55,676	141,200	165,200
	Repair Supplies	32,772	40,000	48,090	40,000	6,472	40,000	40,000
	Small Tools & Equipment	0	1,500	20	1,500	0	1,500	1,500
	SUPPLIES	200,507	155,700	248,108	157,700	62,148	182,700	206,700
	Professional Services	1,384	0	3,293	2,500	1,395	2,500	2,500
	Transportation (VRF)	120,000	120,000	126,000	126,000	63,000	126,000	121,000
	Vehicle, Travel & Training	123	500	0	0	0	0	1,500
	Insurance	3,340	3,340	5,240	5,240	2,840	5,680	4,620
	Repair/Maint/Licenses	7,673	7,200	2,446	4,700	35	4,700	4,700
	Rents/Leases	58,684	30,000	83,919	30,000	25,502	30,000	55,000
	Other Services & Charges	0	0	937	0	0	0	0
	OTHER SERVICES & CHARGES	191,204	161,040	221,835	168,440	92,772	168,880	189,320
	Total Expenditures	641,182	581,147	684,249	598,731	332,151	617,098	674,576
	Net Revenue	-489,755	-451,147	-523,452	-462,731	-282,071	-471,598	-529,576
	Total for PROG 421: ICE & SNOW REMOVAL	-527,552	-477,747	-562,366	-489,331	-292,064	-498,198	-556,176

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Works - Street

Ice/Snow Removal 212-421

2020 Accomplishments

Continue current level of snow removal and ice control with increased mileage of streets due to new annexations.
Salt management due to lack of supply
Streamline cutting edge inventory
Utilized an area specific weather service at no cost

2021 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
Utilize "Smart Salting" training through MPCA for all staff
Install road temp monitors on trucks to optimize salt usage
Purchase v-box sander for pickup to do alleys and parking lots
Increase brine tank applicator usage

City of Owatonna
Summary Budget Comparison by Program

PROG 422: STREET SIGNS AND MARKINGS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	12,911	0	4,272	7,500	0	7,500	7,500
	Charges for Services	678	0	0	0	167	0	0
	Total Revenues	13,589	0	4,272	7,500	167	7,500	7,500
	FT Wages	37,565	72,498	46,249	76,383	17,505	80,053	83,833
	OT	1,686	1,850	1,560	1,850	330	1,850	1,850
	PT/Seasonal Wages	1,147	6,000	0	6,000	0	6,000	6,000
	Benefits	22,506	38,400	27,466	39,137	10,318	40,453	41,683
	PERSONAL SERVICES	61,218	116,898	73,715	121,520	27,823	126,506	131,516
	Supplies	19,394	33,600	16,446	33,600	9,731	33,600	33,600
	Repair Supplies	24,886	17,000	10,812	27,000	4,399	27,000	37,000
	Small Tools & Equipment	0	1,000	3,267	1,000	731	1,000	1,400
	SUPPLIES	44,280	51,600	30,525	61,600	14,861	61,600	72,000
	Professional Services	0	0	0	0	0	35,000	0
	Transportation (VRF)	4,000	4,000	4,020	4,020	2,010	4,020	4,020
	Vehicle, Travel & Training	342	800	61	0	0	0	0
	Insurance	835	835	1,310	1,310	710	1,420	1,155
	Utilities	0	150	0	0	0	0	0
	Repair/Maint/Licenses	8,816	11,600	9,313	11,600	0	11,600	11,600
	OTHER SERVICES & CHARGES	13,993	17,385	14,704	16,930	2,720	52,040	16,775
	Total Expenditures	119,491	185,883	118,944	200,050	45,404	240,146	220,291
	Net Revenue	-105,902	-185,883	-114,672	-192,550	-45,237	-232,646	-212,791
	Total for PROG 422: STREET SIGNS AND MARKINGS	-107,588	-187,733	-116,232	-194,400	-45,567	-234,496	-214,641

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Works - Street

Signs/Markings 212-422

2020 Accomplishments

Updated sign inventory

Systematic replacement of street signage

Improved street markings

Transitioned to night shift painting

2021 Goals

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

Continue replacement of street signs on systematic basis

Crosstraining within department

City of Owatonna
Summary Budget Comparison by Program

PROG 423: FORESTRY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	92,442	0	0	0	0	0	0
	Charges for Services	4,632	1,000	4,251	800	3,410	800	800
	Total Revenues	97,074	1,000	4,251	800	3,410	800	800
	FT Wages	120,166	106,404	142,411	111,885	66,768	118,026	123,673
	OT	6,718	1,000	5,059	1,000	4,570	1,000	1,000
	PT/Seasonal Wages	626	0	0	0	0	0	0
	Benefits	46,477	48,671	48,091	42,415	24,259	44,441	45,738
	PERSONAL SERVICES	167,269	155,075	190,502	154,300	91,027	162,467	169,411
	Supplies	17,732	13,800	16,549	12,800	9,966	12,800	12,800
	Repair Supplies	10,018	6,500	2,589	6,000	2,565	6,000	6,000
	Small Tools & Equipment	5,556	2,100	3,516	2,450	283	5,250	5,500
	SUPPLIES	33,306	22,400	22,654	21,250	12,814	24,050	24,300
	Communication	0	50	0	0	0	0	0
	Transportation (VRF)	21,000	21,000	21,000	21,000	10,500	21,000	21,000
	Vehicle, Travel & Training	694	1,400	33	0	0	500	500
	Memberships & Subscriptions	85	300	0	300	0	300	300
	Insurance	835	835	1,310	1,310	710	1,420	1,155
	Repair/Maint/Licenses	0	5,000	3,676	5,000	244	5,000	5,000
	Rents/Leases	10,508	1,000	0	1,000	0	0	0
	Other Services & Charges	1,300	1,500	21,470	21,500	6,384	21,500	21,500
	OTHER SERVICES & CHARGES	34,422	31,085	47,489	50,110	17,838	49,720	49,455
	Total Expenditures	234,997	208,560	260,645	225,660	121,679	236,237	243,166
	Net Revenue	-137,923	-207,560	-256,394	-224,860	-118,269	-235,437	-242,366
	Total for PROG 423: FORESTRY	-144,641	-208,560	-261,453	-225,860	-122,839	-236,437	-243,366

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Works - Street

Forestry 212-423

2020 Accomplishments

Trim trees for longevity, appearance and site obstruction as needed.
Updated tree inventory
EAB insecticide treatment plan
Phase 1 EAB insecticide treatment completed

2021 Goals

Trim trees for longevity, appearance and site obstruction as needed.
Crosstraining within department for succession planning
Evaluate arborist certification needs
More aggressive ash tree removals
Increased EAB monitoring

City of Owatonna
Summary Budget Comparison by Program

PROG 425: STREET CLEANING

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 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	69,822	83,430	67,865	83,398	26,932	85,435	89,602
	OT	1,024	0	461	0	176	0	0
	Holiday/Other	0	0	100	0	0	0	0
	Benefits	31,092	36,332	21,764	32,230	10,239	34,505	35,569
	PERSONAL SERVICES	100,914	119,762	89,729	115,628	37,171	119,940	125,171
	Supplies	6,529	13,000	9,817	11,000	4,041	10,000	10,000
	Repair Supplies	17,060	21,500	9,804	21,500	3,386	21,500	16,500
	SUPPLIES	23,589	34,500	19,621	32,500	7,427	31,500	26,500
	Transportation (VRF)	44,400	44,400	45,600	45,600	28,200	56,400	56,400
	Vehicle, Travel & Training	123	0	0	0	0	0	0
	Insurance	2,505	2,505	3,930	3,930	2,130	4,260	3,465
	Repair/Maint/Licenses	0	100	112	100	0	100	0
	OTHER SERVICES & CHARGES	47,028	47,005	49,642	49,630	30,330	60,760	59,865
	Total Expenditures	171,531	201,267	158,992	197,758	74,928	212,200	211,536
	Net Revenue	-121,531	-151,267	-108,992	-147,758	-49,918	-162,200	-161,536
	Total for PROG 425: STREET CLEANING	-122,555	-151,267	-109,453	-147,758	-50,094	-162,200	-161,536

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Public Works - Street

Street Cleaning 212-425

2020 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.

Tymco sweeper upgrade

More aggressive spring sweeping schedule

Full utilization of broom assist on Tymco

2021 Goals

Optimize sweeping activities to only that which is necessary.

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

Improve fall leaf sweeping efficiencies

Optimize sweepers working together with a truck

Eliminate leaf disposal fees

City of Owatonna
Summary Budget Comparison by Program

PROG 426: STREET MAINTENANCE REPAIR

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Licenses & Permits	1,115	1,500	1,800	1,500	1,000	0	500
	Intergovernmental Revenue	25,500	25,500	150,757	25,500	12,750	25,500	25,500
	Charges for Services	9,162	0	270	0	0	0	0
	Miscellaneous	1,787	0	0	0	0	0	0
	Total Revenues	37,564	27,000	152,827	27,000	13,750	25,500	26,000
	FT Wages	208,830	221,426	239,651	233,672	59,390	240,294	251,503
	OT	6,836	2,320	7,490	2,320	909	2,320	2,320
	PT/Seasonal Wages	19,995	2,000	22,355	2,000	1,680	2,000	2,000
	Holiday/Other	14,147	0	0	0	0	0	0
	Benefits	67,407	102,450	88,851	96,597	22,840	108,800	112,101
	PERSONAL SERVICES	310,379	325,876	350,857	332,269	83,910	351,094	365,604
	Supplies	186,295	177,400	238,221	174,900	31,615	179,900	191,500
	Repair Supplies	24,515	18,000	11,986	18,000	1,994	18,000	18,000
	Small Tools & Equipment	2,687	5,500	2,364	5,500	351	5,500	5,500
	Other Supplies	74,908	124,000	0	0	0	0	0
	SUPPLIES	288,405	324,900	252,571	198,400	33,960	203,400	215,000
	Transportation (VRF)	164,100	164,100	186,200	169,200	89,400	178,800	198,800
	Vehicle, Travel & Training	756	200	0	0	0	750	750
	Insurance	5,010	5,010	7,860	7,860	4,260	8,520	6,930
	Repair/Maint/Licenses	188,566	151,600	215,567	275,600	37,823	255,600	252,000
	Rents/Leases	24,359	25,000	24,359	25,000	24,367	25,000	0
	Other Services & Charges	1,442	1,000	0	1,000	0	1,000	0
	OTHER SERVICES & CHARGES	384,233	346,910	433,986	478,660	155,850	469,670	458,480
	Total Expenditures	983,017	997,686	1,037,414	1,009,329	273,720	1,024,164	1,039,084
	Net Revenue	-945,453	-970,686	-884,587	-982,329	-259,970	-998,664	-1,013,084
	Total for PROG 426: STREET MAINTENANCE REPAIR	-952,289	-973,006	-892,077	-984,649	-260,879	-1,000,984	-1,015,404
	Total for DEPT 212: STREET MAINTENANCE	-2,677,353	-2,765,475	-2,822,467	-2,838,598	-1,241,614	-2,959,323	-3,063,051

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Public Works - Street
Street Maintenance/Repair 212-426

2020 Accomplishments

Contracted crack sealing and sealcoating of approximately 8 miles of bituminous pavement
Street Overlays
Purchased Durapatch machine from MNDOT
Departmental Durapatch process
Concrete street patching

2021 Goals

Evaluate options for street patching, including use a Durapatch

Continue overlay program
Concrete road R&R implementation
Purchase concrete saw and tools

