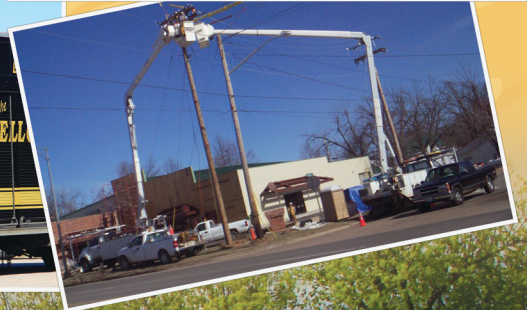


CITY OF LEBANON BUDGET



FISCAL YEAR 2018

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, (HEREINAFTER REFERRED TO AS "CITY") ADOPTING THE FISCAL YEAR 2018 BUDGET FOR THE PERIOD BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018.

- WHEREAS*, that the City Council held Work Sessions regarding the Fiscal Year 2018 Proposed Budget on June 8, 2017 and June 19, 2017; *and*
- WHEREAS*, that during Said Work Sessions the following items were discussed 1) Revenues; 2) Expenditures; 3) Personnel Staffing; 4) Fund Balances; 5) Health Insurance Funding; 6) Capital Expenditures; and 7) City Goals; *and*
- WHEREAS*, the Capital Improvement Plan is a planning document; projects from this plan are moved into the budget each year and presented to City Council throughout the year for final approval; *and*
- WHEREAS*, despite the fact that the Capital Improvement Plan 2019-2023 was not discussed during the budget meetings, adoption is recommended to maintain the continuity of the City's past budget process; *and*
- WHEREAS*, that the City held the Fiscal Year 2018 Budget Public Hearing on June 26, 2017; *and*
- WHEREAS*, that the Fiscal Year 2018 Budget and the Capital Improvement Plan 2019-2023 were submitted to the City Council, for approval, by Council Bill No. 4471 at the June 26, 2017 Council Meeting.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, AS FOLLOWS:

- SECTION 1: That the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") hereby adopts and appropriates the revenues and expenditures as the Fiscal Year 2018 Approved Budget. Said Budget is hereby attached and incorporated herewithin as marked "*Exhibit A.*"
- SECTION 2: That the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") hereby adopts the Capital Improvement Plan 2019-2023. Said CIP is hereby attached and incorporated herewithin as marked "*Exhibit B.*"
- SECTION 3: That this Ordinance shall be in full force and effect from and after the date of its passage and approval.

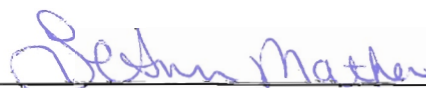
Passed and approved by the City Council of the City of Lebanon, Laclede County, Missouri, on this 26th day of June, 2017.

(Seal)

Attest:



City Clerk Laina Starnes



Mayor Pro Tem LeAnn Mather

1st Reading: June 26, 2017
2nd Reading: June 26, 2017

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City of Lebanon, Missouri

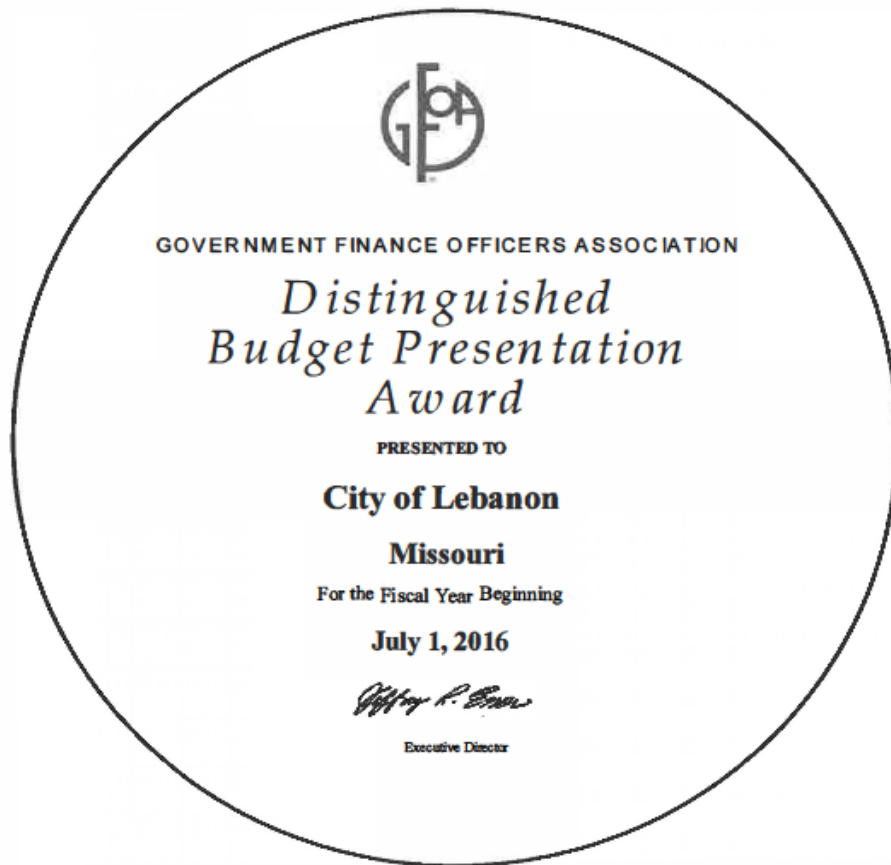
Annual Operating Budget

July 1, 2017 – June 30, 2018

Prepared by the Finance Department

Kat Gill, Finance Director

Holli Hawkins, Financial Analyst



The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Lebanon, Missouri for its annual budget for the fiscal year beginning July 1, 2016. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.





CITY OF LEBANON, MISSOURI • INCORPORATED 1877

To: The Honorable Mayor and Members of the City Council

On behalf of the entire City of Lebanon staff, it is my pleasure, pursuant to the requirements of Sections 67.010 and 67.020 of the Revised Statutes of Missouri, to submit to the City Council the proposed budget for the City of Lebanon for the Fiscal Year 2017. This transmittal letter provides a general summary of the overall financial condition of the City, reflects upon the prior fiscal year, and details highlights from this year's budget. It is my pleasure to report the City's overall financial outlook remains stable and fiscally sound.

This budget balances the money realistically available for appropriation against citizen demand for programs and services. Staff has worked diligently over the past several months to anticipate the needs of their departments and provide enhancements or ensure continuity in the level of services provided to our residents. Upon its adoption, this document represents the specific direction of the community, established by the Mayor and City Council, for the next twelve (12) months. Staff is committed to providing the governing body with recommendations to move forward on policies and programs as established by the adoption of this budget during this fiscal year.

Once again, the City will begin its fiscal year with its major fund balances sufficient to manage purchases and perform program activities. We are projecting end year fund balances of twenty-five percent (25%) for the General Fund, forty-four percent (44%) for the Street fund, and eleven percent (11%) for the Capital Improvement fund. If current financial trends continue, we should be able to budget both operational and capital appropriations without any deficit spending within the next few years. Over the past several years, one of the financial policies the City has worked toward is to maintain a fund balance of twenty-five percent (25%) in each fund, which this budget achieves relative to our two largest funds. Improvements in the Street and General funds are primarily the result of three factors: 1) lower operating costs 2) increases in collected revenue activity and 3) changes in capital outlay.

Fiscal Year 2017 Reflections and Accomplishments:

Fiscal Year 2017 was, as always, a busy year for the City of Lebanon. As an organization, we undertook a myriad of projects, ranging from fleet upgrades to street projects to park improvements, all of which the City Council and community should be proud. Highlights of the notable projects and achievements completed or begun during the last twelve months include:

- ❖ **Demolition of St. Bernard's Market-** Contracted to abate asbestos and demolish St. Bernard's Market on Commercial Street. This building was a significant eyesore and source of complaint in the community. Site is now ready for future visioning and conversion to public use.

- ❖ **Interconnect Agreement with MCP-Lebanon**-The City entered into an interconnection agreement with MCP-Lebanon. MCP-Lebanon is constructing a solar farm at the old industrial park once owned by the Trustees of the City of Lebanon. This project will be a source of community pride for years to come.
- ❖ **Outdoor Warning Siren Replacement**-Continued replacing our existing outdoor warning sirens with a new siren at the intersection of Ohio and Utah streets.
- ❖ **South King Improvements**-Overlaid 920 linear feet of asphalt pavement on South King Street from Laclede Street to West Madison Avenue.
- ❖ **Ivey Lane Asphalt Overlay**-Milled and overlaid 2,650 linear feet of asphalt pavement on Ivey Lane from Elm Street to Beck Lane.
- ❖ **Police Patrol Cars**-Continued our police patrol car replacement plan through the purchase of three new police cruisers to replace three existing units with over 100,000 miles logged. New patrol vehicles included in-car (dash) cameras.
- ❖ **Fleet Purchase**-Began scheduling vehicle and equipment replacements in such a way as to maximize value to the taxpayers by generating the lowest possible price on vehicle purchases by way of grouping various department purchases together into one bidding process and selecting the best value from that process.
- ❖ **AMR Meter Purchase and Installation**-Continued the project began in FY 2016 of purchasing and installing new AMR meters. Council approved the continued purchase of water meters not to exceed \$750,000.
- ❖ **Civic Center HVAC**-Replaced the pool de-humidification unit at the Cowan Civic Center with a new unit fueled by natural gas to improve energy efficiency and lower overall energy costs.
- ❖ **Nelson Park Phase II**- Began work on a new concession stand and restroom, storm sewer improvements, and a block wall around the existing transformer at Nelson Park.
- ❖ **Boswell Route 66 Mural Installation**-The City Council entered into an agreement with Whitehill Enterprises to install three (3) Route 66 themed murals as part of the Route 66 themed upgrades to Boswell Park. The first mural has been installed and the remaining two are scheduled soon.

Despite continuing mixed signals from the federal and state economies, Lebanon continues to see development and growth, particularly in the manufacturing sector. Significant capital investment and expansion projects have begun at some of our largest manufacturing facilities and we continue to field inquiries from manufacturers seeking to locate in our region. In the commercial sector we saw three major retail establishments- Slim Chickens, rue21, and Sally's Beauty Supply, open their doors in Lebanon due in no small part to the investment that the City Council made in a retail recruitment contract with Buxton in early 2016. The housing market continues to recover from the downturn of the late 2000s as we are still seeing a gradual increase in the construction of custom homes and multi-family developments.

Over the past fiscal year several long-planned transformative projects have been initiated. Projects of this nature include the adoption of building inspections, along with the implementation of software to facilitate this process, the implementation of our A/R module to better track outstanding balances owed to the City, the implementation of our Fixed Assets module to better track our capital assets and capital investments, and billing notification improvements, such as automated texting and phone calls, that are helping to save on billing costs as well as improve on our collection rate.

In addition to the building inspection program, FY 2017 saw work continue on three major projects that will significantly impact the long-term outlook and makeup of our community. The Comprehensive Plan update with H3 and Alta Planning is nearing its conclusion. Dovetailing with our Comprehensive Plan update, we completed participation in a regional housing study organized by the Lake of the Ozarks Council of Local Governments to help identify our long term housing needs and gaps that currently exist. This information will prove valuable to real estate professionals, developers, and construction firms, in addition to ultimately benefiting our residents through the construction of needed housing options. Collectively, these projects are beginning to provide the framework for long sought transformative improvements, both to the physical character and the economic fabric of the Lebanon community. The accomplishments of Fiscal Year 2017 and the planned projects of Fiscal Year 2018 continue Lebanon's proud tradition as a progressive and modern organization in rural Missouri.

Fiscal Year 2018 Priorities:

City programs and operations are divided by governmental activity, enterprise activity internal and special funds. Governmental activity includes General, Street and Capital funds. Enterprise activity includes the Electric, Water, Wastewater, and Fiber funds. The remaining Funds are special funds with dedicated funding sources or are strictly internal to City operations.

The City of Lebanon has a mission to promote community engagement in order to create a secure, friendly, and sustainable community by providing equitable, proficient, and helpful public services. The Fiscal Year 2018 budget uses this mission to guide decision making in providing resources to the many programs and activities preformed by the City.

The three priorities of this budget are 1) continuing our investment in digitizing city services and operations, 2) investing in our workforce through funding of our merit system and a COLA, and 3) continued investment in the physical assets of the community. These issues have been discussed repeatedly over the past several years at both the staff (operational) and Council (legislative policy) levels. A closer examination of the progress made on these critical items is presented below:

- ❖ **Continue our investment in digitizing city services and operations-** Lebanon's organizational movement into the digital age continues in Fiscal Year 2018. In FY 2017 we began the process of implementing building inspections through the purchase of software to digitize the entire process, the purchase and implementation of accounts receivable and fixed asset management modules for our financial and operational management software. FY 2018 anticipates the continued implementation of the building inspection software and the purchase of additional modules for Incode, our operational management software. These modules will centralize core organizational functions and finally integrate a wide variety of city operations into a single

system, improving our ability to process and analyze data, reduce redundancy from the use of multiple individual files for tracking activities, and allow for staff time to be redirected from work-around solutions to active management of systems and personnel. The planned modules include centralized purchasing, inventory, and business licensing. Digitalization of operations is essential to maximizing the effectiveness of staff and thereby providing the best levels of service to our citizens.

- ❖ **Investment in our workforce-** The retention of quality, well-trained employees is mission critical to our organization. Additionally, as positions are vacated within the City, the attraction of new talent into our organization takes an ever-increasing level of importance, particularly as economic conditions continue to improve and wages begin to rise once more in the private sector. This budget proposes an investment in our employees through funding of the merit system and a three-percent (3%) COLA applied to all positions across the entire grid.
- ❖ **Continued investment in Lebanon's physical assets-** The FY 2018 budget outlines areas of capital investment that maximize the taxpayer's dollar, are critical to operational and community needs, and are consistent with the policies and direction set forth by the governing body. The CIP grows every year as staff continues to identify equipment and infrastructure requiring attention. Making regular investments in our physical assets is critical to keeping the citizens happy, attracting new development, and containing costs over the mid-to-long term. Over the last two budget years, we have seen significant cost control through the use of lease/purchases of certain major equipment.

In FY 2016, the City Council approved raising electric utility rates, with the requirement that rates are reviewed regularly and a minimum 1% increase be proposed by staff on an annual basis. These measures were designed to avoid further large-scale rate increases and to help keep costs manageable for customers and electric utility revenue stable. Further, Council directed staff to pursue a formal electric rate study from an outside consultant to provide advice and direction for future electric rate restructuring. In FY 2017 Toth and Associates was selected to perform that rate study, as well as a physical inventory and geolocation of the various components that make up our electric assets.

As discussed as a core priority above, the investment of resources in capital assets is once again a top priority in Fiscal Year 2018. Accordingly, continued investments in the Civic Center, Fairgrounds, and streets are reflected in this budget. Enterprise funds will again see investments in system improvements and equipment purchases within the electric, water and wastewater funds. A comprehensive narrative list of capital investment is included within this budget. Fully detailed project descriptions are included in the complete 2019-2023 CIP available on our website.

Fiscal Year 2018 Continued Priorities:

The following priorities are a continuation from prior budget years and developed from the strides made from diligent work by both Council and staff to address ongoing needs of the community. Over the last three budget cycles priorities have focused on 1) planning for the future, 2) investment in public safety and infrastructure, 3) working on economic development activity and 4) internal operations and fiscal oversight. This budget seeks to continue addressing these important goals as well.

Financial Highlights:

The FY 2015 and FY 2016 budgets reflected heavy investments in capital assets, significant efforts to maintain low operational costs, and a focus on creating policies to better manage our personnel costs and fixed assets. In FY 2017, as we continue to focus on investing in infrastructure, there are some purchases and projects which could be shifted to future years without an immediate decrease in services provided to our community. However, these purchases and projects must be completed prior to equipment or service failure to ensure minimal service interruptions and the maximum efficiency of tax dollars used on these projects. Excessive deferral of certain capital needs will eventually create a backlog of necessary projects which will be prohibitively expensive to resolve. All deferred purchases or projects have been placed back into the 2019-2023 Capital Improvement Program (CIP) and will be brought back in future fiscal years for consideration.

This budget has \$53,852,667 in appropriations; including \$8,391,735 in capital investment in order to meet the demands of our community. In contrast, the City, through taxes, fees, and utility rates, is projecting \$49,714,755 in revenues. Fiscal Year 2018 appropriations break down to four major classifications:

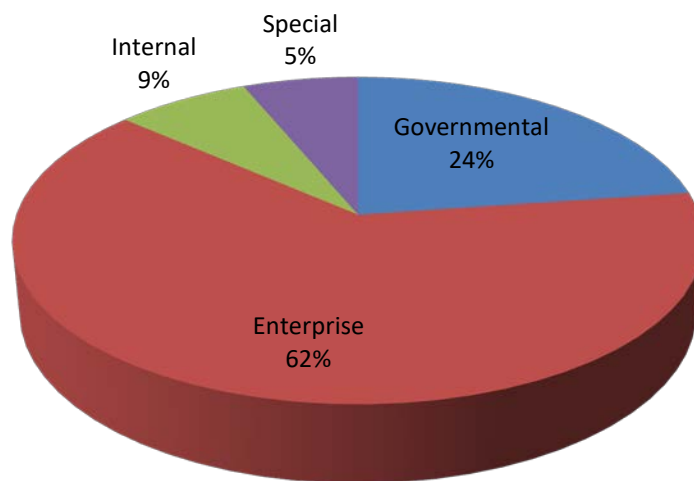
governmental activity at \$12,873,868, enterprise activity at \$33,518,992, internal funds at \$4,813,977, and special funds at \$2,645,830.

The revenues presented in this budget are projected to remain flat or slightly increase over the next twelve months. The expenditures are \$4,137,912 over projected revenues. This is due in part to the planned \$8,391,735 investment in capital improvements and equipment using carry-over from the prior year's fund balance.

The largest governmental fund, General Fund (Fund 01), makes up \$7,787,366 of the governmental activity. The City is anticipating spending \$4,546,222, or fifty-eight percent (58%) of this fund on Police and Fire programs.

The largest enterprise fund, Electric Operating (Fund 80), makes up \$27,214,997 of the enterprise activity. The City is anticipating purchasing power for a cost of \$21,850,000 or eighty-percent of the Electric Operating Fund budget.

Expenditure by Activity



The overall budget will see a decrease in the City Fund balance of \$3,281,192. During Fiscal Year 2018 the City plans to once again invest in long term, large scale projects. These investments should allow the City to see operational savings in future years. The City continues to be conservative with both its anticipated revenues and planned operational expenditures during Fiscal Year 2017. During the next several budget cycles, Council should continue to monitor fund balances, invest in personnel and physical assets, and take advantage of Lebanon's strong reputation and geographic position in the state to continue to develop our community for the future.

Conclusion:

Many people share in the responsibility of ensuring the City's ability to provide high levels of service, undertake significant capital investments in infrastructure and operational equipment, and maintaining a strong financial position. Through the collective efforts of the City Council, residents, and staff, Lebanon continues to be a model community in the state of Missouri. Staff performed professionally, creatively, and collaboratively in preparing this budget and they should be commended for their hard work. But the work is not yet done. The work of reviewing this draft budget now falls to the Council and the community as a whole to ensure the priorities set forth in Fiscal Year 2018 reflect the aims, objectives, and priorities for the community during the next twelve months. Where appropriate, this budget should be amended by the governing body to reflect any changes which will be made prior to final adoption. As always, staff remains ready to assist the Council and community in any way required.

Respectfully Submitted,



Chris Heard
City Administrator

Introduction



The Mayor

The Council

Ward 1

Gilbert Adkins
Ken Eldridge

Ward 2

Sheila Mitchell
James White

Ward 3

Randy Wall
LeAnn Mather

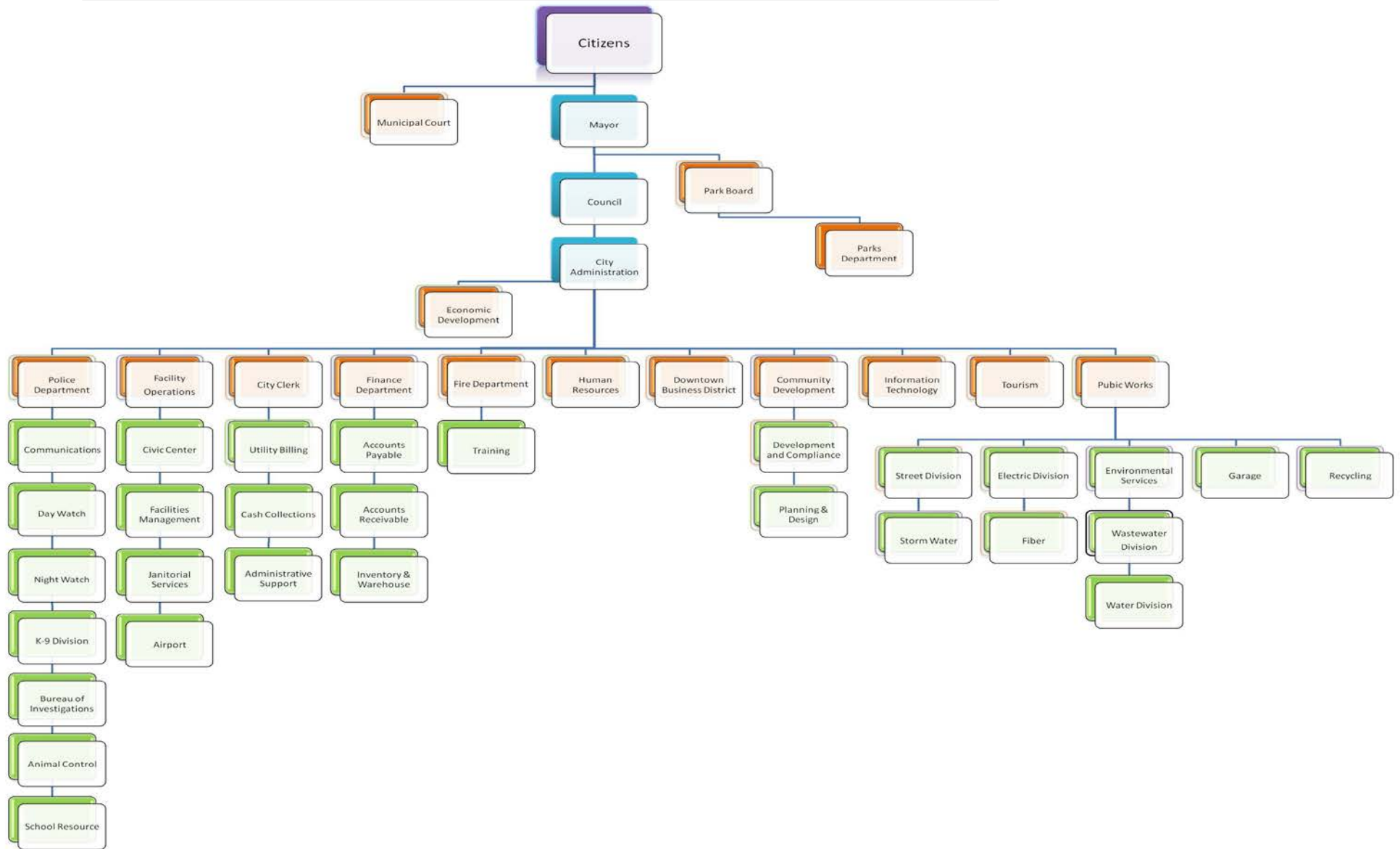
Ward 4

Chuck Jordan
Bob Garner

The Administration

City Administrator
Chris Allen, City Attorney
Laina Starnes, City Clerk
Richard Shockley, Public Works Director
Kat Gill, Finance Director
Randy Halstead, Police Chief
Sam Schneider, Fire Chief
Deryl Wilson, Operations Director
Noel Massey, Interim Community Development Director
John Shelton, Parks Director
Jarrad Schomaker, MIS Coordinator
Nicole McGinnis, Tourism Director
Kathy Milliken, Human Resource Director
Ben DeClue, Assistant to City Administrator

Our Organization



City of Lebanon, Missouri

Community Profile

2017

Date of Incorporation	1877
Form of Government	City of the third class; governed by a Mayor/Council form of government
2015 Estimated Population	14,688
Estimated Housing	6,813
Land Area	14.63 square miles
Mile of Street	111
Police Protection	
# of Stations	1
# of Police Officers	30
Fire Protection	
# of Stations	2
# of Firefighters	18
Public Education	Classified as "Accredited" by Department of Elementary and Secondary Education, serves approximately 4,500 students in 3 elementary schools, a junior high school, a high school, an alternative education center, and a vocational school
Higher Education	3 colleges have a presence in Lebanon
Recreation and Culture	
Parks	9 parks cover over 185 acres
Number of Libraries	1
Median Household Income (2011-2015)	\$31,115

History

Laclede County was formed in 1849 from Camden, Pulaski, and Wright Counties. Named after Pierre Laclede, founder of St. Louis, it borders Webster and Wright Counties on the South, Dallas County on the West, Camden County on the North, and Pulaski and Texas Counties on the East as one of 24 counties that make up Southwest Missouri. It is located in the beautiful Ozark Mountains and has everything from farmland and pasture to rugged, forested hills. It is populated by about 35,000 residents and lies about 155 miles southwest of St. Louis on I-44. The first white settler in this area was Jesse Ballew in 1820 when he built his log cabin on the east side of the Gasconade River. Other early settlers include Henry Anderson, William Montgomery, William Gillespie, William Tweedy, Leonard Eastwood, Jesse Williams, Spencer O'Neil, Josiah Tygart, Aaron Span, and James Campbell. Laclede County was surveyed between 1835 and 1840 before becoming an actual county February 24, 1849. The county seat, now Lebanon, was first called Wyota for the early Indians of the area, but was changed to Lebanon at the request of a local minister, in honor of his hometown of Lebanon, Tennessee.



Population



According to the 2010 census, Lebanon's population is (95% urban, 5% rural). Of that population, approximately 52.5% are female and 47.5% are male.

Population	
Year	Population
1900	2,125
1910	2,430
1920	2,848
1930	3,562
1940	5,025
1950	6,808
1960	8,220
1970	8,616
1980	9,507
1990	9,983
2000	12,155
2010	14,474
2012 (Estimated)	14,543
2013 (Estimated)	14,759
2014 (Estimated)	14,650
2015 (Estimated)	14,688

Source: Missouri Census Data Center & US Census Bureau

The racial makeup of the population is 94.1% Caucasian, 1.3% African American, 0.7% Asian, and 0.6% American Indian. Hispanic or Latino of any race is 2.6% of the population and the remainder of the population of Lebanon is made up of another race or a combination of two or more races.



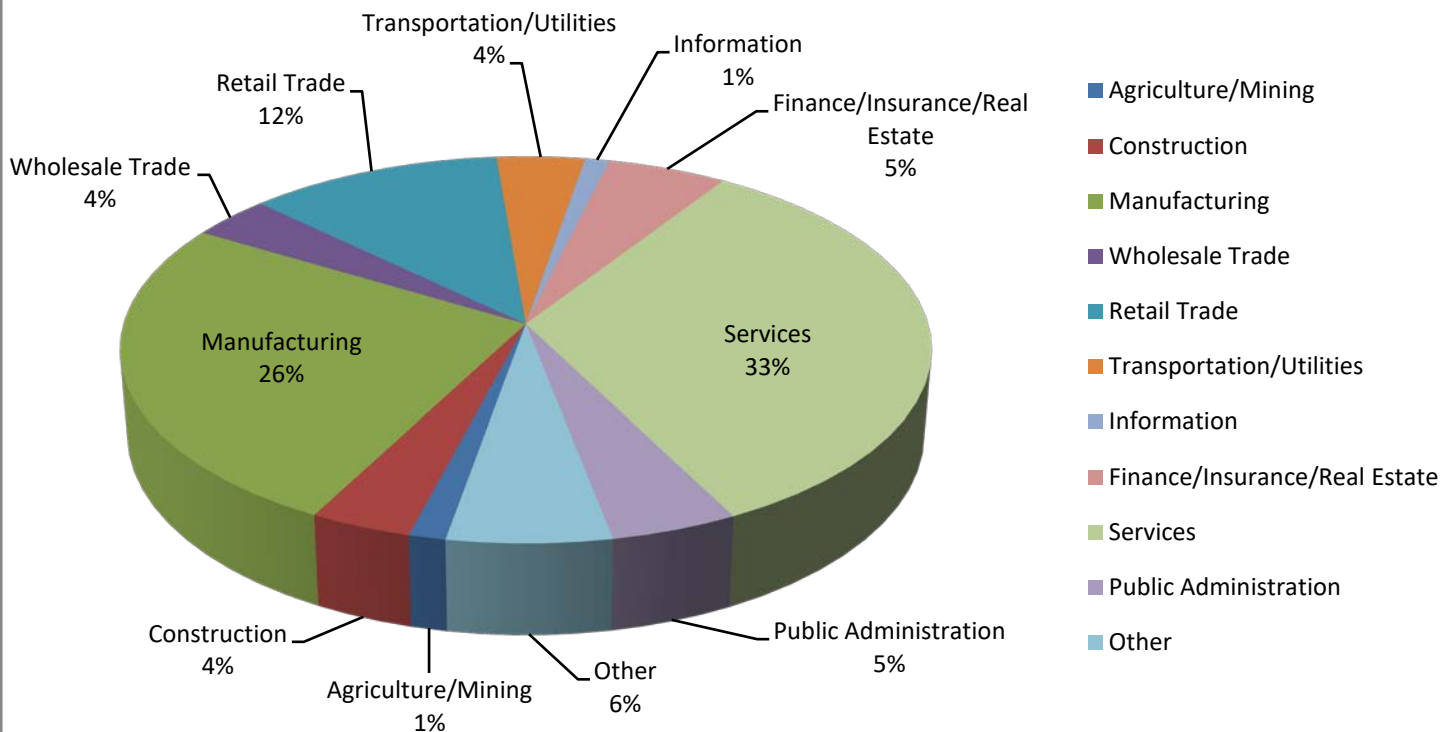
Commerce, Industry and Employment

The City is a regional center consisting primarily of residential areas serviced by commercial and retail businesses. Residents of the City work throughout the City and surrounding areas. Listed below are the top ten major employers located in the City and the number employed by each:

Employer	Type of Business	Number of Employees
1. Tracker Marine	Boat Manufacturing	1025
2. Emerson Climate Technologies	Compressors for HVAC Industry	880
3. Lebanon R-III School District	School	748
4. Independent Stave	Barrel Manufacturing	535
5. Mercy Hospital	Healthcare	474
6. The Durham Company	Electrical Component Manufacturing	370
7. G-3 Boats	Boat Manufacturing	297
8. Marine Electrical Products	Marine Electrical Components	284
9. Detroit Tool Metal Products	Metal Fabrication	245
10. Wal-Mart Super Center	Discount Store	202

Source: Lebanon Regional Economic Development Incorporated.

2015 Employed Population 16+ by Industry



Source: American Community Survey

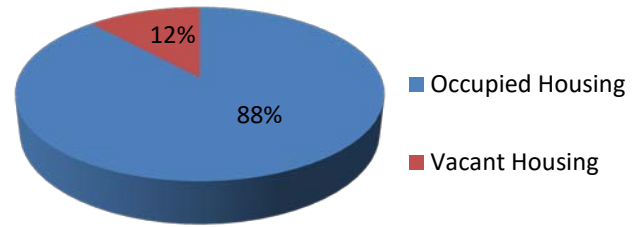
Housing

Household Summary

2000 Households	5,269
2000 Average Household Size	2.33
2010 Households	5,980
2010 Average Household Size	2.36
2014 Households	6,002
2014 Average Household Size	2.38
2018 Households	6,073
2018 Average Household Size	2.38

Source: American Community Survey

2015 Housing Occupancy



Source: American Community Survey

Education

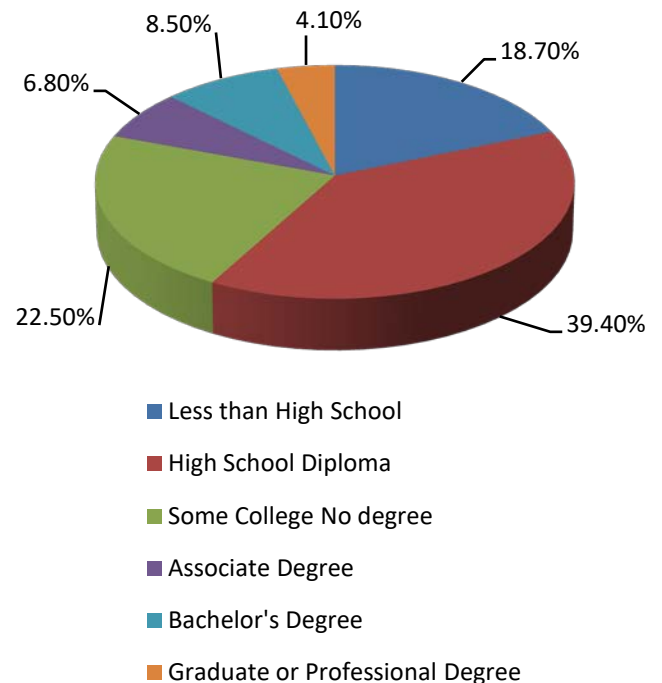
College/University in Lebanon:

- Drury University
- Ozarks Technical Community College
- Missouri State University

Public schools in Lebanon:

- Lebanon Sr. High School
- Lebanon Tech. & Career Center School
- Lebanon Middle High School
- Esther Elementary School
- Maplecrest Elementary School
- Boswell Elementary School
- Hillcrest Education Center

Educational Attainment Ages 25 plus



Source: American Community Survey

Vision, Mission, Values, and Goals

OUR MISSION:

City of Lebanon's Mission is to promote community engagement to create a secure, friendly and sustainable community by providing equitable, proficient and helpful public service.

OUR VISION:

Lebanon will be celebrated as a dynamic community with first-rate and open public services, where community is friendly and the economy is vibrant.

VALUE STATEMENTS:

- ❖ PEOPLE: People are priority as we value, respect, trust, recognize and effectively communicate in our interactions.
- ❖ INTEGRITY: We strive to excel in our performance by exemplifying professionalism and excellence in our service to others.
- ❖ COMMITMENT: We are committed to our community through perseverance, dedication and follow through.
- ❖ TEAMWORK: Through collaboration with others, we optimize planning, decisions, and outcomes.

Goals and Objectives Fiscal Year 2018

Achievement of the goals, objectives and tasks may be guided by resource allocations and opportunities that occur during the year. The City Administrator regularly reports on the City's progress toward achieving its goals.

City of Lebanon's mission is to promote community engagement to create a secure, friendly, and sustainable community by providing equitable, proficient and helpful public services.

GOAL 1: Appoint a new Mayor and hire new City Administrator- The City of Lebanon requires stable leadership in order to continue the pursuit of the various goals and objectives of its component departments and divisions, as well as the overall community vision of its residents. Council will take steps to select a new Mayor and City Administrator in professional and transparent processes.

OBJECTIVES:

1. Work to establish strong working relationship between new elected and professional leadership by ensuring the selected candidates understand their roles in the organization and community.
2. Review and update City Code to ensure that the Mayor and City Administrator positions have clear authority and roles.
3. Work with a professional executive recruitment firm specializing in municipal leadership to attract the best possible candidate for City Administrator.

GOAL 2. Address council decorum, rules of order, and relationship between Mayor/Council and staff- The City of Lebanon has not adopted any formal rules of order, standards of decorum, or guidelines for how the Council and Mayor should interact with City Staff outside of the City Administrator. Council should take steps to draft and adopt a Council Handbook that will address these issues.

OBJECTIVES:

1. Establish clear guidelines for public-council interaction, inter-council interaction, council-staff interaction, rules of order at meetings, order of business, and more.

GOAL 3. Address Capital Improvement and Transportation Tax Ballot Issues- The Transportation and Capital Improvement Sales Taxes are critical to the long term success of the City of Lebanon. Every citizen can agree on the importance of improving roads and bridges, and maintaining street division equipment, purchasing large capital equipment and facilities. The Transportation Tax sunsets on January 1, 2019 and the Capital Improvement Tax sunsets on January 1, 2020.

OBJECTIVES:

1. Begin work educating the public on the need for continuing these critical taxes, to include the fact that these renewals will not raise the existing sales tax rate.
2. Examine possible election dates to begin placement of ballot questions related to these taxes.

GOAL 4. Continue to foster closer relationships with other local government entities- the City of Lebanon made excellent progress in FY 2017 on improving the relationships with Lebanon Schools and the County of Laclede. Work should continue this year on those initiatives.

OBJECTIVE:

1. Work with Spark Management to continue exploring implementation of the Joint School Board/City Council Report. Robert Heacock of Spark Management facilitated an evening-long discussion in late 2016 between the City Council and School Board. Both entities should be presented that subsequent report and work should continue on implementation.
2. Relations between the City and County organizations should be examined and improved. The City of Lebanon and County of Laclede share many joint strategic priorities. These should be detailed and a conversation should begin to occur with County leadership after a new Mayor and City Administrator have joined the City of Lebanon organization.

GOAL 5. Continue beautification of the City- a constant theme from residents and elected officials is the desire for a more attractive community. Council has spoken for several years about their desire to see increased beautification efforts. Previous efforts have included the creation of an edible garden at City Hall, improved downtown landscaping, and landscaping in roundabouts.

OBJECTIVES:

1. Pursue a partnership with the Laclede County Sheriff's office on the possible use of inmate labor for weed control and landscape improvements.
2. Continue to direct Facilities Management to make sensible and cost effective beautification enhancements in right-of-way areas and at civic facilities.

Major Fiscal Policies



Financial Policies

Background/Purpose

The City of Lebanon has an important responsibility to its citizens to carefully account for its public funds, to manage municipal finances wisely and to plan for the adequate funding of services and facilities required and desired by the public. The purpose of establishing a set of fiscal policies is to ensure the public's trust is upheld. By adopting a set of fiscal policies, the City will be establishing the framework under which it will conduct its fiscal affairs, ensuring that it is and will continue to be capable of funding and providing outstanding local government services. The discussion of these policies will provide more information to its citizens, Council members, and the city employees - all interested stakeholders in the budget.

The fiscal policies of the City of Lebanon have specific objectives. They have been developed to ensure the fiscal health of the City.

- To maintain Council policy-making ability by ensuring that important fiscal decisions are not driven by emergencies or financial problems.
- To provide Council information so that policy decisions can be made timely and accurately.
- To provide sound financial principles to guide Council and management in making decisions.
- To employ revenue policies which attempt to prevent undue reliance on a single source of revenue and which distributes the cost of municipal services fairly among all programs.
- To protect and maintain the City's credit rating.
- To ensure legal compliance with the budget through systems of internal control.

The following general principles should be followed in the financial management of the City of Lebanon and in the development of the annual budget.

Financial Planning Policies

Balanced Budget

To provide for a continuing level of government and financial stability, the City of Lebanon operates with a balanced operating budget that supports current expenditures with current revenues. Current revenues are defined as taxes, services charges and fees, licenses and permits, fines and forfeitures, interest earnings and other miscellaneous revenue. Current expenditures are defined as personnel, supplies, services and general operating equipment.

The City is committed to meeting this policy under normal circumstances. It is recognized that there may be times when it is advisable and necessary to use the cash reserves to balance the operating budget. If the annual budget requires the use of fund balance to match operating revenue and expense, the amount of the fund balance used and the purpose for which it is appropriated shall be identified in the annual budget message. The budget presented is balanced.

The City will ensure compliance with the adopted budget and will prepare monthly reports comparing actual revenues and expenditures to budgeted amounts.

Asset Inventory

The City of Lebanon recognizes the capital assets of a government and their condition are critical to the quality of services provided, and will strive to develop a comprehensive database which will include all major assets and a condition assessment to maintain the City's largest assets. This information would be used to determine the replacement and maintenance schedule for the assets, and how that coordinates with the development of the annual budget. It will also promote stewardship of the City's assets and assure that the City is complying with grant requirements as well as promptly disposing of surplus property.

Cash and Investments

The City's adopted investment policy will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner with an emphasis on safety of principal, liquidity, and financial return on principal in that order.

Long-Range Planning

The City will develop a financial trend report to provide a long-range planning tool to assess its financial condition. This report will assist in identifying emerging trends that may suggest corrective action is necessary.

Revenue Policy

Revenue Diversification

A diversified yet stable revenue system will be utilized by the City to protect it from possible short-term fluctuations in any of its revenue sources.

Non-Recurring Revenue

Generally, annual revenue of the City can be classified as either recurring or non-recurring. Examples of recurring revenue are sales tax, property tax and fees for services. Although the level of revenue may be subject to economic conditions, it is certain to be available from year to year. Non-recurring revenue (or one-time revenue) may be generated from grants, refunding of debt, the sale of fixed assets or other sources. This revenue may be available for more than one year, but is not considered a permanent source of funding.

To ensure the City of Lebanon is able to provide a consistent level of services, and to avoid disruptive effects on the community, the use of non-recurring or one-time revenue should generally be limited to non-recurring expense. Examples of proper use of this revenue are land acquisition, major capital purchases, start up costs for new programs, and stabilization funds for short periods of time when expenditures exceed revenue. Major capital expenditures that will significantly increase operating expenses should have a long-term sustainable revenue source. Grant applications should be based on meeting the City's needs, not just the availability of grant funds. Many capital expenditures are funded by a dedicated tax.

Use of Unpredictable Revenues

Monthly reports comparing actual to budget revenues will be prepared by the Finance Department and presented for administrative review. Variances are researched to determine if the differences are related to timing of the collection or a decrease in the activity. If revenues exhibit a consistent downward or flat trend, the Finance Department will analyze the total revenue and expense and consult with the City Administrator.

Charges for Services

All existing and potential revenue sources will be reviewed annually and recommendations to increase or decrease are based on the following:

- The history of charge levels, including how long present charges have been in place.
- For charges that defray all or part of the cost of delivering a service, how revenues compare to costs.
- How City charges compare to those of surrounding and comparable cities.
- The potential impact on the City, the local economy and on individuals and firms who will pay the charge.

Expenditure Policy

Undesignated Reserves

A jurisdiction should adopt a policy(s) to maintain a prudent level of financial resources to protect against the need

The City recognizes the need to maintain adequate cash reserves and to provide an appropriate level of service funded from annual revenues. In order to balance these needs, and to maintain the City's credit worthiness, the City of Lebanon will be working toward increasing the fund balances that are under twenty-five percent (25%) of operating revenues to provide for emergencies and allow for financial stability. This will also provide the City with resources to achieve its objectives and the flexibility to respond to unexpected opportunities or expenses. When feasible, a plan to replenish these reserves within a reasonable period of time should be developed.

Funding of reserves will come generally from one-time revenues, excess fund balance and projected revenues in excess of projected expenditures.

Unreserved cash balances may exceed twenty-five percent and can be used as funding during periods of economic decline, for one-time expenditures, and emergencies. Additional reserves may be desirable if the City is aware of future liabilities or action that may necessitate a larger balance.

Use of cash reserves will require Council action.

Budgetary Compliance

Each department is sent a monthly expenditure status report and is expected to monitor their spending and stay within budget. In addition, the Finance Department prepares a monthly report comparing actual to budgeted expenditures for the major operating funds and is presented for administrative review.

Cost Effective Services

The City will seek the best service level at the least cost. Contracts will include a formal process that ensures a level playing field to submit competitive bids.

Financial Reporting Policy

Basis of accounting refers to revenues and expenditures or expenses recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The City's policy is to maintain its records and present fund financial statements on the modified cash basis of accounting. The modified accrual basis of accounting is used in budgeting for all fund groups. Under the modified accrual basis of accounting, revenues are recorded when they are both measurable and available. The term "available" is defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures generally are recognized when the liability is incurred, as under accrual accounting.

An independent annual audit will be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements and a management letter detailing areas needing improvement.

Financial systems will be maintained to monitor revenues and expenditures on a monthly basis, with an analysis and adjustment of the Annual Budget at appropriate times.

The Finance Department will monitor the financial systems with reports presented for monthly administrative review.

The City will annually submit documentation to the Government Finance Officers Association for the purpose of obtaining the Distinguished Budget Presentation Award.

Capital Improvement Policy

The City staff will prepare for the Council's adoption annually, a five year Capital Improvement Program (CIP) which will detail each capital project, the estimated cost, the description, and funding source. Future operating costs associated with new capital improvements will be projected and included in the operating budget forecast. The City will determine and use the most effective and efficient method for financing all new capital projects.

Debt Policy

Purpose

The City recognizes the foundation of a well managed debt program is a comprehensive debt policy. A debt policy is an important tool to insure the appropriate use of the City's resources to meet the commitment to provide services to a community and to maintain sound financial management practices. These policies are guidelines for general use and allow for extraordinary circumstances. The primary objectives of this policy are to:

- Demonstrate a commitment to long-term financial planning objectives.
- Promote continuity and consistency in the decision-making process.

- Provide guidance to decision makers regarding the timing and purpose for which debt may be issued.
- Minimize interest expense and cost of issuance.
- Maintain the highest credit rating possible.
- Keep the level of indebtedness within available revenue and within the legal limitations of the State of Missouri.

Debt Affordability Analysis

The following factors shall be considered when evaluating debt capacity: Statutory and constitutional limitations on the amount of debt that can be issued; requirements of bond covenants; revenue projections and the reliability of revenue sources to repay debt; projections of the City's financial performance, such as revenues and expenditures, net revenue available for debt service; unreserved fund balance levels and measures of debt burden, such as net bonded debt per capita; net bonded debt as a percent of assessed value; and ratio of debt service to expenditures

Types of Debt

Debt financing shall be used by the City of Lebanon to fund infrastructure improvements and acquire capital assets that cannot be acquired from either current revenues or fund balance. Operating expenditures will not be directly supported by debt. Debt financing may include general obligation bonds, revenue bonds and other obligations permitted under Missouri law. The City will select a financing technique that provides for the lowest total cost consistent with acceptable risk factors and the principles of equity, effectiveness and efficiency. The City intends to include in the annual operating budget a sufficient amount to fund ongoing maintenance needs and to provide for periodic replacement consistent with the philosophy of maintaining capital facilities and infrastructure to maximize the useful life. The repayment terms should not exceed the useful life of the improvement.

Debt

General Obligation Bonds

General obligation bonds are issued to finance a variety of public projects and require voter approval. These bonds are backed by the full faith and credit of the City. Limitations for bonding capacity are set by State Statutes.

Article VI, Sections 26(b) and (c) of the Constitution of the State of Missouri limit the net outstanding amount of authorized general obligation indebtedness for a city to 10 percent of the assessed valuation of the city by a two-thirds (four-sevenths at certain elections) vote of the qualified voters. Article VI, Section 26(d) provides that a city may, by a two-thirds (four-sevenths at certain elections) vote of the qualified voters, incur indebtedness in an amount not to exceed an additional 10 percent for the purpose of acquiring rights-of-way, construction, extending and improving streets and avenues, and sanitary or storm sewer systems, provided the total general obligation indebtedness of a city does not exceed 20 percent of the assessed valuation. Article VI, Section 26(e) provides that a city may, by a two-thirds (four-sevenths at certain elections) vote of the qualified voters, incur indebtedness in an amount not exceeding an additional 10 percent for the purpose of purchasing or constructing waterworks, electric or other light plants to be owned exclusively by the city, provided that the total general obligation indebtedness of a city does not exceed 20 percent of the assessed valuation. The legal debt capacity of the City as of June 30, 2015 is:

Computation of Legal Debt Capacity

2016 Assessed Valuation	\$ 205,643,899
Constitutional Debt Limit (20% of assessed valuation)	\$ 41,128,780
Amount of debt applicable to debt limitation	\$ -
REMAINING LEGAL DEBT CAPACITY	\$ 41,128,780

Current Long-Term General Obligation Indebtedness

The City currently has no outstanding general obligation indebtedness.

History of General Obligation Indebtedness

The following tables set forth debt information pertaining to the City as of the end of each of the last five fiscal years:

<u>Fiscal Year Ending *</u>	<u>Total Outstanding Debt</u>
June 30, 2016	-0-
June 30, 2015	-0-
June 30, 2014	-0-
June 30, 2013	-0-
June 30, 2012	-0-

Other Long-Term Obligations of the City

Revenue Bonds

The City currently has no outstanding revenue obligations.

Certificates of Participation

Certificates of Participation (COP) are used to finance a variety of public projects. The certificates are subject to annual appropriation, and are not backed by a "full faith and credit" general obligation pledge. The COP borrowing does not count against the City's legal debt capacity.

The Certificates of Participation issued in 2010 provided financing for the costs of certain improvements to the City's wastewater treatment plant and the City's waterworks system. The revenues generated from the City's Wastewater fund – eight-nine percent and Water Fund – eleven percent - are responsible for the debt service on the 2010 issue. As of July 1, 2017 the outstanding principal owed is \$3,095,000. By the end of FY2018 the outstanding principal owed will be \$2,750,000.

The Certificates of Participation issued in 2014 provided refinancing for all of the City's outstanding Certificates of Participation (Capital Improvements Project), Series 2008. The Capital Improvements Sales Tax is responsible for the debt service on the 2014 issue. As of July 1, 2017 the outstanding principal owed is \$725,000. By the end of FY2018 the outstanding principal owed will be \$0.

The following is a schedule of the annually renewable lease purchase agreements which involve certificates of participation for the current budget year.

City of Lebanon Missouri
 Certificates of Participation
 Series 2014 Capital Fund 22

1st int pmt # days: 216

AMT ISSUED: \$4,135,000
 DATED DATE: 3/25/2014

PAYMENT DATE	PRINCIPAL AMOUNT	INTEREST RATE	SEMIANNUAL INTEREST PER MATURITY	TOTAL SEMI-ANNUAL INTEREST	TOTAL DEBT SERVICE	OUTSTANDING
11/01/14			0.00	23,568.00	23,568.00	4,135,000.00
05/01/15	1,125,000.00	0.600%	3,375.00	19,640.00	1,144,640.00	3,010,000.00
11/01/15			0.00	16,265.00	16,265.00	3,010,000.00
05/01/16	1,135,000.00	0.800%	4,540.00	16,265.00	1,151,265.00	1,875,000.00
11/01/16			0.00	11,725.00	11,725.00	1,875,000.00
05/01/17	1,150,000.00	1.125%	6,468.75	11,725.00	1,161,725.00	725,000.00
11/01/17			0.00	5,256.25	5,256.25	725,000.00
05/01/18	725,000.00	1.450%	5,256.25	5,256.25	730,256.25	0.00
	<u>4,135,000.00</u>		19,640.00	<u>109,700.50</u>	<u>4,244,700.50</u>	

First debt service payment date - November 1, 2014

City of Lebanon Missouri
Certificates of Participation
Series 2010A
(Water Fund 87)

Date	Principal	Interest	Subsidy	Total Adjusted Debt Service	Debt Service Reserve Fund	Total Net Debt Service
5/1/2011	15,957.45	10,964.24	(3,010.41)	23,911.27	(298.80)	23,612.47
11/1/2011	-	10,773.94	(2,977.33)	7,796.61	(295.52)	7,501.09
5/1/2012	31,914.89	10,773.94	(2,977.33)	39,711.50	(295.52)	39,415.98
11/1/2012	-	10,534.57	(2,977.33)	7,557.25	(295.52)	7,261.73
5/1/2013	32,446.81	10,534.57	(2,977.33)	40,004.06	(295.52)	39,708.54
11/1/2013	-	10,226.33	(2,977.33)	7,249.00	(295.52)	6,953.48
5/1/2014	32,978.72	10,226.33	(2,977.33)	40,227.73	(295.52)	39,932.21
11/1/2014	-	9,863.56	(2,977.33)	6,886.24	(295.52)	6,590.72
5/1/2015	34,042.55	9,863.56	(2,977.33)	40,928.79	(295.52)	40,633.27
11/1/2015	-	9,455.05	(2,977.33)	6,477.73	(295.52)	6,182.21
5/1/2016	34,574.47	9,455.05	(2,977.33)	41,052.19	(295.52)	40,756.67
11/1/2016	-	9,005.59	(2,977.33)	6,028.26	(295.52)	5,732.74
5/1/2017	35,638.30	9,005.59	(2,977.33)	41,666.56	(11,173.18)	30,493.38
11/1/2017	-	8,506.65	(2,977.33)	5,529.32	(164.63)	5,364.69
5/1/2018	36,702.13	8,506.65	(2,977.33)	42,231.45	(164.63)	42,066.82
11/1/2018	-	7,680.85	(2,688.30)	4,992.55	(164.63)	4,827.93
5/1/2019	37,765.96	7,680.85	(2,688.30)	42,758.51	(164.63)	42,593.88
11/1/2019	-	6,783.91	(2,374.37)	4,409.54	(164.63)	4,244.91
5/1/2020	38,829.79	6,783.91	(2,374.37)	43,239.33	(164.63)	43,074.70
11/1/2020	-	5,813.16	(2,034.61)	3,778.56	(164.63)	3,613.93
5/1/2021	40,425.53	5,813.16	(2,034.61)	44,204.09	(164.63)	44,039.46
11/1/2021	-	4,777.26	(1,672.04)	3,105.22	(164.63)	2,940.59
5/1/2022	41,489.36	4,777.26	(1,672.04)	44,594.58	(164.63)	44,429.95
11/1/2022	-	3,688.16	(1,290.86)	2,397.31	(164.63)	2,232.68
5/1/2023	43,085.11	3,688.16	(1,290.86)	45,482.41	(164.63)	45,317.79
11/1/2023	-	2,530.25	(885.59)	1,644.66	(164.63)	1,480.04
5/1/2024	44,680.85	2,530.25	(885.59)	46,325.52	(164.63)	46,160.89
11/1/2024	-	1,301.53	(455.54)	845.99	(164.63)	681.37
5/1/2025	46,276.60	1,301.53	(455.54)	47,122.59	(16,627.39)	30,495.20
Totals	546,808.51	212,845.89	(67,495.59)	692,158.81	(33,819.51)	658,339.30

City of Lebanon Missouri
Certificates of Participation
Series 2010B
(Wastewater Fund 85)

Date	Principal	Interest	Subsidy	Total Adjusted Debt Service	Debt Service Reserve Fund	Total Net Debt Service
5/1/2011	134,042.55	92,099.58	(25,287.43)	200,854.71	(2,509.95)	198,344.76
11/1/2011	-	90,501.06	(25,009.55)	65,491.51	(2,482.37)	63,009.14
5/1/2012	268,085.11	90,501.06	(25,009.55)	333,576.62	(2,482.37)	331,094.25
11/1/2012	-	88,490.43	(25,009.55)	63,480.87	(2,482.37)	60,998.50
5/1/2013	272,553.19	88,490.43	(25,009.55)	336,034.06	(2,482.37)	333,551.69
11/1/2013	-	85,901.17	(25,009.55)	60,891.62	(2,482.37)	58,409.25
5/1/2014	277,021.28	85,901.17	(25,009.55)	337,912.89	(2,482.37)	335,430.52
11/1/2014	-	82,853.94	(25,009.55)	57,844.38	(2,482.37)	55,362.01
5/1/2015	285,957.45	82,853.94	(25,009.55)	343,801.83	(2,482.37)	341,319.46
11/1/2015	-	79,422.45	(25,009.55)	54,412.89	(2,482.37)	51,930.52
5/1/2016	290,425.53	79,422.45	(25,009.55)	344,838.43	(2,482.37)	342,356.06
11/1/2016	-	75,646.91	(25,009.55)	50,637.36	(2,482.37)	48,154.99
5/1/2017	299,361.70	75,646.91	(25,009.55)	349,999.06	(93,854.71)	256,144.35
11/1/2017	-	71,455.85	(25,009.55)	46,446.30	(1,382.87)	45,063.43
5/1/2018	308,297.87	71,455.85	(25,009.55)	354,744.17	(1,382.87)	353,361.30
11/1/2018	-	64,519.15	(22,581.70)	41,937.45	(1,382.87)	40,554.57
5/1/2019	317,234.04	64,519.15	(22,581.70)	359,171.49	(1,382.87)	357,788.62
11/1/2019	-	56,984.84	(19,944.69)	37,040.15	(1,382.87)	35,657.28
5/1/2020	326,170.21	56,984.84	(19,944.69)	363,210.36	(1,382.87)	361,827.49
11/1/2020	-	48,830.59	(17,090.70)	31,739.88	(1,382.87)	30,357.01
5/1/2021	339,574.47	48,830.59	(17,090.70)	371,314.35	(1,382.87)	369,931.48
11/1/2021	-	40,128.99	(14,045.15)	26,083.84	(1,382.87)	24,700.97
5/1/2022	348,510.64	40,128.99	(14,045.15)	374,594.48	(1,382.87)	373,211.61
11/1/2022	-	30,980.59	(10,843.20)	20,137.38	(1,382.87)	18,754.51
5/1/2023	361,914.89	30,980.59	(10,843.20)	382,052.28	(1,382.87)	380,669.40
11/1/2023	-	21,254.13	(7,438.94)	13,815.19	(1,382.87)	12,432.31
5/1/2024	375,319.15	21,254.13	(7,438.94)	389,134.33	(1,382.87)	387,751.46
11/1/2024	-	10,932.85	(3,826.49)	7,106.36	(1,382.87)	5,723.48
5/1/2025	388,723.40	10,932.85	(3,826.49)	395,829.76	(139,670.11)	256,159.65
Totals	4,593,191.49	1,787,905.45	(566,962.93)	5,814,134.01	(284,083.92)	5,530,050.09

Future Financings

At this time, the City has no general obligation debt and no plans to issue this type of debt in the immediate future. Capital Leases and COPS are the City's current means of financing major infrastructure and continuing its capital investments. In accordance with regulations of the Missouri Department of Natural Resources, the City has completed the design process of flow capacity increases to its Wastewater treatment system. Capacity increases will be required based on the rate of increase of residential and commercial demand on the Wastewater system. At this point, the City is considering the issuance of revenue or lease obligations to finance such improvements.

Budget Process

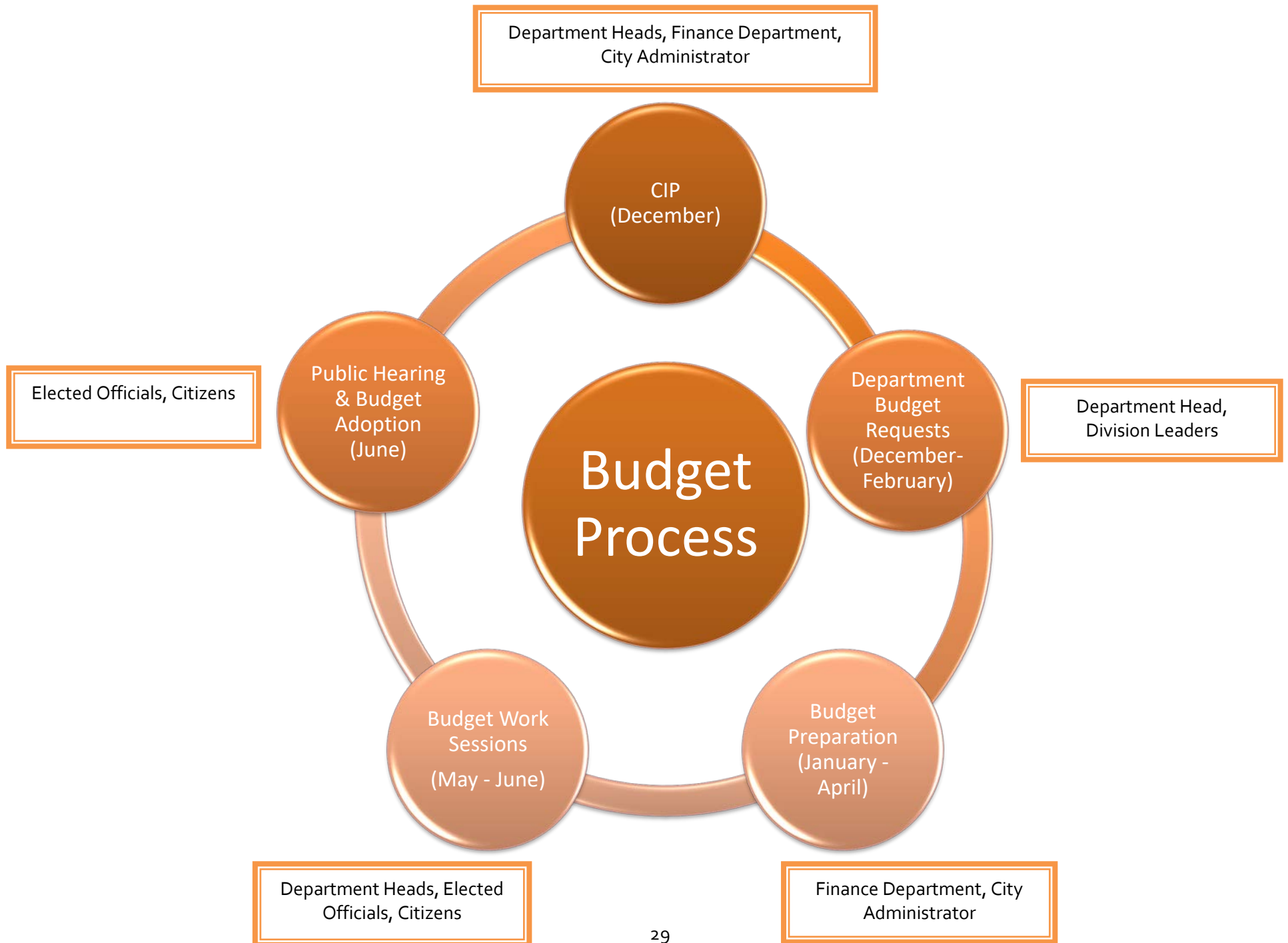
The City is required by law to prepare an annual budget of estimated receipts and disbursements for the coming fiscal year under the direction of the City Administrator, Finance Department and Department Heads and which is presented to the City Council for approval before July 1. The City's fiscal year currently begins on July 1 and ends on June 30. The budget lists estimated receipts by fund and sources and estimated disbursements by funds and purposes.

Four Stages of the Budget Process:

- 1) Budget Process – Departments are required to prepare their program budget requests for the upcoming fiscal year on forms supplied by the Finance Department. The amounts requested must be justified in terms of the results to be achieved. Departments are encouraged to assess their needs, research costs, and look at innovative changes which can be implemented within their operations to meet departmental needs and City Council goals.
- 2) Budget and Program Review – The Finance Department reviews all departments' program budget requests and makes recommendations to the City Administrator. The City Administrator and the Finance Department confer with department officials to determine appropriate budget levels, after which the City Administrator makes the final budget decisions and submits his recommendations to the Mayor and the City Council.
- 3) Consideration and Adoption – At least forty-five days prior to the City's fiscal year end, the City Administrator's recommended budget is given to the Mayor and the City Council for their review. They may make changes during this period and adopt the budget in accordance with provisions of State Statutes and local ordinances.
- 4) Execution of the Budget Plan – The actual implementation of the budget as adopted by the Mayor and City Council, effective July 1 of the fiscal year.

Budget Amendments

Budgeted amounts are as originally adopted or as amended by the city council annually. Once the budget is adopted, Council must approve any increase due to unanticipated expenses, grant revenue, or other revenue sources. An increase in the number of full-time or part-time positions allocated to a department after the budget is adopted must also be presented to Council for approval.



Action Steps:	Responsibility:	Date:
CIP information due from departments	All Departments	December 2016
Distribute Instructions for Budget Preparation, Staff Plans and Line Item Budgets	Finance Department	December 2016
Begin Revenue Projections, Debt Service & Salary Projection	Finance Department	January 2017
CIP information to Finance Department	Finance Department	January 2017
Line items, Org Charts, Goals & FTE Sheets due back to Finance	All Departments	February 2017
Compile budget and review items with departments	Finance Department	February-March 2017
Review Estimated Revenue & Projected Expenses	City Administrator & Finance Director	April 2017
Proposed Funding Priorities from City Administrator	City Administrator	April 2017
Proposed Budget Draft to City Administrator	Finance Department	April 2017
Proposed Budget to Mayor and City Council	City Administrator & Finance Department	May 2017
Council Review of Budget	Mayor & City Council	May-June 2017
Set Public Hearing 10 days in advance of final Hearing	Finance Department	June 2017
Submit Budget Ordinance for Public Hearing and First and Second Reading	City Administrator & Finance Department	June 2017
Adopted Budget published to website and printed copies to Council	Finance Department	June 2017

All Funds



Budget Overview

This summary provides an overview of the city's entire fiscal year 2018 budget and activity, covering fund activity for city activities consisting of governmental, enterprise, internal and special funds. For more detail information go to the fund, department, or division detail sections of this budget.

The General Fund consists of the following divisions: general, municipal court, fire, police, civic center, community buildings, administration and finance, recycling and storm water.

These divisions provide general services to the community.

Expenses in these divisions are up slightly for Fiscal Year 2018.

Despite this, the fund balance for the General Fund has

improved to twenty-five percent (25%). The starting balance is projected to be \$2,324,007 and end around \$1,754,904. This is the largest fund balance we have had in recent years.

<i>Carryover for Appropriation</i>	<i>\$18,282,417</i>
<i>New Revenue</i>	<i>\$48,336,411</i>
<i>Internal Service Cost</i>	<i>\$1,378,344</i>
<i>Total Revenue</i>	<i>\$67,997,172</i>
<i>Interfund Transfer In</i>	<i>\$556,720</i>
<i>Appropriations</i>	<i>\$52,077,033</i>
<i>Internal Service Cost</i>	<i>\$1,775,634</i>
<i>Total Appropriations</i>	<i>\$53,852,667</i>
<i>Estimated Ending Fund Balance</i>	<i>\$14,701,225</i>

City crews continue to work on projects funded by the Street Fund. Catherine Street improvements, the completion of the sidewalk grant project along Jefferson, and the Springfield Road overlay will be very visible projects during this year. Grant revenue and increase in collection of sales tax has enabled us to continue to invest in our community street infrastructure while moving the fund balance to forty-four percent (44%) The starting balance should start around \$1,330,885 and end around \$1,145,505.

The Capital Fund will again invest predominantly in Police and Fire, in addition to the Civic Center and Fairgrounds. Over the past few budget cycles, the city has invested this tax into projects and programs to benefit the greater community, and this year is no different. While this budget includes debt service of \$725,000 out of this fund, at the completion of FY 18 the debt service will be at \$0. The funding source for this fund will sunset January 1, 2020. This fund does not have any operations and therefore should not carry as large of a fund balance as other funds. The starting balance is estimated to be \$756,810 with an ending estimated balance of \$185,746.

The Special Funds are used to account for special activities and programs. The largest of these funds is the Park Fund and is managed by a board appointed by the Mayor with the consent of the City Council. This fund will spend down their fund balance on projects that were slated to be completed this year. The starting balance will be \$1,128,273 and is projected to be \$979,409 by the end of Fiscal Year 2018. The decrease in the amount available for appropriation will be offset by the capital assets.

The Tourism Fund will see a decrease in its fund balance. This fund has little to no capital expenses and has an internal transfer to offset employee cost. The tourism committee has identified two large capital projects in the 2019-2023 CIP that will significantly decrease their fund balance. The starting balance should be \$105,831 and the ending balance is projected to be \$79,794.

The Downtown Business District will see a slight decrease in its fund balance to \$31,737. This decrease is a result of landscaping and streetscape improvement activity established as a priority of the Board. This fund has no staff and the funds are used by a board that is appointed by the Mayor with consent of the City Council. The members of the board have to meet qualifications to serve on the board.

The Airport and Economic Development Funds manage projects related to these funds and the balances are subject to change solely based on project activity.

The Internal Funds are used to account for internal activities and programs. The three funds considered internal to operations are the Community Development, Internal Services, and Benefit Funds. The Internal Fund carries no fund balance. The activity in this fund is covered by services performed as operations to the city. The Community Development is mainly funded through the General Fund; however, the City's subdivision development is managed through this fund. The balance in this fund is expected to end at \$(207,383) partly due to work performed on subdivisions where an assessment is outstanding on the land. The Benefit Fund will see an increase in its fund balance from \$(-123,503) to \$61,829, as we continue toward the target goal of a twenty-five percent (25%) fund balance. This fund has seen high claim utilization over the previous two fiscal years. This fiscal year employees will see an increase to their health insurance premiums to offset these unexpected claim costs that allows for this projected balance growth.

Internal Service Funding								
50 Community Development Fund				60 Service Fund				
	305 Development & Compliance	310 Planning & Design	Total	305 Garage & Warehouse	315 Information Technology	320 Facilities Management	325 Janitorial	Total
01 General	\$215,121	\$19,243	\$234,364	\$39,120	\$114,523	\$173,357	\$36,313	\$363,312
08 Street	\$11,218	\$27,821	\$39,039	\$66,991	\$40,251	\$41,811	\$4,652	\$153,706
40 Tourism	\$0	\$0	\$0	\$0	\$13,012	\$1,577	\$0	\$14,589
45 Econ Dev	\$0	\$0	\$0	\$0	\$0	\$9,118	\$0	\$9,118
73 Airport	\$0	\$0	\$0	\$1,000	\$1,500	\$6,160	\$0	\$8,660
75 Downtown Business	\$0	\$0	\$0	\$0	\$0	\$12,151	\$0	\$12,151
79 Parks	\$392	\$8,493	\$8,885	\$1,930	\$15,479	\$2,093	\$0	\$19,501
80 Electric	\$14,718	\$30,346	\$45,064	\$35,602	\$37,818	\$12,248	\$4,652	\$90,320
83 Fiber	\$0	\$5,700	\$5,700	\$0	\$45,726	\$0	\$0	\$45,726
85 Wastewater	\$13,737	\$24,519	\$38,334	\$33,366	\$39,035	\$16,091	\$4,652	\$93,143
87 Water	\$13,377	\$24,957	\$38,256	\$57,297	\$30,620	\$12,134	\$4,652	\$104,702
Direct Cost	\$338,790	\$0	\$338,790	\$33,979	\$0	\$19,796	\$0	\$53,775
Total	\$607,353	\$141,078	\$748,432	\$269,284	\$337,964	\$306,534	\$54,920	\$968,702

Enterprise Funds are used to manage the city utilities. The Electric Fund is the largest of these funds. The operating fund will start the year with at \$723,290 and will end the year around \$743,756. The reserve will start with a balance of \$8,961,861 and end with a balance of \$8,005,138. The decrease in the Electric Reserve fund is a direct result of the continued investment in capital purchases from this fund. The total capital investment planned from this fund for this fiscal year is \$1,453,443, which is being expensed in its entirety from the reserve fund again during this fiscal year.

Fiber Fund manages our fiber utility and will see a decrease in its fund balance by \$70,776 largely due to a planned capital project in FY17 moving to FY18. There is an additional planned capital investment this fiscal year in a fiber extension to service the Parks department.

The Wastewater Fund will start the year with a balance around \$743,621 and end with a balance of \$795,331. The revenue shows an increase, as a rate adjustment will need to be made in anticipation of new debt service from the improvements to the treatment facility that the city has been planning for over the past few years. This budget reflects \$750,000 in construction activity related to the facility which represents a small percentage of the overall improvements scheduled over multiple budget cycles. The first year of significant investment is being made in our collection system and has been included in this budget.

The Water Fund's largest capital project is the continuation of the installation of smart meters throughout the distribution system. This continues our purchasing of these meters which began in FY 2016. The lease/purchase of a skid steer is also reflected in this budget, continuing our careful management of costs for large capital equipment. This activity along with other capital investments will bring the fund balance to \$665,200 or thirty-four percent (34%) of the annual revenue.

Finally, it is important to note the difference between operational and capital costs in this budget. Capital costs, while beneficial to the City, are often not required purchases, unlike operational costs, which are required to maintain our current levels of service. When capital costs of \$8,391,735 are separated from the budget, the City sees an operational surplus of \$4,810,543, indicating a healthy financial position.

While this summary is helpful and provides a general overview of the entire budget activity, the detailed activity of any fund and the description of each capital project can be found in different sections of this budget document. Please refer to the Table of Contents for more detail information on any fund, activity, or program of particular interest to you.

###

Budget Summary Governmental Activity

01 General Fund		08 Street Fund	
Carryover for Appropriations-Operating	\$2,324,007	Carryover for Appropriations	\$1,330,885
Carryover for Appropriations-Reserve	\$300,855	New Revenues	\$2,605,058
New Revenues	\$6,917,408	Total Available for Appropriations	\$3,935,943
Total Available for Appropriations	\$9,542,270	500 Street	\$2,790,437
100 General	\$1,169,060	Total Street Fund Appropriations	\$2,790,437
105 Municipal Court	\$266,340	Estimated Ending Balance	\$1,145,505
110 Fire Department	\$1,635,387	22 Capital Fund	
115 Police Department	\$2,910,835	Carryover for Appropriations	\$756,810
120 Police Officer Training	\$0	New Revenues	\$1,725,000
130 Civic Center	\$504,741	Total Available for Appropriations	\$2,481,810
135 Community Buildings/NEC	\$26,770	600 Capital-Debt	\$737,915
140 Mayor & Council	\$43,929	605 General	\$1,418,150
145 City Administration	\$443,947	650 Parks	\$140,00
150 City Clerk Office	\$280,708	Total Capital Fund Appropriations	\$2,296,065
155 Recycling	\$49,155	Estimated Ending Balance	\$185,746
165 Storm Water	\$165,000		
170 Finance Office	\$291,494		
Total General Fund Appropriations	\$7,787,366		
Estimated Ending Balance	\$1,754,904		

Percent of Fund Balance

General – 25%
Street -44%
Capital – 11%

Budget Summary Special and Internal Activity

Percent of Fund Balance

Tourism – 37%
Economic Development -57%
Airport – (100) %
Downtown Business – 93%
Parks – 152%

40 Tourism Fund		73 Airport Fund	
Carryover for Appropriations	\$105,831	Carryover for Appropriations	-\$255,054
New Revenues	\$152,988	New Revenues	\$451,370
Interfund Transfer In	\$60,000	Total Available for Appropriations	\$196,316
Total Available for Appropriations	\$318,819	100 Airport General	\$649,107
500 Tourism	\$239,025	Total Airport Fund Appropriations	\$649,107
Total Tourism Fund Appropriations	\$239,025	Estimated Ending Balance	-\$452,791
Estimated Ending Balance	\$79,794	75 Downtown Business District Fund	
45 Economic Development Fund		Carryover for Appropriations	\$34,338
Carryover for Appropriations	\$420,453	New Revenues	\$34,200
New Revenues	\$1,185,420	Total Available for Appropriations	\$68,538
Total Available for Appropriations	\$1,605,873	500 DTBD General	\$36,801
700 Economic General	\$225,283	Total DTBD Fund Appropriations	\$36,801
715 Detroit Tool Metal Products	\$489,500	Estimated Ending Balance	\$31,737
730 Copeland	\$211,750	79 Parks Fund	
Total Economic Development Fund Appropriations	\$926,533	Carryover for Appropriations-Operating	\$275,237
Estimated Ending Balance	\$679,340	Carryover for Appropriations-Reserve	\$853,036
		New Revenues	\$645,500
		Total Available for Appropriations	\$1,773,773
		500 Parks Operation and Administration	\$687,229
		515 Boswell Aquatic Center	\$75,275
		520 Parks Activities	\$31,860
		Total Parks Fund Appropriations	\$794,364
		Estimated Ending Balance	\$979,409

Budget Summary Special and Internal Activity

Percent of Fund Balance

Community Development – (76)%
Service -0%
Benefits– 2%

50 Community Development Fund		60 Service Fund	
<i>Carryover for Appropriations</i>	<i>\$-83,664</i>	<i>Carryover for Appropriations</i>	<i>\$0</i>
<i>New Revenues</i>	<i>\$273,571</i>	<i>Internal Service Cost Revenue</i>	<i>\$968,702</i>
<i>Internal Service Cost Revenue</i>	<i>\$409,642</i>	<i>Total Available for Appropriations</i>	<i>\$968,702</i>
<i>Total Available for Appropriations</i>	<i>\$599,549</i>	305 Garage & Warehouse	\$269,284
305 Development & Compliance	\$665,853	315 Information Technology	\$337,964
310 Planning & Design	\$141,0078	320 Facilities Management	\$306,534
<i>Total Community Development Fund Appropriations</i>	<i>\$806,932</i>	325 Janitorial Services	\$54,920
<i>Estimated Ending Balance</i>	<i>-\$207,383</i>	<i>Total Internal Service Fund Appropriations</i>	<i>\$968,702</i>
		<i>Estimated Ending Balance</i>	<i>\$0</i>
		70 Benefits Fund	
		<i>Carryover for Appropriations</i>	<i>\$(123,503)</i>
		<i>New Revenues</i>	<i>\$3,223,676</i>
		<i>Total Available for Appropriations</i>	<i>\$3,100,173</i>
		400 Benefits	\$3,038,343
		<i>Total Benefits Fund Appropriations</i>	<i>\$3,038,343</i>
		<i>Estimated Ending Balance</i>	<i>\$61,829</i>

Budget Summary Enterprise Activity

80 Electric Fund		85 Wastewater Fund	
<i>Carryover for Appropriations-Operating</i>	723,290	<i>Carryover for Appropriations-Operating</i>	\$743,621
<i>Carryover for Appropriations-Reserve</i>	\$8,961,861	<i>Carryover for Appropriations-Reserve</i>	\$682,237
<i>New Revenues-Operating</i>	\$25,782,020	<i>New Revenues</i>	\$3,289,000
<i>Interfund Transfer In-Reserve</i>	\$496,720	<i>Total Available for Appropriations</i>	\$4,714,858
<i>Total Available for Appropriations</i>	\$35,963,891	200 WWTP and Operation	\$3,221,524
200 Electric Operating	\$25,761,554	205 WW Maintenance	\$230,326
215 Electric Reserve	\$1,453,443	215 Inflow & Infiltration	\$467,678
<i>Total Electric Fund Appropriations</i>	\$27,214,997	<i>Total Wastewater Fund Appropriations</i>	\$3,919,528
<i>Estimated Ending Balance-Operating</i>	\$743,756	<i>Estimated Ending Balance</i>	\$795,331
<i>Estimated Ending Balance-Reserve</i>	\$8,005,138	87 Water Fund	
83 Fiber Fund		<i>Carryover for Appropriations-Operating</i>	\$599,963
<i>Carryover for Appropriations</i>	\$304,485	<i>Carryover for Appropriations-Reserve</i>	\$327,729
<i>New Revenues</i>	\$87,000	<i>New Revenues</i>	\$1,964,200
<i>Total Available for Appropriations</i>	\$391,485	<i>Total Available for Appropriations</i>	\$2,891,892
200 Fiber Operating	\$157,776	200 Water Operation	\$1,744,968
<i>Total Fiber Fund Appropriations</i>	\$157,776	205 Water Maint. & Distribution System	\$481,723
<i>Estimated Ending Balance</i>	\$233,709	<i>Total Water Fund Appropriations</i>	\$2,226,691
		<i>Estimated Ending Balance</i>	\$665,200

Percent of Fund Balance

Electric – 34%
 Fiber -269%
 Wastewater – 24%
 Water – 34%

Fund Structure

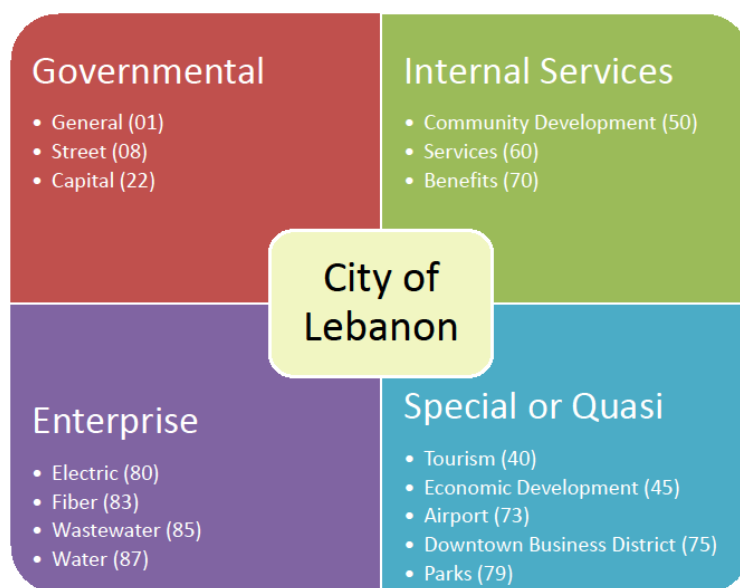
The City's fund structure aligns with four areas of services provided. Governmental activity is funded primarily by taxes and fees. The general governmental activity, streets along with public safety and recreation capital purchases are provided to the general public with these funds.

The Enterprise activity is funded through rates and charges and acts in a businesslike manner. The enterprise activity is made up of the utilities of electric, fiber, water, and Wastewater. The revenue is provided by the community customers and is used to provide services based on the individual needs.

The Special Funds are specific to revenue collected for specific services or goods provided. The Special funds are:

- ✓ Tourism (40) which uses a lodging tax to promote tourism and tourism activity;
- ✓ Economic Development (45) which uses rents and an economic development tax to assist with development and job creation activity;
- ✓ Airport (73) receives grants and entitlement from the state and FAA, as well as revenues from fuel sales and rents;
- ✓ Downtown Business District (75) is a self taxing district located between the railroad tracks and Second Street. Its revenue is eighty percent (83%) provided by real-estate tax income and twenty percent (17%) by business licenses; and
- ✓ Parks (79) has a property tax imposed on all real and personal property within the corporate limits of the City. This tax is used to manage and maintain a park system, consisting of nine parks and one outdoor pool.

The Internal Funds are internal to the operation of the City. Internal Services (60) assist in managing fixed, controllable and fleet assets, inventory and the technology network. Fund (70) is used to administer the employee benefits including a self-funded health insurance program. Fund (50) is used to manage our subdivision development along with our community development department.

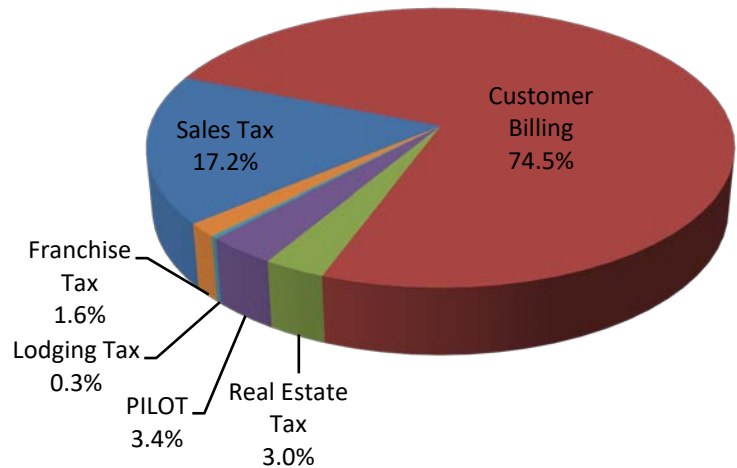


Major Revenues

The City of Lebanon tracks major revenue sources on a monthly basis and uses trend analysis and other relevant information including City experience to project revenues. Revenue projections are prepared early in the budget process. The first step in the process is to revise the estimates for the current fiscal year in order to develop an accurate base for the projections for the upcoming year. The revenue estimates are finalized during the completion of the budget.

Each revenue source has unique characteristics. As a result, the starting point for an overall approach is certain assumptions regarding inflation, population changes, and assessed valuations and overall development activity. These factors are weighed along with historical trends, economic forecasts, regulatory decisions, weather and foreseeable development within the City. Information provided below identifies all major sources of the City's revenue for all City funds.

FY 2018 Major Revenue



Each revenue page is divided into three sections:

Fund(s) and Account Code

This is the specific line(s) to which the revenue source is posted in the city's accounting system.

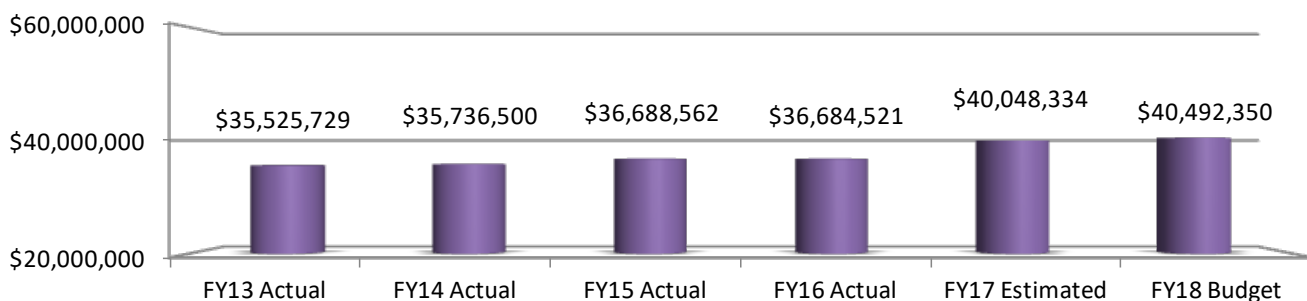
Description

This is a brief explanation of the source, rate and calculation of the revenue source. Information on collection and distribution of the revenue is also provided.

Financial Trend

This is a graphical display of the last five years, current year estimate and next year's budget of the revenue source.

Major Revenues



Sales Tax 1%

Revenue General Ledger Account:

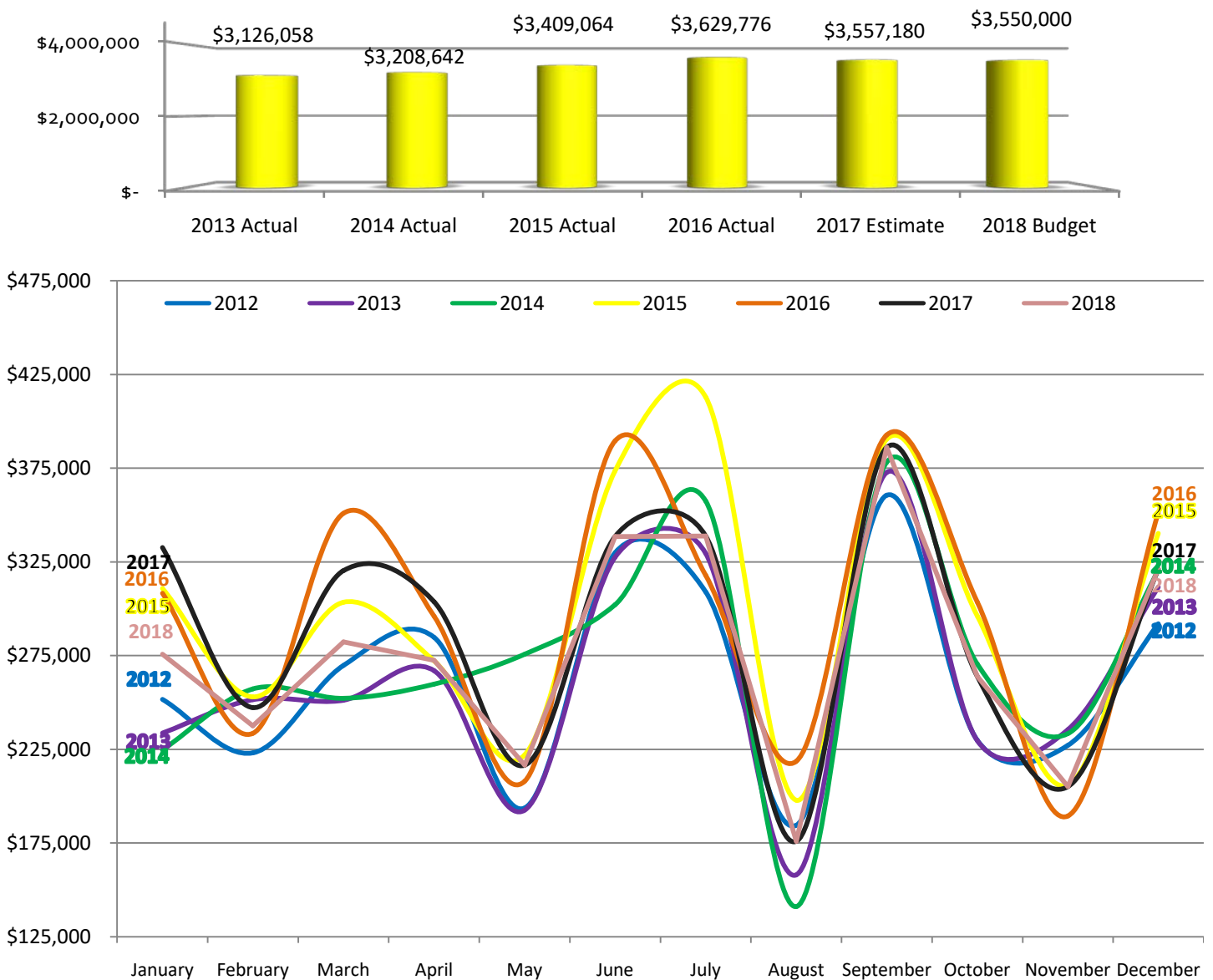
General Fund

01-4-100-1000.001

All cities are authorized to collect a general revenue sales tax. Municipalities may impose a general revenue sales tax at the rate of one-half of one percent, seven-eighths of one percent, or one percent and the funds may be used for any municipal purpose. The general revenue sales tax must be approved by the voters before it can be implemented.

The City of Lebanon rate of city sales tax is one percent (1%) on the receipts from the sale at retail tangible personal property or services. Sales tax revenue for FY2017 fiscal year is based on current receipts and historical trending.

Sales Tax 1% Revenue History



Customer Billing

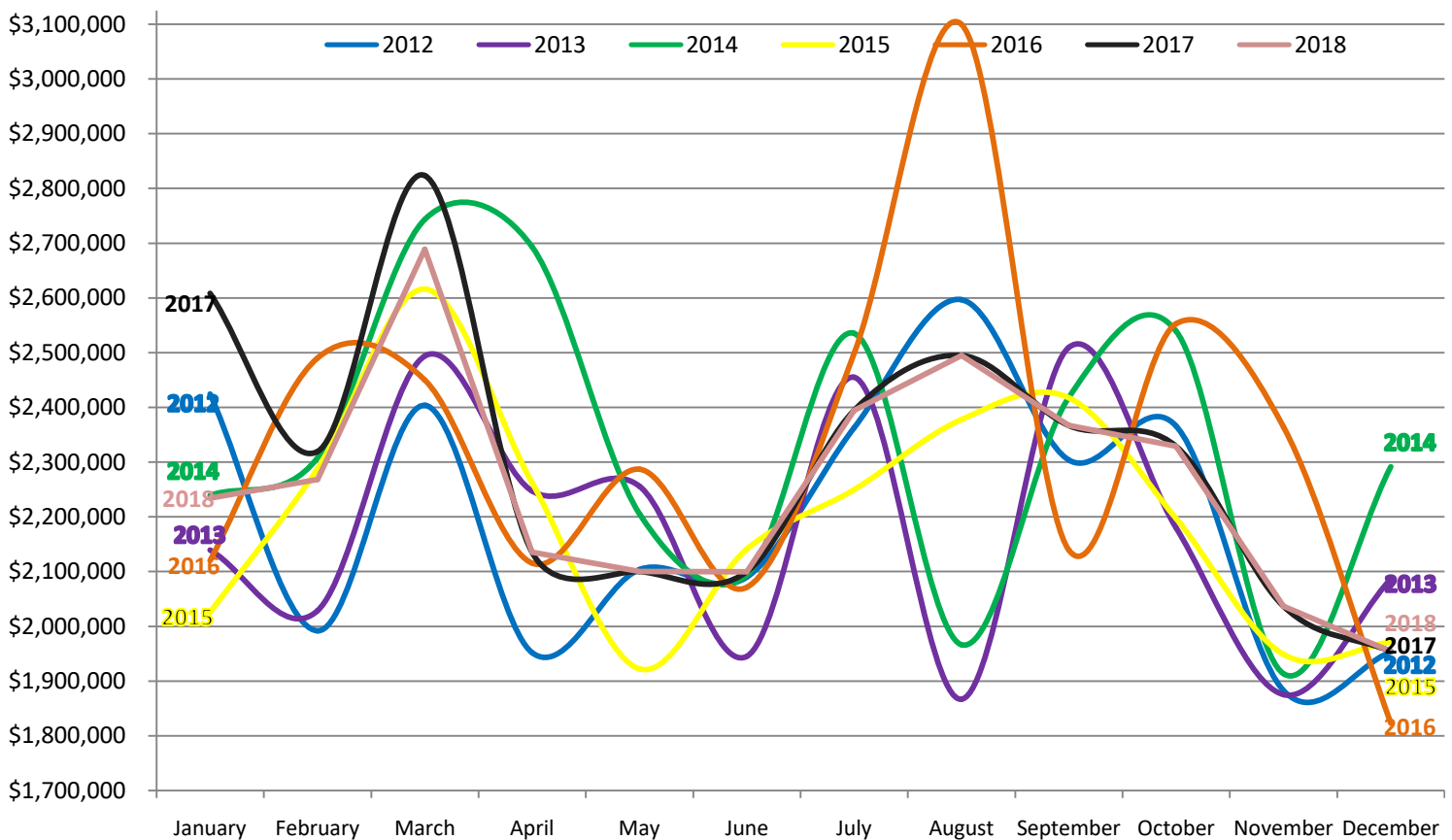
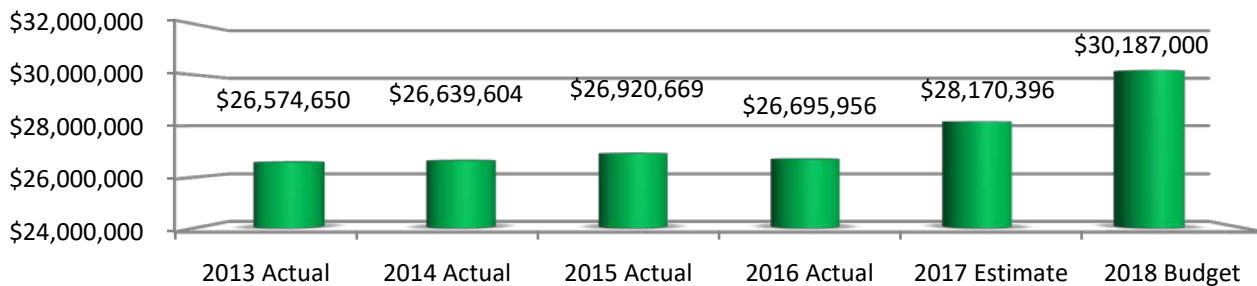
Revenue General Ledger Accounts:

Electric Fund	80-4-200-3000.012
Fiber Fund	83-4-200-3000.012
Wastewater Fund	85-4-200-3000.012
Water Fund	87-4-200-3000.012

The City of Lebanon collects utility payments from individuals and businesses for electric, water, wastewater, and fiber usage.

The funds collected are used for operations, maintenance, and capital improvements.

Customer Billing Revenue History



Real Estate Tax

Revenue General Ledger Accounts:

General Fund	01-4-100-1000.003
Downtown Business District	75-4-500-1000.003
Parks Fund	79-4-500-1000.003

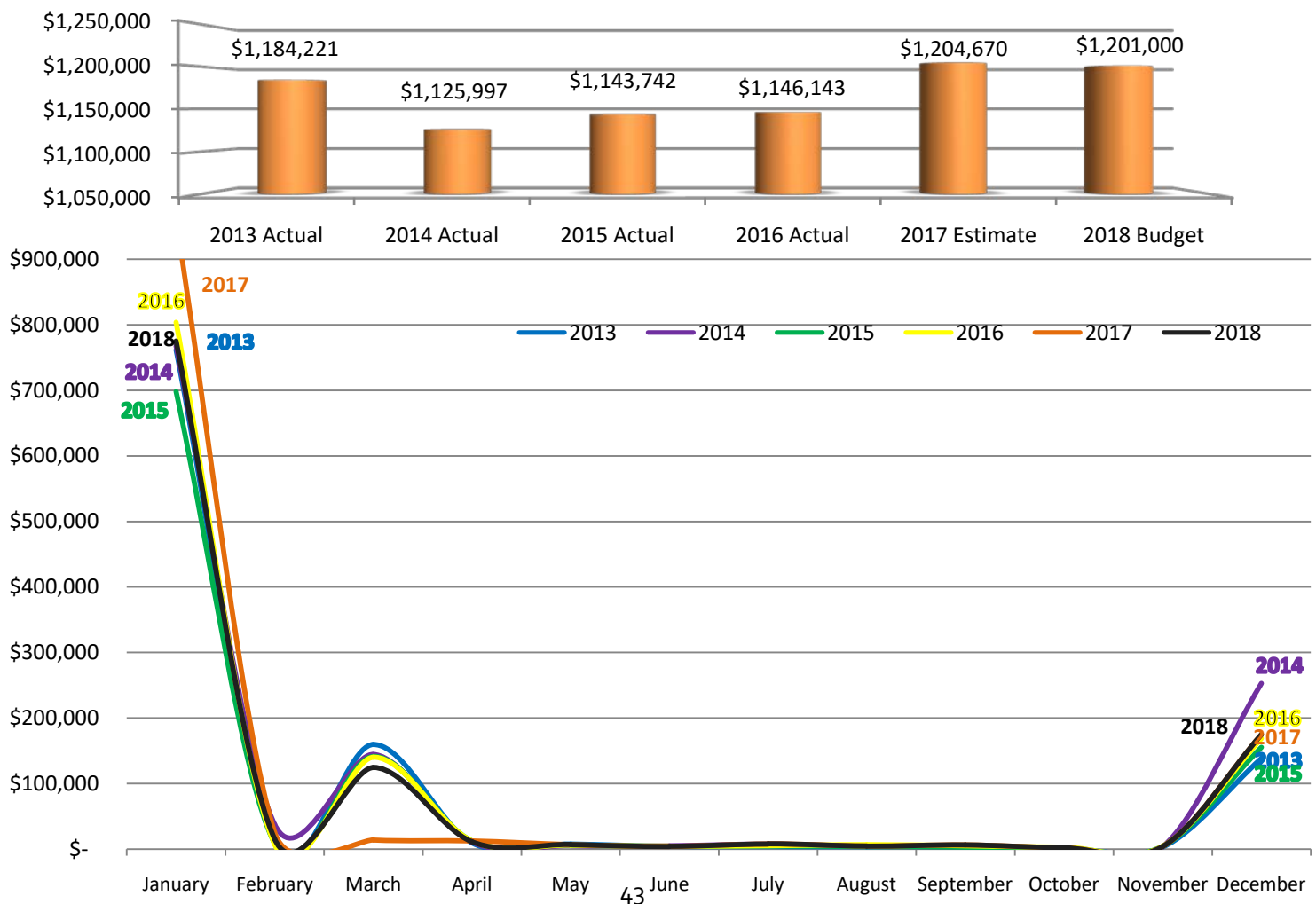
Real estate taxes levied according to the taxation districts are received from the city collector and recorded in the proper fund.

The General Fund Ad Valorem levy for the next year is \$0.2602 per one hundred dollars assessed valuation of all taxable, tangible property within the city limits of the city.

The Special Business District (Downtown Business District) Ad Valorem levy for the next year is \$0.6930 per one hundred dollars assessed valuation of all taxable, tangible property within the boundaries of the Downtown Special Business District.

The Parks Ad Valorem levy for the next year is \$0.2602 per one hundred dollars assessed valuation of all taxable, tangible property within the city limits of the city.

Real Estate Tax Revenue History



Sales Tax .5%

Revenue General Ledger Accounts:

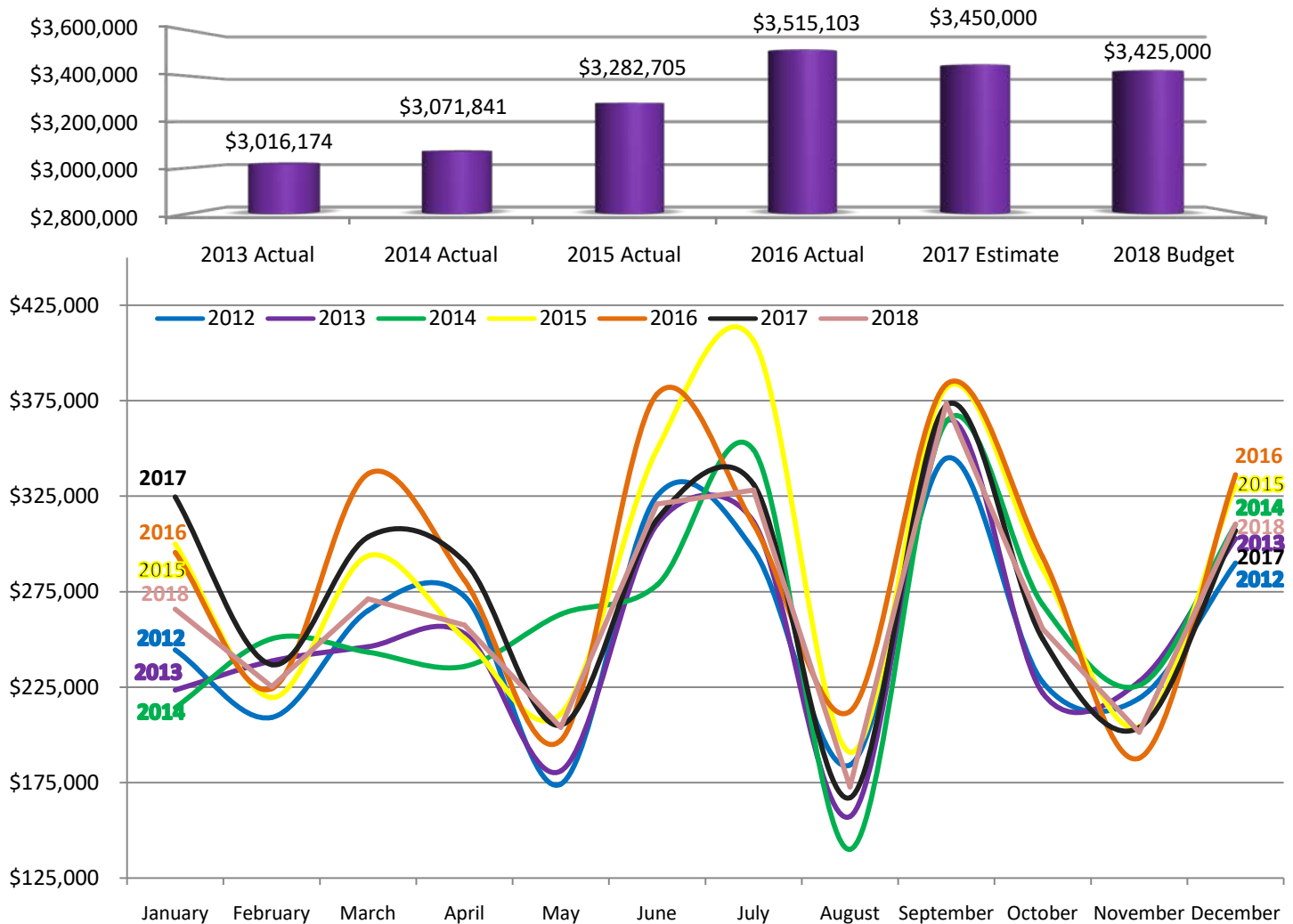
Street Fund	08-4-500-1000.002
Capital Fund	22-4-600-1000.002

The one-half of one percent (.5%) is a voter approved sales tax.

The voters of Lebanon elected to impose a local, one half of one percent, sales tax for the purpose of carrying out the renovation, reconstruction and/or maintenance of existing city streets. As this revenue stream is tied to the local sales prevailing economic factors impacting local residents can affect collections. By state law monies collected by such a tax shall be appropriated and disbursed only for transportation purposes. This tax remains effective until January 1, 2019.

The voters of Lebanon elected to impose a local sales tax to establish and cover multi-year expenditures of major capital projects and expenditures for all general government programs. Since the sales tax is tied to the spending habits of local consumers it is subject to the local economic conditions affecting local residents. This tax remains effective until January 1, 2020.

Sales Tax .5% Revenue History



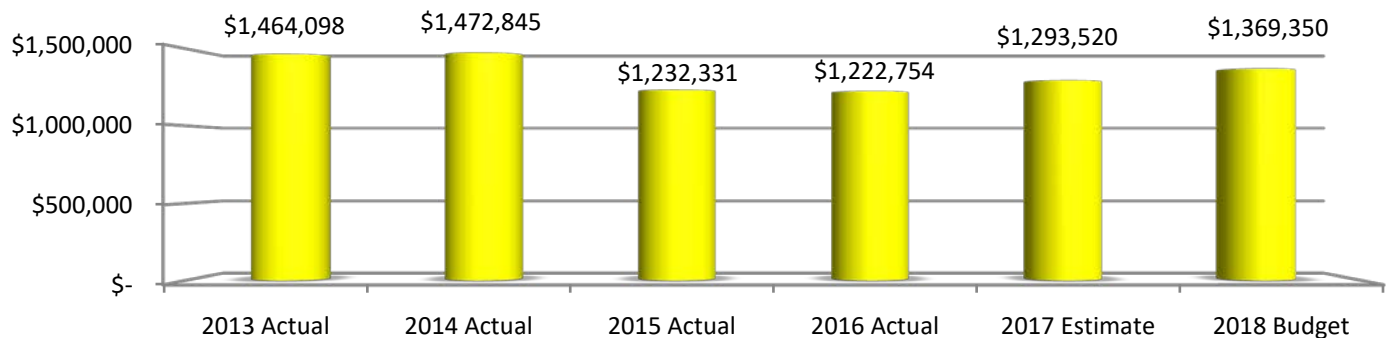
PILOT

Revenue General Ledger Accounts:

General Fund	01-4-100-1010.001
	01-4-100-1010.002
	01-4-100-1010.003
Economic Development	45-4-700-1010.001
	45-4-700-1010.002
	45-4-700-1010.004

PILOTs (Paid in lieu of taxes) are collected from the Electric Fund (80), Fiber Fund (83), Wastewater Fund (85), and Water Fund (87) in lieu of the City of Lebanon Franchise Fees. Five percent (5%) of the Customer Billing account on the Electric Fund (80), Fiber Fund (83), and Water Fund (87) are received into the General Fund (01). One percent (1%) of the income from the Electric Fund (80), Water Fund (87), and Wastewater Fund (85) has been received into the Economic Development Fund in prior years. Based on the current fund balance in the Economic Development Fund (45) and the current operational balances within the Utility Funds, it was recommended not to fund the one percent (1%) into the Economic Development Fund (45) for FY2016, FY2017 and again for FY2018.

PILOT Revenue History



Lodging

Revenue General Ledger Account:

Tourism

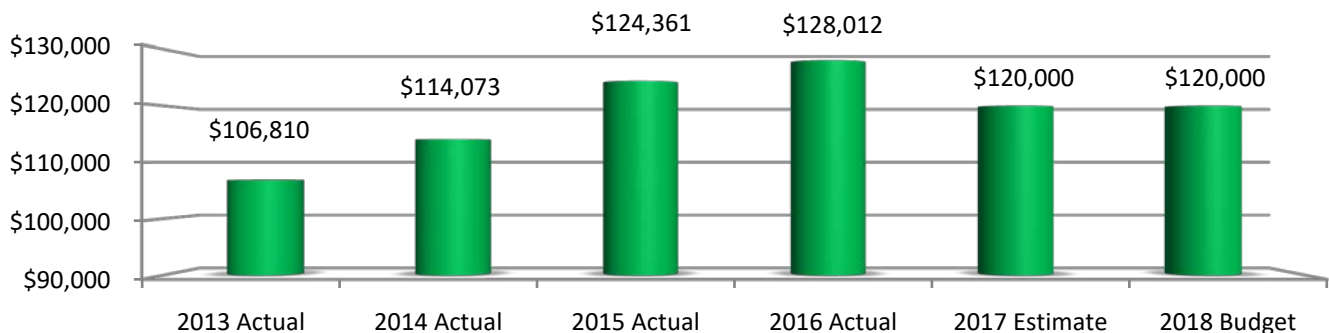
40-4-500-1000.006

Lodging tax is that amount of tax levied on a hotel, motel, lodge, bed and breakfast inn or campground based on charges made by the hotel, motel, lodge, bed and breakfast inn or campground for sleeping accommodations. Gross receipts are based upon the applicable revenue received by the hotel, motel, lodge, bed and breakfast inn or campground for rental of guest rooms, lodgings or campsites. Hotel, motel, lodge, bed and breakfast inn and campground means any structure, or building, which contains rooms or any campsite, under one management, furnished for the accommodation or lodging of guests kept, used, maintained, advertised or held out to the public as a place where sleeping accommodations are sought for pay or compensation to transient guests. Transient guest means any person who occupies a room in a hotel, motel or campsite for thirty-one (31) days or less.

The Lodging Tax is levied a license tax on hotels, motels and campgrounds in an amount equal to two and one-half (2½) percent of gross receipts derived from transient guests for sleeping accommodations.

All revenues received from the two and one-half (2½) percent lodging tax shall be utilized by the city for promoting the city as a convention, visitor and tourist center.

Lodging Revenue History



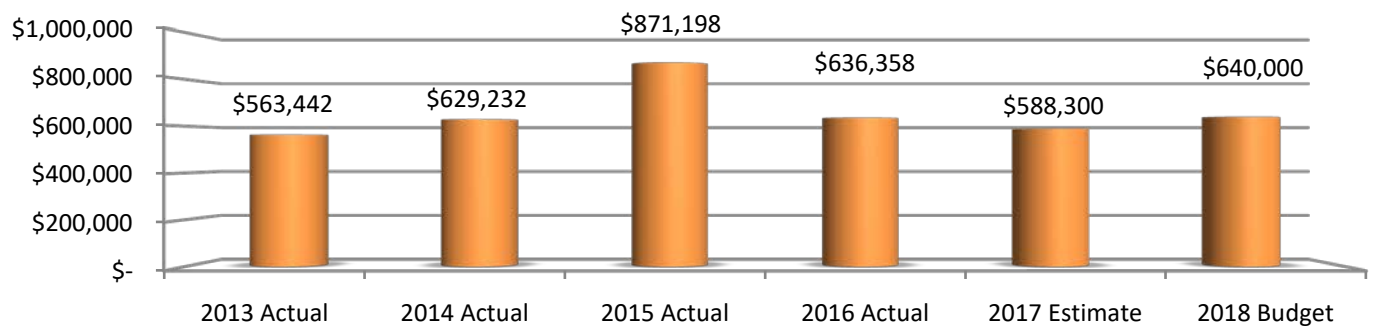
Franchise

Revenue General Ledger Accounts:

General Fund	01-4-100-1005.001
	01-4-100-1005.002
	01-4-100-1005.003
	01-4-100-1005.004
	01-4-100-1005.005
	01-4-100-1005.006

Franchise fees are the rent utility and cable providers pay for the use of the public's right-of-way. Franchise fees are simply the cost utility and cable providers incur for being allowed to place their facilities in the public's right-of-way. Franchise fees are considered a cost of doing business. The City of Lebanon charges five percent (5%) for Franchise Fees.

Franchise Revenue History



Personnel Schedule

	Salary Grade	FY 2016 Budget	FY 2017 Budget	FY 2018 Proposed
Municipal Court				
Clerk I (Court Clerk)	6	2	2	1
Clerk III (Court Clerk)	8	0	0	1
Security Officer I (Courtroom Security Officer)	7	1	1	1
Security Officer II (Courtroom Security Supervisor)	8	0.5	0.5	0.5
Total Municipal Court		3.5	3.5	3.5
Fire				
Captain	3 - 4	3	3	3
Fire Chief	14	1	1	1
Firefighter	1 - 2	10	12	12
Inspector III (Fire Inspector)	10	1	1	1
Lieutenant	2 - 3	3	3	3
Training Division Chief	12	1	1	1
Total Fire		19	21	21
Police				
Animal Control Officer	6	2	2	2
Captain	12	1	1	0
Chief Communications Officer	10	1	1	1
Clerk I (Evidence/Records Clerk)	6	1	1	1
Clerk III (Executive Assistant)	8	1	1	1
Dispatcher I - II	6 - 7	6.5	7	7
Lieutenant I - II	10 - 11	1	1	2
Police Chief	14	1	1	1
Police Officer I - II	8 - 9	22	22	22
Police Sergeant I - II	9 - 10	5	5	5
Total Police		41.5	42	42
Civic Center				
Business Manager	8	1	1	1
Custodian I	1	1	1	1
Maintenance/Operations Worker I	4	1.5	0.5	0.5
Maintenance/Operations Worker II	5	2	2	1
Maintenance/Operations Worker III	6	0	1	1

	Salary Grade	FY 2016 Budget	FY 2017 Budget	FY 2018 Proposed
Operations Director	14	1	1	1
Total Civic Center		6.5	6.5	5.5
Administration				
Assistant to the City Administrator	12	1	1	1
City Administrator	19	1	1	1
Clerk IV (Human Resource Generalist)	9	1	1	1
Human Resource Director	13	1	1	1
Total Administration		4	4	4
City Clerk				
City Clerk	14	1	1	1
Clerk III (Administrative Clerk)	8	2	2	2
Clerk V (Utility Billing Clerk)	10	1	1	1
Total City Clerk		4	4	4
Recycling				
Maintenance/Operations Worker I	4	0	0.5	0.5
Total Recycling		0	0.5	0.5
Finance				
Clerk IV (Accounts Receivable Clerk)	9	1	1	1
Clerk IV (Accounts Payable Clerk)	9	1	1	1
Finance Director	14	1	1	1
Financial Analyst	12	1	1	1
Total Finance		4	4	4
Total General Fund		82.5	85.5	84.5
Street Division				
Clerk IV (Public Works Analyst)	9	1	1	1
Equipment Operator I	6	3.5	2	3
Equipment Operator II	7	6	2	2
Equipment Operator III	8	2.5	6	6
Equipment Operator IV	9	0	1	1
Equipment Operator V	10	0	2	2
Maintenance/Operations Worker IV	8	1	0	0
Operations Manager I (Street Maintenance)	12	1	1	1
Operations Manager I (Street Projects)	12	1	1	1

	Salary Grade	FY 2016 Budget	FY 2017 Budget	FY 2018 Proposed
Seasonal Maintenance Worker II	2	1.5	1.5	0
Street Superintendent	13	1	1	1
Total Street Division		18.5	18.5	18
Tourism				
Clerk I (Administrative Clerk)	6	0	0	0.5
Tourism Director	12	1	1	1
Total Tourism		1	1	1.5
Development & Compliance				
Inspector I	8	1	1	1
Inspector II	9	1	1	1
Community Development Director	14	1	1	1
Planner III (Code Administrator)	13	1	1	1
Total Development & Compliance		4	4	4
Planning & Design				
Equipment Technician III (Draft Technician)	8	1	1	1
Equipment Technician IV (Engineering Technician)	9	1	1	1
Total Planning & Design		2	2	2
Total Community Development Fund		6	6	6
Garage & Warehouse				
Clerk III (Purchasing Agent)	8	1	0	0
Clerk IV (Inventory)	9	0	1	1
Equipment Technician II	7	1	0	0
Equipment Technician IV	9	1	1	1
Equipment Technician V	10	0	1	1
Maintenance/Operations Worker I	4	0.5	0.5	0.5
Seasonal Maintenance Worker I	1	0.5	0	0
Total Garage & Warehouse		4	3.5	3.5
Information Technology				
Maintenance/Operations Worker I (Help Desk Administrator)	4	0.5	0.5	0.5
MIS Coordinator	13	1	1	1
Network Manager II	11	1	1	1
System Administrator I	8	1	1	1
Total Information Technology		3.5	3.5	3.5

	Salary Grade	FY 2016 Budget	FY 2017 Budget	FY 2018 Proposed
Facilities Management				
Maintenance/Operations Worker I	4	1	2	1
Maintenance/Operations Worker II	5	1	0	0
Maintenance/Operations Worker III	6	0	0	1
Maintenance/Operations Worker IV	7	2	1	0
Maintenance/Operations Worker V	8	0	1	1
Operations Manager I	12	1	1	1
Seasonal Maintenance Worker I	1	3.5	3	2
Seasonal Maintenance Worker II	2	0.5	0.5	0
Total Facilities Management		9	8.5	6
Janitorial Services				
Custodian I	1	1	1	1
Custodian II	2	0.5	1	1
Custodian III	3	1	0.5	0.5
Total Janitorial Services		2.5	2.5	2.5
Total Service Fund		19	18	15.5
Airport				
Maintenance/Operations Worker I	4	1.5	1	1
Maintenance/Operations Worker IV	7	0.5	1	1
Operations Manager I	12	0	1	1
Total Airport		2	3	3
Parks				
Assistant Park Director	9	1	1	1
Lifeguard I	1	0	6	6
Lifeguard II	3	1.5	1.5	1.5
Maintenance/Operations Worker I	4	1	2	2
Maintenance/Operations Worker I (Pool Manager)	4	0.5	0.5	0.5
Maintenance/Operations Worker II	5	1	0	1
Maintenance/Operations Worker V	8	0	1	1
Parks Director	13	1	1	1
Seasonal Maintenance Worker I	1	1.5	0	2
Seasonal Maintenance Worker I (Front Desk Attendant)	1	8.5	1.5	1.5
Seasonal Maintenance Worker II	2	1.5	3	0
Seasonal Maintenance Worker III	3	0.5	0	0
Total Parks		18	17.5	17.5

	Salary Grade	FY 2016 Budget	FY 2017 Budget	FY 2018 Proposed
Electric				
Apprentice Lineman I - IV	7 - 8 - 9 - 10	2	2	3
Clerk II (Cash Collections Clerk)	7	1	1	1
Electric Superintendent	15	1	1	1
Equipment Operator I - II	6 - 7	2	2	2
Equipment Operator III	8	1	2	2
Equipment Technician III	8	1	1	1
Journeyman Lineman I	11	7	7	7
Journeyman Lineman II	12	3	4	4
Operations Manager I	12	2	1	1
Operations Manager II	13	0	1	1
Planner III	13	0	1	1
Total Electric		20	23	24
Wastewater				
Clerk III (Cash Collections Clerk)	8	1	1	1
Clerk V (Project Specialist)	10	1	1	1
Environmental Services Superintendent	13	1	1	1
Equipment Operator I	6	1.5	0.5	0.5
Equipment Operator II	7	7	1	3
Equipment Operator III	8	0	6	4
Equipment Operator IV	9	0	1	1
Equipment Operator V	10	1	1	1
Equipment Technician I (Meter Reader)	6	1	0.5	0
Equipment Technician II	7	1	0	1
Equipment Technician IV	9	0	1	1
Maintenance/Operations Worker I	4	0	1.5	0
Maintenance/Operations Worker II	5	0	0	1.5
Operations Manager I	12	1	1	1
Seasonal Maintenance Worker I	1	1.5	0	0
Seasonal Maintenance Worker II	2	0	0	0
Total Wastewater		17	16.5	17
Water				
Clerk I (Cash Collection Clerk)	6	0.5	0.5	0
Clerk II (Cash Collection Clerk)	7	1	1	1
Equipment Operator I	6	1.5	0	0
Equipment Operator II	7	3	1.5	1.5

	Salary Grade	FY 2016 Budget	FY 2017 Budget	FY 2018 Proposed
Equipment Operator III	8	2	2	1
Equipment Operator IV	9	0	1	2
Equipment Operator V	10	0	1	0
Equipment Technician I	6	1	0	0
Equipment Technician I (Meter Reader)	6	1	0.5	0
Equipment Technician II	7	0	1	1
Equipment Technician III	8	0	1	2
Operations Manager I	12	1	1	1
Public Works Director	16	1	1	1
Total Water		12	11.5	10.5
All City		196	200.5	197.5

Personnel Changes

The City has an overall staffing decrease of 1.5%. Below is the explanation by department:

Civic Center has a decrease of 1 FTE. This was a fulltime position and was eliminated due to a realignment of job duties.

Street Department has a net decrease of 0.5 FTE as a result of hiring full time employees to replace seasonal/temporary positions in an effort to obtain higher quality employees.

Tourism has an increase of 0.5 FTE. This is a part-time position intended to strengthen Tourism operations.

Facilities Management decreased 2.5 FTEs. This was due to employees retiring and a restructuring of the division.

Electric will increase 1 FTE. This is for an additional full-time Apprentice Lineman.

Wastewater will see an increase of 0.5 FTE. This is the result of a seasonal worker position elimination to acquire higher quality fulltime employees.

Water will see a decrease of 1 FTE. This reduction is a combination of a part-time Cash Collections and Meter Reader not being replaced.

Revenues & Expenditures by Fund – 3 years

The Revenue and Expenditures from the last three years illustrate the stability of our community. The revenue in FY 2017 is estimated to be lower than anticipated largely due to fewer service charges received during the fiscal year. In FY 2018, we have estimated revenues to be similar to what was budgeted in FY 2017. The variance in expenses is directly tied to the amount of capital improvements completed in a given year. One notable category is supplies and materials, from which wholesale power is expensed.

City of Lebanon	2016 Actual	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$8,482,540	\$8,283,400	\$8,396,064	\$8,358,400
Franchise Fees	\$636,358	\$621,500	\$588,300	\$640,000
PILOTs	\$1,222,754	\$1,418,750	\$1,293,520	\$1,369,350
Intergovernmental	\$948,424	\$1,752,261	\$1,578,295	\$1,267,304
Service Charges	\$27,851,218	\$30,526,303	\$29,026,213	\$31,174,541
Rentals	\$1,613,962	\$1,489,920	\$1,463,400	\$1,456,390
Licenses and Permits	\$97,068	\$79,804	\$105,800	\$75,800
Fines	\$191,295	\$189,000	\$160,412	\$196,100
Benefit Revenue	\$2,518,599	\$2,609,776	\$2,565,974	\$3,215,410
Other	\$492,868	\$900,357	\$942,588	\$1,041,570
Internal Service Revenue	\$1,326,173	\$1,449,954	\$1,414,296	\$1,592,063
Total Revenues	\$45,381,258	\$49,321,025	\$47,534,862	\$50,386,928
Expenses				
Personnel	\$9,042,271	\$9,825,275	\$9,714,175	\$11,035,132
Capital	\$4,754,092	\$6,801,464	\$5,764,494	\$7,523,949
Debt	\$2,491,625	\$2,175,757	\$2,487,220	\$1,858,237
Grant Capital	\$540,286	\$200,717	\$711,615	\$512,100
Utilities	\$739,307	\$786,145	\$772,350	\$808,775
Professional Services	\$2,537,256	\$3,337,444	\$3,070,535	\$3,623,990
Supplies and Materials	\$21,171,806	\$24,191,953	\$21,646,178	\$23,148,625
Tools, Equipment, and Vehicles	\$594,957	\$770,183	\$736,956	\$797,120
Benefit Expense	\$2,696,607	\$2,350,717	\$2,856,876	\$3,030,668
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$1,216,221	\$1,378,506	\$1,255,485	\$1,414,569
Total Expenses	\$45,784,428	\$51,818,161	\$49,015,885	\$53,753,165

Capital

Capital is defined as outflows for a good that has an expected life of more than one year and the cost of which is in excess of \$1,000. Capital items include real property, office equipment, furnishings and vehicles. A capital improvement is a necessary or desirable project that extends or improves infrastructure and enhances the City's ability to provide safe and desirable services for the benefit of the community and the quality of life in Lebanon. These projects directly affect the way citizens live, travel and conduct business within the community. By ordinance, all capital purchases in excess of \$5,000 must appear before council.

The proposed FY18 budget includes \$8,361,678 worth of capital expenses in excess of \$1,000.

FY 2018 Capital Schedule

Project Number	Project Name	FY 2018 Budget
General Fund		
General Administration		
01-FIN-002-17	Incode Inventory Module	\$7,875
	Improvement Type: Software-Purchase	
	Account #: 01-5-100-6020.001	
	Description: Tyler's INCODE Inventory Control is a comprehensive solution for maintaining an in-house inventory system. This module tracks inventory in multiple warehouses, monitors specific usage, prompts re-order points, and maintains average cost for goods. The online inquiry function provides the option to display all inventory items with multiple years of history as well as to display current transactions. Inventory Control integrates with INCODE Centralized Purchasing for updating inventory quantities as well as INCODE Project Accounting for tracking material usage on projects. Integration with INCODE General Ledger allows receipts and disbursements to automatically appear in the financial statement	
	Justification: Inventories will automatically update as receipts, disbursements, adjustments, and transfers are processed; eliminates data entry duplication; and allows users to search inventory by partial name, partial number, or partial part number. This module will benefit and allow better project planning and management.	
	Location: City-wide	
99-ITS-001-18	Computer System and Projector	\$15,000
	Improvement Type: Machinery and Equipment	
	Account #: 01-5-100-2020.000	
	Description: Purchase of a new computer system and projector unit for court room to replace legacy Win XP system.	
	Justification: Current system is at end of life and all the projectors are legacy and not compatible with more modern technology. This system is used for making presentations in City Hall at City Council and other public meetings. The XP system is extremely slow and lacks computing power. As more meetings and communications are conducted in the court room, the system must be upgraded to meet the demand. The system was purchased refurbished in 2012 and is already past its useful life. The new requirements would be Win 10 and greater with room for patches and modifications, not restricted to one OS.	
	Location: City Hall	

Project Number	Project Name	FY 2018 Budget
01-FIN-003-17	Incode Centralized Purchasing Module	\$9,875
	Improvement Type: Software-Purchase	
	Account #: 01-5-100-6020.001	
	Description: Tyler's INCODE Centralized Purchasing streamlines the entire purchase order process. It manages ordering, approval, tracking, and reporting of goods. Requisition information entered by various departments can be consolidated onto a single purchase order by vendor. Its flexibility allows items from one or more requisitions to be integrated on a single purchase order or split among multiple purchase orders. Centralized Purchasing integrates with INCODE Accounts Payable and Inventory and automatically updates the INCODE General Ledger.	
	Justification: Utilizes item templates for recurring orders to quickly load item details during requisition input. Distributes general ledger transactions by item. Compares goods ordered versus received and invoiced with three-way matching capability. Integrates with INCODE Inventory by part number to automatically update items on order, on-hand changes in the units quantity, and price information at the appropriate steps in the ordering and receipt processes. Tracks project expenses related to purchases through integration with the Project Accounting module.	
	Location: City-wide	
01-CDC-002-15	Comprehensive Plan Update	\$65,000
	Improvement Type: Professional Services-Engineering	
	Account #: 01-5-100-6000.002	
	Description: Update of the City's Comprehensive Plan by an outside consulting firm.	
	Justification: City's Comprehensive Plan is due for an update, as it was last updated by City staff nearly 10 years ago. Environmental factors like changes in the local economy, development activity, and demographic trends have all changed from when the plan was last updated. It is recommended to utilize a consulting firm that specializes in comprehensive planning and community engagement.	
	Department: Community Development	
01-OCK-003-17	Sliding Shelving Unit	\$9,000
	Improvement Type: Furniture & Fixtures	
	Account #: 01-5-100-2015.000	
	Description: Installation of movable shelving in the City Hall Vault	
	Justification: Staff recently converted the old vault on the main floor of City Hall into a records work room. With the addition of movable shelving, we will dramatically increase our record storage capacity in this room and provide space that is easily accessed and manipulated by staff for their needs.	
	Location: City Hall	
01-OCK-001-18	Shelving for Record Storage	\$4,000
	Improvement Type:	
	Account #: 01-5-100-2015.000	
	Description: Purchase of industrial shelving units for records stored in the City Hall basement per the Secretary of State's Records Retention Schedule. These shelves are made of heavy metal and hold up to 1,200 lbs. per shelf, eliminating fall-through. Shelving units are easily assembled and adjustable.	
	Justification: Shelving currently utilized for record storage is inadequate for the amount of weight held. The heavy weight of the stored records has caused the shelves to bow and sag leading to possible collapse. The provision of upright space keeps boxes off the floor which assist in preventing water damage due to flooding, and allows for easy access to records.	
	Location: City Hall	

Project Number	Project Name	FY 2018 Budget
22-OCK-001-16	City Hall LED Signage	\$25,000
	Improvement Type: Land & Improvements Account #: 01-5-100-2005.000 Description: Purchase and installation of a decorative LED sign at the intersection of Jefferson and Hayes Justification: The purpose of the signage is to provide an additional avenue by which the City can communicate to its citizens. Closing dates for City Hall, City Council meeting dates, other miscellaneous meeting dates, and an array of other information can be distributed using this signage. Citizens can become informed simply by reading the sign as they go about their daily activities. Location: City Hall	
General Administration Total		\$135,750
Municipal Court Department		
01-MCP-001-18	ITI Module	\$2,400
	Improvement Type: Software-Purchase Account #: 01-5-105-6020.001 Description: Court Module for ITI, Public Safety Software Justification: With e-tickets and ITI the court must be able to batch file the tickets into CJIS. The e-ticket system will eliminate the four paper copy procedures in place at this time. In doing so, the City of Lebanon court and the Lebanon Police Department will be on the same software suite and be able to streamline processes from the initial e-ticket through the court clerks, to the PA, and judge. Location: Court Clerks Office	
Municipal Court Department Total		\$2,400
Fire Department		
22-FDE-003-16	Self-Contained Breathing Apparatus	\$154,000
	Improvement Type: Machinery and Equipment Account #: 01-5-110-2020.000 Description: Purchase of SCBA to replace items at the end of their service life Justification: NFPA and manufacturer standards regarding SCBA cylinders regard the useful life of the cylinders at 15 years. In 2018 the current SCBA cylinders will meet their shelf life of 15 years. In addition the harness and face piece of our current SCBA will be two NFPA standards behind. Purchase of new SCBA will place the department in SCBA which meet the latest standard. The new SCBA will also include additional safety components. New SCBA are also being designed to accept software upgrades as technology is developed. Current research is focusing on GPS locating of downed firefighters. The City could save some funds if the current SCBA are replaced before the end of their self life. However at this time the savings would be minimal. Location: Fire Stations 1 and 2	
01-FDE-012-17	Repair Damaged Concrete in Parking Lots	\$10,000
	Improvement Type: Land and Land Improvements Account #: 01-5-110-2005.000 Description: Repair or replacement of damaged concrete parking lots Justification: The concrete at each fire station has large cracks in the parking lots and apparatus aprons in front and behind the stations. Cracks allow water to enter under the structure and erode the footing or sub-structure eventually leading to collapse of the concrete. There are areas of the concrete which could possibly be sealed with an overlay or slurry mix. Other portions of the concrete should be removed and replaced with new concrete. These areas of the parking lots are subject to traffic of fire apparatus multiple times each day. Location: Fire Stations 1 and 2	

Project Number	Project Name	FY 2018 Budget
01-FDE-003-17	Radio Communication Improvements	\$70,000
	Improvement Type: Machinery and Equipment Account #: 01-5-110-2020.000 Description: Purchase of hardware and software to improve radio communications. This includes mobile and portable radios and if necessary dispatch consoles. Justification: Communication is vital to effective and timely mitigation of emergency incidents. This project entails a phased in approach to improve radio coverage including 911 Dispatch and field unit mobile and portable radio coverage. Currently the Department operates on a simplex VHF frequency. Due to its line of sight characteristics this system is limited in its coverage area and ability to penetrate structures. Migration to the statewide radio system MOSWIN will greatly enhance communications. MOSWIN should provide coverage over a large majority of the city and county. The MOSWIN system was designed for statewide interoperable mobile coverage for emergency services. However local agencies may utilize the system at no cost. While not specifically designed for portable coverage, the MOSWIN system does improve portable radio coverage as well. Phase 1 included the purchase of portable and mobile radios and was the largest expense estimated at \$68,000. Phase 2 is the assessment of mobile repeaters. Should the department determine this equipment is necessary they would be purchased in FY18. Location: Police Department	
01-FDE-003-19	Bedding	\$4,200
	Improvement Type: Furniture & Fixtures Account #: 01-5-110-2015.000 Description: Replacement of bedding utilized by 24-hour shift personnel Justification: Clean comfortable mattress and spring sets are paramount to healthy and happy personnel. Fire Department personnel spend 1/3 of their life at the fire station. Comfortable beds provide for a stable sleeping platform and improve relaxation for personnel. It is vital to replace mattress and spring sets to ensure sufficient back support while sleeping. This will help to reduce back injury. Personnel who are rested typically perform better and operate safer than those who do not. Location: Fire Stations 1 and 2	
01-FDE-005-19	Wild-Land Gear	\$11,250
	Improvement Type: Machinery and Equipment Account #: 01-5-110-2020.000 Description: Replacement of wild-land fire suppression protective clothing Justification: The current wild-land protective clothing utilized by the department will be 8-10 years old in 2019. This protective clothing is worn during the extinguishment of natural cover, rubbish, and small outside fires. The gear is less expensive and lighter in weight than traditional bunker gear worn during a structural fire. This reduces the physical stress placed on a firefighter and reduces exposure and damage to more expensive structural bunker gear. Location: Fire Stations 1 and 2	

Project Number	Project Name	FY 2018 Budget
01-FDE-005-16	Hazardous Material Identification	\$15,000
	Improvement Type: Machinery and Equipment	
	Account #: 01-5-110-2020.000	
	Description: Purchase of equipment utilized to identify unknown substances	
	Justification: It is not uncommon for fire department personnel to respond to a chemical release. Many times personnel arrive on scene and are not able to identify the chemical. Handling of unknown substances can be dangerous to fire personnel and the community as well. Without knowing the products involved in a release fire personnel could conduct mitigation procedures which could cause an adverse reaction resulting in injuries to personnel both fire department and civilians. This equipment greatly enhances the department's ability to identify these substances.	
	Location: Fire Stations 1 and 2	
Fire Department Total		\$264,450
Police Department		
01-PDA-001-18	Patrol Car Vehicular Repeaters	\$30,000
	Improvement Type: Machinery and Equipment	
	Account #: 01-5-115-2020.000	
	Description: Purchase of patrol car vehicular mounted repeaters.	
	Justification: Currently the Police department radio system is interconnected with MOSWIN through a patch system. This patch system was done as a partial temporary fix until another solution is implemented. Radio authorities with MOSWIN have examined our radio system and the solution is, in- car repeater radios. This will allow the officer to reliably talk on their handheld radios. This is something that the officers currently do not have. The officers portable radios transmits to the patrol car and the patrol car with a 100 watt radio, receives and re-transmits the radio traffic with practically 100% reliability. This method is currently being used by Laclede County Sheriff Department and the MSHP.	
	Location: Police Department	
01-PDA-002-18	Animal Control Shelter Repairs	\$21,000
	Improvement Type: Building & Improvements	
	Account #: 01-5-115-2010.000	
	Description: Replace animal run walls and replace interior ceiling.	
	Justification: The Animal Control Shelter outside dog run wall that separate the animals are deteriorating and have failed the Missouri State inspection the last 2 years. This run area has no roof over it which also affects the animals. The interior ceiling in the building has deteriorated and the metal framing has rust on them. This project funding would replace the run walls, install a covered roof over the runs and replace the interior ceiling at the shelter.	
	Location: Police Department	
22-PDA-004-14	Patrol Car (Dash) Cameras	\$5,000
	Improvement Type: Machinery & Equipment	
	Account #: 01-5-115-2020.000	
	Description: Replacement of Digital Ally In-Car Camera System.	
	Justification: The police department has 12 in-car camera systems in the patrol fleet. In order to assure replacement funding is available should the cameras fail and are out of the five year warranty, and assuming repair costs warrant replacement rather than repairing the unit, a replacement cycle of five years has been implemented. This would begin in 2017 with one camera system and continue from 2018 and beyond with three camera systems a year. Should the camera systems continue to function and not need replacement in the fiscal year scheduled, the replacement cycle would change to the next fiscal year. The cameras ensure patrol officers and citizen safety by recording all functions within a range. The footage is wireless and connects only to the PD Unifi network. The dash cameras are also microphone equipped, which is relied upon by the PA.	
	Location: Police Department	

Project Number	Project Name	FY 2018 Budget
01-PDA-003-18	Replace Existing Computer Systems	\$8,000
	Improvement Type: Machinery and Equipment Account #: 01-5-115-2020.000 Description: Replacement of desktops or laptops with Win 7 32-bit OS with Win 10 or greater. Justification: Current desktops are at end of life and most were already years old since they were received from DoD free program. Through DoD the department will continue to stay on the list, but some systems are not compatible with .NET framework 4.5, which is required by CJIS and ITI (application manager). Without ITI the officers have no digital way to communicate with dispatch and all calls will be OTAR and not secure. Location: Police Department	
99-ITS-009-16	Security and Access Control	\$8,000
	Improvement Type: Building & Improvements Account #: 01-5-115-2010.000 Description: Federal Protection access cards, cameras, gates, and software Justification: To enhance security, access, and fire monitoring throughout city buildings, more access control points, cameras, and fire panels should be installed. Also, current panels are legacy and need repair/replacement. This project will give better coverage to the areas in the holding cells and interrogation rooms. Location:	
01-PDA-004-18	Mobile Printers	\$9,000
	Improvement Type: Machinery and Equipment Account #: 01-5-115-2020.000 Description: Purchase of 12 patrol car printers for use and connectivity with ITI Justification: Current ITI system allows for e-ticketing, which the PD does not currently use. The printers will enable PD to e-ticket and the information auto populate within the JIS system for streamlined processing as opposed to multiple printouts and then processing through court, which again prints data out. The printers are about 6 to 8 inches in length and mount behind the console and are USB or Bluetooth capable. There are two models that are compatible with current software. Location: Police Department	
Police Department Total		\$81,000
Community Buildings		
99-ITS-009-16	Security and Access Control	\$10,000
	Improvement Type: Building & Improvements Account #: 01-5-135-2010.000 Description: Federal Protection access cards, fire, and software Justification: To enhance security, access, and fire monitoring throughout city buildings, more access control points, cameras, and fire panels should be installed. Also, current panels are legacy and need repair/replacement Location: Mills & Wallace Buildings	
Community Buildings Total		\$10,000

Project Number	Project Name	FY 2018 Budget
City Clerk		
01-OCK-004-17	Records Management Software	\$10,000
	Improvement Type: Software-Purchase	
	Account #: 01-5-150-6020.001	
	Description: Software is utilized for information and document management. It stores windows application documents, information from in-house legacy systems, images, audio/video, PDFs, HTML, CAD drawings, etc.	
	Justification: This software enables users to capture, store, retrieve, and manage the critical business information that flows through the City and offers comprehensive search and retrieval functionality to get you the right information when you need it via your desktop or via the web. Therefore, it will serve as a tool for research, Sunshine Law requests, etc. It will create better efficiencies and improve overall productivity.	
	Location: City Hall	
City Clerk Total		\$10,000
Storm Water		
01-ENV-001-19	Mountrose Beacon Branch	\$80,000
	Improvement Type: Professional Services-Surveying	
	Account #: 01-5-165-6000.003	
	Description: Obtain drainage-way easements, clear and stabilize existing drainage-way along Mountrose. Obtain easement and construct detention facility.	
	Justification: Watershed north of Mountrose was developed prior to stormwater detention requirements. Stormwater tops street driving surface during extreme rain events.	
	Location: Mountrose Beacon Branch	
01-ENV-002-17	Beck and Kansas Detention	\$10,000
	Improvement Type: Infrastructure	
	Account #: 01-5-165-2030.000	
	Description: Clear and construct drainage-way and detention facility.	
	Justification: Flooding of Beck Lane during intense rain events	
	Location: Beck and Kansas Detention	
01-ENV-003-17	Tuscumbia Street and Cherry Street	\$5,000
	Improvement Type: Infrastructure	
	Account #: 01-5-165-2030.000	
	Description: Obtain easements, clear and stabilize existing drainage-way.	
	Justification: Flooding of Cherry Street and Tuscumbia Street during intense rain events.	
	Location: Tuscumbia Street and Cherry Street	
01-ENV-001-18	Stormwater: Quail Valley Circle	\$15,000
	Improvement Type: Infrastructure	
	Account #: 01-5-165-2030.000	
	Description: Obtain drainage-way easement, clear and stabilize existing drainage-way add detention facility.	
	Justification: Existing drainage-way is not well defined and lacks capacity during intense rain events.	
	Location: Quail Valley Circle	
01-ENV-002-18	Stormwater: Brook Street and Northgate	\$15,000
	Improvement Type: Infrastructure	
	Account #: 01-5-165-2030.000	
	Description: Obtain drainage-way easements, clear and stabilize existing drainage-way.	
	Justification: Existing drainage-way is not well defined and banks are not stabilized	
	Location: Brook Street and Northgate	

Project Number	Project Name	FY 2018 Budget
01-ENV-004-18	Stormwater: Main Street	\$20,000
	Improvement Type: Infrastructure	
	Account #: 01-5-165-2030.000	
	Description: Obtain drainage-way easement, clear and construct drainage-way.	
	Justification: Flooding of Main Street during intense rain events.	
	Location: Main Street	
Storm Water Total		\$145,000
General Fund Total		\$648,600

Street Fund		
08-STR-003-15	Catherine Street Improvements	\$85,000
	Improvement Type: Land & Land Improvements	
	Account #: 08-5-500-2005.000	
	Description: Reconstruct 1,275 linear feet of new 28 feet wide curb and gutter street with storm sewer improvements from Main Street and South Street.	
	Justification: The current pavement condition shows the pavement to be in poor to failing condition on the Pavement Condition Index. Reconstruction of Catherine Street will address the street surface condition, and will also address the street width and storm water issues in the area. These improvements have been identified in the Street Master Plan. This project is being carried over from FY15.	
	Location: Catherine Street	
08-STR-005-15	St. Louis Street Mill and Overlay	\$14,750
	Improvement Type: Land & Land Improvements	
	Account #: 08-5-500-2005.000	
	Description: Mill 545 linear feet of St. Louis Street from Harwood Avenue to Catherine Street and overlay with 3 inches of new asphalt pavement.	
	Justification: During its most recent inspection the existing asphalt pavement was indicated to be in failing condition. This type of project will address the failing condition of the street and provide improved ride quality and reduce pavement distress. This project is being carried over from FY15.	
	Location: St. Louis Street	
	Location: Harwood Avenue	
08-STR-011-16	Jefferson Ave Sidewalk Improvement (Grant)	\$123,100
	Improvement Type: Land & Land Improvements	
	Account #: 08-5-500-4005.002	
	Description: Materials and consumables for the Jefferson Ave Sidewalk Improvement Project. Replace existing sidewalk and pedestrian facilities to comply with ADA standards beginning at Bennett Street and extending to Elm Street paralleling Jefferson Avenue. Approximately 10,400 linear feet of sidewalk improvements.	
	Justification: This projection is funded by Federal Highway Commission Enhancement Grant in conjunction with MoDOT. It will significantly improve pedestrian and bicycle facilities along a heavily trafficked road. This project is funded on an 80%-20% cost-share. Our share of this project will be \$167,117 with MODOT contributing \$497,770.	
	Location: Jefferson Avenue	
08-STR-008-17	Tandem Axle Dump Truck	\$31,000
	Improvement Type: Debt - Lease Purchase	
	Account #: 08-5-500-3020.000	
	Description: Purchase of new tandem axle dump trucks to replace a 2002 model unit and two 2006 model units. Total estimated cost \$140,000	
	Justification: Tandem axle dump trucks are used to haul dirt, haul aggregate, plow snow, and to spread de-icing materials. Tandem axle dump trucks being replaced are approaching the end of expected life. 5 year lease purchase	
	Location: Street Department	

Project Number	Project Name	FY 2018 Budget
08-STR-014-17	Trailer	\$10,000
	Improvement Type: Machinery & Equipment Account #: 08-5-500-2020.000 Description: Purchase of a new trailer to replace a 1995 model unit. Justification: This trailer is used to haul a skid steer loader to jobsites. The trailer being replaced is approaching the end of expected life. Location: Street Department	
08-STR-016-18	Track Loader Undercarriage Rebuild	\$30,000
	Improvement Type: Machinery & Equipment Account #: 08-5-500-2020.000 Description: Replacement of parts and repair to undercarriage of 1999 model Caterpillar 953 track loader Justification: City garage personnel and Caterpillar technical personnel inspected condition of undercarriage and recommend rebuilding to prevent equipment failure. Location: Street Department	
08-STR-017-18	Van Buren Ave Sidewalk Extension	\$3,700
	Improvement Type: Infrastructure Account #: 08-5-500-2030.000 Description: Installation of approximately 400 linear feet of sidewalk on Van Buren between Third and Fourth Street to complete the sidewalk network along Van Buren. Justification: Pedestrian traffic along Van Buren warrants installation of sidewalk on the only block of the street without sidewalk. Construction of this sidewalk before the proposed asphalt overlay of the street in 2018 is proposed. Location: Van Buren Avenue	
08-STR-003-18	Springfield Road Overlay (Grant)	\$180,000
	Improvement Type: Land & Land Improvements Account #: 08-5-500-4005.002 Description: Mill and replace 2,118 linear feet of Springfield Road from Commercial Street to Hayes Street and from Bethel Road to Owens Drive. The Commercial Street to Hayes Street section will need a 2 inch overlay, while the Bethel Road to Owens Drive section needs a 4 inch overlay. Justification: The current pavement condition shows the pavement to be in 10 to 49 ranges, very poor to fair condition, on the Pavement Condition Index. This approach to rehabilitation of Springfield Road will reduce pavement distresses, maintain surface geometrics, reduce noise levels, and improve the service life of the street. Location: Springfield Road	
08-STR-004-18	Van Buren Avenue Overlay	\$52,000
	Improvement Type: Land & Land Improvements Account #: 08-5-500-2005.000 Description: Mill existing asphalt pavement and replace with new asphalt pavement 1,416 linear feet of Van Buren Avenue from Commercial Street to Fourth Street. Justification: The current pavement condition shows the pavement to be in 25 to 39 ranges, poor condition, on the Pavement Condition Index. This approach to rehabilitation of Van Buren Avenue will reduce pavement distresses; improve the service life of the street, without significant disruption of the subsurface of the road. Location: Van Buren Avenue	

Project Number	Project Name	FY 2018 Budget
08-STR-005-18	East Fowler Drive Improvements	\$40,000
	Improvement Type: Land & Land Improvements Account #: 08-5-500-2005.000 Description: Overlay of existing asphalt pavement on 1,295 linear feet of East Fowler Drive from Elm Street to Rader Drive. Justification: The current pavement condition shows the pavement to be in failing condition on the Pavement Condition Index. This approach to rehabilitation of East Fowler Drive will improve ride quality and reduce pavement distresses. Location: East Fowler Drive	
08-STR-011-16	East Bland Road Sidewalk	\$20,000
	Improvement Type: Infrastructure Account #: 08-500-2030.000 Description: Acquire right of way and construct 2,375 linear feet of new sidewalk on East Bland Road from South Jefferson Avenue to Dara Drive. Justification: Pedestrian traffic along East Bland Road demonstrates the need for a sidewalk in this area. Current right of way width will not permit construction of a sidewalk. Cost shown is the estimate for construction of the sidewalk; right of way acquisition cost is not shown. Location: East Bland Road	
08-STR-006-18	Tower Road Asphalt Overlay	\$65,000
	Improvement Type: Land & Land Improvements Account #: 08-5-500-2005.000 Description: Mill existing asphalt pavement and replace with new asphalt pavement 1319ft of Tower Road from Highway 32 to Gresham Lane. Justification: Overlay of new asphalt pavement is needed to improve the paved surface of Tower Road. Current street inspection shows the existing pavement condition in very poor condition on the Pavement Condition Index. Funding is via a partnership with Lebanon Special Road District #1. Location: Tower Road	
08-STR-009-18	Bonnie Drive Improvements	\$38,000
	Improvement Type: Land & Land Improvements Account #: 08-5-500-2005.000 Description: Overlay of existing asphalt pavement on 830 linear feet of Bonnie Drive from Jefferson Avenue to Planeview Avenue. Justification: The current pavement condition shows the pavement to be in failing condition on the Pavement Condition Index. This approach to rehabilitation of Bonnie Drive will improve ride quality and reduce pavement distresses. Location: Bonnie Drive	
08-STR-010-18	Owens Drive Improvements	\$77,950
	Improvement Type: Land & Land Improvements Account #: 08-5-500-2005.000 Description: Construct 1,075 linear feet of new 28 foot wide street with curb and gutter and storm sewer from Elm Street to Springfield Road. Justification: The current pavement condition shows the pavement to be in failing condition on the Pavement Condition Index. This approach to rehabilitation of Owens Drive will address the street surface condition, and will also address the street width and storm water issues in the area. Location: Owens Drive	

Project Number	Project Name	FY 2018 Budget
08-STR-011-18	Lake Drive Improvements	\$49,000
	Improvement Type: Land & Land Improvements	
	Account #: 08-5-500-2005.000	
	Description: Overlay of existing asphalt pavement on 1,188 linear feet of Lake Drive from Phillips Drive to Beck Lane.	
	Justification: The current pavement condition shows the pavement to be in fair condition on the Pavement Condition Index. This approach to rehabilitation of Lake Drive will improve ride quality and reduce pavement distresses.	
	Location: Lake Drive	
08-STR-013-18	Fourth Street Improvements	\$39,000
	Improvement Type: Land & Land Improvements	
	Account #: 08-5-500-2005.000	
	Description: Overlay of existing asphalt pavement on 890 linear feet of Fourth Street from Jefferson Avenue to Washington Avenue.	
	Justification: The current pavement condition shows the pavement to be in very poor condition on the Pavement Condition Index. This approach to rehabilitation of Fourth Street will improve ride quality and reduce pavement distresses.	
	Location: Fourth Street	
08-STR-014-18	Copeland Drive Asphalt Overlay	\$150,000
	Improvement Type: Land & Land Improvements	
	Account #: 08-5-500-2005.000	
	Description: Mill and replace 2,541 linear feet of Copeland Drive from Cowan Drive to Tower Road with 4 inch lift of new asphalt.	
	Justification: Current inspections show the existing pavement condition to be in the ten-to-low twenties range, very poor condition, on the Pavement Condition Index. Overlay of new asphalt is needed to reduce pavement distresses, maintain and provide longer-lasting service life for the street surfacing of Copeland Drive.	
	Location: Copeland Drive	
Street Fund Total		\$1,008,500

Capital Fund		
Capital-General		
22-FMS-002-18	Elm Street Christmas Decorations	\$4,900
	Improvement Type: Infrastructure	
	Account #: 22-5-605-2030.000	
	Description: Acquisition of Christmas decorations along Elm Street/Route 66.	
	Justification: Christmas decorations have been added along Elm Street over the last several years and this project seeks to continue that effort. The addition of these decorations (angels) would provide a decoration on each pole on Elm from Mills Drive to Kent Drive. This would provide for decorations along Christmas parade route and near Civic Center for the Mayor's Christmas program.	
	Location: City-wide	
22-FMS-003-18	Replace HVAC Units at City Hall	\$7,000
	Improvement Type: Building and Building Improvements	
	Account #: 22-5-605-2010.000	
	Description: Replacement of City Hall HVAC units with natural gas units	
	Justification: City Hall HVAC units to be replaced are on the old pre-remodel and expansion part of City Hall. The units will be 21 years old against a normal service life of 15 years. Additionally, in 2020 the Federal government has stated that they will phase out R22 refrigerant, making our units obsolete. Changing units over to natural gas will increase efficiency and lower energy costs.	
	Location: City Hall	
Capital-General Total		\$11,900

Project Number	Project Name	FY 2018 Budget
Capital-Fire Department		
22-FDE-003-15	Fire Apparatus	\$170,000
	Improvement Type: Vehicle - Lease Purchase	
	Account #: 01-5-110-3020.000	
	Description: Purchase of a new NFPA 1901 Compliant Fire Engine	
	Justification: Replacement of 1995 HME custom engine, which will be 21 years old at the time of replacement. This purchase will allow the fire department to place a new engine in the front-line service and rotate a 2004 model engine to reserve status. New vehicle will meet current NFPA guidelines. Pump capacity will be increased from 1500 gpm to 2000 gpm. Note: \$450,000 total cost. Expense will be split between fiscal year 2018 and 2019	
	Location: Fire Stations 1 and 2	
22-FDE-001-17	Bunker Gear	\$11,250
	Improvement Type: Machinery and Equipment	
	Account #: 22-5-605-2020.000	
	Description: Remaining balance on FY17 purchase of new bunker pants, coats, and boots (Invoice timing with end of fiscal year)	
	Justification: The Fire Department has established a bunker gear program which provides each firefighter two set of gear. This allows personnel to wash and repair a set of gear as needed and have a second set to wear. The process also provides a rotation in which no gear is ever 10 years old or older. NFPA recommends replacing gear every 10 years. Quality, well maintained bunker gear maintains a high level of firefighter safety.	
	Location: Fire Stations 1 and 2	
Capital-Fire Department Total		\$181,250
Capital-Police Department		
22-PDA-001-14	Bulletproof Vest	\$4,000
	Improvement Type: Machinery & Equipment	
	Account #: 22-5-605-2020.000	
	Description: Purchase of 5 level IIIA bulletproof vests	
	Justification: Under normal conditions the life span of a bulletproof vest is five years, which is what most manufacturers warranty them for. After that time the Kevlar fibers begin to degrade and become less effective with passing time. In order to maintain factory warranted bulletproof vests for all officers a replacement cycle of five vests a year has been implemented. Ten new bulletproof vests have been purchased over the past two years. Of the 30 bulletproof vests in use by the Lebanon Police Department, only 13 are within their five year life cycle. Individuals working in the law enforcement profession have survived both ballistic and non-ballistic incidents because they were wearing bulletproof vests. It has been estimated that the risk of dying from gunfire is 14 times higher for an officer not wearing a bulletproof vest than for one who is.	
	Location: Police Department	

Project Number	Project Name	FY 2018 Budget
22-PDA-002-14	Electronic Control Devices (Taser)	\$1,200
	Improvement Type: Machinery & Equipment Account #: 22-5-605-2020.000 Description: Purchase of 5 tasers for officers. Justification: The Department's X26Tasers are at the end of the manufacturers 5 year warranty. Our current model, X26, is being phased out and is no longer be produced. The manufacturer will not repair our X26 Tasers because they are out of warranty and no longer producing parts. The new Taser X2 model is replacing the X26 and the police department needs a replacement program to purchase these new Tasers at a rate of 5 units per year until all 20 units are replaced. Tasers are an effective tool in controlling an individual exhibiting active aggression by incapacitating them by means of a pulsating electrical current through two probes which overpowers the body's normal electrical signals in the nervous system. This allows officers to subdue a violent individual with minimal force reducing the risk of injury to both the officer and the individual. When properly used to subdue an individual, the taser system does not harm nerves, muscles or any other part of the human body. Location: Police Department	
22-PDA-003-15	Patrol Cars	\$116,000
	Improvement Type: Vehicles Account #: 22-5-605-2025.000 Description: Replacement of Police Vehicles. Justification: The Police Department has implemented a replacement cycle to replace three aging and high mileage patrol vehicles each year. This replacement program will keep the police department patrol fleet in reliable condition and eliminate the necessity of replacing large numbers of vehicles at one time. At time of replacement based on current usage these vehicles will have in excess of 100,000 miles and be out of warranty. Under the City's fixed asset policy ordinance 5052 the anticipated service life of a patrol vehicle is three (3) years. The below cost estimate does not include ancillary equipment to transform these vehicles into a serviceable patrol vehicle. This might include but not limited to painting, striping, emergency equipment, push bumpers, cages and the computer consoles/docking station or other items which may not be transferable from the old to new vehicles. Any equipment needed to outfit the vehicles would be budgeted for in the department's vehicle equipment fund account. The vehicles removed from use by the patrol division will be rotated within the department to replace older vehicles or removed from police service and offered to other city departments, or for public sale. Due to invoice timing, one vehicle from FY17 will be paid for in FY18. Location: Police Department	
22-PDA-003-18	Push To Talk Radio/Cellular Telephone	\$11,000
	Improvement Type: Account #: 22-5-605-2020.000 Description: Purchase of Samsung push to talk radio/cellular telephones. Justification: Officers have been allowed to carry personal cell phones as a backup form of communications between each other and dispatch. This practice has given concern as to the amount of personal usage of these devices occurs while on duty and is not business related. This department related use is not reimbursed. A department issued cell phone would regulate this issue and eliminate the argument by officers for the need of personal cell phones for job related activities. Allowing the use of personal cell phones makes it difficult to document how often the officer is using their personally owned cell phone for personal calls on duty and could lead to abusing city time and decreased performance. If the need arises to view cell phone records for any purpose, the city provided cell phone records are in house and available without dispute. Location: Police Department	
Capital-Police Department Total		\$132,200

Project Number	Project Name	FY 2018 Budget
Capital-Civic Center		
22-CCC-001-17	Repair Cowan Civic Center Main Entrance Walkway and Caterer Entrance	\$40,000
	Improvement Type: Building and Building Improvements	
	Account #: 22-5-605-2010.000	
	Description: Repair Civic Center concrete at Main entrance	
	Justification: Civic Center entrance has been abused the past 18 years. It has vehicles parked on it for days, went through 18 winters, and thousands of people have walked across it. The paving stones have deteriorated to the point of being unsafe. We have put chemicals and bladed the concrete so that in many areas the concrete has broken making it unsafe. The caterers entry has had the same chemicals applied to it as the entrance. People entering the long hallway going to the kitchen are hampered because of the concrete's surface.	
	Location: Cowan Civic Center	
22-CCC-003-14	Theatre Stage Curtains Replacement	\$13,000
	Improvement Type: Building and Building Improvements	
	Account #: 22-5-605-2010.000	
	Description: Replace theater stage curtains	
	Justification: Safety regulations require that curtains used on stages in theaters and auditoriums be fire retardant. Most manufacturers of stage curtains only warranty the fire retardant properties of their curtain system for 10-12 years. The curtains used on the stage in the Theater at the CCC are 14 years old and have exceeded the manufacturer's flame retardant certification period of 10 years.	
	Location: Cowan Civic Center	
22-CCC-006-17	Portable Sound System	\$6,800
	Improvement Type: Machinery and Equipment	
	Account #: 22-5-605-2020.000	
	Description: Replacement of the portable sound system	
	Justification: The portable sound system is now 15 years old. An updated system would allow events to have better sound quality, better options for music, and different choices for microphones.	
	Location: Cowan Civic Center	
22-CBN-001-17	Portable Bleachers	\$9,000
	Improvement Type: Machinery and Equipment	
	Account #: 22-5-605-2020.000	
	Description: Replacement of 21'X 5 row portable bleachers for events at Ag Barn/Fairgrounds/Civic Center/YMCA (5 sets)	
	Justification: The present bleachers have far outlived their anticipated useful life and are in a state of disrepair making them unsafe to use. The planks used for seating are bent and warped in such a manner that allows for sharp edges as well as a slip and fall hazard if a patron were to use the bleachers.	
	Location: Ag Barn/ Fairgrounds	
22-FMS-001-18	Skid Steer with Attachments	\$60,000
	Improvement Type: Machinery & Equipment	
	Account #: 22-5-605-2020.000	
	Description: Acquisition of skid steer with scoop blade and brush attachments.	
	Justification: Facilities Management has been given extra duties and proper equipment is needed to meet these new challenges. This equipment would be for snow removal at all city buildings, removal of waste at Fairgrounds, and right of way maintenance. A scoop blade is needed for waste and snow. A brush attachment would be needed for sidewalks and snow removal around delicate areas (flower beds, trees, etc.) Trade in of old equipment unknown.	
	Location: Cowan Civic Center	

Project Number	Project Name	FY 2018 Budget
22-FMS-004-18	Replace HVAC Units at Mills Center	\$15,000
	Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Replacement of HVAC units at Mills Center with natural gas units. Justification: The Mills Center HVAC units to replace will be 23 years old against a normal service life of 15 years. Changing units over to natural gas at this time will increase efficiency and lower energy costs. Location: Mills Center	
22-CCC-006-14	Replacement of HVAC Units	\$240,000
	Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Replace Roof Top HVAC Units at CCC RTU 2 & RTU 4 Justification: Existing units are nearly 15 years old, original to the building, and increasingly difficult to find parts for routine maintenance or emergency repairs. The present units utilizes electricity to provide both heating and cooling, the energy audit conducted through Malone Finkle Eckhardt & Collins Engineering (MFEC), recommended conversion to natural gas fired unit for heating. Using a natural gas fired unit would lower electrical costs and help control the overall energy costs of the building. The analysis by MFEC also indicated that these units are nearing the end of its expected useful life and a phased replacement plan should be implemented. Location: Cowan Civic Center	
22-CCC-023-14	Civic Center Signage	\$70,000
	Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Enhanced signage for CCC/YMCA Justification: The present marquee is 15 years old and was installed prior to the present occupancy of space in the structure. This project will create unified signage for both the Elm Street and Washington Street portions of the CCC campus as well as coordinated way-finding signage on the grounds. This will help address both the visibility concerns of the YMCA and help visitors to the facilities more easily navigate the grounds. Location: Cowan Civic Center	
22-CCC-002-15	Mill and Overlay: CCC Parking Lot	\$35,000
	Improvement Type: Land & Land Improvements Account #: 22-5-605-2005.000 Description: Repairs to the Civic Center parking areas that in 2015 are 18 years old. Justification: The parking areas at the Civic Center need milling and 2" overlay for each of the parking lot areas on the map at the Civic Center. After the mill and fill treatment is completed, new striping will need to be applied. Location: Cowan Civic Center	
22-CCC-007-16	Upgrade Office Sound System	\$30,000
	Improvement Type: Machinery & Equipment Account #: 22-5-605-2020.000 Description: Replacement of 18 year old office sound system that pages throughout building. Justification: Components of the office sound system are aging and are no longer functioning properly. Additionally, these older components are not compatible with the City's digital phone system, meaning staff cannot make public announcements through this sound system using the phones. The ability to use phones over the public address system is crucial in emergency situations. Location: Cowan Civic Center	

Project Number	Project Name	FY 2018 Budget
22-CCC-002-17	Comprehensive Repair Plan for CCC Roof	\$159,000
	Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Repairs to the 20 year old CCC roof. Justification: Due to bad weather and time, there are numerous areas where "bubbles" are forming on the roof surface. They are not currently leaking but with foot traffic, these bubbles could cause leaks in the roof membrane. This project includes former project 22-CCC-001-16 "Repair Administrative Office Roof" which has been rescheduled for FY 2018. Location: Cowan Civic Center	
22-CCC-003-17	Replace Theater Carpet	\$25,000
	Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Replace carpet throughout CCC Theater Justification: Carpet is 18 years old. We have not allowed food in the theater but there has been a lot of foot traffic. Theater has still been exposed to chemicals from snow removal due to the fact that the side doors are used for entrances for events. Location: Cowan Civic Center	
22-CCC-005-17	Upgrade Theater Stage Lights	\$40,000
	Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Replacement of 20 year old lights for theater stage. Justification: Lights on stage are the original lights. Several have stopped working or been broken during adjustments. The new ellipsoidal lights will be more user-friendly. LED will supply the same amount of light. They will also have the capability of changing colors. Currently, installation of colored gels is required for different effects. Location: Cowan Civic Center	
Capital-Civic Center Total		\$742,800
Capital-Community Buildings		
22-CBN-005-16	Show Arena at Fairgrounds	\$350,000
	Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Construction of enclosed show arena at Fairgrounds Justification: Currently, the Fairgrounds do not have a fully enclosed show area. In March, April, October, and November, events can be cold, wet and miserable. During the Fair, the show area is very hot and uncomfortable for showmen, animals, and also spectators. A show area that is heated, cooled, and enclosed would benefit not only the sales in March, April, October, and November, but the facility could then be used for other events such as benefit auctions, small gatherings, and estate auctions. The arena would be attached to existing structure. In 2017, adding more space for animals to be housed under roof, is one of the recommendations made by the Laclede County Fair Board. Location: Mills Center	
Capital-Community Buildings Total		\$350,000
Capital-Parks		
22-PKD-004-17	Spiller Park	\$65,000
	Improvement Type: Infrastructure Account #: 22-5-650-2030.000 Description: Installation of new playground equipment and shelter. Justification: The master planning process identified items that would help to increase the patron experience. Location:	

Project Number	Project Name	FY 2018 Budget
22-PKD-005-17	Wallace Park	\$75,000
	Improvement Type: Infrastructure	
	Account #: 22-5-650-2030.000	
	Description: Installation of new playground equipment and additional sidewalks.	
	Justification: The master planning process identified items that would help to increase the patron experience.	
	Location: Spiller Park	
Capital-Parks Total		\$140,000
Capital Fund Total		\$1,558,150

Economic Development Fund		
Economic Development-Copeland		
22-EDC-001-17	Copeland Warehouse Roof	\$210,000
	Improvement Type: Building and Building Improvements	
	Account #: 45-5-730-2010.000	
	Description: Repair Copeland warehouse roof	
	Justification: The current roof was re-coated in 2006. The product was warranted for 1 year and we were told at the time that it needed to be done each year. We have patched 14 areas that were leaking. The roof is 70,000 square feet. Many of the old HVAC units could be removed and sold for scrap to help defray the cost of this project.	
	Location: Copeland Warehouse (old HD Lee Building)	
Economic Development Total		\$210,000

Community Development Fund		
Community Development-Development and Compliance		
01-CDC-001-18	Upgrade AutoCad Software	\$7,000
	Improvement Type: Software-Upgrade	
	Account #: 50-5-305-6020.002	
	Description: Replacement of 15 year old AutoCad software.	
	Justification: New Autocad software will allow engineers and other contractors to submit modern computerized drawings for evaluation and review by Community Development staff. Additionally, the Autocad software is used to update zoning maps for the city. The new software will be compatible with Windows 7, 8, and 10, which the current software version is not. Most computers in the city's network will be migrating to Windows 10 in the near future.	
	Location: City Hall/Public Works	
01-CDC-002-18	E-Review Software	\$7,000
	Improvement Type: Software-Purchase	
	Account #: 50-5-305-6020.001	
	Description: This is a plan review module of the Entergov system that will aide in the building permit process.	
	Justification: This would be a tool in the plan review process that would save valuable time and money. Instead of spending hours in building plan review this program will highlight any areas of concern.	
	Location: City Hall/Public Works	

Project Number	Project Name	FY 2018 Budget
22-CDC-001-18	Replacement of Staff Fleet Vehicles	\$35,000
	Improvement Type: Vehicles	
	Account #: 50-5-305-2025.000	
	Description: Replacement of existing 2002 Blazer SUV	
	Justification: As we implement regular building inspections and adopt new technology in the field, our vehicle requirements have changed. Community Development inspectors are currently using a 2002 Blazer from the Fire Department and two (2) 2003 Ford Taurus cars. The vehicles are well beyond regular service life and require replacement. In 2018 we are replacing the 2002 Blazer with a new 4 wheel drive small SUV. In 2020 and 2022 we are proposing the replacement of the Ford Taurus cars with similar 4 door sedans. The existing Blazer has 98,000 miles, and the two Taurus vehicles have 175,814 and 140,882 miles respectively.	
	Location: City Hall	
01-CDC-002-16	Subdivision Development	\$338,790
	Improvement Type: Infrastructure	
	Account #: 50-5-305-2030.000	
	Description: Wrinkle Avenue \$64,590, Castle Rock \$20,450, Canterbury \$56,250, Greentree \$27,500 and new projects \$170,000	
	Justification: Developers are planning to develop subdivision, or have shown interest in developing areas with city subdivision program.	
	Location: Various City Locations	
Community Development-Development and Compliance Total		\$387,790
Community Development Fund Total		\$387,790

Service Fund		
Service-Garage & Warehouse		
60-GFM-001-18	Garage Exhaust Fans	\$10,000
	Improvement Type: Building & Building Improvements	
	Account #: 60-5-305-2010.000	
	Description:	
	Justification:	
	Location: Public Works	
60-GFM-002-18	RTA Fleet Maintenance Software	\$8,000
	Improvement Type: Software - Purchase	
	Account #: 60-5-305-6020.001	
	Description:	
	Justification:	
	Location: Public Works	
99-PRW-001-18	Replacement Forklift for Warehouse	\$20,000
	Improvement Type: Machinery & Equipment	
	Account #: 60-5-305-2020.000	
	Description: Purchase of new LPG Fuel 9000lb Fork Truck with 5' forks	
	Justification: The current 8000Lb Clark Forklift with 48" length forks operated within the warehouse was purchased in 1998. Over the past 18 years the Clark lift has shown heavy use and wear on the lift. Recommending upgrade to 9000 lb lift, mass side shift and fork hydraulic shift, backup mirrors, backup alarm, strobe light.	
	Location: Public Works	
Service-Garage & Warehouse Total		\$38,000

Project Number	Project Name	FY 2018 Budget
Service-Facilities Management		
01-FMS-002-14	60" Zero Turn Mowers	\$10,500
	Improvement Type: Machinery & Equipment	
	Account #: 60-5-320-2020.000	
	Description: Replacement of 60" zero turn mowers.	
	Justification: The current mowers are 2010, 2012 and 2013 model years. During their typical service life these units accrue significant numbers of hours on the chassis and mechanical parts. As they continue to age the cost to run per hour increases and the mowing crew experiences more breakdowns. These breakdowns are expensive from both a materials and time perspective. Purchase of a new mower, and trading in the current mowers, will help to increase efficiency through less downtime and lower the acquisition price. It will also help in the plans to standardize the mowing fleet.	
	Location: City-wide	
01-FMS-001-18	Striping Machine	\$4,800
	Improvement Type: Machinery & Equipment	
	Account #: 60-5-320-2020.000	
	Description: Acquisition of striping machine for use in parking lots, handicap spots, and fire lanes.	
	Justification: This striping machine would be used at all city owned locations to restripe parking lots, handicap spots, fire lanes, and loading zones. The purchase of this device for use by Facilities Management will help free up Street Division workers for other projects.	
	Location: City-wide	
Service-Facilities Management Total		\$15,300
Service Fund Total		\$53,300

Airport Fund		
01-APT-002-18	Equipment Storage Building	\$40,000
	Improvement Type: Building and Building Improvements	
	Account #: 73-5-100-2010.000	
	Description: Construct a truck storage building to house airport equipment and rolling stock.	
	Justification: The airport currently does not have a storage building to house its equipment. Tractors and other equipment such as fuel trucks have to stay outside or on the tarmac all winter. This exposure not only degrades the equipment but also presents a challenge to access during winter events. This could cause lost time injuries to staff and possibly customers.	
	Location: Lebanon Airport	
01-APT-003-18	Runway Mill and Overlay Design (GRANT)	\$176,000
	Improvement Type: Grants-Capital Improvement	
	Account #: 73-5-100-4005.002	
	Description: Engineering services for runway mill and overlay project design.	
	Justification: The current pavement condition index of 59 indicates the existing runway pavement is nearing the end of its service life. Engineering services are required to design a future mill and overlay project to address the rapidly deteriorating pavement conditions.	
	Location: Lebanon Airport	

Project Number	Project Name	FY 2018 Budget
01-APT-001-18	FBO Remodel	\$35,000
	Improvement Type: Building and Building Improvements Account #: 73-5-100-2010.000 Description: Remodel old Airport FBO building to allow for a wide variety of uses. Remodeled space will include a new bathroom, installation of kitchen equipment, new flooring, new ceiling, and additional HVAC systems. Justification: Remodeling building will allow for it to be used as a training center, pilot lounge, and possible rental space. Location: Lebanon Airport	
Airport Fund Total		\$251,000

Downtown Business District Fund		
75-DBD-001-17	Planters	\$4,000
	Improvement Type: Infrastructure Account #: 75-5-500-2030.000 Description: Purchase of four large decorative concrete planters to be placed at Jefferson and Commercial Street intersection within the Downtown Business District boundaries. Justification: IN 2015, the Downtown Business District adopted the Downtown Strategic Plan developed as part of the Dream Initiative. The plan calls for the purchase and installation of decorative streetscape elements such as signs, sign poles, waste receptacles, bike parking posts, benches, and more. Purchasing of four large concrete planters is part of the second step toward achieving that goal, as decorative sign poles and signs were installed in FY2016. Location: Downtown Business District	
Downtown Business District Fund Total		\$4,000

Parks Fund		
22-PKD-003-17	Gasconade Park Improvements	\$100,000
	Improvement Type: Machinery and Equipment Account #: 79-5-500-2020.000 Description: Install new playground equipment and play features Justification: The master planning process identified items that would help to increase the patron experience. Location: Gasconade Park	
79-PKD-001-14	Vehicle and Motor Equipment	\$45,500
	Improvement Type: Machinery & Equipment (\$22,500) Account #: 79-5-500-2020.000 Improvement Type: Vehicles (\$23,000) Account #: 79-5-500-2025.000 Description: Replacement of 4-wheel drive, 2 seat Utility Vehicle used for ball field maintenance. Replacement of a 60 inch, zero turn, commercial grade mower with striping kit. Replacement of ½ ton 2 wheel drive Truck with trailer towing package, V8, limited slip-rear end, based off state bid. Justification: To replace vehicles as part of our scheduled vehicle replacement plan. Replace a 2011 model utility vehicle in 2018 and replace a 2013 model utility vehicle in 2020. Replace a 2013 model mower in 2018, replace a 2014 mower in 2019, replace a 2015 model mower in 2020, replace a 2016 mower in 2021. Replace a 2005 model truck in 2018 and replace a 2006 model truck in 2019 New truck with dump bed in 2019, this will allow us to haul mulch and gravel Replace a 2004 tractor in 2019. Location: Parks Department	

Project Number	Project Name	FY 2018 Budget
79-PKD-003-14	Playground Fall Protection	\$5,000
	Improvement Type: Land & Land Improvements	
	Account #: 79-5-500-2005.000	
	Description: Purchase and installation of engineered mulch playground fall protection.	
	Justification: The Consumer Product Safety Council estimates that 79% of playground injuries are caused by falls, which represents more than 200,000 children injured each year. Maintaining an adequate amount of mulch surfacing around the play structures provides a safer fall area for patrons enjoying park equipment.	
	Location: Parks Department	
79-PKD-010-16	Infield Surface Material	\$5,000
	Improvement Type: Land & Land Improvements	
	Account #: 79-5-500-2005.000	
	Description: Add surface pro league red infield conditioner to the current infield surface material at Atchley, Boswell, and Nelson parks.	
	Justification: New material will add color to the surface which will help with ball visibility. It will also allow the field to be in better playing condition when it rains and keep the surface from hardening during hot and dry weather.	
	Location: Parks Department	
79-PKD-001-19	Replace Existing Computer Systems	\$2,500
	Improvement Type: Machinery & Equipment	
	Account #: 79-5-500-2020.000	
	Description: Replacement of desktops, laptops, or tablets with legacy OS.	
	Justification: Current systems are at their end of life and were purchased or upgraded in 2014. As the parks become fiber ready, the systems will need more resources as they will be networked and full suites applied. In 2018, 2 tablets will enhance field operations and enable staff to update information on the spot in mobile environment versus waiting at later time. Tablets will also afford the department real-time processing and field management with regards to park modifications and construction. By reducing paper, the park projects will become reliable on digital media.	
	Location: Parks Department	
Parks Fund Total		\$158,000
Electric Fund		
Electric Fund		
80-ELF-005-15	69kV Transmission Pole Replacements	\$27,000
	Improvement Type: Land & Land Improvements	
	Account #: 80-5-215-2005.000	
	Description: Replacement of nine wooden transmission poles and insulators installed in the early 1970's with new steel poles.	
	Justification: Existing wooden poles have been identified through system inspection program as requiring replacement to assure reliability. It is recommended to use steel poles in this application due to our ability to use them beyond their useful life of 35 years.	
	Location: 69 kV line from Substation #1 to Substation #7 on Wire Road	
80-ELF-003-14	Automated Meter Infrastructure	\$300,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-215-2020.000	
	Description: Purchase and install automated meters to replace existing infrastructure	
	Justification: Automated Meters will lower overhead, reduce lost revenue, and improve customer service. It will also improve system losses and outage management.	
	Location: City-wide	

Project Number	Project Name	FY 2018 Budget
80-ELF-008-14	Line Reconductor/Extensions	\$600,000
	Improvement Type: Land & Land Improvements Account #: 80-5-215-2005.000 Description: Replacement of exist conductors due to capacity limits, or line extensions to serve future developments. This work will occur on Feeder 1020 which feeds the North Side of Commercial Street and into the residential area. The existing wire has been in place since the 1960's and has sustained damage due to lighting strikes and ice storms that has weakened its strength Justification: Feeders that are at or near existing wire capacity, or the extension of lines to serve new customers. This feeder was identified through our system inspection, and determined that it is below industry standards. Location: City-wide	
80-ELF-009-14	Overhead/Underground Projects	\$120,000
	Improvement Type: Land & Land Improvements Account #: 80-5-215-2005.000 Description: Replace existing overhead lines with underground primary in areas that we have right of way restrictions. Justification: Many of these lines are costly to maintain due to yard fences and vegetative growth. Replacement will add reliability while lowering maintenance costs. Location: City-wide	
80-ELF-003-15	LED Streetlight Conversion	\$60,000
	Improvement Type: Machinery and Equipment Account #: 80-5-215-2020.000 Description: Replace High Pressure Sodium with LED fixtures and have existing steel poles sandblasted and repainted Justification: Some of the existing steel poles in service are in need of repainting, and replacing the existing fixtures with LEDs will see a savings in energy consumption and maintenance costs. Location: Various locations within the system	
80-ELF-004-15	Distribution Pole Changes	\$125,000
	Improvement Type: Building and Building Improvements Account #: 80-5-215-2010.000 Description: Replacement of distribution poles due to age and condition Justification: As a component of the Electric Department's system reliability program it annually inspects the poles used in the distribution network. Through this inspection process the department identifies poles which should be replaced to ensure minimal service interruption to the consumers. Location: Various locations in system	
80-ELF-002-15	Wire Storage Building	\$110,000
	Improvement Type: Building and Building Improvements Account #: 80-5-215-2010.000 Description: Build a 3,500 square feet building to store wire spools at Public Works Justification: Construct a building to store reels of wire inside. This will keep reels from rotting due to exposure, and protect from other damage to wire. Currently there is not enough inside storage available in the warehouse at Public Works. Location: Public Works	
80-ELF-003-18	Solar Farm	\$25,000
	Improvement Type: Machinery & Equipment Account #: 80-5-215-2020.000 Description: Interconnection equipment as required per agreement. Justification: Part of the Solar Farm project to supply power onto the city's system. Location: Solar Farm on Ohio Street.	