City of Owatonna
Summary Budget Comparison by Program

DEPT 380: AIRPORT

PROG 490: AIRPORT

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	1,421	1,775	500	1,500	0	1,500	500
	Charges for Services	144,895	160,150	147,596	153,150	54,080	153,100	151,500
	Interest on Investments	0	0	1,566	0	0	0	0
	Miscellaneous	145,551	135,000	132,747	135,500	52,033	141,500	164,000
	Total Revenues	291,867	296,925	282,409	290,150	106,113	296,100	316,000
	FT Wages	82,981	79,679	89,035	85,049	45,610	89,562	94,451
	PT/Seasonal Wages	9,284	1,250	0	1,250	0	1,250	1,250
	Benefits	36,136	32,754	36,116	35,219	10,373	20,436	21,092
	PERSONAL SERVICES	128,401	113,683	125,151	121,518	55,983	111,248	116,793
	Supplies	101,372	112,000	107,287	103,000	30,461	103,300	102,100
	Small Tools & Equipment	0	1,300	676	1,700	0	1,700	1,700
	Concession Supplies	0	150	0	0	0	0	0
	SUPPLIES	101,372	113,450	107,963	104,700	30,461	105,000	103,800
	Professional Services	22,911	18,000	20,200	18,000	10,400	18,000	19,800
	Communication	8,384	7,950	8,205	7,400	3,069	7,400	7,800
	Vehicle, Travel & Training	1,389	2,840	1,372	1,840	453	1,840	1,910
	Advertising & Promotion	4,595	6,000	5,478	6,000	503	5,500	5,000
	Memberships & Subscriptions	675	600	425	600	425	600	600
	Insurance	14,100	14,100	21,300	21,300	11,450	22,900	20,300
	Licenses & Inspections	113	1,000	61	200	103	150	150
	Utilities	32,944	36,700	37,818	37,400	12,653	34,600	27,500
	Repair/Maint/Licenses	188	0	155	0	0	0	0
	Other Services & Charges	18,723	21,500	23,970	20,500	17,675	24,000	22,500
	OTHER SERVICES & CHARGES	104,022	108,690	118,984	113,240	56,731	114,990	105,560
	Total Expenditures	333,795	335,823	352,098	339,458	143,175	331,238	326,153
	Net Revenue	-41,928	-38,898	-69,689	-49,308	-37,062	-35,138	-10,153
	Total for PROG 490: AIRPORT	-41,928	-38,898	-69,689	-49,308	-37,062	-35,138	-10,153

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Community Development - Airport
Administration 380-490

2020 Accomplishments

- Negotiated commercial lease agreements with two new airport based businesses.
- Approved federal grant assistance (CARES Act funding) to offset COVID 19 related impacts
- Worked with chamber of commerce, airport business development working group, and area business to promote use of business aviation.
- Initiated T-Hangar Building redesign phase for additional hangar space. Secured federal and state grant funding for 100% funding participation for this work.
- Provided high quality transportation infrastructure for corporate and general aviation users.

2021 Goals

- Continue to provide high level of customer service, welcoming facilities, and quality amenities for visitors to the community.
- Negotiate new farm land lease agreements for all bid and non-bid parcels
- Continue to work with airport business development group to identify and develop qualified leads for prospective airport based businesses.
- Continue to 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 additional business aviation transportation service or flight department options to the airport.

City of Owatonna
Summary Budget Comparison by Program

PROG 491: AIRPORT BUILDING & MAINTENANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	43,359	67,212	68,115	67,212	42,868	69,017	69,017
	Total Revenues	43,359	67,212	68,115	67,212	42,868	69,017	69,017
	FT Wages	439	3,097	9	3,301	0	3,473	3,666
	OT	143	0	0	0	0	0	0
	PT/Seasonal Wages	16,148	20,848	25,029	22,260	10,631	22,226	23,545
	Benefits	2,551	5,573	4,514	5,960	1,935	5,206	5,415
	PERSONAL SERVICES	19,138	29,518	29,552	31,521	12,566	30,905	32,626
	Supplies	15,585	13,100	18,167	13,500	5,517	17,000	17,500
	Repair Supplies	15,518	11,400	5,637	11,400	1,754	10,400	10,000
	Small Tools & Equipment	3,642	500	4,756	500	0	500	400
	SUPPLIES	34,745	25,000	28,560	25,400	7,271	27,900	27,900
	Transportation (VRF)	14,400	14,400	25,080	25,080	12,540	25,080	25,080
	Repair/Maint/Licenses	15,869	20,250	16,544	18,500	15,861	24,500	24,500
	OTHER SERVICES & CHARGES	30,269	34,650	41,624	43,580	28,401	49,580	49,580
	Total Expenditures	84,152	89,168	99,736	100,501	48,238	108,385	110,106
	Net Revenue	-40,793	-21,956	-31,621	-33,289	-5,370	-39,368	-41,089
	Total for PROG 491: AIRPORT BUILDING & MAINTENANCE	-40,936	-21,956	-31,621	-33,289	-5,370	-39,368	-41,089
	Total for DEPT 380: AIRPORT	-82,864	-60,854	-101,310	-82,597	-42,432	-74,506	-51,242

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Community Development - Airport
Buildings/Maintenance 380-491

2020 Accomplishments

- Completed painting the exterior of the main hangar complex including securing 70% state grant.
- Completed Phase 1 (structural review) and Phase 2 (paint support pylons) of the T-38 aircraft display maintenance program.
- Replaced deprecated snow removal equipment and including securing 95% state and federal funding participation.
- Completed 100% of airport Preventive Maintenance Program.
- Repaired damaged tile lines in airport leased farmland areas.
- Worked with MnDOT Aeronauticcs to inspect airport Nav aids and install new VOR directional beacon.

2021 Goals

- Complete T-Hangar site preparation, footings, floor, and building project.
- Replace depreciated airport 1-ton utility vehicle.
- Complete remaining brush and tree removals in tiled and drainage areas.
- Complete Phase 3 (painting aircraft) of the T-38 aircraft display maintenance program to include adding public walkway.
- Continue to maintain existing buildings, equipment, and navigational aids through efficient preventive maintenance program.

City of Owatonna
Summary Budget Comparison by Program

DEPT 420: LIBRARY

PROG 600: LIBRARY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	18,772	18,800	18,454	18,800	9,500	18,800	18,800
	Total Revenues	18,772	18,800	18,454	18,800	9,500	18,800	18,800
	FT Wages	110,599	111,021	116,381	118,648	59,759	125,102	132,417
	PT/Seasonal Wages	26,041	21,497	30,674	22,960	10,039	24,195	25,593
	Benefits	45,406	43,176	47,881	46,492	23,855	48,773	51,157
	PERSONAL SERVICES	182,046	175,694	194,936	188,100	93,653	198,070	209,167
	Supplies	22	300	6	300	0	100	0
	Library Materials	0	0	0	300	0	0	0
	SUPPLIES	22	300	6	600	0	100	0
	Professional Services	429	300	170	300	0	300	200
	Communication	1,147	1,800	1,067	1,500	406	1,200	1,100
	Vehicle, Travel & Training	2,898	5,640	2,640	3,655	2,102	3,000	1,250
	Advertising & Promotion	1,087	1,500	358	1,250	125	1,500	750
	Memberships & Subscriptions	2,118	1,700	1,084	1,750	420	1,500	1,000
	Insurance	550	550	850	850	440	880	720
	Repair/Maint/Licenses	310	300	465	310	0	310	465
	Rents/Leases	0	400	0	500	0	0	0
	Other Services & Charges	4,832	5,000	4,779	5,000	1,618	5,000	52,743
	OTHER SERVICES & CHARGES	13,371	17,190	11,413	15,115	5,111	13,690	58,228
	Total Expenditures	195,439	193,184	206,355	203,815	98,764	211,860	267,395
	Net Revenue	-176,667	-174,384	-187,901	-185,015	-89,264	-193,060	-248,595
	Total for PROG 600: LIBRARY	-176,667	-174,384	-187,901	-185,015	-89,264	-193,060	-248,595

City of Owatonna
Summary Budget Comparison by Program

PROG 610: CIRCULATION SERVICES PROGRAM

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	63,492	63,900	61,647	63,900	30,455	62,400	62,400
	Fines & Forfeits	8,255	9,000	8,736	9,000	2,115	9,000	750
	Miscellaneous	40	0	0	50	0	0	0
	Total Revenues	71,787	72,900	70,383	72,950	32,570	71,400	63,150
	FT Wages	190,692	161,122	158,227	162,475	76,668	106,998	113,261
	PT/Seasonal Wages	215,266	259,198	200,459	258,110	57,596	266,122	207,402
	Holiday/Other	3,150	0	8,039	0	0	0	0
	Benefits	72,313	80,055	77,504	81,198	31,577	83,802	80,035
	PERSONAL SERVICES	481,421	500,375	444,229	501,783	165,841	456,922	400,698
	Supplies	1,268	800	536	800	3,280	1,000	600
	Small Tools & Equipment	1,575	1,000	2,324	1,250	45	1,250	750
	Library Materials	116,231	104,500	104,101	104,500	27,197	108,000	77,500
	SUPPLIES	119,074	106,300	106,961	106,550	30,522	110,250	78,850
	Professional Services	-1	0	-1	0	0	0	0
	Communication	2,943	3,000	150	3,000	55	3,000	500
	Vehicle, Travel & Training	68	0	29	0	0	0	0
	Insurance	1,760	1,760	2,720	2,720	1,408	2,816	2,304
	Repair/Maint/Licenses	0	400	0	0	0	0	0
	Other Services & Charges	19,330	19,655	19,114	19,655	6,473	19,655	0
	OTHER SERVICES & CHARGES	24,100	24,815	22,012	25,375	7,936	25,471	2,804
	Total Expenditures	624,595	631,490	573,202	633,708	204,299	592,643	482,352
	Net Revenue	-552,808	-558,590	-502,819	-560,758	-171,729	-521,243	-419,202
	Total for PROG 610: CIRCULATION SERVICES PROGRAM	-552,808	-558,590	-502,819	-560,758	-171,729	-521,243	-419,202

City of Owatonna
Summary Budget Comparison by Program

PROG 620: LIBRARY SITE USE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	55,017	55,100	54,086	55,100	27,500	55,020	54,086
	Charges for Services	8,982	8,000	8,594	9,100	2,271	9,250	8,750
	Miscellaneous	0	2,850	0	0	0	0	0
	Total Revenues	63,999	65,950	62,680	64,200	29,771	64,270	62,836
	FT Wages	102,596	92,334	57,663	97,135	25,877	52,224	55,185
	OT	351	0	0	0	0	0	0
	PT/Seasonal Wages	9,797	7,449	10,714	7,888	3,549	8,259	8,678
	Holiday/Other	630	0	1,507	0	0	0	0
	Benefits	31,381	31,116	18,578	33,110	6,684	14,997	15,714
	PERSONAL SERVICES	144,404	130,899	88,462	138,133	36,110	75,480	79,577
	Supplies	2,911	4,300	3,542	3,800	1,574	2,950	3,500
	Repair Supplies	4,934	3,000	6,536	4,000	5,256	6,000	6,500
	Small Tools & Equipment	2,742	2,000	835	1,750	266	2,000	1,350
	Library Materials	5,298	4,500	5,163	4,500	2,155	4,500	3,000
	SUPPLIES	15,885	13,800	16,076	14,050	9,251	15,450	14,350
	Professional Services	1,626	1,500	30,476	1,500	7,655	34,186	34,186
	Communication	1,461	2,100	878	2,100	806	1,500	1,500
	Vehicle, Travel & Training	50	0	6	0	0	0	0
	Insurance	1,595	1,595	2,465	2,465	1,276	2,552	2,088
	Repair/Maint/Licenses	7,533	4,000	4,147	5,150	5,313	3,100	2,350
	Rents/Leases	1,776	1,600	2,124	1,600	1,018	0	2,200
	Other Services & Charges	5,998	6,615	6,418	6,700	2,517	5,150	640
	OTHER SERVICES & CHARGES	20,039	17,410	46,514	19,515	18,585	46,488	42,964
	Total Expenditures	180,328	162,109	151,052	171,698	63,946	137,418	136,891
	Net Revenue	-116,329	-96,159	-88,372	-107,498	-34,175	-73,148	-74,055
	Total for PROG 620: LIBRARY SITE USE	-116,680	-96,159	-88,372	-107,498	-34,175	-73,148	-74,055