Project Number	Project Name	FY 2018 Budget
80-ELF-001-18	Backyard Easement Machine	\$57,500
	Improvement Type: Machinery & Equipment -Lease Purchase Account #: 80-5-200-3020.000 Description: Replacement of a 2006 Aerial bucket on track with a machine that has an auger and lifting capacity to set poles in backyards. Total estimated cost \$230,000 Justification: This proposed replacement will give the capability to set poles in back yards. Our current machine will not set poles or change out transformers. Location: Public Works	
80-ELF-002-18	Downtown Power Outlet Replacements	\$80,000
	Improvement Type: Machinery & Equipment Account #: 80-5-215-2020.000 Description: Replacement of the existing conduit and outlets in the islands for Christmas decorations. Justification: The existing infrastructure has failed, wire and conduit has sustained damage over the years. Existing power outlets are also damaged beyond repair. Location: City-wide	
Electric Fund Total		\$1,504,500
Electric Fund Total		\$1,504,500
Fiber Fund		
83-PKD-001-18	Fiber for Parks	\$42,000
	Improvement Type: Land & Land Improvements Account #: 83-5-200-2005.000 Description: Fiber runs for Atchley, Boswell, and Nelson Parks Justification: Currently, the parks have no fiber runs to Atchley, Boswell, and Nelson Parks; meaning they lack network capabilities. The office personnel remote back to the City network with VPN through Fidelity modems. All network resources are restricted and slow. The fiber installs would branch off current ring with Show-Me. Our efforts to become a "Smart-City" include connecting the parks to our infrastructure to enhance citizen and city user capabilities. Location: Parks Department	
87-WTR-014-15	Scada Communications Improvements	\$55,000
	Improvement Type: Machinery & Equipment Account #: 83-5-200-2020.000 Description: Install fiber optic cable for communications to the water wells (removing existing radio communication). Justification: This will provide more reliable communication with the water wells. The SCADA system allows staff to remotely monitor and operate the water wells. It will create enhanced reporting as the system would log the run hours from the meters on each pump, as well as provide alarm notification if there was a change in the operating condition of the lift station or well. Location: Various Locations	
Fiber Fund Total		\$97,000
Wastewater Fund		
85-WWO-004-16	Sewer Main Replacement: Wood and Sarah	\$4,000
	Improvement Type: Land & Land Improvements Account #: 85-5-200-2005.000 Description: Dig up and replace two manholes and 350 linear feet of 8 inch diameter clay tile pipe with two new manholes and 8 inch diameter PVC pipe. Justification: Existing sewer mains that have countless defects identified during routine collection system inspections considered failed infrastructure. These lines allow inflow and infiltration into the collection system during rain events contributing to wet-weather peak flows and sanitary sewer overflows. Location: 600 block of Sarah and Wood	

Project Number	Project Name	FY 2018 Budget
85-WWO-003-17	Emerald Gate Lift Station	\$50,000
	Improvement Type: Land and Land Improvements	
	Account #: 85-5-200-2005.000	
	Description: Replace existing two wet well mounted to five horsepower pumps and controls with submersible pumps	
	Justification: The existing lift stations is reaching the end of its useful service life. Replacing it will ensure sufficient sewer service to our customers in the future.	
	Location: Emerald Gate Lift Station	
85-WWO-003-15	Marathon Lift Station	\$50,000
	Improvement Type: Land and Land Improvements	
	Account #: 85-5-200-2005.000	
	Description: Replacement of the motor controls and pumps. The new motor controls will be placed above ground.	
	Justification: Lift station has been in service for 37 years and the pump and motor controls have reached the end of their useful life. Moving the motors controls above ground will eliminate the need to enter the confined space as frequently.	
	Location: Fremont and Highway 5	
85-ENV-001-14	Collection Improvements in the Goodwin Hollow Watershed	\$500,000
	Improvement Type: Land and Land Improvements	
	Account #: 85-5-200-2005.000	
	Description: Sanitary Sewer Evaluation Study (SSES) of Goodwin Hollow watershed and rehabilitation/improvements identified within report (MULTIYEAR FUNDING). Improvements anticipated include lining of pipes and manholes, creation of new design standards, and other best management practices.	
	Justification: This project will reduce the number and duration of sanitary sewer overflows in this watershed by repairing/replacing collection system pipes and manholes that have numerous defects that allow rainwater to exceed the capacity of the lines.	
	Location: City-wide	
85-ENV-999-14	WWTP Improvements (Phase 2)	\$750,000
	Improvement Type: Building & Building Improvements	
	Account #: 85-5-200-2010.000	
	Description: The project is projected to be bid out and awarded early spring of 2018. Filter and sludge improvements will include: new disc filters, conversion of backwash basin to a 30ft diameter 16ft deep waste basin providing 74k gallons of storage), bar screen upgrade at the head of plant, new sludge holding basin (80ft diameter 20ft deep holding 750k gallons), new electrical equipment control center, new bio-solids hauling truck, installation of mixers, and dissolved oxygen meters in the existing oxidation ditches. Note: Previously 85-WWT-001-14 Total Cost \$5,500,000	
	Justification: The water quality regulations set by the Missouri Department of Natural Resources continue to get more stringent. The existing equipment has been in continuous service for 35 years and has exceeded their life cycles and is reaching design capacity. The sludge improvements are needed to continue to meet the 503 regulations set by the Environmental Protection Agency. By increasing the design capacity of the wastewater treatment plant it will allow quality treatment for many years to come.	
	Location: City-wide	

Project Number	Project Name	FY 2018 Budget
85-ENV-004-18	Lift Station Improvements	\$90,000
	Improvement Type: Machinery & Equipment Account #: 85-5-200-2020.000 Description: Replacement of electrical control panels and installing access hatches and pump slide rails to approximately 15 current lift stations. Conversion of 9 wet well mounted lift stations to submersible pump lift stations. Justification: The existing aged lift stations need improvements to maintain reliable service. By installing slide rails for the pumps it almost eliminates the need for a manned entry into the confined space to perform maintenance and repairs. Location: City-wide	
85-WWO-011-15	Equipment Trailer	\$8,000
	Improvement Type: Machinery & Equipment Account #: 85-5-200-2020.000 Description: Equipment and Material Trailer Justification: This will replace an older lightweight utility trailer that is not rated to haul some of the materials and equipment used by the department. Location: City-wide	
85-WWO-003-16	Spiller Park	\$7,500
	Improvement Type: Land & Land Improvements Account #: 85-5-200-2005.000 Description: Dig up and replace 180 feet of 4 inch diameter clay tile pipe main and replace with 8 inch diameter PVC. Also replacing one manhole and installing a new manhole Justification: Existing 4 inch diameter clay sewer main runs directly into a City's 8 inch diameter main. This prevents the ability to operate, maintain and inspect this 4 inch main. By replacing with an 8 inch diameter by 180 feet long PVC pipe which will be relocated to run directly into a manhole, the City will have the ability to properly maintain this line Location: Spiller Park	
85-WWO-007-16	Pickup Truck	\$27,445
	Improvement Type: Vehicle Account #: 85-5-200-2025.000 Description: ½ and ¾ Ton 4x4 Pickup Trucks Justification: This project will replace three older vehicles which have reached the end of their useful life in accordance with the capitalization policy. Location: Public Works	
85-WWT-001-16	Oxidation Ditch Rehabilitation (North and South)	\$20,000
	Improvement Type: Machinery and Equipment Account #: 85-5-200-2020.000 Description: Replace concrete catwalks, rehabilitate rotors and enclosures, reseal concrete seams Justification: The existing ditches are 35 years old and need rehabilitation to increase reliability of the clarification operation at the Wastewater Treatment plant, to meet operational and reliability needs, and to stay in compliance with regulatory requirements. Location: Wasterwater Treatment Plant	
85-WWT-003-16	Lab/Portable LBOD Meter Replacement	\$3,000
	Improvement Type: Machinery & Equipment Account #: 85-5-200-2020.000 Description: EPA Compliant Multi-parameter Digital Portable PH/ LBOD Meter Justification: This will replace the existing meter that is used in daily DNR compliance testing. The meter has reached the end of its useful service life Location: City-wide	

Project Number	Project Name	FY 2018 Budget
85-ENV-005-18	Lift Station Critical Parts	\$30,000
	Improvement Type: Machinery & Equipment	
	Account #: 85-5-200-2020.000	
	Description: Spare pumps, motors and electrical control components.	
	Justification: To maintain reliability and prevent sanitary sewer overflows.	
	Location: City-wide	
85-ENV-007-15	Lift Station SCADA	\$20,000
	Improvement Type: Machinery & Equipment	
	Account #: 85-5-200-2020.000	
	Description: Install radio communication network and Programmable Logic Controllers (PLC).	
	Justification: Installation of the SCADA system will provide better management and maintenance of critical lift station infrastructure. Use of SCADA technology will allow staff to remotely monitor and operate the lift stations. It will create enhanced reporting as the system would log the run hours from the meters on each pump, as well as provide alarm notification if there was a change in the operating condition of the lift station.	
	Location: City-wide	
85-ENV-006-16	Mechanical Bar Screen	\$140,000
	Improvement Type: Machinery & Equipment	
	Account #: 85-5-200-2020.000	
	Description: Mechanical Bar Screen.	
	Justification: The existing manual bar screen requires an operator to enter a pit 3 days a week to remove trash from the bar screen with a pitchfork and put it into a bucket that has to be lifted out of the pit by a rope. By adding the mechanical bar screen it will increase employee safety and improve efficiencies.	
	Location: City-wide	
99-ITS-009-16	Security and Access Control	\$15,000
	Improvement Type: Building & Building Improvements	
	Account #: 85-5-200-2010.000	
	Description: Federal Protection access cards, cameras, gates, and software	
	Justification: To enhance security, access, and fire monitoring throughout city buildings, more access control points, cameras, and fire panels should be installed. Also, current panels are legacy and need repair/replacement	
	Location: City-wide	
85-ENV-003-18	Replace Existing Wastewater Computer Systems	\$5,000
	Improvement Type: Machinery & Equipment	
	Account #: 85-5-200-2020.000	
	Description: Replacement of desktops, laptops, or tablets Win 7, 32 bit with Win 10 or greater.	
	Justification: Current systems are at their end of life and were purchased in 2014 and 2015. Some were received from Jefferson City state program and were already a few years old. We would like to implement tablets in the field as well to become more mobile and digital. The new systems would be capable of handling current suites and or applications. The tablets will ensure field operations are streamlined into daily business functions and enhance efficiency. The IT Department has worked with a variety of tablets and field tested many. Training has been provided and users understand the VPN capabilities.	
	Location: Public Works	
Wastewater Fund Total		\$1,719,945

Project Number	Project Name	FY 2018 Budget
Water Fund		
87-WTR-001-16	East Fremont Water Line	\$85,000
	Improvement Type: Land and Land Improvements	
	Account #: 87-5-200-2005.000	
	Description: Construct 1,700 linear feet of 12 inch water line	
	Justification: This will eliminate two dead end water lines and tie them together, creating a loop feed improving the water distribution system in this area of the distribution system.	
	Location: East Fremont Road between Charlton Lane and Windbrook	
87-WTR-005-17	Chlorine Autovalve	\$3,500
	Improvement Type: Machinery and Equipment	
	Account #: 87-5-200-2020.000	
	Description: Chlorine Autovalve for the Glencastle well chlorine system	
	Justification: This will allow for the tower well to operate more efficiently utilizing the variable speed drive in place to vary the water flow rates and the chlorine autovalve to feed the correct dose of chlorine into the distribution system.	
	Location: Glencastle Well	
22-ITS-009-16	Security and Access Control	\$20,000
	Improvement Type: Machinery and Equipment	
	Account #: 87-5-200-2020.000	
	Description: Federal Protection access cards, cameras, gates, and software	
	Justification: To enhance security, access, and fire monitoring throughout city buildings, more access control points, cameras, and fire panels should be installed. Also, current panels are legacy and need repair/replacement.	
	Location: City-wide	
87-ENV-008-18	Smith & Bluebird	\$7,500
	Improvement Type: Land and Land Improvements	
	Account #: 87-5-200-2005.000	
	Description: Relocate 5 water services from a 2 inch galvanized line to a 8 inch PVC water main	
	Justification: The 2 inch galvanized line has a history of leaks. By moving these services it will improve water service to theses residents.	
	Location: Smith & Bluebird	
87-ENV-009-18	Cowan & Hwy 32	\$6,500
	Improvement Type: Land and Land Improvements	
	Account #: 87-5-200-2005.000	
	Description: Install 200 linear feet of 8 inch water line	
	Justification: This will eliminate a dead end water line and improve fire flows to this area of the distribution system	
	Location: Cowan & Hwy 32	
87-ENV-010-18	CL17 Monitors	\$4,500
	Improvement Type: Machinery and Equipment	
	Account #: 87-5-200-2020.000	
	Description: Replacement of the existing chlorine analyzers in the seven wells.	
	Justification: The existing chlorine analyzers have reached the end of their useful life. The analyzers are used to monitor the chlorine levels at the well. This is a useful tool to better manage the water system and insure safe drinking water is delivered to our customers.	
	Location: City-wide	
87-WTR-005-16	Chlorine Leak Detectors	\$25,000
	Improvement Type: Machinery and Equipment	
	Account #: 87-5-200-2020.000	
	Description: Chlorine leak detectors	
	Justification: Chlorine is very corrosive and with the leak detectors connected to the SCADA system we will be notified of a leak.	
	Location: City-wide	

Project Number	Project Name	FY 2018 Budget
87-WTR-003-14	Automated Water Meter Infrastructure	\$350,000
	Improvement Type: Machinery and Equipment	
	Account #: 87-5-200-2020.000	
	Description: Replace approximately 850 commercial/Industrial water meters the first year and the residential water meters the next	
	Justification: Automated Meters will lower overhead, reduce lost revenue, and improve customer service. It will also improve system losses and outage management.	
	Location: Throughout the water distribution system	
87-ENV-006-15	Tower Modification	\$50,000
	Improvement Type: Land and Land Improvements	
	Account #: 87-5-200-2005.000	
	Description: Modify piping from wells and water towers to achieve recommended chlorine contact time at 301 Lawson Avenue, 643 Ohio Avenue, 539 Mayfield Street, Spiller and Washington Avenue, and Glencastle Lane.	
	Justification: Modifying the piping at the water towers will achieve greater chlorine contact time. This is a recommendation from Missouri Department of Natural Resources during the latest sanitary inspection.	
	Location: Various	
87-ENV-004-17	Skid Steer	\$15,000
	Improvement Type: Machinery & Equipment	
	Account #: 87-5-200-3020.000	
	Description: Skid Steer for the use in the restoration of landscape and also to aid in the installation of water and wastewater utilities. Total estimated cost \$60,000	
	Justification: This will improve efficiencies in restoring landscaping after construction activities. This will also allow the Department to access areas where a backhoe cannot access. Lease Purchase	
	Location: Public Works	
87-ENV-005-18	Replace Existing Water Computer Systems	\$5,000
	Improvement Type: Machinery & Equipment	
	Account #: 87-5-200-2020.000	
	Description: Replacement of desktops, laptops, or tablets with Win 7 32-bit to Win 10.	
	Justification: Current systems are at their end of life and were purchased in 2014 and 2015. Some were received from Jefferson City state program and were already a few years old. We would like to implement tablets in the field as well to become more mobile and digital. The new systems would be capable of handling current suites and or applications. The tablets will ensure field operations are streamlined into daily business functions and enhance efficiency. The IT Department has worked with a variety of tablets and field tested many. Training has been provided and users understand the VPN capabilities.	
	Location: Public Works	
Water Fund Total		\$572,000

Project Number	Project Name	FY 2018 Budget
Multiple Fund		
Multiple Funding		
01-ITS-001-20	Replace Existing Computer Systems	\$7,500
	Improvement Type: Machinery and Equipment	
	Account #: Direct billed to departments/divisions	
	01-110 Fire	\$2,500
	01-170 Finance Office	\$1,250
	60-305 Garage & Warehouse	\$1,250
	60-320 Facilities Management	\$1,250
	79-500 Parks	\$1,250
	Description: Replacement of desktops, laptops, and tablets with Win 7 to Win 10 or greater.	
	Justification: Current systems will have reached the end of life and operate under Win 7, 32-bit. Win 10 or greater will be required to continue processing data in efficient manner. The tablets will be used for remote work or field operations. The IT Department is often stretched thin and all over the city. The tablet will allow remote access to servers for troubleshooting.	
	Location: City-wide	
22-ITS-001-17	Mitel Phone System Upgrade	\$48,450
	Improvement Type: Machinery and Equipment	
	Account #: Direct billed to departments/divisions	
	01-105 Municipal Court	\$1,694.40
	01-110 Fire	\$4,927.20
	01-115 Police	\$10,166.40
	01-130 Civic Center	\$1,694.00
	01-140 Mayor	\$566.40
	01-145 City Administration	\$2,256.00
	01-150 City Clerk	\$2,260.80
	01-170 Finance Office	\$1,694.00
	08-500 Street	\$2,260.80
	40-500 Tourism	\$566.40
	50-305 Development & Compliance	\$1,694.40
	50-310 Planning & Design	\$1,694.40
	60-305 Garage & Warehouse	\$1,694.40
	60-315 IT	\$2,822.40
	60-320 Facilities Management	\$1,694.00
	73-100 Airport	\$1,128.00
	79-500 Parks	\$1,694.40
	80-200 Electric	\$2,822.40
	80-200 Wastewater	\$2,822.40
	80-200 Water	\$2,260.80
	Description: Mitel Phone System Upgrade	
	Justification: Current Voice Over IP (VOIP) system is 2 years past recommended upgrades. Current system is 5 versions behind. Every desktop is linked to the phone and if the phone processing is degraded, the data processing will follow. In 18 months we have replaced 12 phones and continue to struggle with errors and features dropping. The 911 recordings are often lost and system randomly reboots, which indicates multiple hardware issues. In FY18, new CISCO switches would replace non-supported switches throughout fiber ring. The old switches can be used at department level. In FY19, the phones and recorder would be purchased to complete the overall project.	
	Location: City-wide	

Project Number	Project Name	FY 2018 Budget
99-ITS-001-16	Capital Hardware/Software Purchase	\$75,000
	Improvement Type: Software Purchase	
	Account #: Direct billed to departments/divisions	
	01-105 Municipal Court	\$1,034.48
	01-110 Fire	\$5,172.40
	01-115 Police	\$33,620.60
	01-130 Civic Center	\$1,551.72
	01-140 Mayor	\$517.24
	01-145 City Administration	\$2,586.20
	01-150 City Clerk	\$2,068.96
	01-170 Finance Office	\$2,068.96
	08-500 Street	\$2,586.20
	40-500 Tourism	\$1,034.48
	50-305 Development & Compliance	\$1,551.72
	50-310 Planning & Design	\$2,068.96
	60-305 Garage & Warehouse	\$1,034.48
	60-315 IT	\$2,586.20
	60-320 Facilities Management	\$1,551.72
	73-100 Airport	\$1,034.48
	79-500 Parks	\$1,551.72
	80-200 Electric	\$3,620.68
	85-200 Wastewater	\$4,137.92
	87-200 Water	\$3,620.68
	Description: Upgrades and replacement of city wide computing infrastructure.	
	Justification: Updating of routers, switches, servers, wireless devices, peripherals, and miscellaneous items (tools, cabling, etc) nearing the end of its expected lifecycle. In FY 17, I would like to explore host replacements from left-hand system to a mix of cloud/scale servers. All server will be at end of life-cycle for current configuration and have already been upgraded as much as possible based on internal expansion slots available. The design was implemented JMARK in 2012 with purpose for failover protection, yet one component was missing. When the servers crash or need rebooting, the failover takes 2 hours. In FY 18 and beyond, the IT Department will continue to upgrade, modify, and fix nodes as needed and will continue to support all components.	
	Location: City-wide	

Project Number	Project Name	FY 2018 Budget
99-ITS-008-16	Capital Hardware/Software Purchase	\$88,000
	Improvement Type: Software Purchase	
	Account #: Direct billed to departments/divisions	
	01-105 Municipal Court	\$1,157.88
	01-110 Fire	\$5,789.40
	01-115 Police	\$28,947.00
	01-130 Civic Center	\$2,315.76
	01-140 Mayor	\$578.94
	01-145 City Administration	\$2,894.70
	01-150 City Clerk	\$2,315.76
	01-170 Finance Office	\$2,315.76
	08-500 Street	\$4,631.52
	40-500 Tourism	\$1,157.88
	50-305 Development & Compliance	\$2,894.70
	50-310 Planning & Design	\$2,315.76
	60-305 Garage & Warehouse	\$1,736.82
	60-315 IT	\$4,631.52
	60-320 Facilities Management	\$1,736.82
	73-100 Airport	\$1,736.82
	79-500 Parks	\$2,315.76
	80-200 Electric	\$4,631.52
	85-200 Wastewater	\$6,947.28
	87-200 Water	\$6,947.28
	Justification: With Office 07 becoming obsolete and lack of support from Microsoft, the City of Lebanon will need updated software for office suite. In FY17, the idea was to migrate to office 365. Upon further investigation, it will be more efficient and cost effective to purchase Office 2016 versus an annual subscription of Office 365. The increase will be a one-time purchase versus an annual \$38,000.	
	Location: City-wide	
Multiple Funds Total		\$218,950
All Capital Improvements		\$8,391,735

Statement of Budgeted Revenues and Expenditures and Changes in Fund Balance

	Estimated Beginning Balance	Revenues	Expenditures	Projected Ending Balance	Percent Change in Fund balance
General	\$2,624,862	\$6,917,408	\$7,787,366	\$1,754,904	-33.14%
Street	\$1,330,885	\$2,605,058	\$2,790,437	\$1,145,505	-13.93%
Capital	\$756,810	\$1,725,000	\$2,296,065	\$185,746	-75.46%
Tourism	\$105,831	\$212,988	\$239,025	\$79,794	-24.60%
Economic Development	\$420,453	\$1,185,420	\$926,533	\$679,340	61.57%
Community Development	-\$83,664	\$683,213	\$806,932	-\$207,383	-147.88%
Service	\$0	\$968,702	\$968,702	\$0	0.00%
Benefits	-\$123,503	\$3,223,676	\$3,038,343	\$61,829	-150.06%
Airport	-\$255,054	\$451,370	\$649,107	-\$452,791	-77.53%
Downtown Business District	\$34,338	\$34,200	\$36,801	\$31,737	-7.57%
Parks	\$1,128,273	\$645,500	\$794,364	\$979,409	-13.19%
Electric	\$9,685,151	\$26,278,740	\$27,214,997	\$8,748,894	-9.67%
Fiber	\$304,485	\$87,000	\$157,776	\$233,709	-23.24%
Wastewater	\$1,425,858	\$3,289,000	\$3,919,528	\$795,331	-44.22%
Water	\$927,692	\$1,964,200	\$2,226,691	\$665,200	-28.30%
GRAND TOTAL	\$18,282,417	\$50,271,475	\$53,852,667	\$14,701,225	-19.59%

Explanation of Changes in Fund Balance Greater than 10%:

The **General Fund** is scheduled to decrease by 33.14% due to investment in capital projects and other capital purchases.

The **Street Fund** is scheduled to decrease by 13.93% due to capital activity.

The **Capital Fund**, scheduled to decrease by 75.46%, will occur if all planned investment in the Civic Center, Park, and Public Safety are completed within the fiscal year.

The **Tourism Fund** is scheduled to decrease by 24.60% due to additional investment in part-time staff.

The **Economic Development Fund** is scheduled to increase by 61.57% as a result of the Copeland Building debt service payoff.

The **Community Development Fund** is scheduled to decrease by 147.88% due to planned subdivision development.

The **Benefits Fund** is scheduled to increase by 150.06% due to a planned increase in health insurance premiums.

The **Airport Fund** is scheduled to decrease by 77.53% due to a planned capital investment in the mill and design of the runway, increased staff costs, and capital investments in building and equipment.

The **Parks Fund** is scheduled to decrease by 13.19% due to planned spending of the Park Master Plan projects.

The **Fiber Fund** is scheduled to decrease by 23.24% due to planned capital improvements.

The **Wastewater Fund** is scheduled to decrease by 44.22% due to planned capital improvements and purchases.

The **Water Fund** is scheduled to decrease 28.30% due to anticipating planned capital improvements, purchases, and the implementation of automated reading infrastructure.

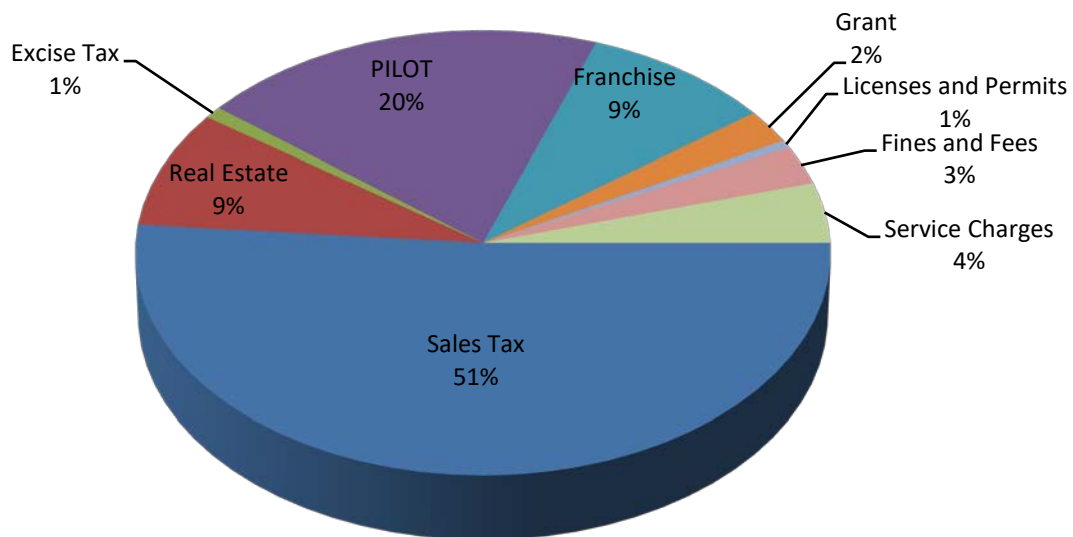
Departmental Summaries



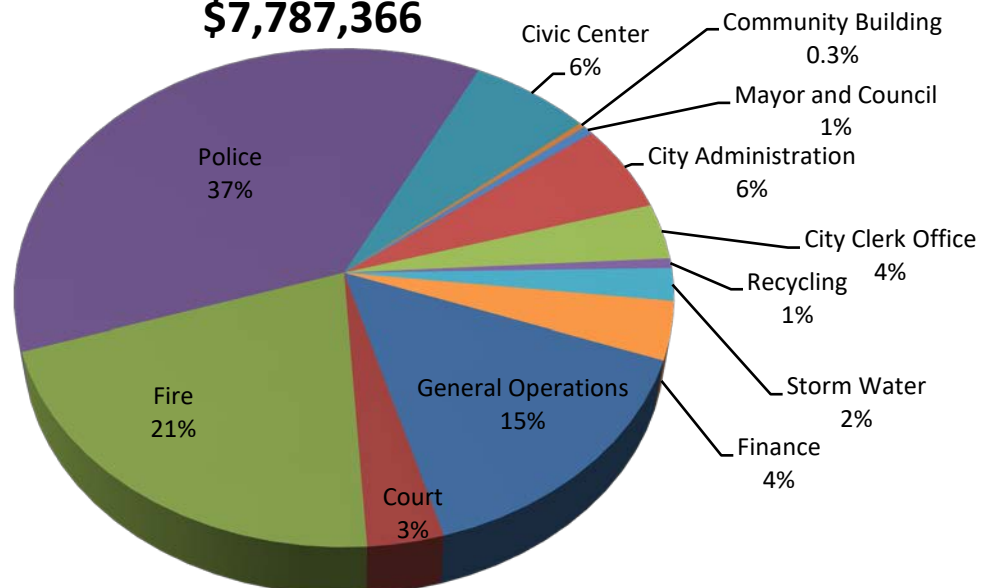
General Fund

The General Fund accounts for all revenue and expenses associated with the traditional services provided by the city government. These services fall into the broad categories of general administration, public safety, Civic Center, community buildings, municipal court, recycling, and storm water. Primary revenue resources for this fund include taxes-sales, real estate, and cigarette; franchise fees; PILOTs (payment in lieu of taxes); beverage licenses; court fines and fees; and other service payments.

General Funds Available by Category \$6,917,408



General Fund Expense by Department \$7,787,366



General Fund Revenue and Expenses by Category

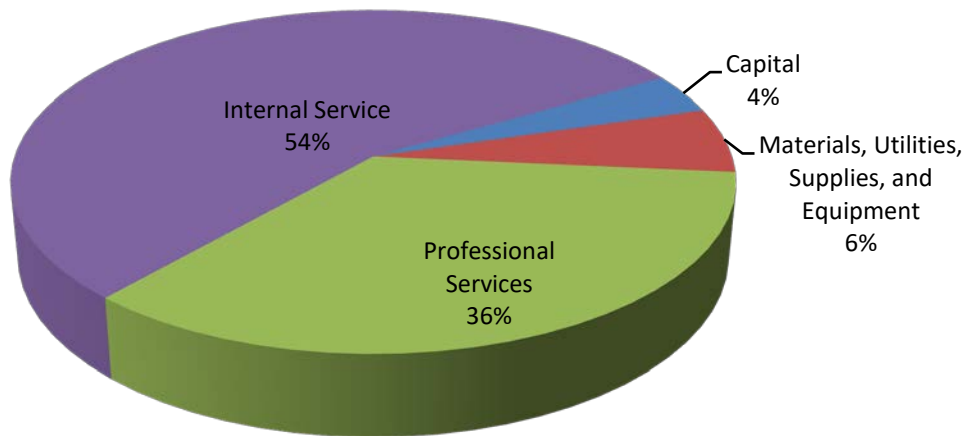
General Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$4,251,083	\$4,130,000	\$4,208,850	\$4,200,000
Franchise Fees	\$636,358	\$621,500	\$588,300	\$640,000
PILOTs	\$1,222,754	\$1,418,750	\$1,293,520	\$1,369,350
Intergovernmental	\$56,798	\$175,800	\$22,888	\$170,858
Service Charges	\$24,183	\$31,500	\$21,420	\$2,700
Rentals	\$250,643	\$261,000	\$234,480	\$226,000
Licenses and Permits	\$52,618	\$50,000	\$55,000	\$25,000
Fines	\$191,295	\$189,000	\$160,412	\$196,100
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$100,132	\$86,000	\$97,125	\$87,400
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$6,785,864	\$6,963,550	\$6,681,995	\$6,917,408
Expenses				
Personnel	\$4,101,644	\$4,666,117	\$4,398,682	\$4,960,214
Capital	\$198,650	\$385,765	\$232,539	\$551,080
Debt	\$0	\$0	\$0	\$0
Grants	\$59,440	\$33,000	\$40,138	\$33,000
Utilities	\$295,669	\$313,025	\$265,490	\$293,025
Professional Services	\$661,916	\$1,004,891	\$759,711	\$993,070
Supplies and Materials	\$101,113	\$126,800	\$112,097	\$126,550
Tools, Equipment, and Vehicles	\$173,008	\$222,950	\$208,900	\$202,750
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$572,348	\$685,859	\$567,500	\$627,677
Total Expenses	\$6,163,786	\$7,438,406	\$6,585,057	\$7,787,366

General Administration

This program accounts for the revenues which include taxes, franchise, PILOT, permits, licenses, and community development revenues as well as expenditures such as utilities for municipal center, professional services and insurances city wide.

General Expenses by Category

\$1,169,060



General Fund-General Revenues			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-100-1000.001	Tax-Sales 1%	\$3,630,000	\$3,500,000	\$3,557,180	\$3,550,000
01	4-100-1000.003	Tax-Real Estate	\$555,000	\$570,000	\$593,670	\$590,000
01	4-100-1000.004	Tax-Cigarette	\$58,000	\$60,000	\$58,000	\$60,000
	Total Tax Revenue		\$4,243,000	\$4,130,000	\$4,208,850	\$4,200,000
01	4-100-1005.001	Franchise-Telephone	\$26,500	\$26,500	\$26,500	\$26,500
01	4-100-1005.002	Franchise-Natural Gas	\$225,000	\$225,000	\$137,000	\$200,000
01	4-100-1005.003	Franchise-Cable Television	\$74,400	\$80,000	\$88,300	\$85,000
01	4-100-1005.004	Franchise-Cellular	\$230,000	\$195,000	\$238,500	\$230,500
01	4-100-1005.005	Franchise-Laclede Electric	\$93,000	\$95,000	\$98,000	\$98,000
	Total Franchise Revenue		\$648,900	\$621,500	\$588,300	\$640,000
01	4-100-1010.001	PILOT-Electric	\$1,300,000	\$1,325,000	\$1,200,270	\$1,272,500
01	4-100-1010.002	PILOT-Water	\$88,000	\$89,000	\$89,000	\$92,500
01	4-100-1010.003	PILOT-Fiber	\$5,150	\$4,750	\$4,250	\$4,350
	Total PILOT Revenue		\$1,393,150	\$1,418,750	\$1,293,520	\$1,369,350
	Total Local Taxes		\$6,285,050	\$6,170,250	\$6,090,670	\$6,209,350
01	4-100-3000.005	House Inspections	\$16,000	\$25,000	\$15,000	\$0
01	4-100-3000.006	Compliance Cleanup	\$3,000	\$3,000	\$2,100	\$0
01	4-100-3000.007	Advertising Reimbursement	\$500	\$500	\$1,170	\$0
	Total Service Charges and Fees Revenue		\$19,500	\$28,500	\$18,270	\$0
01	4-100-3010.003	Misc.-Interest Income	\$7,500	\$7,500	\$6,500	\$6,500
01	4-100-3010.006	Misc.-Miscellaneous	\$5,000	\$5,000	\$5,500	\$5,000
	Total Miscellaneous Revenue		\$12,500	\$12,500	\$12,000	\$11,500
	Total Services Charges, Rentals, Miscellaneous		\$32,000	\$41,000	\$30,270	\$11,500
01	4-100-4000.001	Licenses-Beverage	\$25,000	\$25,000	\$25,000	\$25,000
01	4-100-4005.001	Permits-Building	\$25,000	\$25,000	\$30,000	\$0
	Total Licenses and Permits		\$50,000	\$50,000	\$55,000	\$25,000
	Total General Revenue		\$6,367,050	\$6,261,250	\$6,175,940	\$6,245,850

General Fund-General Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-100-1025.002	Employee -Dues/Lic/Mem	\$0	\$0	\$90	\$90
	Total Employee Expense		\$0	\$0	\$90	\$90
01	5-100-2005.000	Capital Exp-Land and Imp	\$100,850	\$0	\$0	\$25,000
01	5-100-2015.000	Capital Exp-Furn and Fixture	\$0	\$10,500	\$4,260	\$13,000
01	5-100-2020.000	Capital Exp-Machinery and Equip	\$0	\$0	\$50	\$15,000
	Total Capital Expense		\$100,850	\$10,500	\$4,310	\$53,000
01	5-100-4020.001	A.C.T. Transitional Housing	\$0	\$0	\$7,138	\$0
	Total Grant Expense		\$0	\$0	\$7,138	\$0
01	5-100-5000.001	Utilities-Electric	\$48,350	\$44,000	\$52,000	\$54,000
01	5-100-5000.002	Utilities-Water	\$200	\$200	\$100	\$200
01	5-100-5000.003	Utilities-Sewer	\$250	\$250	\$150	\$250
01	5-100-5005.002	Utilities-Natural Gas	\$2,000	\$1,000	\$750	\$850
01	5-100-5010.001	Utilities-Landline and Fiber	\$12,000	\$11,000	\$12,000	\$12,000
	Total Utilities Expense		\$62,800	\$56,450	\$65,000	\$67,300
01	5-100-6000.001	Prof Services-Legal	\$61,000	\$61,000	\$40,000	\$60,000
01	5-100-6000.002	Prof Services-Engineering	\$50,435	\$65,000	\$0	\$65,000
01	5-100-6000.006	Prof Services-Auditing	\$44,400	\$50,000	\$30,000	\$30,500
01	5-100-6000.011	Prof Services-Dues and License	\$12,100	\$12,500	\$682	\$1,000
01	5-100-6000.014	Prof Services-Events & Functions	\$8,350	\$33,000	\$15,000	\$40,000
01	5-100-6000.015	Prof Services-Service Contracts	\$16,940	\$18,000	\$32,000	\$31,000
01	5-100-6000.016	Prof Services-Taxes and Fees	\$455	\$450	\$550	\$450
01	5-100-6000.018	Prof Services-Damage Claims	\$700	\$1,000	\$500	\$1,000
01	5-100-6000.019	Prof Services - CC Fees	\$35	\$50	\$50	\$50
	Total General Professional Service Expense		\$194,415	\$241,000	\$118,782	\$229,000
01	5-100-6005.001	Insurance - Vehicle	\$470	\$585	\$467	\$481
01	5-100-6005.003	Insurance-Building & Property	\$7,200	\$8,956	\$6,952	\$7,161
01	5-100-6005.004	Insurance-Boiler & Machinery	\$26,020	\$30,425	\$31,060	\$31,995

General Fund-General Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-100-6005.006	Insurance-Terrorism	\$0	\$0	\$871	\$897
01	5-100-6005.007	Insurance-City Government	\$62,500	\$78,063	\$72,198	\$74,365
01	5-100-6005.008	Insurance-City Street	\$1,700	\$1,775	\$0	\$0
01	5-100-6005.009	Insurance-Directors and Officers	\$2,565	\$3,205	\$2,540	\$2,620
01	5-100-6005.010	Insurance-Umbrella	\$40,000	\$47,938	\$38,355	\$39,510
01	5-100-6005.017	Insurance-Employee Benefits	\$350	\$388	\$310	\$320
01	5-100-6005.018	Insurance-Employee Practices	\$5,450	\$6,813	\$5,475	\$5,640
01	5-100-6005.020	Insurance -Cyber Liability	\$4,770	\$5,959	\$5,220	\$5,380
	Total Insurance Expense		\$151,025	\$184,105	\$163,448	\$168,369
01	5-100-6010.003	Advertising-Print	\$425	\$200	\$200	\$200
	Total Advertising Expense		\$425	\$200	\$200	\$200
01	5-100-6020.000	Software-Annual Renewal/Maint	\$0	\$0	\$0	\$725
01	5-100-6020.001	Software - Purchase	\$0	\$64,750	\$34,925	\$17,750
	Total Software Expense		\$0	\$64,750	\$34,925	\$18,475
	Total Professional Service Expense		\$345,865	\$490,055	\$317,355	\$416,044
01	5-100-7000.001	Supplies-Operational	\$2,500	\$2,500	\$1,500	\$2,500
01	5-100-7005.003	Supplies-Postage	\$200	\$200	\$200	\$200
01	5-100-7010.003	Supplies-Breakroom	\$400	\$250	\$250	\$250
	Total General Office Supplies Expense		\$3,100	\$2,950	\$1,950	\$2,950
01	5-100-7500.004	Materials-Landscaping	\$3,290	\$500	\$0	\$500
01	5-100-7510.005	Materials -Fixture	\$1,485	\$250	\$0	\$250
01	5-100-7525.001	Materials-Infrastructure	\$1,270	\$250	\$500	\$250
	Total Materials Expense		\$6,045	\$1,000	\$500	\$1,000
01	5-100-8300.001	Equipment-Repair	\$1,080	\$500	\$500	\$500
01	5-100-8300.002	Equipment-Maintenance	\$500	\$500	\$100	\$500
01	5-100-8300.005	Equipment-Fuel	\$5	\$0	\$0	\$0
01	5-100-8300.006	Equipment-Rental	\$660	\$0	\$0	\$0

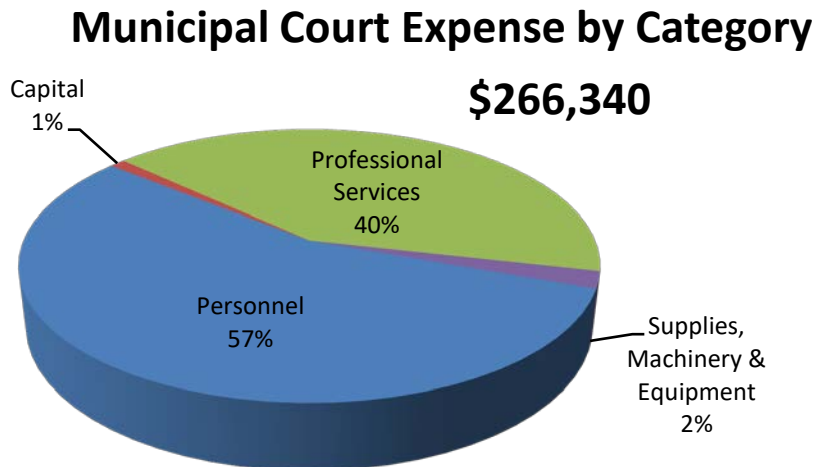
General Fund-General Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Equipment Expense		\$2,245	\$1,000	\$600	\$1,000
01	5-100-9910.000	Internal Service-Personnel	\$572,442	\$625,859	\$537,500	\$597,677
	Total Internal Service-Personnel		\$572,442	\$625,859	\$537,500	\$597,677
01	5-100-9999.000	Interfund Transfer	\$30,000	\$60,000	\$30,000	\$30,000
	Total Interfund Transfer		\$30,000	\$60,000	\$30,000	\$30,000
	Total Internal Service		\$602,442	\$685,859	\$567,500	\$627,677
	Total General Expense		\$1,123,347	\$1,247,814	\$964,443	\$1,169,060

Municipal Court

The Court is the judicial branch of City government. The municipal court has original jurisdiction to hear and determine all cases involving alleged violations of the Code of Ordinances and other ordinances of the city. The municipal

court is subject to the general administrative authority of the presiding judge of the circuit court, and the municipal judge and municipal court personnel obey his directives. The municipal judge designates who is to serve as the clerk of the municipal court

and has the power to designate one or more deputy clerks to serve in absence of the clerk. The duties of the clerk and the deputy clerks include but are not limited to issuing warrants, collecting fines, taking oaths and affirmations, accepting signed complaints, and signing and issuing subpoenas.



Fiscal FY18 Goals:

- I. **Goal:** Ensure due process under the law.
Strategy: Maintain superior standards of excellence and court integrity for all City of Lebanon taxpayers.
Budgetary Factor: Continuity within the court system is paramount for success, which means retaining current clerks through higher pay.
- II. **Goal:** Improve communication with the Lebanon Police Department with respect to the upcoming electronic ticketing solution.
Strategy: Work with staff to ensure a streamlined process happens from the police officer to the court and into CJIS database.
Budgetary Factor: Training will be required for clerk personnel and officers in FY18.
- III. **Goal:** Implement ITI within the law offices for current and accurate information with regards to upcoming cases.
Strategy: Assist IT Department with timely installs and training at local offices to ensure ITI software can be utilized.
Budgetary Factor: Cost of additional license agreements with the City of Lebanon and ITI Software Solutions.

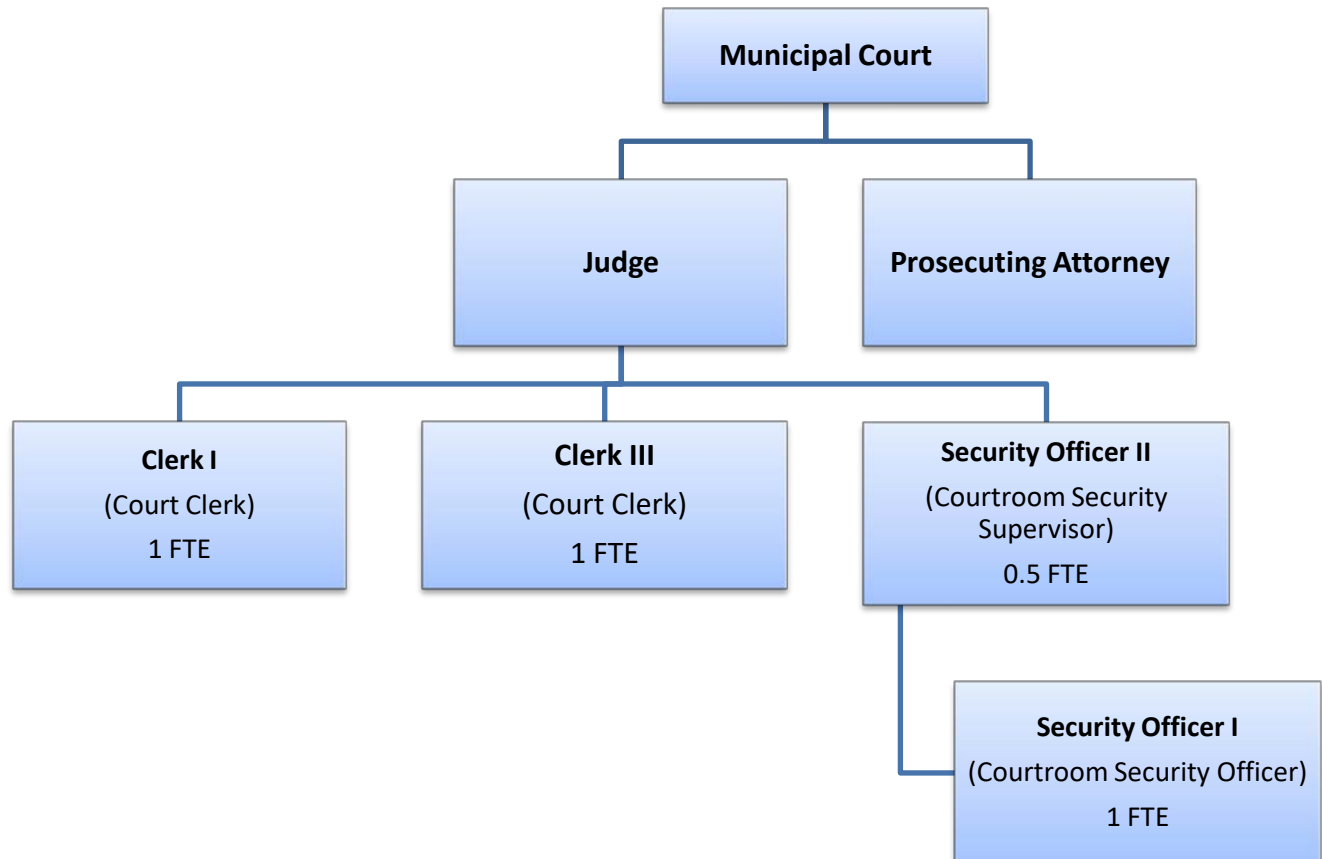
Performance Measurements

	2014	2015	2016
Alcohol/Drug Cases Filed	134	115	102
Alcohol/Drug Cases Disposed	138	89	118
Alcohol/Drug Cases Pending	52	78	62
Traffic Cases Filed	2033	1353	981
Traffic Cases Disposed	1992	1311	1033
Traffic Cases Pending	493	540	490
Non-traffic Cases Filed	310	216	191
Non-traffic Cases Disposed	327	248	189
Non-traffic Cases Pending	443	411	413

	Fines	Clerk Fee	P.O.S.T.*	Crime Victim Compensation	Law Enforcement Training	Domestic Violence
2015 Net Disbursements/Collections	\$168,382	\$13,169	\$1,096	\$8,224	\$2,143	\$2,142
2016 Net Disbursements/Collections	\$142,813	\$10,932	\$909	\$6,821	\$1,726	\$1,726

*Police Officer Standard Training

Municipal Court Organizational Chart



General Fund-Municipal Court			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-105-3010.006	Misc.-Miscellaneous	\$1,000	\$0	\$0	\$0
	Total Miscellaneous Revenue		\$1,000	\$0	\$0	\$0
01	4-105-5000.001	Fines-Court Fines and Costs	\$195,000	\$137,000	\$105,000	\$145,500
01	4-105-5000.002	Fines-Court Ordered Payments	\$65,000	\$45,000	\$25,000	\$45,000
01	4-105-5000.007	Fines-Bonds Forfeited	\$0	\$1,000	\$966	\$1,000
	Total Fines Revenu		\$260,000	\$183,000	\$130,966	\$191,500
	Total Municipal Court Revenues		\$261,000	\$183,000	\$130,966	\$191,500
General Fund-Municipal Court Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-105-1000.001	Fulltime Salary	\$29,870	\$29,870	\$43,080	\$60,360
01	5-105-1000.002	Part Time Salary	\$92,700	\$92,700	\$67,000	\$60,380
01	5-105-1000.005	Fulltime Overtime	\$515	\$515	\$0	\$0
	Total Salaries Expense		\$123,085	\$123,085	\$110,080	\$120,740
01	5-105-1005.001	Health Premium-Employee	\$5,660	\$5,280	\$5,675	\$7,900
01	5-105-1005.003	Dental Premium-Employee	\$325	\$325	\$325	\$325
	Total Insurance Expense		\$5,985	\$5,605	\$6,000	\$8,225
01	5-105-1010.001	Life Insurance	\$110	\$110	\$76	\$130
	Total Life Insurance Expense		\$110	\$110	\$76	\$130
01	5-105-1015.001	Lagers-General	\$4,010	\$4,010	\$4,000	\$8,575
01	5-105-1015.004	Deferred Comp-Employer	\$650	\$650	\$650	\$650
	Total Retirement Expense		\$4,660	\$4,660	\$4,650	\$9,225
01	5-105-1020.001	FICA-Employer	\$6,265	\$7,630	\$6,500	\$7,490
01	5-105-1020.002	Medicare-Employer	\$1,780	\$1,780	\$1,780	\$1,755
01	5-105-1020.003	Unemployment Compensation	\$1,230	\$1,230	\$1,230	\$1,210
	Total Payroll Taxes Expense		\$9,275	\$10,640	\$9,510	\$10,455
01	5-105-1025.001	Employee-Uniforms	\$500	\$500	\$250	\$500

General Fund-Municipal Court Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-105-1025.002	Employee-Dues/License/Mem	\$400	\$400	\$400	\$400
01	5-105-1025.004	Employee-Travel/Hotel	\$500	\$500	\$0	\$500
01	5-105-1025.005	Employee-Training	\$805	\$750	\$0	\$750
	Total Employee Expense		\$2,205	\$2,150	\$650	\$2,150
	Total Personnel Expense		\$145,320	\$146,250	\$130,966	\$150,925
01	5-105-2020.000	Capital Exp-Machinery and Equip	\$0	\$2,570	\$1,755	\$2,729
	Total Capital Expense		\$0	\$2,570	\$1,755	\$2,729
01	5-105-6000.005	Prof Services-Temporary Employees	\$1,500	\$1,500	\$1,500	\$1,500
01	5-105-6000.007	Prof services-Toxicology Test	\$100	\$100	\$50	\$100
01	5-105-6000.008	Prof Services - MSHP BA	\$30	\$0	\$0	\$26
01	5-105-6000.011	Prof Services-Dues and License	\$1,000	\$1,000	\$1,000	\$1,000
01	5-105-6000.015	Prof Services-Service Contracts	\$100,000	\$100,000	\$90,000	\$100,000
	Total General Professional Service Expense		\$102,630	\$102,600	\$92,550	\$102,626
01	5-105-6005.002	Insurance-Equipment	\$50	\$25	\$16	\$20
	Total Insurance Expense		\$50	\$25	\$16	\$20
01	5-110-6020.000	Software-Annual Renewal/Maint	\$0	\$0	\$0	\$390
01	5-110-6020.001	Software - Purchase	\$0	\$0	\$0	\$3,560
01	5-110-6020.002	Software - Upgrade	\$0	\$690	\$690	\$690
	Total Software Expense		\$0	\$690	\$690	\$4,640
	Total Professional Service Expense		\$102,680	\$103,315	\$93,256	\$107,286
01	5-105-7000.001	Supplies-Operational	\$1,400	\$1,000	\$1,000	\$1,000
01	5-105-7000.003	Supplies-Small Office Equipment	\$200	\$200	\$100	\$200
01	5-105-7005.001	Supplies-Printing	\$1,250	\$750	\$200	\$750
01	5-105-7005.002	Supplies-Mailing	\$500	\$500	\$100	\$500
01	5-105-7005.003	Supplies-Postage	\$100	\$100	\$30	\$100
01	5-105-7005.004	Supplies-Paper	\$250	\$250	\$200	\$250
	Total General Office Supplies Expense		\$3,700	\$2,800	\$1,630	\$2,800

General Fund-Municipal Court Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-105-8300.002	Equipment-Maintenance	\$2,500	\$2,500	\$500	\$2,500
	Total Machinery and Equipment Expense		\$2,500	\$2,500	\$500	\$2,500
01	5-105-8600.005	Vehicle-Fuel	\$100	\$100	\$50	\$100
	Total Vehicle Expense		\$100	\$100	\$50	\$100
	Total Tools, Machinery, and Vehicle Expense		\$2,600	\$2,600	\$550	\$2,600
	Total Municipal Court Expense		\$254,300	\$257,535	\$228,157	\$266,340

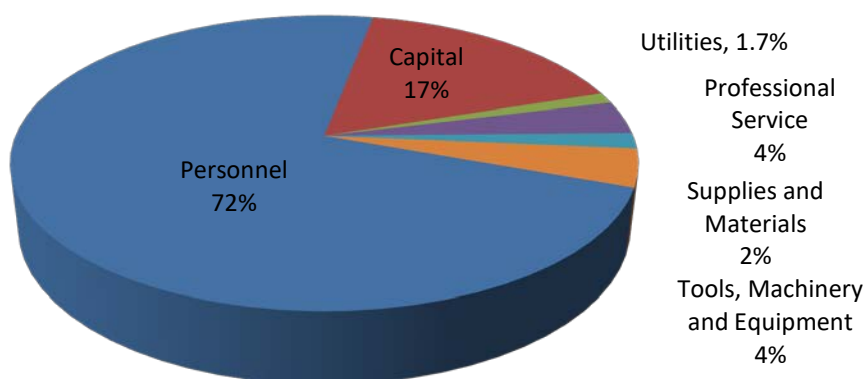
Fire Department

The City of Lebanon Fire Department is committed to providing the highest level of public safety to the community, visitors, and neighbors. The department protects lives and property through fire suppression, emergency medical care, technical rescue, hazardous material mitigation, disaster management, fire prevention and public education. This department supports training, equipment, supplies, and personnel that are needed.

Fiscal Year 2016-2017 Accomplishments:

In Fiscal Year 2017, the Fire Department was able to complete a project converting the utilization of a F-550 vehicle and gooseneck trailer used for hazardous material responses ahead of schedule. This project increased the utilization of the F-550 while at the same time reducing the fire department fleet by removing a 1997 F-250 from service. When staffing allows, the F-550 will now be capable of responding to natural cover fires, emergency medical incidents, and other specific incidents such as rubbish fires reducing the utilization of larger fire apparatus. The gooseneck trailer was also replaced with a smaller more maneuverable trailer which can be pulled by a greater number of vehicles operated by the Fire Department.

Fire Expense by Category



Fiscal Year 2018 Goals:

- I. **Goal:** Improve training of all operational personnel in the areas of fire suppression, rescue, and hazardous materials. Increase the frequency of training with our mutual aid departments.
Strategy: Outline a training program which addresses each of the disciplines noted in our FY18 Goal I. This outline should include hours necessary to maintain certifications and mutual aid training. This strategy includes bringing identified courses to Lebanon and when feasible sending appropriate staff to outside agencies for training.
Budgetary Factor: The costs of training staff can include travel, lodging, meals, incidentals, and course fees. Many of these costs are incurred when training staff locally or sending personnel to outside agencies. Departmental training often includes hands-on skills which frequently includes; the use of consumable supplies, hardware, and infrastructure such as the water system. Continuous training of personnel is essential to ensure effective and safe mitigation of incidents faced by fire department staff.
- II. **Goal:** The timely delivery of fire services is vital to reducing property loss and increasing life safety. In efforts to provide a high level of initial response the Lebanon Fire Department strives to have the first arriving unit on scene of an incident within 6 minutes and 59 seconds from time

of dispatch. Our goal is to meet this response matrix on 90% of our incidents within the corporate city limits of Lebanon.

Strategy: To meet this goal the appropriate deployment of apparatus and personnel is paramount. The physical location of fire stations improves response times and delivery of services by placing resources closer to the population. The construction and staffing of a third fire station in the southwest portion of our community would greatly improve the capability of the Fire Department to meet this goal. A third fire station and additional staffing would also assist in improving the Department's ISO rating. A lower ISO rating could possibly benefit commercial and industrial properties throughout the City by reducing insurance rates. A three phase approach to this project is recommended. It is feasible that land acquisition and station construction could be implemented within the same phase. Phase 1 is the purchase or trading of land for the appropriate location. Phase 2 is station construction followed by Phase 3 hiring of additional personnel.

Budgetary Factor: The construction and staffing of an additional fire station is a significant financial commitment and requires a multi-year phased in approach. Land acquisition and station construction can easily exceed \$1,200,000. It is possible the City may already own property which may be an appropriate location for a third station, or which could be traded for to acquire land at an appropriate location.

The greatest financial issue is staffing. A minimum of six additional personnel are necessary to maintain a minimum crew of two personnel at each station. The additional personnel will cost approximately \$270,000 annually. A third fire station will require an additional estimated \$30,000 in operating expenses to the annual Fire Department budget.

Performance Measurements:

Average Response Times	2011	2012	2013	2014	2015	2016
North District	4:27	4:25	4:29	4:37	4:50	5:28
South District	4:55	5:14	5:09	5:24	5:18	5:44
Southwest District	6:49	7:07	7:10	7:11	7:24	8:08
Out of City (Aid Given)	14:14	15:14	14:24	15:49	16:37	16:52
Overall	5:14	5:39	5:34	5:38	5:45	6:13

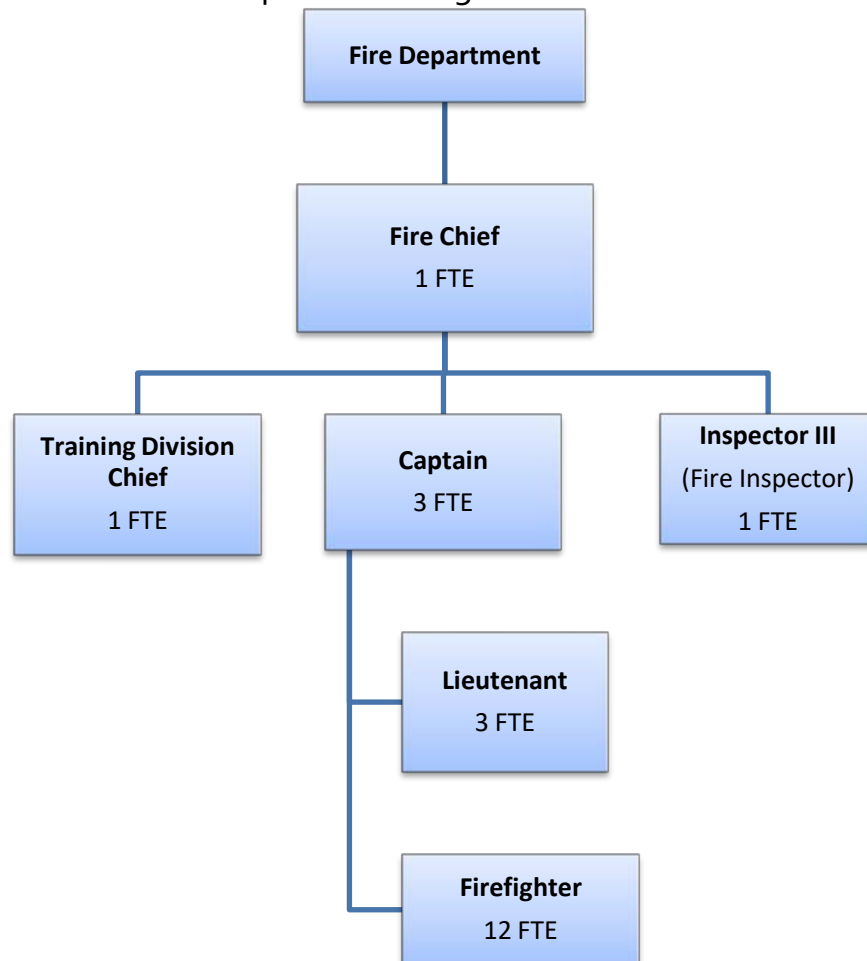
Call Volume Incident Type	2012		2013		2014		2015		2016	
	#	%	#	%	#	%	#	%	#	%
All Other Fires	124	5.88	74	3.79	89	4.65	73	3.84	117	5.54
Over Pressure/Explosion	1	0.04	2	0.1	2	0.01	1	0.05	4	0.18
Rescue, MVA, EMS	1313	62.3	1274	65.33	1266	66.14	1346	70.8	1526	72.32
Hazardous Conditions	39	1.84	56	2.87	41	2.14	33	1.73	47	2.22
Service Calls	179	8.48	127	6.51	118	6.16	108	5.68	116	5.49
Good Intent	261	12.4	260	13.33	235	12.27	164	8.62	149	7.06
False Alarms	117	5.54	112	5.74	116	6.06	124	6.52	149	7.06
Weather Related	10	0.47	3	0.15	0	0	1	0.05	2	0.04
Total	2109		1950		1914		1901		2110	

6 Minute 59 Second Response Time Percentage					
2011	2012	2013	2014	2015	2016
78.60%	77.30%	79.10%	78.00%	69.80%	67.90%

Previous Years' Goals:

- I. Increase daily on-duty staffing strength thereby improving the department's ability to respond to a variety of hazardous incidents and provide timely mitigation of such situations.
Status: Completed. Three additional personnel have been hired, adding one person to each shift.
- II. Replacement of the current inventory of 26 self contained breathing apparatus (SCBA) which are very near their manufacturer end of life cycle.
Status: This project was not completed. Funding for this project was projected as a 2016 AFG Grant which was not awarded. The Fire Department has reapplied for the 2017 AFG Grant in hopes of securing the funding. If the Fire Department is not awarded the grant during the 2017 grant process, city funds will be required. Our current SCBA are at the end of their service life per the manufacturer and national standards.

Fire Department Organizational Chart



General Fund-Fire			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-110-2005.001	Grant-Operational	\$0	\$148,200	\$0	\$142,858
	Total Grant Revenue		\$0	\$148,200	\$0	\$142,858
	Total Fire Revenues		\$0	\$148,200	\$0	\$142,858
General Fund-Fire Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-110-1000.001	Fulltime Salary	\$629,919	\$747,910	\$589,300	\$787,060
01	5-110-1000.002	Part Time Salary	\$21,266	\$0	\$0	\$0
01	5-110-1000.005	Fulltime Overtime	\$64,672	\$14,160	\$73,000	\$24,160
	Total Salaries Expense		\$715,857	\$762,070	\$662,300	\$811,220
01	5-110-1005.001	Health Premium-Employee	\$36,530	\$36,960	\$31,300	\$52,935
01	5-110-1005.002	Health Premium-Family	\$94,560	\$106,320	\$84,062	\$113,965
01	5-110-1005.003	Dental Premium-Employee	\$5,100	\$5,100	\$4,558	\$5,100
01	5-110-1005.004	Dental Premium-Family	\$600	\$600	\$430	\$600
	Total Insurance Expense		\$136,790	\$148,980	\$120,350	\$172,600
01	5-110-1010.001	Life Insurance	\$1,100	\$1,045	\$965	\$1,325
	Total Life Insurance Expense		\$1,100	\$1,045	\$965	\$1,325
01	5-110-1015.003	Lagers-Fire	\$62,279	\$58,679	\$52,649	\$52,729
01	5-110-1015.004	Deferred Comp-Employer	\$11,700	\$12,350	\$7,225	\$13,650
	Total Retirement Expense		\$73,979	\$71,029	\$59,874	\$66,379
01	5-110-1020.001	FICA-Employer	\$45,700	\$47,250	\$38,710	\$50,300
01	5-110-1020.002	Medicare-Employer	\$10,690	\$11,050	\$9,042	\$11,765
01	5-110-1020.003	Unemployment Compensation	\$7,370	\$7,620	\$6,800	\$8,115
01	5-110-1020.004	Workman's Compensation	\$48,007	\$48,007	\$48,007	\$29,958
	Total Payroll Taxes Expense		\$111,767	\$113,927	\$102,559	\$100,138
01	5-110-1025.001	Employee-Uniforms	\$14,000	\$12,000	\$9,700	\$7,500
01	5-110-1025.002	Employee-Dues/License/Membership	\$564	\$750	\$300	\$500
01	5-110-1025.003	Employee-Books	\$30	\$250	\$0	\$0
01	5-110-1025.004	Employee-Travel/Hotel	\$1,500	\$1,750	\$600	\$1,000
01	5-110-1025.005	Employee-Training	\$14,450	\$14,000	\$12,000	\$15,000
01	5-110-1025.006	Employee-Recognition	\$1,990	\$1,750	\$1,400	\$1,500
01	5-110-1025.008	Employee-Hazmat Physicals	\$1,000	\$1,000	\$3,000	\$6,500
01	5-110-1025.009	Employee-Tuition Assistance	\$2,000	\$2,000	\$0	\$1,000
	Total Employee Expense		\$35,534	\$33,500	\$27,000	\$33,000
	Total Personnel Expense		\$1,075,027	\$1,130,551	\$973,048	\$1,184,663
01	5-110-2010.000	Capital Exp-Building and Improvement	\$14,000	\$10,000	\$0	\$10,000
01	5-110-2015.000	Capital Exp-Furniture and Fixtures	\$7,000	\$2,000	\$2,000	\$4,200
01	5-110-2020.000	Capital Exp-Machinery and Equipment	\$33,140	\$193,739	\$35,429	\$262,850
01	5-110-2025.000	Capital Exp-Vehicles	\$0	\$0	\$6,000	\$0

General Fund-Fire Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Capital Expense		\$54,140	\$205,739	\$43,429	\$277,050
01	5-110-5000.001	Utilities-Electric	\$18,000	\$17,800	\$13,500	\$14,000
01	5-110-5000.002	Utilities-Water	\$300	\$200	\$165	\$125
01	5-110-5000.003	Utilities-Sewer	\$350	\$225	\$225	\$165
01	5-110-5010.001	Utilities-Landline and Fiber	\$1,200	\$1,200	\$1,100	\$1,100
01	5-110-5015.001	Utilities-Cell Phones	\$480	\$1,100	\$800	\$800
01	5-110-5020.002	Utilities-Internet Mobile	\$1,950	\$1,950	\$2,100	\$2,000
01	5-110-5025.001	Utilities-Solid Waste	\$850	\$720	\$900	\$900
	Total Utilities Expense		\$23,130	\$23,195	\$18,790	\$19,090
01	5-110-6000.001	Prof Services-Legal	\$23,500	\$15,000	\$20,000	\$5,000
01	5-110-6000.007	Prof Services-Toxicology Testing	\$1,000	\$600	\$1,000	\$1,000
01	5-110-6000.008	Prof Services-MSHP Background Checks	\$220	\$250	\$200	\$200
01	5-110-6000.011	Prof Services - Dues &	\$15	\$0	\$0	\$0
01	5-110-6000.015	Prof Services-Service Contracts	\$7,500	\$7,500	\$3,400	\$7,500
01	5-110-6000.018	Prof Services-Damage Claims	\$1,000	\$750	\$750	\$500
01	5-110-6000.019	Prof Services - CC Fees	\$0	\$0	\$60	\$100
	Total General Professional Service Expense		\$33,235	\$24,100	\$25,410	\$14,300
01	5-110-6005.001	Insurance-Vehicle	\$30,400	\$33,350	\$26,977	\$27,790
01	5-110-6005.002	Insurance-Equipment	\$1,505	\$1,288	\$2,109	\$2,175
01	5-110-6005.003	Insurance-Building & Property	\$1,350	\$1,159	\$1,063	\$1,095
	Total Insurance Expense		\$33,255	\$35,797	\$30,149	\$31,060
01	5-110-6010.002	Advertising-Employee Recruitment	\$100	\$100	\$100	\$100
01	5-110-6010.003	Advertising-Print	\$205	\$250	\$250	\$200
	Total Advertising Expense		\$305	\$350	\$350	\$300
01	5-110-6020.000	Software-Annual Renewal/Maintenance	\$6,000	\$0	\$0	\$2,145
01	5-110-6020.001	Software - Purchase	\$0	\$0	\$0	\$5,790
01	5-110-6020.002	Software - Upgrade	\$0	\$3,446	\$3,447	\$0
01	5-110-6020.003	Software-Agreement	\$0	\$5,200	\$5,040	\$5,040
	Total Software Expense		\$6,000	\$8,646	\$8,487	\$12,975
	Total Professional Service Expense		\$72,795	\$68,893	\$64,396	\$58,635
01	5-110-7000.001	Supplies-Operational	\$2,750	\$2,750	\$250	\$2,750
01	5-110-7000.002	Supplies-Computer Accessories	\$250	\$250	\$700	\$850
01	5-110-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$500	\$250	\$750	\$250
01	5-110-7005.001	Supplies-Printing	\$300	\$300	\$150	\$150
01	5-110-7005.002	Supplies-Mailing	\$200	\$200	\$15	\$100
01	5-110-7005.003	Supplies-Postage	\$500	\$300	\$300	\$300
01	5-110-7005.004	Supplies-Paper	\$300	\$150	\$150	\$150
01	5-110-7005.005	Supplies-Forms	\$100	\$100	\$100	\$100
01	5-110-7005.006	Supplies-Promo-Education	\$2,790	\$2,500	\$2,500	\$2,500

General Fund-Fire Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-110-7010.001	Supplies-Janitorial	\$2,500	\$2,500	\$2,500	\$2,500
01	5-110-7010.002	Supplies-Cleaning and Sanitation	\$500	\$500	\$250	\$250
01	5-110-7010.003	Supplies-Break Room	\$1,200	\$1,000	\$1,400	\$1,400
	Total General Office Supplies Expense		\$11,890	\$10,800	\$9,065	\$11,300
01	5-110-7015.001	Supplies-Medical	\$2,750	\$2,750	\$2,750	\$2,750
01	5-110-7015.002	Supplies-Hazmat	\$5,000	\$5,000	\$5,000	\$5,000
01	5-110-7015.004	Supplies-Safety	\$500	\$500	\$250	\$500
	Total Medical and Safety Supplies Expense		\$8,250	\$8,250	\$8,000	\$8,250
	Total Supplies Expense		\$20,140	\$19,050	\$17,065	\$19,550
01	5-110-7510.004	Materials-Hardware	\$2,000	\$1,000	\$900	\$750
01	5-110-7510.005	Materials-Fixtures	\$1,250	\$1,200	\$300	\$1,000
01	5-110-7525.001	Materials - Infrastructure	\$3,910	\$5,000	\$5,000	\$6,500
	Total Material Expense		\$7,160	\$7,200	\$6,200	\$8,250
01	5-110-8000.001	Tools-Repair	\$300	\$200	\$100	\$100
01	5-110-8000.002	Tools- Maintenance	\$300	\$200	\$100	\$100
01	5-110-8000.003	Tools-Supplies	\$1,000	\$1,000	\$1,000	\$1,000
	Total Tools and Portable Equipment Expense		\$1,600	\$1,400	\$1,200	\$1,200
01	5-110-8300.001	Equipment-Repair	\$6,000	\$5,500	\$4,000	\$4,000
01	5-110-8300.002	Equipment-Maintenance	\$6,000	\$5,000	\$5,000	\$2,500
01	5-110-8300.003	Equipment-Supplies	\$2,000	\$1,500	\$2,000	\$1,500
01	5-110-8300.004	Equipment-Equipment	\$2,000	\$2,000	\$1,200	\$750
01	5-110-8300.005	Equipment-Fuel	\$1,000	\$300	\$100	\$100
	Total Machinery and Equipment Expense		\$17,000	\$14,300	\$12,300	\$8,850
01	5-110-8600.001	Vehicle-Repair	\$36,330	\$35,000	\$35,000	\$35,000
01	5-110-8600.002	Vehicle-Maintenance	\$6,000	\$6,000	\$6,000	\$5,000
01	5-110-8600.003	Vehicle-Supplies	\$4,500	\$3,500	\$2,800	\$1,000
01	5-110-8600.004	Vehicle-Equipment	\$500	\$300	\$300	\$100
01	5-110-8600.005	Vehicle-Fuel	\$25,000	\$20,000	\$17,500	\$17,000
	Total Vehicle Expense		\$72,330	\$64,800	\$61,600	\$58,100
	Total Tools, Machinery, and Vehicle Expense		\$90,930	\$80,500	\$75,100	\$68,150
	Total Fire Department Expense		\$1,343,322	\$1,535,129	\$1,198,028	\$1,635,387

Police Department

The Lebanon Police Department is committed to providing excellent law enforcement services to the citizens of the community. This department is also committed in providing professional police services that meet the expectations of the community and maximizing the use of department resources to enhance the safety and security for the citizens of Lebanon.

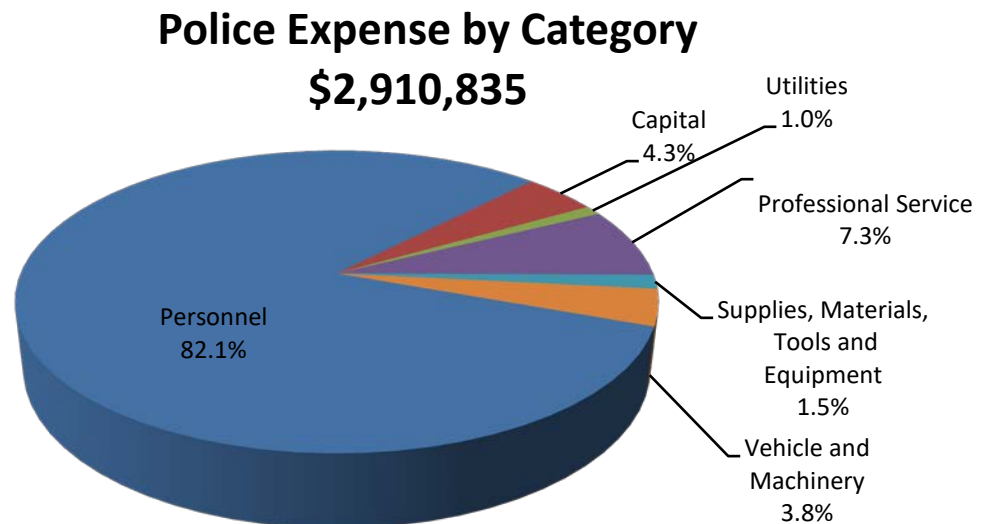
Fiscal Year
2016-2017
Accomplishments:

The department added a new German Shepherd K-9 named Zadine to its Canine Division which gives the department a total of three working Police dogs. The canine and his handler underwent eight weeks of training at the Boone County Missouri K-9 Training Center. K-9 Zadine and his handler received eight certifications through North American Police Working Dog Association (NAPWADA) in tracking, article search, aggression, building suspect search, building drug search, vehicle drug search, obedience, and area search.

Also during FY 2016-2017 the Lebanon Police Department reestablished a Rapid Response Team that had been disbanded in 2009. This is to provide a highly trained and skilled tactical team as a resource for the police department in handling critical incidents. The team consists of a five member entry team, a negotiator, a tactical medical first responder, a sniper and spotter as well as a situational observer trained in the use of a drone for observation of the scene and relay any dangerous conditions observed to the team members. We have also increased officer training in specific fields such as Field Officer Training, Crime Scene Investigations, Interviewing Victims of Trauma, which are just a few of the training courses that was provided to the departments employees during FY 2016-2017.

Fiscal Year 2018 Goals:

- I. **Goal:** Reduce crime and ensure the safety of the citizens of Lebanon while providing the most community focused, efficient, effective and professional police services available within the confines of existing resources.
Strategy: Provide realistic departmental guidelines and policies.
 - ✓ Recruit and retain the best possible employees.
 - ✓ Provide quality training for every level of the organization.
 - ✓ Promote police conduct that is responsive and sensitive to the needs of the community.



- ✓ Utilize aggressive crime fighting methods and tactics to improve patrol and investigative recourses in the identification and conviction of individuals committing criminal activity within our jurisdiction.
- ✓ Require a professional work ethic and superior quality of performance by officers engaged in routine patrol duties, and follow-up investigations.
- ✓ Encourage department personnel to become involved and provide suggestions in the planning and development process.
- ✓ Stress the responsibility of all employees to be accountable to the department and the community for all his/her actions either while on or off duty.
- ✓ Establish a citizen's volunteer program to serve as a volunteer support service to the police department, enhancing the effectiveness of community policing.

Budgetary Factor: Availability of grants funds, capital improvement plan funds, and the City's ability to provide for the required local funding for the life-cycle management for recruitment, training and resources. The police department does not generate funds for its operation and is supported through funding from the city's general operating fund and relies on proceeds of a 1/2 cent capital sales tax as well as parks and fire for capital improvements. The police department's budget cycle is based on operating expenditures which is derived from the amount of funds available in the general operating fund for police services.

II. **Goal:** Sustain community trust, interactions, involvement and accountability.

Strategy: The Lebanon Police Department cannot be effective without the trust, confidence and support of the citizens we serve. Accountability and transparency are critical to earn and sustain public trust. The police department will seek out different ways to include the community and demonstrate through our initiative that every public contact is important to the members of the department. To that end we will utilize the following strategies.

- ✓ Establish a "Coffee with a Cop" program. The program would encourage residents to visit local coffee shops or restaurants and have an informal, low pressure conversation with a police officer over a cup of coffee. One element of the program is that it would involve everyday officers connecting them to the people they serve on a daily basis. This would be informal in nature with no speeches or no agendas and it's important to understand the program should not be run as a question and answer session. The point of the program is for regular people to have access to a police officer in a non official capacity for 10 or 15 minutes, have a conversation over a topic of their choice with a face to face, barrier free interaction.
- ✓ Schedule community forums to obtain feedback on how citizens perceive their police department is meeting their current and future needs.
- ✓ Have on-going participation in neighborhood meetings, focus groups, and solicit staff for community boards, and service groups.
- ✓ Administer city-wide citizen telephone surveys conducted by volunteers on a variety of law enforcement issues which affect the community and analyze the responses on how well the public believes the department is responding.
- ✓ Continue to investigate all complaints from citizens regarding departmental or individual actions, and respond within a timely manner with the outcome.

- ✓ Implement Justice Based Policing. Justice Based Policing is a strategy to improve the quality and outcome of interactions between police and citizens while improving officer safety. Over time and across multiple interactions it strengthens community trust and confidence in the police and increases future cooperation and lawful behavior by citizens.

Budgetary Factor: Availability of grants funds, capital improvement plan funds, and the City's ability to provide for the required local funding for resources. There would be no significant budget increase.

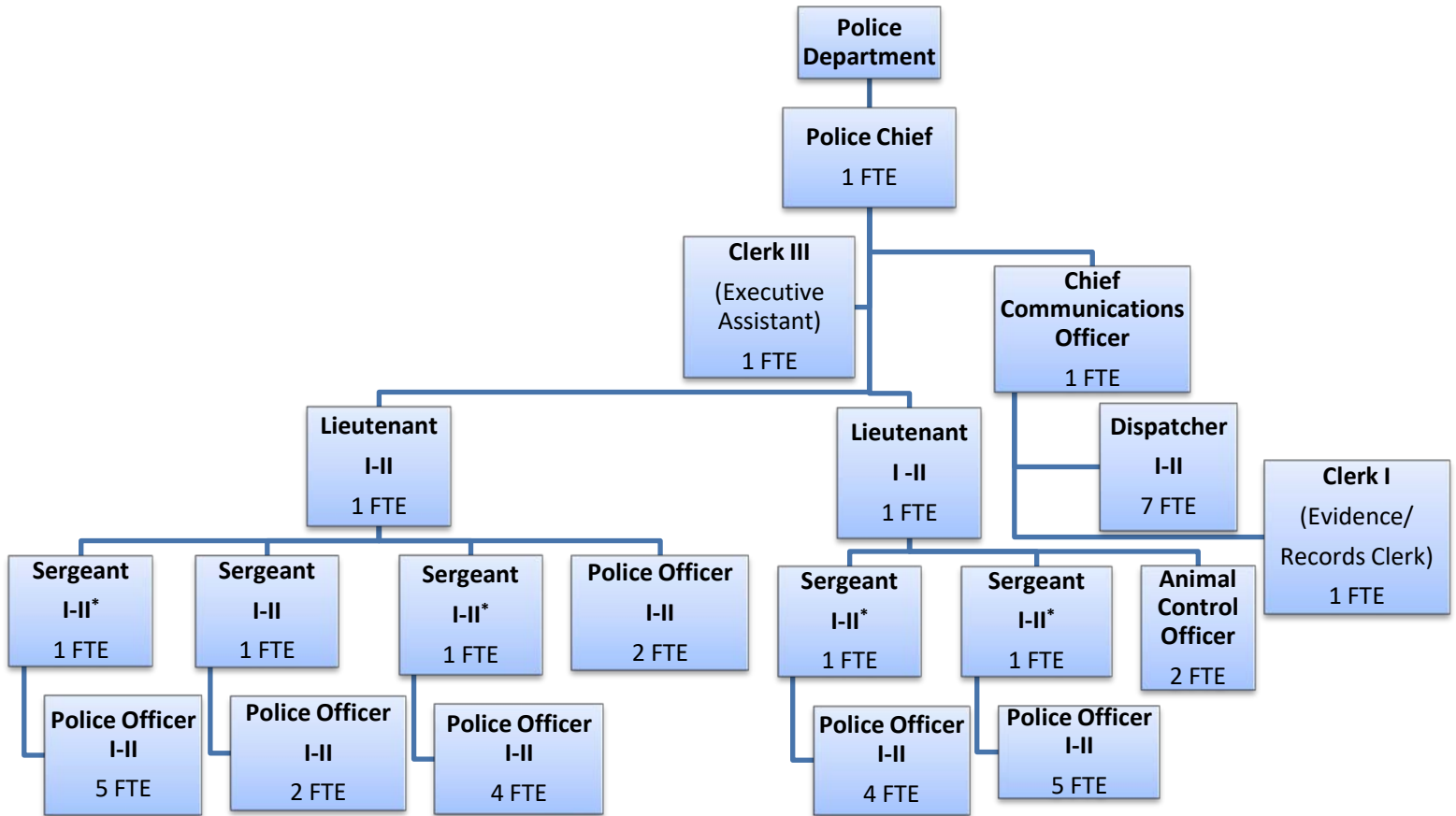
Performance Measures:

	2011	2012	2013	2014	2015	2016
Total Charges	3,358	3,479	3,886	4,470	4,640	4,735
Total Reports	2,707	2,709	2,967	3,292	3,297	3,302
Total Calls for Service (CAD)	21,875	23,807	24,796	24,252	24,832	24,464

Previous Years' Goals

- I. Reduce crime and ensure the safety of the citizens while providing most community focused, efficient and effective police service available within the confines of existing resources.
Status: We are awaiting end of year 2016 crime statistics for comparison to 2015 crime statistics for analysis in order to determine areas requiring increased efforts.
- II. Provide a police department (Multi-Year) plan in order to ensure objectives and strategies are developed and revised effectively.
Status: The Lebanon Police Department (Multi-Year) strategic plan for 2017-2021 has been completed.

Police Department Organizational Chart



* Indicates shift rotates from day watch to night watch every two months

General Fund-Police			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-115-2005.001	Grant-Operational	\$0	\$10,000	\$5,288	\$10,000
	Total Grant Revenue		\$0	\$10,000	\$5,288	\$10,000
01	4-115-3000.001	Impound Fees	\$400	\$500	\$500	\$500
01	4-115-3000.002	Animal Removal	\$1,000	\$1,000	\$850	\$700
	Total Service Charges and Fees Revenue		\$1,400	\$1,500	\$1,350	\$1,200
01	4-115-3010.006	Misc.-Miscellaneous	\$0	\$1,500	\$1,500	\$1,900
01	4-115-3010.008	Misc.-Gain/Loss Asset	\$0	\$0	\$9,025	\$0
01	4-115-3010.009	Misc.-Agreements	\$72,100	\$72,000	\$74,000	\$74,000
	Total Miscellaneous Revenue		\$72,100	\$73,500	\$84,525	\$75,900
	Total Services Charges, Rentals, Miscellaneous		\$73,500	\$75,000	\$85,875	\$77,100
01	4-115-5000.005	Fines-Recoupment Fees	\$3,500	\$2,500	\$1,350	\$2,300
01	4-115-5000.006	Fines-Fed Equitable Sharing Program	\$0	\$0	\$25,796	\$0
	Total Fines Revenue		\$3,500	\$2,500	\$27,146	\$2,300
01	4-120-5000.004	Fines-Police Training Fees	\$3,500	\$3,500	\$2,300	\$2,300
	Total Police Officer Training Revenues		\$3,500	\$3,500	\$2,300	\$2,300
	Total Police Revenues		\$77,000	\$87,500	\$118,309	\$91,700
General Fund-Police Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-1000.001	Fulltime Salary	\$1,403,445	\$1,490,040	\$1,440,000	\$1,513,435
01	5-115-1000.002	Part Time Salary	\$14,420	\$0	\$0	\$0
01	5-115-1000.005	Fulltime Overtime	\$36,790	\$33,890	\$37,000	\$35,840
	Total Salaries Expense		\$1,454,655	\$1,523,930	\$1,477,000	\$1,549,275
01	5-115-1005.001	Health Premium-Employee	\$100,320	\$105,600	\$102,000	\$144,565
01	5-115-1005.002	Health Premium-Family	\$183,240	\$196,560	\$165,000	\$225,045
01	5-115-1005.003	Dental Premium-Employee	\$11,700	\$11,700	\$11,700	\$11,700
01	5-115-1005.004	Dental Premium-Family	\$1,280	\$1,200	\$1,200	\$1,200
	Total Insurance Expense		\$296,540	\$315,060	\$279,900	\$382,510

General Fund-Police Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-1010.001	Life Insurance	\$2,275	\$2,520	\$2,520	\$2,650
	Total Life Insurance Expense		\$2,275	\$2,520	\$2,520	\$2,650
01	5-115-1015.001	Lagers-General	\$42,000	\$33,640	\$38,000	\$45,720
01	5-115-1015.002	Lagers-Police	\$163,400	\$167,880	\$162,630	\$170,060
01	5-115-1015.004	Deferred Comp-Employer	\$12,900	\$27,300	\$27,300	\$27,300
	Total Retirement Expense		\$218,300	\$228,820	\$227,930	\$243,080
01	5-115-1020.001	FICA-Employer	\$92,470	\$94,480	\$89,000	\$96,060
01	5-115-1020.002	Medicare-Employer	\$21,630	\$22,100	\$21,000	\$22,465
01	5-115-1020.003	Unemployment Compensation	\$14,910	\$15,240	\$15,210	\$15,495
01	5-115-1020.004	Workmans Compensation	\$35,355	\$35,355	\$35,355	\$33,748
	Total Payroll Taxes Expense		\$164,365	\$167,175	\$160,565	\$167,768
01	5-115-1025.001	Employee-Uniforms	\$16,000	\$16,000	\$16,000	\$16,000
01	5-115-1025.002	Employee-Dues/License/Membership	\$2,500	\$2,500	\$2,500	\$3,000
01	5-115-1025.004	Employee-Travel/Hotel	\$3,000	\$3,000	\$3,000	\$5,000
01	5-115-1025.005	Employee-Training	\$8,765	\$15,000	\$15,000	\$18,000
01	5-115-1025.006	Employee-Recognition	\$1,000	\$1,000	\$1,500	\$1,500
	Total Employee Expense		\$31,265	\$37,500	\$38,000	\$43,500
	Total Personnel Expense		\$2,167,400	\$2,275,005	\$2,185,915	\$2,388,783
01	5-115-2010.000	Capital Exp-Building and Improvement	\$0	\$0	\$0	\$21,000
01	5-115-2015.000	Capital Exp-Furniture and Fixtures	\$4,800	\$0	\$3,800	\$0
01	5-115-2020.000	Capital Exp-Machinery and Equipment	\$10,165	\$59,006	\$54,135	\$103,787
	Total Capital Expense		\$14,965	\$59,006	\$57,935	\$124,787
01	5-115-4005.001	Grant-Capital Equipment	\$0	\$1,000	\$1,000	\$1,000
	Total Grant Expense		\$0	\$1,000	\$1,000	\$1,000
01	5-115-5000.001	Utilities-Electric	\$4,500	\$4,500	\$4,500	\$4,500
01	5-115-5000.002	Utilities-Water	\$510	\$500	\$500	\$500
01	5-115-5000.003	Utilities-Sewer	\$510	\$500	\$500	\$500
01	5-115-5005.001	Utilities-Propane	\$6,500	\$6,000	\$6,000	\$5,000

General Fund-Police Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-5010.001	Utilities-Landline and Fiber	\$425	\$500	\$500	\$500
01	5-115-5015.001	Utilities-Cell Phones	\$1,800	\$2,600	\$2,600	\$3,000
01	5-115-5020.001	Utilities-Internet	\$575	\$500	\$500	\$500
01	5-115-5020.002	Utilities-Internet Mobile	\$12,750	\$14,000	\$14,000	\$14,000
01	5-115-5025.001	Utilities-Solid Waste	\$500	\$300	\$300	\$300
	Total Utilities Expense		\$28,070	\$29,400	\$29,400	\$28,800
01	5-115-6000.001	Prof Services-Legal	\$60,595	\$50,000	\$50,000	\$25,000
01	5-115-6000.007	Prof Services-Toxicology Testing	\$2,000	\$1,000	\$1,000	\$2,000
01	5-115-6000.008	Prof Services-MSHP Background Checks	\$150	\$150	\$150	\$150
01	5-115-6000.010	Prof Services-Animal Euthanization	\$3,150	\$2,500	\$2,500	\$1,500
01	5-115-6000.011	Prof Services-Dues-Fees	\$4,000	\$3,000	\$3,000	\$3,000
01	5-115-6000.015	Prof Services-Service Contract	\$60	\$0	\$0	\$4,500
01	5-115-6000.019	Prof Services - CC Fees	\$5	\$0	\$0	\$0
	Total General Professional Service Expense		\$69,960	\$56,650	\$56,650	\$36,150
01	5-115-6005.001	Insurance-Vehicle	\$27,500	\$25,352	\$25,171	\$25,930
01	5-115-6005.002	Insurance-Equipment	\$125	\$114	\$124	\$130
01	5-115-6005.003	Insurance-Building & Property	\$500	\$390	\$185	\$195
01	5-115-6005.012	Insurance-Crime Insurance	\$1,100	\$1,435	\$1,055	\$1,090
01	5-115-6005.013	Insurance-Law Enforcement	\$26,000	\$34,500	\$25,758	\$26,535
01	5-115-6005.015	Insurance-Notary Bond	\$50	\$0	\$0	\$0
	Total Insurance Expense		\$55,275	\$61,791	\$52,293	\$53,880
01	5-115-6010.002	Advertising-Employee Recruitment	\$2,500	\$0	\$0	\$1,000
01	5-115-6010.003	Advertising-Print	\$500	\$500	\$500	\$1,000
	Total Advertising Expense		\$3,000	\$500	\$500	\$2,000
01	5-115-6015.000	Service Agreements-General	\$10,250	\$10,250	\$10,250	\$10,250
	Total Service Agreement Expense		\$10,250	\$10,250	\$10,250	\$10,250
01	5-115-6020.000	Software-Annual Renewal/Maintenance	\$80,000	\$0	\$0	\$5,085
01	5-115-6020.001	Software - Purchase	\$0	\$0	\$0	\$28,950

General Fund-Police Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-6020.002	Software - Upgrade	\$0	\$12,061	\$12,062	\$0
01	5-115-6020.003	Software-Agreement	\$0	\$68,050	\$68,050	\$76,550
	Total Software Expense		\$80,000	\$80,111	\$80,112	\$110,585
	Total Professional Service Expense		\$218,485	\$209,302	\$199,805	\$212,865
01	5-115-7000.001	Supplies-Operational	\$7,015	\$7,000	\$7,000	\$7,000
01	5-115-7000.002	Supplies-Computer Accessories	\$750	\$750	\$750	\$750
01	5-115-7000.003	Supplies-Desk Accessories-Small Office Equip	\$5,500	\$4,500	\$4,500	\$4,500
01	5-115-7005.001	Supplies-Printing	\$5,225	\$5,000	\$5,000	\$5,500
01	5-115-7005.002	Supplies-Mailing	\$1,000	\$1,000	\$1,000	\$1,250
01	5-115-7005.003	Supplies-Postage	\$1,000	\$1,000	\$1,000	\$1,000
01	5-115-7005.004	Supplies-Paper	\$1,565	\$1,300	\$1,300	\$1,300
01	5-115-7005.005	Supplies-Forms	\$1,000	\$1,000	\$1,000	\$1,000
01	5-115-7005.006	Supplies-Promo-Education	\$4,000	\$4,000	\$4,000	\$4,000
01	5-115-7010.002	Supplies-Cleaning and Sanitation	\$500	\$500	\$500	\$500
01	5-115-7010.003	Supplies-Break Room	\$1,800	\$1,800	\$1,800	\$1,800
	Total General Office Supplies Expense		\$29,355	\$27,850	\$27,850	\$28,600
01	5-115-7015.004	Supplies-Safety	\$6,000	\$6,000	\$6,000	\$6,000
	Total Medical and Safety Supplies Expense		\$6,000	\$6,000	\$6,000	\$6,000
01	5-115-7020.001	Supplies-Animal Control	\$3,500	\$3,500	\$3,500	\$3,500
01	5-115-7020.002	Supplies-K-9	\$3,000	\$2,500	\$2,500	\$3,000
	Total Animal Supplies Expense		\$6,500	\$6,000	\$6,000	\$6,500
	Total Supplies Expense		\$41,855	\$39,850	\$39,850	\$41,100
01	5-115-7525.001	Materials-Infrastructure Maintenance	\$3,735	\$2,000	\$2,000	\$2,000
	Total Material Expense		\$3,735	\$2,000	\$2,000	\$2,000
01	5-115-8000.002	Tools- Maintenance	\$1,000	\$1,000	\$1,000	\$1,000
	Total Tools and Portable Equipment Expense		\$1,000	\$1,000	\$1,000	\$1,000
01	5-115-8300.002	Equipment-Maintenance	\$6,500	\$6,500	\$6,500	\$6,500
	Total Machinery and Equipment Expense		\$6,500	\$6,500	\$6,500	\$6,500

General Fund-Police Department Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-8600.001	Vehicle-Repair	\$20,000	\$20,000	\$20,000	\$26,000
01	5-115-8600.002	Vehicle-Maintenance	\$11,000	\$11,000	\$11,000	\$11,000
01	5-115-8600.003	Vehicle-Supplies	\$8,000	\$8,000	\$8,000	\$8,000
01	5-115-8600.004	Vehicle-Equipment	\$10,500	\$9,000	\$9,000	\$9,000
01	5-115-8600.005	Vehicle-Fuel	\$80,000	\$60,000	\$60,000	\$50,000
	Total Vehicle Expense		\$129,500	\$108,000	\$108,000	\$104,000
	Total Tools, Machinery, and Vehicle Expense		\$137,000	\$115,500	\$115,500	\$111,500
	Total Police Department Expense		\$2,611,510	\$2,731,063	\$2,631,405	\$2,910,835
General Fund-Police Officer Training Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-120-1025-005	Employee-Training	\$6,000	\$0	\$0	\$0
	Total Employee Expense		\$6,000	\$0	\$0	\$0
	Total Police Officer Training Expense		\$6,000	\$0	\$0	\$0

Civic Center

The Kenneth E. Cowan Civic Center is a multipurpose facility which accommodates conventions, trade shows, expositions, sporting events, weddings, theatrical productions, and business meetings to name a few. The Civic Center features several areas that are available to rent which include an exhibition hall, meeting rooms, a foyer and a 675 seat theater.

Fiscal Year 2016-2017

Accomplishments:

- Able to keep 95% of the events from previous year.
- Added 21 additional event days.
- Installed new de-humidification unit over pool area.

Fiscal Year 2018 Goals:

- Goal:** To increase number of events that we have in building.
Strategy: Make areas affordable and appealing to current and future customers.
Budgetary Factor: Marketing funds available
- Goal:** Increase efficiency of staff in performing duties.
Strategy: Provide them with training and equipment to increase productivity
Budgetary Factor: Contact our vendors to have instruction seminars. Some seminars may require overnight stays and registration fees.

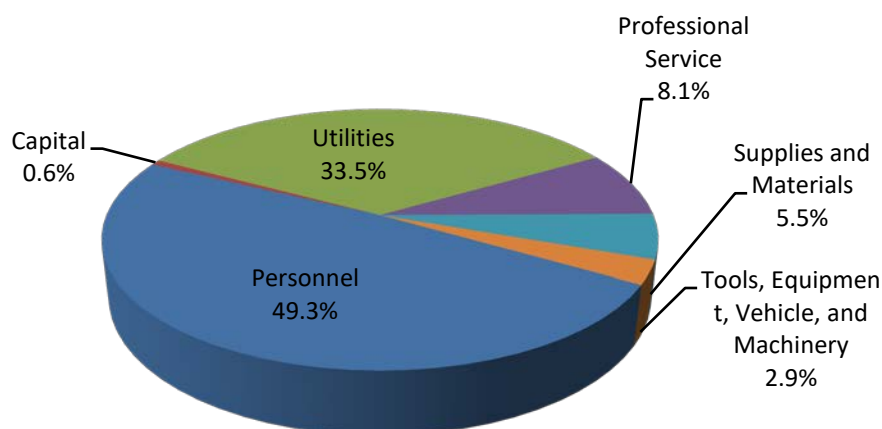
Performance Measurements:

	2013	2014	2015	2016	Est. 2017
Number of Events	240	240	175	170	188
Free Events	95	85	65	70	70
CCC Revenue	\$116,953	\$167,731	180,160	\$200,000	\$200,000

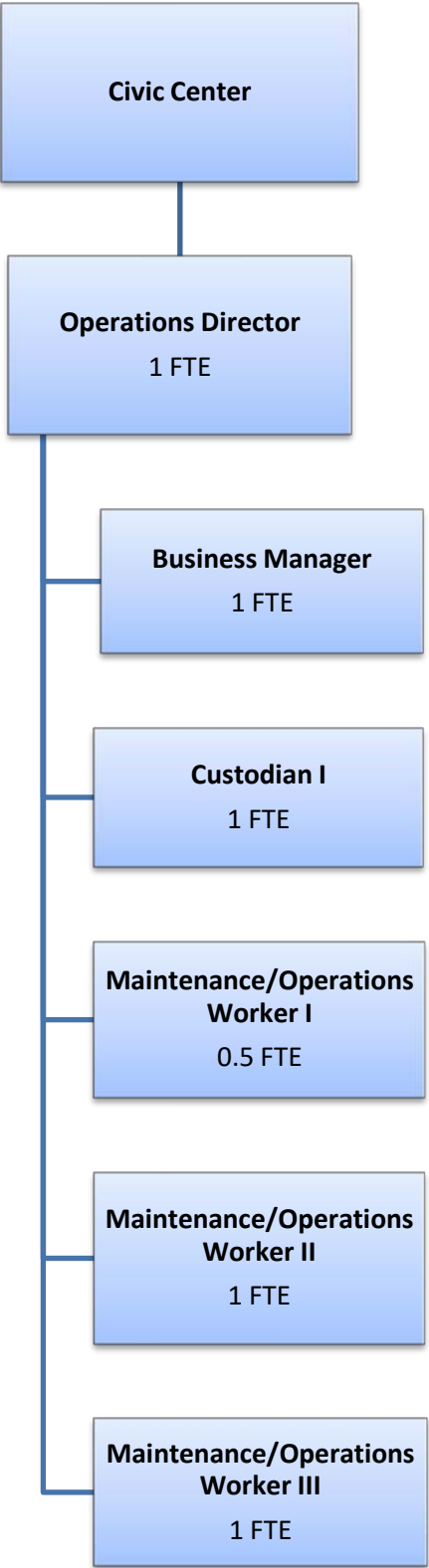
Previous Years' Goals:

- Decrease energy usage through energy conservation implementation by changing over inefficient electric rooftop units to natural gas units.
Status: On-going; two left to changeover
- Diversify income sources to increase revenue stream.
Status: Submitted to city council for implementation of fee structure at City work session in November 2016.

Civic Center Expense by Category \$504,741



Civic Center Organizational Chart



General Fund-Civic Center			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-130-3005.001	Rental-Buildings	\$120,000	\$120,000	\$90,000	\$90,000
01	4-130-3005.002	Rental-Contract Concessions	\$6,800	\$7,000	\$5,000	\$5,000
01	4-130-3005.003	Rental-Exhibition Hall	\$65,000	\$68,000	\$79,000	\$75,000
01	4-130-3005.004	Rental-Meeting Rooms	\$15,000	\$15,000	\$15,000	\$10,000
01	4-130-3005.005	Rental-Theatre	\$17,500	\$26,000	\$16,000	\$17,000
01	4-130-3005.006	Rentals-Gymnasium	\$0	\$0	\$480	\$1,000
	Total Rental Revenue		\$224,300	\$236,000	\$205,480	\$198,000
01	4-130-3010.006	Misc.-Miscellaneous	\$0	\$0	\$600	\$0
	Total Civic Center Revenues		\$224,300	\$236,000	\$206,080	\$198,000
General Fund-Civic Center Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-130-1000.001	Fulltime Salary	\$164,800	\$164,190	\$151,740	\$151,310
01	5-130-1000.002	Part Time Salary	\$16,480	\$26,300	\$15,000	\$16,235
01	5-130-1000.004	OnCall	\$80	\$0	\$175	\$875
01	5-130-1000.005	Fulltime Overtime	\$1,100	\$460	\$460	\$0
01	5-130-1000.006	Part Time Overtime	\$550	\$0	\$0	\$0
	Total Salaries Expense		\$183,010	\$190,950	\$167,375	\$168,420
01	5-130-1005.001	Health Premium-Employee	\$27,090	\$26,400	\$22,680	\$34,590
01	5-130-1005.002	Health Premium- Family	\$15	\$0	\$0	\$0
01	5-130-1005.003	Dental Premium-Employee	\$1,500	\$1,500	\$1,200	\$1,500
	Total Insurance Expense		\$28,605	\$27,900	\$23,880	\$36,090
01	5-130-1010.001	Life Insurance	\$275	\$300	\$300	\$265
	Total Life Insurance Expense		\$275	\$300	\$300	\$265
01	5-130-1015.001	Lagers-General	\$21,900	\$19,760	\$18,200	\$19,785
01	5-130-1015.004	Deferred Comp-Employer	\$2,100	\$2,100	\$1,950	\$3,250
	Total Retirement Expense		\$24,000	\$21,860	\$20,150	\$23,035
01	5-130-1020.001	FICA-Employer	\$11,340	\$11,840	\$10,300	\$10,445

General Fund-Civic Center Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-130-1020.002	Medicare-Employer	\$2,650	\$2,770	\$2,470	\$2,445
01	5-130-1020.003	Unemployment Compensation	\$1,830	\$1,910	\$1,650	\$1,685
01	5-130-1020.004	Workmans Compensation	\$8,789	\$8,789	\$8,789	\$5,474
	Total Payroll Taxes Expense		\$24,609	\$25,309	\$23,209	\$20,049
01	5-130-1025.001	Employee-Uniforms	\$525	\$600	\$600	\$800
01	5-130-1025.002	Employee-Dues/License/Membership	\$200	\$100	\$100	\$100
01	5-130-1025.005	Employee-Training	\$500	\$100	\$100	\$100
	Total Employee Expense		\$1,225	\$800	\$800	\$1,000
	Total Personnel Expense		\$261,724	\$267,119	\$235,714	\$248,859
01	5-130-2010.000	Capital Exp-Building and Improvement	\$39,000	\$0	\$0	\$0
01	5-130-2015.000	Capital Exp-Furniture and Fixtures	\$9,950	\$0	\$0	\$0
01	5-130-2020.000	Capital Exp-Machinery and Equipment	\$2,645	\$10,506	\$16,585	\$3,246
01	5-130-2025.000	Capital Exp-Vehicles	\$20,500	\$0	\$23,000	\$0
	Total Capital Expense		\$72,095	\$10,506	\$39,585	\$3,246
01	5-130-5000.001	Utilities-Electric	\$132,605	\$100,000	\$95,000	\$100,000
01	5-130-5000.002	Utilities-Water	\$2,200	\$2,000	\$1,300	\$1,500
01	5-130-5000.003	Utilities-Sewer	\$2,600	\$1,700	\$1,700	\$1,700
01	5-130-5005.002	Utilities-Natural Gas	\$41,615	\$80,000	\$40,000	\$60,000
01	5-130-5010.001	Utilities-Landline and Fiber	\$2,600	\$1,800	\$2,100	\$2,100
01	5-130-5015.001	Utilities-Cell Phones	\$1,905	\$2,500	\$2,000	\$2,000
01	5-130-5025.001	Utilities-Solid Waste	\$2,250	\$1,700	\$1,900	\$1,900
	Total Utilities Expense		\$185,775	\$189,700	\$144,000	\$169,200
01	5-130-6000.001	Prof Services-Legal	\$500	\$100	\$100	\$100
01	5-130-6000.007	Prof Services-Toxicology Testing	\$250	\$200	\$150	\$150
01	5-130-6000.008	Prof Services-MSHP Background Checks	\$150	\$50	\$50	\$50
01	5-130-6000.011	Prof Services-Dues and License	\$1,000	\$1,000	\$1,100	\$1,100
01	5-130-6000.014	Prof Services-Events and Functions	\$6,000	\$4,000	\$4,100	\$3,500
01	5-130-6000.015	Prof Services-Service Contracts	\$9,500	\$10,000	\$12,000	\$12,000

General Fund-Civic Center Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-130-6000.019	Prof Services - CC Fees	\$300	\$200	\$0	\$0
	Total General Professional Service Expense		\$17,700	\$15,550	\$17,500	\$16,900
01	5-130-6005.001	Insurance-Vehicle	\$2,000	\$1,346	\$1,434	\$1,480
01	5-130-6005.002	Insurance-Equipment	\$1,500	\$1,394	\$1,212	\$1,250
01	5-130-6005.003	Insurance-Building & Property	\$20,000	\$14,116	\$13,231	\$13,630
	Total Insurance Expense		\$23,500	\$16,856	\$15,877	\$16,360
01	5-130-6010.003	Advertising-Print	\$250	\$250	\$500	\$500
01	5-130-6010.006	Advertising-Radio	\$500	\$250	\$500	\$500
	Total Advertising Expense		\$750	\$500	\$1,000	\$1,000
01	5-130-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$1,585
01	5-130-6020.001	Software-Purchase	\$0	\$0	\$0	\$2,316
01	5-130-6020.002	Software-Upgrade	\$0	\$1,034	\$1,034	\$0
01	5-130-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,725
	Total Software Expense		\$0	\$1,034	\$1,034	\$6,626
	Total Professional Service Expense		\$41,950	\$33,940	\$35,411	\$40,886
01	5-130-7000.001	Supplies-Operational	\$9,000	\$4,000	\$2,000	\$2,000
01	5-130-7000.003	Supplies-Desk Accessories-Small Office Equip	\$845	\$1,000	\$1,200	\$1,200
01	5-130-7000.004	Supplies-Small Tools	\$500	\$350	\$350	\$350
01	5-130-7005.001	Supplies-Printing	\$100	\$100	\$100	\$100
01	5-130-7005.002	Supplies-Mailing	\$100	\$100	\$100	\$100
01	5-130-7005.003	Supplies-Postage	\$215	\$200	\$100	\$100
01	5-130-7005.004	Supplies-Paper	\$1,520	\$1,600	\$1,500	\$1,600
01	5-130-7010.001	Supplies-Janitorial	\$2,750	\$2,750	\$2,600	\$2,600
01	5-130-7010.002	Supplies-Cleaning and Sanitation	\$5,785	\$6,500	\$6,250	\$6,250
01	5-130-7010.004	Supplies-Chemicals	\$7,000	\$6,500	\$6,400	\$6,500
	Total General Office Supplies Expense		\$27,815	\$23,100	\$20,600	\$20,800
01	5-130-7015.003	Supplies-First Aid	\$100	\$100	\$100	\$100
01	5-130-7015.004	Supplies-Safety	\$100	\$100	\$100	\$100

General Fund-Civic Center Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Medical and Safety Supplies Expense		\$200	\$200	\$200	\$200
	Total Supplies Expense		\$28,015	\$23,300	\$20,800	\$21,000
01	5-130-7500.002	Materials-Rock	\$250	\$500	\$1,000	\$1,000
01	5-130-7500.004	Materials-Landscaping	\$345	\$2,000	\$2,000	\$2,000
01	5-130-7505.002	Materials-Pipe-PVC	\$255	\$200	\$100	\$100
01	5-130-7510.001	Materials-Paint	\$1,510	\$1,000	\$500	\$500
01	5-130-7510.006	Materials-Wire	\$200	\$200	\$100	\$100
01	5-130-7510.007	Materials-Lumber	\$35	\$100	\$100	\$100
01	5-130-7525.001	Materials-Infrastructure Maintenance	\$6,040	\$2,000	\$3,000	\$3,000
	Total Material Expense		\$8,635	\$6,000	\$6,800	\$6,800
01	5-130-8000.002	Tools- Maintenance	\$250	\$200	\$200	\$200
	Total Tools and Portable Equipment Expense		\$250	\$200	\$200	\$200
01	5-130-8300.001	Equipment-Repair	\$12,000	\$8,000	\$4,000	\$5,000
01	5-130-8300.002	Equipment-Maintenance	\$2,500	\$3,000	\$4,000	\$4,000
01	5-130-8300.003	Equipment-Supplies	\$4,620	\$1,750	\$1,750	\$1,000
01	5-130-8300.005	Equipment-Fuel	\$1,755	\$2,000	\$2,000	\$1,200
	Total Machinery and Equipment Expense		\$20,875	\$14,750	\$11,750	\$11,200
01	5-130-8600.001	Vehicle-Repair	\$500	\$500	\$250	\$500
01	5-130-8600.002	Vehicle-Maintenance	\$500	\$350	\$100	\$350
01	5-130-8600.005	Vehicle-Fuel	\$4,745	\$3,500	\$2,200	\$2,500
	Total Vehicle Expense		\$5,745	\$4,350	\$2,550	\$3,350
	Total Tools, Machinery, and Vehicle Expense		\$26,870	\$19,300	\$14,500	\$14,750
	Total Civic Center Expense		\$625,064	\$549,865	\$496,810	\$504,741

Community Buildings

This program was established to account for revenue and expenditures associated with City owned properties that are rented to the public. These buildings include the Mills Center, the Wallace Building, and the Fairgrounds.

Fiscal Year 2016-2017
Accomplishments:

Construction of a new agricultural arena began.

Fiscal Year 2018 Goals:

- I. **Goal:** Increase the number of events at Mills, Ag Barn, and Wallace buildings to create more revenue.
Strategy: Keep fees affordable for community usage of buildings. Add a new arena to allow for events year round.
Budgetary Factor: Availability of funds.
- II. **Goal:** Make buildings attractive for increased customer satisfaction.
Strategy: Paint interior, repair exterior walls,
Budgetary Factor: Availability of funds.

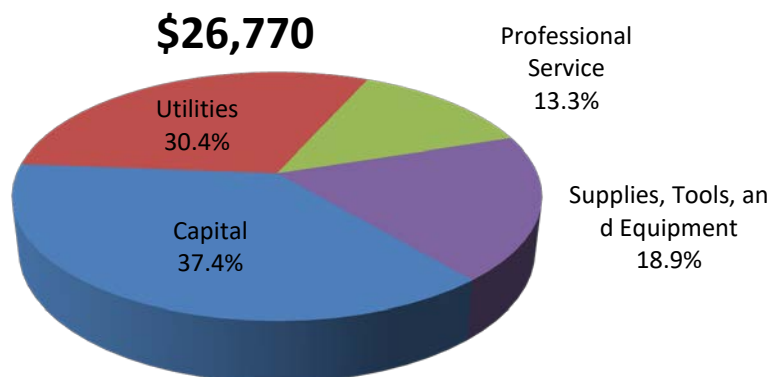
Performance Measurements:

Mills Center – Usage Days				
2013	2014	2015	2016	Est. 2017
129	139	190	145	160
Wallace Center – Usage Days				
2013	2014	2015	2016	Est. 2017
121	140	121	125	110
Ag Barn/Fairgrounds – Usage Days				
2013	2014	2015	2016	Est. 2017
50	54	52	51	45

Previous Years' Goals:

- I. Increase the number of events at Mills, Ag Barn, and Wallace buildings to create more revenue.
Status: Usage increased, however, revenue did not
- II. Make buildings attractive for increased customer satisfaction
Status: On-going; painted and patched sheetrock walls at Mills and Wallace

Community Buildings Expense by Category



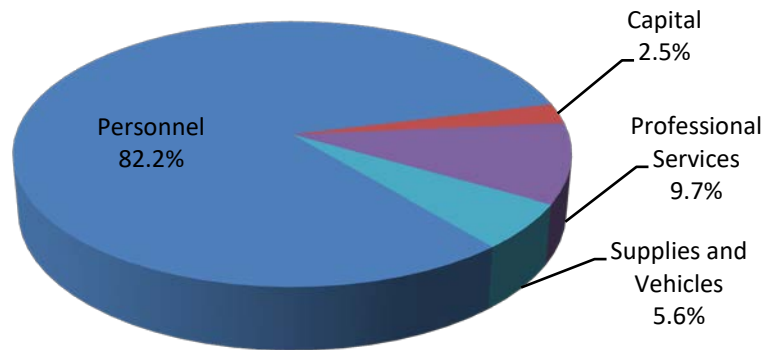
General Fund-Community Buildings			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-135-3005.001	Rental-Buildings	\$25,000	\$25,000	\$29,000	\$28,000
	Total Community Buildings Revenues		\$25,000	\$25,000	\$29,000	\$28,000
General Fund-Community Buildings Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-135-2010.000	Capital Exp-Building and Improvement	\$33,500	\$29,000	\$20,000	\$10,000
	Total Capital Expense		\$33,500	\$29,000	\$20,000	\$10,000
01	5-135-5000.001	Utilities-Electric	\$13,280	\$10,000	\$6,000	\$6,000
01	5-135-5000.002	Utilities-Water	\$1,860	\$1,000	\$250	\$250
01	5-135-5000.003	Utilities-Sewer	\$290	\$250	\$100	\$100
01	5-135-5005.001	Utilities-Propane	\$0	\$0	\$0	\$0
01	5-135-5005.002	Utilities-Natural Gas	\$790	\$750	\$200	\$400
01	5-135-5025.001	Utilities-Solid Waste	\$1,300	\$1,300	\$1,300	\$1,400
	Total Utilities Expense		\$17,520	\$13,300	\$7,850	\$8,150
01	5-135-6000.002	Prof Services-Engineering	\$500	\$1,000	\$0	\$0
01	5-135-6000.015	Prof Services-Service Contracts	\$525	\$1,500	\$1,500	\$2,000
01	5-135-6000.019	Prof Services-CC Fees	\$40	\$100	\$50	\$75
	Total General Professional Services Expense		\$1,065	\$2,600	\$1,550	\$2,075
01	5-135-6005.003	Insurance-Building & Property	\$1,600	\$1,618	\$1,449	\$1,495
	Total Insurance Expense		\$1,600	\$1,618	\$1,449	\$1,495
01	5-135-7000.001	Supplies-Operational	\$500	\$500	\$200	\$300
01	5-135-7010.001	Supplies-Janitorial	\$500	\$500	\$500	\$500
01	5-135-7010.002	Supplies-Cleaning and Sanitation	\$1,550	\$1,600	\$1,300	\$1,100
	Total General Office Supplies Expense		\$2,550	\$2,600	\$2,000	\$1,900
01	5-135-7500.004	Materials-Landscaping	\$0	\$500	\$0	\$100
01	5-135-7510.005	Materials-Fixtures	\$2,400	\$2,000	\$1,000	\$1,000
01	5-135-7525.001	Materials- Infrastructure	\$1,400	\$1,000	\$750	\$1,000

General Fund-Community Buildings Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Materials Expense		\$3,800	\$3,500	\$1,750	\$2,100
01	5-135-8000.003	Tools-Supplies	\$60	\$100	\$75	\$100
	Total Tools and Portable Equipment Expense		\$60	\$100	\$75	\$100
01	5-135-8300.001	Equipment-Repair	\$990	\$0	\$500	\$750
01	5-135-8300.002	Equipment-Maint	\$165	\$250	\$250	\$200
	Total Equipment Expense		\$1,155	\$250	\$750	\$950
	Total Community Buildings Expense		\$61,250	\$52,968	\$35,424	\$26,770

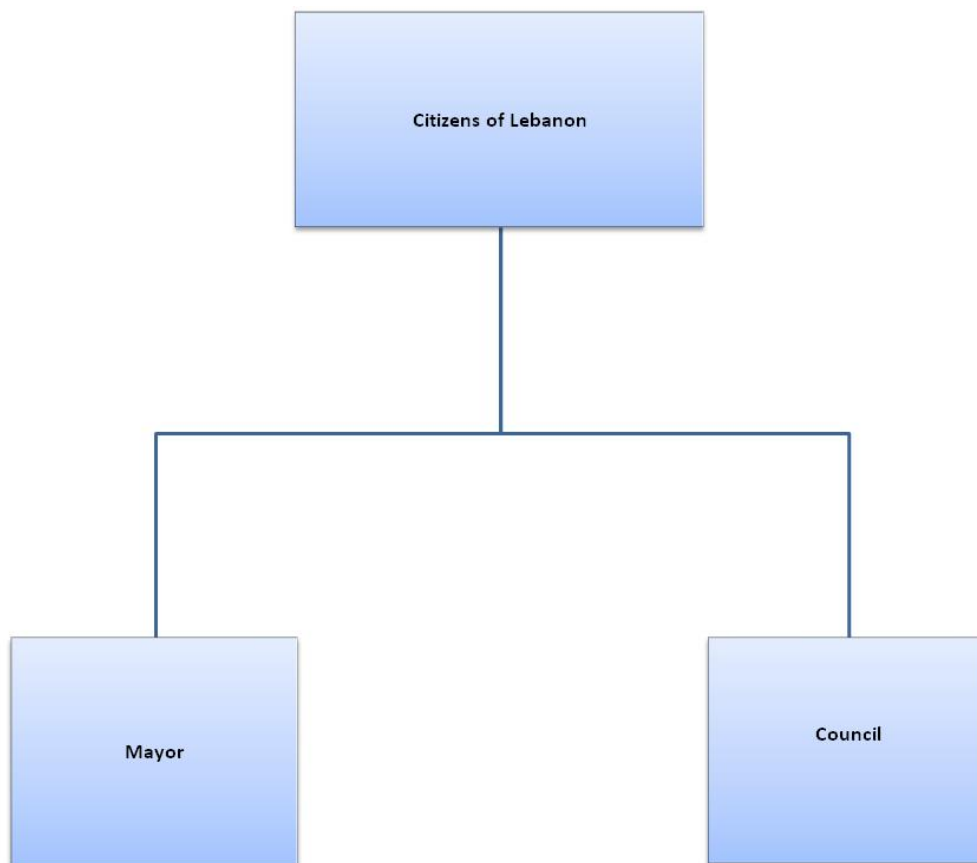
Mayor and Council

The Mayor and eight Councilmember's are elected at large with the Mayor serving a term of four and Council two years. The duties and responsibilities of the Mayor and Council are outlined in City Ordinances.

Mayor Expense by Category \$43,929



Mayor and Council Organizational Chart



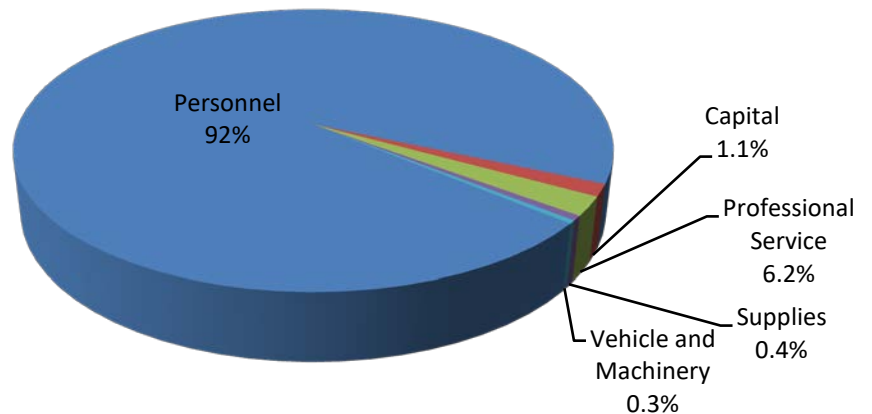
General Fund-Mayor & Council Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-140-1000.002	Part Time Salary	\$24,425	\$24,500	\$24,200	\$24,500
	Total Salaries Expense		\$24,425	\$24,500	\$24,200	\$24,500
01	5-140-1020.001	FICA-Employer	\$1,530	\$1,520	\$1,520	\$1,520
01	5-140-1020.002	Medicare-Employer	\$360	\$360	\$360	\$360
01	5-140-1020.003	Unemployment Compensation	\$250	\$250	\$250	\$250
	Total Payroll Taxes Expense		\$2,140	\$2,130	\$2,130	\$2,130
01	5-140-1025.001	Employee-Uniforms	\$0	\$100	\$100	\$100
01	5-140-1025.002	Employee-Dues/License/Membership	\$205	\$210	\$210	\$210
01	5-140-1025.003	Employee-Books	\$65	\$0	\$0	\$0
01	5-140-1025.004	Employee-Travel/Hotel	\$1,750	\$1,750	\$2,500	\$2,500
01	5-140-1025.005	Employee-Training	\$2,500	\$2,500	\$10,250	\$6,500
01	5-140-1025.007	Employee-Bonds	\$175	\$175	\$175	\$175
	Total Employee Expense		\$4,695	\$4,735	\$13,235	\$9,485
	Total Personnel Expense		\$31,260	\$31,365	\$39,565	\$36,115
01	5-105-2020.000	Capital Exp-Machinery and Equipment	\$0	\$3,998	\$3,727	\$1,084
	Total Capital Expense		\$0	\$3,998	\$3,727	\$1,084
01	5-140-5015.001	Utilities-Cell Phones	\$520	\$500	\$0	\$0
	Total Utilities Expense		\$520	\$500	\$0	\$0
01	5-140-6000.014	Prof Services-Events and Functions	\$3,000	\$3,500	\$1,000	\$3,500
01	5-140-6000.015	Prof Services-Service	\$150	\$0	\$0	\$0
01	5-140-6010.006	Advertising-Radio	\$0	\$0	\$200	\$200
	Total General Professional Service Expense		\$3,150	\$3,500	\$1,200	\$3,700
01	5-110-6020.001	Software - Purchase	\$0	\$0	\$0	\$580
01	5-110-6020.002	Software - Upgrade	\$0	\$345	\$345	\$0
	Total Software Expense		\$0	\$345	\$345	\$580
	Total Professional Service Expense		\$3,150	\$3,845	\$1,545	\$4,280
01	5-140-7000.001	Supplies-Operational	\$250	\$250	\$250	\$250
01	5-140-7005.006	Supplies-Promo-Education	\$985	\$1,500	\$1,000	\$2,000
	Total General Office Supplies Expense		\$1,235	\$1,750	\$1,250	\$2,250
01	5-140-8600.001	Vehicle-Repair	\$140	\$200	\$0	\$150
01	5-140-8600.005	Vehicle-Fuel	\$0	\$0	\$50	\$50
	Total Vehicle Expenses		\$140	\$200	\$50	\$200
	Total Mayor & Council Expense		\$36,305	\$41,658	\$46,137	\$43,929

City Administration

The General Administration Department is comprised of the City Administrator and Human Resources Department. The City Administrator, appointed by the City Council, is responsible for the day-to-day oversight and management of all City departments. This position is responsible for implementing the City Council goals and objectives, ensuring the coordination of municipal programs and services, and providing recommendations to the City Council as appropriate on the operation, financial condition, and needs of the City. The Human Resources Department is responsible for administering education and development, labor and employee relations, employee benefits, compensation, recruitment, certification and selection, and retirement. The Human Resources Department assists all City departments in meeting their service delivery responsibilities to the citizens.

City Administration Expense by Category

\$443,947



Fiscal Year 2016-2017 Accomplishments:

Purchased the INCODE Personnel Management Suite that provides all of the functionality needed to manage every aspect of the personnel-life cycle, including application, hiring, career planning, payroll, benefits, reviews, and termination. Implementation is scheduled for Fiscal Year 2018.

Fiscal Year 2018 Goals:

- I. **Goal:** Create and maintain a highly qualified, professional, diverse, and responsive workforce that accurately reflects the labor force in the City of Lebanon and supports the City's mission, vision, and values.

Strategy:

- Provide employees with a work environment where teamwork is paramount, ideas are rewarded, creativity and risk-taking are encouraged, and successes are celebrated.
- Encourage managers to be mentors and leadership role models to their staff.
- Promote professional growth and development opportunities through an improved employee recruitment, selection, retention, and training process.
- Assess job performance based on meaningful standards and measures.
- Create an atmosphere of openness, trust, and support so employees can readily admit mistakes, assume responsibility, and apply resources to fix problems.
- Promote work life balance.

Budgetary Factor: None.

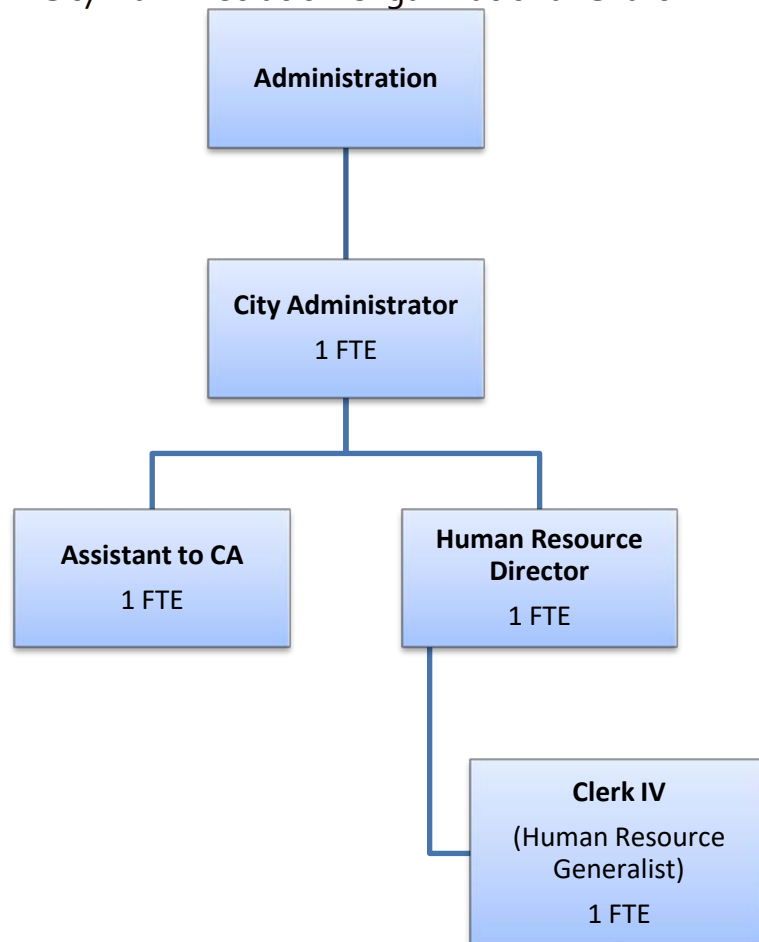
Performance Measurements:

Calendar Year Performance Measures	2012	2013	2014	2015	2016	2017
Number of New Hires Processed (includes FT.PT, Temporary, and Seasonal)	32	38	57	80	78	12
Number of Retirements Processed	5	6	5	4	8	1

Previous Years' Goals:

- I. HR Employee Policy Manual.
Status: Received approved from the Personnel Board to present to the remainder of City Council for approval. Tentative date for presenting to City Council for consideration of approval is May 8, 2017.
- II. Facilitate the employment process to ensure an appropriate balance of positions being filled are the result of promotional opportunities for current employees.
Status: Goal met.

City Administration Organizational Chart



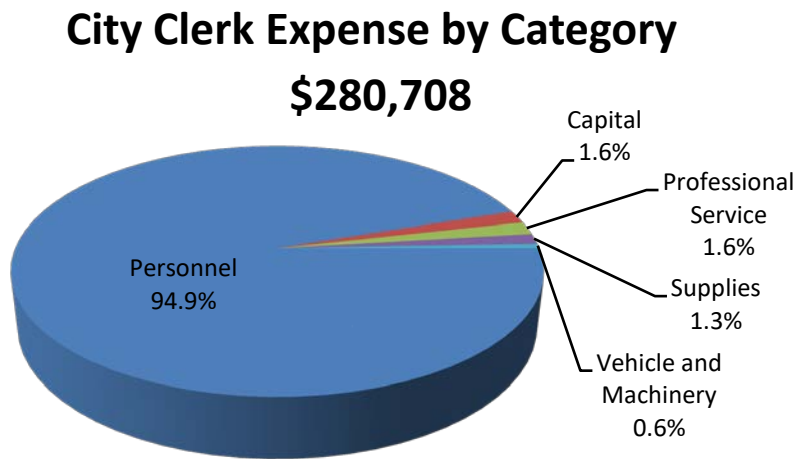
General Fund-City Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-145-1000.001	Fulltime Salary	\$214,030	\$228,060	\$236,329	\$291,990
01	5-145-1000.002	Part Time Salary	\$200	\$0	\$0	\$0
01	5-145-1000.005	Fulltime Overtime	\$0	\$770	\$0	\$0
	Total Salaries Expense		\$214,230	\$228,830	\$236,329	\$291,990
01	5-145-1005.001	Health Premium-Employee	\$16,220	\$21,120	\$16,237	\$22,910
01	5-145-1005.002	Health Premium-Family	\$11,760	\$0	\$8,038	\$11,765
01	5-145-1005.003	Dental Premium-Employee	\$900	\$900	\$904	\$900
01	5-145-1005.004	Dental Premium-Family	\$600	\$600	\$423	\$600
	Total Insurance Expense		\$29,480	\$22,620	\$25,602	\$36,175
01	5-145-1010.001	Life Insurance	\$220	\$240	\$229	\$255
	Total Life Insurance Expense		\$220	\$240	\$229	\$255
01	5-145-1015.001	Lagers-General	\$28,552	\$27,460	\$28,359	\$37,959
01	5-145-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,700	\$2,600
	Total Retirement Expense		\$31,152	\$30,060	\$31,059	\$40,559
01	5-145-1020.001	FICA-Employer	\$13,410	\$14,190	\$14,652	\$18,105
01	5-145-1020.002	Medicare-Employer	\$3,140	\$3,320	\$3,427	\$4,235
01	5-145-1020.003	Unemployment Compensation	\$2,160	\$2,290	\$2,363	\$2,920
01	5-145-1020.004	Workman's Compensation	\$686	\$686	\$442	\$326
	Total Payroll Taxes Expense		\$19,396	\$20,486	\$20,884	\$25,586
01	5-145-1025.001	Employee-Uniforms	\$200	\$200	\$0	\$200
01	5-145-1025.002	Employee-Dues/License/Membership	\$2,940	\$2,000	\$1,309	\$2,000
01	5-145-1025.003	Employee-Books	\$750	\$750	\$0	\$750
01	5-145-1025.004	Employee-Travel/Hotel	\$3,250	\$3,250	\$3,250	\$3,250
01	5-145-1025.005	Employee-Training	\$3,500	\$3,500	\$3,200	\$3,500
01	5-145-1025.006	Employee-Recognition	\$3,500	\$3,500	\$6,018	\$4,000
01	5-145-1025.007	Employee-Bonds	\$175	\$175	\$175	\$175
	Total Employee Expense		\$14,315	\$13,375	\$13,952	\$13,875
	Total Personnel Expense		\$308,793	\$315,611	\$328,056	\$408,440

General Fund-City Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-145-2015.000	Capital Exp-Furniture and Fixtures	\$2,500	\$5,000	\$4,541	\$0
01	5-145-2020.000	Capital Exp-Machinery and Equipment	\$0	\$4,440	\$3,359	\$4,842
01	5-145-2030.000	Capital Exp -Infrastructure	\$0	\$0	\$4,697	\$0
	Total Capital Expense		\$2,500	\$9,440	\$12,597	\$4,842
01	5-145-6000.007	Prof Services-Toxicology Testing	\$150	\$150	\$110	\$150
01	5-145-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$0	\$100
01	5-145-6000.014	Prof Services-Events and Functions	\$1,750	\$1,750	\$500	\$1,750
	Total General Professional Expense		\$2,000	\$2,000	\$610	\$2,000
01	5-145-6010.002	Advertising-Employee Recruitment	\$300	\$300	\$0	\$20,000
	Total Advertising Expense		\$300	\$300	\$0	\$20,000
01	5-145-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$2,620
01	5-145-6020.001	Software-Purchase	\$0	\$0	\$0	\$2,895
01	5-145-6020.002	Software-Upgrade	\$0	\$1,723	\$1,723	\$0
	Total Software Expense		\$0	\$1,723	\$1,723	\$5,515
	Total Professional Service Expense		\$2,300	\$4,023	\$2,333	\$27,515
01	5-145-7000.001	Supplies-Operational	\$600	\$600	\$350	\$600
01	5-145-7000.002	Supplies-Computer Accessories	\$100	\$100	\$0	\$100
01	5-145-7005.001	Supplies-Printing	\$100	\$100	\$0	\$100
01	5-145-7005.002	Supplies-Mailing	\$100	\$100	\$0	\$100
01	5-145-7005.003	Supplies-Postage	\$500	\$250	\$35	\$250
01	5-145-7005.004	Supplies-Paper	\$250	\$200	\$70	\$200
01	5-145-7005.006	Supplies-Promo-Education	\$250	\$250	\$22	\$250
	Total General Office Supplies Expense		\$1,900	\$1,600	\$477	\$1,600
01	5-145-7015.004	Supplies-Safety	\$250	\$250	\$0	\$250
	Total Supplies Expense		\$2,150	\$1,850	\$477	\$1,850
01	5-145-8300.001	Equipment-Repair	\$250	\$250	\$0	\$250
	Total Machinery and Equipment Expense		\$250	\$250	\$0	\$250
01	5-145-8600.001	Vehicle-Repair	\$250	\$250	\$0	\$250

General Fund-City Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-145-8600.002	Vehicle-Maintenance	\$250	\$250	\$0	\$250
01	5-145-8600.003	Vehicle-Supplies	\$500	\$0	\$0	\$0
01	5-145-8600.005	Vehicle-Fuel	\$750	\$550	\$275	\$550
	Total Vehicle Expense		\$1,750	\$1,050	\$275	\$1,050
	Total Tools, Machinery, and Vehicle Expense		\$2,000	\$1,300	\$275	\$1,300
	Total City Administration Expense		\$317,743	\$332,224	\$343,738	\$443,947

City Clerk

The City Clerk is an appointed officer of the City with duties described by RSMo 77.410, City Code of Ordinances Chapter 2 Section 2-97, and City Resolution # 328. The City Clerk serves at the pleasure of the City Council and is the Custodian of Records. As the Custodian of Records, the City Clerk maintains official records for the City, including minutes, ordinances, resolutions, contracts and other vital documents. The City Clerk is also the official election authority for the City and administers all oaths of office. The City Clerk oversees the issuance of various licenses, serves as clerical support to the City Council and various appointed boards/committees, and manages Utility Billing and Cash Collection operations.



Fiscal Year 2016-2017 Accomplishments:

Tyler Notify, an enhancement feature within our current software, was successfully implemented which allowed us to decrease costs associated with sending out late notices. This feature notifies a customer via phone or text that their account is in a "past due" status; therefore, eliminating the need to send out a paper notice. Each successful phone call or text costs .10¢, which is considerably less than the cost to send out a paper late notice (.56¢ per late notice; labor not included).

In an effort to decrease customer wait time, we began accepting payments at our Information Desk. Initially, the only payment methods accepted were credit cards and checks. Once security measures for that area were put in place, customers were able to make cash payments at the Information Desk as well.

The service order process was given a major overhaul by equipping utility crews with electronic devices so that service orders could be processed in real time as jobs were being completed in the field. Doing this allowed us to go paperless with service orders and, since our utility billing software is service order driven and time sensitive, it created efficiencies in the overall billing process.

We successfully transitioned to EMV chip reader credit card machines. This smart chip technology generates a unique, one-time code every time it's used in Card Present (CP) transactions at a chip-activated terminal. This feature is virtually impossible to duplicate in counterfeit cards, helping to reduce over-the-counter fraud and reducing the City's liability for fraudulent transactions.

Fiscal Year 2017 Goals:

- I. **Goal:** Implement the general notification area of Tyler Notify to use as a tool to better communicate with our customers. General notifications can be used to notify customers of a main break, a power outage, street closing, etc. via phone or text.
Strategy: Continue to collect phone numbers from our customers for a successful roll out. Identify and train all key personnel who will be managing this feature.
Budgetary Factor: The cost for each successful phone call or text is .10¢.
- II. **Goal:** Enhance the overall customer service experience.
Strategy: Continue to implement new and/or improved processes in an effort to create efficiencies, and offer continued professional development training to staff pertaining to customer service, effective communication, and how to handle difficult situations, etc.
Budgetary Factor: It is our desire that any new or improved process would have a positive impact on the budget by decreasing operational costs. Each clerk is allotted \$500 per year for training opportunities.

Performance Measurements:

Calendar Year Performance Measures					
Metrics	2012	2013	2014	2015	2016
Number of Active Utility Accounts	7,593	7,647	7,627	7,628	7,674
Number of Late Notices Issued	13,669	12,598	13,918	13,623	13,835
Number of Utility Cutoffs	1,482	1,452	1,342	1,719	1,811
Number of Utility Service Orders Generated	7,465	6,584	6,458	6,897	67,438
Number of Online Bill Pay Enrollees	*	*	*	1,111	1,874
Number of Active E-Billing Enrollees (Paperless Billing)	*	*	*	713	966
Number of Utility Accounts Sent to Collection Agency	**	**	1,841	549	459
Total Dollars Sent to Collection Agency	**	**	\$446,237	\$133,506	\$110,610
Total Dollars Recouped by Collection Agency	**	**	\$29,631	\$51,533	\$13,623

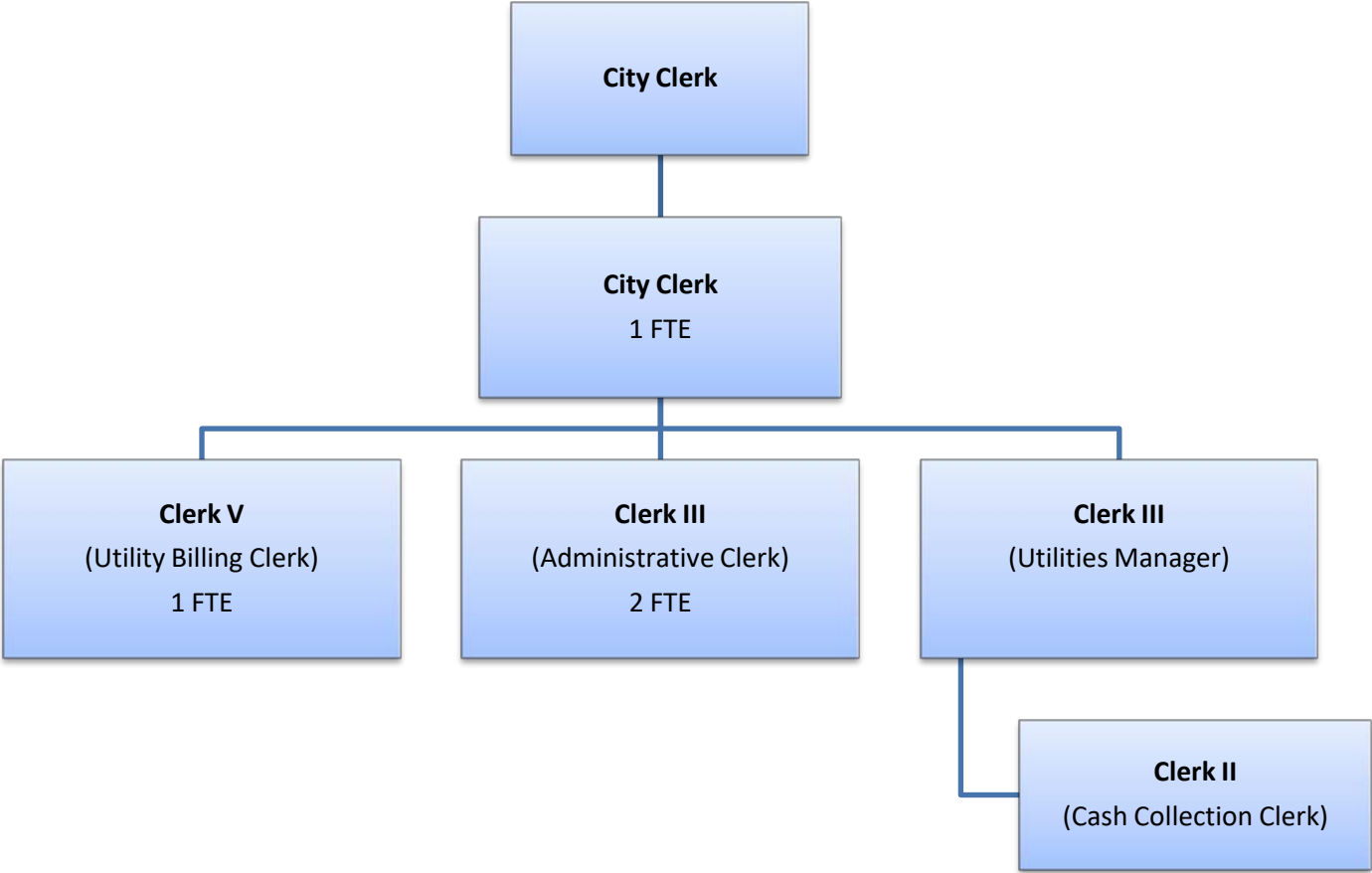
* Service Not Available

** Data Not Available

Previous Years' Goals:

- I. Focus on enrolling additional customers to our E-billing program (paperless billing).
Status: Ongoing- during the last four month of the year, we held our 2nd annual enrollment campaign and successfully signed up 116 new participants. The total number of new e-billing enrollees for 2016 increased by 253.
- II. Reduce aged debt associated with utility accounts.
Status: Ongoing: Staff continues to be aggressive with the collection of bad debt and makes every effort to collect in-house before sending to the collection agency. The development of debt collection policies and bad debt write-off policies is currently a work in progress.

City Clerk Organizational Chart



General Fund-City Clerk Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-150-1000.001	Fulltime Salary	\$151,600	\$162,480	\$166,951	\$167,320
01	5-150-1000.005	Fulltime Overtime	\$2,100	\$2,220	\$0	\$0
	Total Salaries Expense		\$153,700	\$164,700	\$166,951	\$167,320
01	5-150-1005.001	Health Premium-Employee	\$13,730	\$15,840	\$16,403	\$23,690
01	5-150-1005.002	Health Premium-Family	\$15,240	\$7,200	\$7,319	\$10,885
01	5-150-1005.003	Dental Premium-Employee	\$1,300	\$1,300	\$1,157	\$1,300
01	5-150-1005.004	Dental Premium-Family	\$855	\$600	\$822	\$600
	Total Insurance Expense		\$31,125	\$24,940	\$25,701	\$36,475
01	5-150-1010.001	Life Insurance	\$250	\$300	\$229	\$255
	Total Life Insurance Expense		\$250	\$300	\$229	\$255
01	5-150-1015.001	Lagers-General	\$20,470	\$19,500	\$20,034	\$21,755
01	5-150-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,025	\$2,600
	Total Retirement Expense		\$23,070	\$22,100	\$22,059	\$24,355
01	5-150-1020.001	FICA-Employer	\$9,750	\$10,210	\$9,873	\$10,375
01	5-150-1020.002	Medicare-Employer	\$2,280	\$2,390	\$2,309	\$2,430
01	5-150-1020.003	Unemployment Compensation	\$1,570	\$1,650	\$1,670	\$1,675
01	5-150-1020.004	Workman's Compensation	\$1,980	\$1,980	\$1,840	\$1,679
	Total Payroll Taxes Expense		\$15,580	\$16,230	\$15,691	\$16,159
01	5-150-1025.001	Employee-Uniforms	\$300	\$0	\$0	\$0
01	5-150-1025.002	Employee-Dues/License/Membership	\$380	\$200	\$370	\$400
01	5-150-1025.003	Employee-Books	\$200	\$200	\$0	\$0
01	5-150-1025.004	Employee-Travel/Hotel	\$3,025	\$3,500	\$4,250	\$5,000
01	5-150-1025.005	Employee-Training	\$3,420	\$5,000	\$4,000	\$5,000
01	5-150-1025.006	Employee-Recognition	\$200	\$200	\$0	\$200
01	5-150-1025.007	Employee-Bonds	\$225	\$0	\$200	\$200
	Total Employee Expense		\$7,750	\$9,100	\$8,820	\$10,800
	Total Personnel Expense		\$231,475	\$237,370	\$239,453	\$255,364

General Fund-City Clerk Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-150-2020.000	Capital Exp-Machinery and Equipment	\$0	\$6,567	\$5,484	\$4,330
	Total Capital Expense		\$0	\$6,567	\$5,484	\$4,330
01	5-150-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$0	\$200
01	5-150-6000.008	Prof Services-MSHP Background Checks	\$200	\$100	\$0	\$100
	Total General Professional Service Expense		\$400	\$300	\$0	\$300
01	5-150-6005.001	Insurance-Vehicle	\$1,000	\$850	\$839	\$865
01	5-150-6005.015	Insurance-Notary Public	\$175	\$100	\$0	\$50
	Total Insurance Expense		\$1,175	\$950	\$839	\$915
01	5-150-6010.001	Advertising-Public Notices	\$200	\$200	\$80	\$200
01	5-150-6010.002	Advertising-Employee Recruitment	\$500	\$200	\$0	\$200
01	5-150-6010.003	Advertising-Print	\$250	\$250	\$0	\$250
	Total Advertising Expense		\$950	\$650	\$80	\$650
01	5-150-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$1,830
01	5-150-6020.001	Software-Purchase	\$0	\$16,000	\$10,000	\$12,320
01	5-150-6020.002	Software-Upgrade	\$0	\$2,412	\$2,413	\$0
	Total Software Expense		\$0	\$18,412	\$12,413	\$14,150
	Total Professional Service Expense		\$2,525	\$20,312	\$13,332	\$16,015
01	5-150-7000.001	Supplies-Operational	\$1,275	\$750	\$500	\$750
01	5-150-7000.002	Supplies-Computer Accessories	\$100	\$100	\$0	\$100
01	5-150-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$100	\$200	\$0	\$200
01	5-150-7000.004	Supplies-Small Tools	\$100	\$100	\$0	\$100
01	5-150-7005.001	Supplies-Printing	\$100	\$100	\$0	\$100
01	5-150-7005.002	Supplies-Mailing	\$300	\$300	\$0	\$300
01	5-150-7005.003	Supplies-Postage	\$200	\$200	\$100	\$200
01	5-150-7005.004	Supplies-Paper	\$500	\$500	\$100	\$500
01	5-150-7005.005	Supplies-Forms	\$500	\$250	\$0	\$250
01	5-150-7005.006	Supplies-Promo-Education	\$1,000	\$1,000	\$0	\$1,000
	Total General Office Supplies Expense		\$4,175	\$3,500	\$700	\$3,500

General Fund-City Clerk Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-150-8600.001	Vehicle-Repair	\$500	\$500	\$500	\$500
01	5-150-8600.002	Vehicle-Maintenance	\$500	\$500	\$500	\$500
01	5-150-8600.005	Vehicle-Fuel	\$700	\$500	\$500	\$500
	Total Vehicle Expense		\$1,700	\$1,500	\$1,500	\$1,500
	Total Tools, Machinery, and Vehicle Expense		\$1,700	\$1,500	\$1,500	\$1,500
	Total City Clerk Expense		\$239,875	\$269,249	\$260,469	\$280,708

Recycling

This program was established to fund services, for 104,321 residents of Solid Waste Management District T, to reduce the amount of recyclable refuse transferred into local landfills. Partial funding is provided via Missouri's DNR Solid Waste Management program.

NOTE: Because Lebanon's recycling program dates differ from Lebanon's budgetary fiscal year dates some figures have been estimated to best reflect expected accomplishments and goals.

Fiscal Year 2017
Accomplishments:

Lebanon's diversion efforts for 2017-18 are projected to be approximately 15 tons in collected Hazardous Household Waste (HHW). The decreased tonnage projection is due to the District choosing to omit two satellite events, for the Camden/Miller county areas, from Lebanon's original grant application proposal.

Fiscal Year 2018 Goals:

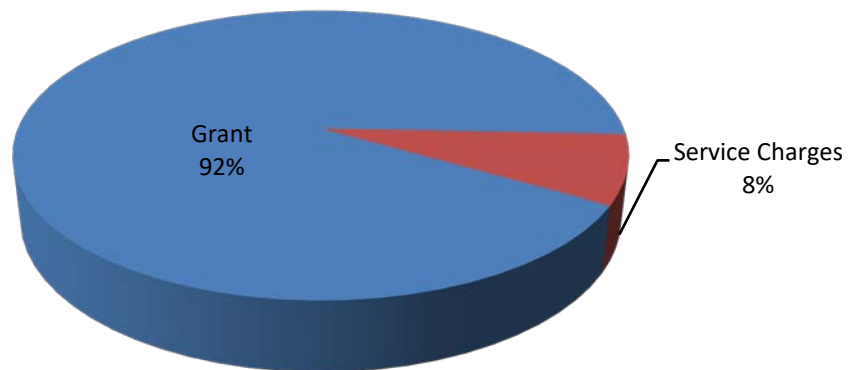
I. **Goal:** Increase awareness and participation of Lebanon's recycling program.

Strategy: Develop public relations/education recycling campaign;

- Increase exposure for the 'A guide to Recycling' in District T
- Add a second residential recycling event in the fall

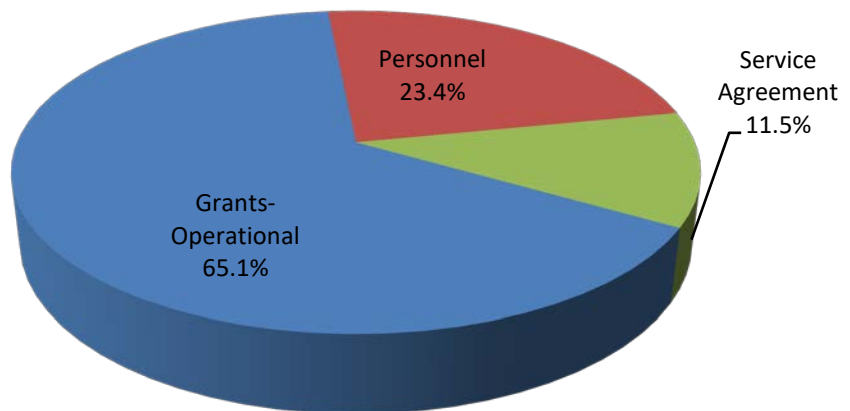
Recycling Revenue by Category

\$19,500



Recycling Expense by Category

\$49,155



- Sponsor movie night in the park with handout educational goodie bags concerning recycling and energy conservation.
- Purchase tools and equipment to process aerosol cans, expelling the contents and recycling the metal cans.

Budgetary Factor: The total program is expected to cost \$68,068 for 2017-18 (March'17 to March'18). MoDNR's solid waste management program covers 54% or \$37,078.41, with an expected match from Lebanon of \$30,989.77.

Performance Measurements:

Data From	MEASURES	2011	2012	2013	2014	2015	2016	Est 2017
Lebanon's Recycling Facility	# of visits	X	X	X	294	345	288	545
	HHW received (tonnage)	5.3	6.35	5.97	7.27	23.73	7.11	14.5
	# of yard debris loads dropped off	3042	2791	3268	2580	3300	3296	3800
	Tire Reclamation (# of 40 ft trailers)	X	X	X	0	3	X	3
	Electronic Waste (raw tonnage)	X	X	X	X	X	X	6
	Non-HHW (paper, plastic, etc.) (# of 30 ft trailers)	X	X	X	2	1	1	2
	# of visitors	*	*	*	*	408	*	*
Satellite Event(s)	HHW Material received (tonnage)	*	*	*	*	10.5	*	*
	Electronic Waste (raw tonnage)	*	*	*	*	8	*	*
	Recyclable Metals (white goods)	*	*	*	*	6	*	*
	Non-HHW (paper, plastic, etc.) # of 30 ft trailers	*	*	*	*	2	*	*

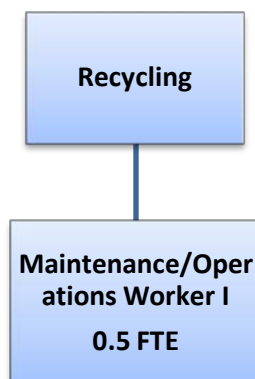
X denotes NO DATA AVAILABLE

*NO PARTICIPATION

Previous Years' Goals:

- I. Offer 104,321 residents of Solid Waste Management District T the opportunity to conduct responsible environmental stewardship efforts through Lebanon's existing.
Status: HHW facility. 15 tons was the expected diversion counts in 2016. Actual total diversions reached 7.11 tons in 2016

Recycling Organizational Chart



General Fund-Recycling			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-155-2005.001	Grant-Operational	\$52,000	\$17,600	\$17,600	\$18,000
01	4-155-3000.004	Brush Drop-off & Scrap	\$1,500	\$1,500	\$1,800	\$1,500
	Total Recycling Revenues		\$53,500	\$19,100	\$19,400	\$19,500
General Fund-Recycling Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-150-1000.002	Part Time Salary	\$0	\$10,380	\$5,700	\$10,595
01	5-150-1000.005	Fulltime Overtime	\$0	\$0	\$0	\$0
	Total Salaries Expense		\$0	\$10,380	\$5,700	\$10,595
01	5-150-1020.001	FICA-Employer	\$0	\$640	\$350	\$660
01	5-150-1020.002	Medicare-Employer	\$0	\$150	\$80	\$155
01	5-150-1020.003	Unemployment Compensation	\$0	\$100	\$60	\$110
	Total Payroll Taxes Expense		\$0	\$890	\$490	\$925
	Total Personnel Expense		\$0	\$11,270	\$6,190	\$11,520
01	5-155-4010.000	Grants-Operational	\$59,440	\$32,000	\$32,000	\$32,000
	Total Grant Expense		\$59,440	\$32,000	\$32,000	\$32,000
01	5-155-6000.007	Prof Services -Toxicology	\$0	\$0	\$90	\$50
01	5-155-6000.008	Prof Services - Background	\$0	\$0	\$30	\$25
01	5-155-6000.015	Prof Services-Service Contracts	\$0	\$5,535	\$5,535	\$5,535
01	5-155-6000.019	Prof Services-CC Fees	\$5	\$25	\$25	\$25
01	5-155-6015.000	Service Agreements-General	\$5,535	\$0	\$0	\$0
	Total Professional Services Expense		\$5,540	\$5,560	\$5,680	\$5,635
	Total Recycling Expense		\$64,980	\$48,830	\$43,870	\$49,155
	Total General Fund Revenues		\$7,011,350	\$6,963,550	\$6,681,995	\$6,917,408

Storm Water

This program is responsible for managing the storm water conveyance and detention maintenance and improvements.

Fiscal Year 2016-2017

Accomplishments:

Engineering studies on the Radio Tower Branch watershed, the drainage basin in Wood, South, and East Street area, and the drainage-way on Frank Street was completed. Recommended improvements for the drainage-way on East Street and Frank

Street have been made. Maintenance improvements to Southeast Winds, Deerfield, and Holiday Inn Express detention facilities insure proper operation was finished. These activities improved the stormwater conveyance and/or the detention capacity within the stormwater system.

Fiscal Year 2018 Goals:

- I. **Goal:** Improve capacity issue of stormwater conveyance that causes street flooding.
Strategy: Study problems areas and implement improvements to drainage-ways and detention facilities.
Budgetary Factor: Capital Funding from General Fund
- II. **Goal:** Improve stormwater conveyance in Radio Tower Branch watershed.
Strategy: Implement improvements identified in Radio Tower Branch Study.
Budgetary Factor: Capital Funding from General Fund

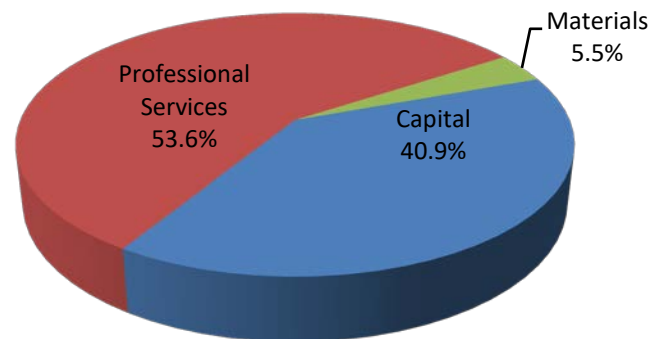
Performance Measurements:

Detention Facility Maintenance	2017	2018 Projected
Inspection	4	10
Cleaning	4	5

Previous Years' Goals:

- I. Improve capacity issue of stormwater conveyance that causes street flooding.
Status: Completed engineering study on Wood, South and East Streets and scheduled to complete stormwater conveyance improvement on East Street that should prevent flooding of street. Engineering study completed on Bennett and Highway 64, with recommendations for improvements to be completed at a later date.

Storm Water Expense by Category \$165,000



II. Maintain detention facility capacity

Status: Cleaned four detention facilities to maintain previous capacity. Maintenance was performed on Holiday Inn Express, East Bland, Southeast Winds, and East Commercial detention facilities.

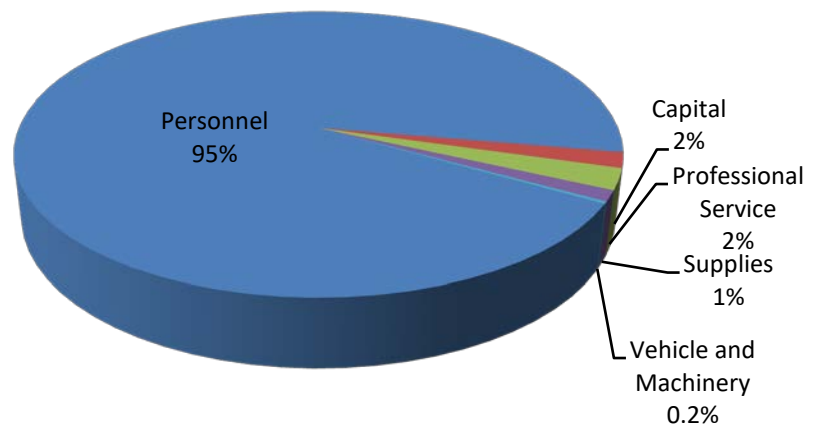
General Fund-Storm Water Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-165-2030.000	Capital Exp-Infrastructure	\$62,245	\$45,000	\$41,090	\$65,000
	Total Capital Expense		\$62,245	\$45,000	\$41,090	\$65,000
01	5-165-6000.003	Prof Services-Surveying	\$255	\$45,000	\$5,000	\$80,000
01	5-165-6000.015	Prof Services-Contracts	\$0	\$14,000	\$10,000	\$14,000
	Total Professional Services Expense		\$255	\$59,000	\$15,000	\$94,000
01	5-165-7500.002	Material-Rock	\$0	\$1,500	\$1,500	\$1,500
01	5-165-7500.003	Material-Concrete	\$0	\$2,000	\$2,000	\$2,000
01	5-165-7500.004	Material-Landscaping	\$0	\$500	\$500	\$500
01	5-165-7500.005	Material-Pipe Misc.	\$0	\$1,000	\$1,000	\$1,000
01	5-165-7500.006	Material-Precast	\$0	\$1,000	\$1,000	\$1,000
	Total Material Expense		\$0	\$6,000	\$6,000	\$6,000
	Total Storm Water Expense		\$62,500	\$110,000	\$62,090	\$165,000

Finance Department

The Finance Department is responsible for the oversight and integrity of all fiscal activities of the City. The department consists of Accounting, Budgeting, Purchasing, and Financing. The department ensures the accurate

accounting, disbursement, and safeguarding of City funds by maintaining accounting and fixed asset records and issuing reports in conformance with generally accepted accounting principles. Services and support provided to the City's operating departments/divisions include procurement, financial reporting, cash management, debt management, investment management, risk management, payroll, accounts payable, capital asset control, budget management, inventory supply control, and accounts receivable. Finance also oversees the auditing of the City.

Finance Expense by Category
\$291,494



The City continues to participate in and receive the GFOA Distinguished Budget Presentation Award Programs.

Fiscal Year 2016-2017 Accomplishments:

Implemented the accounts receivable module and successfully booked outstanding balances. Implemented a procedure to send old outstanding checks to the State of Missouri Unclaimed Property on a yearly basis. Updated the City of Lebanon's current investment policy. Implemented a purchasing card program.

Fiscal Year 2018 Goals:

- I. **Goal:** Produce a quality budget document that is transparent and in conformity with the Government Finance Officers Association Standards
Strategy: Review and make appropriate changes to all policies, budgets, and practices as well as submit a timely and accurate annual budget
Budgetary Factor: Non-budgeted, no additional funding required

- II. **Goal:** Present audit of fiscal year 2017 by Nov 30, 2017
Strategy: Provide information to Auditors in a timely manner
Budgetary Factor: Non-budgeted, no additional funding required
- III. **Goal:** Develop written financial policies/accounting procedures manual
Strategy: Review existing procedures/policies and put into written format all policies and practices.
Budgetary Factor: Non-budgeted, no additional funding required
- IV. **Goal:** Training of Department staff.
Strategy: Provide continuing education for each staff member.
Budgetary Factor: Available training funds for each department employee.

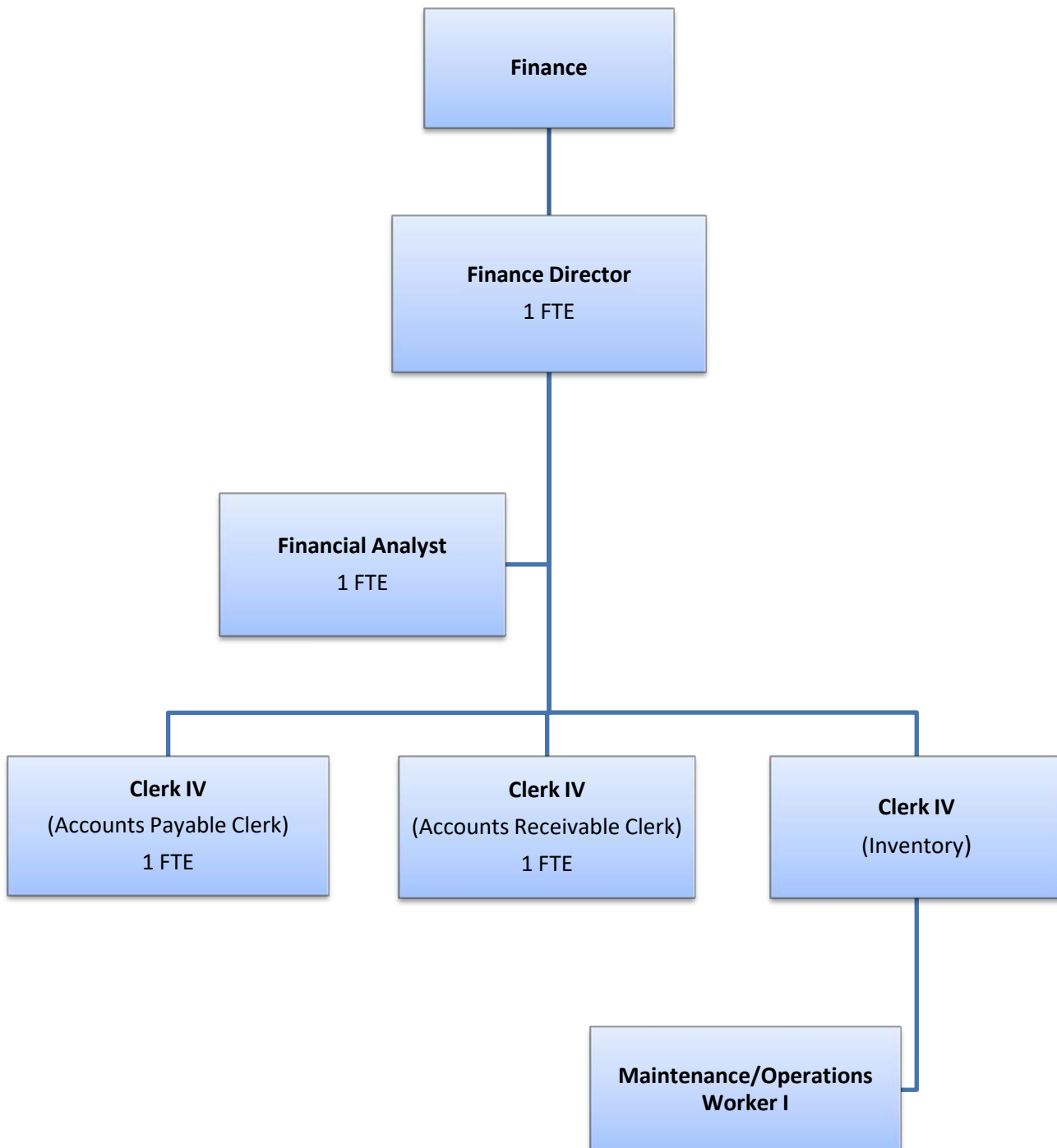
Performance Measurements:

Fiscal Year Performance Measures						
Metrics	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
Number of Initial Purchase Orders Issued	519	286	243	287	383	372
Number of Accounts Payable Checks Issued	4177	3807	3642	3687	3713	3959
Number of Payroll issued	5506	5029	4692	4753	4887	4932
Number of Accounts Receivable Invoices Issued	705	635	620	639	643	666
Accounts Receivable Collection Rate	99.44%	99.94%	95.25%	97.02%	98.70%	98.47%
Number of Accounting Funds	46	36	17	17	17	17
Calendar Year Performance Measures						
Metrics	2011	2012	2013	2014	2015	2016
Average Return on Investments	1.01%	0.64%	0.50%	0.38%	0.36%	0.55%
Debt Ratings (Standard & Poors)	A-	A-	A-	A-	A-	A-
Debt Issues Outstanding	4	3	3	2	2	2
City of Lebanon Sales Tax Rate	2%	2%	2%	2%	2%	2%
Property Tax Rate (per \$100 Assessed Valuation)	\$0.5102	\$0.5102	\$0.5096	\$0.5138	\$0.5204	\$0.5214

Previous Years' Goals:

- I. Prepare the budget in conformity with the Government Finance Officers Association Standards
Status: Completed.
- II. Present audit of fiscal year 2016 to Council by Oct 31, 2016
Status: Audit presented by Dec 12th due to Lagers and GASB 68 compliance
- III. Continue developing the tracking of fixed assets
Status: On-going
- IV. Reduce aged debt associated with accounts receivable.
Status: On-going. Staff continues to be aggressive with the collection of bad debt related to accounts receivable and makes every effort to collect in-house before sending to the collection agency. The development of debt collection policies and bad debt write-off policies is currently a work in progress.