City of Owatonna
Summary Budget Comparison by Program

PROG 630: LIBRARY INFORMATION SERVICES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	25,262	25,300	24,834	25,300	12,500	25,262	24,834
	Total Revenues	25,262	25,300	24,834	25,300	12,500	25,262	24,834
	FT Wages	191,512	177,422	190,906	189,252	97,657	199,242	210,489
	Holiday/Other	1,260	0	502	0	0	0	0
	Benefits	54,985	52,994	69,350	56,916	22,294	48,025	50,298
	PERSONAL SERVICES	247,757	230,416	260,758	246,168	119,951	247,267	260,787
	Small Tools & Equipment	3,923	12,000	11,779	12,000	795	12,000	12,500
	Library Materials	1,708	2,000	3,781	1,500	0	0	2,000
	SUPPLIES	5,631	14,000	15,560	13,500	795	12,000	14,500
	Insurance	715	715	1,105	1,105	572	1,144	936
	Other Services & Charges	19,330	19,655	19,474	20,000	6,833	20,000	0
	OTHER SERVICES & CHARGES	20,045	20,370	20,579	21,105	7,405	21,144	936
	Total Expenditures	273,433	264,786	296,897	280,773	128,151	280,411	276,223
	Net Revenue	-248,171	-239,486	-272,063	-255,473	-115,651	-255,149	-251,389
	Total for PROG 630: LIBRARY INFORMATION SERVICES	-248,171	-239,486	-272,063	-255,473	-115,651	-255,149	-251,389

City of Owatonna
Summary Budget Comparison by Program

PROG 640: LIBRARY OFF-SITE USE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	40,886	39,500	40,474	39,500	18,942	39,703	40,474
	Total Revenues	40,886	39,500	40,474	39,500	18,942	39,703	40,474
	FT Wages	18,470	14,565	20,264	15,554	10,476	16,392	17,340
	PT/Seasonal Wages	0	1,000	0	1,000	0	1,000	1,000
	Benefits	6,248	5,377	6,419	5,787	3,391	6,063	6,350
	PERSONAL SERVICES	24,718	20,942	26,683	22,341	13,867	23,455	24,690
	Other Supplies	28,565	27,132	28,686	27,132	3,442	28,500	28,686
	SUPPLIES	28,565	27,132	28,686	27,132	3,442	28,500	28,686
	Insurance	880	880	1,360	1,360	704	1,408	1,152
	OTHER SERVICES & CHARGES	880	880	1,360	1,360	704	1,408	1,152
	Total Expenditures	54,163	48,954	56,729	50,833	18,013	53,363	54,528
	Net Revenue	-13,277	-9,454	-16,255	-11,333	929	-13,660	-14,054
	Total for PROG 640: LIBRARY OFF-SITE USE	-13,277	-9,454	-16,255	-11,333	929	-13,660	-14,054
	Total for DEPT 420: LIBRARY	-1,107,603	-1,078,073	-1,067,410	-1,120,077	-409,890	-1,056,260	-1,007,295

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture and Recreation - Library
Library 420-600 thru 420-640

2020 Accomplishments

Instituted online story times
Worked with local organizations and city departments on programming.
Changed focus to online Summer Reading Program and virtual programming

Offered more programs for teens.
Began renovation of 3rd floor meeting room into a handicap accessible restroom.
Began converting staff office into small conference room
Began work on book drop on north side of building.
Painted lower level of library
Collaborated with Allina Foundation to provide snacks in Children's Services.
Partnered with the School District to host the summer meal program

2021 Goals

Become fine-free on all materials
Painting the 2nd floor of library

Increase virtual programming offerings

Will look to expand programming to other locations in the community.
Investigate opportunities for bilingual support for homework.

Develop 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.
Survey patrons about interest for future classes/workshops.

City of Owatonna
Summary Budget Comparison by Program

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

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	0	0	328	0	0	0	0
	Total Revenues	0	0	328	0	0	0	0
	FT Wages	129,981	170,274	91,713	169,699	72,644	148,024	228,844
	PT/Seasonal Wages	67,275	56,884	69,853	57,176	8,392	34,820	0
	Holiday/Other	19,892	5,351	0	0	0	0	0
	Benefits	60,023	64,369	50,419	90,357	24,090	47,293	78,776
	PERSONAL SERVICES	277,171	296,878	211,985	317,232	105,126	230,137	307,620
	Supplies	4,970	5,000	3,996	4,500	411	3,500	3,000
	Small Tools & Equipment	0	200	0	200	0	200	1,000
	SUPPLIES	4,970	5,200	3,996	4,700	411	3,700	4,000
	Professional Services	21,926	300	52,354	200	0	200	0
	Communication	1,633	1,500	872	1,500	251	1,500	1,200
	Vehicle, Travel & Training	2,320	5,000	1,373	2,500	-463	2,500	1,700
	Advertising & Promotion	4,616	5,000	2,191	4,000	875	4,000	2,000
	Printing	0	500	0	500	0	200	200
	Memberships & Subscriptions	2,365	3,000	3,376	3,000	1,871	3,000	3,000
	Repair/Maint/Licenses	620	465	620	465	0	500	500
	Other Services & Charges	360	5,000	15,625	14,500	14,040	14,750	17,700
	OTHER SERVICES & CHARGES	33,840	20,765	76,411	26,665	16,574	26,650	26,300
	Total Expenditures	315,981	322,843	292,392	348,597	122,111	260,487	337,920
	Net Revenue	-315,981	-322,843	-292,064	-348,597	-122,111	-260,487	-337,920
	Total for PROG 500: PARK & REC ADMINISTRATION	-315,981	-322,843	-292,064	-348,597	-122,111	-260,487	-337,920
	Total for DEPT 510: PARK & REC ADMINISTRATION	-315,981	-322,843	-292,064	-348,597	-122,111	-260,487	-337,920

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Park and Recreation
Administration 510-500

2020 Accomplishments

Adopted Master Park and Trail Plan
Switched to new software system
Continued recreation programming during Covid-19 restrictions
Maintained park system and programming with reduced staff
Repurposing Fitness Center to meeting community needs
Completed Nass property soccer complex and demolished adjacent house

2021 Goals

Start implementation of Master Park and Trail Plan
Analyze department structure
Look for department efficiencies
Continue seeking new partnerships
Reduce the impact of floods within our parks
Increase safety in our parks with cameras

City of Owatonna
Summary Budget Comparison by Program

DEPT 511: PARK MAINTENANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	51,106	35,000	30,153	35,000	0	35,000	35,000
	Charges for Services	86,084	45,000	69,778	45,000	3,673	45,000	45,000
	Miscellaneous	38,915	38,000	40,725	34,000	4,309	40,615	40,615
	Total Revenues	176,105	118,000	140,656	114,000	7,982	120,615	120,615
	FT Wages	379,327	414,821	466,351	510,864	220,911	493,422	571,359
	OT	10,081	12,000	14,314	12,000	3,265	12,000	12,000
	PT/Seasonal Wages	204,657	209,600	158,930	153,379	38,778	203,290	165,872
	Benefits	182,626	202,915	197,647	232,322	93,442	232,276	281,365
	PERSONAL SERVICES	766,610	827,336	822,928	896,565	353,131	928,988	1,018,596
	Supplies	145,748	141,750	156,932	126,500	56,214	150,000	153,000
	Repair Supplies	100,745	91,700	94,611	91,500	51,651	95,500	95,500
	Small Tools & Equipment	43,061	16,800	31,019	30,000	27,398	15,000	15,000
	SUPPLIES	289,554	250,250	282,562	248,000	135,263	260,500	263,500
	Professional Services	84,364	45,650	94,303	66,500	47,806	81,000	81,000
	Communication	2,025	2,550	1,256	1,500	521	1,500	1,500
	Transportation (VRF)	74,400	74,400	88,800	88,800	51,000	102,000	105,000
	Vehicle, Travel & Training	3,887	3,100	1,259	3,100	18	3,100	2,100
	Advertising & Promotion	892	500	184	500	50	500	500
	Memberships & Subscriptions	931	225	640	1,000	415	1,000	750
	Insurance	24,515	24,500	31,700	31,700	17,193	34,100	29,700
	Licenses & Inspections	5,465	2,500	1,287	2,500	1,165	2,500	2,500
	Repair/Maint/Licenses	17,002	7,500	5,756	3,000	6,169	3,250	3,250
	Rents/Leases	12,080	11,000	18,198	16,000	4,919	16,000	16,000
	Other Services & Charges	24,535	15,500	21,985	26,000	7,171	26,000	20,500
	OTHER SERVICES & CHARGES	250,096	187,425	265,368	240,600	136,427	270,950	262,800
	CAPITAL OUTLAY	13,061	0	0	0	0	0	0
	TRANSFERS OUT	20,000	0	0	0	0	0	0
	Total Expenditures	1,339,321	1,265,011	1,370,858	1,385,165	624,821	1,460,438	1,544,896
	Net Revenue	-1,163,216	-1,147,011	-1,230,202	-1,271,165	-616,839	-1,339,823	-1,424,281
	Total for PROG 510: PARK MAINTENANCE	-1,173,297	-1,159,011	-1,244,516	-1,283,165	-620,104	-1,351,823	-1,436,281
	Total for DEPT 511: PARK MAINTENANCE	-1,173,297	-1,159,011	-1,244,516	-1,283,165	-620,104	-1,351,823	-1,436,281

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Park Maintenance
Park Maintenance 511-510

2020 Accomplishments

Mineral Springs Trail reroute completed
Inline rink converted to grass and multi-purpose use area
Completed inventory of park maintenance equipment
Working with GIS, completed park finder app for public
Obtained grant to repair Central Park Fountain (fall 2020)
Replaced annual flowers in all parks with perennials (hostas) to save future funds and staff time
Finalized Memorial & Donation Policy for parks
Installing surveillance in most needed areas of parks
Received TAP Grant Award for Trail Construction in 2024
Adjusted pavilion use schedules to reduce staff costs
Reduce number of park garbages to reduce staff time and costs
Convert restrooms to automatic lock and unlock functions to reduce staff time

2021 Goals

Construction of We All Play inclusive playground and Miracle Field
Complete 2021 approved Capital Improvement Projects
Remove and replace or treat ash trees in parks
Inventory park amenities and continue to streamline maintenance procedures
Work toward Regionally Significant status for trail system and Kaplan's Woods Regional Park Area
Develop Park Improvement Proposal for public requests and review process
Develop tiered fee structure for tournaments and other maintenance requests
Develop system-wide signage system to improve user experience of parks and trails

City of Owatonna
Summary Budget Comparison by Program

DEPT 512: ADULT RECREATION

PROG 520: ADULT RECREATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	5,100	5,200	4,310	4,800	0	5,000	4,500
	Charges for Services	67,230	77,249	61,120	74,250	2,848	75,500	81,032
	Miscellaneous	0	500	0	400	267	400	400
	Total Revenues	72,330	82,949	65,430	79,450	3,115	80,900	85,932
	FT Wages	37,429	32,346	25,765	34,400	14,877	37,908	44,447
	OT	0	100	0	100	0	100	100
	PT/Seasonal Wages	12,786	14,790	14,591	14,790	5,985	16,500	16,000
	Benefits	10,069	10,709	7,970	11,263	4,678	12,185	13,454
	PERSONAL SERVICES	60,284	57,845	48,326	60,453	25,540	66,593	73,901
	Supplies	4,911	4,900	7,748	5,850	7,252	5,600	5,100
	Small Tools & Equipment	0	150	0	150	0	100	0
	SUPPLIES	4,911	5,050	7,748	6,000	7,252	5,700	5,100
	Professional Services	1,040	500	0	800	726	900	800
	Communication	6,591	4,700	8,824	6,450	2,476	7,400	7,600
	Vehicle, Travel & Training	253	1,200	261	950	33	800	400
	Printing	0	500	75	350	0	300	100
	Insurance	0	0	42	0	0	0	0
	Refunds & Reimbursements	6,633	8,205	6,955	8,105	-5,193	8,000	8,000
	OTHER SERVICES & CHARGES	14,517	15,105	16,157	16,655	-1,958	17,400	16,900
	Total Expenditures	79,712	78,000	72,231	83,108	30,834	89,693	95,901
	Net Revenue	-7,382	4,949	-6,801	-3,658	-27,719	-8,793	-9,969
	Total for PROG 520: ADULT RECREATION	-7,382	4,849	-6,801	-3,758	-27,719	-8,893	-10,069
	Total for DEPT 512: ADULT RECREATION	-7,382	4,849	-6,801	-3,758	-27,719	-8,893	-10,069

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Adult Recreation
Adult Recreation 512-520

2020 Accomplishments

- * Adult offerings to include Volleyball, Softball, Kickball, Fall Softball and Bean Bag League.
- * Partner with Softball Association on new scoreboard on Diamond #2.
- * Added Summer and Fall Adult Bean Bag leagues.