Finance Department Organizational Chart



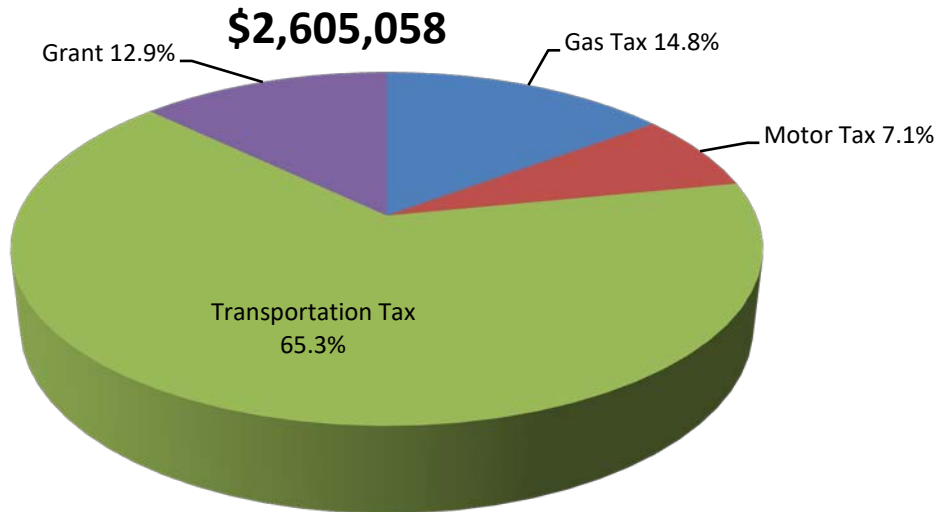
General Fund-Finance Office Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-170-1000.001	Fulltime Salary	\$163,930	\$175,210	\$181,383	\$181,430
	Total Salaries Expense		\$163,930	\$175,210	\$181,383	\$181,430
01	5-170-1005.001	Health Premium-Employee	\$16,460	\$15,840	\$16,830	\$23,690
01	5-170-1005.002	Health Premium-Family	\$12,160	\$11,760	\$12,150	\$17,715
01	5-170-1005.003	Dental Premium-Employee	\$625	\$600	\$600	\$600
01	5-170-1005.004	Dental Premium-Family	\$450	\$450	\$430	\$450
	Total Insurance Expense		\$29,695	\$28,650	\$30,010	\$42,455
01	5-170-1010.001	Life Insurance	\$250	\$250	\$230	\$255
	Total Life Insurance Expense		\$250	\$250	\$230	\$255
01	5-170-1015.001	Lagers-General	\$21,640	\$21,030	\$21,686	\$23,590
01	5-170-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,700	\$2,600
	Total Retirement Expense		\$24,240	\$23,630	\$24,386	\$26,190
01	5-170-1020.001	FICA-Employer	\$9,810	\$10,860	\$10,912	\$11,250
01	5-170-1020.002	Medicare-Employer	\$2,360	\$2,540	\$2,552	\$2,635
01	5-170-1020.003	Unemployment Compensation	\$1,640	\$1,750	\$1,807	\$1,815
01	5-170-1020.004	Workman's Compensation	\$486	\$686	\$650	\$326
	Total Payroll Taxes Expense		\$14,296	\$15,836	\$15,921	\$16,026
01	5-170-1025.001	Employee-Uniforms	\$200	\$125	\$125	\$200
01	5-170-1025.002	Employee-Dues/Lics/Membership	\$765	\$800	\$805	\$850
01	5-170-1025.003	Employee-Books	\$500	\$500	\$250	\$500
01	5-170-1025.004	Employee-Travel/Hotel	\$500	\$1,800	\$1,800	\$2,500
01	5-170-1025.005	Employee-Training	\$4,250	\$4,600	\$4,600	\$4,800
01	5-170-1025.007	Employee-Bonds	\$175	\$175	\$175	\$250
	Total Employee Expense		\$6,390	\$8,000	\$7,755	\$9,100
	Total Personnel Expense		\$238,801	\$251,576	\$259,684	\$275,456
01	5-170-2020.000	Capital Exp-Machinery and Equipment	\$3,550	\$3,438	\$2,627	\$5,013
	Total Capital Expense		\$3,550	\$3,438	\$2,627	\$5,013
01	5-170-5015.001	Utilities-Cell Phones	\$0	\$480	\$450	\$485

General Fund-Finance Office Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Utilities Expense		\$0	\$480	\$450	\$485
01	5-170-6000.007	Prof Services-Toxicology Testing	\$100	\$100	\$100	\$100
01	5-170-6000.008	Prof Services-MSHP Background Checks	\$75	\$75	\$0	\$75
01	5-170-6000.014	Prof Services-Events and Functions	\$150	\$150	\$70	\$150
01	5-170-6000.016	Prof Services-Taxes & Fees	\$425	\$425	\$425	\$425
	Total General Professional Service Expense		\$750	\$750	\$595	\$750
01	5-170-6010.002	Advertising-Employee Recruitment	\$85	\$100	\$0	\$100
01	5-170-6010.003	Advertising-Print	\$0	\$200	\$200	\$200
	Total Advertising Expense		\$85	\$300	\$200	\$300
01	5-170-6020.000	Software-Annual Renewal/Maintenance	\$6,050	\$0	\$6,050	\$2,970
01	5-170-6020.001	Software-Purchase	\$0	\$0	\$375	\$2,320
01	5-170-6020.002	Software-Upgrade	\$0	\$1,378	\$1,379	\$0
	Total Software Expense		\$6,050	\$1,378	\$7,804	\$5,290
	Total Professional Service Expense		\$6,885	\$2,428	\$8,599	\$6,340
01	5-170-7000.001	Supplies-Operational	\$1,000	\$1,000	\$1,000	\$1,000
01	5-170-7000.002	Supplies-Computer Accessories	\$225	\$250	\$250	\$250
01	5-170-7005.001	Supplies-Printing	\$145	\$200	\$250	\$250
01	5-170-7005.002	Supplies-Mailing	\$600	\$750	\$600	\$750
01	5-170-7005.003	Supplies-Postage	\$120	\$150	\$150	\$150
01	5-170-7005.004	Supplies-Paper	\$100	\$100	\$75	\$100
01	5-170-7005.005	Supplies-Forms	\$770	\$1,000	\$800	\$1,000
	Total Supplies		\$2,960	\$3,450	\$3,125	\$3,500
01	5-170-8600.001	Vehicle-Repair	\$0	\$100	\$0	\$100
01	5-170-8600.002	Vehicle-Maintenance	\$0	\$100	\$0	\$100
01	5-170-8600.005	Vehicle-Fuel	\$0	\$500	\$0	\$500
	Total Tools, Machinery, and Vehicle Expense		\$0	\$700	\$0	\$700
	Total Finance Office Expense		\$252,196	\$262,072	\$274,485	\$291,494
	Total General Fund Expense		\$6,998,391	\$7,438,406	\$6,585,057	\$7,787,366

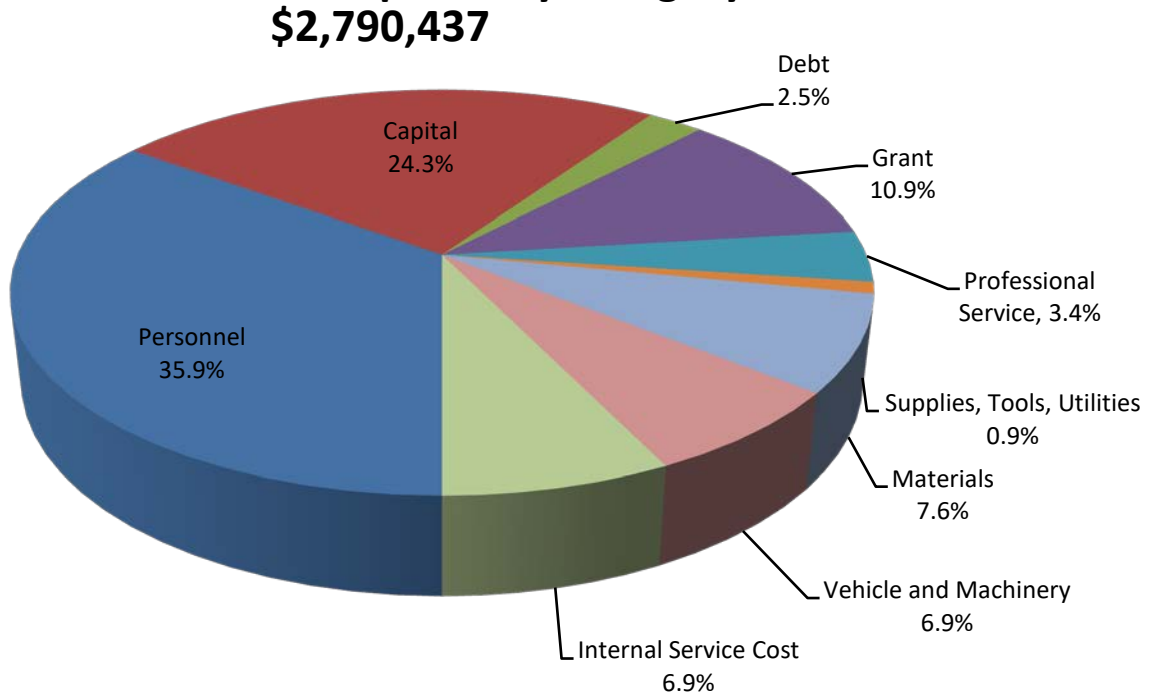
Street Fund

The Street Fund is used for transportation purposes in the City of Lebanon. It provides for the maintenance and expansion of transportation needs of our citizens; such as, repair and maintenance of existing public road system, and upgrades to local transportation system. Revenue sources are transportation tax; state gas and motor vehicle tax; and funding grants for projects.

Street Funds Available by Category



Street Fund Expense by Category



Fiscal Year 2016-2017 Accomplishments:

Projects planned for fiscal year 2016-2017 included 11,810 linear feet of pavement to be crack sealed, 18,990 linear feet of pavement to be overlaid with new asphalt, and 1,295 linear feet of street to be re-constructed with new curb and gutter, storm sewer, and pavement. As of December 14, 2016, 22,993 linear feet of pavement was crack sealed and 12,052 linear feet was overlaid with new asphalt. Another 6,938 linear feet of street is scheduled for asphalt overlay and 1,295 linear feet of street is scheduled for re-construction in the spring of 2017 bringing the total of streets with newly asphalted surfaces to 20,265 linear feet.

Fiscal Year 2018 Goals:

- I. **Goal:** All regulatory signs within the City of Lebanon street network meet Federal Highway Department regulations concerning retro-reflectivity.
Strategy: The City of Lebanon street network was divided into four zones, with work in zone one to begin in fiscal year 2018. Regulatory signs are scheduled for replacement with retro-reflective regulatory signs in one zone per year from 2018 to 2021.
Budgetary Factor: Availability of funds. Budget for sign materials increased \$8,000 per year to complete this program.
- II. **Goal:** Improve the Pavement Condition Index (PCI) score for the City of Lebanon street network.
Strategy: Perform street maintenance and re-construction on streets identified through street pavement inspections and recommended in the City of Lebanon Street Maintenance Plan. Fiscal year 2018 plans include performing maintenance activities to preserve the asphalt surface on 8.3 miles of local streets in the following areas: 1.04 miles of street between Lynn Street and the BNSF railroad tracks, 0.71 miles of street between Lynn Street and Rolling Hills Road, 1.55 miles of street between the railroad tracks and Interstate 44, 1.11 miles of street east of Jefferson Avenue and South of Interstate 44, 1.13 miles of street between Elm Street and South Jefferson Avenue, 0.42 miles of street between the railroad tracks and Elm Street, 1.14 miles of street between the railroad tracks and Bennett Street, and 0.27 miles of street between Bennett Street and Missouri Highway 64. Asphalt surface treatments will be applied to 0.65 miles of local streets and 0.28 miles of collector streets between the railroad and Elm Street. Maintenance activities to preserve the asphalt surface on 7.8 miles of Arterial and Collector streets are also planned.
Budgetary Factor: Availability of funds. In fiscal year 2017, 50% of the asphalt maintenance budget and 80% of the capital infrastructure budget was used for this purpose.

Performance Measurements:

	2014	2015	2016	2017 Estimate	2018 Projected
Blocks of City streets requiring pothole patching	148	276	101	110	120
Blocks of City streets in which tree trimming was performed	10	67	4	60	50
Blocks of City streets with new striping painted	27	69	27	10	30
Blocks of City streets crack sealed	27	30	71	79	80
Blocks of City streets in which asphalt surface was treated	23	11	28	0	3

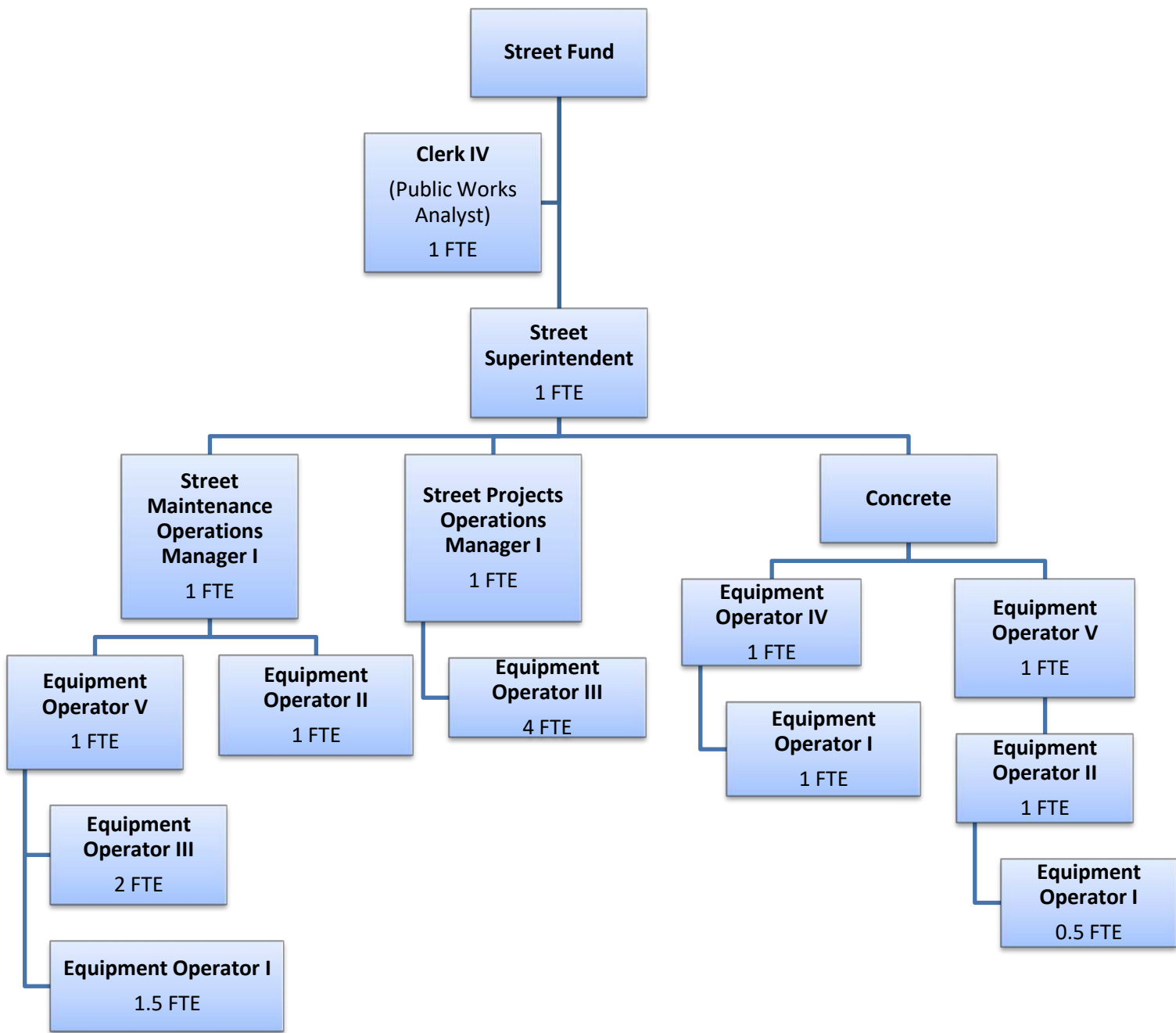
Previous Years' Goals:

- I. All stop signs within the City of Lebanon street network meet Federal Highway Department regulations concerning retro-reflectivity.
Status: Accomplished. Replaced 187 stop signs completing this project.
- II. Improve the Pavement Condition Index (PCI) score for the City of Lebanon street network.
Status: Accomplished through new asphaltting and maintenance efforts

Street Fund Revenue and Expense by Category

Street Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$1,757,811	\$1,725,000	\$1,725,000	\$1,700,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$721,675	\$1,010,540	\$993,440	\$905,058
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$19,161	\$0	\$439	\$0
Internal Service Revenue				
Total Revenues	\$2,498,647	\$2,735,540	\$2,718,879	\$2,605,058
Expenses				
Personnel	\$823,752	\$955,686	\$926,797	\$1,002,184
Capital	\$770,602	\$866,819	\$972,579	\$679,247
Debt	\$0	\$50,000	\$37,972	\$68,972
Grants	\$315,828	\$167,717	\$146,921	\$303,100
Utilities	\$9,899	\$20,300	\$12,912	\$13,800
Professional Services	\$23,447	\$85,930	\$86,152	\$112,670
Supplies and Materials	\$143,925	\$202,200	\$202,200	\$215,700
Tools, Equipment, and Vehicles	\$148,097	\$235,370	\$195,200	\$202,020
Benefit Expense				
Other				
Internal Service Expense	\$187,204	\$207,109	\$142,999	\$192,745
Total Expenses	\$2,422,754	\$2,791,131	\$2,723,731	\$2,790,437

Street Fund Organizational Chart



Street-Revenues			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	4-500-1000.002	Tax-Sales 0.5%	\$1,600,000	\$1,725,000	\$1,725,000	\$1,700,000
	Total Tax Revenue		\$1,600,000	\$1,725,000	\$1,725,000	\$1,700,000
08	4-500-2000.001	State Tax-Gas	\$385,000	\$385,000	\$385,000	\$385,000
08	4-500-2000.002	State Tax-Motor Vehicle	\$175,000	\$185,000	\$185,000	\$185,000
	Total State Tax Revenue		\$560,000	\$570,000	\$570,000	\$570,000
08	4-500-2005.002	Grant-Capital	\$738,512	\$440,540	\$423,440	\$335,058
	Total Grant Revenue		\$738,512	\$440,540	\$423,440	\$335,058
	Total Intergovernmental Revenue		\$1,298,512	\$1,010,540	\$993,440	\$905,058
08	4-500-3010.006	Misc. -Miscellaneous	\$0	\$0	\$439	\$0
	Total Miscellaneous Revenue		\$0	\$0	\$439	\$0
	Total Street Revenues		\$2,898,512	\$2,735,540	\$2,718,879	\$2,605,058
Street-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	5-500-1000.001	Fulltime Salary	\$484,865	\$557,450	\$534,505	\$577,100
08	5-500-1000.002	Part Time Salary	\$113,535	\$90,990	\$92,400	\$65,405
08	5-500-1000.005	Fulltime Overtime	\$9,720	\$11,390	\$11,390	\$10,720
08	5-500-1000.006	Part Time Overtime	\$1,065	\$0	\$800	\$650
	Total Salaries Expense		\$609,185	\$659,830	\$639,095	\$653,875
08	5-500-1005.001	Health Premium-Employee	\$33,775	\$36,960	\$41,200	\$61,610
08	5-500-1005.002	Health Premium-Family	\$78,360	\$81,240	\$75,000	\$98,540
08	5-500-1005.003	Dental Premium-Employee	\$3,900	\$3,900	\$3,900	\$3,900
08	5-500-1005.004	Dental Premium-Family	\$1,200	\$1,200	\$1,200	\$1,200
	Total Insurance Expense		\$117,235	\$123,300	\$121,300	\$165,250
08	5-500-1010.001	Life Insurance	\$825	\$900	\$900	\$945
	Total Life Insurance Expense		\$825	\$900	\$900	\$945
08	5-500-1015.001	Lagers-General	\$67,500	\$68,260	\$63,000	\$76,420
08	5-500-1015.004	Deferred Comp-Employer	\$7,150	\$7,150	\$7,300	\$9,750

Street-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Retirement Expense		\$74,650	\$75,410	\$70,300	\$86,170
08	5-500-1020.001	FICA-Employer	\$37,900	\$40,910	\$38,060	\$40,545
08	5-500-1020.002	Medicare-Employer	\$8,860	\$9,570	\$8,615	\$9,485
08	5-500-1020.003	Unemployment Compensation	\$6,110	\$6,600	\$6,600	\$6,540
08	5-500-1020.004	Workman's Compensation	\$25,894	\$25,894	\$25,894	\$25,959
	Total Payroll Taxes Expense		\$78,764	\$82,974	\$79,169	\$82,529
08	5-500-1025.001	Employee-Uniforms	\$9,500	\$9,500	\$12,261	\$9,500
08	5-500-1025.002	Employee-Dues/License/Membership	\$773	\$804	\$804	\$836
08	5-500-1025.003	Employee-Books	\$258	\$268	\$268	\$279
08	5-500-1025.005	Employee-Training	\$2,575	\$2,700	\$2,700	\$2,800
	Total Employee Expense		\$13,106	\$13,272	\$16,033	\$13,415
	Total Personnel Expense		\$893,765	\$955,686	\$926,797	\$1,002,184
08	5-500-2005.000	Capital Exp-Land	\$840,529	\$743,500	\$867,645	\$610,700
08	5-500-2020.000	Capital Exp-Machinery & Equipment	\$346,000	\$63,319	\$75,553	\$44,847
08	5-500-2025.000	Capital Exp-Vehicles	\$32,800	\$40,000	\$29,381	\$0
08	5-500-2030.000	Capital Exp-Infrastructure	\$0	\$20,000	\$0	\$23,700
	Total Capital Expense		\$1,219,329	\$866,819	\$972,579	\$679,247
08	5-500-3020.000	Debt - Lease Purchase	\$0	\$50,000	\$37,972	\$68,972
	Total Debt Expense		\$0	\$50,000	\$37,972	\$68,972
08	5-500-4005.002	Grants-Capital Improvement	\$637,930	\$167,717	\$146,921	\$303,100
	Total Grant Expense		\$637,930	\$167,717	\$146,921	\$303,100
08	5-500-5000.001	Utilities-Electric	\$275	\$290	\$0	\$0
08	5-500-5005.001	Utilities-Propane	\$11,320	\$12,860	\$6,242	\$7,000
08	5-500-5010.001	Utilities-Landline and Fiber	\$1,040	\$1,000	\$1,000	\$1,100
08	5-500-5015.001	Utilities-Cell Phones	\$3,810	\$4,000	\$4,000	\$4,000
08	5-500-5025.001	Utilities-Solid Waste	\$2,060	\$2,150	\$1,670	\$1,700
	Total Utilities Expense		\$18,505	\$20,300	\$12,912	\$13,800
08	5-500-6000.002	Prof Services-Engineering	\$25,000	\$50,000	\$50,000	\$50,000

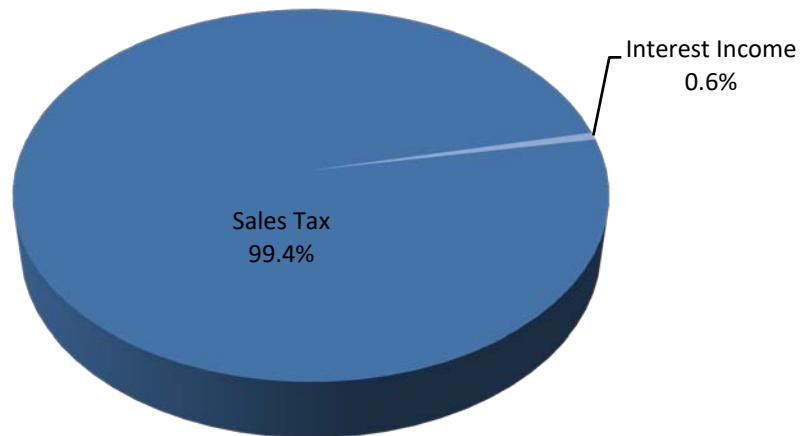
Street-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	5-500-6000.003	Prof Services-Surveying	\$9,500	\$5,000	\$5,000	\$5,000
08	5-500-6000.007	Prof Services-Toxicology Test	\$1,030	\$1,270	\$1,270	\$1,270
08	5-500-6000.008	Prof Services-MSHP Background Check	\$1,030	\$1,270	\$1,270	\$1,270
08	5-500-6000.011	Prof Services - Dues &	\$15	\$0	\$11	\$20
08	5-500-6000.015	Prof Services-Service Contracts	\$225	\$0	\$224	\$20,230
08	5-500-6000.018	Prof Services-Damage Claims	\$3,090	\$3,200	\$3,200	\$3,200
	Total General Professional Service Expense		\$39,890	\$60,740	\$60,975	\$80,990
08	5-500-6005.001	Insurance-Vehicle	\$12,875	\$13,293	\$12,215	\$12,585
08	5-500-6005.002	Insurance-Equipment	\$7,480	\$7,475	\$6,940	\$7,150
08	5-500-6005.003	Insurance-Building & Property	\$465	\$544	\$628	\$650
08	5-500-6005.008	Insurance-City Street	\$0	\$0	\$1,515	\$1,565
	Total Insurance Expense		\$20,820	\$21,312	\$21,298	\$21,950
08	5-500-6010.003	Advertising-Print	\$515	\$540	\$540	\$560
	Total Advertising Expense		\$515	\$540	\$540	\$560
08	5-500-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$2,535
08	5-500-6020.001	Software-Purchase	\$0	\$0	\$0	\$6,635
08	5-500-6020.002	Software-Upgrade	\$0	\$1,723	\$1,724	\$0
08	5-500-6020.003	Software-Agreement	\$0	\$1,615	\$1,615	\$0
	Total Software Expense		\$0	\$3,338	\$3,339	\$9,170
	Total Professional Service Expense		\$61,225	\$85,930	\$86,152	\$112,670
08	5-500-7000.001	Supplies-Operational	\$773	\$1,000	\$1,000	\$1,000
	Total General Office Supplies Expense		\$773	\$1,000	\$1,000	\$1,000
08	5-500-7015.004	Supplies-Safety	\$2,220	\$2,500	\$2,500	\$2,500
	Total Medical and Safety Supplies Expense		\$2,220	\$2,500	\$2,500	\$2,500
	Total Supplies		\$2,993	\$3,500	\$3,500	\$3,500
08	5-500-7500.001	Materials-Asphalt	\$104,000	\$115,000	\$115,000	\$125,000
08	5-500-7500.002	Materials-Rock	\$6,900	\$6,500	\$6,500	\$10,000
08	5-500-7505.003	Materials-Pipe-Misc.	\$1,000	\$1,000	\$1,000	\$1,000

Street-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	5-500-7510.001	Materials-Paint	\$13,500	\$14,000	\$14,000	\$14,000
08	5-500-7510.002	Materials-Signs	\$14,765	\$10,700	\$10,700	\$10,700
08	5-500-7525.001	Materials-Infrastructure Maintenance	\$51,500	\$51,500	\$51,500	\$51,500
	Total Material Expense		\$191,665	\$198,700	\$198,700	\$212,200
08	5-500-8000.001	Tools-Repair	\$1,288	\$1,300	\$1,300	\$1,300
08	5-500-8000.002	Tools- Maintenance	\$1,288	\$1,300	\$1,300	\$1,300
08	5-500-8000.003	Tools-Supplies	\$5,150	\$5,400	\$5,400	\$5,600
	Total Tools and Portable Equipment Expense		\$7,726	\$8,000	\$8,000	\$8,200
08	5-500-8300.001	Equipment-Repair	\$51,100	\$39,500	\$57,500	\$41,000
08	5-500-8300.002	Equipment-Maintenance	\$28,610	\$33,700	\$33,700	\$33,700
08	5-500-8300.003	Equipment-Supplies	\$500	\$500	\$500	\$500
08	5-500-8300.004	Equipment-Equipment	\$1,000	\$1,000	\$1,000	\$1,000
08	5-500-8300.005	Equipment-Fuel	\$26,350	\$30,000	\$10,500	\$10,900
08	5-500-8300.006	Equipment-Rental	\$25	\$0	\$1,500	\$5,500
	Total Machinery and Equipment Expense		\$107,585	\$104,700	\$104,700	\$92,600
08	5-500-8600.001	Vehicle-Repair	\$24,250	\$39,250	\$30,000	\$40,800
08	5-500-8600.002	Vehicle-Maintenance	\$21,920	\$31,920	\$25,000	\$31,920
08	5-500-8600.003	Vehicle-Supplies	\$500	\$500	\$500	\$500
08	5-500-8600.004	Vehicle-Equipment	\$1,000	\$1,000	\$1,000	\$1,000
08	5-500-8600.005	Vehicle-Fuel	\$32,465	\$50,000	\$26,000	\$27,000
	Total Vehicle Expense		\$80,135	\$122,670	\$82,500	\$101,220
	Total Tools, Machinery, and Vehicle Expense		\$195,446	\$235,370	\$195,200	\$202,020
08	5-500-9910.000	Internal Service-Personnel	\$189,235	\$207,109	\$142,999	\$192,745
	Total Internal Service-Personnel		\$189,235	\$207,109	\$142,999	\$192,745
	Total Internal Service		\$189,235	\$207,109	\$142,999	\$192,745
	Total Street Expense		\$3,410,093	\$2,791,131	\$2,723,731	\$2,790,437

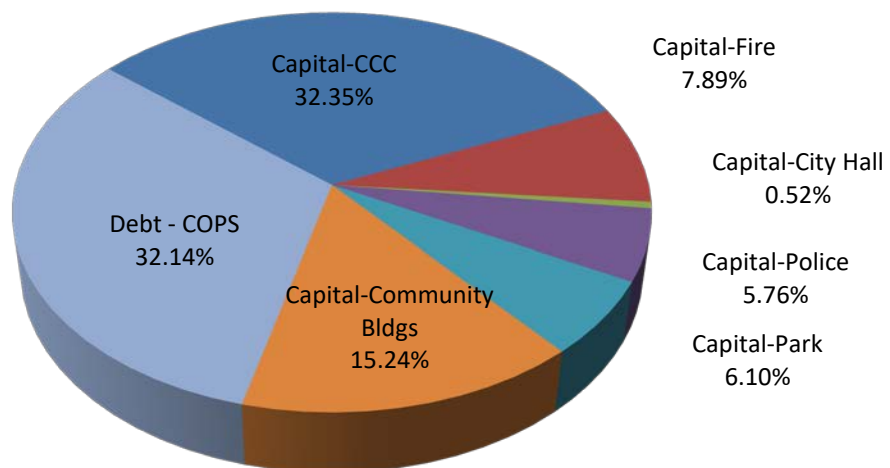
Capital Fund

The Capital Fund is used for capital infrastructure and recreational projects. Additionally the fund pays for the debt service related to these types of projects. The monies collected are from a ½ cent voters approved sales tax.

Capital Funds Available by Category



Capital Expense by Category



Capital Fund Revenue and Expense by Category

Capital Fund	2016 Actual	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$1,757,292	\$1,725,000	\$1,725,000	\$1,725,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$1,757,292	\$1,725,000	\$1,725,000	\$1,725,000
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$584,032	\$1,263,500	\$769,536	\$1,558,150
Debt	\$1,169,030	\$1,175,850	\$1,175,700	\$737,915
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0
Supplies and Materials	\$0	\$0	\$0	\$0
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$0
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
Total Expenses	\$1,753,062	\$2,439,350	\$1,945,236	\$2,296,065

Capital-Administration Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated	Proposed
22	4-600-1000.002	Tax-Sales 0.5%	\$1,580,000	\$1,725,000	\$1,725,000	\$1,725,000
	Total Tax Revenue		\$1,580,000	\$1,725,000	\$1,725,000	\$1,725,000
22	4-600-3010.003	Misc.-Interest Income	\$10,000	\$0	\$0	\$0
	Total Miscellaneous Revenue		\$10,000	\$0	\$0	\$0
	Total Administration Revenue		\$1,590,000	\$1,725,000	\$1,725,000	\$1,725,000
Capital-Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated	Proposed
22	5-600-3005.000	Debt-COPS	\$1,169,035	\$1,175,850	\$1,175,700	\$737,915
	Total Debt Expense		\$1,169,035	\$1,175,850	\$1,175,700	\$737,915
	Total Administration Expense		\$1,169,035	\$1,175,850	\$1,175,700	\$737,915
Capital-General Expenses						
22	5-605-2005.000	Capital Exp-Land and Improvement	\$180,000	\$120,000	\$99,730	\$35,000
22	5-605-2010.000	Capital Exp-Building and Improvement	\$350,000	\$757,500	\$337,000	\$959,000
22	5-605-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$21,900	\$18,810	\$0
22	5-605-2020.000	Capital Exp-Machinery and Equipment	\$55,005	\$174,100	\$146,756	\$133,250
22	5-605-2025.000	Capital Exp-Vehicles	\$122,000	\$90,000	\$62,340	286,000
22	5-605-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$4,900	\$4,900
	Total Capital-General Expense		\$707,005	\$1,163,500	\$669,536	\$1,418,150
Capital-Park Expenses						
22	5-650-2005.000	Capital Exp-Land and Improvement	\$135,000	\$100,000	\$100,000	\$0
22	5-650-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$0	\$140,000
	Total Capital-Park Expense		\$135,000	\$100,000	\$100,000	\$140,000
	Total Capital Expense		\$2,011,040	\$2,439,350	\$1,945,236	\$2,296,065

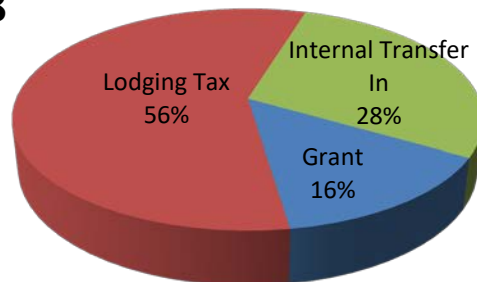
Tourism Fund

Tourism is responsible for providing marketing and educational opportunities for the many events and visitors to the Lebanon area. This is accomplished through both conventional and non-conventional marketing channels. The Tourism Department attends trade shows and other events during the year marketing all the resources available in Lebanon and the surrounding area for visitors to do during their stay. The main revenue source is the lodging tax paid by hoteliers located in the City.

An advisory committee was established to advise the director of tourism and governing body and make recommendations regarding lodging tax and other tourism revenues which may be generated, tourism and marketing committee membership, programs and expenditures for promotion of convention and tourism related activities. The advisory committee consists of nine members who are appointed by the mayor and approved by a majority of the members of city council. The membership consists of a community leader or a representative of a business in the City of Lebanon, one from each sector: an hotelier, a retailer, a restaurateur, an operator from the Bennett Spring area, a Route 66 Society member, a member of the city council, two at-large representatives residing in the City of Lebanon with working tourism/marketing knowledge, and a citizen at-large from within Laclede County, not within the incorporated limits of the city, with working tourism/marketing knowledge. The city administrator, the President of the Lebanon Regional Economic Development Incorporated and the executive director of the Lebanon Area Chamber of Commerce sit on the committee as non-voting members.

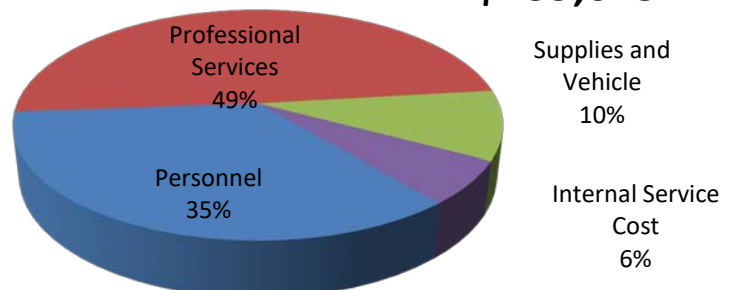
Tourism Funds Available by Category

\$212,988



Tourism Expense by Category

\$239,025



Fiscal Year 2016-2017 Accomplishments:

- I. Recertified as the County DMO to be eligible to participate in state grant opportunities.
- II. Surpassed all historical key performance indicators.

Fiscal Year 2018 Goals:

- I. **Goal:** Grow the department's revenue and staff.
Strategy: Institute new revenue streams and start the process of getting an increase to the lodging tax passed. Hire a person.
Budgetary Factor: Currently there is no budget for additional staff.

Performance Measurements:

	2010	2010	2012	2013	2014	2015	2016
Lead Generation	*	*	1581	5381	6273	9573	11,188
Local Engagement (Number of Outlets)	*	*	*	1	2	4	,
Lodging Tax Contributors (Ord/Vol)	16-12/4	15-12/3	14-12/2	13- 12/1	13-12/1	12-11/1	12/11/1

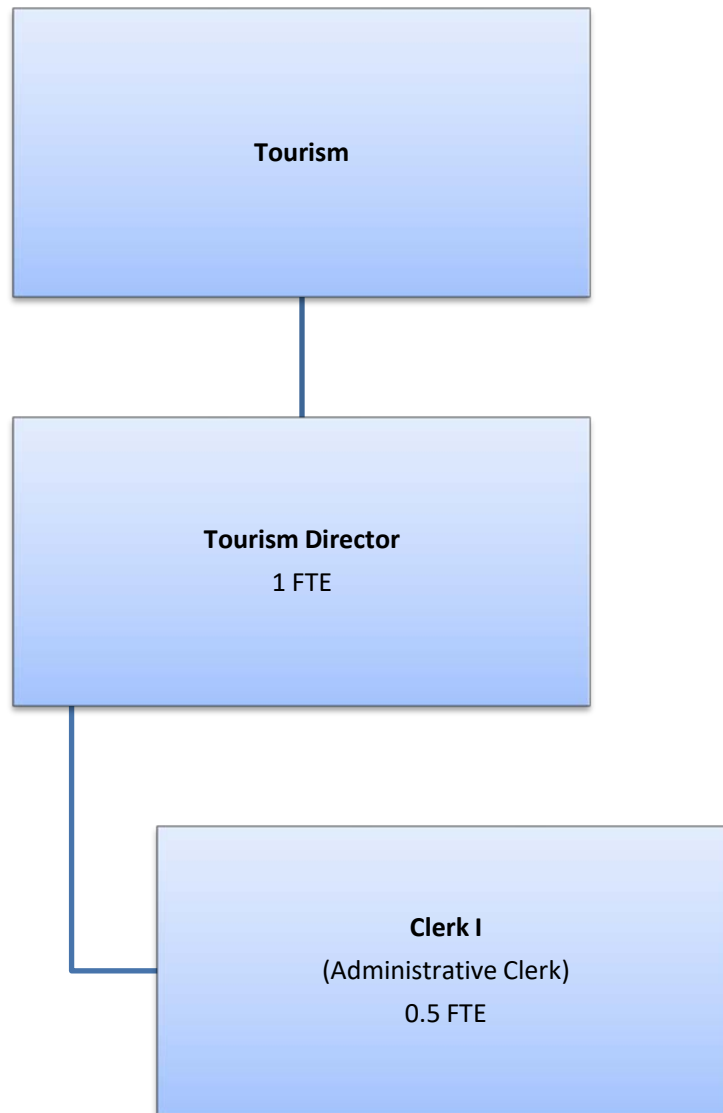
Previous Years' Goals:

- I. Increase the economic impact of tourism in Lebanon Laclede County Missouri through increased visitation.
Status: According to an independent study the tourism program increased impact to the area \$200K over the previous year's gross revenue (conservatively).
- II. Increase local interest and knowledge of events throughout the area.
Status: Ongoing effort, little ability to gauge the success of this goal without instituting a survey at events.

Tourism Fund Revenue and Expense by Category

Tourism Fund	2016 Actual	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$128,012	\$120,000	\$120,000	\$120,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$24,050	\$30,000	\$30,000	\$32,988
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$60,000	\$60,000	\$60,000	\$60,000
Total Revenues	\$212,062	\$210,000	\$210,000	\$212,988
Expenses				
Personnel	\$67,769	\$65,256	\$65,719	\$84,120
Capital	\$0	\$1,438	\$1,167	\$1,601
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$483	\$500	\$500	\$500
Professional Services	\$92,129	\$115,689	\$115,710	\$117,265
Supplies and Materials	\$18,924	\$19,150	\$19,150	\$19,150
Tools, Equipment, and Vehicles	\$654	\$1,800	\$1,800	\$1,800
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$7,680	\$9,200	\$10,342	\$14,589
Total Expenses	\$187,639	\$213,033	\$214,388	\$239,025

Tourism Organizational Chart



Tourism-Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
40	4-500-1000.006	Tax-Lodging	\$115,000	\$120,000	\$120,000	\$120,000
	Total Tax Revenue		\$115,000	\$120,000	\$120,000	\$120,000
40	4-500-2005.001	Grant-Operative	\$32,000	\$30,000	\$30,000	\$32,988
	Total Grant Revenue		\$32,000	\$30,000	\$30,000	\$30,000
40	4-500-9999.001	Interfund Transfer	\$60,000	\$60,000	\$60,000	\$60,000
	Total Interfund Transfer		\$60,000	\$60,000	\$60,000	\$60,000
	Total Tourism Revenue		\$207,000	\$210,000	\$210,000	\$212,988
Tourism-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
40	5-500-1000.001	Fulltime Salary	\$45,840	\$46,300	\$46,300	\$47,220
40	5-500-1000.002	Parttime Salary	\$0	\$0	\$0	\$13,870
	Total Salaries Expense		\$45,840	\$46,300	\$46,300	\$61,090
40	5-500-1005.001	Health Premium-Employee	\$5,675	\$5,280	\$5,280	\$7,510
40	5-500-1005.003	Dental Premium-Employee	\$305	\$300	\$300	\$300
	Total Insurance Expense		\$5,980	\$5,580	\$5,580	\$7,810
40	5-500-1010.001	Life Insurance	\$60	\$60	\$60	\$65
	Total Life Insurance Expense		\$60	\$60	\$60	\$65
40	5-500-1015.001	Lagers-General	\$6,051	\$5,556	\$6,019	\$6,139
40	5-500-1015.004	Deferred Comp-Employer	\$650	\$650	\$650	\$650
	Total Retirement Expense		\$6,701	\$6,206	\$6,669	\$6,789
40	5-500-1020.001	FICA-Employer	\$2,840	\$2,870	\$2,870	\$3,790
40	5-500-1020.002	Medicare-Employer	\$660	\$670	\$670	\$890
40	5-500-1020.003	Unemployment Compensation	\$460	\$460	\$460	\$615
40	5-500-1020.004	Workman's Compensation	\$0	\$160	\$160	\$121
	Total Payroll Taxes Expense		\$3,960	\$4,160	\$4,160	\$5,416
40	5-500-1025.002	Employee-Dues/License/Membership	\$800	\$750	\$750	\$750
40	5-500-1025.004	Employee-Travel/Hotel	\$5,870	\$1,450	\$1,450	\$1,450

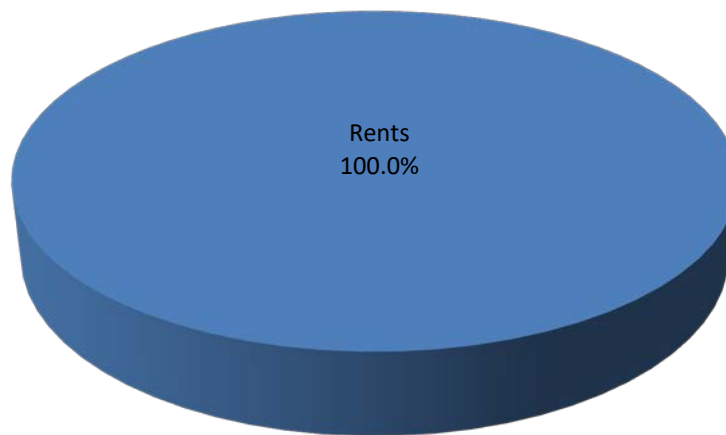
Tourism-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
40	5-500-1025.005	Employee-Training	\$1,220	\$750	\$750	\$750
	Total Employee Expense		\$7,890	\$2,950	\$2,950	\$2,950
	Total Personnel Expense		\$70,431	\$65,256	\$65,719	\$84,120
40	5-500-2020.000	Capital Exp-Machinery and Equipment	\$0	\$1,438	\$1,167	\$1,601
	Total Capital Expense		\$0	\$1,438	\$1,167	\$1,601
40	5-500-5020.002	Utilities-Internet Mobile	\$485	\$500	\$500	\$500
	Total Utilities Expense		\$485	\$500	\$500	\$500
40	5-500-6000.007	Prof Services-Toxicology Test	\$50	\$50	\$50	\$50
40	5-500-6000.014	Prof Services-Event Planning	\$10,000	\$15,950	\$15,950	\$15,950
40	5-500-6000.019	Prof Services-CC Fees	\$0	\$0	\$20	\$20
	Total General Professional Service Expense		\$10,050	\$16,000	\$16,020	\$16,020
40	5-500-6005.001	Insurance-Vehicle	\$700	\$0	\$0	\$0
	Total Insurance Expense		\$700	\$0	\$0	\$0
40	5-500-6010.003	Advertising-Print	\$41,000	\$46,039	\$46,039	\$46,039
40	5-500-6010.004	Advertising-Internet	\$21,000	\$25,696	\$25,696	\$25,696
40	5-500-6010.005	Advertising-Billboard	\$12,000	\$10,320	\$10,320	\$10,320
40	5-500-6010.006	Advertising-Radio	\$0	\$4,000	\$4,000	\$4,000
40	5-500-6010.007	Advertising-Television	\$16,560	\$12,945	\$12,945	\$12,945
	Total Advertising Expense		\$90,560	\$99,000	\$99,000	\$99,000
40	5-500-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$1,085
40	5-500-6020.001	Software-Purchase	\$0	\$0	\$0	\$1,160
40	5-500-6020.002	Software-Upgrade	\$0	\$689	\$690	\$0
	Total Software Expense		\$0	\$689	\$690	\$2,245
	Total Professional Services Expense		\$101,310	\$115,689	\$115,710	\$117,265
40	5-500-7000.001	Supplies-Operational	\$2,600	\$1,000	\$1,000	\$1,000
40	5-500-7000.002	Supplies-Computer Accessories	\$0	\$0	\$0	\$0
40	5-500-7005.002	Supplies-Mailing	\$150	\$150	\$150	\$150
40	5-500-7005.003	Supplies-Postage	\$4,000	\$4,000	\$4,000	\$4,000

Tourism-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
40	5-500-7005.006	Supplies-Promo-Education	\$15,000	\$14,000	\$14,000	\$14,000
	Total General Office Supplies Expense		\$21,750	\$19,150	\$19,150	\$19,150
40	5-500-8600.002	Vehicle-Maintenance	\$500	\$500	\$500	\$500
40	5-500-8600.003	Vehicle-Supplies	\$500	\$500	\$500	\$500
40	5-500-8600.005	Vehicle-Fuel	\$800	\$800	\$800	\$800
	Total Vehicle Expense		\$1,800	\$1,800	\$1,800	\$1,800
40	5-500-9910.000	Internal Service-Personnel	\$8,281	\$9,200	\$10,342	\$14,589
	Total Internal Service-Personnel		\$8,281	\$9,200	\$10,342	\$14,589
	Total Internal Service		\$8,281	\$9,200	\$10,342	\$14,589
	Total Tourism Expense		\$204,057	\$213,033	\$214,388	\$239,025

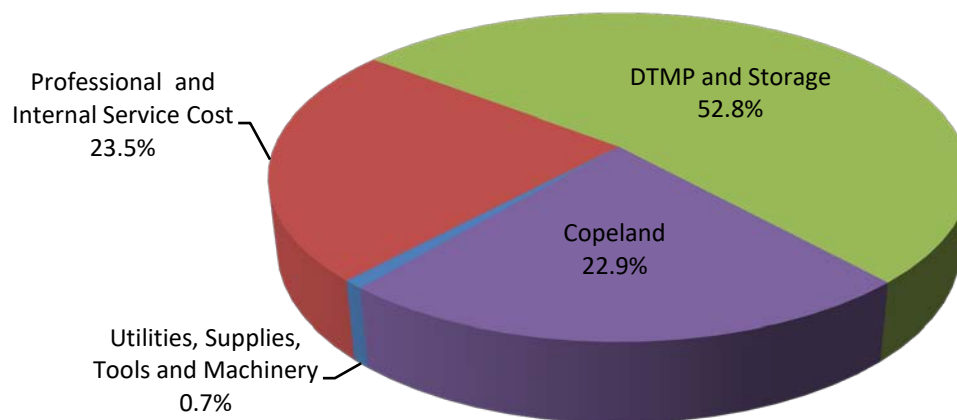
Economic Development

The Economic Development Fund accounts for revenue and expenditures associated with city owned properties that are rented to various businesses and industries.

Economic Development Sources of Revenue \$1,185,420



Economic Development Expense \$926,533



Economic Development Fund Revenue and Expense by Category

Economic Development Fund	2016 Actual	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$24,933	\$0	\$1,026	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$1,314,794	\$1,179,420	\$1,179,420	\$1,179,420
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$6,045	\$6,000	\$6,052	\$6,000
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$1,345,772	\$1,185,420	\$1,186,498	\$1,185,420
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$0	\$210,000	-\$86,925	\$210,000
Debt	\$1,133,176	\$727,404	\$727,404	\$484,000
Grants	\$0	\$0	\$0	\$0
Utilities	\$2,122	\$3,200	\$2,550	\$2,850
Professional Services	\$122,498	\$142,070	\$190,935	\$148,490
Supplies and Materials	\$2,573	\$10,075	\$3,325	\$9,825
Tools, Equipment, and Vehicles	\$249	\$2,250	\$1,550	\$2,250
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$69,332	\$79,592	\$89,500	\$69,118
Total Expenses	\$1,329,949	\$1,174,591	\$928,339	\$926,533

Economic Development-Revenues			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	4-700-3010.006	Misc. Miscellaneous	\$6,000	\$6,000	\$6,052	\$6,000
	Total Economic Development General Revenue		\$6,000	\$6,000	\$6,052	\$6,000
45	4-715-2005.002	Grant-Capital	\$0	\$0	\$1,026	\$0
	Total Grant Revenue		\$0	\$0	\$1,026	\$0
45	4-715-3005.001	Rental-Buildings	\$557,325	\$557,325	\$557,325	\$557,325
	Total DTMP Revenues		\$557,325	\$557,325	\$558,351	\$557,325
45	4-730-3005.001	Rental-Buildings	\$747,400	\$622,095	\$622,095	\$622,095
	Total Copeland Revenues		\$747,400	\$622,095	\$622,095	\$622,095
	Total Economic Development Revenue		\$1,310,725	\$1,185,420	\$1,186,498	\$1,185,420
Economic Development-General Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	5-700-2005.000	Capital Exp - Land & Improvements	\$0	\$0	\$36,575	\$0
45	5-700-2010.000	Capital Exp-Building and Improvement	\$0	\$0	-\$123,500	\$0
	Total Capital Expense		\$0	\$0	-\$86,925	\$0
45	5-700-5000.001	Utilities-Electric	\$1,800	\$1,800	\$1,200	\$1,500
45	5-700-5000.002	Utilities-Water	\$400	\$400	\$400	\$400
45	5-700-5000.003	Utilities-Sewer	\$465	\$500	\$450	\$450
45	5-700-5010.000	Utilities-Landline & Fiber	\$600	\$500	\$500	\$500
	Total Utilities Expense		\$3,265	\$3,200	\$2,550	\$2,850
45	5-700-6000.002	Prof Services-Engineering	\$800	\$5,000	\$5,000	\$26,500
45	5-700-6000.003	Prof Services - Surveying	\$0	\$0	\$49,100	\$0
45	5-700-6000.012	Prof Services-Planning	\$50,000	\$50,000	\$50,000	\$50,000
45	5-700-6000.016	Prof Services- Taxes and Fees	\$25	\$0	\$10	\$10
	Total General Professional Service Expense		\$50,825	\$55,000	\$104,110	\$76,510
45	5-700-6005.003	Insurance-Building & Property	\$2,200	\$2,070	\$1,825	\$1,880
	Total Insurance Expense		\$2,200	\$2,070	\$1,825	\$1,880
45	5-700-6010.001	Advertising-Public Notices	\$100	\$0	\$0	\$100

Economic Development-General Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Advertising Expense		\$100	\$0	\$0	\$100
45	5-700-6015.000	Service Agreements-General	\$70,000	\$70,000	\$70,000	\$70,000
	Total Service Agreement Expense		\$70,000	\$70,000	\$70,000	\$70,000
45	5-500-6020.001	Software-Purchase	\$0	\$15,000	\$15,000	\$0
	Total Software Expense		\$0	\$15,000	\$15,000	\$0
	Total Professional Service Expense		\$123,125	\$142,070	\$190,935	\$148,490
45	5-700-7000.001	Supplies-Operational	\$55	\$400	\$150	\$250
45	5-700-7005.002	Supplies-Mailing	\$0	\$250	\$0	\$150
45	5-700-7005.004	Supplies-Paper	\$10	\$25	\$25	\$25
45	5-700-7005.006	Supplies-Promo-Education	\$2,500	\$2,500	\$2,500	\$2,500
	Total General Office Supplies Expense		\$2,565	\$3,175	\$2,675	\$2,925
45	5-700-7510.003	Materials-Fitting	\$150	\$150	\$50	\$150
45	5-700-7525.001	Materials-Infrastructure	\$1,000	\$1,000	\$500	\$1,000
	Total Material Expense		\$1,150	\$1,150	\$550	\$1,150
45	5-700-8300.001	Equipment-Repair	\$250	\$250	\$150	\$250
	Total Equipment Expense		\$250	\$250	\$150	\$250
45	5-700-8600.005	Vehicle-Fuel	\$250	\$500	\$400	\$500
	Total Vehicle Expense		\$250	\$500	\$400	\$500
45	5-700-9910.000	Internal Service-Personnel	\$12,906	\$19,592	\$14,500	\$9,118
45	5-700-9999.000	Interfund Transfer	\$60,000	\$60,000	\$75,000	\$60,000
	Total Internal Service		\$72,906	\$79,592	\$89,500	\$69,118
	Total Economic Development General Expense		\$203,511	\$229,937	\$199,835	\$225,283

Detroit Tool Metal Products

This program was developed to manage the expenses for the lease agreement between the City and Detroit Tool Metal Products

Economic Development-Detroit Tools Metal Products Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	5-715-3025.000	Debt-Internal Obligation	\$484,000	\$484,000	\$484,000	\$484,000
	Total Debt Expense		\$484,000	\$484,000	\$484,000	\$484,000
45	5-715-7000.001	Supplies-Operational	\$250	\$250	\$0	\$250
45	5-715-7000.004	Supplies-Small Tools	\$250	\$250	\$0	\$250
	Total General Office Supplies Expense		\$500	\$500	\$0	\$500
45	5-715-7500.001	Materials-Asphalt	\$500	\$2,500	\$0	\$2,500
45	5-715-7500.003	Materials-Concrete	\$500	\$1,000	\$0	\$1,000
45	5-715-7510.003	Materials-Fittings	\$500	\$500	\$0	\$500
45	5-715-7510.004	Materials-Hardware	\$500	\$1,000	\$0	\$1,000
	Total Material Expense		\$2,000	\$5,000	\$0	\$5,000
	Total Detroit Tool Metal Products Expense		\$486,500	\$489,500	\$484,000	\$489,500

Copeland

This program was established to manage the expenses for the lease agreement between Copeland and the City.

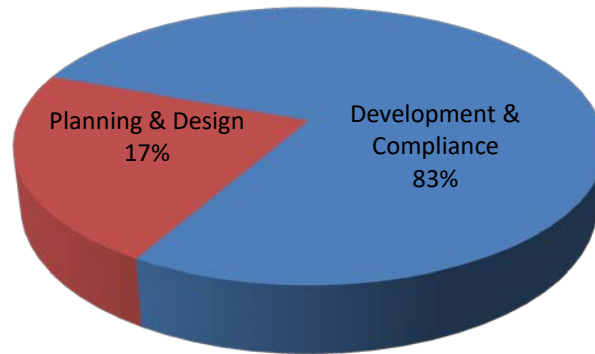
Economic Development-Copeland Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	5-730-2010.000	Capital Exp-Building and Improvement	\$0	\$210,000	\$0	\$210,000
	Total Capital Expense		\$0	\$210,000	\$0	\$210,000
45	5-730-3025.000	Debt-Internal Obligation	\$649,211	\$243,404	\$243,404	\$0
	Total Debt Expense		\$649,211	\$243,404	\$243,404	\$0
45	5-730-7000.001	Supplies-Operational	\$260	\$250	\$100	\$250
45	5-730-7000.004	Supplies-Small Tools	\$50	\$0	\$0	\$0
	Total General Office Supplies Expense		\$310	\$250	\$100	\$250
45	5-730-7500.001	Materials-Asphalt	\$500	\$0	\$0	\$0
45	5-730-7500.002	Materials-Rock	\$250	\$0	\$0	\$0
45	5-730-7500.003	Materials-Concrete	\$250	\$0	\$0	\$0
45	5-730-7510.001	Materials-Paint	\$250	\$0	\$0	\$0
45	5-730-7510.003	Materials-Fittings	\$150	\$0	\$0	\$0
45	5-730-7510.004	Materials-Hardware	\$100	\$0	\$0	\$0
	Total Material Expense		\$1,500	\$0	\$0	\$0
45	5-730-8300.001	Equipment-Repair	\$300	\$500	\$500	\$500
45	5-730-8300.002	Equipment-Maintenance	\$500	\$1,000	\$500	\$1,000
	Total Equipment Expense		\$800	\$1,500	\$1,000	\$1,500
	Total Copeland Expense		\$651,821	\$455,154	\$244,504	\$211,750
	Total Economic Development Expense		\$1,341,832	\$1,174,591	\$928,339	\$926,533

Community Development Fund

Community Development Fund is made up of the Community Development Administration and Engineering and Mapping.

Community Development Expense by Category

\$806,932



Community Development Fund Revenue and Expense by Category

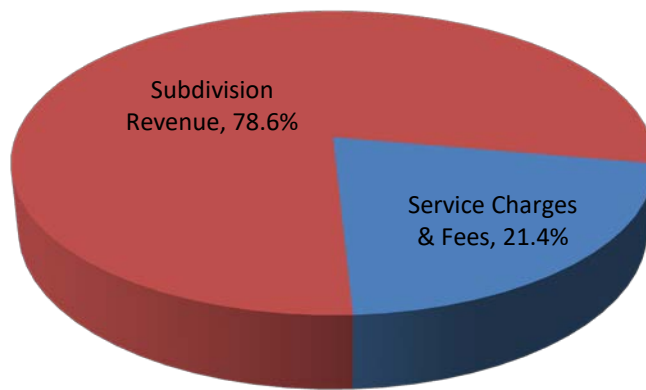
Community Development Fund	2016 Actual	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$359,580	\$290,350	\$198,480	\$273,571
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$331,548	\$411,354	\$451,508	\$533,361
Total Revenues	\$691,127	\$701,704	\$649,988	\$806,932
Expenses				
Personnel	\$316,326	\$338,395	\$331,729	\$371,067
Capital	\$345,044	\$414,066	\$454,358	\$380,799
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$1,834	\$2,500	\$1,824	\$2,500
Professional Services	\$22,658	\$49,214	\$47,277	\$38,115
Supplies and Materials	\$3,495	\$7,000	\$4,570	\$8,100
Tools, Equipment, and Vehicles	\$1,770	\$6,550	\$3,750	\$6,350
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
Total Expenses	\$691,127	\$817,725	\$843,508	\$806,932

Development and Compliance

The City of Lebanon Development and Compliance Department is responsible for the administration and enforcement of codes, as set forth by the City Council, regulating construction, use or occupancy of buildings and structures. This department administers all zoning, building, access management, and subdivision ordinances adopted by the City Council.

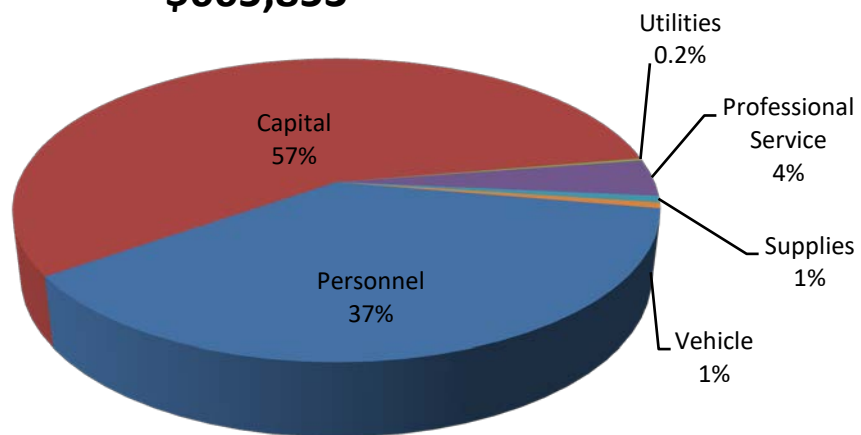
Development & Compliance Revenue by Category

\$273,571



Development and Compliance Expense by Category

\$665,853



Fiscal Year 2016-2017 Accomplishments:

Development and Compliance has completed the task of developing a new set of customer friendly forms to aid in the building permit process, both residential and commercial. These forms will also aid the Plan Examiner in his review process therefore saving valuable time and money.

We have also taken the residential inspection process to a higher level in securing engineered drawing from Olsson Engineering Firm. These drawing will include everything from a simple crawl space to a 10 foot basement wall. Contractors will be required to construct concrete footings and foundations to these specific drawings.

We are also in the process of performing contractor training session in the four major phases in construction of a dwelling. It also gives the contractors a better understanding of what we expect as for as being code compliant.

Fiscal Year 2018 Goals:

- I. **Goal:** Continuing to strive for excellence in the Development and Compliance Department as for as customer satisfaction and a well balanced working relationship with the Community.
Strategy: Strive for perfection in the area of customer service and will continue to do so.
Budgetary Factor: Non budgetary
- II. **Goal:** Continuing education for both inspectors in all fields of the code.
Strategy: Make available funds and resources to complete the certification process.
Budgetary Factor: Budget funds for training and certification.

Performance Measurements:

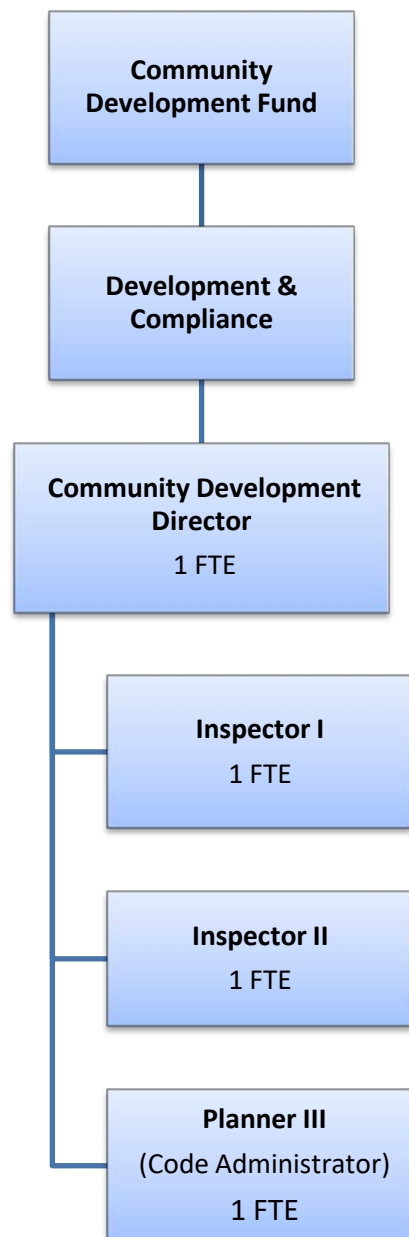
Performance Measures	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Projected
Number of building permits issued	36	11	16	27	40	42	50
Number of Housing Inspections	1538	1524	1559	1480	1471	1490	*1500
Number of Compliances	387	362	222	205	197	219	*225
Number of Demolitions	17	8	18	30	18	34	20
Number of Planning & Zoning meetings	2	8	8	11	11	11	11

Previous Years' Goals:

- I. Certify Housing Inspector/ Compliance Officer in all aspects of the 2006 Residential Code such as Building Inspector, Electrical Inspector, Plumbing Inspector and HVAC Inspector. Certify Code Administrator in all aspects of the 2006 International Building Code such as Commercial Building/Electrical/ Plumbing and HVAC Inspector.
Status: On-going. Steve has performed the task of acquiring a International Code Council Plumbing certification.

- II. Implement data base system to electronically store recorded plats and subdivision for ease of access.
Status: This project was completed in late summer of 2016.
- III. Continuing education and certifications in all aspects of the International Code Council Codes
Status: This is an ongoing project in yearly attendance to training seminars and attending classes for code re certification.
- IV. Implement commercial inspection program in fall 2016.
Status: The residential and commercial inspection program is scheduled to be presented to Council in January work Session 2017.

Development and Compliance Organizational Chart



Community Development-Administration Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	4-300-3000.003	Material Sales	\$0	\$0	\$0	\$10,000
50	4-300-3000.005	Building Permits and Inspections	\$0	\$0	\$0	\$40,000
50	4-300-3000.006	Development & Compliance	\$0	\$0	\$0	\$8,500
50	4-300-3000.008	Subdivision Design & Construction	\$330,000	\$290,350	\$198,480	\$215,071
	Total Administration Revenue		\$330,000	\$290,350	\$198,480	\$273,571
Development & Compliance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	5-305-1000.001	Fulltime Salary	\$163,770	\$148,550	\$154,304	\$163,535
	Total Salaries Expense		\$163,770	\$148,550	\$154,304	\$163,535
50	5-305-1005.002	Health Premium-Family	\$39,600	\$35,880	\$29,025	\$42,025
50	5-305-1005.003	Dental Premium-Employee	\$1,200	\$1,200	\$900	\$1,200
	Total Insurance Expense		\$40,800	\$37,080	\$29,925	\$43,225
50	5-305-1010.001	Life Insurance	\$170	\$240	\$180	\$255
	Total Life Insurance Expense		\$170	\$240	\$180	\$255
50	5-305-1015.001	Lagers-General	\$21,620	\$17,830	\$18,250	\$21,260
50	5-305-1015.004	Deferred Comp-Employer	\$1,950	\$2,600	\$2,225	\$2,600
	Total Retirement Expense		\$23,570	\$20,430	\$20,475	\$23,860
50	5-305-1020.001	FICA-Employer	\$10,150	\$9,210	\$9,000	\$10,140
50	5-305-1020.002	Medicare-Employer	\$2,370	\$2,150	\$1,150	\$2,375
50	5-305-1020.003	Unemployment Compensation	\$1,640	\$1,490	\$1,550	\$1,635
50	5-305-1020.004	Workman's Compensation	\$975	\$975	\$825	\$827
	Total Payroll Taxes Expense		\$15,135	\$13,825	\$12,525	\$14,977
50	5-305-1025.001	Employee-Uniforms	\$1,910	\$1,500	\$1,200	\$2,000
50	5-305-1025.002	Employee-Dues/License/Membership	\$700	\$500	\$500	\$500
50	5-305-1025.003	Employee-Books	\$1,000	\$1,000	\$300	\$500
50	5-305-1025.004	Employee-Travel/Hotel	\$2,000	\$2,000	\$1,000	\$2,000
50	5-305-1025.005	Employee-Training	\$2,000	\$2,000	\$1,500	\$2,000
	Total Employee Expense		\$7,610	\$7,000	\$4,500	\$7,000
	Total Personnel Expense		\$251,050	\$227,125	\$221,909	\$252,852
50	5-305-2020.000	Capital Exp-Machinery and Equipment	\$16,520	\$4,256	\$59,731	\$3,246
50	5-305-2025.000	Capital Exp-Vehicle	\$0	\$0	\$0	\$35,000
50	5-305-2030.000	Capital Exp-Infrastructure	\$390,000	\$406,371	\$392,000	\$338,790
	Total Capital Expense		\$420,000	\$410,627	\$451,731	\$377,036
50	5-305-5015.001	Utilities-Cell Phones	\$1,410	\$1,500	\$1,324	\$1,500
	Total Utilities Expense		\$1,410	\$1,500	\$1,324	\$1,500
50	5-305-6000.003	Prof Services-Surveying	\$0	\$0	\$0	\$3,000
50	5-305-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$0	\$200
50	5-305-6000.015	Prof Services-Service Contract	\$18,150	\$41,500	\$36,000	\$20,000

Development & Compliance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	5-305-6000.019	Prof Services-CC Fees	\$150	\$150	\$100	\$150
	Total General Professional Service Expense		\$5,350	\$41,850	\$36,100	\$23,350
50	5-305-6005.001	Insurance-Vehicle	\$900	\$1,020	\$887	\$915
	Total Insurance Expense		\$900	\$1,020	\$887	\$915
50	5-305-6010.001	Advertising-Public Notices	\$1,500	\$2,000	\$1,000	\$1,500
50	5-305-6010.002	Advertising-Employees Recruitment	\$0	\$0	\$50	\$100
	Total Advertising Expense		\$1,500	\$2,000	\$1,050	\$1,600
50	5-305-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$2,330
50	5-305-6020.001	Software-Purchase	\$0	\$0	\$0	\$9,895
50	5-305-6020.002	Software-Upgrade	\$0	\$1,034	\$1,034	\$7,000
50	5-305-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,000
	Total Software Expense		\$0	\$1,034	\$1,034	\$21,225
	Total Professional Service Expense		\$7,650	\$44,870	\$38,037	\$25,865
50	5-305-7000.001	Supplies-Operational	\$1,225	\$1,500	\$1,200	\$1,500
50	5-305-7000.002	Supplies-Computer Accessories	\$1,000	\$1,000	\$0	\$1,000
50	5-305-7000.004	Supplies-Small Tools	\$200	\$200	\$100	\$1,000
50	5-305-7005.001	Supplies-Printing	\$200	\$200	\$200	\$200
50	5-305-7005.002	Supplies-Mailing	\$0	\$100	\$50	\$100
50	5-305-7005.003	Supplies-Postage	\$1,250	\$500	\$50	\$200
50	5-305-7005.004	Supplies-Paper	\$750	\$500	\$450	\$500
	Total General Office Supplies Expense		\$4,400	\$4,000	\$2,050	\$4,500
50	5-305-7015.04	Supplies-Safety	\$0	\$0	\$20	\$100
	Total Safety Supples Expense		\$0	\$0	\$20	\$100
50	5-305-7999.001	Cost of Goods Sold	\$0	\$0	\$0	\$10,000
	Total Supplies Expense		\$440	\$4,000	\$2,070	\$14,600
50	5-305-8600.001	Vehicle-Repair	\$2,000	\$2,000	\$1,000	\$2,000
50	5-305-8600.002	Vehicle-Maintenance	\$1,000	\$1,000	\$400	\$1,000
50	5-305-8600.005	Vehicle-Fuel	\$2,000	\$1,000	\$900	\$1,000
	Total Vehicle Expense		\$5,000	\$4,000	\$2,300	\$4,000
	Total Development and Compliance Expense		\$689,510	\$692,122	\$717,371	\$665,853

Planning and Design

This program provides the administration of all Public Works activities and technical engineering assistance to other City departments.

Major functions include management of the department's operating divisions; preparing engineering studies, designs, plans, and specifications; management of design and construction contracts; soliciting

grant funding for street, bridge and storm water improvement projects; inspections for right-of-way work; maintaining and providing plat book information, parcel identification and property owner information; administering easement agreements; and the investigation and response to citizen inquiries and complaints.

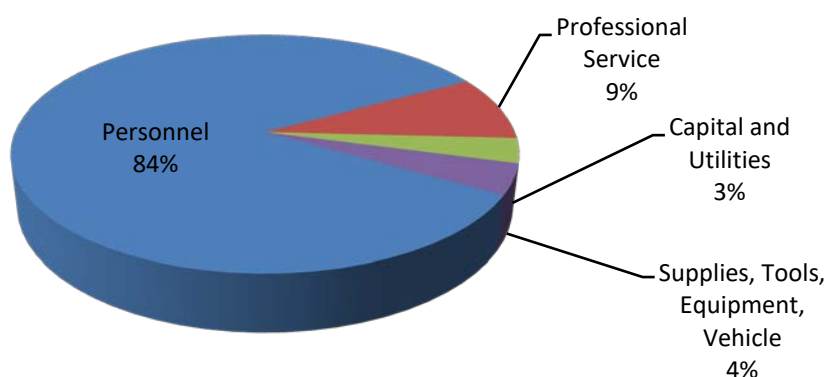
Fiscal Year 2016-2017 Accomplishments:

Created Web based utility maps to manage asset repair/maintenance, i.e.: Street signs, potholes and streetlight replacement.

Fiscal Year 2018 Goals:

- I. **Goal:** This department has in the past year scanned and created access to all city plats. One of this year goals is to scanned and create folder for all recorded and non recorded surveys.
Strategy: Finding time and manpower to complete the task. This is a time consuming effort and will have to be worked in as employee get time.
Budgetary Factor: Non budgetary
- II. **Goal:** Define scope of work required to collect city assets for inclusion in to GIS and who will be doing the data collection.
Strategy: The actual field survey and collection of city assets along with transferring the raw field data to the GIS is going to be a time consuming project. This work has been estimated at a minimum to require 2 employees on a full time basis for 2 years, or 1 person for 4 years.
Budgetary Factor: Either adding a full-time position, using city employees redirected from their current responsibilities or contracting with a surveying firm to collect the data.
- III. **Goal:** Assist in the selection of a Computerized Maintenance Management Software (CMMS) to aid in managing infrastructure and assets.
Strategy: Vickie, Randy and Public Works staff reviewed CMMS programs and made a recommendation for software (Lucity) to manage GIS, Public Works and work orders.
Budgetary Factor: The software and implementation would cost the City approximately \$50,000 to \$60,000

Planning and Design Expense by Category



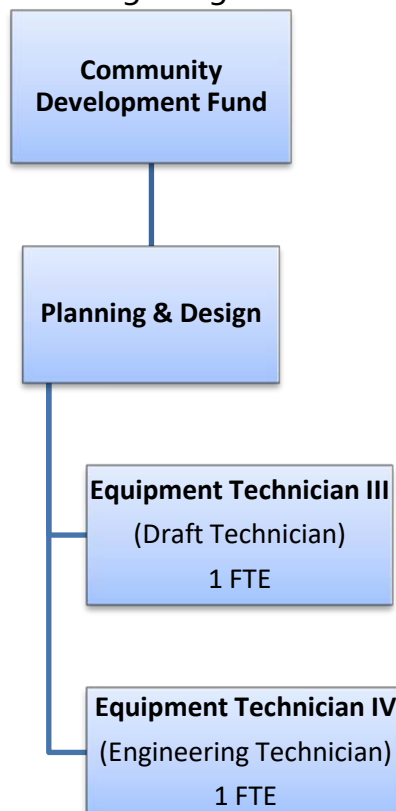
Performance Measures	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 *Projected
Number of AutoCAD plans created	19	21	14	17	16	19	*20
Number of Maps created/updated in GIS	14	16	20	21	30	25	*30

Performance Measurements:

Previous Years' Goals:

- I. Manage infrastructure and assets to ensure customer satisfaction and reliability.
Status: On-going. Administration is investigating software to aid in implementing and completing this goal.
- II. Expand knowledge of ArcGIS software and utilize it along with Computerized Maintenance Management Software (CMMS) to aid in managing infrastructure and assets.
Status: Submitted in FY2018 budget to purchase software.
- III. Collect city assets using Carlson data collectors then incorporate this information into GIS.
Status: Public Works divisions have placed this goal on hold due to labor and time constraints.
- IV. Revise City policy and check list for plan/plat submittal
Status: Ongoing

Planning and Design Organizational Chart



Community Development-Planning & Design Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	5-310-1000.001	Fulltime Salary	\$77,370	\$78,150	\$78,150	\$80,045
	Total Salaries Expense		\$77,370	\$78,150	\$78,150	\$80,045
50	5-310-1005.001	Health Premium-Employee	\$11,345	\$10,560	\$12,000	\$15,795
50	5-310-1005.003	Dental Premium-Employee	\$605	\$0	\$600	\$600
	Total Insurance Expense		\$11,160	\$10,560	\$12,600	\$16,395
50	5-310-1010.001	Life Insurance	\$115	\$120	\$120	\$130
	Total Life Insurance Expense		\$115	\$120	\$120	\$130
50	5-310-1015.001	Lagers-General	\$10,210	\$9,380	\$10,200	\$10,410
50	5-310-1015.004	Deferred Comp-Employer	\$1,300	\$1,300	\$1,500	\$1,300
	Total Retirement Expense		\$11,510	\$10,680	\$11,700	\$11,710
50	5-310-1020.001	FICA-Employer	\$4,800	\$4,850	\$5,000	\$4,965
50	5-310-1020.002	Medicare-Employer	\$1,120	\$1,130	\$1,200	\$1,165
50	5-310-1020.003	Unemployment Compensation	\$775	\$780	\$850	\$805
	Total Payroll Taxes Expense		\$6,695	\$6,760	\$7,050	\$6,935
50	5-310-1025.001	Employee-Uniforms	\$820	\$800	\$200	\$800
50	5-310-1025.002	Employee-Dues/Lics/Membership	\$200	\$200	\$0	\$200
50	5-310-1025.005	Employee-Training	\$2,880	\$4,000	\$0	\$2,000
	Total Employee Expense		\$3,900	\$5,000	\$200	\$3,000
	Total Personnel Expense		\$110,750	\$111,270	\$109,820	\$118,215
50	5-310-2020.000	Capital Exp-Machinery and Equipment	\$0	\$3,438	\$2,627	\$3,763
	Total Capital Expense		\$0	\$3,438	\$2,627	\$3,763
50	5-310-5015.001	Utilities-Cell Phones	\$60	\$0	\$0	\$0
50	5-310-5020.002	Utilities-Internet Mobile	\$1,000	\$1,000	\$500	\$1,000
	Total Utilities Expense		\$1,060	\$1,000	\$500	\$1,000
50	5-310-6000.001	Prof Services-Legal	\$0	\$0	\$1,025	\$2,000
50	5-310-6000.002	Prof Services-Engineering	\$30,000	\$2,500	\$1,800	\$2,500
50	5-310-6000.007	Prof Services-Toxicology Test	\$100	\$100	\$100	\$100
	Total General Professional Service Expense		\$30,100	\$2,600	\$2,925	\$4,600

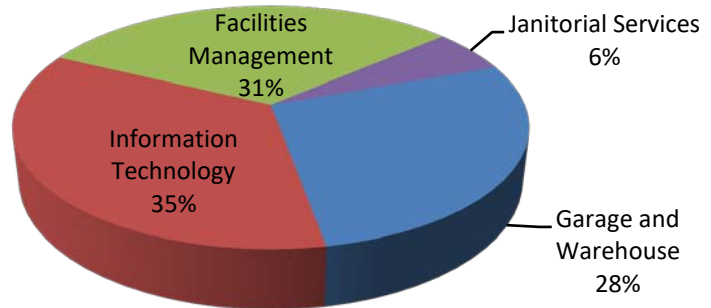
Community Development-Planning & Design Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	5-310-6005.001	Insurance-Vehicle	\$1,000	\$366	\$318	\$330
	Total Insurance Expense		\$1,000	\$366	\$318	\$330
50	5-310-6020.000	Software-Annual Renewal/Maintenance	\$8,600	\$0	\$4,618	\$5,000
50	5-310-6020.001	Software-Purchase	\$0	\$0	\$0	\$2,320
50	5-310-6020.002	Software-Upgrade	\$0	\$1,378	\$1,379	\$0
	Total Software Expense		\$8,600	\$1,378	\$5,997	\$7,320
	Total Professional Service Expense		\$39,700	\$4,344	\$9,240	\$12,250
50	5-310-7000.003	Supplies-Small Office Equipment	\$1,000	\$500	\$0	\$500
50	5-310-7005.001	Supplies-Printing	\$1,500	\$1,500	\$1,500	\$1,500
50	5-310-7005.004	Supplies-Paper	\$1,500	\$1,000	\$1,000	\$1,500
	Total General Office Supplies Expense		\$4,000	\$3,000	\$2,500	\$3,500
50	5-310-8000.002	Tools- Maintenance	\$700	\$1,000	\$800	\$1,000
50	5-310-8000.003	Tools-Supplies	\$100	\$100	\$50	\$100
	Total Tools and Portable Equipment Expense		\$800	\$1,100	\$850	\$1,100
50	5-310-8600.001	Vehicle-Repair	\$500	\$500	\$250	\$500
50	5-310-8600.002	Vehicle-Maintenance	\$250	\$250	\$150	\$250
50	5-310-8600.005	Vehicle-Fuel	\$700	\$700	\$200	\$500
	Total Vehicle Expense		\$1,450	\$1,450	\$600	\$1,250
	Total Planning and Design Expense		\$158,590	\$125,602	\$126,137	\$141,078
	Total Community Development Expense		\$848,100	\$817,725	\$843,508	\$806,932

Internal Service Fund

The Service Fund is comprised of Garage and Warehouse, Information Technology, Facility Management, and Janitorial Service. This fund is used to account for the funding of goods and services provided by one department or agency to other departments or agencies on a cost-reimbursement basis. Services accounted for in Internal Service Funds are tangible and it is possible to determine the extent to which they benefit the individual department or agency.

Internal Service Fund Expense

\$968,702



Internal Service Fund Revenue and Expense by Category

Internal Service Fund	2016 Actual	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTS	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$904,625	\$948,601	\$857,788	\$968,702
Total Revenues	\$904,625	\$948,601	\$857,788	\$968,702
Expenses				
Personnel	\$691,893	\$714,321	\$654,585	\$722,814
Capital	\$86,104	\$61,139	\$35,164	\$59,183
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$14,888	\$20,720	\$21,735	\$21,990
Professional Services	\$66,511	\$81,186	\$83,444	\$102,215
Supplies and Materials	\$19,007	\$30,215	\$27,360	\$24,650
Tools, Equipment, and Vehicles	\$26,221	\$41,020	\$35,500	\$37,850
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
Total Expenses	\$904,625	\$948,601	\$857,788	\$968,702

Garage and Warehouse

The garage provides preventative maintenance and repair of City vehicles and equipment. The mechanics perform routine and major repairs, change tires, install and maintain fleet mobile radios, and repair records. The warehouse provides for the purchasing and receiving of freight deliveries, as well as stocking and maintaining the inventory of parts for water, sewer, electric, construction and street departments.

Fiscal Year 2016-2017

Accomplishments:

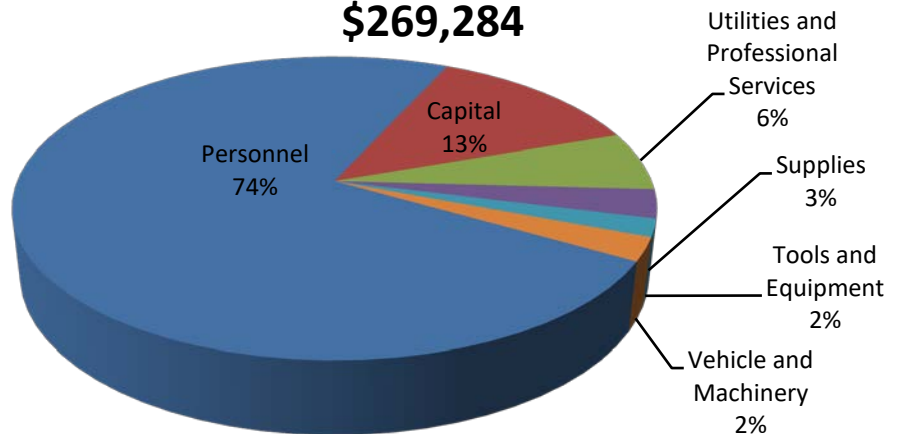
Purchased new fuel

management system and installed 132 communication units in vehicles. Garage replaced aged car wash with a new and more efficient system keeping fleet units clean and making units more presentable to the public. Cleaned unmanaged scrap metal and installed recycling containers for better management of scrap metals. Repainted safety barriers around fueling station and fleet service center.

Fiscal Year 2018 Goals:

- I. **Warehouse Goal:** Continue improving inventory procedures/processes
Strategy: Improve data collection processes and develop written inventory procedures to maintain actual inventory.
Budgetary Factor: Non-budgeted, no additional funding required
- II. **Garage Goal:** Continue to improve fuel and asset maintenance tracking system.
Strategy: Purchase phase II of AIM Fuel System service, tracking, tank readers and asset maintenance software.
Budgetary Factor: Availability of funds.
- III. **Garage Goal:** Improve tracking of bulk petroleum, oils and lubricants (oil, antifreeze, and grease)
Strategy: Currently bulk fluids are tracked by fleet personnel as used and non fleet personnel record usage by clip board on honor system. Bulk fluids should be secured and only dispensed by fleet personnel.
Budgetary Factor: None. Policy changes with only minor expenses to purchase locks.
- IV. **Garage Goal:** Improve diagnostic capabilities on large and heavy truck fleet.
Strategy: Purchase code reader for large and heavy trucks.
Budgetary Factor: Availability of funds.

Garage and Warehouse Expense by Category \$269,284



Performance Measurements:

Performance Measures	2014	2015	2016	2017 Estimated	2018Projected
Repair work orders completed*	785	822	868	800	850
Vehicles Maintained**	100	101	124	121	121
Equipment Maintained***	100	105	115	104	104
Number of Vehicles and Equipment	200	206	239	225	225
Work Order Hours per Year	1,970	1,895	1,989	4,617	2,000
Vehicles Retained from Previous FY	196	200	203	203	203
Average Age of Vehicles	9	10	10	11	11
Average Repair Cost	\$127	\$123	\$124	\$100	\$100
Total Miles Fleet-wide	2,256,300	2,375,000	2,500,000	2,375,000	2,500,000
Total Fleet Repair Costs	\$99,620	\$100,752	\$107,892	\$80,000	\$85,000
Vehicle/Mechanic Ratio	100:1	100:1	100:1	100:1	100:1

* Includes passenger vehicles, construction/off road equipment and non mobile assets (generators, etc)

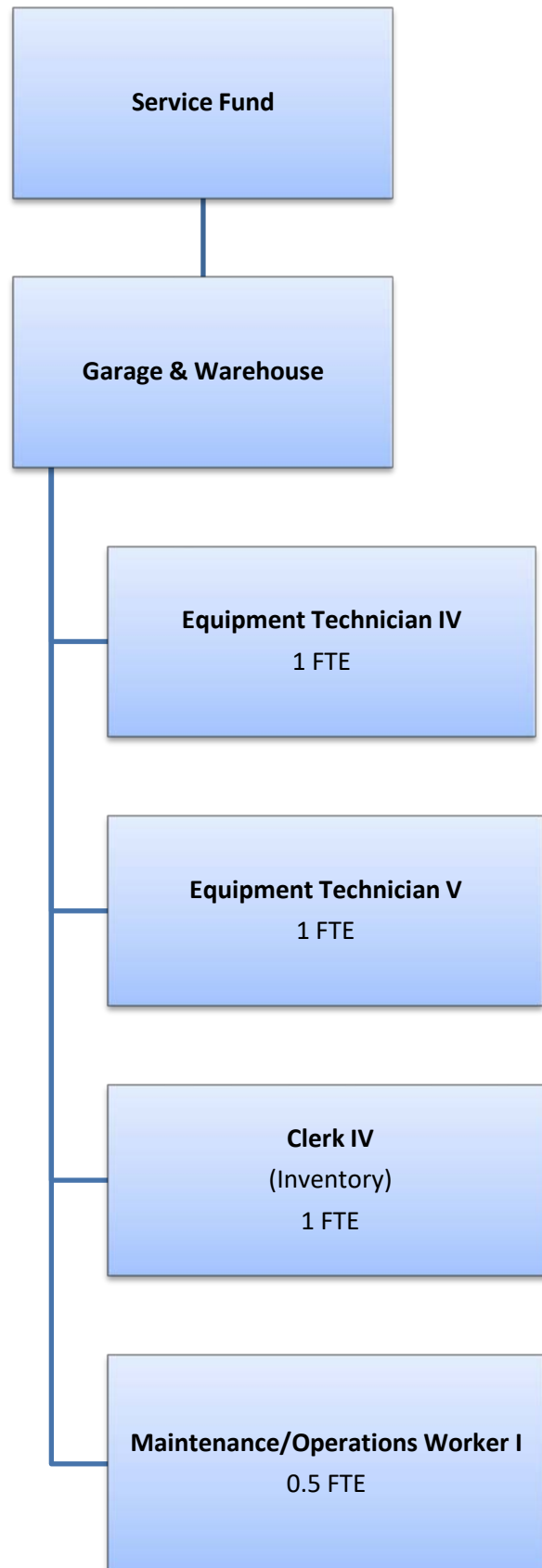
** Passenger vehicles only

*** Off Road and Construction Equipment (backhoe, dump truck, tractor, etc.)

Previous Years' Goals:

- I. Warehouse Goal: Continue to improve inventory control.
Status: On-going
- II. Garage Goal: Track use of bulk petroleum, oils and lubricants (Oil, Antifreeze, and Grease).
Status: On-going. Fleet personnel are documenting usage with non fleet personnel recording usage on clip board using the honor system.
- III. Garage Goal: Improve asset maintenance tracking system
Status: On-going. Fuel management system has been purchased and in service. Maintenance management system should be implemented in future.
- IV. Garage Goal: Remain proficient and develop new skills through training. Modern automotive repair becomes increasingly complex as technology advances, mechanics and technicians must also advance their skills to remain effective.
Status: Attended ASA Vision Expo.
- V. Minimize equipment downtime and costly repairs on equipment and vehicles.
Status: On-going. Improved routine maintenance scheduling to inspect and make repairs or replacement of parts prior to breakdown. Completed more repairs in house, reducing the number of units sent to outside vendors for costly repairs.
- VI. Utilize current inventory software to improve inventory control.
Status: On-going.

Garage and Warehouse Organizational Chart



Service-Garage and Warehouse Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-305-1000.001	Fulltime Salary	\$97,910	\$107,480	\$111,690	\$111,830
60	5-305-1000.002	Part Time Salary	\$17,225	\$11,010	\$8,500	\$11,430
60	5-305-1000.005	Fulltime Overtime	\$4,750	\$4,090	\$4,010	\$5,485
	Total Salaries Expense		\$119,885	\$122,580	\$124,200	\$128,745
60	5-305-1005.001	Health Premium-Employee	\$10,940	\$10,560	\$10,950	\$15,405
60	5-305-1005.002	Health Premium-Family	\$12,155	\$11,760	\$12,150	\$17,175
60	5-305-1005.003	Dental Premium-Employee	\$750	\$750	\$615	\$750
60	5-305-1005.004	Dental Premium-Family	\$600	\$600	\$450	\$600
	Total Insurance Expense		\$24,445	\$23,670	\$24,165	\$34,470
60	5-305-1010.001	Life Insurance	\$170	\$180	\$180	\$190
	Total Life Insurance Expense		\$170	\$180	\$180	\$190
60	5-305-1015.001	Lagers-General	\$13,540	\$13,390	\$13,700	\$15,255
60	5-305-1015.004	Deferred Comp-Employer	\$1,950	\$1,950	\$2,025	\$1,950
	Total Retirement Expense		\$15,490	\$15,340	\$15,725	\$17,205
60	5-305-1020.001	FICA-Employer	\$7,660	\$7,600	\$7,350	\$7,985
60	5-305-1020.002	Medicare-Employer	\$1,790	\$1,780	\$1,725	\$1,870
60	5-305-1020.003	Unemployment Compensation	\$1,240	\$1,230	\$1,250	\$1,290
60	5-305-1020.004	Workman's Compensation	\$1,828	\$1,828	\$1,750	\$1,520
	Total Payroll Taxes Expense		\$12,518	\$12,438	\$12,075	\$12,665
60	5-305-1025.001	Employee-Uniforms	\$1,650	\$1,500	\$3,025	\$2,500
60	5-305-1025.002	Employee-Dues/Lic/Mem	\$100	\$100	\$50	\$100
60	5-305-1025.003	Employee-Books	\$400	\$400	\$0	\$400
60	5-305-1025.004	Employee-Travel/Hotel	\$795	\$1,000	\$1,000	\$1,000
60	5-305-1025.005	Employee-Training	\$1,800	\$1,800	\$1,800	\$1,800
	Total Employee Expense		\$4,745	\$4,800	\$5,875	\$5,800
	Total Personnel Expense		\$177,253	\$179,008	\$182,220	\$199,075
60	5-305-2010.000	Capital Exp-Building & Improvements	\$0	\$8,000	\$8,000	\$10,000
60	5-305-2020.000	Capital-Machinery & Equipment	\$12,000	\$2,566	\$1,755	\$23,979
	Total Capital Expense		\$12,000	\$10,566	\$9,755	\$33,979
60	5-305-5010.001	Utilities-Landline and Fiber	\$225	\$150	\$220	\$220
60	5-305-5015.001	Utilities-Cell Phones	\$1,135	\$720	\$665	\$720
	Total Utilities Expense		\$1,360	\$870	\$885	\$940
60	5-305-6000.007	Prof Services-Toxicology	\$100	\$100	\$380	\$200
60	5-305-6005.001	Prof Services-MSHP Background Check	\$0	\$0	\$13	\$20
	Total General Professional Service Expense		\$100	\$100	\$393	\$220
60	5-305-6005.001	Insurance-Vehicle	\$1,400	\$1,472	\$980	\$1,010
60	5-305-6005.002	Insurance-Equipment	\$175	\$182	\$128	\$135
	5-305-6005.003	Insurance-Building & Property	\$1,180	\$930	\$2,227	\$2,295
	Total Insurance Expense		\$2,755	\$2,584	\$3,335	\$3,440

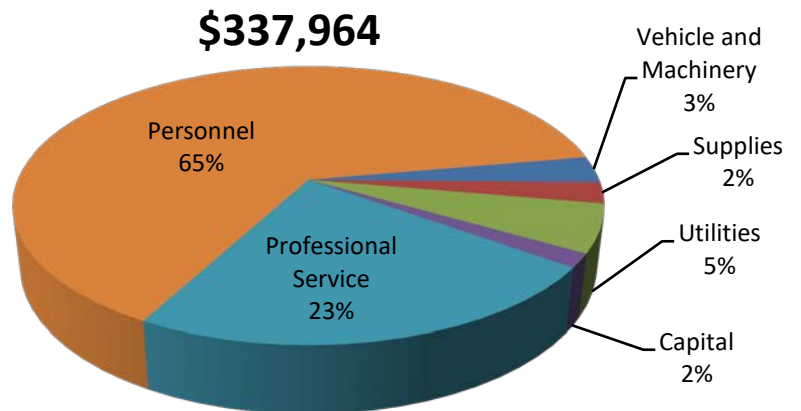
Service-Garage and Warehouse Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-305-6010.003	Advertising-Print	\$200	\$200	\$0	\$200
	Total Advertising Expense		\$200	\$200	\$0	\$200
60	5-305-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$1,155
60	5-305-6020.001	Software-Purchase	\$0	\$0	\$0	\$9,740
60	5-305-6020.002	Software-Upgrade	\$0	\$689	\$1,475	\$785
	Total Software Expense		\$0	\$689	\$1,475	\$11,680
	Total Professional Service Expense		\$3,055	\$3,573	\$5,203	\$15,540
60	5-305-7000.001	Supplies-Operational	\$5,900	\$6,500	\$6,500	\$6,500
60	5-305-7000.002	Supplies-Computer Accessories	\$295	\$450	\$450	\$500
60	5-305-7000.004	Supplies-Small Tools	\$200	\$500	\$500	\$500
60	5-305-7005.003	Supplies-Postage	\$100	\$100	\$0	\$50
60	5-305-7010.004	Supplies-Chemicals	\$250	\$600	\$250	\$600
	Total General Office Supplies Expense		\$6,745	\$8,150	\$7,700	\$8,150
60	5-305-8000.001	Tools-Repair	\$2,000	\$2,000	\$1,750	\$2,000
60	5-305-8000.002	Tools- Maintenance	\$1,000	\$1,000	\$500	\$1,000
60	5-305-8000.003	Tools-Supplies	\$2,000	\$2,000	\$2,000	\$2,000
	Total Tools and Portable Equipment Expense		\$5,000	\$5,000	\$4,250	\$5,000
60	5-305-8300.001	Equipment-Repair	\$1,000	\$1,000	\$1,500	\$1,000
60	5-305-8300.002	Equipment-Maintenance	\$650	\$500	\$500	\$500
60	5-305-8300.003	Equipment-Supplies	\$0	\$100	\$100	\$100
60	5-305-8300.005	Equipment-Fuel	\$1,170	\$700	\$1,250	\$1,000
	Total Machinery and Equipment Expense		\$2,820	\$2,300	\$3,350	\$2,600
60	5-305-8600.001	Vehicle-Repair	\$1,000	\$1,000	\$500	\$1,000
60	5-305-8600.002	Vehicle-Maintenance	\$1,000	\$1,000	\$500	\$1,000
60	5-305-8600.005	Vehicle-Fuel	\$1,315	\$2,200	\$1,200	\$2,000
	Total Vehicle Expense		\$3,315	\$4,200	\$2,200	\$4,000
	Total Tools, Machinery, and Vehicle Expense		\$11,135	\$11,500	\$9,800	\$11,600
	Total Garage and Warehouse Expense		\$211,548	\$213,667	\$215,563	\$269,284

Information Technology

The Information Technology Division is responsible for the security, planning, implementation, and continual support of the City's data, networking equipment, and computer systems. This division is responsible for

installing and maintaining all computer related hardware, as well as for installing and upgrading all software executed on these systems. Direction is also provided to the departments to determine future computer system and software needs.

Information Technology Expense by Category



Fiscal Year 2016-2017 Accomplishments:

Over the past two years, some milestones were reached within the IT Department. First, the new fuel system was installed, which now accurately measures our fuel intake and usage. Second, the city app project was finalized giving tourism another avenue to reach the public. Third, our VPN process was upgraded to CISCO AnyConnect enabling field work and digital processes. Fourth, fiber was extended to the Airport, which gives that division full connectivity. Finally, from a digital standpoint, all network users have a digital signature and forms were digitized to become more of an e-gov atmosphere.

Fiscal Year 2018 Goals:

- I. **Goal:** Revamp the current server configuration from a left-hand design to a mirrored or scale environment with faster IOPS and larger storage capacity.
Strategy: Understand the current configuration and the modern network designs to include the previous pitfalls and strengths. The ROI will be crucial for the end users in that the speeds will increase to obtain data. Also, storage must be expanded to house the data and migrate away from terastations with slow processing.
Budgetary Factor: The approximate cost will be \$80,000, which will carry over into the next fiscal year as the switches must be upgraded.
- II. **Goal:** The IT Department must integrate Energov and Incode into a reliable product for Community Development.
Strategy: Build adequate virtual servers to handle the processing with the links available within Incode.
Budgetary Factor: Energov was purchased, yet more expenses have been occurred with annual unexpected fees.

III. **Goal:** Extend fiber to Atchley Park to enable reliable communications on the city network, not Fidelity.

Strategy: Work with fiber personnel to ensure it is laid in a timely manner off the fiber ring not part of the ring.

Budgetary Factor: Cost of fiber in collaboration with Show-me will determine the outcome.

Performance Measurements:

	2013	2014	2015	2016	2017	2018
Number of Computers Added/Upgraded	127	138	142	147	155	*159
Number of Software Modifications/Upgrades	10	80	40	11	12	*8

* indicates planned additions

	2013	2014	2015	2016	2017	2018
Number of Trouble Tickets	*	378	433	**448	**455	***460

* indicates no data was kept

** indicates on pace for amount

*** indicates an increase as more tech

	2013	2014	2015	2016	2017	2018
Network Uptime	*	95%	98%	97%	96%	**98%

* indicates no data was kept

** indicates expected drop due to Incode

	2013	2014	2015	2016	2017	2018
Security Violations	*	2	1	1	3	**0

* indicates no data was kept

** expect zero due to software purchase

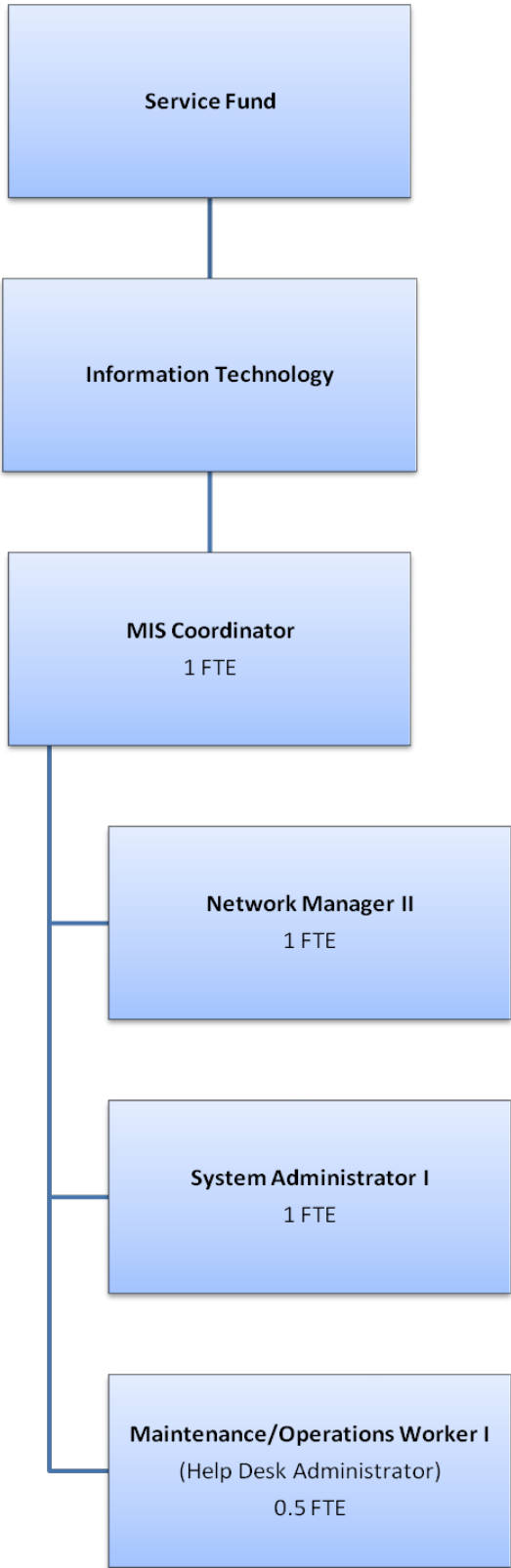
Trouble Tickets by Department	2014	2015	2016	2017
Police	157	175	155	165
Fire	39	48	70	78
Human Resource	11	15	15	15
Public Works	88	98	96	93
Administration	11	7	7	7
Finance	9	15	22	20
Parks	22	27	33	25
Community Development	18	25	30	25
Clerk Staff	8	10	12	10
Tourism	6	5	3	5
Facilities Management	9	8	5	7
Total	378	433	448	455

	2014	2015	2016	2017
Desktops Maintained	100	90	85	85
Laptops Maintained	25	37	53	68
VOIP Phones	85	87	87	87
Digital Phones	12	10	10	10
Cell Accounts	22	28	32	32
MiFi or USB Data	30	38	42	45
Tablets	0	3	6	36
Servers	8	7	7	7
Switches	12	15	18	18
Routers	4	5	6	6
Networked Printers	12	15	18	20
Mobile Data Terminals	25	30	24	0
Mobile Data Tablets	0	0	6	30

Previous Years' Goals:

- I. Develop and improve the City's core network infrastructure including connections to VPN locations and pervasive wireless connectivity in support of a dynamic work environment and multiple platforms.
Status: VPN (CISCO AnyConnect) was utilized by all departments to be used in the field.
- II. Implement a structure within SharePoint or similar product to enable the sharing and collaboration of files and documents through built-in functionality in order to move away from strict reliance on file shares.
Status: Decided to implement Office 16 instead of the collaboration structure within Office 365.
- III. Leverage Information Technology as the enabler to collect, store, digitize, transport, display, analyze, categorize, and disseminate information in support of the City's lines of business and initiatives.
Status: Storage was expanded and network maximized through basic upgrades.
- IV. Implement tablets into the city network, while providing same level of security and enhancing efficiency.
Status: Tablets were tested and utilized throughout the city and divisions.

Information Technology Organizational Chart



Service-Information Technology Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-315-1000.001	Fulltime Salary	\$117,980	\$123,830	\$129,585	\$128,825
60	5-315-1000.002	Part Time Salary	\$1,200	\$10,380	\$2,500	\$16,035
60	5-315-1000.004	On Call	\$0	\$0	\$0	\$3,835
60	5-315-1000.005	Fulltime Overtime	\$515	\$520	\$1,220	\$3,225
	Total Salaries Expense		\$119,695	\$134,730	\$133,305	\$151,920
60	5-315-1005.001	Health Premium-Employee	\$10,560	\$10,560	\$10,950	\$15,405
60	5-315-1005.002	Health Premium-Family	\$8,850	\$7,200	\$7,200	\$10,495
60	5-315-1005.003	Dental Premium-Employee	\$905	\$900	\$900	\$900
	Total Insurance Expense		\$20,315	\$18,660	\$19,050	\$26,800
60	5-315-1010.001	Life Insurance	\$170	\$180	\$180	\$190
	Total Life Insurance Expense		\$170	\$180	\$180	\$190
60	5-315-1015.001	Lagers-General	\$15,640	\$14,920	\$15,820	\$17,670
60	5-315-1015.004	Deferred Comp-Employer	\$1,300	\$1,950	\$1,400	\$1,950
	Total Retirement Expense		\$16,940	\$16,870	\$17,220	\$19,620
60	5-315-1020.001	FICA-Employer	\$8,180	\$8,350	\$8,083	\$9,420
60	5-315-1020.002	Medicare-Employer	\$1,910	\$1,950	\$1,890	\$2,205
60	5-315-1020.003	Unemployment Compensation	\$1,320	\$1,350	\$1,341	\$1,520
60	5-315-1020.004	Workman's Compensation	\$0	\$0	\$0	\$245
	Total Payroll Taxes Expense		\$11,410	\$11,650	\$11,314	\$13,145
60	5-315-1025.001	Employee-Uniforms	\$820	\$600	\$596	\$600
60	5-315-1025.003	Employee-Books	\$500	\$500	\$0	\$500
60	5-315-1025.004	Employee-Travel/Hotel	\$1,000	\$1,000	\$300	\$1,000
60	5-315-1025.005	Employee-Training	\$3,300	\$5,000	\$4,500	\$5,000
	Total Employee Expense		\$5,620	\$7,100	\$5,396	\$7,100
	Total Personnel Expense		\$174,150	\$189,190	\$186,465	\$218,775
60	5-315-2015.000	Capital Exp-Furniture & Fixtures	\$90,000	\$0	\$0	\$0
60	5-315-2020.000	Capital Exp-Machinery & Equipment	\$48,000	\$5,006	\$3,654	\$5,409
	Total Capital Expense		\$138,000	\$5,006	\$3,654	\$5,409

Service-Information Technology Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-315-5015.001	Utilities-Cell Phones	\$780	\$950	\$750	\$950
60	5-315-5020.001	Utilities-Internet	\$15,600	\$15,600	\$15,600	\$15,600
60	5-315-5020.002	Utilities-Internet Mobile	\$1,800	\$1,800	\$2,100	\$2,100
	Total Utilities Expense		\$18,180	\$18,350	\$18,450	\$18,650
60	5-315-6000.007	Prof Services-Toxicology	\$180	\$180	\$180	\$180
60	5-315-6000.008	Prof Services-MSHP Background Checks	\$50	\$50	\$50	\$50
60	5-315-6000.015	Prof Services-Service Contracts	\$40,000	\$28,000	\$28,000	\$25,000
	Total General Professional Service Expense		\$40,230	\$28,230	\$28,230	\$25,230
60	5-315-6005.002	Insurance-Equipment	\$600	\$649	\$581	\$600
	Total Insurance Expense		\$600	\$649	\$581	\$600
60	5-315-6020.000	Software-Annual Renewal/Maintenance	\$25,560	\$40,000	\$40,000	\$46,165
60	5-315-6020.001	Software-Purchase	\$0	\$0	\$0	\$4,635
60	5-315-6020.002	Software-Upgrade	\$0	\$1,723	\$1,724	\$0
	Total Software Expense		\$25,560	\$41,723	\$41,724	\$50,800
	Total Professional Service Expense		\$66,390	\$70,602	\$70,535	\$76,630
60	5-315-7000.001	Supplies-Operational	\$6,000	\$12,000	\$12,000	\$6,000
60	5-315-7000.004	Supplies-Small Tools	\$800	\$800	\$800	\$2,000
60	5-315-7005.002	Supplies-Mailing	\$0	\$0	\$0	\$250
60	5-315-7005.004	Supplies-Paper	\$10	\$15	\$10	\$0
	Total General Office Supplies Expense		\$6,810	\$12,815	\$12,810	\$8,250
60	5-315-8300.001	Equipment-Repair	\$2,100	\$5,000	\$5,000	\$5,000
60	5-315-8300.002	Equipment-Maintenance	\$3,200	\$5,000	\$5,000	\$5,000
	Total Machinery and Equipment Expense		\$5,300	\$10,000	\$10,000	\$10,000
60	5-315-8600.005	Vehicle-Fuel	\$720	\$720	\$150	\$250
	Total Vehicle Expense		\$720	\$720	\$150	\$250
	Total Tools, Machinery, and Vehicle Expense		\$6,020	\$10,720	\$10,150	\$10,250
	Total Information Technology Expense		\$409,550	\$306,683	\$302,064	\$337,964

Facilities Management

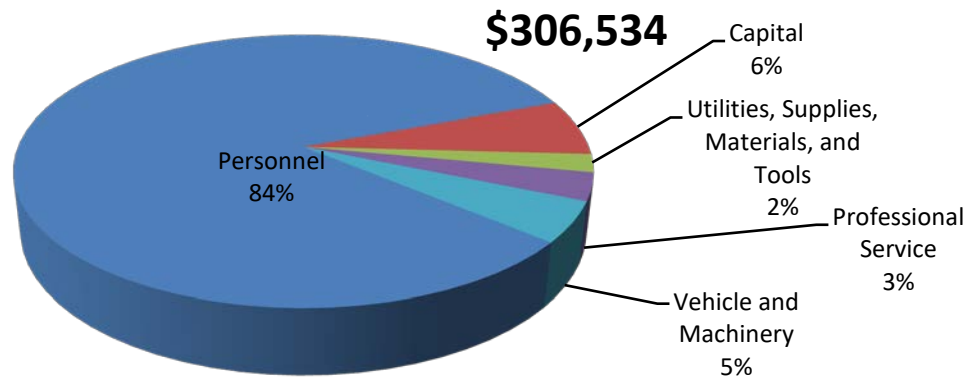
This program was established to maintain and improve City property and grounds.

Fiscal Year 2016-2017

Accomplishments:

Facilities Management aided with the installation of the dehumidification unit at the Cowan Civic Center, removed concrete and brick along Commercial Street to create flower beds and completed work orders and maintained buildings despite staff shortages.

Facilities Management Expense by Category



Fiscal Year 2018 Goals:

- I. **Goal:** Upgrade work order system
Strategy: Purchase a system that allows staff to input information on the job site
Budgetary Factor: Funds to purchase program
- II. **Goal:** Implement system to better track ROW areas to be maintained
Strategy: Create a map to track ROW areas through our GIS software
Budgetary Factor: Depends on cost of additional software purchased

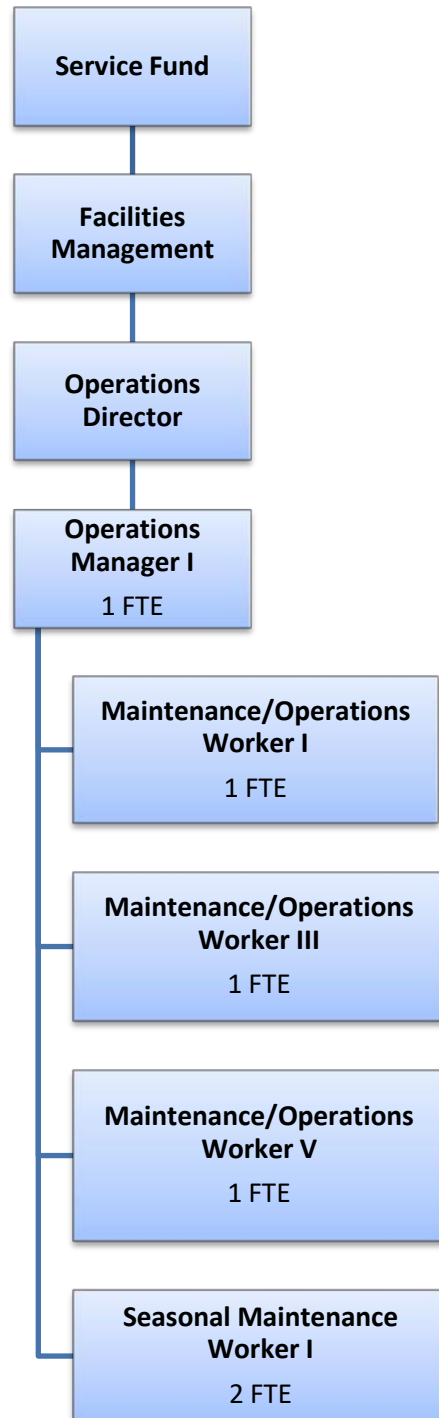
Performance Measurements:

	2014	2015	2016	Estimated 2017
Work Orders Completed	150	200	308	350
Acres Mowed	350	440	250	200
Christmas Decorations	110	190	130	300

Previous Years' Goals:

- I. To beautify the city properties and Downtown Business District.
Status: Adding flower beds on Commercial Street. Still developing areas.
- II. Maintain city buildings for the present and the future needs of our citizens and staff.
Status: Purchased landscape program software for staff. Complete.
- III. Ensure that the city buildings are attractive, functional, and properly maintained.
Status: Purchasing new energy efficient HVAC units, LED lights, and painting interiors of buildings. Completed some areas.

Facilities Management Organizational Chart



Service-Facilities Management Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-320-1000.001	Fulltime Salary	\$167,790	\$165,970	\$135,000	\$137,545
60	5-320-1000.002	Part Time Salary	\$61,285	\$41,000	\$41,000	\$33,125
60	5-320-1000.004	On Call	\$2,825	\$1,900	\$1,200	\$2,995
60	5-320-1000.005	Fulltime Overtime	\$370	\$0	\$100	\$0
	Total Salaries Expense		\$232,270	\$208,870	\$177,300	\$173,665
60	5-320-1005.001	Health Premium-Employee	\$22,580	\$21,120	\$9,500	\$7,900
60	5-320-1005.002	Health Premium-Family	\$13,555	\$11,760	\$18,265	\$28,210
60	5-320-1005.003	Dental Premium-Employee	\$1,235	\$900	\$850	\$900
60	5-320-1005.004	Dental Premium-Family	\$600	\$600	\$450	\$600
	Total Insurance Expense		\$37,970	\$34,380	\$29,065	\$37,610
60	5-320-1010.001	Life Insurance	\$275	\$300	\$225	\$255
	Total Life Insurance Expense		\$275	\$300	\$225	\$255
60	5-320-1015.001	Lagers-General	\$23,110	\$19,920	\$14,000	\$18,275
60	5-320-1015.004	Deferred Comp-Employer	\$3,125	\$3,250	\$2,350	\$2,600
	Total Retirement Expense		\$26,235	\$23,170	\$16,350	\$20,875
60	5-320-1020.001	FICA-Employer	\$14,660	\$12,950	\$10,000	\$10,770
60	5-320-1020.002	Medicare-Employer	\$3,430	\$3,030	\$2,500	\$2,520
60	5-320-1020.003	Unemployment Compensation	\$2,360	\$2,090	\$2,225	\$1,740
60	5-320-1020.004	Workman's Compensation	\$10,433	\$10,433	\$6,025	\$6,109
	Total Payroll Taxes Expense		\$30,883	\$28,503	\$20,750	\$21,139
60	5-320-1025.001	Employee-Uniforms	\$3,000	\$2,750	\$2,000	\$2,000
60	5-320-1025.002	Employee-Dues/License/Membership	\$200	\$150	\$150	\$150
60	5-320-1025.005	Employee-Training	\$500	\$500	\$150	\$150
	Total Employee Expense		\$3,700	\$3,400	\$2,300	\$2,300
	Total Personnel Expense		\$331,333	\$298,623	\$245,990	\$255,844
60	5-320-2020.000	Capital Exp-Machinery and Equipment	\$10,000	\$22,566	\$21,755	\$19,796
60	5-320-2025.000	Capital Exp-Vehicles	\$20,000	\$23,000	\$0	\$0
	Total Capital Expense		\$30,000	\$45,566	\$21,755	\$19,796

Service-Facilities Management Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-320-5015.001	Utilities-Cell Phones	\$1,930	\$1,500	\$2,400	\$2,400
	Total Utilities Expense		\$1,930	\$1,500	\$2,400	\$2,400
60	5-320-6000.001	Pro Services-Legal	\$0	\$0	\$1,000	\$1,000
60	5-320-6000.007	Prof Services-Toxicology Testing	\$580	\$500	\$500	\$500
60	5-320-6000.008	Prof Services-MSHP Background Checks	\$200	\$150	\$125	\$150
60	5-320-6000.011	Prof Services - Dues & Licenses	\$15	\$100	\$100	\$100
60	5-320-6000.015	Prof Services-Service Contract	\$150	\$250	\$250	\$250
60	5-320-6000.018	Prof Services-Damage Claims	\$500	\$500	\$500	\$500
	Total General Professional Service Expense		\$1,445	\$1,500	\$2,475	\$2,500
60	5-320-6005.001	Insurance-Vehicle	\$4,250	\$4,107	\$3,985	\$4,105
60	5-320-6005.002	Insurance-Equipment	\$850	\$516	\$406	\$420
	Total Insurance Expense		\$5,100	\$4,622	\$4,391	\$4,525
60	5-320-6010.002	Advertising-Employee Recruitment	\$400	\$0	\$50	\$50
	Total Advertising Expense		\$400	\$0	\$50	\$50
60	5-320-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$1,130
60	5-320-6020.001	Software-Purchase	\$0	\$0	\$0	\$1,740
60	5-320-6020.002	Software-Upgrade	\$0	\$689	\$690	\$0
	Total Software Expense		\$0	\$689	\$690	\$2,870
	Total Professional Service Expense		\$6,945	\$6,811	\$7,606	\$9,945
60	5-320-7000.001	Supplies-Operational	\$1,350	\$1,200	\$1,000	\$1,200
60	5-320-7000.004	Supplies-Small Tools	\$600	\$750	\$750	\$750
	Total General Office Supplies Expense		\$1,950	\$1,950	\$1,750	\$1,950
60	5-320-7015.004	Supplies-Safety	\$600	\$500	\$500	\$500
	Total Medical and Safety Supplies Expense		\$600	\$500	\$500	\$500
	Total Supplies Expense		\$2,550	\$2,450	\$2,250	\$2,450
60	5-320-7525.001	Materials-Infrastructure Maintenance	\$700	\$200	\$200	\$100
	Total Material Expense		\$700	\$200	\$200	\$100
60	5-320-8000.002	Tools- Maintenance	\$500	\$500	\$500	\$500

Service-Facilities Management Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-320-8000.003	Tools-Supplies	\$1,000	\$1,000	\$750	\$1,000
	Total Tools and Portable Equipment Expense		\$1,500	\$1,500	\$1,250	\$1,500
60	5-320-8300.001	Equipment-Repair	\$7,155	\$4,000	\$4,000	\$4,000
60	5-320-8300.002	Equipment-Maintenance	\$1,400	\$1,500	\$1,500	\$1,500
60	5-320-8300.003	Equipment-Supplies	\$2,060	\$2,000	\$2,000	\$2,000
	Total Machinery and Equipment Expense		\$10,615	\$7,500	\$7,500	\$7,500
60	5-320-8600.001	Vehicle-Repair	\$2,000	\$1,000	\$1,000	\$1,000
60	5-320-8600.002	Vehicle-Maintenance	\$1,000	\$800	\$800	\$500
60	5-320-8600.004	Vehicle-Equipment	\$610	\$0	\$0	\$500
60	5-320-8600.005	Vehicle-Fuel	\$10,000	\$8,000	\$5,000	\$5,000
	Total Vehicle Expense		\$13,610	\$9,800	\$6,800	\$7,000
	Total Tools, Machinery, and Vehicle Expense		\$25,725	\$18,800	\$15,550	\$16,000
	Total Facilities Management Expense		\$399,183	\$373,950	\$295,751	\$306,534

Janitorial Services

This program was established to ensure a sanitary working environment.

Fiscal Year 2016-2017

Accomplishments:

Maintained buildings to an acceptable level though short staffed and a large turnover occurred during year and aided Cowan Civic Center with events.

Fiscal Year 2018 Goals:

- I. **Goal:** To maintain areas to the quality supervisors require
Strategy: Look at details in buildings that need to be improved
Budgetary Factor: None
- II. **Goal:** Maintain cleanliness of buildings
Strategy: Evaluate cleaning chemicals and equipment to ensure best results
Budgetary Factor: None

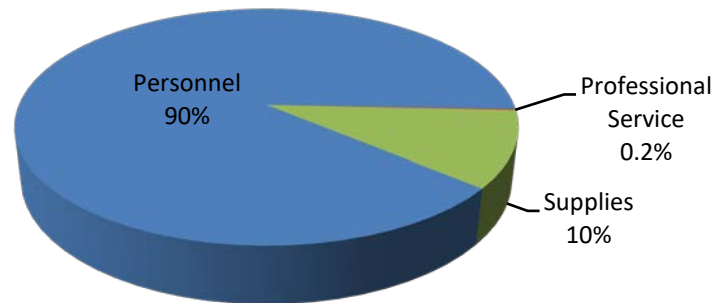
Performance Measures:

	2014	2015	2016	Estimated 2017
Cleanliness Quality	70%	70%	75%	80%
Customer Satisfaction	85%	85%	85%	85%
Financial Metrics	85%	85%	90%	90%

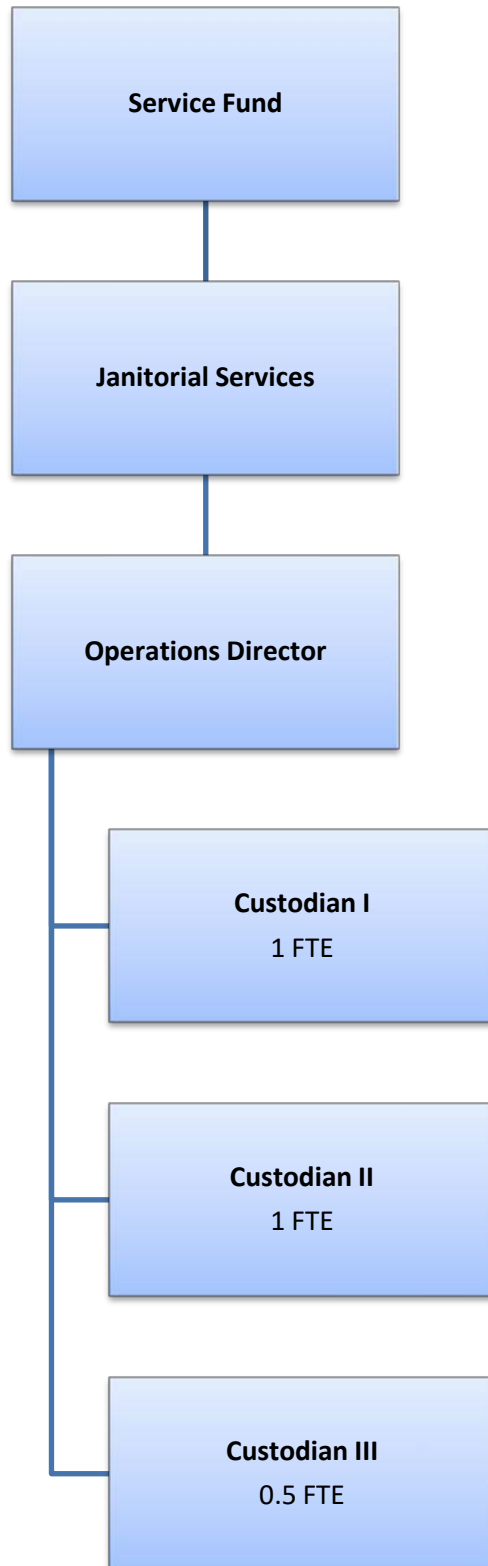
Previous Years' Goals:

- I. To attend educational seminars and workshops to attain cutting-edge information.
Status: Worked with vendors to train staff. Complete.
- II. To purchase dispensers that are user friendly and also conserves product consumption.
Status: Changing over to manual dispensers due to cost and functioning issues
- III. Maintain cleanliness of city buildings.
Status: Able to clean carpets in city hall thoroughly despite time constraints and budget.
75% complete.

Janitorial Service Expense by Category \$54,920



Janitorial Service Organizational Chart

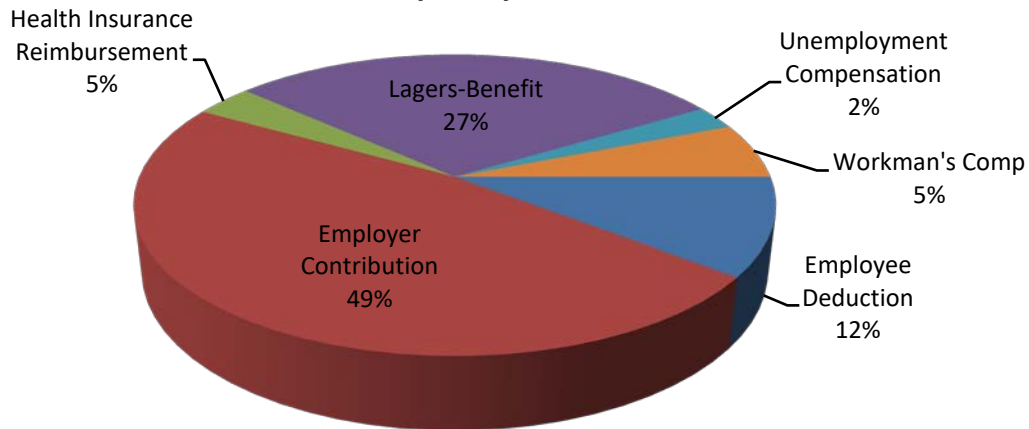


Service-Janitorial Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-325-1000.002	Part Time Salary	\$43,360	\$43,260	\$36,000	\$44,745
60	5-325-1000.006	Part Time Overtime	\$1,030	\$0	\$0	\$0
	Total Salaries Expense		\$44,390	\$43,260	\$36,000	\$44,745
60	5-325-1020.001	FICA-Employer	\$2,750	\$2,680	\$2,400	\$2,775
60	5-325-1020.002	Medicare-Employer	\$640	\$630	\$630	\$650
60	5-325-1020.003	Unemployment Compensation	\$440	\$430	\$430	\$450
	Total Payroll Taxes Expense		\$3,830	\$3,740	\$3,460	\$3,875
60	5-325-1025.001	Employee-Uniforms	\$250	\$500	\$450	\$500
	Total Employee Expense		\$250	\$500	\$450	\$500
	Total Personnel Expense		\$48,470	\$47,500	\$39,910	\$49,120
60	5-325-6000.007	Prof Services-Toxicology Testing	\$100	\$100	\$50	\$50
60	5-325-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$50	\$50
	Total General Professional Service Expense		\$200	\$200	\$100	\$100
60	5-325-7010.001	Supplies-Janitorial	\$5,035	\$3,000	\$1,000	\$1,500
60	5-325-7010.002	Supplies-Cleaning and Sanitation	\$3,720	\$3,400	\$3,400	\$4,000
	Total General Office Supplies Expense		\$8,755	\$6,400	\$4,400	\$5,500
60	5-325-7015.003	Supplies-First Aid	\$345	\$100	\$0	\$100
60	5-325-7015.004	Supplies-Safety	\$100	\$100	\$0	\$100
	Total Medical and Safety Supplies Expense		\$445	\$200	\$0	\$200
	Total Supplies Expense		\$9,200	\$6,600	\$4,400	\$5,700
	Total Janitorial Service Expense		\$57,870	\$54,300	\$44,410	\$54,920
	Total Internal Service Fund Expenses		\$1,078,151	\$948,601	\$857,788	\$968,702

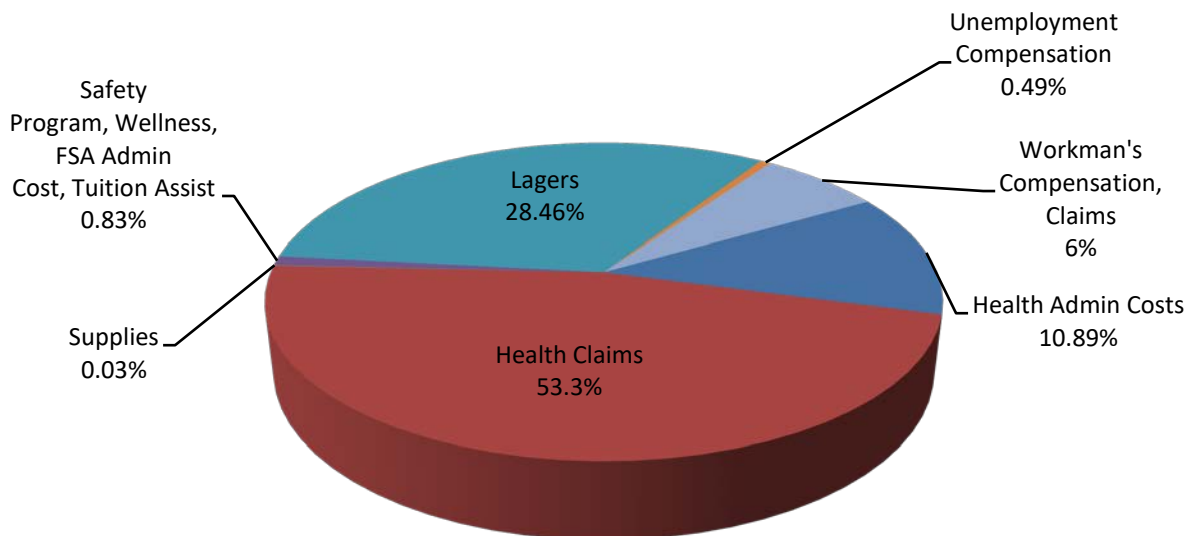
Benefits

The Benefit Fund is used to capture all the activity related to employee health insurance, Wellness Program, Local Government Employees Retirement System (LAGERS), Safety Program, unemployment, and worker's compensation. Each department contributes to this Fund during the payroll process.

Benefits Funds Available by Category \$3,223,676



Benefits Expense by Category \$3,038,343



Fiscal Year 2016-2017 Accomplishments:

Employees received training in CPR/First Aid & AED. This training is valid for three (3) years. All vehicles and equipment were stocked with OSHA compliant First Aid Kits and CPR rescue breathing protective masks.

Fiscal Year 2017 Goals:

- I. **Goal:** Promote a safe and healthy work environment for employees to experience job satisfaction in their achievements and contributions to the City's mission and vision.

Strategy:

- Provide ongoing safety training.
- Report accidents/incidents in an accurate and timely manner.
- Increase employees' awareness and understanding of their individual safety responsibilities.
- Reduce costs associated with accidents by maintaining an active safety program that promotes a safe and healthy work environment, and is committed to bringing injured employees back to work as quickly as possible following an injury or occupational disease.

Budgetary Factor: None.

- II. **Goal:** Maintain financial stability of the City's partially self-funded health insurance fund.

Strategy:

- Retain a stable reserve position.
- Deliver fair, consistent insurance premium levels.
- Allocate insurance premiums based on relative loss experience and/or exposure.

Budgetary Factor: None.

Performance Measurements:

Worker's Compensation (by policy year)	9/19/2011	9/19/2012	9/19/2013	9/19/2014	7/01/2015	7/01/2016
	—	—	—	—	—	—
Number of Claims	42	29	34	20	27	31
Total Claims	\$90,603	\$87,732	\$67,081	\$47,937	\$62,669	\$180,065

Health Insurance (by policy year)	4/01/2012	4/01/2013	7/01/2013	7/01/2014	7/01/2015	7/01/2016
	—	—	—	—	—	—
	3/31/2013	6/30/2013	6/30/2014	6/30/2015	6/30/2016	6/30/2017
Total Claims	\$1,781,80	\$224,032	\$1,260,87	\$1,085,44	\$593,994	\$1,065,01
Specific Deductible	1	5	1	6	6	6
Number of Enrollees 50% of Specific	\$60,000	\$70,000	\$70,000	\$70,000	\$70,000*	\$70,000*
	10	0	7	2	5	6

*An enrollee has a laser of \$90,000 and is currently 50% of this amount

Previous Years' Goals:

- I. Partner with City Departments to facilitate the employment, training, and benefit needs to ensure each department has appropriate personnel to operate and provide services to the citizens and visitors of the City of Lebanon.

Status: Goal met.

- II. Increase Fund Balance to 20%

Status: Ongoing.

Benefits Fund Revenue and Expense by Category

Benefits Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$2,518,463	\$2,609,776	\$2,565,974	\$3,223,676
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$2,518,463	\$2,609,776	\$2,565,974	\$3,223,676
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$0	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0	\$0
Supplies and Materials	\$0	\$0	\$0	\$0
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$0
Benefit Expense	\$2,696,607	\$2,350,717	\$2,856,876	\$3,038,343
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
Total Expenses	\$2,696,607	\$2,350,717	\$2,856,876	\$3,038,343

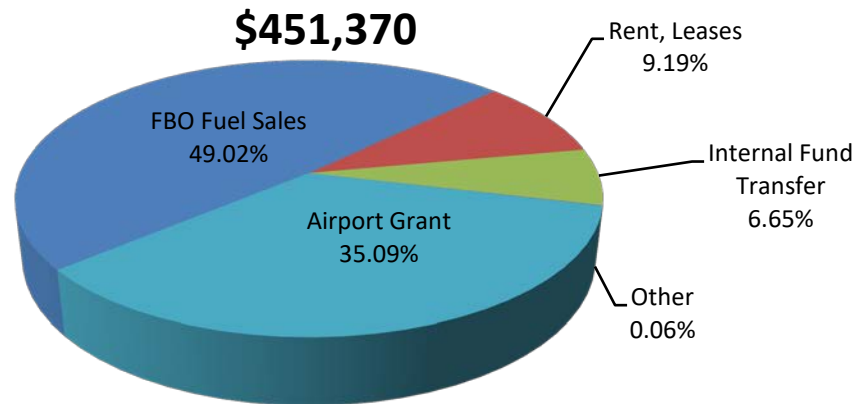
Benefits-Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
70	4-400-9500.001	Health-Health Deductions	\$353,220	\$371,340	\$286,300	\$368,987
70	4-400-9500.002	Health-Employee Benefits	\$1,191,880	\$1,262,040	\$1,195,428	\$1,592,706
70	4-400-9500.003	Health-Health Insurance Reimb.	\$101,000	\$40,000	\$172,353	\$150,000
	Total Health Revenue		\$1,646,100	\$1,673,380	\$1,654,081	\$2,111,693
70	4-400-9505.001	Retirement-LAGERS	\$750,000	\$700,000	\$684,174	\$864,674
	Total Retirement Revenue		\$750,000	\$700,000	\$684,174	\$864,674
70	4-400-9510.001	Work Comp-Unemployment Comp.	\$62,200	\$15,000	\$67,041	\$74,150
70	4-400-9510.002	Work Comp-Workmans Comp.	\$215,696	\$221,396	\$160,678	\$173,158
	Total Work Comp Revenue		\$1,777,896	\$236,396	\$227,719	\$247,308
	Total Benefits Revenues		\$4,173,996	\$2,609,776	\$2,565,974	\$3,223,676
Benefits-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
70	5-400-7000.001	Supplies-Operational	\$0	\$0	\$888	\$1,000
	Total General Office Supplies Expense		\$0	\$0	\$888	\$1,000
70	5-400-9500.001	Health-Health Admin	\$314,500	\$340,000	\$345,343	\$331,000
70	5-400-9500.002	Health-Health Insurance	\$43,700	\$0	\$39,190	\$0
70	5-400-9500.003	Health-Employee Claims	\$1,377,000	\$1,033,121	\$1,591,103	\$1,619,311
70	5-400-9500.004	Health-FSA Admin Cost	\$1,200	\$1,200	\$1,200	\$1,200
	Total Health Expense		\$1,736,400	\$1,374,321	\$1,976,836	\$1,951,511
70	5-400-9505.001	Retirement-LAGERS	\$698,500	\$700,000	\$684,174	\$864,674
	Total Retirement Expense		\$698,500	\$700,000	\$684,174	\$864,674
70	5-400-9510.001	Work Comp-Unemploy. Comp.	\$11,400	\$15,000	\$13,500	\$15,000
70	5-400-9510.002	Work Comp-Workmans Comp.	\$187,196	\$221,396	\$160,678	\$173,158
70	5-400-9510.003	Work Comp-Workmans Comp. Claims	\$7,000	\$10,000	\$2,500	\$9,000
	Total Work Comp Expense		\$205,596	\$246,396	\$176,678	\$197,158
70	5-400-9515.001	Emp Relations-Tuition	\$700	\$10,000	\$5,000	\$10,000
70	5-400-9515.002	Emp Relations-Safety	\$2,800	\$10,000	\$7,000	\$7,000

Benefits-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
70	5-400-9515.003	Emp Relations-Wellness	\$8,250	\$10,000	\$6,300	\$7,000
	Total Employee Relations Expense		\$11,750	\$30,000	\$18,300	\$24,000
	Total Benefits Expenses		\$2,652,246	\$2,350,717	\$2,856,876	\$3,038,343

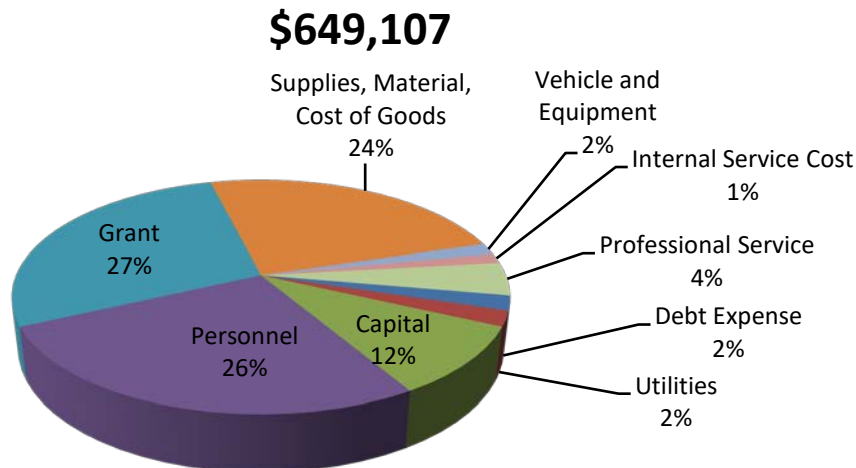
Airport Fund

The Airport Fund is responsible for the operation of the Floyd W. Jones, Lebanon Airport. Expenditures from this fund provides for maintenance and upgrades of facilities to address the needs of airport patrons. Expenditures include maintenance and upgrades to the pavement, hangers, navigational aids, or fueling facilities. Revenue sources are hanger and ground leases; aviation fuel sales; and state and federal grants. The Airport Advisory Board is a group of citizens, mostly pilots, that helps direct staff in the current and future needs. City Council also has two representatives on the board to stay up to date on the needs of the airport.

Airport Funds Available by Category



Airport Expense by Category



Fiscal Year 2016-2017 Accomplishments:

Completion of the constructed runway end identifier and pilot approach lighting systems to increase the safety and reliability of the airport and hired a full time airport manager to ensure the continuous maintenance of the airport and pursue future improvement projects.

Fiscal Year 2018 Goals:

- I. **Goal:** Increase aircraft traffic and aviation fuel sales.
Strategy: Launch a marketing effort and plan community events that attract aircraft traffic from across the region.
Budget Factor: Availability of Funds
- II. **Goal:** Foster a positive working relationship with the community.
Strategy: Educate the public on the positive impact the airport can have on the community through interviews, public events, social media and marketing.
Budgetary Factor: Availability of Funds

Performance Measures:

	2014	2015	2016	Estimated 2017
Jet Fuel Sales	34,000 gallons	35,000 gallons	40,000 gallons	47,000 gallons
100LL Sales	16,000 gallons	17,000 gallons	15,000 gallons	20,000 gallons
Hangar occupancy rates	85%	85%	100%	100%
Customer service rating	85%	85%	90%	95%

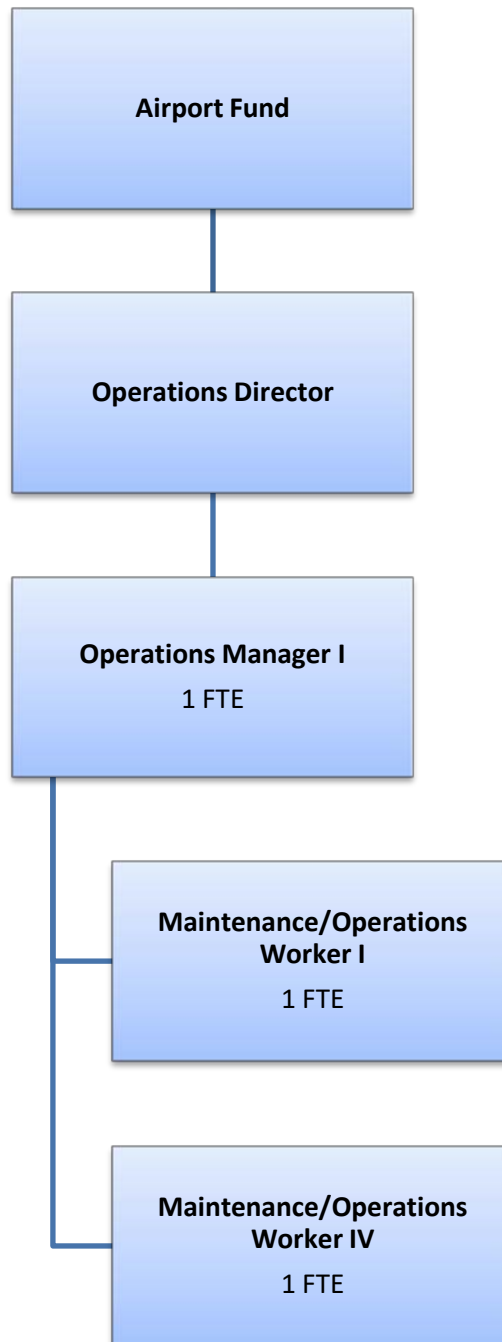
Previous Years' Goals:

- I. Provide an airport that is safe and reliable.
Status: New pilot approach systems provide pilots with crucial information that allows for a more accurate and safe approach and landing.
- II. Provide for an open public forum on all aspects of airport planning
Status: Airport Advisory Board meetings continue to be open to the public and future planning will include a public forum.
- III. Maintain a safe and functional airport
Status: The addition of new full time management at the airport allows more frequent and responsive maintenance of airport facilities.

Airport Fund Revenue and Expense by Category

Airport Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$60,285	\$535,921	\$530,941	\$158,400
Service Charges	\$200,305	\$276,000	\$186,200	\$221,250
Rentals	\$39,670	\$40,000	\$40,000	\$41,470
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$136	\$0	\$0	\$0
Other	\$2,359	\$300	\$250	\$250
Internal Service Revenue	\$30,000	\$30,000	\$30,000	\$30,000
Total Revenues	\$332,756	\$882,221	\$787,391	\$451,370
Expenses				
Personnel	\$104,140	\$147,123	\$136,756	\$170,825
Capital	\$22,923	\$23,400	\$2,960	\$77,162
Debt	\$3,114	\$12,750	\$12,750	\$12,750
Grants	\$165,019	\$0	\$524,556	\$176,000
Utilities	\$12,718	\$12,450	\$11,434	\$13,250
Professional Services	\$32,475	\$26,505	\$11,649	\$28,510
Supplies and Materials	\$131,654	\$186,220	\$117,882	\$152,200
Tools, Equipment, and Vehicles	\$7,690	\$7,100	\$8,750	\$9,750
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$12,357	\$1,886	\$10,500	\$8,660
Total Expenses	\$492,091	\$417,434	\$837,237	\$649,107

Airport Organizational Chart



Airport-Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	4-100-2005.002	Grant-Capital	\$595,468	\$535,921	\$530,941	\$158,400
	Total Grant Revenue		\$595,468	\$535,921	\$530,941	\$158,400
73	4-100-3000.009	FBO Fuel Sales	\$302,656	\$275,000	\$185,000	\$220,000
73	4-100-3000.022	Lubricant Sales	\$750	\$1,000	\$1,200	\$1,250
	Total Service Charges and Fees Revenue		\$303,406	\$276,000	\$186,200	\$221,250
73	4-100-3005.001	Rental-Buildings	\$40,000	\$40,000	\$40,000	\$41,470
	Total Rental Revenue		\$40,000	\$40,000	\$40,000	\$41,470
	Total Service Charges, Fees, & Rental Revenue		\$343,406	\$316,000	\$226,200	\$262,720
73	4-100-3010.006	Misc.-Miscellaneous	\$0	\$300	\$250	\$250
	Total Miscellaneous Revenue		\$0	\$300	\$250	\$250
73	4-100-9500.001	Health-Health Deductions Family	\$3,000	\$0	\$0	\$0
	Total Benefits Revenue		\$3,000	\$0	\$0	\$0
73	4-100-9999.001	Interfund Transfer	\$30,000	\$30,000	\$30,000	\$30,000
	Total Airport Revenues		\$971,874	\$882,221	\$787,391	\$451,370
Airport-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	5-100-1000.001	Fulltime Salary	\$30,175	\$70,370	\$67,604	\$92,360
73	5-100-1000.002	Part Time Salary	\$44,650	\$32,510	\$25,010	\$16,050
73	5-100-1000.004	On Call	\$6,795	\$6,230	\$6,695	\$6,715
	Total Salaries Expense		\$81,620	\$109,110	\$99,309	\$115,125
73	5-100-1005.001	Health Premium-Employee	\$7,680	\$5,280	\$6,905	\$12,010
73	5-100-1005.002	Health Premium-Family	\$0	\$8,040	\$8,040	\$11,765
73	5-100-1005.003	Dental Premium-Employee	\$290	\$325	\$692	\$325
73	5-100-1005.004	Dental Premium-Family	\$0	\$600	\$0	\$600
	Total Insurance Expense		\$7,970	\$14,245	\$15,637	\$24,700
73	5-100-1010.001	Life Insurance	\$55	\$120	\$134	\$180
	Total Life Insurance Expense		\$55	\$120	\$134	\$180

Airport-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	5-100-1015.001	Lagers-General	\$4,315	\$8,440	\$5,542	\$12,880
73	5-100-1015.004	Deferred Comp-Employer	\$0	\$1,300	\$275	\$1,820
	Total Retirement Expense		\$4,315	\$9,740	\$5,817	\$14,700
73	5-100-1020.001	FICA-Employer	\$4,700	\$6,760	\$5,732	\$7,140
73	5-100-1020.002	Medicare-Employer	\$1,100	\$1,580	\$1,340	\$1,670
73	5-100-1020.003	Unemployment Compensation	\$820	\$1,090	\$1,073	\$1,155
73	5-100-1020.004	Workman's Compensation	\$3,018	\$3,478	\$6,214	\$4,505
	Total Payroll Taxes Expense		\$9,638	\$12,908	\$14,359	\$14,470
73	5-100-1025.001	Employee-Uniforms	\$1,000	\$1,000	\$1,000	\$500
73	5-100-1025.004	Employee-Travel/Hotel	\$0	\$0	\$500	\$750
73	5-100-1025.005	Employee-Training	\$0	\$0	\$0	\$300
73	5-100-1025.008	Employee-Hazmat Physicals	\$0	\$0	\$0	\$100
	Total Employee Expense		\$1,000	\$1,000	\$1,500	\$1,650
	Total Personnel Expense		\$104,598	\$147,123	\$136,756	\$170,825
73	5-100-2005.000	Capital Exp-Land & Improvements	\$5,330	\$0	\$0	\$0
73	5-100-2010.000	Capital Exp-Building & Improvements	\$46,163	\$0	\$1,500	\$75,000
73	5-100-2015.000	Capital Exp - Furniture & Fixtures	\$695	\$0	\$0	\$0
73	5-100-2020.000	Capital Exp - Machinery & Equip	\$8,410	\$23,400	\$1,460	\$2,162
	Total Capital Expense		\$60,598	\$23,400	\$2,960	\$77,162
73	5-100-3025.000	Debt-Internal Obligation	\$12,750	\$12,750	\$12,750	\$12,750
	Total Debt Expense		\$12,750	\$12,750	\$12,750	\$12,750
73	5-100-4005.002	Grants-Capital Improvement	\$595,468	\$0	\$524,556	\$176,000
	Total Grant Expense		\$595,468	\$0	\$524,556	\$176,000
73	5-100-5000.001	Utilities-Electric	\$7,550	\$7,500	\$6,000	\$7,500
73	5-100-5000.002	Utilities-Water	\$250	\$250	\$100	\$200
73	5-100-5000.003	Utilities-Sewer	\$250	\$250	\$100	\$250
73	5-100-5005.002	Utilities - Natural Gas	\$600	\$500	\$500	\$500
73	5-100-5010.001	Utilities-Landline and Fiber	\$3,150	\$3,000	\$3,200	\$3,250

Airport-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	5-100-5015.001	Utilities-Cell Phones	\$425	\$400	\$1,000	\$1,000
73	5-100-5025.001	Utilities-Solid Waste	\$550	\$550	\$534	\$550
	Total Utilities Expense		\$12,775	\$12,450	\$11,434	\$13,250
73	5-100-6000.003	Prof Services-Surveying	\$0	\$0	\$0	\$5,000
73	5-100-6000.007	Prof Services-Toxicology Testing	\$120	\$100	\$125	\$100
73	5-100-6000.008	Prof Services-MSHP Background Check	\$100	\$100	\$15	\$100
73	5-100-6000.011	Prof Services-Dues & Fees	\$1,500	\$1,300	\$325	\$325
73	5-100-6000.014	Prof Services-Event & Functions	\$5,000	\$4,000	\$4,000	\$5,000
73	5-100-6000.015	Prof Services-Service Contracts	\$24,000	\$10,000	-\$7,500	\$4,500
73	5-100-6000.018	Prof Services-Damage Claims	\$3,710	\$500	\$500	\$1,000
73	5-100-6000.019	Prof Services-Credit Card Fees	\$5,000	\$5,000	\$4,400	\$5,000
	Total General Professional Service Expense		\$39,430	\$21,000	\$1,865	\$16,025
73	5-100-6005.000	Insurance-General	\$12,000	\$0	\$0	\$0
73	5-100-6005.001	Insurance-Vehicle	\$3,500	\$2,370	\$2,528	\$2,605
73	5-100-6005.002	Insurance-Equipment	\$1,000	\$575	\$516	\$535
73	5-100-6005.003	Insurance-Building & Property	\$6,000	\$1,871	\$1,485	\$1,530
73	5-100-6005.006	Insurance-Terrorism	\$0	\$0	\$365	\$380
73	5-100-6005.007	Insurance-City Government	\$750	\$0	\$3,650	\$3,760
	Total Insurance Expense		\$23,250	\$4,816	\$8,544	\$8,810
73	5-100-6010.003	Advertising-Print	\$0	\$0	\$250	\$350
73	5-100-6010.004	Advertising-Internet	\$0	\$0	\$50	\$50
73	5-100-6010.006	Advertising-Radio	\$0	\$0	\$250	\$350
	Total Advertising Expense		\$25	\$0	\$550	\$750
73	5-100-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$1,185
73	5-100-6020.001	Software-Purchase	\$0	\$0	\$0	\$1,740
73	5-100-6020.002	Software-Upgrade	\$0	\$689	\$690	\$0
	Total Software Expense		\$0	\$689	\$690	\$2,925
	Total Professional Service Expense		\$62,705	\$26,505	\$11,649	\$28,510

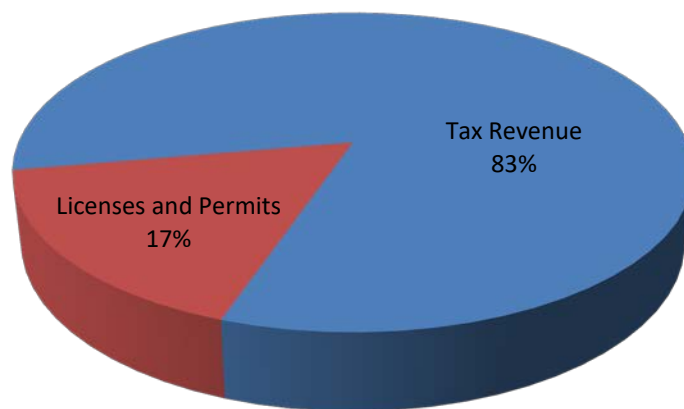
Airport-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	5-100-7000.001	Supplies-Operational	\$1,000	\$1,000	\$1,000	\$1,000
73	5-100-7000.003	Supplies-Desk Accessories Office Equipment	\$500	\$500	\$550	\$500
73	5-100-7000.004	Supplies-Small Tool	\$750	\$600	\$500	\$500
73	5-100-7005.001	Supplies-Printing	\$340	\$500	\$250	\$250
73	5-100-7005.003	Supplies-Postage	\$15	\$20	\$20	\$50
73	5-100-7005.004	Supplies-Paper	\$35	\$0	\$62	\$100
73	5-100-7010.02	Supplies-Cleaning & Sanitation	\$515	\$900	\$550	\$550
73	5-100-7010.003	Supplies-Breakroom	\$1,200	\$1,200	\$1,500	\$1,500
	Total Supplies Expense		\$4,355	\$4,720	\$4,432	\$4,450
73	5-100-7500.001	Materials-Asphalt	\$500	\$500	\$0	\$250
73	5-100-7500.003	Materials-Concrete	\$600	\$500	\$500	\$500
73	5-100-7500.004	Materials-Landscaping	\$905	\$300	\$300	\$250
73	5-100-7510.001	Materials-Paint	\$750	\$100	\$100	\$100
73	5-100-7510.004	Materials-Hardware	\$2,500	\$100	\$50	\$150
73	5-100-7525.001	Materials-Infrastructure	\$15	\$0	\$2,500	\$1,500
73	5-100-7999.001	Cost of Goods Sold	\$161,235	\$180,000	\$110,000	\$145,000
	Total Material Expense		\$166,505	\$181,500	\$113,450	\$147,750
73	5-100-8300.001	Equipment-Repair	\$5,650	\$4,000	\$4,250	\$5,000
73	5-100-8300.002	Equipment-Maintenance	\$1,500	\$1,000	\$1,000	\$1,500
	Total Machinery and Equipment Expense		\$7,150	\$5,000	\$5,250	\$6,500
73	5-100-8600.001	Vehicle-Repair	\$705	\$1,200	\$500	\$1,500
73	5-100-8600.002	Vehicle-Maintenance	\$30	\$400	\$2,000	\$1,000
73	5-100-8600.005	Vehicle-Fuel	\$500	\$500	\$1,000	\$750
	Total Vehicle Expense		\$1,235	\$2,100	\$3,500	\$3,250
	Total Tools, Machinery, and Vehicle Expense		\$8,385	\$7,100	\$8,750	\$9,750
73	5-100-9910.000	Internal Service-Personnel	\$13,977	\$1,886	\$10,500	\$8,660
	Total Internal Service		\$13,977	\$1,886	\$10,500	\$8,660
	Total Airport Expense		\$1,042,116	\$417,434	\$837,237	\$649,107

Downtown Business District Fund

The Downtown Business District (DTBD) was established as a special business district in 1976 by petition of business owners and Ordinance 1979 of the City Council. The Downtown Business District Board of Directors is comprised of property owners or senior managers of businesses within the district boundaries and provides advice and guidance to the City Council related to the use of the DTBD fund. The DTBD fund is used to make capital improvements to the district, promote downtown through marketing and advertising, and maintain and provide landscaping and other beautification services. . The primary revenue sources for the Downtown Business District Fund are real property and business license taxes paid by property and business owners within the boundaries of the district, unless specifically exempted by statute.

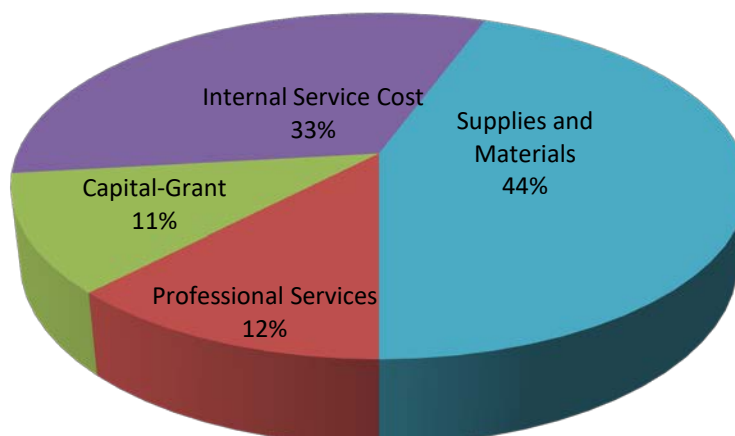
Downtown Business Funds Available by Category

\$34,200



Downtown Business Expense by Category

\$36,801



Fiscal Year 2016-2017 Accomplishments:

The DTBD saw accomplishments in the form of physical enhancements within the district in FY17. The ADA ramp project was completed, new decorative signs and poles were installed along Commercial, and landscaping installation began as well. Additionally, the Christmas decorations were completely refurbished with LED lights, with their display now following the original design. Two new trees were lit with lights as well.

Fiscal Year 2018 Goals:

- I. **Goal:** Expand Downtown event offerings.
Strategy: Work with various stakeholders to create, move, or improve events Downtown and increase overall foot traffic and visibility for local businesses.
Budgetary Factor: Minimal. Possible that low dollar sponsorship of events would be required.
- II. **Goal:** Achieve 100% remittance of business license taxes from eligible businesses.
Strategy: Work with the Office of the City Clerk and Finance Departments to contact delinquent businesses identified as being required to pay. Conduct an annual tour of the DTBD boundaries to ascertain whether new businesses have opened or old businesses have closed.
Budgetary Factor: Minimal. Some staff time will be required, but the overall project could improve the amount of revenue coming to fund 75.
- III. **Goal:** Enhance relationship between the DTBD Board and new businesses by providing new businesses with the DTBD welcome packet created as part of the DREAM Initiative.
Strategy: Work with the Office of the City Clerk to ensure that welcome packets are distributed along with businesses licenses for new businesses inside of the Downtown area.
Budgetary Factor: Minimal. Number of new businesses in downtown from year to year is low so cost is limited to under \$100.

Performance Measures:

	2013	2014	2015	2016	2017
Number of Tree Canopies Lit at Christmas	*	0	0	4	6
Number of Downtown Events	*	*	*	4	4
Number of Business Licenses Issued	116	112	118	108	
Number of Welcome Packets Issued**	*	*	*	*	*

* No data available

** Program beginning in FY 2018

Previous Years' Goals:

- I. Complete streetscape improvements discussed and planned in Fiscal Year 2015.
Status: In progress. New signs and poles were installed in Fiscal Year 2017 and only a few portions of the street improvements remain to be done.
- II. Upgrade the downtown holiday shopping experience by lighting 15 linden tree canopies with LED lights during the holiday season.
Status: In progress. Two new trees were lit this year. When the power boxes are fixed we will be able to move forward with more lights.

- III. Formalize plans and begin physical development of Farmers Market Pavilion
Status: Discussions continue on the plans for a pavilion.
- IV. Improve the aesthetic appeal of Lebanon's downtown in order to provide a more pleasing shopping and living experience for downtown patrons and residents.
Status: In progress. Business owners and members of the general public were all very impressed with the new signs installed in Fiscal Year 2016.

Downtown Business District Fund Revenue and Expense by Category

Downtown Business District Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$28,034	\$28,400	\$32,214	\$28,400
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$7,803	\$5,800	\$5,800	\$5,800
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$1,000	\$1,200	\$0	\$0
Internal Service Revenue	\$0	\$0	\$15,000	\$0
Total Revenues	\$36,837	\$35,400	\$53,014	\$34,200
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$14,275	\$4,000	\$0	\$4,000
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$2,957	\$4,700	\$3,700	\$4,450
Supplies and Materials	\$7,306	\$22,700	\$11,860	\$16,200
Tools, Equipment, and Vehicles	\$35	\$0	\$0	\$0
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$26,416	\$13,271	\$22,000	\$12,151
Total Expenses	\$50,989	\$44,671	\$37,560	\$36,801

Downtown Business District-Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
75	4-500-1000.003	Tax-Real Estate	\$28,000	\$26,000	\$26,000	\$26,000
75	4-500-1000.005	Tax-Financial Institute	\$2,600	\$2,400	\$6,214	\$2,400
	Total Tax Revenue		\$30,600	\$28,400	\$32,214	\$28,400
75	4-500-2005.001	Grants-Operational	\$4,140	\$0	\$0	\$0
	Total Miscellaneous Revenue		\$4,140	\$0	\$0	\$0
75	4-500-3010.006	Misc. -Miscellaneous	\$1,000	\$1,200	\$0	\$0
	Total Miscellaneous Revenue		\$1,000	\$1,200	\$0	\$0
75	4-500-4000.002	Licenses-Merchant	\$7,800	\$5,800	\$5,800	\$5,800
	Total Licenses Revenue		\$7,800	\$5,800	\$5,800	\$5,800
75	4-500-9999.001	Interfund Transfer	\$0	\$0	\$15,000	\$0
	Total Interfund Transfer		\$60,000	\$0	\$15,000	\$0
	Total Downtown Business District Revenue		\$43,540	\$35,400	\$53,014	\$34,200

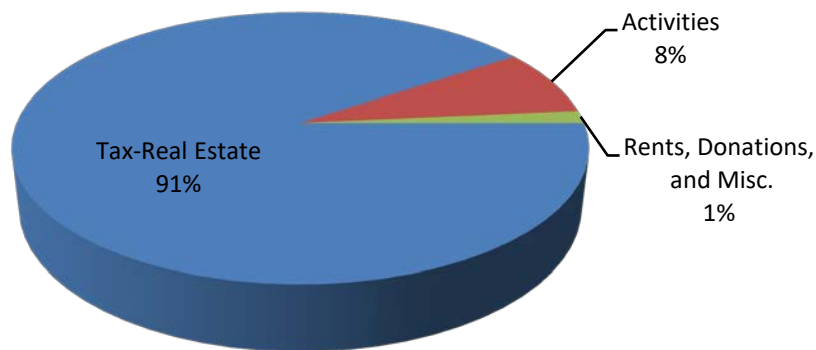
Downtown Business District-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
75	5-500-2030.000	Capital Exp-Infrastructure	\$14,275	\$4,000	\$0	\$4,000
	Total Capital Expense		\$14,275	\$4,000	\$0	\$4,000
75	5-500-6000.001	Prof Services-Legal	\$80	\$0	\$0	\$0
75	5-500-6000.003	Prof Services-Surveying	\$30	\$0	\$0	\$0
75	5-500-6000.014	Prof Services-Events and Functions	\$800	\$1,200	\$1,200	\$1,200
75	5-500-6000.015	Prof Services-Service Contract	\$2,050	\$2,500	\$2,500	\$2,500
75	5-500-6000.019	Prof Services-Credit Card Fees	\$15	\$0	\$0	\$0
	Total General Professional Service Expense		\$2,975	\$3,700	\$3,700	\$3,700
75	5-500-6010.003	Advertising-Print	\$0	\$1,000	\$0	\$0
	Total Advertising Expense		\$0	\$1,000	\$0	\$0
75	5-500-6020.000	Software-Annual Renewal/Maintenance		\$0	\$0	\$750
	Total Software Expense			\$0	\$0	\$750
	Total Professional Service Expense		\$2,975	\$4,700	\$3,700	\$4,450

Downtown Business District-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
75	5-500-7000.001	Supplies-Operational	\$100	\$200	\$200	\$200
75	5-500-7005.003	Supplies-Postage	\$5	\$0	\$0	\$0
	Total Supplies Expense		\$105	\$200	\$200	\$200
75	5-500-7500.004	Materials-Landscaping	\$4,395	\$5,000	\$7,500	\$5,000
75	5-500-7510.002	Materials-Signs	\$2,320	\$2,500	\$1,160	\$5,000
75	5-500-7510.005	Materials-Fixtures	\$1,640	\$15,000	\$3,000	\$6,000
	Total Material Expense		\$8,355	\$22,500	\$11,660	\$16,000
75	5-500-8300.002	Equipment-Maintenance	\$35	\$0	\$0	\$0
	Total Machinery and Equipment Expense		\$35	\$0	\$0	\$0
75	5-500-9910.000	Internal Service-Personnel	\$28,462	\$13,271	\$22,000	\$12,151
	Total Internal Service Expense		\$28,462	\$13,271	\$22,000	\$12,151
	Total Downtown Business District Expense		\$54,207	\$44,671	\$37,560	\$36,801

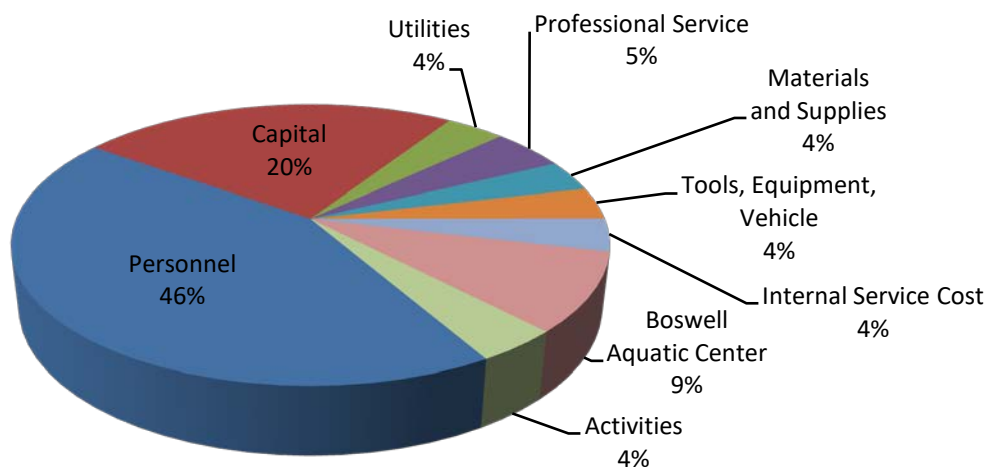
Parks Fund

The Lebanon Parks Department is overseen by the Lebanon Park Board. The Park Board is created and empowered under Sections 90.500 through 90.570 of the Revised Statutes of the State of Missouri and Chapter 15 Article II Section 15-16 of the Code of Ordinances of the City of Lebanon. The Parks Department gets its operational budget from a \$0.2602 ad valorem tax levy per \$100.00 of the assessed valuation of all taxable, tangible property within the City limits in addition to user fees. The Parks and Recreation Department is responsible for maintaining nine parks that cover over 185 acres. Located within these parks are 27 holes of disc golf, nine baseball/softball fields, several playground areas, three paved walking trails, 11 shelters, the Boswell Aquatic Center, Nelson Pond, and a skate park.

Parks Funds Available by Category \$645,500



Parks Expense by Category \$794,364



Boswell Aquatic Center

This program was established to manage expenses for recreational activities of the pool which is a public pool with daily visitor rates and is available for reservations.

Park Activities

This program was established to manage expenses for recreational activities

Fiscal Year 2016-2017 Accomplishments:

Atchley Park:

An irrigation system was installed on ball fields 1 and 4. We start a turf management program to increase the look and playability of our softball fields at Atchley Park. This project was a great success and with the newly install irrigation system on fields #1 and #4 these fields should continue to show great improvement over the few years. Fields #2 and #4 will continue to improve but until the irrigation system is installed on those fields it will be hard to reach the same levels of improvement as the two with the irrigation system.

Boswell Park:

The Boswell Park Route 66 project was completed which included a new playground with pour in place surfacing, new restroom facility, new shelters, a replica dream village fountain, murals, and a lighted walking trail. A Blue Star Memorial was also installed along Route 66 which honors all Veterans.

Nelson Park:

The Nelson Park Phase II project was completed which included new restrooms, concession stand, sidewalks, bleachers, storm water, skate park lights and relocation of field number one.

Budget:

More revenue was collected than operating expenses for the department however due to planned projects at Boswell, Nelson, and Gasconade Park the total expenditures are more than the revenue for this year.

Mowing/Landscaping:

Mowing and landscaping was a mixture of success due to variable weather conditions.

Fiscal Year 2018 Goals:

- I. **Goal:** Complete the development of Gasconade Park.
Strategy: By using the information gather from the community for the development of Gasconade Park, we will construct the items to make the Park reach the desired level of development.
Budgetary Factor: Based on available funding as the cost of Nelson and Boswell Park could limit the amount of funding available for this project.
- II. **Goal:** Start a summer movie series.
Strategy: To show movies in different parks throughout the summer. This is an idea that is shared by the Park Board and City Council and was mention by high school kids as something

they would like to see done. The Park Board has already purchased the equipment and has shown movies at different times.

Budgetary Factor: Rental cost of the movies is the biggest limiting factor of this activity. We hope to be able to find business sponsors to help with this cost.

III. **Goal:** Soccer fields for youth soccer.

Strategy: Build new fields, restrooms, concessions and parking lot giving the youth soccer program a permanent location to play at.

Budgetary Factor: The cost of infrastructure could reduce funds available to build the restroom and bathroom and the needed irrigation system.

Performance Measurements:

	2013	2014	2015	2016
Baseball/Softball Tournaments	12	12	9	7
Shelter Usage	10,412	11,203	10,758	9,800
BAC Attendance*	13,138	10,530	11,342	10,276

* FY12 and FY13 YMCA operated the BAC and their member got in for free so attendance is an estimate.