- * Worked with Softball Association and Corky's Earlybird committee with last backstop replacement at Fairgrounds on Diamond #1.
- * Completed transition to CivicRec for our new registration and scheduling system for adult programming.
- * Continue to offer quality programs with high approval ratings of participants.
- * Develop Safety Plans, in order to be able to offer adult programming offerings.
- * Partnerships: Steele County, Owatonna Adult Softball Assn., Owatonna School District, Owatonna Volleyball Association, Steele County Free Fair, Corky's Earlybird committee, Community Service Groups, Grants, Area businesses.

2021 Goals

- * Provide new program offerings and leagues on E-sports.
- * Continue to strive to make all adult programs 100% self sufficient.
- * Continue to strive to add 5/5/5 Softball league.
- * Partner with School District and Volleyball Association on volleyball standard replacement plan, which is in year two of three year plan.
- * Provide new program offerings of 4 on 4 soccer and backyard games at new grass Morehouse rink.
- * Continue to partner with softball association/Corky's earlybird committee on lighting replacement at Fairgrounds.
- * Continue to provide better customer service and efficiency with new CivicRec registration system, including option of texting of cancellations.

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

DEPT 513: YOUTH RECREATION

PROG 530: YOUTH RECREATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	0	8,250	6,860	7,500	0	7,000	7,000
	Charges for Services	191,129	174,705	111,620	109,280	11,331	112,280	118,479
	Miscellaneous	7,338	4,300	2,453	3,500	4,145	3,500	3,500
	Total Revenues	198,467	187,255	120,933	120,280	15,476	122,780	128,979
	FT Wages	135,886	144,492	68,863	71,360	31,422	87,676	96,682
	OT	0	0	69	0	239	0	0
	PT/Seasonal Wages	65,476	57,525	43,992	51,442	14,126	48,269	47,275
	Benefits	46,673	45,693	27,371	28,437	10,106	30,479	32,084
	PERSONAL SERVICES	248,035	247,710	140,226	151,239	55,654	166,424	176,041
	Supplies	58,931	11,400	17,155	14,900	9,799	13,400	12,761
	Small Tools & Equipment	170	700	794	600	0	500	300
	Concession Supplies	-6,175	0	1,140	0	-9,918	0	0
	SUPPLIES	52,926	12,100	19,089	15,500	-119	13,900	13,061
	Professional Services	19,699	13,700	8,709	8,000	2,500	8,000	3,000
	Communication	8,842	7,050	9,967	7,040	2,979	8,300	8,200
	Vehicle, Travel & Training	1,574	2,650	689	1,700	237	1,500	900
	Advertising & Promotion	1,608	3,500	707	3,100	821	2,200	1,200
	Memberships & Subscriptions	432	350	315	150	80	150	150
	Insurance	94	1,181	18	1,181	0	1,181	1,181
	Licenses & Inspections	348	400	170	500	0	500	200
	Repair/Maint/Licenses	0	200	0	150	0	0	0
	Other Services & Charges	1,790	1,825	1,865	1,900	746	1,950	1,950
	Refunds & Reimbursements	12,595	15,470	11,657	13,000	0	13,000	13,000
	OTHER SERVICES & CHARGES	46,982	46,326	34,097	36,721	7,363	36,781	29,781
	Total Expenditures	347,943	306,136	193,412	203,460	62,898	217,105	218,883
	Net Revenue	-149,476	-118,881	-72,479	-83,180	-47,422	-94,325	-89,904
	Total for PROG 530: YOUTH RECREATION	-149,476	-118,881	-72,548	-83,180	-47,661	-94,325	-89,904

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation
Youth Recreation 513-530

2020 Accomplishments

- * Worked with Soccer Association on finishing new Daikin Soccer Complex.
- * Secured grants and donations from local associations, businesses and foundations for We All Play for a total of \$830,000.
- * Developed safety plans to be able to hold most summer programs.
- * Revamped T-ball and Mini Sluggers program with lesson plans that emphasize more skill development for these programs.
- * Added grades 1 & 2 volleyball program and revamped 3-6 grade program as well.
- * Replaced 10+ year old football jerseys, with expense of jerseys being paid by sponsors, with a total cost of \$7,200.
- * Completed transition to CivicRec for our new software for recreation programs.
- * Continue to work with Blooming Prairie and Medford communities on program offerings and added NREHG to football program.
- * Moved football scrimmages to skill/drill days with the tackle bar system, in order for less contact and less tackling of participants to the ground to provide more safety and less chance of concussions. Also, continued to partner with USA football and train coaches on heads up blocking and tackling.
- * Added numerous virtual programs during Covid-19 to include Bat Box Bingo, Stronger Together 50K Virtual Competition, Chalk Your Walk, Nature Walk Scavenger Hunt, Adventure Race, Virtual Escape Room, Clue game, Virtual Easter Egg Hunt, Park Madness, Virtual 5K, Earth Day Activities, Crazy Hair Contest, and 2 drive in movies.

2021 Goals

- * Add Miracle league in summer of 2021.
- * Secure final funding for We All Play and complete construction project.
- * Add 4 on 4 soccer league at new grass rink at Morehouse.
- * Continue to add additional Virtual Programming options.
- * Add E-sports leagues for youth.
- * Look to provide backyard games program for youth.
- * Continue to improve efficiency and customer service with new website features with CivicRec.
- * Continue to partner or establish partnerships with local organizations/clubs to provide better programs and more efficient where possible.
- * Strive to make youth Recreation 70% self sufficient.
- * Continue to develop safety plans and put measures in place to be able to provide programming for youth during Covid-19.

Partnerships: Owatonna School District, Steele County, Owatonna Quarterback Club, Owatonna Soccer Assn., Huskies Bullpen Club, Area Businesses/Clubs, Huskies Fastpitch Club, Owatonna Varsity Programs, Public, Individuals, Police, Fire, Industrial Businesses, Owatonna Mayo Clinic Health System, Community Education, OHS Track, Owatonna People's Press, Civic organizations, Volleyball Booster's Club.

City of Owatonna
Summary Budget Comparison by Program

PROG 536: AQUATICS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	0	0	55,062	50,925	5,878	56,850	56,850
	Miscellaneous	0	0	3,596	0	1,049	4,600	4,600
	Total Revenues	0	0	58,658	50,925	6,927	61,450	61,450
	FT Wages	0	0	46,690	54,157	25,822	52,693	55,712
	PT/Seasonal Wages	0	0	24,085	13,460	7,257	30,915	31,915
	Benefits	0	0	13,972	13,271	6,640	15,000	25,501
	PERSONAL SERVICES	0	0	84,747	80,888	39,719	98,608	113,128
	Supplies	0	0	582	1,100	107	1,600	1,500
	Repair Supplies	0	0	90	0	0	1,000	1,000
	Small Tools & Equipment	0	0	0	0	452	750	450
	Concession Supplies	0	0	991	0	174	1,500	1,500
	SUPPLIES	0	0	1,663	1,100	733	4,850	4,450
	Professional Services	0	0	2,297	3,000	1,165	3,250	3,650
	Communication	0	0	651	300	313	2,000	1,950
	Vehicle, Travel & Training	0	0	266	500	2	700	700
	Advertising & Promotion	0	0	340	0	0	700	700
	Printing	0	0	0	0	0	250	250
	Memberships & Subscriptions	0	0	0	0	120	0	120
	Licenses & Inspections	0	0	280	0	77	300	100
	Refunds & Reimbursements	0	0	1	5,000	0	5,000	5,000
	OTHER SERVICES & CHARGES	0	0	3,835	8,800	1,677	12,200	12,470
	Total Expenditures	0	0	90,245	90,788	42,129	115,658	130,048
	Net Revenue	0	0	-31,587	-39,863	-35,202	-54,208	-68,598
	Total for PROG 536: AQUATICS	0	0	-31,587	-39,863	-35,202	-54,208	-68,598

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation/Aquatics
Youth Recreation 513-536

2020 Accomplishments

- Developed Water Safety Instructor Inservice Program
- Started a Family Open Swim Program at Middle School Pool - 1 Friday per month
- Successfully opened Lake Kohlmier Beach house under COVID-19 guidelines
- Increased Lake Kohlmier concessions sales

2021 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 for providing new 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
- Expand Swim Lessons program to meet the needs of our diverse population
- Implement Water Safety Instructor Inservice Program
- Increase rental use at Lake Kohlmier to 70+ rentals per week
- Expand Middle School Family Open Swim Program by offering themed nights (Glow, Halloween, etc)

City of Owatonna
Summary Budget Comparison by Program

PROG 538: THERAPEUTIC RECREATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	0	0	36,340	25,200	7,335	29,900	31,000
	Miscellaneous	0	0	2,491	1,500	1,699	1,500	1,500
	Total Revenues	0	0	38,831	26,700	9,034	31,400	32,500
	FT Wages	0	0	34,122	28,585	13,804	34,502	36,517
	PT/Seasonal Wages	0	0	23,222	21,687	7,223	29,131	7,000
	Benefits	0	0	11,492	9,598	4,216	12,497	8,354
	PERSONAL SERVICES	0	0	68,836	59,870	25,243	76,130	51,871
	Supplies	0	0	11,578	2,200	1,807	3,200	13,000
	SUPPLIES	0	0	11,578	2,200	1,807	3,200	13,000
	Professional Services	0	0	9,878	4,200	450	5,500	5,500
	Communication	0	0	706	1,110	150	1,025	1,025
	Vehicle, Travel & Training	0	0	415	550	80	550	550
	Memberships & Subscriptions	0	0	125	300	115	475	400
	OTHER SERVICES & CHARGES	0	0	11,124	6,160	795	7,550	7,475
	Total Expenditures	0	0	91,538	68,230	27,845	86,880	72,346
	Net Revenue	0	0	-52,707	-41,530	-18,811	-55,480	-39,846
	Total for PROG 538: THERAPEUTIC RECREATION	0	0	-52,707	-41,530	-18,811	-55,480	-39,846
	Total for DEPT 513: YOUTH RECREATION	-149,476	-118,881	-156,842	-164,573	-101,674	-204,013	-198,348

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Youth Recreation/Therapeutic Rec
Youth Recreation 513-538

2020 Accomplishments

- Reviewed/Updated Program Policy and Procedure Manual
- Reached maximum bowling registration numbers (with waiting list) for all seasons

2021 Goals

- Obtain grants to purchase an adaptive kayak boat launch system and an all terrain wheel chair
- Review and update programs to meet the needs of participants intellectual and mental abilities (ex: adjusting requirements for program involvement)
- Review and evaluate programs for purpose, effectiveness and need
- Encourage and promote online registration
- Expand partnerships with Special Olympics and other adaptive rec community groups to complement eachother in providing programming
- Develop partnerships with community agencies to assist in program marketing
- Expand bowling program
- Start a Young Athlete Program at Miracle Field
- Partner with Special Olympics to utilize Miracle Field

City of Owatonna
Summary Budget Comparison by Program

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

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	9,896	7,000	6,828	7,000	2,288	7,000	2,000
	Miscellaneous	1,063	500	0	0	0	0	0
	Total Revenues	10,959	7,500	6,828	7,000	2,288	7,000	2,000
	FT Wages	45,847	43,096	64,178	45,958	24,526	48,367	51,082
	PT/Seasonal Wages	100,963	90,887	96,750	87,865	31,370	102,748	48,301
	Benefits	26,099	24,152	29,596	23,516	9,542	24,242	19,410
	PERSONAL SERVICES	172,909	158,135	190,524	157,339	65,438	175,357	118,793
	Supplies	3,905	5,700	3,870	5,000	1,293	3,900	3,900
	Repair Supplies	139	0	68	0	0	0	0
	SUPPLIES	4,044	5,700	3,938	5,000	1,293	3,900	3,900
	Professional Services	217	0	286	0	-9	0	0
	Communication	7,540	6,250	7,121	6,700	2,761	7,000	6,300
	Vehicle, Travel & Training	392	1,000	91	950	11	950	825
	Advertising & Promotion	2,895	0	59	2,600	0	3,000	3,000
	Memberships & Subscriptions	197	225	475	350	315	350	350
	Licenses & Inspections	520	525	520	525	520	525	550
	Repair/Maint/Licenses	0	400	0	0	0	0	0
	Other Services & Charges	998	1,400	1,784	1,200	213	1,700	1,200
	OTHER SERVICES & CHARGES	12,759	9,800	10,336	12,325	3,811	13,525	12,225
	Total Expenditures	189,712	173,635	204,798	174,664	70,542	192,782	134,918
	Net Revenue	-178,753	-166,135	-197,970	-167,664	-68,254	-185,782	-132,918
	Total for PROG 540: T&F CENTER ADMINISTRATION	-178,753	-166,135	-197,970	-167,664	-68,254	-185,782	-132,918

City of Owatonna
Summary Budget Comparison by Program

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

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	153,475	127,900	125,473	138,700	37,329	142,500	140,000
	Miscellaneous	21	500	17,162	0	497	0	0
	Total Revenues	153,496	128,400	142,635	138,700	37,826	142,500	140,000
	Supplies	5,145	3,000	791	3,000	74	700	700
	Repair Supplies	9,775	1,550	3,345	1,550	144	1,550	1,550
	Small Tools & Equipment	0	0	20,865	0	0	0	0
	SUPPLIES	14,920	4,550	25,001	4,550	218	2,250	2,250
	Professional Services	96,852	81,000	75,869	89,500	24,366	94,250	94,250
	Communication	1	250	15	150	10	0	0
	Advertising & Promotion	0	1,300	0	0	0	0	0
	Memberships & Subscriptions	53	500	85	250	13	250	250
	Repair/Maint/Licenses	651	250	4,643	400	195	500	500
	Rents/Leases	0	0	400	0	0	0	0
	OTHER SERVICES & CHARGES	97,557	83,300	81,012	90,300	24,584	95,000	95,000
	Total Expenditures	112,477	87,850	106,013	94,850	24,802	97,250	97,250
	Net Revenue	41,019	40,550	36,622	43,850	13,024	45,250	42,750
	Total for PROG 544: TENNIS-PRO SHOP,INSTR,USER FEE	41,019	40,550	36,622	43,850	13,024	45,250	42,750

City of Owatonna
Summary Budget Comparison by Program

PROG 546: FITNESS, AQUATICS, CONCESSIONS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	117,599	118,150	125,088	119,400	33,161	125,425	34,150
	Miscellaneous	0	0	140	0	170	0	0
	Total Revenues	117,599	118,150	125,228	119,400	33,331	125,425	34,150
	PT/Seasonal Wages	368	0	0	0	0	0	0
	Benefits	0	0	88	0	0	0	0
	PERSONAL SERVICES	368	0	88	0	0	0	0
	Supplies	3,401	5,200	3,808	3,950	1,138	3,950	3,950
	Repair Supplies	2,416	3,200	4,880	2,200	1,792	2,200	1,450
	Small Tools & Equipment	12,023	16,500	2,222	16,500	6,680	17,500	7,500
	Concession Supplies	1,371	2,000	1,217	1,500	86	1,400	600
	SUPPLIES	19,211	26,900	12,127	24,150	9,696	25,050	13,500
	Professional Services	2,545	3,825	3,494	3,400	646	3,900	500
	Communication	351	550	301	550	104	300	300
	Advertising & Promotion	0	1,300	0	0	0	0	0
	Printing	0	0	543	400	308	600	600
	Memberships & Subscriptions	1,024	1,500	912	1,200	163	1,200	400
	Insurance	2,200	2,200	3,400	3,400	2,102	3,500	3,100
	Repair/Maint/Licenses	2,806	2,000	2,238	2,000	720	2,000	750
	Other Services & Charges	95	0	23	0	0	0	0
	OTHER SERVICES & CHARGES	9,021	11,375	10,911	10,950	4,043	11,500	5,650
	Total Expenditures	28,600	38,275	23,126	35,100	13,739	36,550	19,150
	Net Revenue	88,999	79,875	102,102	84,300	19,592	88,875	15,000
	Total for PROG 546: FITNESS, AQUATICS, CONCESSIONS	88,999	79,875	102,102	84,300	19,592	88,875	15,000
	Total for DEPT 514: TENNIS AND FITNESS CENTER	-48,735	-45,710	-59,246	-39,514	-35,638	-51,657	-75,168

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Tennis & Fitness
Tennis & Fitness Center 514-540, 514-544, 514-546

2020 Accomplishments

- Replaced 1 Arc Trainer
- Painted Fitness Area of Facility
- Partnered with the Owatonna School District on Tennis Court use for Tennis Teams
- Offered Tiny Tot Gym Program
- Continued the Partnership and Collaboration with Owatonna Tennis Association

2021 Goals

- Develop a plan for new staff training to prepare for Fall Season and enhance current staff trainings and quarterly staff meetings
- Implement an 18 years and older lap swimming program
- Partner with USTA to offer Tournaments and USTA summer leagues
- Repurpose Fitness Center Area of the Facility
- Add online registration for all facility programs and memberships
- Recruit new Tennis Pro
- Restructure Tennis Membership Rates to provide a greater incentive for yearly memberships
- Offer up to 3 drop-in water aerobics classes
- 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

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City of Owatonna
Summary Budget Comparison by Program

DEPT 515: SOCIAL COMMONS

PROG 550: SOCIAL COMMONS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	72,964	54,150	71,600	57,500	23,019	59,000	57,000
	Miscellaneous	31,795	27,000	33,008	27,000	9,459	28,000	28,000
	Total Revenues	104,759	81,150	104,608	84,500	32,478	87,000	85,000
	FT Wages	34,840	39,956	41,479	42,717	17,330	45,040	38,495
	PT/Seasonal Wages	14,087	9,000	7,857	7,500	4,417	18,135	8,800
	Benefits	10,429	9,849	8,751	9,590	4,466	12,099	10,521
	PERSONAL SERVICES	59,356	58,805	58,087	59,807	26,213	75,274	57,816
	Supplies	6,830	8,560	4,943	6,100	303	5,700	5,700
	Repair Supplies	388	1,800	80	1,700	690	1,700	1,400
	Small Tools & Equipment	6,000	0	7,765	6,000	162	6,000	0
	Concession Supplies	211	500	237	250	58	250	250
	SUPPLIES	13,429	10,860	13,025	14,050	1,213	13,650	7,350
	Professional Services	42,839	23,500	53,147	28,800	8,323	32,200	32,200
	Communication	4,850	4,200	5,109	4,200	2,453	5,800	5,800
	Vehicle, Travel & Training	332	1,000	133	850	7	800	700
	Advertising & Promotion	466	750	362	750	0	750	750
	Printing	0	750	0	500	0	500	250
	Memberships & Subscriptions	214	100	352	250	223	300	300
	Insurance	1,400	1,400	2,200	2,200	1,150	2,300	2,100
	Licenses & Inspections	0	0	110	0	0	100	100
	Repair/Maint/Licenses	1,222	6,300	-100	1,500	0	1,500	0
	Rents/Leases	35	400	-140	0	-2	0	0
	Other Services & Charges	1,514	1,800	1,606	1,850	398	1,850	1,600
	OTHER SERVICES & CHARGES	52,872	40,200	62,779	40,900	12,552	46,100	43,800
	Total Expenditures	125,657	109,865	133,891	114,757	39,978	135,024	108,966
	Net Revenue	-20,898	-28,715	-29,283	-30,257	-7,500	-48,024	-23,966
	Total for PROG 550: SOCIAL COMMONS	-20,898	-28,715	-29,283	-30,257	-7,500	-48,024	-23,966
	Total for DEPT 515: SOCIAL COMMONS	-20,898	-28,715	-29,283	-30,257	-7,500	-48,024	-23,966

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - West Hills Social Commons
Social Commons 515-550

2020 Accomplishments

- Developed the trips 'Experience Express' program
- Started virtual programming and programs in the park

- Continued the Partnership and Collaboration with SeniorPlace Inc.

- Reviewed and updated Policy and Procedure Manual
- Expanded the focus of the Membership/Advertising Committee for better marketing of the facility and programs

2021 Goals

- Install Security Camera System
- Replace Multipurpose Room Banquet Chairs and Tables
- Re-establish an open and welcoming atmosphere at the facility and within programming
- Expand Experience Express program

- Completion of the 1st Floor Kitchen Remodel

- Expand the use of social media venues as advertisement, programming and informational sources
- Increase local business participation within the Partnership Program
- Encourage and promote online registration
- Maintain partnership with SeniorPlace Inc.
- Analyze newsletter frequency for potential increase
- 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

City of Owatonna
Summary Budget Comparison by Program

DEPT 520: AQUATIC CENTER

PROG 575: AQUATIC CENTER

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	188,079	212,750	202,767	193,500	22,112	195,100	195,500
	Miscellaneous	1,100	500	6,000	0	2,220	0	0
	Total Revenues	189,179	213,250	208,767	193,500	24,332	195,100	195,500
	FT Wages	25,077	21,494	20,860	22,952	11,847	24,176	25,565
	OT	32	0	0	0	0	0	0
	PT/Seasonal Wages	100,642	118,000	120,794	116,500	7,190	133,591	128,255
	Benefits	17,168	20,898	17,812	19,370	3,508	21,072	24,507
	PERSONAL SERVICES	142,887	160,392	159,466	158,822	22,545	178,839	178,327
	Supplies	28,605	18,550	32,536	22,900	14,027	24,800	24,800
	Repair Supplies	2,737	12,500	2,560	10,000	1,340	10,000	9,000
	Small Tools & Equipment	8,911	7,500	23,010	10,000	5,886	13,000	7,300
	Concession Supplies	24,371	23,000	27,774	23,000	0	23,000	23,000
	SUPPLIES	64,624	61,550	85,880	65,900	21,253	70,800	64,100
	Professional Services	621	200	195	100	-6	0	0
	Communication	3,139	3,000	3,970	3,000	1,039	3,250	3,250
	Vehicle, Travel & Training	208	900	303	1,000	22	1,000	1,000
	Advertising & Promotion	7,599	7,000	4,932	7,000	0	7,000	7,000
	Memberships & Subscriptions	570	0	1,234	600	280	300	300
	Insurance	5,207	5,200	7,700	7,700	4,100	8,200	7,300
	Licenses & Inspections	805	650	805	805	805	805	850
	Repair/Maint/Licenses	294	3,500	2,880	1,000	0	4,000	4,000
	Rents/Leases	0	0	40	0	0	0	0
	Other Services & Charges	437	700	404	700	0	700	700
	OTHER SERVICES & CHARGES	18,880	21,150	22,463	21,905	6,240	25,255	24,400
	Total Expenditures	226,391	243,092	267,809	246,627	50,038	274,894	266,827
	Net Revenue	-37,212	-29,842	-59,042	-53,127	-25,706	-79,794	-71,327
	Total for PROG 575: AQUATIC CENTER	-37,244	-29,842	-59,042	-53,127	-25,706	-79,794	-71,327
	Total for DEPT 520: AQUATIC CENTER	-37,244	-29,842	-59,042	-53,127	-25,706	-79,794	-71,327