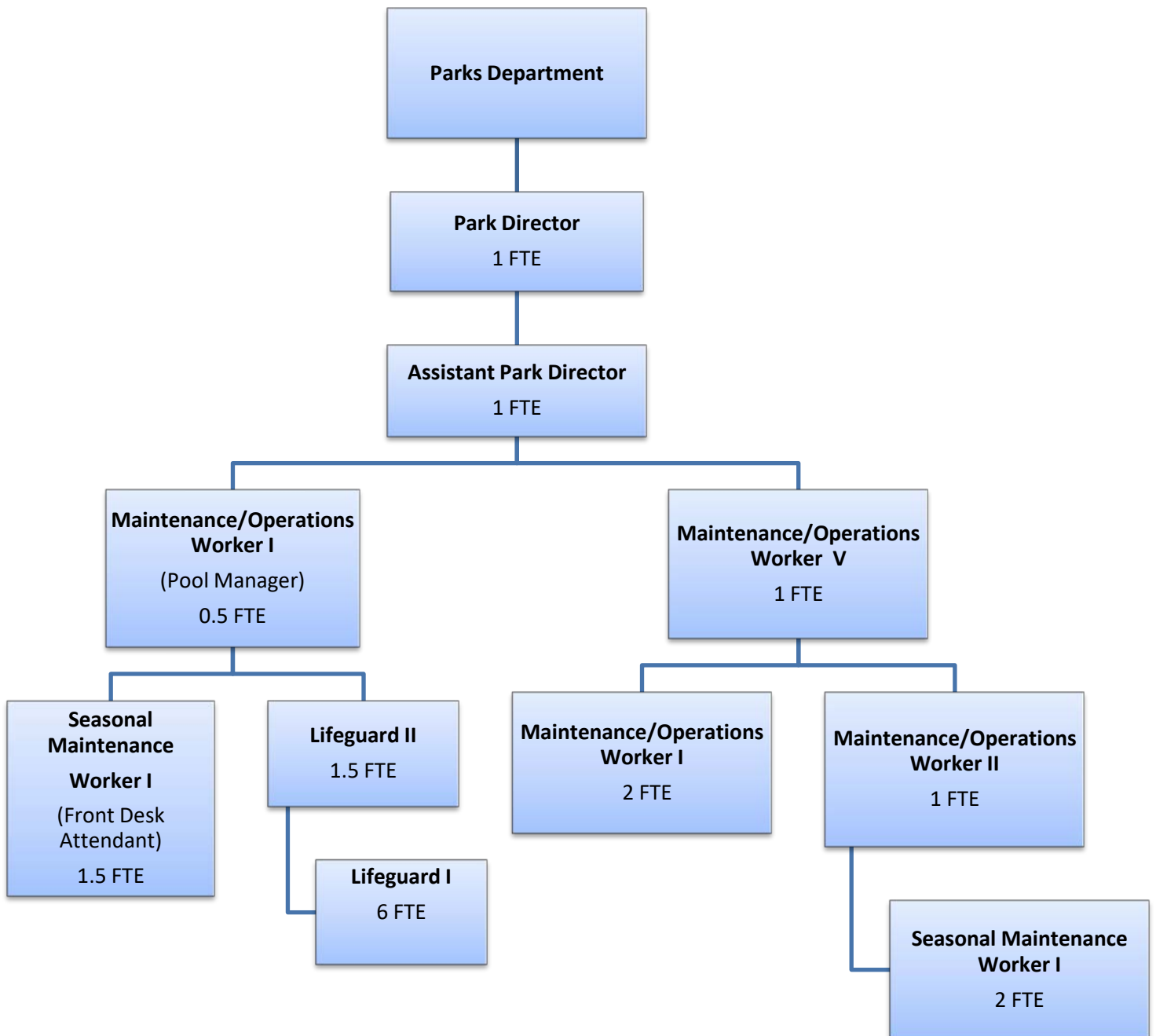
Previous Years' Goals:

- I. Controlling the overall losses of the Boswell Aquatic Center.
Status: Although total revenue was down from the previous year we were able to cover the cost of labor expenses by cutting the amount of total guards which helped lower the cost of hiring, uniforms, and training.
- II. Control the cost and quality of mowing and landscaping throughout the park system.
Status: with the extremely wet mowing season it made controlling mowing cost difficult but with low fuel cost and closely monitored mowing schedules we were able to stay under budget. Again maintaining mowing and landscaping at the level that is expected by the public and the Park Board was very challenging due to the large amounts of rain fall but we were able to maintain the quality of mowing and landscaping that was expected
Oversee the completion of Nelson Park Phase II and Boswell Park Route 66 Park.
Status: The Parks Department was able to oversee the completion of both of these projects this year.
- III. Continue to upgrade the park system and have a professional master plan completed.
Status: This year we were able to complete Nelson Park Phase II and also the Boswell Park Improvements project that features the Route 66 Park. We also were able to install an irrigations system on ball field 1 and 4 at Atchley Park. The Park Board decided to forego the purchase of a park master plan

Parks Fund Revenue and Expense by Category

Parks Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$560,308	\$555,000	\$585,000	\$585,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$52,856	\$51,000	\$51,000	\$51,000
Rentals	\$8,855	\$9,500	\$9,500	\$9,500
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$1,397	\$0	\$1,800	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$623,416	\$615,500	\$647,300	\$645,500
Expenses				
Personnel	\$318,938	\$382,220	\$366,758	\$415,296
Capital	\$565,024	\$1,071,006	\$1,000,953	\$162,496
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$33,332	\$47,110	\$41,460	\$41,360
Professional Services	\$39,333	\$40,697	\$55,562	\$58,625
Supplies and Materials	\$53,246	\$51,900	\$51,700	\$52,150
Tools, Equipment, and Vehicles	\$25,405	\$35,300	\$36,535	\$36,050
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$25,475	\$19,807	\$14,040	\$28,387
Total Expenses	\$1,060,754	\$1,648,040	\$1,567,008	\$794,364

Parks Organizational Chart



Parks-Operations and Administration Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	4-500-1000.003	Tax-Real Estate	\$558,000	\$555,000	\$585,000	\$585,000
	Total Tax Revenue		\$558,000	\$555,000	\$585,000	\$585,000
79	4-500-3000.010	Park Activities	\$55,750	\$51,000	\$51,000	\$51,000
	Total Service Charges and Fees Revenue		\$55,750	\$51,000	\$51,000	\$51,000
79	4-500-3005.001	Rental-Buildings	\$4,000	\$4,000	\$4,000	\$4,000
79	4-500-3005.002	Rental-Contract Concessions	\$7,000	\$5,500	\$5,500	\$5,500
	Total Rental Revenue		\$11,000	\$9,500	\$9,500	\$9,500
79	4-500-3010.002	Misc.-Donations	\$1,000	\$0	\$1,800	\$0
79	4-500-3010.008	Misc.-Gain/Loss Asset Disposal	\$1,200	\$0	\$0	\$0
	Total Miscellaneous Revenue		\$2,200	\$0	\$1,800	\$0
	Total Parks Revenues		\$626,950	\$615,500	\$647,300	\$645,500
Parks-Operations and Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-1000.001	Fulltime Salary	\$135,890	\$165,440	\$170,700	\$175,365
79	5-500-1000.002	Part Time Salary	\$66,610	\$61,650	\$48,000	\$60,830
79	5-500-1000.005	Fulltime Overtime	\$1,990	\$2,410	\$2,410	\$2,590
79	5-500-1000.006	Part Time Overtime	\$2,160	\$1,960	\$1,960	\$1,070
	Total Salaries Expense		\$206,650	\$231,460	\$223,070	\$239,855
79	5-500-1005.001	Health Premium-Employee	\$16,110	\$15,840	\$14,180	\$15,795
79	5-500-1005.002	Health Premium-Family	\$12,520	\$23,520	\$24,100	\$47,195
79	5-500-1005.003	Dental Premium-Employee	\$1,500	\$1,500	\$1,500	\$1,500
79	5-500-1005.004	Dental Premium-Family	\$430	\$250	\$250	\$250
	Total Insurance Expense		\$30,560	\$41,110	\$40,030	\$64,740
79	5-500-1010.001	Life Insurance	\$225	\$300	\$300	\$315
	Total Life Insurance Expense		\$225	\$300	\$300	\$315
79	5-500-1015.001	Lagers-General	\$17,490	\$20,140	\$20,140	\$23,135
79	5-500-1015.004	Deferred Comp-Employer	\$2,475	\$3,250	\$3,250	\$3,250

Parks-Operations and Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Retirement Expense		\$19,965	\$23,390	\$23,390	\$26,385
79	5-500-1020.001	FICA-Employer	\$12,510	\$14,350	\$12,450	\$14,875
79	5-500-1020.002	Medicare-Employer	\$3,160	\$3,360	\$3,000	\$3,480
79	5-500-1020.003	Unemployment Compensation	\$2,180	\$2,310	\$2,310	\$2,400
79	5-500-1020.004	Workman's Compensation	\$4,196	\$4,800	\$8,490	\$7,211
	Total Payroll Taxes Expense		\$22,046	\$24,820	\$26,250	\$27,966
79	5-500-1025.001	Employee-Uniforms	\$1,560	\$1,500	\$2,500	\$2,500
79	5-500-1025.002	Employee-Dues/License/Membership	\$750	\$750	\$1,000	\$1,000
79	5-500-1025.004	Employee-Travel/Hotel	\$500	\$1,500	\$1,750	\$1,750
79	5-500-1025.005	Employee-Training	\$2,350	\$1,500	\$1,500	\$1,500
	Total Employee Expense		\$5,160	\$5,250	\$6,750	\$6,750
	Total Personnel Expense		\$284,606	\$326,330	\$319,790	\$366,011
79	5-500-2005.000	Capital Exp-Land and Improvement	\$283,500	\$913,000	\$901,950	\$10,000
79	5-500-2010.000	Capital Exp-Building and Improvements	\$96,970	\$7,500	\$16,000	\$0
79	5-500-2020.000	Capital Exp-Machinery and Equipment	\$166,335	\$128,006	\$42,195	\$129,496
79	5-500-2025.000	Capital Exp-Vehicles	\$22,500	\$22,500	\$40,808	\$23,000
	Total Capital Expense		\$570,030	\$1,071,006	\$1,000,953	\$162,496
79	5-500-5000.001	Utilities-Electric	\$12,000	\$21,000	\$15,000	\$15,000
79	5-500-5000.002	Utilities-Water	\$1,930	\$3,500	\$3,500	\$3,500
79	5-500-5000.003	Utilities-Sewer	\$1,390	\$2,400	\$2,400	\$2,400
79	5-500-5005.001	Utilities-Propane	\$1,250	\$1,700	\$1,700	\$1,700
79	5-500-5010.001	Utilities-Landline and Fiber	\$1,300	\$1,400	\$1,400	\$1,400
79	5-500-5015.001	Utilities-Cell Phones	\$2,385	\$2,500	\$2,750	\$2,750
79	5-500-5020.001	Utilities-Internet	\$1,500	\$1,400	\$1,400	\$1,400
79	5-500-5025.001	Utilities-Solid Waste	\$2,980	\$3,200	\$3,200	\$3,200
	Total Utilities Expense		\$24,735	\$37,100	\$31,350	\$31,350
79	5-500-6000.001	Prof Services-Legal	\$4,085	\$5,000	\$2,500	\$2,500
79	5-500-6000.002	Prof Services-Engineering	\$8,000	\$0	\$0	\$0

Parks-Operations and Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-6000.007	Prof Services-Toxicology Test	\$500	\$400	\$400	\$400
79	5-500-6000.008	Prof Services- MSHP Background Checks	\$65	\$100	\$100	\$100
79	5-500-6000.011	Prof Services-Dues & Fees	\$250	\$250	\$250	\$250
79	5-500-6000.015	Prof Services-Service Contracts	\$1,950	\$0	\$25,000	\$25,000
79	5-500-6000.019	Prof Services - CC Fees	\$250	\$250	\$250	\$250
	Total General Professional Service Expense		\$15,100	\$6,000	\$28,500	\$28,500
79	5-500-6005.001	Insurance-Vehicle	\$2,380	\$2,732	\$2,860	\$2,950
79	5-500-6005.002	Insurance-Equipment	\$475	\$546	\$652	\$675
79	5-500-6005.003	Insurance-Building & Property	\$2,365	\$2,716	\$2,065	\$2,130
	Total Insurance Expense		\$5,220	\$5,995	\$5,577	\$5,755
79	5-500-6010.003	Advertising-Print	\$405	\$0	\$1,000	\$1,000
	Total Advertising Expense		\$405	\$0	\$1,000	\$1,000
79	5-500-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$1,420
79	5-500-6020.001	Software-Purchase	\$0	\$0	\$0	\$2,320
79	5-500-6020.002	Software-Upgrade	\$0	\$1,034	\$1,034	\$0
79	5-500-6020.003	Software-Agreement	\$0	\$540	\$540	\$540
	Total Software Expense		\$0	\$1,574	\$1,574	\$4,280
	Total Professional Service Expense		\$20,725	\$13,569	\$36,651	\$39,535
79	5-500-7000.001	Supplies-Operational	\$1,700	\$2,500	\$2,500	\$2,500
79	5-500-7000.002	Supplies-Computer Accessories	\$1,080	\$400	\$400	\$400
79	5-500-7000.003	Supplies- Small Office Equipment	\$300	\$300	\$300	\$300
79	5-500-7000.004	Supplies-Small Tools	\$2,500	\$2,500	\$2,500	\$2,500
79	5-500-7005.001	Supplies-Printing	\$250	\$250	\$250	\$250
79	5-500-7005.002	Supplies-Mailing	\$250	\$250	\$125	\$125
79	5-500-7005.003	Supplies-Postage	\$355	\$0	\$125	\$125
79	5-500-7005.004	Supplies-Paper	\$400	\$500	\$250	\$250
79	5-500-7010.001	Supplies-Janitorial	\$3,000	\$3,000	\$3,000	\$3,000
79	5-500-7010.002	Supplies-Cleaning and Sanitation	\$1,000	\$500	\$500	\$500

Parks-Operations and Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-7010.004	Supplies-Chemicals	\$1,100	\$500	\$500	\$500
	Total General Office Supplies Expense		\$11,935	\$10,700	\$10,450	\$10,450
79	5-500-7015.001	Supplies-Medical	\$150	\$150	\$100	\$100
79	5-500-7015.003	Supplies-First Aid	\$150	\$150	\$100	\$100
79	5-500-7015.004	Supplies-Safety	\$260	\$150	\$250	\$250
	Total Medical and Safety Supplies Expense		\$560	\$450	\$450	\$450
	Total Supplies Expense		\$12,495	\$11,150	\$10,900	\$10,900
79	5-500-7500.002	Materials-Rock	\$200	\$2,500	\$2,500	\$2,500
79	5-500-7500.003	Materials-Concrete	\$1,250	\$2,000	\$2,000	\$2,000
79	5-500-7500.004	Materials-Landscaping	\$3,845	\$3,000	\$3,000	\$3,000
79	5-500-7505.002	Materials-Pipe-PVC	\$640	\$500	\$500	\$500
79	5-500-7505.003	Materials-Pipe-Misc.	\$250	\$250	\$500	\$250
79	5-500-7505.004	Materials-Pipe-Conduit	\$300	\$500	\$500	\$500
79	5-500-7510.001	Materials-Paint	\$3,900	\$3,000	\$300	\$3,000
79	5-500-7510.002	Materials-Signs	\$885	\$800	\$500	\$500
79	5-500-7510.004	Materials-Hardware	\$750	\$900	\$1,000	\$1,000
79	5-500-7510.006	Materials-Wire	\$850	\$1,800	\$1,800	\$1,800
79	5-500-7510.007	Materials-Lumber	\$2,000	\$1,500	\$2,200	\$2,200
79	5-500-7510.008	Materials-Steel	\$600	\$1,500	\$1,000	\$1,000
	Total Material Expense		\$15,470	\$18,250	\$15,800	\$18,250
79	5-500-8000.001	Tools-Repair	\$365	\$500	\$500	\$500
79	5-500-8000.002	Tools- Maintenance	\$250	\$250	\$250	\$250
79	5-500-8000.003	Tools-Supplies	\$2,500	\$2,500	\$3,000	\$2,500
	Total Tools and Portable Equipment Expense		\$3,115	\$3,250	\$3,750	\$3,250
79	5-500-8300.001	Equipment-Repair	\$3,075	\$4,000	\$4,500	\$4,500
79	5-500-8300.002	Equipment-Maintenance	\$2,955	\$3,500	\$3,500	\$3,500
79	5-500-8300.003	Equipment-Supplies	\$250	\$500	\$500	\$500
79	5-500-8300.004	Equipment-Equipment	\$2,055	\$2,000	\$2,000	\$2,000

Parks-Operations and Administration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-8300.005	Equipment-Fuel	\$2,500	\$7,500	\$5,000	\$5,000
79	5-500-8300.006	Equipment-Rental	\$1,085	\$1,200	\$1,200	\$1,200
	Total Machinery and Equipment Expense		\$11,920	\$18,700	\$16,700	\$16,700
79	5-500-8600.001	Vehicle-Repair	\$2,055	\$1,800	\$1,800	\$1,800
79	5-500-8600.002	Vehicle-Maintenance	\$545	\$500	\$500	\$500
79	5-500-8600.003	Vehicle-Supplies	\$500	\$300	\$300	\$300
79	5-500-8600.004	Vehicle-Equipment	\$250	\$250	\$250	\$250
79	5-500-8600.005	Vehicle-Fuel	\$4,605	\$5,000	\$7,500	\$7,500
	Total Vehicle Expense		\$7,955	\$7,850	\$10,350	\$10,350
	Total Tools, Machinery, and Vehicle Expense		\$22,990	\$29,800	\$30,800	\$30,300
79	5-500-9910.000	Internal Service-Personnel	\$27,719	\$19,807	\$14,040	\$28,387
	Total Internal Service-Vehicle		\$27,719	\$19,807	\$14,040	\$28,387
	Total Internal Service		\$27,719	\$19,807	\$14,040	\$28,387
	Total Parks Expense		\$978,770	\$1,527,012	\$1,460,284	\$687,229

Boswell Aquatic Center

This program was established to manage expenses for recreational activities of the pool which is a public pool with daily visitor rates and is available for reservations.

Parks-Boswell Aquatic Center Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-515-1000.002	Part Time Salary	\$39,360	\$48,890	\$40,000	\$43,655
79	5-515-1000.006	Part Time Overtime	\$1,925	\$1,540	\$1,518	\$545
	Total Salaries Expense		\$41,285	\$50,430	\$41,518	\$44,200
79	5-515-1020.001	FICA-Employer	\$2,780	\$3,130	\$3,120	\$2,745
79	5-515-1020.002	Medicare-Employer	\$650	\$730	\$730	\$645
79	5-515-1020.003	Unemployment Compensation	\$450	\$500	\$500	\$445
	Total Payroll Taxes Expense		\$3,880	\$4,360	\$4,350	\$3,835
79	5-515-1025.001	Employee-Uniforms	\$1,150	\$1,100	\$1,100	\$1,250
	Total Employee Expense		\$1,150	\$1,100	\$1,100	\$1,250
	Total Personnel Expense		\$46,315	\$55,890	\$46,968	\$49,285
79	5-515-2010.000	Capital Exp-Building and Improvements	\$7,500	\$0	\$0	\$0
79	5-515-2020.000	Capital Exp-Machinery and Equipment	\$16,300	\$0	\$0	\$0
	Total Capital Expense		\$23,800	\$0	\$0	\$0
79	5-515-5000.001	Utilities-Electric	\$7,500	\$6,000	\$6,000	\$6,000
79	5-515-5000.002	Utilities-Water	\$2,750	\$2,500	\$2,500	\$2,500
79	5-515-5000.003	Utilities-Sewer	\$500	\$500	\$500	\$500
79	5-515-5010.001	Utilities-Landline and Fiber	\$250	\$200	\$100	\$100
79	5-515-5020.001	Utilities-Internet	\$875	\$450	\$550	\$550
79	5-515-5025.001	Utilities-Solid Waste	\$300	\$0	\$100	\$0
	Total Utilities Expense		\$12,175	\$9,650	\$9,750	\$9,650
79	5-515-6000.007	Prof Services-Toxicology Testing	\$500	\$500	\$500	\$500
79	5-515-6000.008	Prof Services-MSHP Background Chk	\$300	\$300	\$300	\$300
	Total Professional Expense		\$800	\$800	\$800	\$800
79	5-515-6005.002	Insurance-Equipment	\$1,500	\$0	\$0	\$0
79	5-515-6005.003	Insurance-Building & Property	\$9,000	\$6,578	\$5,861	\$6,040

Parks-Boswell Aquatic Center Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Insurance Expense		\$10,500	\$6,578	\$5,861	\$6,040
79	5-515-6010.002	Advertising-Employee Recruitment	\$2,000	\$500	\$500	\$500
79	5-515-6010.006	Advertising-Radio	\$1,050	\$750	\$750	\$750
	Total Advertising Expense		\$3,050	\$1,250	\$1,250	\$1,250
	Total Professional Service Expense		\$14,350	\$8,628	\$7,911	\$8,090
79	5-515-7010.004	Supplies-Chemicals	\$4,000	\$2,500	\$5,000	\$3,000
	Total General Office Supplies Expense		\$4,000	\$2,500	\$5,000	\$3,000
79	5-515-8300.001	Equipment-Repair	\$2,000	\$1,500	\$1,500	\$1,500
79	5-515-8300.002	Equipment-Maintenance	\$1,145	\$1,500	\$1,500	\$1,500
79	5-515-8300.003	Equipment-Supplies	\$2,000	\$2,000	\$2,000	\$2,000
79	5-515-8300.006	Equipment-Rental	\$0	\$0	\$235	\$250
	Total Machinery and Equipment Expense		\$5,145	\$5,000	\$5,235	\$5,250
	Total Boswell Aquatic Center Expense		\$105,785	\$81,668	\$74,864	\$75,275

Park Activities

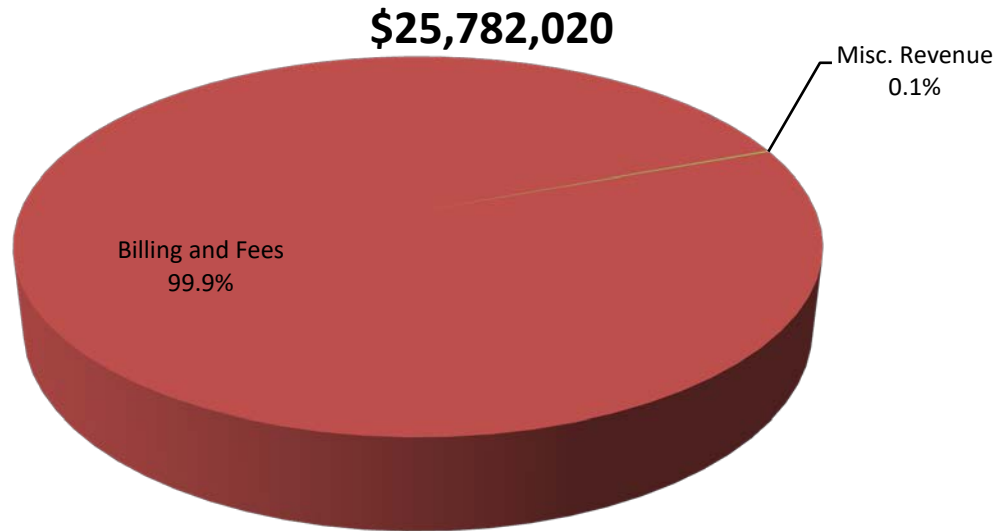
This program was established to manage expenses for recreational activities

Parks-Parks Activities Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-520-5010.001	Utilities-Landline and Fiber	\$500	\$360	\$360	\$360
	Total Utilities Expense		\$500	\$360	\$360	\$360
79	5-520-6000.005	Prof Services-Temporary Employees	\$12,000	\$13,500	\$10,000	\$10,000
79	5-520-6000.011	Prof Services-Dues-Fees	\$5,000	\$5,000	\$1,000	\$1,000
	Total General Professional Service Expense		\$17,000	\$18,500	\$11,000	\$11,000
79	5-520-7000.001	Supplies-Operational	\$24,290	\$20,000	\$20,000	\$20,000
	Total General Office Supplies Expense		\$24,290	\$20,000	\$20,000	\$20,000
79	5-515-8300.006	Equipment-Rental	\$700	\$500	\$500	\$500
	Total Machinery and Equipment Expense		\$700	\$500	\$500	\$500
	Total Park Activities Expense		\$42,490	\$39,360	\$31,860	\$31,860
	Total Park Expense		\$1,127,045	\$1,648,040	\$1,567,008	\$794,364

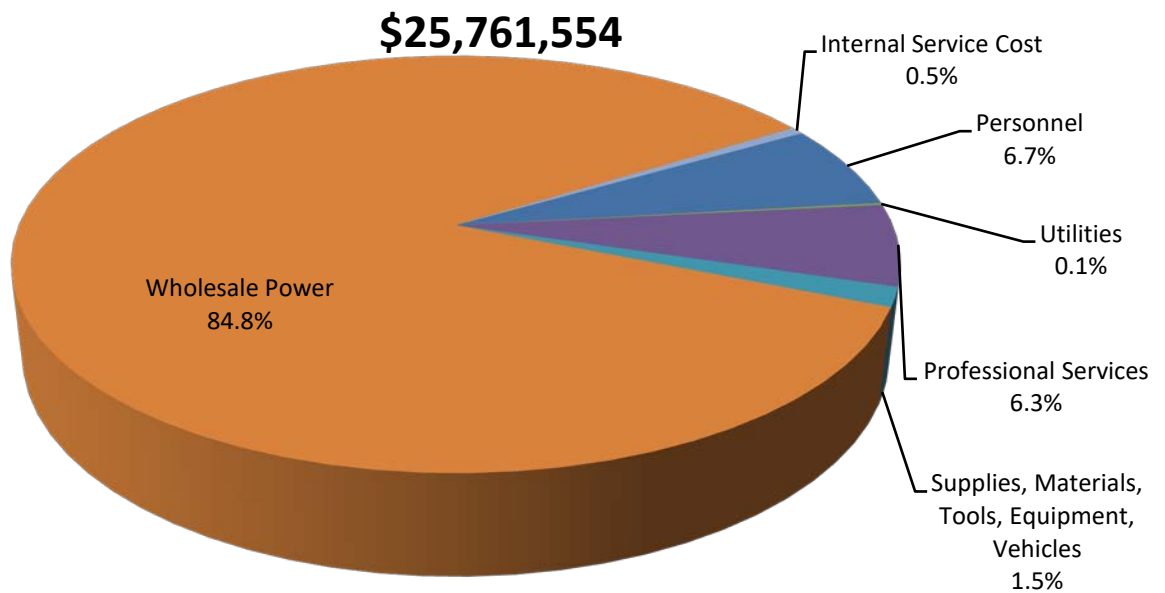
Electric Fund

The Electric system for the City is made of 135 miles of 7.2 KV distribution and 40 miles of 69 KV transmission loop inter-connecting seven sub-stations to three 69KV transmission lines linking to the Show-Me Transmission network. The city provides electric to most citizens within the city limits.

Electric Operating Funds Available by Category



Electric Operating Expense by Category



Fiscal Year 2016-2017 Accomplishments:

We reduced our system losses by 301,666 kWh just by installing LED fixtures. While replacing meters we were able fix potential outages due to loose connections and meter sockets that had become loose.

Fiscal Year 2018 Goals:

- I. **Goal:** Go paperless on construction staking sheets.
Strategy: Purchase AutoCAD software.
Budgetary Factor: The ability to add enough funds to our software line items.
- II. **Goal:** Finish collecting system information by obtaining serial numbers and locations of all transformers. Take oil samples on all transformers larger than 500 kVa.
Strategy: Dedicate one crew to obtain this information.
Budgetary Factor: None.

Performance Measurements:

Calendar Year Performance	2013	2014	2015	2016	Estimated 2017
Number of LED fixtures installed			200	200	200
Number of HPS fixtures replaced			200	200	200
Transformers resized to match load		20	33	1	5
Number of AMR meters installed			242	3500	7500
Number of Distribution Poles replaced	66	77	82	53	65
New Services Installed	53	72	70	61	75
Number of Service Work Orders	1541	1438	1612	3272	3800
Streetlight Installed or Repaired	503	342	307	231	325

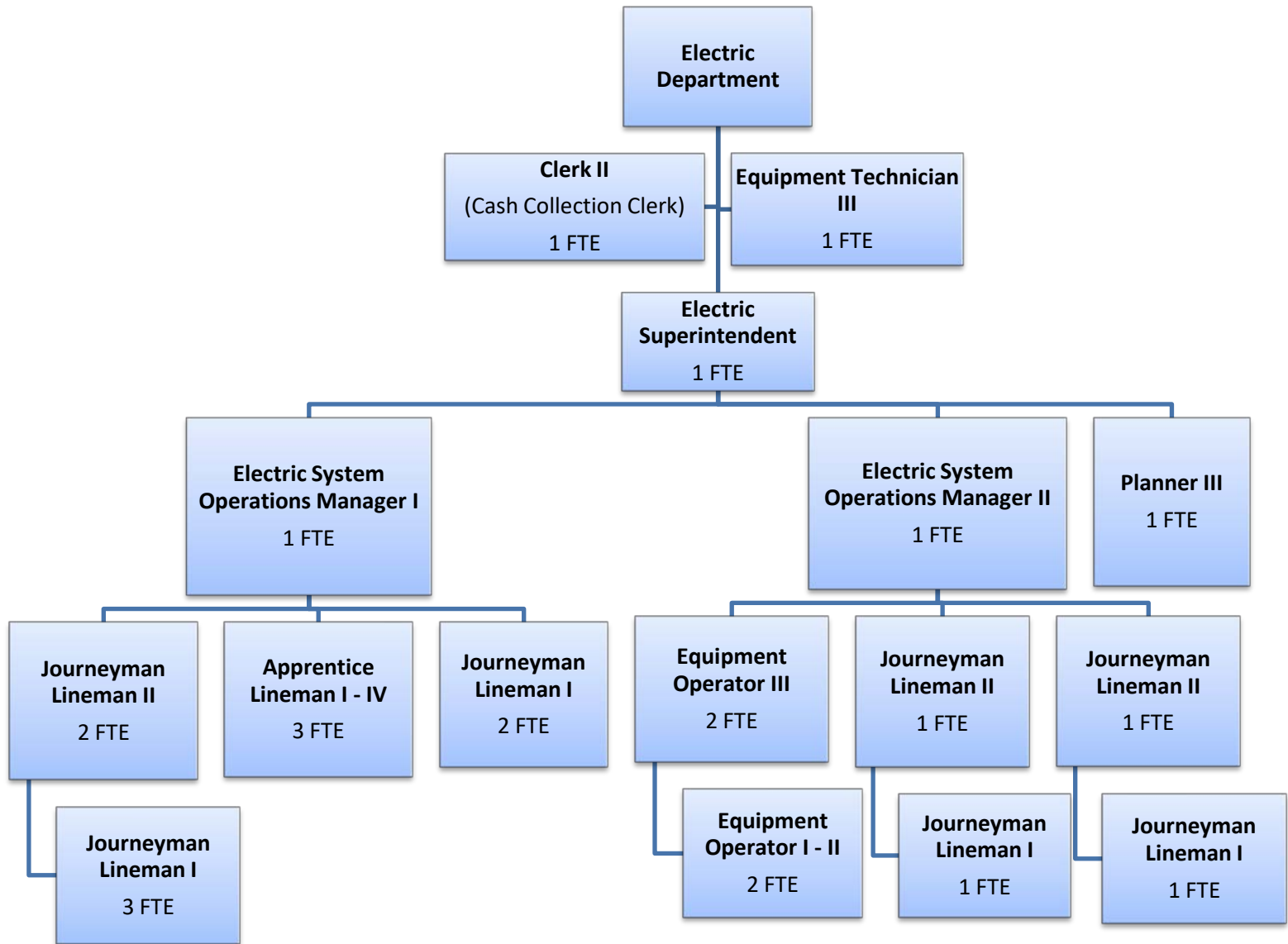
Previous Years' Goals:

- I. Manage and reduce electric distribution system losses.
Status: Completed. By installing LED lights, the City is saving 301,666 kWh of energy.
- II. Eliminate estimated reading of utility meters.
Status: Ongoing due to firmware issues.
- III. Improve customer satisfaction by minimizing outages and service interruptions.
Status: In 2015 there were 160 reported outages, in 2016 there were 64. Accomplished
- IV. Maintain the Electric System to ensure its safety and reliability.
Status: The field information has been collected and necessary system repairs are being made as required. Accomplished

Electric Fund Revenue and Expense by Category

Electric Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$23,085,800	\$26,786,000	\$24,298,031	\$25,747,020
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$269,433	\$775,120	\$801,522	\$531,720
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$23,355,233	\$27,561,120	\$25,099,553	\$26,278,740
Expenses				
Personnel	\$1,161,270	\$1,474,939	\$1,340,443	\$1,720,240
Capital	\$826,242	\$1,275,502	\$733,908	\$1,453,443
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$45,970	\$45,800	\$36,262	\$37,500
Professional Services	\$1,234,884	\$1,517,562	\$1,383,817	\$1,631,580
Supplies and Materials	\$20,404,943	\$23,248,900	\$20,688,415	\$22,139,350
Tools, Equipment, and Vehicles	\$69,743	\$87,500	\$75,206	\$97,500
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$90,369	\$116,681	\$112,000	\$135,384
Total Expenses	\$23,833,420	\$27,766,884	\$24,370,051	\$27,214,997

Electric Department Organizational Chart



Electric-Operating Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	4-200-2005.002	Grant-Capital	\$220,000	\$0	\$0	\$0
	Total Grant Revenue		\$220,000	\$0	\$0	\$0
80	4-200-3000.011	Turn On Fees	\$16,500	\$18,000	\$19,015	\$19,000
80	4-200-3000.012	Customer Billing	\$26,000,000	\$26,500,000	\$24,005,396	\$25,450,000
80	4-200-3000.013	Penalties	\$223,000	\$200,000	\$205,600	\$210,000
80	4-200-3000.014	Meter Base Sales	\$14,000	\$20,000	\$20,000	\$20,000
80	4-200-3000.015	Meter Base Installation	\$18,000	\$20,000	\$20,000	\$20,000
80	4-200-3000.018	Telephone Pole Agreement	\$10,000	\$10,000	\$10,020	\$10,020
80	4-200-3000.019	Cable Pole Agreement	\$18,000	\$18,000	\$18,000	\$18,000
	Total Service Charges and Fees Revenue		\$26,299,500	\$26,786,000	\$24,298,031	\$25,747,020
80	4-200-3010.004	Misc.-Investment Income	\$27,000	\$25,000	\$47,402	\$25,000
80	4-200-3010.006	Misc.-Miscellaneous	\$16,000	\$10,000	\$14,000	\$10,000
	Total Miscellaneous Revenue		\$43,000	\$35,000	\$61,402	\$35,000
	Total Service Charges, Fees, and Miscellaneous Revenue		\$26,342,500	\$26,821,000	\$24,359,433	\$25,782,020
	Total Electric-Operating Revenue		\$26,562,500	\$26,821,000	\$24,359,433	\$25,782,020
Electric-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-200-1000.001	Fulltime Salary	\$859,400	\$911,650	\$816,515	\$1,025,860
80	5-200-1000.002	Part time Salary	\$25,100	\$0	\$0	\$0
80	5-200-1000.004	On Call	\$30,900	\$20,790	\$24,000	\$59,540
80	5-200-1000.005	Fulltime Overtime	\$43,493	\$48,980	\$65,000	\$53,950
80	5-200-1000.006	Part Time Overtime	\$40	\$0	\$0	\$0
	Total Salaries Expense		\$958,933	\$981,420	\$905,515	\$1,139,350
80	5-200-1005.001	Health Premium-Employee	\$23,465	\$31,680	\$32,805	\$54,105
80	5-200-1005.002	Health Premium-Family	\$176,160	\$175,920	\$130,000	\$204,730
80	5-200-1005.003	Dental Premium-Employee	\$5,100	\$5,100	\$4,400	\$5,100
80	5-200-1005.004	Dental Premium-Family	\$215	\$0	\$820	\$1,000

Electric-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Insurance Expense		\$204,940	\$212,700	\$168,025	\$264,935
80	5-200-1010.001	Life Insurance	\$1,100	\$1,380	\$1,380	\$1,450
	Total Life Insurance Expense		\$1,100	\$1,380	\$1,380	\$1,450
80	5-200-1015.001	Lagers-General	\$117,060	\$115,280	\$122,038	\$148,120
80	5-200-1015.004	Deferred Comp-Employer	\$7,800	\$9,750	\$9,750	\$11,050
	Total Retirement Expense		\$124,860	\$125,030	\$131,788	\$159,170
80	5-200-1020.001	FICA-Employer	\$56,900	\$60,850	\$53,326	\$70,640
80	5-200-1020.002	Medicare-Employer	\$13,310	\$14,230	\$13,999	\$16,525
80	5-200-1020.003	Unemployment Compensation	\$9,180	\$9,810	\$9,810	\$11,395
80	5-200-1020.004	Workman's Compensation	\$33,817	\$39,519	\$30,000	\$25,275
	Total Payroll Taxes Expense		\$113,207	\$124,409	\$107,135	\$123,835
80	5-200-1025.001	Employee-Uniforms	\$15,275	\$14,000	\$14,000	\$15,500
80	5-200-1025.002	Employee-Dues/License/Membership	\$6,430	\$6,000	\$6,000	\$6,000
80	5-200-1025.003	Employee-Books	\$2,000	\$500	\$100	\$500
80	5-200-1025.004	Employee-Travel/Hotel	\$5,000	\$4,500	\$4,000	\$4,500
80	5-200-1025.005	Employee-Training	\$5,500	\$5,000	\$2,500	\$5,000
	Total Employee Expense		\$34,205	\$30,000	\$26,600	\$31,500
	Total Personnel Expense		\$1,437,245	\$1,474,939	\$1,340,443	\$1,720,240
80	5-200-2005.000	Capital Exp-Land and Improvement	\$385,000	\$0	\$0	\$0
80	5-200-2010.000	Capital Exp-Building and Improvement	\$125,000	\$0	\$0	\$0
80	5-200-2020.000	Capital Exp-Machinery and Equipment	\$519,000	\$0	\$0	\$0
80	5-200-2025.000	Capital Exp-Vehicles	\$120,000	\$0	\$0	\$0
	Total Capital Expense		\$1,149,000	\$0	\$0	\$0
80	5-200-3020.000	Debt-Lease Purchase	\$0	\$0	\$0	\$57,500
	Total Debt Expense		\$0	\$0	\$0	\$57,500
80	5-200-5000.001	Utilities-Electric	\$43,000	\$39,500	\$30,342	\$31,000
80	5-200-5000.002	Utilities-Water	\$700	\$250	\$200	\$250
80	5-200-5000.003	Utilities-Sewer	\$500	\$250	\$220	\$250

Electric-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-200-5015.001	Utilities-Cell Phones	\$6,500	\$4,600	\$4,400	\$4,600
80	5-200-5020.002	Utilities-Internet Mobile	\$2,500	\$1,200	\$1,100	\$1,400
	Total Utilities Expense		\$53,200	\$45,800	\$36,262	\$37,500
80	5-200-6000.001	Prof Services-Legal	\$10,000	\$6,000	\$3,200	\$6,000
80	5-200-6000.002	Prof Services-Engineering	\$20,000	\$60,000	\$70,000	\$40,000
80	5-200-6000.003	Prof Services-Surveying	\$2,500	\$2,500	\$500	\$1,500
80	5-200-6000.007	Prof Services-Toxicology Testing	\$470	\$500	\$300	\$500
80	5-200-6000.008	Prof Services-Background Check	\$100	\$100	\$50	\$75
80	5-200-6000.009	Prof Services-Collection Agency	\$1,500	\$1,500	\$1,200	\$1,500
80	5-200-6000.011	Prof Services-Dues-Fees	\$10,000	\$7,000	\$1,000	\$7,000
80	5-200-6000.015	Prof Services-Service Contracts	\$10,000	\$7,500	\$1,200	\$180,000
80	5-200-6000.017	Prof Services-PILOT	\$1,300,000	\$1,325,000	\$1,200,270	\$1,272,500
80	5-200-6000.018	Prof Services-Damage Claims	\$3,000	\$3,000	\$2,000	\$3,000
80	5-200-6000.019	Prof Services-Credit Card Fees	\$45,475	\$32,000	\$35,000	\$35,000
	Total General Professional Service Expense		\$1,403,045	\$1,445,100	\$1,314,720	\$1,547,075
80	5-200-6005.001	Insurance-Vehicle	\$21,205	\$26,450	\$22,482	\$23,160
80	5-200-6005.002	Insurance-Equipment	\$3,650	\$2,573	\$2,263	\$2,335
80	5-200-6005.003	Insurance-Building & Property	\$8,500	\$7,676	\$6,753	\$6,960
80	5-200-6005.007	Insurance-City Government	\$30,000	\$24,025	\$25,667	\$26,440
	Total Insurance Expense		\$63,355	\$60,724	\$57,165	\$58,895
80	5-200-6010.002	Advertising -Employee	\$45	\$600	\$0	\$0
81	5-200-6010.003	Advertising -Print	\$110	\$0	\$200	\$500
80	5-200-6010.006	Advertising-Radio	\$50	\$1,000	\$1,000	\$1,100
	Total Advertising Expense		\$205	\$1,600	\$1,200	\$1,600
80	5-200-6020.000	Software-Annual Renewal/Maintenance	\$7,800	\$7,000	\$8,000	\$18,375
80	5-200-6020.001	Software-Purchase	\$0	\$0	\$665	\$5,635
80	5-200-6020.002	Software-Upgrade	\$0	\$2,068	\$2,068	\$0
80	5-200-6020.003	Software-Agreement	\$0	\$1,070	\$0	\$0

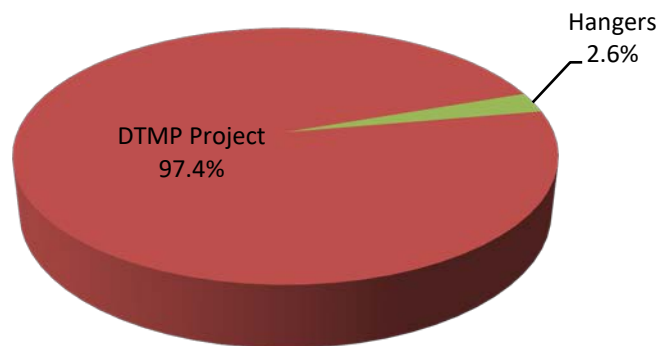
Electric-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Software Expense		\$7,800	\$10,138	\$10,733	\$24,010
	Total Professional Service Expense		\$1,474,405	\$1,517,562	\$1,383,817	\$1,631,580
80	5-200-7000.001	Supplies-Operational	\$7,850	\$7,400	\$6,500	\$7,200
80	5-200-7000.003	Supplies-Small Equipment	\$90	\$0	\$0	\$0
80	5-200-7000.004	Supplies-Small Tools	\$5,015	\$4,000	\$3,500	\$4,000
80	5-200-7005.002	Supplies-Mailing	\$5,200	\$3,500	\$1,100	\$2,200
80	5-200-7005.003	Supplies-Postage	\$14,500	\$12,000	\$10,910	\$11,000
80	5-200-7005.004	Supplies-Paper	\$500	\$500	\$450	\$450
80	5-200-7005.005	Supplies-Forms	\$2,500	\$1,500	\$500	\$1,000
80	5-200-7005.006	Supplies-Promo-Education	\$10,000	\$3,000	\$1,500	\$37,000
	Total General Office Supplies Expense		\$45,655	\$31,900	\$24,460	\$62,850
80	5-200-7015.004	Supplies-Safety	\$12,000	\$10,000	\$6,500	\$10,000
	Total Medical and Safety Supplies Expense		\$12,000	\$10,000	\$6,500	\$10,000
80	5-200-7025.001	Supplies-Wholesale Power-Demand Charge	\$6,250,000	\$5,000,000	\$5,419,080	\$5,500,000
80	5-200-7025.002	Supplies-Wholesale Power-Energy Charge	\$15,290,000	\$16,750,000	\$13,744,725	\$15,000,000
80	5-200-7025.003	Supplies-Wholesale Power-Transmission Charge	\$1,194,015	\$1,250,000	\$1,350,000	\$1,350,000
	Total Wholesale Power		\$22,734,015	\$23,000,000	\$20,513,805	\$21,850,000
	Total Supplies Expense		\$22,791,670	\$23,041,900	\$20,544,765	\$21,922,850
80	5-200-7500.001	Materials-Asphalt	\$0	\$0	\$0	\$12,000
80	5-200-7500.002	Materials-Rock	\$10,050	\$10,000	\$4,500	\$0
80	5-200-7500.003	Materials-Concrete	\$0	\$0	\$0	\$3,500
80	5-200-7505.004	Materials-Pipe-Conduit	\$12,000	\$15,000	\$16,500	\$15,000
80	5-200-7505.005	Materials-Poles	\$12,000	\$5,000	\$0	\$5,000
80	5-200-7510.003	Materials-Fittings	\$8,500	\$7,000	\$5,500	\$7,000
80	5-200-7510.004	Materials-Hardware	\$25,065	\$20,000	\$8,000	\$20,000
80	5-200-7510.006	Materials-Wire	\$15,000	\$15,000	\$14,800	\$12,000
80	5-200-7515.001	Materials-Transformers	\$51,185	\$70,000	\$30,500	\$75,000
80	5-200-7515.002	Materials-Substation	\$20,000	\$15,000	\$6,150	\$10,000

Electric-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-200-7520.001	Materials-Meters	\$70,000	\$15,000	\$22,000	\$15,000
80	5-200-7525.001	Materials-Infrastructure Maintenance	\$15,000	\$30,000	\$30,000	\$30,000
80	5-200-7530.001	Materials-SCADA	\$5,000	\$5,000	\$5,700	\$12,000
	Total Material Expense		\$243,800	\$207,000	\$143,650	\$216,500
80	5-200-8000.001	Tools-Repair	\$2,000	\$1,500	\$1,000	\$1,500
80	5-200-8000.002	Tools- Maintenance	\$1,700	\$1,500	\$800	\$1,500
80	5-200-8000.003	Tools-Supplies	\$3,000	\$3,000	\$900	\$3,000
	Total Tools and Portable Equipment Expense		\$6,700	\$6,000	\$2,700	\$6,000
80	5-200-8300.001	Equipment-Repair	\$200	\$0	\$1,506	\$0
80	5-200-8300.002	Equipment-Maintenance	\$20,000	\$20,000	\$11,000	\$20,000
80	5-200-8300.003	Equipment-Supplies	\$1,500	\$1,500	\$1,000	\$1,500
80	5-200-8300.006	Equipment-Rental	\$0	\$0	\$6,000	\$10,000
	Total Machinery and Equipment Expense		\$21,700	\$21,500	\$19,506	\$31,500
80	5-200-8600.001	Vehicle-Repair	\$5,000	\$5,000	\$5,000	\$5,000
80	5-200-8600.002	Vehicle-Maintenance	\$20,500	\$20,000	\$15,000	\$20,000
80	5-200-8600.004	Vehicle-Equipment	\$30,000	\$5,000	\$5,000	\$5,000
80	5-200-8600.005	Vehicle-Fuel	\$48,000	\$30,000	\$28,000	\$30,000
	Total Vehicle Expense		\$103,500	\$60,000	\$53,000	\$60,000
	Total Tools, Machinery, and Vehicle Expense		\$131,900	\$87,500	\$75,206	\$97,500
80	5-200-9910.000	Internal Service-Personnel	\$105,314	\$116,681	\$112,000	\$135,384
	Total Internal Service-Personnel		\$105,314	\$116,681	\$112,000	\$135,384
	Total Internal Service		\$105,314	\$116,681	\$112,000	\$135,384
	Total Electric-Operating Expense		\$27,386,534	\$26,491,382	\$23,636,143	\$25,761,554

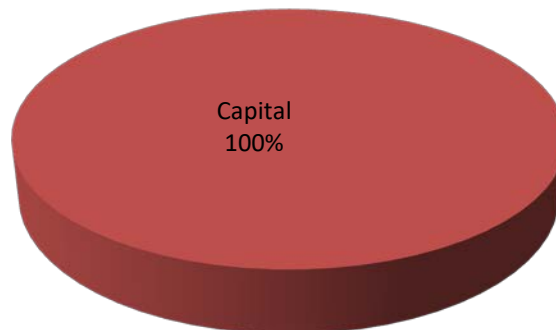
Electric Reserve

Contributions to the fund shall be made from customer payments for each utility service and the reserve fund shall be established and maintained at no less than thirty (30) percent of the annual income of each utility and each fund shall not exceed fifty (50) percent of that utility's annual income; except that in the event of an emergency or a special need as determined by the mayor and city council, the council may by ordinance authorize the use of money from either fund for any reason deemed appropriate and necessary by the mayor and city council.

Electric Reserve Debt Service Repayment \$496,720



Electric Reserve Expense by Category \$1,453,443



Fiscal Year 2018 Goals:

- I. **Goal:** Maintain no less than 30% and no more than 50% of the electric utility's income.
Strategy: Continue to monitor fund and adjust funding levels/sources as necessary.
Budgetary Factor: None.

Performance Measurements:

Routine monitoring of electric reserve fund amount.

Previous Years' Goals:

- I. Goal: Maintain no less than 30% and no more than 50% of the electric utility's income.

Status: Fund is within the margin of 30-50 percent.

Electric-Reserve Transfer In			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	4-215-3010.000	Misc. -General	\$1,146,000	\$740,120	\$740,120	\$496,720
	Total Miscellaneous Transfer In		\$1,146,000	\$740,120	\$740,120	\$496,720
	Total Electric-Reserve Transfer in		\$1,146,000	\$740,120	\$740,120	\$496,720
Electric-Reserve Expense			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-215-2005.000	Capital Exp-Land and Improvement	\$0	\$337,000	\$25,000	\$747,000
80	5-215-2010.000	Capital Exp-Building and Improvement	\$0	\$185,000	\$55,000	\$235,000
80	5-215-2020.000	Capital Exp-Machinery and Equipment	\$700,000	\$513,502	\$434,450	\$471,443
80	5-215-2025.000	Capital Exp-Vehicles	\$0	\$240,000	\$219,458	\$0
	Total Capital Expense		\$700,000	\$1,275,502	\$733,908	\$1,453,443
	Total Electric-Reserve Expense		\$700,000	\$1,275,502	\$733,908	\$1,453,443
	Total Electric Fund Expense		\$28,086,534	\$27,766,884	\$24,370,051	\$27,214,997

Fiber Fund

The City operates a dark fiber network to sell telecommunication capacity to Internet Services Providers providing services within the City of Lebanon. The Fiber activity is maintained by the Electric Fund; therefore, the two funds are combined for the annual audited financials.

Fiscal Year 2016-2017

Accomplishments:

Successfully completed installation of fiber to the Lebanon Middle School and Airport.

Fiscal Year 2018 Goals:

- I. **Goal:** Update fiber map and customer information.
Strategy: Contact SHO-ME Technologies to obtain this information.
Budgetary Factor: None

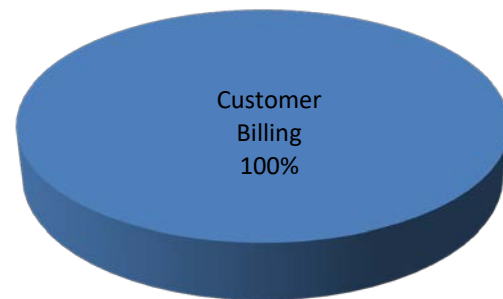
Performance Measurements:

	2014	2015	2016	Estimated 2017
Feet of fiber installed	2,500	8,500	14,780	5,000
New Customers	2	1	1	2
Percentage of Fiber Used	82%	82%	82%	85%

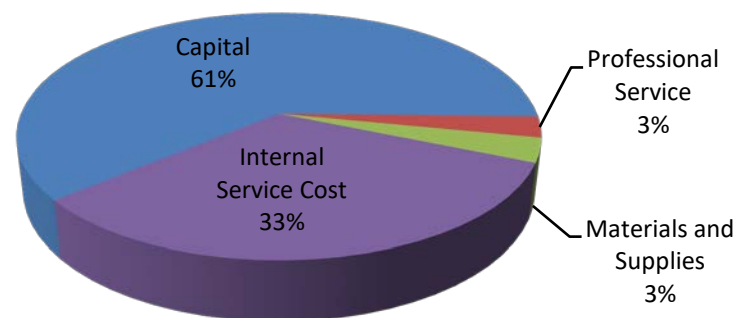
Previous Years' Goals:

- I. Create detailed GIS mapping of existing system.
 Status: Accomplished this with our system inspection provided by Toth and Associates.
- II. Improve customer satisfaction and reduce labor cost by minimizing utility outages and service interruptions that cause unplanned work and after-hour callouts.
 Status: On-going

Fiber Funds Available by Category \$87,000



Fiber Expense by Category



Fiber Fund Revenue and Expense by Category

Fiber Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$85,025	\$95,000	\$85,000	\$87,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$85,025	\$95,000	\$85,000	\$87,000
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$112,183	\$127,000	\$0	\$97,000
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$4,296	\$3,000	\$3,000	\$4,350
Supplies and Materials	\$0	\$12,000	\$92	\$5,000
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$0
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$30,798	\$52,136	\$58,604	\$51,426
Total Expenses	\$147,277	\$194,136	\$61,696	\$157,776

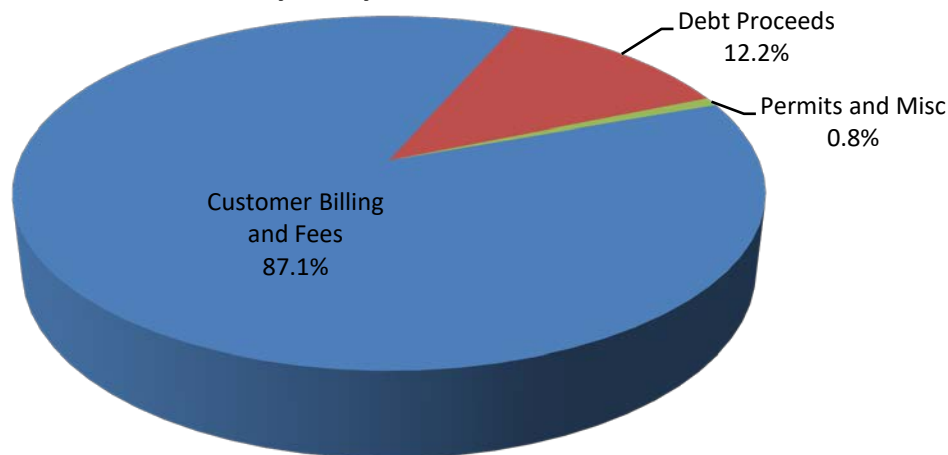
Fiber-Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
83	4-200-3000.012	Customer Billing	\$103,000	\$95,000	\$85,000	\$87,000
	Total Service Charges and Fees Revenue		\$103,000	\$95,000	\$85,000	\$87,000
	Total Fiber Revenues		\$103,000	\$95,000	\$85,000	\$87,000
Fiber-Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
83	5-200-2005.000	Capital Exp-Land & Improvements	\$0	\$0	\$0	\$42,000
83	5-200-2015.000	Capital Exp-Furniture & Fixtures	\$12,500	\$0	\$0	\$0
83	5-200-2020.000	Capital Exp-Machinery & Equipment	\$117,000	\$127,000	\$0	\$55,000
	Total Capital Expense		\$129,500	\$127,000	\$0	\$97,000
83	5-200-6000.013	Prof Services-Studies	\$2,000	\$0	\$0	\$0
83	5-200-6000.017	Prof Services-PILOT	\$5,150	\$3,000	\$3,000	\$4,350
	Total General Professional Service Expense		\$7,150	\$3,000	\$3,000	\$4,350
	Total Professional Service Expense		\$7,150	\$3,000	\$3,000	\$4,350
83	5-200-7000.001	Supplies-Operational	\$2,000	\$0	\$0	\$0
	Total General Office Supplies Expense		\$2,000	\$0	\$0	\$0
83	5-200-7510.004	Materials-Hardware	\$5,000	\$3,000	\$92	\$5,000
83	5-200-7510.006	Materials-Wire	\$7,200	\$9,000	\$0	\$0
	Total Material Expense		\$12,200	\$12,000	\$92	\$5,000
83	5-200-9910.000	Internal Service-Personnel Services	\$29,955	\$52,136	\$58,604	\$51,426
	Total Internal Service-Professional Services		\$29,955	\$52,136	\$58,604	\$51,426
	Total Internal Service		\$29,955	\$52,136	\$58,604	\$51,426
	Total Fiber Expense		\$180,805	\$194,136	\$61,696	\$157,776

Wastewater

This program was established to prevent the introduction of pollutants into the municipality Wastewater system which will interfere with the operation of the system or contaminate the resulting sludge; to prevent the introduction of pollutants into the municipal Wastewater system which will pass through the system, inadequately treated, into receiving waters or the atmosphere or otherwise be incompatible with the system; to improve the opportunity to recycle and reclaim Wastewater and sludge from the system; and to provide for equitable distribution of the cost of the municipal Wastewater system.

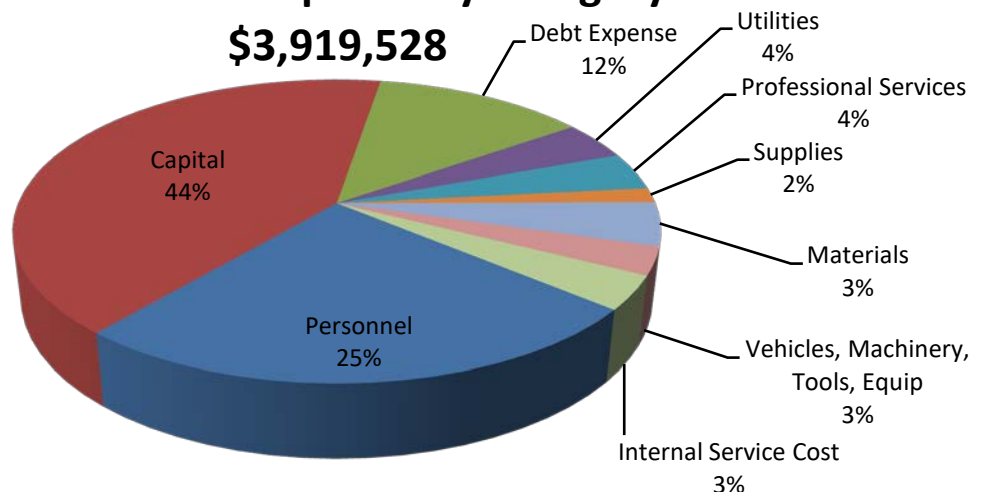
Wastewater Funds Available by Category

\$3,289,000



Wastewater Expense by Category

\$3,919,528



Fiscal Year 2016-2017 Accomplishments:

Accomplishments include: Catherine street sewer line replacement; Emerald Gate lift station replacement, and replacement of the controls on Montrose lift station, as well as the completion of the sanitary sewer evaluation study for the Goodwin Hollow watershed.

Fiscal Year 2018 Goals:

- I. **Goal:** Increase the capacity of the wastewater treatment plant from 2.6 million gallons a day to 3.5 million gallons a day.
Strategy: Construct the Missouri Department of Natural Resources approved filter and sludge improvements including: new disk filters, conversion of the backwash basin to a 30 feet diameter 16 feet deep waste basin providing 74,000 gallons of storage, bar screen upgrade at the head of the plant, new sludge holding basin 80 feet diameter 20 feet deep holding 750,000 gallons, new electrical equipment control center, installation of mixers and dissolved oxygen meters in the existing oxidation ditches.
Budgetary Factor: Availability of funds.
- II. **Goal:** Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant.
Strategy: Purchase and replace specialized equipment used in daily operations. Employee training to ensure current regulations and processes are in compliance.
Budgetary Factor: Availability of funds.

Performance Measurements:

	2013	2014	2015	2016	Estimated 2017
Pipeline Video Inspections	43,762.40	140,029.40	129,240.70	130,836	135,000
Cleaning (linear feet)	86,311	148,823	136,709	165,028	160,000
Manhole Inspections	277	433	414	425	450
Deflection Testing (linear feet)	1845	3,668	409.5	2,261	1,000
Vacuum Testing Manholes	10	14	18	10	15
Pressure Testing Lines	6	6	11	8	15
Manhole Rehabilitation	15	21	22	11	15
Pipeline Rehabilitation (linear feet)	2,842	3,692	4,504	2,267	2,000
Smoke Testing (linear feet)	302,393	242,078	122,264	160,147	140,000
Service Calls (linear feet)	10,323	34,027	9,578	10,682	8,000
GIS Manhole Locations	0	0	0	50	450
NPDES Permit Violations	2	5	1	1	0

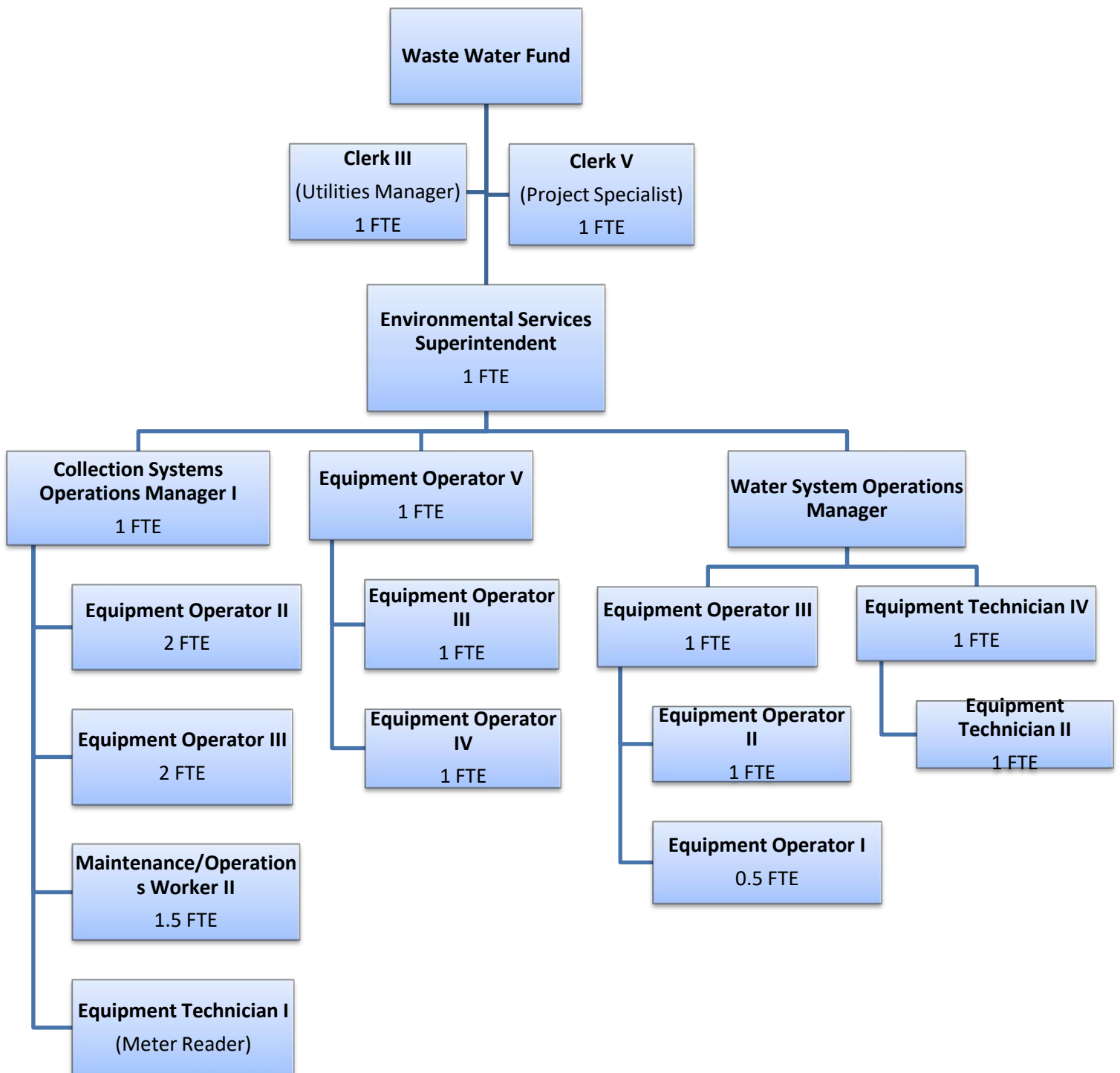
Previous Years' Goals:

- I. Increase the capacity of the wastewater treatment plant from 2.6 million gallons a day to 3.5 million gallons a day.
Status: Engineering is complete. Currently working on securing financing to fund the project and then we will advertise for bids.
- II. Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant.
Status: On-going
- III. Provide adequate infrastructure to meet the needs of our citizens and members of our business community, with the ability to adjust to the changing needs of our users.
Status: On-going.

Wastewater Fund Revenue and Expense by Category

Wastewater Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$51,928	\$0	\$0	\$0
Service Charges	\$2,290,540	\$1,152,453	\$2,330,000	\$2,855,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$17,775	\$9,004	\$20,000	\$20,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$58,972	\$29,537	\$15,000	\$414,000
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$2,419,215	\$1,190,994	\$2,365,000	\$3,289,000
Expenses				
Personnel	\$809,105	\$402,178	\$833,666	\$983,908
Capital	\$309,359	\$9,699	\$584,710	\$1,726,905
Debt	\$166,454	\$156,153	\$485,394	\$486,000
Grants	\$0	\$0	\$0	\$0
Utilities	\$92,167	\$66,540	\$160,500	\$157,900
Professional Services	\$75,588	\$34,340	\$130,876	\$151,165
Supplies and Materials	\$159,586	\$72,793	\$205,527	\$167,750
Tools, Equipment, and Vehicles	\$61,877	\$26,543	\$84,048	\$114,500
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$94,755	\$62,035	\$113,000	\$131,399
Total Expenses	\$1,768,891	\$830,281	\$2,597,721	\$3,919,528

Wastewater Organizational Chart



Waste Water-Operating Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	4-200-3000.012	Customer Billing	\$2,340,000	\$2,800,000	\$2,300,000	\$2,800,000
85	4-200-3000.013	Penalties	\$32,000	\$30,000	\$30,000	\$30,000
85	4-200-3000.16	Facility Impact	\$7,500	\$0	\$0	\$25,000
	Total Service Charges and Fees Revenue		\$2,379,500	\$2,830,000	\$2,330,000	\$2,855,000
85	4-200-3010.001	Misc. -Bond Proceeds	\$0	\$2,000,000	\$0	\$400,000
85	4-200-3010.004	Misc. -Investment Income	\$500	\$500	\$5,000	\$5,000
85	4-200-3010.006	Misc. -Miscellaneous	\$2,000	\$3,500	\$5,000	\$4,000
85	4-200-3010.008	Misc-Gain/Loss Asset Disposal	\$0	\$0	\$5,000	\$5,000
	Total Miscellaneous Revenue		\$2,500	\$2,004,000	\$15,000	\$414,000
	Total Services Charges, Fees, and Miscellaneous Revenue		\$2,382,000	\$4,834,000	\$2,345,000	\$3,269,000
85	4-200-4005.002	Permits-Sewer	\$10,000	\$20,000	\$20,000	\$20,000
	Total Permits Revenue		\$10,000	\$20,000	\$20,000	\$20,000
	Total Waste Water Revenue		\$2,392,000	\$4,854,000	\$2,365,000	\$3,289,000
Waste Water-Operating Expense			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-1000.001	Fulltime Salary	\$252,070	\$269,800	\$278,435	\$307,010
85	5-200-1000.002	Parttime Salary	\$0	\$19,410	\$12,800	\$0
85	5-200-1000.004	On Call	\$6,925	\$4,800	\$7,500	\$7,475
85	5-200-1000.005	Fulltime Overtime	\$12,360	\$14,110	\$15,000	\$16,760
85	5-200-1000.006	Parttime Overtime	\$0	\$0	\$262	\$0
85	5-200-1000.007	On Call Overtime	\$105	\$0	\$0	\$0
	Total Salaries Expense		\$271,460	\$308,120	\$313,997	\$331,245
85	5-200-1005.001	Health Premium-Employee	\$28,225	\$21,120	\$28,355	\$39,480
85	5-200-1005.002	Health Premium-Family	\$28,585	\$35,280	\$24,820	\$35,040
85	5-200-1005.003	Dental Premium-Employee	\$2,100	\$2,100	\$1,510	\$2,100
85	5-200-1005.004	Dental Premium-Family	\$600	\$600	\$455	\$600
	Total Insurance Expense		\$59,510	\$59,100	\$55,140	\$77,220

Waste Water-Operating Expense			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-1010.001	Life Insurance	\$495	\$420	\$420	\$505
	Total Life Insurance Expense		\$495	\$420	\$420	\$505
85	5-200-1015.001	Lagers-General	\$38,205	\$34,069	\$36,510	\$43,062
85	5-200-1015.004	Deferred Comp-Employer	\$5,200	\$4,550	\$4,050	\$5,200
	Total Retirement Expense		\$43,405	\$38,619	\$40,560	\$48,262
85	5-200-1020.001	FICA-Employer	\$18,300	\$19,100	\$18,819	\$20,540
85	5-200-1020.002	Medicare-Employer	\$4,280	\$4,470	\$4,476	\$4,805
85	5-200-1020.003	Unemployment Compensation	\$2,950	\$3,080	\$3,080	\$3,315
85	5-200-1020.004	Workman's Compensation	\$7,924	\$7,924	\$7,924	\$8,222
	Total Payroll Taxes Expense		\$33,454	\$34,574	\$34,299	\$36,882
85	5-200-1025.001	Employee-Uniforms	\$6,275	\$4,500	\$5,000	\$4,500
85	5-200-1025.002	Employee-Dues/License/Membership	\$750	\$500	\$500	\$500
85	5-200-1025.004	Employee-Travel/Hotel	\$1,700	\$1,500	\$1,500	\$1,500
85	5-200-1025.005	Employee-Training	\$3,645	\$5,000	\$5,000	\$5,000
	Total Employee Expense		\$12,370	\$11,500	\$12,000	\$11,500
	Total Personnel Expense		\$420,694	\$452,333	\$456,416	\$505,614
85	5-200-2005.000	Capital Exp-Land and Improvement	\$221,000	\$699,000	\$540,000	\$611,500
85	5-200-2010.000	Capital Exp-Building and Improvement	\$35,000	\$2,000,000	\$0	\$765,000
85	5-200-2020.000	Capital Exp-Machinery and Equipment	\$236,000	\$66,062	\$44,710	\$322,960
85	5-200-2025.000	Capital Exp-Vehicles	\$0	\$28,000	\$0	\$27,445
	Total Capital Expense		\$492,000	\$2,793,062	\$584,710	\$1,726,905
85	5-200-3005.000	Debt-COPS	\$456,900	\$550,000	\$406,000	\$406,000
85	5-200-3020.000	Debt-Lease Obligation	\$80,000	\$80,000	\$79,394	\$80,000
	Total Debt Expense		\$536,900	\$630,000	\$485,394	\$486,000
85	5-200-5000.001	Utilities-Electric	\$172,500	\$170,000	\$145,000	\$140,000
85	5-200-5010.001	Utilities-Landline and Fiber	\$12,000	\$12,000	\$12,000	\$12,000
85	5-200-5015.001	Utilities-Cell Phones	\$500	\$500	\$550	\$750
85	5-200-5020.002	Utilities-Internet Mobile	\$1,000	\$1,000	\$350	\$500

Waste Water-Operating Expense			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-5025.001	Utilities-Solid Waste	\$2,000	\$2,000	\$2,000	\$2,000
	Total Utilities Expense		\$188,000	\$185,500	\$159,900	\$155,250
85	5-200-6000.001	Prof Services-Legal	\$5,000	\$5,000	\$5,000	\$5,000
85	5-200-6000.002	Prof Services-Engineering	\$10,000	\$55,000	\$20,000	\$20,000
85	5-200-6000.003	Prof Services-Surveying	\$2,000	\$2,000	\$2,000	\$2,000
85	5-200-6000.007	Prof Services-Toxicology Testing	\$250	\$250	\$250	\$250
85	5-200-6000.008	Prof Services-Background Check	\$100	\$100	\$0	\$100
85	5-200-6000.009	Prof Services-Collection Agency	\$2,500	\$1,700	\$1,700	\$1,700
85	5-200-6000.011	Prof Services-Dues and License	\$5,000	\$5,000	\$2,500	\$5,000
85	5-200-6000.015	Prof Services-Service Contracts	\$18,500	\$26,000	\$26,000	\$15,000
85	5-200-6000.016	Prof Services-Taxes and Fees	\$10,700	\$7,500	\$7,445	\$7,500
85	5-200-6000.018	Prof Services-Damage Claims	\$2,560	\$4,000	\$4,000	\$4,000
85	5-200-6000.019	Prof Services-Credit Card Fees	\$4,900	\$5,000	\$5,000	\$5,000
	Total General Professional Service Expense		\$61,510	\$111,550	\$73,895	\$65,550
85	5-200-6005.001	Insurance-Vehicle	\$2,500	\$2,548	\$6,647	\$6,850
85	5-200-6005.002	Insurance-Equipment	\$600	\$667	\$401	\$415
85	5-200-6005.003	Insurance-Building & Property	\$5,600	\$6,876	\$4,711	\$4,855
	Total Insurance Expense		\$8,700	\$10,091	\$11,759	\$12,120
85	5-200-6010.002	Advertising- Employee Recruitment	\$500	\$500	\$0	\$500
85	5-200-6010.003	Advertising- Print	\$110	\$0	\$100	\$100
85	5-200-6010.006	Advertising- Radio	\$50	\$250	\$100	\$100
	Total Advertising Expense		\$660	\$750	\$200	\$700
85	5-200-6020.000	Software-Annual Renewal/Maintenance	\$4,250	\$4,000	\$4,000	\$9,135
85	5-200-6020.001	Software-Purchase	\$0	\$0	\$70	\$13,550
85	5-200-6020.002	Software-Upgrade	\$0	\$1,723	\$1,724	\$0
85	5-200-6020.003	Software-Agreement	\$0	\$2,700	\$2,700	\$2,700
	Total Software Expense		\$4,250	\$8,423	\$8,494	\$25,385
	Total Professional Service expense		\$75,120	\$130,814	\$94,348	\$103,755

Waste Water-Operating Expense			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-7000.001	Supplies-Operational	\$13,000	\$12,000	\$12,000	\$12,000
85	5-200-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$1,000	\$1,000	\$1,000	\$500
85	5-200-7005.001	Supplies-Printing	\$2,400	\$3,500	\$3,500	\$2,500
85	5-200-7005.002	Supplies-Mailing	\$5,000	\$3,500	\$3,500	\$3,500
85	5-200-7005.003	Supplies-Postage	\$15,500	\$15,500	\$12,000	\$15,000
85	5-200-7005.004	Supplies-Paper	\$500	\$500	\$500	\$500
85	5-200-7005.005	Supplies-Forms	\$3,000	\$0	\$122	\$250
85	5-200-7010.001	Supplies-Janitorial	\$800	\$500	\$500	\$500
85	5-200-7010.004	Supplies-Chemicals	\$16,850	\$13,000	\$13,000	\$13,000
	Total General Office Supplies Expense		\$58,050	\$49,500	\$46,122	\$47,750
85	5-200-7015.003	Supplies-First Aid	\$100	\$200	\$100	\$100
85	5-200-7015.004	Supplies-Safety	\$2,000	\$2,000	\$2,000	\$2,000
	Total Medical and Safety Supplies Expense		\$2,100	\$2,200	\$2,100	\$2,100
	Total Supplies Expense		\$60,150	\$51,700	\$48,222	\$49,850
85	5-200-7510.001	Materials-Paint	\$500	\$500	\$500	\$500
85	5-200-7510.003	Materials-Fittings	\$2,500	\$2,500	\$2,500	\$2,500
85	5-200-7510.004	Materials-Hardware	\$3,000	\$3,000	\$3,000	\$3,000
85	5-200-7510.005	Materials-Fixtures	\$28,000	\$30,000	\$30,000	\$30,000
85	5-200-7510.006	Materials-Wire	\$250	\$250	\$355	\$250
85	5-200-7525.001	Materials-Infrastructure Maintenance	\$8,000	\$12,000	\$12,000	\$12,000
	Total Material Expense		\$42,250	\$48,250	\$48,355	\$48,250
85	5-200-8000.003	Tools-Supplies	\$3,650	\$3,500	\$3,500	\$3,500
	Total Tools and Portable Equipment Expense		\$3,650	\$3,500	\$3,500	\$3,500
85	5-200-8300.001	Equipment-Repair	\$10,650	\$8,000	\$8,000	\$8,000
85	5-200-8300.002	Equipment-Maintenance	\$11,000	\$5,000	\$5,000	\$2,500
85	5-200-8300.005	Equipment-Fuel	\$500	\$500	\$3,000	\$500
	Total Machinery and Equipment Expense		\$22,150	\$13,500	\$16,000	\$11,000
85	5-200-8600.001	Vehicle-Repair	\$6,265	\$5,000	\$4,000	\$2,000

Waste Water-Operating Expense			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-8600.002	Vehicle-Maintenance	\$4,000	\$2,000	\$5,000	\$5,000
85	5-200-8600.005	Vehicle-Fuel	\$13,000	\$13,000	\$13,000	\$13,000
	Total Vehicle Expense		\$23,265	\$20,000	\$22,000	\$20,000
	Total Tools, Machinery, and Vehicle Expense		\$49,065	\$37,000	\$41,500	\$34,500
85	5-200-9910.000	Internal Service-Personnel	\$121,349	\$112,582	\$113,000	\$131,399
	Total Internal Service Expense		\$121,349	\$112,582	\$113,000	\$131,399
	Total Waste Water Operating Expense		\$1,985,528	\$4,441,242	\$2,031,845	\$3,221,524

Wastewater Maintenance

This fund manages the expenses of the underground collection system maintenance which includes approximately 120 miles of sewer pipes ranging from 8 inch diameter to 36 inch diameter and approximately 2,500 manholes.

Fiscal Year 2018 Goals:

- I. Goal: Identify and improve the operation and maintenance of the critical-parts inventory for the lift stations.
Strategy: Work with purchasing and warehouse to update and maintain a critical-parts list for the lift stations.
Budgetary Factor: None. This will provide for improved budget management and reduce part wait-time as materials will be in warehouse stock.
- II. Goal: Provide adequate infrastructure to meet the needs of our citizens and members of our business community.
Strategy: accomplish capital projects needed within the wastewater collection system. This will be a multiyear project to rehabilitate and replace deficiencies in the wastewater collection system as recommended in the Sanitary Sewer Evaluation Study (SSES).
Budgetary Factor: Availability of operational and capital funds

Previous Years' Goals:

- I. Identify and improve the operation and maintenance of the critical-parts inventory for the lift stations.
Status: 60% Completed
- II. Provide adequate infrastructure to meet the needs of our citizens and members of our business community.
Status: The Goodwin Hollow watershed Rehabilitation that was approved in Fiscal Year 2017 and will be budgeting \$500,000 in Fiscal Year 2018 and for the foreseeable future.

Waste Water-Maintenance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-205-1000.001	Fulltime Salary	\$56,650	\$60,820	\$63,550	\$63,085
85	5-205-1000.002	Part Time Salary	\$17,510	\$18,120	\$0	\$19,990
85	5-205-1000.004	On Call	\$2,370	\$2,180	\$1,800	\$3,035
85	5-205-1000.005	Fulltime Overtime	\$3,060	\$2,830	\$3,600	\$3,580
85	5-205-1000.006	Part Time Overtime	\$515	\$0	\$0	\$405
	Total Salaries Expense		\$80,105	\$83,950	\$68,950	\$90,095
85	5-205-1005.001	Health Premium-Employee	\$3,250	\$5,280	\$5,280	\$7,510
85	5-205-1005.002	Health Premium-Family	\$16,080	\$8,040	\$8,435	\$12,155
85	5-205-1005.003	Dental Premium-Employee	\$750	\$750	\$605	\$750

Waste Water-Maintenance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Insurance Expense		\$20,080	\$14,070	\$14,320	\$20,415
85	5-205-1010.001	Life Insurance	\$165	\$120	\$120	\$130
	Total Life Insurance Expense		\$165	\$120	\$120	\$130
85	5-205-1015.001	Lagers-General	\$8,130	\$7,900	\$8,225	\$9,065
85	5-205-1015.004	Deferred Comp-Employer	\$650	\$1,300	\$675	\$1,300
	Total Retirement Expense		\$8,780	\$9,200	\$8,900	\$10,365
85	5-205-1020.001	FICA-Employer	\$4,940	\$5,200	\$4,100	\$5,590
85	5-205-1020.002	Medicare-Employer	\$1,150	\$1,220	\$950	\$1,310
85	5-205-1020.003	Unemployment Compensation	\$800	\$840	\$840	\$905
85	5-205-1020.004	Workman's Compensation	\$7,016	\$7,016	\$7,015	\$2,946
	Total Payroll Taxes Expense		\$13,906	\$14,276	\$12,905	\$10,751
85	5-205-1025.001	Employee-Uniforms	\$2,200	\$2,200	\$2,200	\$2,200
85	5-205-1025.002	Employee-Dues/Licence/Membership	\$75	\$1,000	\$200	\$500
85	5-205-1025.005	Employee-Training	\$500	\$1,000	\$500	\$500
	Total Employee Expense		\$2,775	\$4,200	\$2,900	\$3,200
	Total Personnel Expense		\$125,811	\$125,816	\$108,095	\$134,956
85	5-205-5015.001	Utilities-Cell Phones	\$850	\$850	\$600	\$400
85	5-200-5020.002	Utilities-Internet Mobile	\$0	\$0	\$0	\$500
	Total Utilities Expense		\$850	\$850	\$600	\$900
85	5-205-6000.007	Prof Services-Toxicology Testing	\$100	\$150	\$150	\$150
85	5-205-6000.008	Prof Services-MSHP Background Chk	\$75	\$150	\$150	\$150
	Total General Professional Service Expense		\$175	\$300	\$300	\$300
85	5-205-6005.001	Insurance-Vehicle	\$500	\$293	\$318	\$330
85	5-205-6005.002	Insurance-Equipment	\$500	\$374	\$572	\$590
	Total Insurance Expense		\$1,000	\$667	\$890	\$920
85	5-205-6010.003	Advertising-Print	\$75	\$150	\$150	\$150
85	5-205-6020.000	Software-Annual Renewal/Maintenance	\$0	\$4,000	\$0	\$0
	Total Software Expense		\$75	\$4,150	\$150	\$150

Waste Water-Maintenance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Professional Service Expense		\$1,250	\$5,117	\$1,340	\$1,370
85	5-205-7000.001	Supplies-Operational	\$105	\$100	\$100	\$100
85	5-205-7000.004	Supplies-Small Tools	\$1,500	\$2,000	\$2,000	\$1,000
	Total General Supplies Expense		\$1,605	\$2,100	\$2,100	\$1,100
85	5-205-7015.004	Supplies-Safety	\$2,750	\$3,000	\$3,000	\$3,000
	Total Medical and Safety Supplies Expense		\$2,750	\$3,000	\$3,000	\$3,000
	Total Supplies Expense		\$4,355	\$5,100	\$5,100	\$4,100
85	5-205-7500.001	Materials-Asphalt	\$7,500	\$7,500	\$7,500	\$17,500
85	5-205-7500.002	Materials-Rock	\$8,000	\$8,000	\$7,000	\$8,000
85	5-205-7500.003	Materials-Concrete	\$3,000	\$3,000	\$4,000	\$3,000
85	5-205-7500.004	Materials-Landscaping	\$1,500	\$1,500	\$1,500	\$1,500
85	5-205-7505.002	Materials-Pipe-PVC	\$3,000	\$3,000	\$1,500	\$2,500
85	5-205-7505.003	Materials-Pipe-Misc.	\$1,500	\$1,500	\$1,500	\$1,500
85	5-205-7505.006	Materials-Precast	\$3,765	\$7,500	\$7,500	\$7,500
85	5-205-7510.003	Materials-Fittings	\$4,000	\$6,000	\$6,000	\$6,000
85	5-205-7525.001	Materials-Infrastructure Maintenance	\$3,000	\$6,000	\$6,000	\$6,000
	Total Material Expense		\$35,265	\$44,000	\$42,500	\$53,500
85	5-205-8300.001	Equipment-Repair	\$8,800	\$8,800	\$5,000	\$7,500
85	5-205-8300.002	Equipment-Maintenance	\$9,000	\$9,000	\$5,000	\$7,500
85	5-205-8300.005	Equipment-Fuel	\$11,000	\$11,000	\$1,000	\$11,000
85	5-205-8300.006	Equipment-Rental	\$920	\$5,000	\$5,000	\$5,000
	Total Machinery and Equipment Expense		\$29,720	\$33,800	\$16,000	\$31,000
85	5-205-8600.001	Vehicle-Repair	\$750	\$1,000	\$500	\$500
85	5-205-8600.002	Vehicle-Maintenance	\$1,200	\$2,000	\$1,000	\$1,000
85	5-205-8600.005	Vehicle-Fuel	\$4,000	\$4,000	\$3,000	\$3,000
	Total Vehicle Expense		\$5,950	\$7,000	\$4,500	\$4,500
	Total Tools, Machinery, and Vehicle Expense		\$35,670	\$40,800	\$20,500	\$35,500
	Total Waste Water-Maintenance Expense		\$203,201	\$221,683	\$178,135	\$230,326

Inflow & Infiltration

This fund manages the expenses of the cleaning and inspections throughout the 120 miles of wastewater lines in the collection system which is broke down into 12 watershed basins. Inspections include manhole, smoke testing, flow metering, dye testing, GIS data collection, new construction performance testing pipeline video inspection and operation and maintenance of the 41 lift stations.

Fiscal Year 2018 Goals:

- I. **Goal:** Maintain, identify and improve the efficiency of collecting inspection data for manholes.
Strategy: To move the manhole inspection collection data management to a digital format utilizing mobile devices and the National Association of Sewer Service Company, (NASSO).
Budgetary Factor: Availability of Funds.
- II. **Goal:** Reduce the number of wastewater backup service calls.
Strategy: Be proactive in root eradication and cleaning known problem areas of the wastewater collection system.
Budgetary Factor: Availability of capital funds when the problem requires more than cleaning.

Previous Years' Goals:

- I. Maintain, identify and improve the efficiency of collecting inspection data for manholes.
Status: On-going.
- II. Reduce the number of wastewater backup service calls.
Status: On-going. The purchase of the new combination cleaning truck helps with equipment reliability.