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Aquatic Center

Aquatic Center 520-575

2020 Accomplishments

- Replaced 1 Funbrella through Advertisers/Sponsors
- Successfully open the facility under COVID-19 guidelines
- Replenished 15% of deck furniture
- Restructured Swimming Lessons Program to follow covid-19 guidelines
- Added 1 additional weekday Water Aerobics class
- Expanded Lap Swimming Program to include Sunday and week night sessions
- Expanded Swimming Lesson Program to include week night options
- Developed Water Safety Instructor Inservices

- Increased Card Board Boat Regatta participation by 50%

2021 Goals

- Increase birthday party rentals by 5 more per month
- Continue to evaluate and update the training procedures and inservices for higher efficiency
- Create a variety of Saturday morning fitness classes and events
- Implement plans to attract additional patrons to the facility for open swim on Wednesdays (slowest day of the week)
- Secure Advertisers/Sponsors to replace up to 2 more Funbrellas
- Expand Swim Lessons program to meet the needs of our diverse population
- Implement Water Safety Instructor Inservices
- Obtain sponsorship(s) for log rolling program
- 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

City of Owatonna
Summary Budget Comparison by Program

DEPT 525: BROOKTREE GOLF COURSE

PROG 562: CLUBHOUSE ACTIVITIES

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	366,542	438,750	367,994	408,050	223,564	367,600	374,800
	Miscellaneous	5,513	1,500	858	0	0	0	0
	Total Revenues	372,055	440,250	368,852	408,050	223,564	367,600	374,800
	FT Wages	24,869	27,042	21,102	28,320	5,429	10,928	11,259
	OT	368	0	0	0	0	0	0
	PT/Seasonal Wages	60,056	54,187	1,176	51,165	0	0	0
	Benefits	14,703	15,692	4,236	16,019	1,482	2,828	2,918
	PERSONAL SERVICES	99,628	96,921	26,514	95,504	6,911	13,756	14,177
	Supplies	8,813	7,500	3,260	7,000	2,872	5,500	4,000
	Small Tools & Equipment	0	300	0	300	0	0	0
	Concession Supplies	13,284	10,000	0	10,000	0	0	0
	SUPPLIES	22,097	17,800	3,260	17,300	2,872	5,500	4,000
	Professional Services	7,308	1,000	88,793	4,000	56,496	86,500	88,000
	Communication	10,976	9,200	12,050	9,200	7,596	7,700	10,700
	Vehicle, Travel & Training	1,066	1,000	87	1,000	11	0	0
	Advertising & Promotion	7,037	7,000	5,502	7,000	2,724	12,000	7,000
	Memberships & Subscriptions	6,430	4,800	480	5,800	1,005	0	0
	Insurance	5,000	5,000	7,000	7,000	3,300	6,600	5,400
	Licenses & Inspections	660	660	260	660	0	660	500
	Repair/Maint/Licenses	1,884	5,200	3,134	5,000	1,111	2,700	3,000
	Rents/Leases	1,832	4,500	1,944	2,000	0	0	0
	Other Services & Charges	4,352	3,800	5,587	3,800	4,190	3,800	5,000
	Refunds & Reimbursements	0	0	108	0	0	0	0
	OTHER SERVICES & CHARGES	46,545	42,160	124,945	45,460	76,433	119,960	119,600
	Total Expenditures	168,270	156,881	154,719	158,264	86,216	139,216	137,777
	Net Revenue	203,785	283,369	214,133	249,786	137,348	228,384	237,023
	Total for PROG 562: CLUBHOUSE ACTIVITIES	203,417	283,369	214,133	249,786	137,348	228,384	237,023

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Clubhouse 525-562

2020 Accomplishments

Transitioned to a private contractor for running the clubhouse and restaurant

2021 Goals

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

City of Owatonna
Summary Budget Comparison by Program

PROG 564: DAILY MAINTENANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	28	0	2,138	0	0	0	0
	Total Revenues	28	0	2,138	0	0	0	0
	FT Wages	97,517	73,489	133,431	87,679	79,868	104,716	132,614
	OT	1,236	1,000	2,811	1,000	306	1,000	1,000
	PT/Seasonal Wages	65,766	98,170	73,695	66,291	28,899	59,960	45,000
	Benefits	36,321	37,030	43,103	33,063	22,798	34,820	38,516
	PERSONAL SERVICES	199,604	208,689	250,229	187,033	131,565	199,496	216,130
	Supplies	105,374	70,845	83,432	77,600	73,033	77,600	93,600
	Repair Supplies	31,025	25,000	27,819	25,000	22,178	24,500	31,500
	Small Tools & Equipment	6,023	4,025	883	2,500	825	2,500	2,500
	SUPPLIES	142,422	99,870	112,134	105,100	96,036	104,600	127,600
	Professional Services	20,750	35,000	22,000	22,000	0	23,500	23,500
	Communication	248	1,500	0	800	0	0	0
	Transportation (VRF)	61,922	70,800	35,820	35,820	19,500	39,000	42,000
	Vehicle, Travel & Training	396	700	0	700	0	700	700
	Memberships & Subscriptions	380	500	0	500	0	500	500
	Licenses & Inspections	808	1,000	173	1,000	39	1,000	1,000
	Repair/Maint/Licenses	2,892	0	24	0	0	0	0
	Rents/Leases	12,568	4,000	32,561	38,980	14,676	37,980	37,980
	Other Services & Charges	3,002	1,500	2,119	1,000	375	1,000	1,000
	OTHER SERVICES & CHARGES	102,966	115,000	92,697	100,800	34,590	103,680	106,680
	Total Expenditures	444,992	423,559	455,060	392,933	262,191	407,776	450,410
	Net Revenue	-444,964	-423,559	-452,922	-392,933	-262,191	-407,776	-450,410
	Total for PROG 564: DAILY MAINTENANCE	-446,200	-424,559	-455,733	-393,933	-262,497	-408,776	-451,410
	Total for DEPT 525: BROOKTREE GOLF COURSE	-242,783	-141,190	-241,600	-144,147	-125,149	-180,392	-214,387

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Culture & Recreation - Brooktree Golf Course
Golf Course Maintenance 525-564

2020 Accomplishments

Finished installation of new tee box signs
Fixed drainage issues in problem areas
Maintain the grounds as a first class golf course

2021 Goals

Remove & replace or treat ash trees
Continue to maintain the grounds as a first class golf course

City of Owatonna
Summary Budget Comparison by Program

DEPT 590: BUILDING/GROUNDS MAINTENANCE

PROG 580: BUILDING/GROUNDS MAINTENANCE

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	1,319	0	0	0	0	0	0
	Miscellaneous	81,104	75,000	103,489	90,000	49,129	90,000	90,000
	Total Revenues	82,423	75,000	103,489	90,000	49,129	90,000	90,000
	FT Wages	368,968	374,931	373,818	398,644	165,388	421,049	377,551
	OT	15,573	10,000	17,763	10,000	5,169	10,000	10,000
	PT/Seasonal Wages	78,504	96,269	58,165	102,718	28,040	96,092	77,665
	Holiday/Other	13,450	15,500	13,340	15,500	6,706	14,000	14,000
	Benefits	156,206	163,550	159,586	178,119	80,761	209,852	186,300
	PERSONAL SERVICES	617,128	650,250	604,909	694,981	280,895	740,993	655,516
	Supplies	23,241	24,400	25,114	23,500	9,284	23,500	23,500
	Repair Supplies	47,982	49,900	48,130	50,500	14,446	52,500	39,500
	Small Tools & Equipment	13,219	13,000	11,263	13,000	2,978	13,000	13,000
	SUPPLIES	84,442	87,300	84,507	87,000	26,708	89,000	76,000
	Professional Services	27,136	50,400	52,371	40,500	22,759	56,500	71,500
	Communication	18,463	12,800	6,886	12,100	3,215	12,100	12,100
	Transportation (VRF)	31,200	31,200	36,000	36,000	18,000	36,000	36,000
	Vehicle, Travel & Training	1,640	1,500	171	1,500	788	1,500	1,500
	Advertising & Promotion	736	200	403	500	299	500	500
	Memberships & Subscriptions	100	200	0	200	35	200	200
	Insurance	13,000	13,000	18,500	18,500	9,750	20,100	16,400
	Licenses & Inspections	4,927	3,000	5,970	3,000	3,399	5,000	5,000
	Repair/Maint/Licenses	41,860	28,000	39,446	28,000	9,517	31,000	31,000
	Rents/Leases	1,219	1,300	455	1,300	33	1,300	1,300
	Other Services & Charges	4,833	5,500	3,935	4,400	2,354	4,400	4,400
	OTHER SERVICES & CHARGES	145,114	147,100	164,137	146,000	70,149	168,600	179,900
	CAPITAL OUTLAY	31,955	0	0	0	0	0	0
	Total Expenditures	878,639	884,650	853,553	927,981	377,752	998,593	911,416
	Net Revenue	-796,216	-809,650	-750,064	-837,981	-328,623	-908,593	-821,416
	Total for PROG 580: BUILDING/GROUNDS MAINTENANCE	-811,789	-819,650	-767,827	-847,981	-333,792	-918,593	-831,416

CITY OF OWATONNA 2021 PROGRAM BUDGETS
General Government - Government Buildings
Government Buildings 590-580

2020 Accomplishments

Completed City Hall Roof
Completed Fire Hall roof and Mechanical upgrade
Completed West Hills Social Commons Roof Replacement
Manthey Park Restroom ADA complanint
Lighting upgrade at Airport- Airplane display
Assisted with the Facility Assessment of all Buildings
Fire Hall boiler replacement
Department added Covid Guards at Mulitple Locations
Joined Facility Manager Association Group

2021 Goals

West Hills Sidewalk Additions and repairs
Tuck pointing West Hills Campus Buildings
Morehouse Chalet Roof
Merrill Hall Steps
Merrill Hall Roofs, Flat and Asphalt
Merill Hall Heating and Coolong upgrades
ADA Complaince
West Hills Social Commons Rooftop unit replacments
Merill Hall Fire Alarm Panel- Life safety upgrade
Continue to get a better understanding of how the budget works-CIP
Continue Networking- Within the city, other governmental agencies and contractors.
Continue to organize departmental information
Develop an online facility work order process
Take the Facility Management Series- Thru MRPA Signed up in 2020 but canceled due to COVID

City of Owatonna
Summary Budget Comparison by Program

FUND 280: OWATONNA HRA PROG 680: H.R.A.

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
Tax Levies		166,408	165,000	175,236	175,000	92,460	185,000	185,000
Intergovernmental Revenue		46,133	50,000	45,417	45,000	22,695	45,000	45,000
Charges for Services		1,317	1,316	1,728	3,600	0	1,726	3,761
Interest on Investments		819	1,000	3,642	800	987	800	800
Miscellaneous		31,592	33,000	26,986	22,000	13,600	22,000	36,000
Transfers		6,864	15,000	13,224	15,000	0	7,500	7,500
Total Revenues		253,133	265,316	266,233	261,400	129,742	262,026	278,061
FT Wages		70,079	72,995	76,587	76,284	39,549	80,597	84,588
Benefits		14,963	15,321	26,160	25,355	13,526	26,607	27,770
PERSONAL SERVICES		84,982	88,316	102,725	101,639	53,075	107,204	112,358
Supplies		1,155	1,000	1,181	1,000	334	1,000	1,200
SUPPLIES		1,155	1,000	1,181	1,000	334	1,000	1,200
Professional Services		2,251	10,000	8,900	10,000	25,630	15,750	9,100
Communication		968	1,500	1,878	800	550	1,400	1,600
Vehicle, Travel & Training		1,212	1,500	1,808	1,500	165	2,500	2,500
Housing & Economic Devel		4,988	4,500	5,769	4,500	399	4,500	4,500
Advertising & Promotion		0	500	0	300	0	300	200
Memberships & Subscriptions		387	400	595	200	0	750	750
Insurance		2,600	2,600	3,600	3,600	2,000	4,100	3,500
Repair/Maint/Licenses		23,325	17,000	22,176	10,500	6,394	10,500	6,500
Other Services & Charges		75,104	118,667	69,090	118,667	129,129	118,667	118,667
OTHER SERVICES & CHARGES		110,835	156,667	113,816	150,067	164,267	158,467	147,317
TRANSFERS OUT		15,000	15,000	15,000	15,000	7,500	15,000	15,000
Total Expenditures		211,972	260,983	232,722	267,706	225,176	281,671	275,875
Total for PROG 680: H.R.A.		41,101	4,333	33,489	-6,306	-95,434	-19,645	2,186
PROG 681: BRIDGES PROGRAM								
Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
Intergovernmental Revenue		272,688	165,200	290,362	281,000	149,481	283,000	303,000
Total Revenues		272,688	165,200	290,362	281,000	149,481	283,000	303,000
Other Services & Charges		256,798	150,000	269,246	256,000	140,551	256,000	276,000
Total Expenditures		256,798	150,000	269,246	256,000	140,551	256,000	276,000
Total for PROG 681: BRIDGES PROGRAM		15,890	15,200	21,116	25,000	8,930	27,000	27,000
Total for FUND 280: OWATONNA HRA		56,991	19,533	54,605	18,694	-86,504	7,355	29,186

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Housing & Economic Development
HRA Administration 680-680

2020 Accomplishments

- Transferred all landlord payments from paper checks to direct deposit.
- Began process of training other counties to allow for more Bridges clients
- Continue to manage & lease 204 E Fremont, 140 32nd Ave, and 131 Lincoln Ave properties
- Manage & leased 221 N Elm, 215 N Elm : Leased to Transitional Housing (homeless housing)
- Added new landlords to the programs

2021 Goals

- Set up online assistance application process
- Continue to work with landlords to ensure they understand the HRA assistance programs. Add more landlords and units to give better housing options for our clients.
- Continue to coordinate with monthly Community Services Coordination Team Agencies to assist homeless households, including attending various meetings with other housing agencies
- Possibly add Veteran's (VASH) vouchers
- Continue to research grant funding options to assist with various housing needs.
- Scan all hard files and add to city laserfiche system
- Revise and update HRA Website
- Utilize part-time assistant more efficiently.

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

FUND 282: OWATONNA HRA-HUD

DEPT 680: HRA

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

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Intergovernmental Revenue	746,428	652,000	709,784	757,000	347,897	792,476	773,300
	Interest on Investments	746	350	1,558	300	614	300	500
	Total Revenues	747,174	652,350	711,342	757,300	348,511	792,776	773,800
	FT Wages	31,118	34,739	35,014	35,063	18,113	37,024	39,244
	Benefits	5,330	5,527	12,640	14,820	6,751	15,540	16,290
	PERSONAL SERVICES	36,448	40,266	47,654	49,883	24,864	52,564	55,534
	Supplies	0	0	0	0	718	0	0
	SUPPLIES	0	0	0	0	718	0	0
	Professional Services	15,724	26,500	22,459	25,500	7,934	17,000	17,000
	Vehicle, Travel & Training	158	500	193	500	99	500	500
	Other Services & Charges	687,949	578,800	635,621	689,000	312,072	752,050	739,050
	OTHER SERVICES & CHARGES	703,831	605,800	658,273	715,000	320,105	769,550	756,550
	Total Expenditures	740,279	646,066	705,927	764,883	345,687	822,114	812,084
	Net Revenue	6,895	6,284	5,415	-7,583	2,824	-29,338	-38,284
	Total for PROG 682: H R A U S D H U D	6,895	6,284	5,415	-7,583	2,824	-29,338	-38,284
	Total for DEPT 680: HRA	6,895	6,284	5,415	-7,583	2,824	-29,338	-38,284
	Total for FUND 282: OWATONNA HRA-HUD	6,895	6,284	5,415	-7,583	2,824	-29,338	-38,284

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Housing & Economic Development
HRA Voucher Program 680-682

2020 Accomplishments

- Continued administration of 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.

- Purged the section 8 waitlist

- Began some virtual inspections due to Covid-19
- Continued quarterly Zero income status report updates

2021 Goals

- Promote new homeownership through coordination with USDA Rural Development
- Continue to examine and review Bridges policies with all administering new 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.
- Transfer all hard copy client files to electronic laser fiche
- Complete the biennial HCV Management Assessment Program (SEMAP) scoring procedures.

- Possibly add Veteran's (VASH) vouchers

City of Owatonna
Summary Budget Comparison by Program

FUND 290: EDA ADMINISTRATION

DEPT 690: EDA

PROG 695: ECONOMIC DEVELOPMENT AUTHORITY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Tax Levies	170,000	170,000	175,000	175,000	92,510	185,000	185,000
	Other Taxes	266,419	240,000	251,677	250,000	50,396	250,000	250,000
	Charges for Services	42,453	31,457	28,201	23,700	0	35,969	22,217
	Interest on Investments	717	0	1,814	0	271	1,000	1,000
	Miscellaneous	1,666	1,666	1,666	1,666	0	1,666	1,666
	Total Revenues	481,255	443,123	458,358	450,366	143,177	473,635	459,883
	FT Wages	59,447	59,988	65,968	65,063	33,988	66,121	72,635
	OT	12	0	4	0	0	0	0
	Benefits	14,194	15,030	15,055	16,219	7,938	18,277	17,827
	PERSONAL SERVICES	73,641	75,018	81,023	81,282	41,926	84,398	90,462
	Supplies	77	400	45	400	35	400	400
	Small Tools & Equipment	0	400	0	400	0	400	400
	SUPPLIES	77	800	45	800	35	800	800
	Professional Services	24,000	30,000	34,333	30,000	8,500	30,000	25,500
	Communication	229	500	92	500	49	500	500
	Vehicle, Travel & Training	594	1,000	695	1,000	231	1,000	1,000
	Housing & Economic Devel	83,871	91,000	86,945	94,000	95,504	99,000	89,000
	Advertising & Promotion	356	1,000	244	1,000	398	1,000	1,000
	Memberships & Subscriptions	0	200	0	200	0	200	200
	Repair/Maint/Licenses	0	250	0	200	0	200	200
	Rents/Leases	4,368	4,032	4,032	4,500	4,032	4,500	4,500
	Other Services & Charges	247,789	229,667	252,215	239,167	41,001	239,167	239,167
	OTHER SERVICES & CHARGES	361,207	357,649	378,556	370,567	149,715	375,567	361,067
	TRANSFERS OUT	12,000	12,000	12,000	12,000	6,000	12,000	12,000
	Total Expenditures	446,925	445,467	471,624	464,649	197,676	472,765	464,329
	Net Revenue	34,330	-2,344	-13,266	-14,283	-54,499	870	-4,446
	Total for PROG 695: ECONOMIC DEVELOPMENT AUTHORITY	34,318	-2,344	-13,270	-14,283	-54,499	870	-4,446
	Total for FUND 290: EDA ADMINISTRATION	34,318	-2,344	-13,270	-14,283	-54,499	870	-4,446

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Economic Development
EDA Administration 690-695

2020 Accomplishments

- Increased participation in the EDA Forgivable Loan program to assist downtown with interior and exterior improvements to downtown buildings.

- Assisted Cybex with TIF and JCF to increase employment by 100 jobs.
- Assisted Bosch with starting construction on a 265,000 square foot warehouse and securing a \$176,624 BBDPI grant for public improvements.
- Completed a streetscape plan for downtown.

- Worked with businesses to remove metal awnings within right-of-way downtown.
- Sold 12 acres of land in the industrial park for development.

2021 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 including city owned properties.
- Continue to assist with larger downtown redevelopment projects like hotel project and riverfront project.
- Assist Steele County in redeveloping of the former Highway Dept Site.

City of Owatonna
Summary Budget Comparison by Program

FUND 292: EDA LOANS

PROG 690: EDA LOANS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Interest on Investments	17,587	8,000	25,436	8,000	8,397	15,000	8,000
	Total Revenues	17,587	8,000	25,436	8,000	8,397	15,000	8,000
	TRANSFERS OUT	234,059	0	0	0	0	0	0
	Total Expenditures	234,059	0	0	0	0	0	0
	Total for PROG 690: EDA LOANS	-216,472	8,000	25,436	8,000	8,397	15,000	8,000

PROG 691: COMMERCIAL/RETAIL LOANS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	0	0	150	0	75	0	0
	Miscellaneous	2,365	3,085	2,165	2,540	491	1,850	0
	Total Revenues	2,365	3,085	2,315	2,540	566	1,850	0
	Refunds & Reimbursements	58,515	0	25,922	0	15,556	0	0
	Total Expenditures	58,515	0	25,922	0	15,556	0	0
	Net Revenue	-56,150	3,085	-23,607	2,540	-14,990	1,850	0
	LOANS	-56,150	3,085	-23,607	2,540	-14,990	1,850	0
	Total for FUND 292: EDA LOANS	-272,622	11,085	1,829	10,540	-6,593	16,850	8,000

City of Owatonna
Summary Budget Comparison by Program

FUND 294: EDA LAND

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	38,849	38,113	220,817	340	7,370	23,459	1,161
	Interest on Investments	8,103	3,000	17,500	2,000	7,431	7,500	7,500
	Miscellaneous	62,001	40,000	70,235	40,000	0	35,000	30,000
	Transfers	234,059	0	0	0	0	0	0
	Total Revenues	343,012	81,113	308,552	42,340	14,801	65,959	38,661
	Professional Services	0	15,000	10,796	17,000	6,378	17,000	17,000
	Advertising & Promotion	0	0	620	0	83	0	0
	Insurance	200	200	300	300	250	500	900
	Other Services & Charges	21,043	18,000	24,725	21,000	18,128	21,000	21,000
	OTHER SERVICES & CHARGES	21,243	33,200	36,441	38,300	24,839	38,500	38,900
	CAPITAL OUTLAY	44,696	0	40,001	0	121,407	0	0
	Total Expenditures	65,939	33,200	76,442	38,300	146,246	38,500	38,900
	Net Revenue	277,073	47,913	232,110	4,040	-131,445	27,459	-239
	Total for FUND 294: EDA LAND	277,073	47,913	232,110	4,040	-131,445	27,459	-239

City of Owatonna
Summary Budget Comparison by Program

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

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Charges for Services	3,674,258	3,556,000	3,754,104	3,570,000	1,900,608	3,645,000	3,784,000
	Special Assessments	1,458	1,720	1,289	1,310	0	843	626
	Interest on Investments	274,708	120,000	452,533	160,000	152,688	250,000	175,000
	Other Financing Sources	9,262	0	0	0	0	0	0
	Total Revenues	3,959,686	3,677,720	4,207,926	3,731,310	2,053,296	3,895,843	3,959,626
	FT Wages	76,163	49,858	113,901	51,835	50,533	101,278	106,779
	OT	548	0	0	0	0	0	0
	Holiday/Other	14,581	13,777	0	1,000	0	1,000	1,000
	Benefits	34,488	15,514	75,366	13,917	11,107	22,615	23,382
	PERSONAL SERVICES	125,232	79,149	189,267	66,752	61,640	124,893	131,161
	Supplies	519	250	0	250	43	500	500
	Small Tools & Equipment	0	2,000	125	2,000	0	2,000	2,000
	SUPPLIES	519	2,250	125	2,250	43	2,500	2,500
	Professional Services	69,701	35,000	118,064	35,000	74,548	35,000	35,000
	Communication	638	2,325	669	2,325	262	2,325	1,325
	Vehicle, Travel & Training	2,344	3,000	4,244	3,000	572	4,000	5,000
	Advertising & Promotion	1,010	250	0	250	300	1,000	500
	Memberships & Subscriptions	26,052	25,500	26,152	26,000	13,100	26,000	26,000
	Other Services & Charges	155	375	155	375	0	375	375
	Depreciation	1,018,416	960,000	1,017,419	1,000,000	489,660	1,000,000	1,015,000
	OTHER SERVICES & CHARGES	1,118,316	1,026,450	1,166,703	1,066,950	578,442	1,068,700	1,083,200
	DEBT SERVICE	63,109	62,000	52,797	57,000	23,998	48,000	40,000
	TRANSFERS OUT	507,700	507,700	515,625	515,625	272,735	545,435	544,845
	Total Expenditures	1,814,876	1,677,549	1,924,517	1,708,577	936,858	1,789,528	1,801,706
	Net Revenue	2,144,810	2,000,171	2,283,409	2,022,733	1,116,438	2,106,315	2,157,920
	Total for PROG 900: WWTF - ADMINISTRATION	2,144,262	2,000,171	2,283,409	2,022,733	1,116,438	2,106,315	2,157,920

CITY OF OWATONNA 2021 PROGRAM BUDGETS

Waste Water Treatment Plant

Administration 902-900

2020 Accomplishments

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

2021 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

City of Owatonna
Summary Budget Comparison by Program

PROG 902: WWTF PLANT OPERATIONS

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
FT Wages		320,543	411,477	365,982	423,075	166,012	471,744	465,284
OT		11,349	8,400	10,957	8,400	1,269	8,400	8,400
PT/Seasonal Wages		5,984	2,500	116	2,500	0	2,500	2,500
Holiday/Other		20,000	4,065	15,350	13,830	20,450	14,364	10,500
Benefits		125,435	156,437	158,215	179,337	56,202	220,094	149,321
PERSONAL SERVICES		471,962	574,479	539,663	618,742	242,664	708,702	627,605
Supplies		143,307	184,500	132,761	180,000	65,884	180,000	176,500
Repair Supplies		44,505	90,000	48,257	90,000	5,990	90,500	88,500
Small Tools & Equipment		17,244	7,500	10,042	9,500	5,517	10,000	12,000
SUPPLIES		205,056	282,000	191,060	279,500	77,391	280,500	277,000
Professional Services		32,638	15,000	39,434	25,000	13,869	25,000	25,000
Communication		4,253	3,900	36,403	3,900	4,183	3,950	4,250
Vehicle, Travel & Training		4,314	4,000	5,813	4,000	160	4,500	6,000
Advertising & Promotion		281	150	0	300	0	300	300
Memberships & Subscriptions		8,693	300	9,705	300	120	2,500	2,500
Insurance		30,600	30,600	45,800	45,800	22,800	47,100	38,100
Licenses & Inspections		14,594	17,500	9,430	17,500	14,776	17,500	17,500
Repair/Maint/Licenses		45,316	48,200	22,429	48,200	19,579	49,200	52,600
Rents/Leases		0	1,500	0	1,500	0	1,500	1,500
Other Services & Charges		2,876	2,675	3,108	2,500	719	2,500	3,000
OTHER SERVICES & CHARGES		143,565	123,825	172,122	149,000	76,206	154,050	150,750
Total Expenditures		820,583	980,304	902,845	1,047,242	396,261	1,143,252	1,055,355
Net Revenue		-820,583	-980,304	-902,845	-1,047,242	-396,261	-1,143,252	-1,055,355
Total for PROG 902: WWTF PLANT OPERATIONS		-831,932	-988,704	-913,802	-1,055,642	-397,530	-1,151,652	-1,063,755

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Waste Water Treatment Plant
Plant Operations 902-902

2020 Accomplishments

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

2021 Goals

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

City of Owatonna
Summary Budget Comparison by Program

PROG 904: WWTF - LIFT STATION

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	FT Wages	758	9,201	0	9,819	0	0	0
	OT	209	0	0	0	0	0	0
	Holiday/Other	0	350	0	370	0	0	0
	Benefits	344	4,403	0	4,741	0	0	0
	PERSONAL SERVICES	1,102	13,954	0	14,930	0	0	0
	Supplies	679	3,000	0	3,000	0	3,000	3,000
	Repair Supplies	13,547	15,000	15,645	15,000	348	15,000	20,000
	SUPPLIES	14,226	18,000	15,645	18,000	348	18,000	23,000
	Communication	3,899	5,500	3,425	5,500	2,924	5,500	5,500
	Utilities	2,152	2,500	1,756	2,500	-93	2,500	2,500
	Repair/Maint/Licenses	3,450	10,750	5,506	10,750	1,200	10,750	12,000
	OTHER SERVICES & CHARGES	9,501	18,750	10,687	18,750	4,031	18,750	20,000
	Total Expenditures	24,829	50,704	26,332	51,680	4,379	36,750	43,000
	Net Revenue	-24,829	-50,704	-26,332	-51,680	-4,379	-36,750	-43,000
	Total for PROG 904: WWTF - LIFT STATION	-25,038	-50,704	-26,332	-51,680	-4,379	-36,750	-43,000

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Waste Water Treatment Plant
Lift Stations 902-904

2020 Accomplishments

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

2021 Goals

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

City of Owatonna
Summary Budget Comparison by Program

PROG 906: WWTF - COLLECTION PROGRAM

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
FT Wages		125,574	144,019	138,785	152,854	68,242	146,672	148,313
OT		3,868	3,600	5,192	3,600	1,272	3,600	3,600
PT/Seasonal Wages		0	2,500	0	2,500	0	2,500	2,500
Holiday/Other		1,999	1,846	1,678	480	1,267	600	0
Benefits		50,072	51,604	54,768	54,896	31,202	69,462	70,966
PERSONAL SERVICES		177,645	199,969	195,231	210,730	100,711	219,234	221,779
Supplies		100,000	44,600	43,473	44,600	4,356	44,600	54,500
Repair Supplies		25,812	21,000	7,426	21,000	2,140	25,500	26,000
Small Tools & Equipment		4,409	5,800	2,078	5,800	1,083	5,800	6,500
SUPPLIES		130,221	71,400	52,977	71,400	7,579	75,900	87,000
Vehicle, Travel & Training		3	300	59	300	40	300	300
Advertising & Promotion		0	150	0	150	0	150	100
Repair/Maint/Licenses		297,981	541,500	258,412	541,500	80,675	406,500	312,500
Other Services & Charges		875	1,000	875	1,000	635	0	1,000
OTHER SERVICES & CHARGES		298,859	542,950	259,346	542,950	81,350	406,950	313,900
Total Expenditures		606,725	814,319	507,554	825,080	189,640	702,084	622,679
Net Revenue		-606,725	-814,319	-507,554	-825,080	-189,640	-702,084	-622,679
Total for PROG 906: WWTF - COLLECTION PROGRAM		-610,593	-817,919	-512,746	-828,680	-190,912	-705,684	-626,279
Total for FUND 602: WASTEWATER TREATMENT FUND		676,699	142,844	830,529	86,731	523,617	212,229	424,886

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Waste Water Treatment Plant
Sewer Collection 902-906

2020 Accomplishments

Televising of approximately 100,000 feet of sewer
Televising 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
Maintained Sump Pump Inspection and record keeping procedures

Completed Annual collection system cleaning and Maintenance goals

2021 Goals

Televising 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
Improve and upgrade Communication of Lift Stations
Renewal of 6 SIU, 5 Year Industrial Pretreatment Discharge Permits
Jet clean and record Annual Preventive Maintenance for 20% of City collection system.
Continue process of Education and work experience with new operators

City of Owatonna
Summary Budget Comparison by Program

FUND 620: STORM WATER UTILITY

PROG 920: STORM WATER UTILITY

Account Number	Account Name	2018 Actual	2018 Budget	2019 Actual	2019 Budget	06/30/20 YTD	2020 Budget	2021 Budget
	Tax Levies	314,930	312,040	312,938	312,615	0	312,880	318,075
	Intergovernmental Revenue	5,000	0	0	0	0	0	0
	Charges for Services	1,068,692	1,125,000	1,212,091	1,250,000	602,550	1,250,000	1,250,000
	Interest on Investments	36,490	8,000	65,383	12,000	23,425	30,000	30,000
	Other Financing Sources	537,838	0	161,841	0	0	0	0
	Total Revenues	1,962,950	1,445,040	1,752,253	1,574,615	625,975	1,592,880	1,598,075
	FT Wages	83,987	82,993	87,798	88,586	45,723	93,323	98,502
	Benefits	20,702	19,783	24,022	21,802	11,024	22,934	24,033
	PERSONAL SERVICES	104,689	102,776	111,820	110,388	56,747	116,257	122,535
	Supplies	122,486	29,500	14,004	54,500	5,130	59,500	59,500
	Repair Supplies	349	1,000	0	500	0	500	500
	Small Tools & Equipment	125	250	125	250	125	250	250
	SUPPLIES	122,960	30,750	14,129	55,250	5,255	60,250	60,250
	Professional Services	24,672	116,000	34,184	116,000	14,447	105,000	105,000
	Communication	129	750	92	750	29	750	750
	Vehicle, Travel & Training	1,297	3,500	6,741	3,000	298	3,000	4,500
	Advertising & Promotion	105	2,500	100	1,500	0	1,500	1,500
	Printing	0	1,500	0	1,500	0	1,500	1,500
	Memberships & Subscriptions	965	2,000	105	1,500	1,105	1,500	1,500
	Insurance	1,000	1,000	1,500	1,500	850	1,800	1,400
	Licenses & Inspections	0	0	0	0	754	0	1,000
	Repair/Maint/Licenses	33,485	51,000	241,865	51,000	53,160	65,000	79,500
	Other Services & Charges	2,618	2,000	1,560	2,600	925	2,600	0
	Depreciation	300,368	194,000	312,119	280,000	150,900	300,000	310,000
	OTHER SERVICES & CHARGES	364,639	374,250	597,966	459,350	222,468	482,650	506,650
	DEBT SERVICE	67,859	103,000	56,309	101,000	47,931	98,000	37,000
	TRANSFERS OUT	78,300	78,300	75,875	75,875	41,135	82,265	78,505
	Total Expenditures	738,447	689,076	856,399	801,863	373,536	839,422	804,940
	Net Revenue	1,224,503	755,964	895,854	772,752	252,439	753,458	793,135
	Total for FUND 620: STORM WATER UTILITY	1,224,503	755,964	895,854	772,752	252,439	753,458	793,135

CITY OF OWATONNA 2021 PROGRAM BUDGETS
Storm Water
Storm Water 920-920

2020 Accomplishments

Implementation of activities under the Minimum Control Measures required under the current MS4 Permit and Program.

Completion of Cardinal Drive Stormwater Project.

Improved process and relationship with residential contractors.

Inspection and maintenance of all publicly owned stormwater best management practices, infrastructure, facilities, stockpiles, and outfalls.

Provided public stormwater education through various media including newsletters, education booths, website, and stormwater events.

Provided construction stormwater certification and training to area contractors and city field staff.

Completed flood study for Carriage Lane and Willow Creek areas.

Constructed infiltration practice MRG-007 and native prairie planting MNP-002.

Provided modifications to storm pond MSP-013 and MSP-001/003.

2021 Goals

Prepare new MS4 Permit application upon reissuance.

Update MS4 and Stormwater Management Program to reflect new requirements of MS4 Permit.

Conduct TMDL and WLA study as required under new MS4 Permit.

Implement necessary flood reduction activities and projects identified study for Carriage Lane and Willow Creek areas.

Dredge and reconstruct storm pond MSP-027 and filtration basin MSP-020.

Develop streamlined program through Target Solutions to improve pollution prevention education for public employees.

Develop contract with area MS4's and CRWP to improve stormwater education program for the general public.

Implement Minimum Control Measures (6) required under the MS4 Permit and Program.

Conduct new Stormwater Utility Fund Rate Study to determine program and budget needs.

Conduct study/analysis to determine square footage of impervious surfaces within city.

Update Stormwater Management Ordinance (Chapter 52) to reflect new requirements of MS4 Permit reissuance.