Waste Water-Inflow and Infiltration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-215-1000.001	Fulltime Salary	\$166,400	\$194,540	\$160,800	\$189,250
85	5-215-1000.002	Part Time Salary	\$7,725	\$9,970	\$18,123	\$18,830
85	5-215-1000.004	On Call	\$2,165	\$4,700	\$4,000	\$6,370
85	5-215-1000.005	Fulltime Overtime	\$2,145	\$3,780	\$2,750	\$6,945
85	5-215-1000.006	Part Time Overtime	\$0	\$0	\$1,252	\$530
	Total Salaries Expense		\$178,435	\$212,990	\$186,925	\$221,925
85	5-215-1005.001	Health Premium-Employee	\$2,880	\$0	\$2,845	\$7,510
85	5-215-1005.002	Health Premium-Family	\$39,925	\$49,680	\$30,965	\$50,860
85	5-215-1005.003	Dental Premium-Employee	\$1,500	\$1,500	\$1,215	\$1,500
	Total Insurance Expense		\$44,305	\$51,180	\$35,025	\$59,870
85	5-215-1010.001	Life Insurance	\$350	\$300	\$300	\$315
	Total Life Insurance Expense		\$350	\$300	\$300	\$315

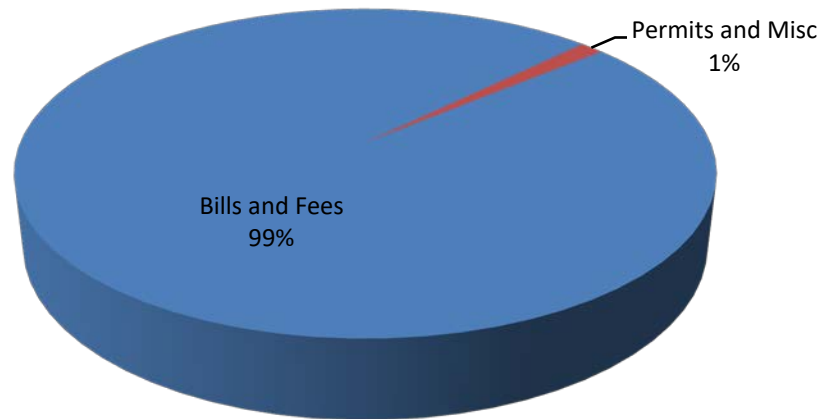
Waste Water-Inflow and Infiltration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-215-1015.001	Lagers-General	\$22,575	\$24,362	\$17,500	\$26,333
85	5-215-1015.004	Deferred Comp-Employer	\$1,825	\$3,250	\$2,500	\$3,250
	Total Retirement Expense		\$24,400	\$27,612	\$20,000	\$29,583
85	5-215-1020.001	FICA-Employer	\$10,120	\$13,210	\$10,800	\$13,760
85	5-215-1020.002	Medicare-Employer	\$2,900	\$3,090	\$2,505	\$3,220
85	5-215-1020.003	Unemployment Compensation	\$2,000	\$2,130	\$1,900	\$2,220
85	5-215-1020.004	Workmans Compensation	\$6,116	\$7,016	\$4,000	\$2,945
	Total Payroll Taxes Expense		\$21,136	\$25,446	\$19,205	\$22,145
85	5-215-1025.001	Employee-Uniforms	\$3,500	\$5,500	\$5,500	\$5,500
85	5-215-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$200	\$500
85	5-215-1025.005	Employee-Training	\$3,065	\$3,500	\$2,000	\$3,500
85	5-215-1025.009	Employee-Tuition Assistance	\$500	\$500	\$0	\$0
	Total Employee Expense		\$7,565	\$10,000	\$7,700	\$9,500
	Total Personnel Expense		\$276,191	\$327,528	\$269,155	\$343,338
85	5-215-5015.001	Utilities-Cell Phones	\$0	\$0	\$0	\$750
85	5-215-5020.002	Utilities-Internet Mobile	\$0	\$0	\$0	\$1,000
	Total Utilities Expense		\$0	\$0	\$0	\$1,750
85	5-215-6000.001	Prof Services-Legal	\$0	\$5,000	\$5,000	\$5,000
85	5-215-6000.002	Prof Services-Engineering	\$6,710	\$5,000	\$5,000	\$5,000
85	5-215-6000.007	Prof Services-Toxicology Testing	\$300	\$400	\$400	\$400
85	5-215-6000.008	Prof Services-MSHP Background Checks	\$150	\$100	\$100	\$100
85	5-215-6000.015	Prof Services-Service Contracts	\$1,050	\$5,000	\$5,000	\$5,000
	Total General Professional Service Expense		\$8,210	\$15,500	\$15,500	\$15,500
85	5-215-6005.001	Insurance-Vehicle	\$8,300	\$9,543	\$8,085	\$8,330
85	5-215-6005.002	Insurance-Equipment	\$300	\$205	\$103	\$110
	Total Insurance Expense		\$8,600	\$9,747	\$8,188	\$8,440
85	5-215-6020-000	Software-Annual Renewal/Maintenance	\$1,500	\$11,500	\$11,500	\$1,500
85	5-215-6020-002	Software-Upgrade	\$0	\$0	\$0	\$20,600

Waste Water-Inflow and Infiltration Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Software Expense		\$1,500	\$11,500	\$11,500	\$22,100
	Total Professional Service Expense		\$18,310	\$36,747	\$35,188	\$46,040
85	5-215-7000.001	Supplies-Operational	\$750	\$300	\$300	\$500
85	5-215-7000.004	Supplies-Small Tools	\$1,000	\$1,000	\$1,000	\$1,000
85	5-215-7005.003	Supplies-Postage	\$1,200	\$1,500	\$500	\$1,000
	Total General Office Supplies Expense		\$2,950	\$2,800	\$1,800	\$2,500
85	5-215-7015.004	Supplies-Safety	\$1,200	\$2,800	\$2,800	\$2,800
	Total Medical and Safety Supplies Expense		\$1,200	\$2,800	\$2,800	\$2,800
	Total Supplies Expense		\$4,150	\$5,600	\$4,600	\$5,300
85	5-215-7510.001	Materials-Paint	\$1,000	\$500	\$500	\$500
85	5-215-7510.003	Materials-Fittings	\$500	\$500	\$500	\$500
85	5-215-7510.004	Materials-Hardware	\$7,885	\$7,500	\$7,500	\$7,500
85	5-215-7510.005	Materials-Fixtures	\$47,800	\$60,000	\$40,000	\$10,000
85	5-215-7510.006	Materials-Wire	\$1,500	\$750	\$750	\$750
85	5-215-7525.001	Materials-Infrastructure Maintenance	\$16,345	\$7,500	\$7,500	\$7,500
	Total Material Expense		\$75,030	\$76,750	\$56,750	\$26,750
85	5-215-8300.001	Equipment-Repair	\$12,300	\$12,000	\$5,000	\$7,500
85	5-215-8300.002	Equipment-Maintenance	\$8,000	\$4,000	\$4,000	\$4,000
85	5-215-8300.006	Equipment-Rental	\$3,050	\$4,000	\$2,000	\$4,000
	Total Machinery and Equipment Expense		\$23,350	\$20,000	\$11,000	\$15,500
85	5-215-8600.001	Vehicle-Repair	\$8,000	\$5,000	\$3,000	\$4,000
85	5-215-8600.002	Vehicle-Maintenance	\$6,380	\$6,000	\$8,000	\$8,000
85	5-215-8600.005	Vehicle-Fuel	\$1,235	\$17,000	\$48	\$17,000
	Total Vehicle Expense		\$15,615	\$28,000	\$11,048	\$29,000
	Total Tools, Machinery, and Vehicle Expense		\$38,965	\$48,000	\$22,048	\$44,500
	Total Waste Water-Inflow and Infiltration Expense		\$412,646	\$494,626	\$387,741	\$467,678
	Total Waste Water Fund Expense		\$2,601,375	\$5,157,551	\$2,597,721	\$3,919,528

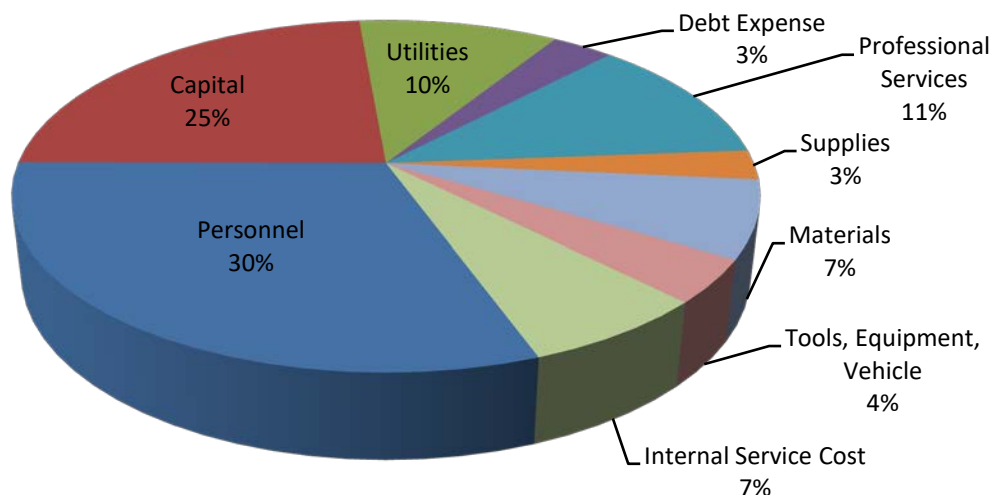
Water

The City water distribution system is made up of approximately 120 miles of distribution lines ranging from 6" to 12" in size, 1685 water valves and 1275 fire hydrants. The City operates 7 deep wells, 2 booster pump stations, and 5 elevated water towers. The city provides water to most customers within the city limits.

Water Funds Available by Category \$1,964,200



Water Expense by Category \$2,226,691



Fiscal Year 2016-2017 Accomplishments:

Bowling Water Tower piping modifications to achieve the recommended chlorine contact time identified in the Department of Natural Resources water system inspection.

Installation completed of 3,500 water meters with new automated meters. The installation of the water meters will result in reduction of personal and maintenance costs, improve water system management, and enhance customer service. Additional benefits would be realized in decreased water losses from leaks and older meters.

Fiscal Year 2018 Goals:

- I. **Goal:** Eliminate the need to estimate water meters due to inclement weather or high ground water conditions.
Strategy: Continue to purchase and install automated water meters and database system to monitor consumption and support billing activities.
Budgetary Factor: Availability of capital funds.
- II. **Goal:** Improve customer satisfaction and increase system reliability.
Strategy: Implement a systematic hydrant flushing program in conjunction with inspection and exercising critical water valves.
Budgetary Factor: Availability of staff.

Performance Measurements:

Performance Measures	2014	2015	2016	2017 Estimated	2018 Projected
Meter Change out	118	136	1797	4000	780
Meter Repairs	2	8	8	10	10
Valve Exercising	105	100	50	50	200
Monthly Hydrant Flushing	13	11	10	10	10
Hydrant Repairs	7	22	30	40	40
One Call Locates	1437	1329	1340	1400	1400
Water Leak Repairs	77	72	88	90	90
Complaint Calls	142	164	232	250	250

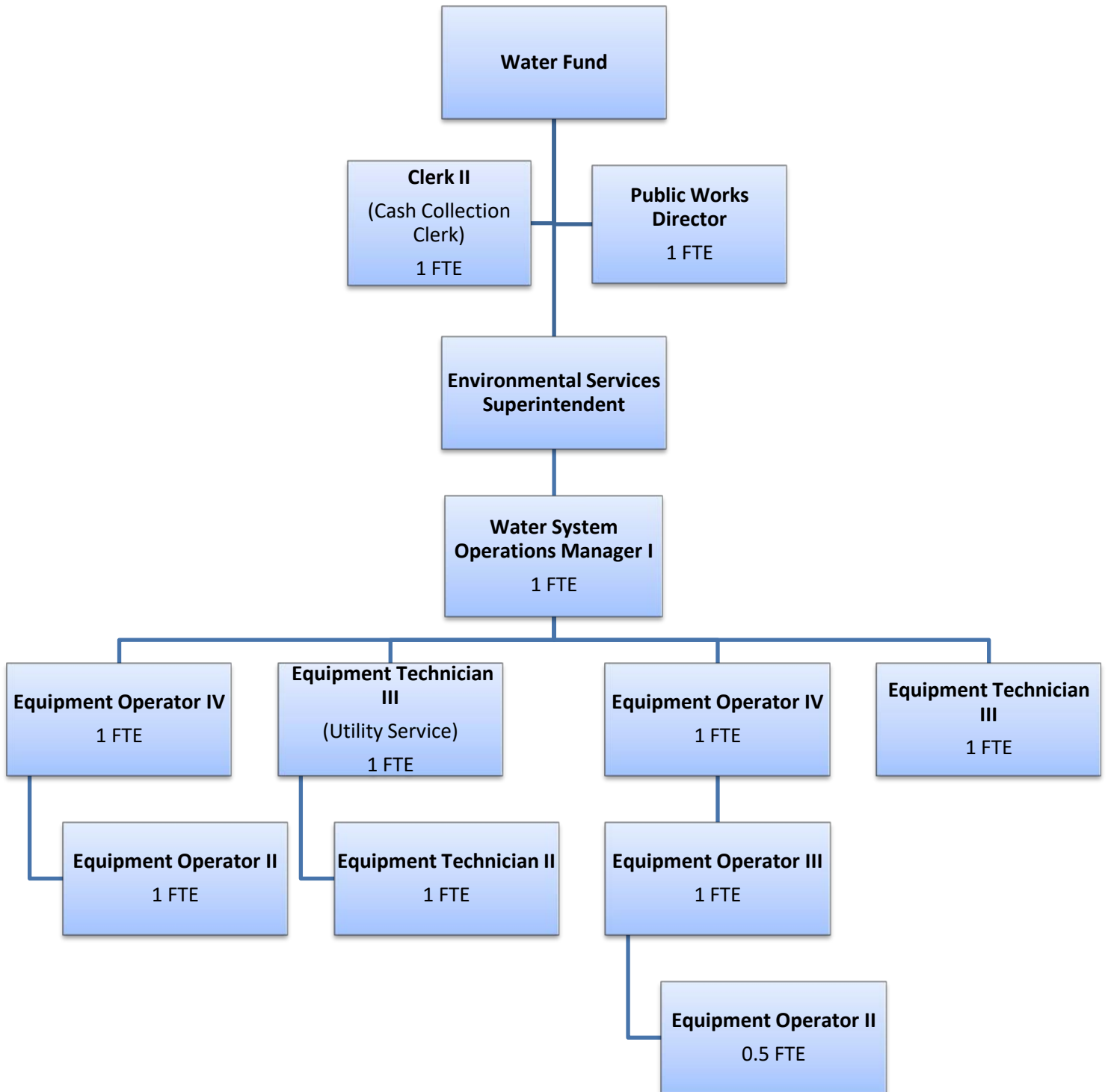
Previous Years' Goals:

- I. Eliminate the need to estimate water meters due to inclement weather or high ground water conditions.
Status: On-going
- II. Improve customer satisfaction and increase system reliability
Status: On-going

Water Fund Revenue and Expense by Category

Water Fund	2016 Actuals	2017 Budget	2017 Estimated	2018 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$8,755	\$0	\$0	\$0
Service Charges	\$1,752,930	\$1,844,000	\$1,856,082	\$1,937,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$18,871	\$15,000	\$25,000	\$25,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$34,369	\$2,200	\$20,400	\$2,200
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$1,814,925	\$1,861,200	\$1,901,482	\$1,964,200
Expenses				
Personnel	\$647,433	\$679,040	\$659,040	\$676,289
Capital	\$919,654	\$1,088,130	\$1,063,546	\$562,881
Debt	\$19,851	\$53,600	\$48,000	\$68,600
Grants	\$0	\$0	\$0	\$0
Utilities	\$230,226	\$254,000	\$217,683	\$224,100
Professional Services	\$158,564	\$231,661	\$198,704	\$253,485
Supplies and Materials	\$126,034	\$202,000	\$202,000	\$212,000
Tools, Equipment, and Vehicles	\$80,207	\$103,800	\$85,717	\$86,300
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$99,488	\$130,930	\$115,000	\$143,035
Total Expenses	\$2,281,458	\$2,743,160	\$2,589,690	\$2,226,691

Water Organizational Chart



Water-Operating Revenue			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	4-200-3000.011	Turn On Fees	\$14,000	\$14,000	\$18,000	\$14,000
87	4-200-3000.012	Customer Billing	\$1,760,000	\$1,780,000	\$1,780,000	\$1,850,000
87	4-200-3000.013	Penalties	\$30,000	\$25,000	\$25,000	\$25,000
87	4-200-3000.016	Facility Impact	\$10,000	\$5,000	\$5,000	\$20,000
87	4-200-3000.018	PWSD #3 Special Meter	\$0	\$0	\$82	\$0
87	4-200-3000.020	Lease Agreements-Towers	\$20,000	\$20,000	\$28,000	\$28,000
	Total Service Charges and Fees Revenue		\$1,834,000	\$1,844,000	\$1,856,082	\$1,937,000
87	4-200-3010.004	Misc.-Investment Income	\$1,000	\$1,200	\$3,500	\$1,200
87	4-200-3010.006	Misc.-Miscellaneous	\$1,000	\$1,000	\$15,900	\$1,000
87	4-200-3010.008	Misc.-Gain/Loss Asset Disposal	\$0	\$0	\$1,000	\$0
	Total Miscellaneous Revenue		\$2,000	\$2,200	\$20,400	\$2,200
	Total Service Charges, Fees, and Miscellaneous Revenue		\$1,836,000	\$1,846,200	\$1,876,482	\$1,939,200
87	4-200-4005.003	Permits-Water	\$10,000	\$15,000	\$25,000	\$25,000
	Total Permits Revenue		\$10,000	\$15,000	\$25,000	\$25,000
	Total Water-Operating Revenue		\$1,846,000	\$1,861,200	\$1,901,482	\$1,964,200
Water-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-200-1000.001	Fulltime Salary	\$238,020	\$225,010	\$260,988	\$261,685
87	5-200-1000.002	Part Time Salary	\$27,855	\$61,750	\$37,000	\$0
87	5-200-1000.004	On Call	\$2,575	\$3,230	\$3,230	\$5,725
87	5-200-1000.005	Fulltime Overtime	\$12,450	\$8,000	\$8,900	\$6,165
87	5-200-1000.006	Part Time Overtime	\$175	\$0	\$1,366	\$0
	Total Salaries Expense		\$281,075	\$297,990	\$311,484	\$273,575
87	5-200-1005.001	Health Premium-Employee	\$19,720	\$10,560	\$2,061	\$0
87	5-200-1005.002	Health Premium-Family	\$37,360	\$37,920	\$47,000	\$50,860
87	5-200-1005.003	Dental Premium-Employee	\$1,215	\$1,200	\$1,720	\$1,200
87	5-200-1005.004	Dental Premium-Family	\$600	\$600	\$200	\$600
	Total Insurance Expense		\$58,895	\$50,280	\$50,981	\$52,660
87	5-200-1010.001	Life Insurance	\$330	\$360	\$360	\$380
	Total Life Insurance Expense		\$330	\$360	\$360	\$380
87	5-200-1015.001	Lagers-General	\$33,340	\$28,350	\$27,000	\$35,565
87	5-200-1015.004	Deferred Comp-Employer	\$2,475	\$3,900	\$2,600	\$3,900
	Total Retirement Expense		\$35,815	\$32,250	\$29,600	\$39,465
87	5-200-1020.001	FICA-Employer	\$16,600	\$18,480	\$18,420	\$16,965
87	5-200-1020.002	Medicare-Employer	\$3,880	\$4,320	\$4,310	\$3,970
87	5-200-1020.003	Unemployment Compensation	\$2,810	\$2,980	\$2,980	\$2,740
87	5-200-1020.004	Workman's Compensation	\$7,408	\$8,505	\$8,505	\$7,881

Water-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Payroll Taxes Expense		\$30,698	\$34,285	\$34,215	\$31,556
87	5-200-1025.001	Employee-Uniforms	\$1,350	\$4,100	\$4,100	\$4,100
87	5-200-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$500	\$500
87	5-200-1025.004	Employee-Travel/Hotel	\$1,200	\$1,200	\$1,200	\$1,200
87	5-200-1025.005	Employee-Training	\$1,850	\$3,000	\$3,000	\$3,000
87	5-200-1025.007	Employee-Bonds	\$175	\$0	\$200	\$200
	Total Employee Expense		\$5,075	\$8,800	\$9,000	\$9,000
	Total Personnel Expense		\$411,888	\$423,965	\$435,640	\$406,636
87	5-200-2005.000	Capital Exp-Land and Improvement	\$135,715	\$130,000	\$68,000	\$99,000
87	5-200-2010.000	Capital Exp-Building and Improvement	\$0	\$50,000	\$102,000	\$50,000
87	5-200-2020.000	Capital Exp-Machinery and Equipment	\$854,500	\$865,130	\$850,546	\$413,881
87	5-200-2025.000	Capital Exp-Vehicles	\$124,500	\$43,000	\$43,000	\$0
	Total Capital Expense		\$1,114,715	\$1,088,130	\$1,063,546	\$562,881
87	5-200-3005.000	Debt-COPS	\$54,450	\$53,600	\$48,000	\$53,600
87	5-200-3020.000	Debt-Lease Purchase	\$0	\$0	\$0	\$15,000
	Total Debt Expense		\$54,450	\$53,600	\$48,000	\$68,600
87	5-200-5000.001	Utilities-Electric	\$228,000	\$250,000	\$215,000	\$220,000
87	5-200-5015.001	Utilities-Cell Phones	\$2,550	\$2,500	\$1,500	\$1,350
87	5-200-5020.002	Utilities-Internet Mobile	\$500	\$500	\$610	\$1,500
	Total Utilities Expense		\$231,050	\$253,000	\$217,110	\$222,850
87	5-200-6000.001	Prof Services-Legal	\$1,500	\$5,000	\$5,000	\$5,000
87	5-200-6000.002	Prof Services-Engineering	\$1,500	\$40,000	\$15,000	\$40,000
87	5-200-6000.003	Prof Services-Surveying	\$2,485	\$2,500	\$2,500	\$2,500
87	5-200-6000.007	Prof Services-Toxicology Testing	\$250	\$250	\$400	\$400
87	5-200-6000.008	Prof Services-MSHP Background	\$50	\$50	\$150	\$150
87	5-200-6000.009	Prof Services-Collection Agency	\$1,000	\$1,000	\$1,700	\$2,000
87	5-200-6000.011	Prof Services-Dues and Licenses	\$7,500	\$8,500	\$8,500	\$8,500
87	5-200-6000.015	Prof Services-Service Contracts	\$9,500	\$17,500	\$17,500	\$22,500
87	5-200-6000.016	Prof Service-Taxes and Fees	\$25,000	\$26,000	\$26,000	\$26,000
87	5-200-6000.017	Prof Services-PILOT	\$85,000	\$88,000	\$88,000	\$92,500
87	5-200-6000.018	Prof Services-Damage Claims	\$500	\$2,500	\$2,500	\$2,500
87	5-200-6000.019	Prof Services-Credit Card Fees	\$2,500	\$3,500	\$3,500	\$3,500
	Total General Professional Service Expense		\$136,785	\$194,800	\$170,750	\$205,550
87	5-200-6005.001	Insurance-Vehicle	\$1,715	\$1,970	\$2,266	\$2,335
87	5-200-6005.002	Insurance-Equipment	\$105	\$115	\$0	\$0
87	5-200-6005.003	Insurance-Building & Property	\$9,000	\$10,130	\$8,300	\$8,550
87	5-200-6005.007	Insurance-City Government	\$6,400	\$10,460	\$7,012	\$7,225
	Total Insurance Expense		\$17,220	\$22,675	\$17,578	\$18,110
87	5-200-6010.002	Advertising- Employee Recruitment	\$500	\$250	\$0	\$0

Water-Operating Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-200-6010.003	Advertising- Print	\$25	\$0	\$0	\$0
87	5-200-6010.006	Advertising- Radio	\$50	\$250	\$150	\$150
	Total Advertising Expense		\$575	\$500	\$150	\$150
87	5-200-6020.000	Software-Annual Renewal/Maintenance	\$2,700	\$2,500	\$2,500	\$7,455
87	5-200-6020.001	Software-Purchase	\$0	\$0	\$100	\$13,450
87	5-200-6020.002	Software-Upgrade	\$0	\$1,725	\$1,724	\$0
87	5-200-6020.003	Software-Agreement	\$0	\$2,700	\$0	\$2,700
	Total Software Expense		\$2,700	\$6,925	\$4,324	\$23,605
	Total Professional Service Expense		\$157,280	\$224,900	\$192,802	\$247,415
87	5-200-7000.001	Supplies-Operational	\$5,285	\$5,000	\$5,000	\$5,000
87	5-200-7000.003	Supplies-Small Office Equipment	\$500	\$1,000	\$1,000	\$1,000
87	5-200-7005.001	Supplies-Printing	\$1,275	\$4,500	\$4,500	\$2,000
87	5-200-7005.002	Supplies-Mailing	\$2,500	\$3,500	\$2,000	\$3,500
87	5-200-7005.003	Supplies-Postage	\$14,000	\$15,000	\$15,000	\$15,000
87	5-200-7005.004	Supplies-Paper	\$500	\$500	\$250	\$500
87	5-200-7005.005	Supplies-Forms	\$0	\$1,000	\$250	\$1,000
87	5-200-7005.006	Supplies- Promotional	\$0	\$1,500	\$1,500	\$1,500
87	5-200-7010.003	Supplies-Break Room	\$2,250	\$2,500	\$2,500	\$2,500
87	5-200-7010.004	Supplies-Chemicals	\$14,000	\$20,000	\$17,000	\$20,000
	Total General Office Supplies Expense		\$40,310	\$54,500	\$49,000	\$52,000
87	5-200-7015.004	Supplies-Safety	\$1,050	\$2,250	\$2,250	\$2,250
	Total Medical and Safety Supplies Expense		\$1,050	\$2,250	\$2,250	\$2,250
	Total Supplies Expense		\$41,360	\$56,750	\$51,250	\$54,250
87	5-200-7500.001	Materials-Asphalt	\$0	\$0	\$0	\$10,000
	Total Material Expense		\$0	\$0	\$0	\$10,000
87	5-200-8000.003	Tools-Supplies	\$2,800	\$4,800	\$4,800	\$2,300
	Total Tools and Portable Equipment Expense		\$2,800	\$4,800	\$4,800	\$2,300
87	5-200-8300.001	Equipment-Repair	\$10,000	\$10,000	\$15,000	\$10,000
87	5-200-8300.002	Equipment-Maintenance	\$9,535	\$3,000	\$3,000	\$3,000
	Total Machinery and Equipment Expense		\$19,535	\$13,000	\$18,000	\$13,000
87	5-200-8600.001	Vehicle-Repair	\$1,000	\$2,000	\$1,000	\$1,000
87	5-200-8600.002	Vehicle-Maintenance	\$1,500	\$3,000	\$1,000	\$1,000
87	5-200-8600.005	Vehicle-Fuel	\$34,150	\$12,000	\$12,000	\$12,000
	Total Vehicle Expense		\$36,650	\$17,000	\$14,000	\$14,000
	Total Tools, Machinery, and Vehicle Expense		\$58,985	\$34,800	\$36,800	\$29,300
87	5-200-9910.000	Internal Service-Personnel	\$103,846	\$130,930	\$115,000	\$143,035
	Total Internal Service		\$103,846	\$130,930	\$115,000	\$143,035
	Total Water-Operating Expense		\$2,173,574	\$2,266,075	\$2,160,148	\$1,744,968

Water Maintenance and Distribution System

This fund manages expenses for operations and maintenance of the underground water distribution system.

Fiscal Year 2018 Goals:

- I. **Goal:** Manage and decrease distribution system water loss.
Strategy: Replacement of the master meters in seven water wells to assure accurate production metering and continue replacement of aged water meters with more precise automated meters.
Budgetary Factor: Availability of capital funds
- II. **Goal:** Increase system reliability
Strategy: Rehabilitate or replace water valves and fire hydrants identified as deficient through flushing and valve exercising program.
Budgetary Factor: Availability of funds.

Previous Years' Goals:

- I. Goal: Manage and decrease distribution system water loss.
Status: On -going
Budgetary Factor: Availability of capital funds
- II. Goal: Increase system reliability
Status: On-going. Proposed additional staff in Fiscal Year 2018 to start the valve and hydrant flushing program.

Water-Maintenance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-205-1000.001	Fulltime Salary	\$124,630	\$133,720	\$117,000	\$134,770
87	5-205-1000.002	Part Time Salary	\$17,510	\$19,350	\$17,800	\$19,990
87	5-205-1000.004	On Call	\$5,845	\$5,080	\$4,700	\$5,185
87	5-205-1000.005	Fulltime Overtime	\$12,300	\$13,780	\$10,000	\$20,910
87	5-205-1000.006	Part Time Overtime	\$410	\$0	\$250	\$405
	Total Salaries Expense		\$160,695	\$171,930	\$149,750	\$181,260
87	5-205-1005.001	Health Premium-Employee	\$8,495	\$10,560	\$11,350	\$15,795
87	5-205-1005.002	Health Premium-Family	\$31,560	\$19,800	\$14,500	\$17,715
87	5-205-1005.003	Dental Premium-Employee	\$1,300	\$1,300	\$975	\$1,300
	Total Insurance Expense		\$41,355	\$31,660	\$26,825	\$34,810
87	5-205-1010.001	Life Insurance	\$275	\$300	\$200	\$255

Water-Maintenance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Life Insurance Expense		\$275	\$300	\$200	\$255
87	5-205-1015.001	Lagers-General	\$18,559	\$18,310	\$16,000	\$20,912
87	5-205-1015.004	Deferred Comp-Employer	\$1,950	\$3,250	\$1,000	\$2,600
	Total Retirement Expense		\$20,509	\$21,560	\$17,000	\$23,512
87	5-205-1020.001	FICA-Employer	\$9,830	\$10,660	\$10,660	\$11,240
87	5-205-1020.002	Medicare-Employer	\$2,300	\$2,490	\$2,490	\$2,630
87	5-205-1020.003	Unemployment Compensation	\$1,590	\$1,720	\$1,720	\$1,815
87	5-205-1020.004	Workman's Compensation	\$8,508	\$8,505	\$8,505	\$7,881
	Total Payroll Taxes Expense		\$22,228	\$23,375	\$23,375	\$23,566
87	5-205-1025.001	Employee-Uniforms	\$4,500	\$4,500	\$4,500	\$4,500
87	5-205-1025.002	Employee-Dues/License/Membership	\$500	\$250	\$250	\$250
87	5-205-1025.005	Employee-Training	\$750	\$1,500	\$1,500	\$1,500
	Total Employee Expense		\$5,750	\$6,250	\$6,250	\$6,250
	Total Personnel Expense		\$250,812	\$255,075	\$223,400	\$269,653
87	5-205-2020.000	Capital Exp-Machinery and Equipment	\$122,000	\$0	\$0	\$0
	Total Capital Expense		\$122,000	\$0	\$0	\$0
87	5-205-5015.001	Utilities-Cell Phones	\$500	\$500	\$363	\$750
87	5-205-5020.002	Utilities-Internet Mobile	\$500	\$500	\$210	\$500
	Total Utilities Expense		\$1,000	\$1,000	\$573	\$1,250
87	5-205-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$350	\$350
87	5-205-6000.008	Prof Services-MSHP Background Checks	\$50	\$50	\$100	\$100
	Total General Professional Services Expense		\$250	\$250	\$450	\$450
87	5-205-6005.001	Insurance-Vehicle	\$5,750	\$6,285	\$4,986	\$5,140
87	5-205-6005.002	Insurance-Equipment	\$500	\$225	\$466	\$480
	Total Insurance Expense		\$6,250	\$6,510	\$5,452	\$5,620
	Total Professional Service Expense		\$6,500	\$6,760	\$5,902	\$6,070
87	5-205-7000.001	Supplies-Operational	\$250	\$250	\$250	\$250
87	5-205-7000.004	Supplies-Small Tools	\$2,750	\$2,500	\$2,500	\$2,500

Water-Maintenance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total General Office Supplies Expense		\$3,000	\$2,750	\$2,750	\$2,750
87	5-205-7015.004	Supplies-Safety	\$2,000	\$2,000	\$2,000	\$2,000
	Total Medical and Safety Supplies Expense		\$2,000	\$2,000	\$2,000	\$2,000
	Total Supplies Expense		\$5,000	\$4,750	\$4,750	\$4,750
87	5-205-7500.001	Materials-Asphalt	\$25,000	\$25,000	\$25,000	\$25,000
87	5-205-7500.002	Materials-Rock	\$12,100	\$12,000	\$12,000	\$12,000
87	5-205-7500.003	Materials-Concrete	\$5,000	\$2,500	\$8,000	\$5,000
87	5-205-7500.004	Materials-Landscaping	\$3,500	\$1,500	\$1,500	\$1,500
87	5-205-7505.001	Materials-Pipe-HDPE	\$500	\$500	\$500	\$500
87	5-205-7505.002	Materials-Pipe-PVC	\$5,000	\$5,000	\$5,000	\$5,000
87	5-205-7505.003	Materials-Pipe-Misc.	\$1,000	\$1,000	\$1,000	\$1,000
87	5-205-7510.003	Materials-Fittings	\$15,000	\$15,000	\$15,000	\$15,000
87	5-205-7510.005	Materials-Fixtures	\$15,000	\$15,000	\$15,000	\$15,000
87	5-205-7520.001	Materials-Meters	\$52,000	\$52,000	\$52,000	\$52,000
87	5-205-7525.001	Materials-Infrastructure Maintenance	\$10,000	\$10,000	\$10,000	\$10,000
87	5-205-7530.001	Materials-SCADA	\$2,500	\$1,000	\$1,000	\$1,000
	Total Material Expense		\$146,600	\$140,500	\$146,000	\$143,000
87	5-205-8000.003	Tools-Supplies	\$1,000	\$0	\$0	\$0
	Total Tools and Portable Equipment Expense		\$1,000	\$0	\$0	\$0
87	5-205-8300.001	Equipment-Repair	\$17,200	\$15,000	\$10,000	\$10,000
87	5-205-8300.002	Equipment-Maintenance	\$7,500	\$7,500	\$7,500	\$7,500
87	5-205-8300.005	Equipment-Fuel	\$6,500	\$6,500	\$6,500	\$6,500
87	5-205-8300.006	Equipment-Rental	\$10,000	\$10,000	\$9,417	\$5,000
	Total Machinery and Equipment Expense		\$41,200	\$39,000	\$33,417	\$29,000
87	5-205-8600.001	Vehicle-Repair	\$6,500	\$9,000	\$9,000	\$7,000
87	5-205-8600.002	Vehicle-Maintenance	\$6,000	\$5,000	\$5,000	\$5,000
87	5-205-8600.005	Vehicle-Fuel	\$5,705	\$16,000	\$1,500	\$16,000
	Total Vehicle Expense		\$18,205	\$30,000	\$15,500	\$28,000

Water-Maintenance Expenses			FY16	FY17	FY17	FY18
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
		<i>Total Tools, Machinery, and Vehicle Expense</i>	<i>\$60,405</i>	<i>\$69,000</i>	<i>\$48,917</i>	<i>\$57,000</i>
		<i>Total Water-Maintenance Expense</i>	<i>\$592,317</i>	<i>\$477,085</i>	<i>\$429,542</i>	<i>\$481,723</i>
		<i>Total Water Fund Expense</i>	<i>\$2,765,891</i>	<i>\$2,743,160</i>	<i>\$2,589,690</i>	<i>\$2,226,691</i>

Appendix



Employee Census

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
01-105	Cable, Seth	Security Officer I	PT	7	1	\$13.822	\$ 14,374.88
01-105	Christman, Daniel	Security Officer I	PT	7	4	\$14.241	\$ 14,810.64
01-105	Folsom, Amy	Elected Official –Prosecuting Attorney					\$ 21,600.00
01-105	Light, Shawna	Clerk I	FT	6	7	\$13.339	\$ 27,745.12
01-105	Maxey, Rebecca	Clerk I	FT	6	3	\$12.818	\$ 26,661.44
01-105	Rector, Mark	Elected Official - Judge					\$ 25,920.00
01-105	Triplett, Howard	Security Officer II	PT	8	6	\$15.980	\$ 16,619.20
01-110	Cross, Norman	Fire Lieutenant	FT	2	11	\$12.931	\$ 38,974.03
01-110	Downs, Zachary	Firefighter	FT	1	1	\$10.642	\$ 32,074.99
01-110	Duerden, Jason	Fire Captain	FT	3	6	\$13.534	\$ 40,791.48
01-110	Elliott, Ashley	Firefighter		1	1	\$10.642	\$ 32,074.99
01-110	Gallaher, James	Firefighter	FT	1	4	\$10.965	\$ 33,048.51
01-110	Haefner, Randall	Fire Lieutenant	FT	2	5	\$12.182	\$ 36,716.55
01-110	Hunter, John	Fire Captain	FT	3	4	\$13.267	\$ 39,986.74
01-110	Jordan, Andrew	Inspector III	FT	10	1	\$18.397	\$ 38,265.76
01-110	Keller, Nikolaus	Firefighter	FT	1	1	\$10.642	\$ 32,074.99
01-110	Kirkpatrick, Michael	Firefighter	FT	1	2	\$10.749	\$ 32,397.49
01-110	Marra, Matthew	Fire Candidate II	FT	4	1	\$10.385	\$ 31,300.39
01-110	Massey, Cody	Fire Candidate I	FT	3	4	\$9.727	\$ 29,317.18
01-110	Prince, Shannon	Fire Captain	FT	4	1	\$14.165	\$ 42,693.31
01-110	Saltzman, Terry	Fire Lieutenant	FT	3	2	\$13.006	\$ 39,200.08
01-110	Schneider, Samuel	Fire Chief	FT	14	7		\$ 59,472.40
01-110	Seaman, Joseph	Firefighter	FT	1	3	\$10.856	\$ 32,719.98
01-110	Suarez, Angel	Firefighter	FT	1	2	\$10.749	\$ 32,397.49
01-115	Allen, Joshua	Police Officer I	FT	8	2	\$15.356	\$ 34,336.02
01-115	Ambrose, Vinson	Police Officer I	FT	8	4	\$15.665	\$ 35,026.94
01-115	Blackburn, Kendle	Police Officer II	FT	9	1	\$16.725	\$ 37,397.10
01-115	Blake, Lloyd	Police Officer II	FT	9	1	\$16.725	\$ 37,397.10
01-115	Boland, Shawn	Police Officer I	FT	8	2	\$15.356	\$ 34,336.02
01-115	Bolin, Christopher	Police Officer I	FT	8	2	\$15.356	\$ 34,336.02
01-115	Bolin, Thomas	Police Officer I	FT	8	2	\$15.356	\$ 34,336.02
01-115	Brown, Mathew	Police Sergeant II	FT	10	1	\$18.397	\$ 41,135.69
01-115	Carrasco, Christopher	Police Officer II	FT	9	1	\$16.725	\$ 37,397.10
01-115	Cheek, Jansen	Dispatcher I	FT	6	1	\$12.566	\$ 26,137.28
01-115	Christman, Brandy	Police Officer I	FT	8	3	\$15.510	\$ 34,680.36
01-115	Clark, Kyle	Police Officer I	FT	8	2	\$15.356	\$ 34,336.02
01-115	Coutcher, Juanita	Dispatcher I	FT	6	1	\$12.566	\$ 26,137.28
01-115	Dawson, Matthew	Police Officer I	FT	8	3	\$15.510	\$ 34,680.36

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
01-115	Fulton, Josh	Police Officer II	FT	9	1	\$16.725	\$ 37,397.10
01-115	Gideon, Brian	Police Officer I	FT	8	3	\$15.510	\$ 34,680.36
01-115	Hall, Donald	Police Sergeant II	FT	10	1	\$18.397	\$ 41,135.69
01-115	Halstead, Randy	Police Chief	FT	14	8		\$ 60,067.25
01-115	Heald, Marissa	Dispatcher I	FT	6	1	\$12.566	\$ 26,137.28
01-115	Hill, Brandon	Police Officer I	FT	8	2	\$15.356	\$ 34,336.02
01-115	Hotsenpiller, Emily	Dispatcher I	FT	6	2	\$12.691	\$ 26,397.28
01-115	Janko, Jennifer	Police Officer II	FT	9	1	\$16.725	\$ 37,397.10
01-115	Jones, Tessa	Dispatcher I	FT	6	1	\$12.566	\$ 26,137.28
01-115	Laye, Christopher	Police Officer I	FT	8	4	\$15.665	\$ 35,026.94
01-115	Little, Jacob	Police Officer I	FT	8	1	\$15.204	\$ 33,996.14
01-115	Lowrance, Cory	Police Officer I	FT	8	3	\$15.510	\$ 34,680.36
01-115	Millsap, Dana	Clerk III	FT	8	2	\$15.356	\$ 31,940.48
01-115	Mitchell, Bruce	Police Officer I	FT	8	3	\$15.510	\$ 34,680.36
01-115	Pendergrass, Brittany	Clerk I	FT	6	9	\$13.607	\$ 28,302.56
01-115	Perryman, Bruce	Police Officer II	FT	9	1	\$16.725	\$ 37,397.10
01-115	Pollreis, Angela	Dispatcher II	FT	7	1	\$13.822	\$ 28,749.76
01-115	Rigsby, Jon	Police Sergeant I	FT	9	6	\$17.578	\$ 39,304.41
01-115	Rogers, Patricia	Chief Communications Officer	FT	10	1	\$18.397	\$ 38,265.76
01-115	Shaufer, Sonya	Animal Control Officer	FT	6	10	\$13.743	\$ 28,585.44
01-115	Shumate, Keith	Police Lieutenant II	FT	11	1	\$20.237	\$ 42,092.96
01-115	Springer, Kacie	Police Sergeant I	FT	9	1	\$16.725	\$ 37,397.10
01-115	Taylor, Ashley	Dispatcher I	FT	6	1	\$12.566	\$ 26,137.28
01-115	Van Sickle, Rodney	Police Officer II	FT	9	1	\$16.725	\$ 37,397.10
01-115	Wilson, Terena	Animal Control Officer	FT	6	1	\$12.566	\$ 26,137.28
01-115	Wright, Matthew	Police Sergeant I	FT	9	1	\$16.725	\$ 37,397.10
01-130	Barber, Mary	Custodian I	PT	1	1	\$7.802	\$ 8,114.08
01-130	Mebruer, Emily	Business Manager	FT	8	4	\$15.665	\$ 32,583.20
01-130	Savage, Christopher	Custodian I	PT	1	1	\$7.802	\$ 8,114.08
01-130	Sloan, Kathy	Maintenance/Operations Worker III	FT	6	1	\$12.566	\$ 26,137.28
01-130	Wilson, Deryl	Operations Director	FT	14	4		\$ 57,723.38
01-130	Wright, Eric	Maintenance/Operations Worker II	FT	5	1	\$11.423	\$ 23,759.84
01-140	Adkins, Gib	Elected Official - Councilman					\$ 2,400.00
01-140	Eldridge, Ken	Elected Official - Councilman					\$ 2,400.00
01-140	Garner, Robert	Elected Official - Councilman					\$ 2,400.00
01-140	Jordan, Charles	Elected Official - Councilman					\$ 2,400.00
01-140	Mather, Leann	Elected Official - Councilwoman					\$ 2,400.00
01-140	Mitchell, Sheila	Elected Official - Councilwoman					\$ 2,400.00
01-140	Ray, Joshua	Elected Official - Mayor					\$ 4,800.00
01-140	Wall, Randall	Elected Official - Councilman					\$ 2,400.00

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
01-140	White, James	Elected Official - Councilman					\$ 2,400.00
01-145	DeClue, Benjamin	Assistant to the City Administrator	FT	12	1		\$ 46,302.36
01-145	Heard, Christopher	City Administrator	FT	19	6		\$ 94,832.66
01-145	Milliken, Kathy	Human Resource Director	FT	13	2		\$ 51,441.78
01-145	Patterson, Stevie	Clerk IV	FT	9	3	\$17.061	\$ 35,486.88
01-150	Bash, Tina	Clerk V	FT	10	1	\$18.397	\$ 38,265.76
01-150	Buxton, Crystal	Clerk III	FT	8	3	\$15.510	\$ 32,260.80
01-150	Starnes, Laina	City Clerk	FT	14	6		\$ 58,883.76
01-150	Winfrey, Allison	Clerk III	FT	8	2	\$15.356	\$ 31,940.48
01-155	Lyon, Matthew	Maintenance/Operations Worker I	PT	4	1	\$10.385	\$ 10,800.40
01-170	Gill, Kathryn	Finance Director	FT	14	2		\$ 56,586.14
01-170	Hawkins, Holli	Budget Director	FT	12	3	\$22.708	\$ 47,232.64
01-170	Rautenkranz, Marcia	Clerk IV	FT	9	4	\$17.232	\$ 35,842.56
01-170	Wood, Michael	Clerk IV	FT	9	1	\$16.725	\$ 34,788.00
08-500	Atkinson, Randy	Equipment Operator V	FT	10	1	\$18.397	\$ 38,265.76
08-500	Bowling, Michael	Operations Manager I	FT	12	8		\$ 49,642.32
08-500	Boyer, Brad	Operations Manager I	FT	12	20		\$ 55,938.22
08-500	Buck, Daniel	Equipment Operator III	FT	8	2	\$15.356	\$ 31,940.48
08-500	Coryell, Richard	Equipment Operator III	FT	8	1	\$15.204	\$ 31,624.32
08-500	Green, Timothy	Equipment Operator IV	FT	9	1	\$16.725	\$ 34,788.00
08-500	Henson, John	Equipment Operator I	T	6	1	\$12.566	\$ 13,068.64
08-500	Hintt, Shane	Equipment Operator I	T	6	1	\$12.566	\$ 13,068.64
08-500	Johnson, Travis	Equipment Operator V	FT	10	1	\$18.397	\$ 38,265.76
08-500	McCabe, William	Equipment Operator III	FT	8	1	\$15.204	\$ 31,624.32
08-500	Moore, Michael	Street Superintendent	FT	13	16		\$ 59,131.02
08-500	Parkhurst, Robert	Equipment Operator II	FT	7	1	\$13.822	\$ 28,749.76
08-500	Reyes, Ignacio	Equipment Operator III	FT	8	1	\$15.204	\$ 31,624.32
08-500	Roberts, Kelly	Clerk IV	FT	9	1	\$16.725	\$ 34,788.00
08-500	Stone, Oliver	Equipment Operator III	FT	8	1	\$15.204	\$ 31,624.32
08-500	Weeks, Jeremy	Equipment Operator III	FT	8	4	\$15.665	\$ 32,583.20
40-500	McGinnis, Nicole	Tourism Director	FT	12	1		\$ 46,302.36
50-305	Berkich, Joe	Planner III	FT	13	16		\$ 59,131.02
50-305	Hemphill, Steve	Inspector I	FT	8	1	\$15.204	\$ 31,624.32
50-305	Massey, Noel	Interim Community Development Director	FT	13	1		\$ 50,932.44
50-310	Jones, Vickie	Equipment Technician III	FT	8	8	\$16.301	\$ 33,906.08
50-310	Neasby, Randy	Equipment Technician IV	FT	11	6	\$21.269	\$ 44,239.52
60-305	Henry, Casey	Equipment Technician IV	FT	9	1	\$16.725	\$ 34,788.00
60-305	Klein, George	Clerk IV	FT	9	1	\$16.725	\$ 34,788.00
60-305	Perry, Michael	Equipment Technician V	FT	10	1	\$18.397	\$ 38,265.76
60-315	Foreman, Erik	Network Manager II	FT	11	2	\$20.439	\$ 42,513.12

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
60-315	Hahne, Korie	Maintenance/Operations Worker I	PT	4	1	\$10.385	\$ 10,800.40
60-315	Hall, Dustin	System Administrator I	FT	8	1	\$15.204	\$ 31,624.32
60-315	Schomaker, Jarrad	MIS Coordinator	FT	13	1		\$ 50,932.44
60-320	Eidson II, Don	Operations Manager II	FT	13	5		\$ 53,000.74
60-320	McClure, Kahla	Maintenance/Operations Worker I	FT	4	2	\$10.489	\$ 21,817.12
60-320	Neff, Larry	Seasonal Maintenance Worker I	S	1	4	\$8.039	\$ 8,360.56
60-320	Oliver, Shawn	Maintenance/Operations Worker V	FT	8	3	\$15.510	\$ 32,260.80
60-320	Salmons, Raymond	Seasonal Maintenance Worker I	S	1	4	\$8.039	\$ 8,360.56
60-325	Burge, Michael	Custodian II	PT	2	1	\$8.582	\$ 8,925.28
60-325	Hamilton, Wanda	Custodian II	PT	2	5	\$8.931	\$ 9,288.24
60-325	Pulliam, David	Custodian I	PT	1	3	\$7.959	\$ 8,277.36
60-325	Sexton, Susan	Custodian III	PT	3	5	\$9.824	\$ 10,216.96
60-325	Shockley, Christopher	Custodian I	PT	1	3	\$7.959	\$ 8,277.36
73-100	Claxton, Donald	Maintenance/Operations Worker IV	FT	8	10	\$16.629	\$ 34,588.32
73-100	Hughes, Emily	Maintenance/Operations Worker I	FT	4	1	\$10.385	\$ 21,600.80
73-100	Shore, Sandra	Operations Manager I	FT	12	2	\$22.483	\$ 46,764.64
79-500	Bartlett, Bryan	Maintenance/Operations Worker I	FT	4	8	\$11.134	\$ 23,158.72
79-500	Browning, Jay	Seasonal Maintenance Worker II	PT	2	7	\$9.110	\$ 9,474.40
79-500	Eudy, George	Maintenance/Operations Worker V	FT	8	1	\$15.204	\$ 31,624.32
79-500	Holloway, Dustin	Seasonal Maintenance Worker I	S	1	4	\$8.039	\$ 8,360.56
79-500	Laterza, Anthony	Seasonal Maintenance Worker I	S	1	4	\$8.039	\$ 8,360.56
79-500	Livingston, James	Seasonal Maintenance Worker I	S	1	4	\$8.039	
79-500	Shelton, John	Park Director	FT	13	6		\$ 53,530.62
79-500	Waterman, Roy	Maintenance/Operations Worker II	FT	5	3	\$11.653	\$ 24,238.24
79-500	Whitney, Jon	Seasonal Maintenance Worker II	PT	2	4	\$8.843	\$ 9,196.72
79-500	Wilburn, Richard	Assistant Park Director	FT	9	5	\$17.404	\$ 36,200.32
79-515	Cooper, Jordan	Lifeguard I	S	1	8	\$8.365	\$ 8,699.60
80-200	Barber, Kevin	Electric Superintendent	FT	14	5		\$ 58,300.58
80-200	Brown, Dennis	Operations Manager I	FT	12	15		\$ 53,233.30
80-200	Chastain, Christopher	Equipment Technician III	FT	8	2	\$15.356	\$ 31,940.48
80-200	Emge, Jonathan	Apprentice Lineman II	FT	8	1	\$15.204	\$ 31,624.32
80-200	Frazier, Thomas	Journeyman Lineman I	FT	11	4	\$20.850	\$ 43,368.00
80-200	Green, Tyler	Equipment Operator II	FT	7	1	\$13.822	\$ 28,749.76
80-200	Heafley, Van	Journeyman Lineman II	FT	12	1	\$22.261	\$ 46,302.88
80-200	Henson, Joshua	Journeyman Lineman I	FT	11	4	\$20.850	\$ 43,368.00
80-200	Long, Travis	Journeyman Lineman II	FT	12	1	\$22.261	\$ 46,302.88
80-200	Mullins, Barbara	Clerk II	FT	7	5	\$14.383	\$ 29,916.64
80-200	Mustard, Chris	Journeyman Lineman II	FT	12	1	\$22.261	\$ 46,302.88
80-200	Nichols, Chris	Journeyman Lineman I	FT	11	4	\$20.850	\$ 43,368.00
80-200	Orita, Phillip	Journeyman Lineman I	FT	11	4	\$20.850	\$ 43,368.00

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
80-200	Reid, Torey	Journeyman Lineman I	FT	11	4	\$20.850	\$ 43,368.00
80-200	Shaufer, Greg	Equipment Operator III	FT	8	4	\$15.665	\$ 32,583.20
80-200	Smith, Adam	Apprentice Lineman II	FT	8	1	\$15.204	\$ 31,624.32
80-200	Starnes, Troy	Operations Manager II	FT	13	14		\$ 57,965.96
80-200	Wehner, Jason	Journeyman Lineman I	FT	11	4	\$20.850	\$ 43,368.00
85-200	Burris, Douglas	Equipment Operator IV	FT	9	1	\$16.725	\$ 34,788.00
85-200	Butcher, Kelly	Equipment Technician IV	FT	9	1	\$16.725	\$ 34,788.00
85-200	Hicks, Dana	Clerk III	FT	8	4	\$15.665	\$ 32,583.20
85-200	Mork, Eric	Environmental Services Superintendent	FT	13	11		\$ 56,261.14
85-200	Myers, Melissa	Clerk V	FT	10	1	\$18.397	\$ 38,265.76
85-200	Perry, James (Craig)	Equipment Operator V	FT	10	1	\$18.397	\$ 38,265.76
85-200	Stewart, Paul	Equipment Operator III	FT	8	4	\$15.665	\$ 32,583.20
85-200	Willoughby, Roger	Equipment Technician I	T	6	4	\$12.946	\$ 13,463.84
85-205	Broadus, Glen	Equipment Operator II	FT	7	4	\$14.241	\$ 29,621.28
85-205	Lowery, Chester	Equipment Operator III	FT	8	1	\$15.204	\$ 31,624.32
85-205	Parkinson, Joshua	Equipment Operator I	T	6	1	\$12.566	\$ 13,068.64
85-215	Abdulai, Alhassan	Equipment Operator II	FT	7	1	\$13.822	\$ 28,749.76
85-215	Cogdill, Dax	Operations Manager I	FT	13	9		\$ 55,152.76
85-215	Day, Jared	Equipment Operator III	FT	8	11	\$16.795	\$ 34,933.60
85-215	Shelton, Dustin	Equipment Operator II	FT	7	2	\$13.960	\$ 29,036.80
85-215	Tannehill, Cecil	Equipment Operator II	FT	8	11	\$16.795	\$ 34,933.60
87-200	Day, William	Clerk II	FT	7	5	\$14.383	\$ 29,916.64
87-200	Huff, James	Equipment Technician III	FT	8	4	\$15.655	\$ 32,562.40
87-200	Ogle, Michael	Operations Manager I	FT	12	20		\$ 55,938.22
87-200	Ritchie, Scott	Equipment Technician III	FT	8	2	\$15.356	\$ 31,940.48
87-200	Shockley, Richard	Public Works Director	FT	16	9		\$ 73,408.14
87-205	Cole, Michael	Equipment Operator I	T	6	2	\$12.691	\$ 13,198.64
87-205	Coffman, Nicholas	Equipment Operator IV	FT	9	1	\$16.725	\$ 34,788.00
87-205	Howe, David	Equipment Operator IV	FT	9	1	\$16.725	\$ 34,788.00
87-205	Johnson, Kory	Equipment Operator II	FT	7	2	\$13.960	\$ 29,036.80
87-205	Tremblay, Lee	Equipment Operator III	FT	8	1	\$15.204	\$ 31,624.32

***Employee Census as of Fiscal Year 2017

Fiscal Year 2018 Salary Schedule

Grade	Position	Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 1	Custodian I	Annual	\$ 16,715.00	\$ 16,882.15	\$ 17,050.98	\$ 17,221.49	\$ 17,393.70	\$ 17,567.64	\$ 17,743.31	\$ 17,920.75	\$ 18,099.96	\$ 18,280.95	\$ 18,463.76	\$ 18,648.40	\$ 18,834.89	\$ 19,023.23	\$ 19,213.47	\$ 19,405.60	\$ 19,599.66	\$ 19,795.65	\$ 19,993.61	\$ 20,193.55
	Lifeguard I	Monthly	\$ 1,392.92	\$ 1,406.85	\$ 1,420.91	\$ 1,435.12	\$ 1,449.48	\$ 1,463.97	\$ 1,478.61	\$ 1,493.40	\$ 1,508.33	\$ 1,523.41	\$ 1,538.65	\$ 1,554.03	\$ 1,569.57	\$ 1,585.27	\$ 1,601.12	\$ 1,617.13	\$ 1,633.30	\$ 1,649.64	\$ 1,666.13	\$ 1,682.80
	Seasonal Maintenance Worker I	Bi-weekly	\$ 642.88	\$ 649.31	\$ 655.81	\$ 662.36	\$ 668.99	\$ 675.68	\$ 682.44	\$ 689.26	\$ 696.15	\$ 703.11	\$ 710.14	\$ 717.25	\$ 724.42	\$ 731.66	\$ 738.98	\$ 746.37	\$ 753.83	\$ 761.37	\$ 768.99	\$ 776.67
		Hourly	\$ 8.036	\$ 8.116	\$ 8.198	\$ 8.280	\$ 8.362	\$ 8.446	\$ 8.530	\$ 8.616	\$ 8.702	\$ 8.789	\$ 8.877	\$ 8.966	\$ 9.055	\$ 9.146	\$ 9.237	\$ 9.330	\$ 9.423	\$ 9.517	\$ 9.612	\$ 9.708
	Overtime	\$ 12.054	\$ 12.175	\$ 12.296	\$ 12.419	\$ 12.544	\$ 12.669	\$ 12.796	\$ 12.924	\$ 13.053	\$ 13.183	\$ 13.315	\$ 13.448	\$ 13.583	\$ 13.719	\$ 13.856	\$ 13.994	\$ 14.134	\$ 14.276	\$ 14.418	\$ 14.563	
Grade 2	Custodian II	Annual	\$ 18,386.51	\$ 18,570.37	\$ 18,756.07	\$ 18,943.63	\$ 19,133.07	\$ 19,324.40	\$ 19,517.65	\$ 19,712.82	\$ 19,909.95	\$ 20,109.05	\$ 20,310.14	\$ 20,513.24	\$ 20,718.37	\$ 20,925.56	\$ 21,134.81	\$ 21,346.16	\$ 21,559.62	\$ 21,775.22	\$ 21,992.97	\$ 22,212.90
	Seasonal Maintenance Worker II	Monthly	\$ 1,532.21	\$ 1,547.53	\$ 1,563.01	\$ 1,578.64	\$ 1,594.42	\$ 1,610.37	\$ 1,626.47	\$ 1,642.74	\$ 1,659.16	\$ 1,675.75	\$ 1,692.51	\$ 1,709.44	\$ 1,726.53	\$ 1,743.80	\$ 1,761.23	\$ 1,778.85	\$ 1,796.64	\$ 1,814.60	\$ 1,832.75	\$ 1,851.08
		Bi-weekly	\$ 707.17	\$ 714.25	\$ 721.39	\$ 728.60	\$ 735.89	\$ 743.25	\$ 750.68	\$ 758.19	\$ 765.77	\$ 773.43	\$ 781.16	\$ 788.97	\$ 796.86	\$ 804.83	\$ 812.88	\$ 821.01	\$ 829.22	\$ 837.51	\$ 845.88	\$ 854.34
		Hourly	\$ 8.840	\$ 8.928	\$ 9.017	\$ 9.108	\$ 9.199	\$ 9.291	\$ 9.383	\$ 9.477	\$ 9.572	\$ 9.668	\$ 9.764	\$ 9.862	\$ 9.961	\$ 10.060	\$ 10.161	\$ 10.263	\$ 10.365	\$ 10.469	\$ 10.574	\$ 10.679
	Overtime	\$ 13.259	\$ 13.392	\$ 13.526	\$ 13.661	\$ 13.798	\$ 13.936	\$ 14.075	\$ 14.216	\$ 14.358	\$ 14.502	\$ 14.647	\$ 14.793	\$ 14.941	\$ 15.091	\$ 15.241	\$ 15.394	\$ 15.548	\$ 15.703	\$ 15.860	\$ 16.019	
Grade 3	Custodian III	Annual	\$ 20,225.16	\$ 20,427.41	\$ 20,631.68	\$ 20,838.00	\$ 21,046.38	\$ 21,256.84	\$ 21,469.41	\$ 21,684.10	\$ 21,900.95	\$ 22,119.96	\$ 22,341.15	\$ 22,564.57	\$ 22,790.21	\$ 23,018.11	\$ 23,248.30	\$ 23,480.78	\$ 23,715.59	\$ 23,952.74	\$ 24,192.27	\$ 24,434.19
	Firefighter Candidate I	Monthly	\$ 1,685.43	\$ 1,702.28	\$ 1,719.31	\$ 1,736.50	\$ 1,753.86	\$ 1,771.40	\$ 1,789.12	\$ 1,807.01	\$ 1,825.08	\$ 1,843.33	\$ 1,861.76	\$ 1,880.38	\$ 1,899.18	\$ 1,918.18	\$ 1,937.36	\$ 1,956.73	\$ 1,976.30	\$ 1,996.06	\$ 2,016.02	\$ 2,036.18
	Lifeguard II	Bi-weekly	\$ 777.89	\$ 785.67	\$ 793.53	\$ 801.46	\$ 809.48	\$ 817.57	\$ 825.75	\$ 834.00	\$ 842.34	\$ 850.77	\$ 859.28	\$ 867.87	\$ 876.55	\$ 885.31	\$ 894.17	\$ 903.11	\$ 912.14	\$ 921.26	\$ 930.47	\$ 939.78
	Seasonal Maintenance Worker III	Hourly	\$ 9.724	\$ 9.821	\$ 9.919	\$ 10.018	\$ 10.118	\$ 10.220	\$ 10.322	\$ 10.425	\$ 10.529	\$ 10.635	\$ 10.741	\$ 10.848	\$ 10.957	\$ 11.066	\$ 11.177	\$ 11.289	\$ 11.402	\$ 11.516	\$ 11.631	\$ 11.747
	Overtime	\$ 14.585	\$ 14.731	\$ 14.879	\$ 15.027	\$ 15.178	\$ 15.329	\$ 15.483	\$ 15.638	\$ 15.794	\$ 15.952	\$ 16.111	\$ 16.273	\$ 16.435	\$ 16.600	\$ 16.766	\$ 16.933	\$ 17.103	\$ 17.274	\$ 17.446	\$ 17.621	
Grade 4	Firefighter Candidate II	Annual	\$ 22,247.67	\$ 22,470.15	\$ 22,694.85	\$ 22,921.80	\$ 23,151.02	\$ 23,382.53	\$ 23,616.35	\$ 23,852.51	\$ 24,091.04	\$ 24,331.95	\$ 24,575.27	\$ 24,821.02	\$ 25,069.23	\$ 25,319.93	\$ 25,573.12	\$ 25,828.86	\$ 26,087.14	\$ 26,348.02	\$ 26,611.50	\$ 26,877.61
	Maintenance/Operations Worker I	Monthly	\$ 1,853.97	\$ 1,872.51	\$ 1,891.24	\$ 1,910.15	\$ 1,929.25	\$ 1,948.54	\$ 1,968.03	\$ 1,987.71	\$ 2,007.59	\$ 2,027.66	\$ 2,047.94	\$ 2,068.42	\$ 2,089.10	\$ 2,109.99	\$ 2,131.09	\$ 2,152.40	\$ 2,173.93	\$ 2,195.67	\$ 2,217.62	\$ 2,239.80
	Pool Manager	Bi-weekly	\$ 855.68	\$ 864.24	\$ 872.88	\$ 881.61	\$ 890.42	\$ 899.33	\$ 908.32	\$ 917.40	\$ 926.58	\$ 935.84	\$ 945.20	\$ 954.65	\$ 964.20	\$ 973.84	\$ 983.58	\$ 993.42	\$ 1,003.35	\$ 1,013.39	\$ 1,023.52	\$ 1,033.75
		Hourly	\$ 10.696	\$ 10.803	\$ 10.911	\$ 11.020	\$ 11.130	\$ 11.242	\$ 11.354	\$ 11.468	\$ 11.582	\$ 11.698	\$ 11.815	\$ 11.933	\$ 12.053	\$ 12.173	\$ 12.295	\$ 12.418	\$ 12.542	\$ 12.667	\$ 12.794	\$ 12.922
	Overtime	\$ 16.044	\$ 16.204	\$ 16.366	\$ 16.530	\$ 16.695	\$ 16.862	\$ 17.031	\$ 17.201	\$ 17.373	\$ 17.547	\$ 17.723	\$ 17.900	\$ 18.079	\$ 18.260	\$ 18.442	\$ 18.627	\$ 18.813	\$ 19.001	\$ 19.191	\$ 19.383	
Grade 5	Maintenance/Operations Worker II	Annual	\$ 24,472.44	\$ 24,717.16	\$ 24,964.33	\$ 25,213.98	\$ 25,466.12	\$ 25,720.78	\$ 25,977.99	\$ 26,237.77	\$ 26,500.14	\$ 26,765.15	\$ 27,032.80	\$ 27,303.13	\$ 27,576.16	\$ 27,851.92	\$ 28,130.44	\$ 28,411.74	\$ 28,695.86	\$ 28,982.82	\$ 29,272.65	\$ 29,565.37
		Monthly	\$ 2,039.37	\$ 2,059.66	\$ 2,080.36	\$ 2,101.16	\$ 2,122.18	\$ 2,143.40	\$ 2,164.83	\$ 2,186.48	\$ 2,208.35	\$ 2,230.43	\$ 2,252.73	\$ 2,275.26	\$ 2,298.01	\$ 2,320.99	\$ 2,344.20	\$ 2,367.65	\$ 2,391.32	\$ 2,415.23	\$ 2,439.39	\$ 2,463.78
		Bi-weekly	\$ 941.25	\$ 950.66	\$ 960.17	\$ 969.77	\$ 979.47	\$ 989.26	\$ 999.15	\$ 1,009.14	\$ 1,019.24	\$ 1,029.43	\$ 1,039.72	\$ 1,050.12	\$ 1,060.62	\$ 1,071.23	\$ 1,081.94	\$ 1,092.76	\$ 1,103.69	\$ 1,114.72	\$ 1,125.87	\$ 1,137.13
		Hourly	\$ 11.766	\$ 11.883	\$ 12.002	\$ 12.122	\$ 12.243	\$ 12.366	\$ 12.489	\$ 12.614	\$ 12.740	\$ 12.868	\$ 12.997	\$ 13.127	\$ 13.258	\$ 13.390	\$ 13.524	\$ 13.659	\$ 13.796	\$ 13.934	\$ 14.073	\$ 14.214
	Overtime	\$ 17.648	\$ 17.825	\$ 18.003	\$ 18.183	\$ 18.365	\$ 18.549	\$ 18.734	\$ 18.921	\$ 19.111	\$ 19.302	\$ 19.495	\$ 19.690	\$ 19.887	\$ 20.086	\$ 20.286	\$ 20.489	\$ 20.694	\$ 20.901	\$ 21.110	\$ 21.321	
Grade 6	Animal Control Officer	Annual	\$ 26,919.68	\$ 27,188.88	\$ 27,460.77	\$ 27,735.38	\$ 28,012.73	\$ 28,292.86	\$ 28,575.79	\$ 28,861.54	\$ 29,150.16	\$ 29,441.66	\$ 29,736.08	\$ 30,033.44	\$ 30,333.77	\$ 30,637.11	\$ 30,943.48	\$ 31,252.92	\$ 31,565.44	\$ 31,881.10	\$ 32,199.91	\$ 32,521.91
	Clerk I	Monthly	\$ 2,243.31	\$ 2,265.74	\$ 2,288.40	\$ 2,311.28	\$ 2,334.39	\$ 2,357.74	\$ 2,381.32	\$ 2,405.13	\$ 2,429.18	\$ 2,453.47	\$ 2,478.01	\$ 2,502.79	\$ 2,527.81	\$ 2,553.09	\$ 2,578.62	\$ 2,604.41	\$ 2,630.45	\$ 2,656.76	\$ 2,683.33	\$ 2,710.16
	Dispatcher I	Bi-weekly	\$ 1,035.37	\$ 1,045.73	\$ 1,056.18	\$ 1,066.75	\$ 1,077.41	\$ 1,088.19	\$ 1,099.07	\$ 1,110.06	\$ 1,121.16	\$ 1,132.37	\$ 1,143.70	\$ 1,155.13	\$ 1,166.68	\$ 1,178.35	\$ 1,190.13	\$ 1,202.04	\$ 1,214.06	\$ 1,226.20	\$ 1,238.46	\$ 1,250.84
	Equipment Operator I	Hourly	\$ 12.942	\$ 13.072	\$ 13.202	\$ 13.334	\$ 13.468	\$ 13.602	\$ 13.738	\$ 13.876	\$ 14.014	\$ 14.155	\$ 14.296	\$ 14.439	\$ 14.584	\$ 14.729	\$ 14.877	\$ 15.025	\$ 15.176	\$ 15.327	\$ 15.481	\$ 15.636
	Equipment Technician I	Overtime	\$ 19.413	\$ 19.607	\$ 19.803	\$ 20.001	\$ 20.201	\$ 20.404	\$ 20.608	\$ 20.814	\$ 21.022	\$ 21.232	\$ 21.444	\$ 21.659	\$ 21.875	\$ 22.094	\$ 22.315	\$ 22.538	\$ 22.764	\$ 22.991	\$ 23.221	\$ 23.453
	Maintenance/Operations Worker III																					
Grade 7	Apprentice Lineman I	Annual	\$ 29,611.65	\$ 29,907.77	\$ 30,206.84	\$ 30,508.91	\$ 30,814.00	\$ 31,122.14	\$ 31,433.36	\$ 31,747.70	\$ 32,065.17	\$ 32,385.82	\$ 32,709.68	\$ 33,036.78	\$ 33,367.15	\$ 33,700.82	\$ 34,037.83	\$ 34,378.21	\$ 34,721.99	\$ 35,069.21	\$ 35,419.90	\$ 35,774.10
	Clerk II	Monthly	\$2,467.64	\$2,492.31	\$2,517.24	\$2,542.41	\$2,567.83	\$2,593.51	\$2,619.45	\$2,645.64	\$2,672.10	\$2,698.82	\$2,725.81	\$2,753.07	\$2,780.60	\$2,808.40	\$2,836.49	\$2,864.85	\$2,893.50	\$2,922.43	\$2,951.66	\$2,981.18
	Dispatcher II	Bi-weekly	\$ 1,138.91	\$ 1,150.30	\$ 1,161.80	\$ 1,173.42	\$ 1,185.15	\$ 1,197.01	\$ 1,208.98	\$ 1,221.07	\$ 1,233.28	\$ 1,245.61	\$ 1,258.06	\$ 1,270.65	\$ 1,283.35	\$ 1,296.19	\$ 1,309.15	\$ 1,322.24	\$ 1,335.46	\$ 1,348.82	\$ 1,362.30	\$ 1,375.93
	Equipment Operator II	Hourly	\$ 14.236	\$ 14.379	\$ 14.523	\$ 14.668	\$ 14.814	\$ 14.963	\$ 15.112	\$ 15.263	\$ 15.416	\$ 15.570	\$ 15.726	\$ 15.883	\$ 16.042	\$ 16.202	\$ 16.364	\$ 16.528	\$ 16.693	\$ 16.860	\$ 17.029	\$ 17.199
	Equipment Technician II	Overtime	\$ 21.355	\$ 21.568	\$ 21.784	\$ 22.002	\$ 22.222	\$ 22.444	\$ 22.668	\$ 22.895	\$ 23.124	\$ 23.355	\$ 23.589	\$ 23.825	\$ 24.063	\$ 24.303	\$ 24.547	\$ 24.792	\$ 25.040	\$ 25.290	\$ 25.543	\$ 25.799
	Maintenance/Operations Worker IV																					
	Security Officer I																					
Grade 8	Apprentice Lineman II	Annual	\$ 32,572.82	\$ 32,898.54	\$ 33,227.53	\$ 33,559.80	\$ 33,895.40	\$ 34,234.36	\$ 34,576.70	\$ 34,922.47	\$ 35,271.69	\$ 35,624.41	\$ 35,980.65	\$ 36,340.46	\$ 36,703.86	\$ 37,070.90	\$ 37,441.61	\$ 37,816.03	\$ 38,194.19	\$ 38,576.13	\$ 38,961.89	\$ 39,351.51
	Business Manager	Monthly	\$ 2,714.40	\$ 2,741.55	\$ 2,768.96	\$ 2,796.65	\$ 2,824.62	\$ 2,852.86	\$ 2,881.39	\$ 2,910.21	\$ 2,939.31	\$ 2,968.70	\$ 2,998.39	\$ 3,028.37	\$ 3,058.66	\$ 3,089.24	\$ 3,120.13	\$ 3,151.34	\$ 3,182.85	\$ 3,214.68	\$ 3,246.82	\$ 3,279.29
	Clerk III	Bi-weekly	\$ 1,252.80	\$ 1,265.33	\$ 1,277.98	\$ 1,290.76	\$ 1,303.67	\$ 1,316.71	\$ 1,329.87	\$ 1,343.17	\$ 1,356.60	\$ 1,370.17	\$ 1,383.87	\$ 1,397.71	\$ 1,411.69	\$ 1,425.80	\$ 1,440.06	\$ 1,454.46	\$ 1,469.01	\$ 1,483.70	\$ 1,498.53	\$ 1,513.52
	Equipment Operator III	Hourly	\$ 15.660	\$ 15.817	\$ 15.975	\$ 16.135	\$ 16.296	\$ 16.459	\$ 16.623	\$ 16.790	\$ 16.958	\$ 17.127	\$ 17.298	\$ 17.471	\$ 17.646	\$ 17.823	\$ 18.001	\$ 18.181	\$ 18.363	\$ 18.546	\$ 18.732	\$ 18.919
	Equipment Technician III	Overtime	\$ 23.490	\$ 23.725	\$ 23.962	\$ 24.202	\$ 24.444	\$ 24.688	\$ 24.935	\$ 25.184	\$ 25.436	\$ 25.691	\$ 25.948	\$ 26.207	\$ 26.469	\$ 26.734	\$ 27.001	\$ 27.271	\$ 27.544	\$ 27.819	\$ 28.098	\$ 28.378
	Inspector I																					
	Maintenance/Operations Worker V																					
	Police Officer I																					
	Security Officer II																					
	System Administrator I																					
Grade 9	Apprentice Lineman III	Annual	\$ 35,830.10	\$ 36,188.40	\$ 36,550.28	\$ 36,915.79	\$ 37,284.94	\$														

This Salary Schedule is subject to negotiations.

Fiscal Year 2018 Salary Schedule

Grade	Position	Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 11	Journeyman Lineman I	Annual	\$ 43,354.42	\$ 43,787.96	\$ 44,225.84	\$ 44,668.10	\$ 45,114.78	\$ 45,565.93	\$ 46,021.59	\$ 46,481.80	\$ 46,946.62	\$ 47,416.09	\$ 47,890.25	\$ 48,369.15	\$ 48,852.84	\$ 49,341.37	\$ 49,834.79	\$ 50,333.13	\$ 50,836.46	\$ 51,344.83	\$ 51,858.28	\$ 52,376.86
	Network Manager II	Monthly	\$ 3,612.87	\$ 3,649.00	\$ 3,685.49	\$ 3,722.34	\$ 3,759.57	\$ 3,797.16	\$ 3,835.13	\$ 3,873.48	\$ 3,912.22	\$ 3,951.34	\$ 3,990.85	\$ 4,030.76	\$ 4,071.07	\$ 4,111.78	\$ 4,152.90	\$ 4,194.43	\$ 4,236.37	\$ 4,278.74	\$ 4,321.52	\$ 4,364.74
	Operations Specialist	Bi-weekly	\$ 1,667.48	\$ 1,684.15	\$ 1,700.99	\$ 1,718.00	\$ 1,735.18	\$ 1,752.54	\$ 1,770.06	\$ 1,787.76	\$ 1,805.64	\$ 1,823.70	\$ 1,841.93	\$ 1,860.35	\$ 1,878.96	\$ 1,897.75	\$ 1,916.72	\$ 1,935.89	\$ 1,955.25	\$ 1,974.80	\$ 1,994.55	\$ 2,014.49
	Planner I	Hourly	\$ 20.843	\$ 21.052	\$ 21.262	\$ 21.475	\$ 21.690	\$ 21.907	\$ 22.126	\$ 22.347	\$ 22.570	\$ 22.796	\$ 23.024	\$ 23.254	\$ 23.487	\$ 23.722	\$ 23.959	\$ 24.199	\$ 24.441	\$ 24.685	\$ 24.932	\$ 25.181
	Police Lieutenant II	Overtime	\$ 31.265	\$ 31.578	\$ 31.894	\$ 32.213	\$ 32.535	\$ 32.860	\$ 33.189	\$ 33.521	\$ 33.856	\$ 34.194	\$ 34.536	\$ 34.882	\$ 35.230	\$ 35.583	\$ 35.939	\$ 36.298	\$ 36.661	\$ 37.028	\$ 37.398	\$ 37.772
Grade 12	Assistant to the City Administrator	Annual	\$ 47,689.86	\$ 48,166.76	\$ 48,648.43	\$ 49,134.91	\$ 49,626.26	\$ 50,122.52	\$ 50,623.75	\$ 51,129.98	\$ 51,641.28	\$ 52,157.70	\$ 52,679.27	\$ 53,206.07	\$ 53,738.13	\$ 54,275.51	\$ 54,818.26	\$ 55,366.45	\$ 55,920.11	\$ 56,479.31	\$ 57,044.10	\$ 57,614.55
	Financial Analyst	Monthly	\$ 3,974.15	\$ 4,013.90	\$ 4,054.04	\$ 4,094.58	\$ 4,135.52	\$ 4,176.88	\$ 4,218.65	\$ 4,260.83	\$ 4,303.44	\$ 4,346.47	\$ 4,389.94	\$ 4,433.84	\$ 4,478.18	\$ 4,522.96	\$ 4,568.19	\$ 4,613.87	\$ 4,660.01	\$ 4,706.61	\$ 4,753.68	\$ 4,801.21
	Journeyman Lineman II	Bi-weekly	\$ 1,834.23	\$ 1,852.57	\$ 1,871.09	\$ 1,889.80	\$ 1,908.70	\$ 1,927.79	\$ 1,947.07	\$ 1,966.54	\$ 1,986.20	\$ 2,006.07	\$ 2,026.13	\$ 2,046.39	\$ 2,066.85	\$ 2,087.52	\$ 2,108.39	\$ 2,129.48	\$ 2,150.77	\$ 2,172.28	\$ 2,194.00	\$ 2,215.94
	Operations Manager I	Hourly	\$ 22.928	\$ 23.157	\$ 23.389	\$ 23.623	\$ 23.859	\$ 24.097	\$ 24.338	\$ 24.582	\$ 24.828	\$ 25.076	\$ 25.327	\$ 25.580	\$ 25.836	\$ 26.094	\$ 26.355	\$ 26.618	\$ 26.885	\$ 27.154	\$ 27.425	\$ 27.699
	Planner II	Overtime	\$ 34.392	\$ 34.736	\$ 35.083	\$ 35.434	\$ 35.788	\$ 36.146	\$ 36.508	\$ 36.873	\$ 37.241	\$ 37.614	\$ 37.990	\$ 38.370	\$ 38.753	\$ 39.141	\$ 39.532	\$ 39.928	\$ 40.327	\$ 40.730	\$ 41.138	\$ 41.549
	Tourism Director																					
Grade 13	Environmental Services Superintendent	Annual	\$ 52,458.85	\$ 52,983.43	\$ 53,513.27	\$ 54,048.40	\$ 54,588.88	\$ 55,134.77	\$ 55,686.12	\$ 56,242.98	\$ 56,805.41	\$ 57,373.47	\$ 57,947.20	\$ 58,526.67	\$ 59,111.94	\$ 59,703.06	\$ 60,300.09	\$ 60,903.09	\$ 61,512.12	\$ 62,127.24	\$ 62,748.52	\$ 63,376.00
	Human Resource Director	Monthly	\$ 4,371.57	\$ 4,415.29	\$ 4,459.44	\$ 4,504.03	\$ 4,549.07	\$ 4,594.56	\$ 4,640.51	\$ 4,686.92	\$ 4,733.78	\$ 4,781.12	\$ 4,828.93	\$ 4,877.22	\$ 4,926.00	\$ 4,975.25	\$ 5,025.01	\$ 5,075.26	\$ 5,126.01	\$ 5,177.27	\$ 5,229.04	\$ 5,281.33
	MIS Coordinator	Bi-weekly	\$ 2,017.65	\$ 2,037.82	\$ 2,058.20	\$ 2,078.78	\$ 2,099.57	\$ 2,120.57	\$ 2,141.77	\$ 2,163.19	\$ 2,184.82	\$ 2,206.67	\$ 2,228.74	\$ 2,251.03	\$ 2,273.54	\$ 2,296.27	\$ 2,319.23	\$ 2,342.43	\$ 2,365.85	\$ 2,389.51	\$ 2,413.40	\$ 2,437.54
	Operations Manager II	Hourly	\$ 25.221	\$ 25.473	\$ 25.728	\$ 25.985	\$ 26.245	\$ 26.507	\$ 26.772	\$ 27.040	\$ 27.310	\$ 27.583	\$ 27.859	\$ 28.138	\$ 28.419	\$ 28.703	\$ 28.990	\$ 29.280	\$ 29.573	\$ 29.869	\$ 30.168	\$ 30.469
	Parks Director	Overtime	\$ 37.831	\$ 38.209	\$ 38.591	\$ 38.977	\$ 39.367	\$ 39.761	\$ 40.158	\$ 40.560	\$ 40.965	\$ 41.375	\$ 41.789	\$ 42.207	\$ 42.629	\$ 43.055	\$ 43.486	\$ 43.920	\$ 44.360	\$ 44.803	\$ 45.251	\$ 45.704
	Planner III																					
	Street Superintendent																					
Grade 14	City Clerk	Annual	\$ 57,704.73	\$ 58,281.78	\$ 58,864.59	\$ 59,453.24	\$ 60,047.77	\$ 60,648.25	\$ 61,254.73	\$ 61,867.28	\$ 62,485.95	\$ 63,110.81	\$ 63,741.92	\$ 64,379.34	\$ 65,023.13	\$ 65,673.37	\$ 66,330.10	\$ 66,993.40	\$ 67,663.33	\$ 68,339.97	\$ 69,023.37	\$ 69,713.60
	Community Development Director	Monthly	\$ 4,808.73	\$ 4,856.81	\$ 4,905.38	\$ 4,954.44	\$ 5,003.98	\$ 5,054.02	\$ 5,104.56	\$ 5,155.61	\$ 5,207.16	\$ 5,259.23	\$ 5,311.83	\$ 5,364.95	\$ 5,418.59	\$ 5,472.78	\$ 5,527.51	\$ 5,582.78	\$ 5,638.61	\$ 5,695.00	\$ 5,751.95	\$ 5,809.47
	Finance Director	Bi-weekly	\$ 2,219.41	\$ 2,241.61	\$ 2,264.02	\$ 2,286.66	\$ 2,309.53	\$ 2,332.63	\$ 2,355.95	\$ 2,379.51	\$ 2,403.31	\$ 2,427.34	\$ 2,451.61	\$ 2,476.13	\$ 2,500.89	\$ 2,525.90	\$ 2,551.16	\$ 2,576.67	\$ 2,602.44	\$ 2,628.46	\$ 2,654.74	\$ 2,681.29
	Fire Chief	Hourly	\$ 27.743	\$ 28.020	\$ 28.300	\$ 28.583	\$ 28.869	\$ 29.158	\$ 29.449	\$ 29.744	\$ 30.041	\$ 30.342	\$ 30.645	\$ 30.952	\$ 31.261	\$ 31.574	\$ 31.889	\$ 32.208	\$ 32.530	\$ 32.856	\$ 33.184	\$ 33.516
	Operations Director	Overtime	\$ 41.614	\$ 42.030	\$ 42.450	\$ 42.875	\$ 43.304	\$ 43.737	\$ 44.174	\$ 44.616	\$ 45.062	\$ 45.513	\$ 45.968	\$ 46.427	\$ 46.892	\$ 47.361	\$ 47.834	\$ 48.313	\$ 48.796	\$ 49.284	\$ 49.776	\$ 50.274
	Police Chief																					
Grade 15	Electric Superintendent	Annual	\$ 63,475.20	\$ 64,109.95	\$ 64,751.05	\$ 65,398.57	\$ 66,052.55	\$ 66,713.08	\$ 67,380.21	\$ 68,054.01	\$ 68,734.55	\$ 69,421.89	\$ 70,116.11	\$ 70,817.27	\$ 71,525.45	\$ 72,240.70	\$ 72,963.11	\$ 73,692.74	\$ 74,429.67	\$ 75,173.96	\$ 75,925.70	\$ 76,684.96
		Monthly	\$ 5,289.60	\$ 5,342.50	\$ 5,395.92	\$ 5,449.88	\$ 5,504.38	\$ 5,559.42	\$ 5,615.02	\$ 5,671.17	\$ 5,727.88	\$ 5,785.16	\$ 5,843.01	\$ 5,901.44	\$ 5,960.45	\$ 6,020.06	\$ 6,080.26	\$ 6,141.06	\$ 6,202.47	\$ 6,264.50	\$ 6,327.14	\$ 6,390.41
		Bi-weekly	\$ 2,441.35	\$ 2,465.77	\$ 2,490.43	\$ 2,515.33	\$ 2,540.48	\$ 2,565.89	\$ 2,591.55	\$ 2,617.46	\$ 2,643.64	\$ 2,670.07	\$ 2,696.77	\$ 2,723.74	\$ 2,750.98	\$ 2,778.49	\$ 2,806.27	\$ 2,834.34	\$ 2,862.68	\$ 2,891.31	\$ 2,920.22	\$ 2,949.42
		Hourly	\$ 30.517	\$ 30.822	\$ 31.130	\$ 31.442	\$ 31.756	\$ 32.074	\$ 32.394	\$ 32.718	\$ 33.045	\$ 33.376	\$ 33.710	\$ 34.047	\$ 34.387	\$ 34.731	\$ 35.078	\$ 35.429	\$ 35.783	\$ 36.141	\$ 36.503	\$ 36.868
		Overtime	\$ 45.775	\$ 46.233	\$ 46.695	\$ 47.162	\$ 47.634	\$ 48.110	\$ 48.591	\$ 49.077	\$ 49.568	\$ 50.064	\$ 50.565	\$ 51.070	\$ 51.581	\$ 52.097	\$ 52.618	\$ 53.144	\$ 53.675	\$ 54.212	\$ 54.754	\$ 55.302
Grade 16	Public Works Director	Annual	\$ 69,822.72	\$ 70,520.95	\$ 71,226.16	\$ 71,938.42	\$ 72,657.81	\$ 73,384.38	\$ 74,118.23	\$ 74,859.41	\$ 75,608.00	\$ 76,364.08	\$ 77,127.72	\$ 77,899.00	\$ 78,677.99	\$ 79,464.77	\$ 80,259.42	\$ 81,062.01	\$ 81,872.63	\$ 82,691.36	\$ 83,518.27	\$ 84,353.46
		Monthly	\$ 5,818.56	\$ 5,876.75	\$ 5,935.51	\$ 5,994.87	\$ 6,054.82	\$ 6,115.37	\$ 6,176.52	\$ 6,238.28	\$ 6,300.67	\$ 6,363.67	\$ 6,427.31	\$ 6,491.58	\$ 6,556.50	\$ 6,622.06	\$ 6,688.28	\$ 6,755.17	\$ 6,822.72	\$ 6,890.95	\$ 6,959.86	\$ 7,029.45
		Bi-weekly	\$ 2,685.49	\$ 2,712.34	\$ 2,739.47	\$ 2,766.86	\$ 2,794.53	\$ 2,822.48	\$ 2,850.70	\$ 2,879.21	\$ 2,908.00	\$ 2,937.08	\$ 2,966.45	\$ 2,996.12	\$ 3,026.08	\$ 3,056.34	\$ 3,086.90	\$ 3,117.77	\$ 3,148.95	\$ 3,180.44	\$ 3,212.24	\$ 3,244.36
		Hourly	\$ 33.569	\$ 33.904	\$ 34.243	\$ 34.586	\$ 34.932	\$ 35.281	\$ 35.634	\$ 35.990	\$ 36.350	\$ 36.714	\$ 37.081	\$ 37.451	\$ 37.826	\$ 38.204	\$ 38.586	\$ 38.972	\$ 39.362	\$ 39.755	\$ 40.153	\$ 40.555
		Overtime	\$ 50.353	\$ 50.856	\$ 51.365	\$ 51.879	\$ 52.397	\$ 52.921	\$ 53.451	\$ 53.985	\$ 54.525	\$ 55.070	\$ 55.621	\$ 56.177	\$ 56.739	\$ 57.306	\$ 57.879	\$ 58.458	\$ 59.043	\$ 59.633	\$ 60.230	\$ 60.832
Grade 17		Annual	\$ 76,805.00	\$ 77,573.05	\$ 78,348.78	\$ 79,132.26	\$ 79,923.59	\$ 80,722.82	\$ 81,530.05	\$ 82,345.35	\$ 83,168.80	\$ 84,000.49	\$ 84,840.50	\$ 85,688.90	\$ 86,545.79	\$ 87,411.25	\$ 88,285.36	\$ 89,168.22	\$ 90,059.90	\$ 90,960.50	\$ 91,870.10	\$ 92,788.80
		Monthly	\$ 6,400.42	\$ 6,464.42	\$ 6,529.06</																	

Fiscal Year 2018 Fire Salary Schedule

Grade	Position	Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 1	Firefighter/EMT	Annual	\$ 33,037.24	\$ 33,367.61	\$ 33,701.29	\$ 34,038.30	\$ 34,378.68	\$ 34,722.47	\$ 35,069.69	\$ 35,420.39	\$ 35,774.59	\$ 36,132.34	\$ 36,493.66	\$ 36,858.60	\$ 37,227.19	\$ 37,599.46	\$ 37,975.45	\$ 38,355.21	\$ 38,738.76	\$ 39,126.15	\$ 39,517.41	\$ 39,912.58
	Firefighter/EMT - I	Monthly	\$ 2,753.10	\$ 2,780.63	\$ 2,808.44	\$ 2,836.52	\$ 2,864.89	\$ 2,893.54	\$ 2,922.47	\$ 2,951.70	\$ 2,981.22	\$ 3,011.03	\$ 3,041.14	\$ 3,071.55	\$ 3,102.27	\$ 3,133.29	\$ 3,164.62	\$ 3,196.27	\$ 3,228.23	\$ 3,260.51	\$ 3,293.12	\$ 3,326.05
		Bi-weekly	\$ 1,270.66	\$ 1,283.37	\$ 1,296.20	\$ 1,309.17	\$ 1,322.26	\$ 1,335.48	\$ 1,348.83	\$ 1,362.32	\$ 1,375.95	\$ 1,389.71	\$ 1,403.60	\$ 1,417.64	\$ 1,431.81	\$ 1,446.13	\$ 1,460.59	\$ 1,475.20	\$ 1,489.95	\$ 1,504.85	\$ 1,519.90	\$ 1,535.10
		Hourly	\$ 10.961	\$ 11.071	\$ 11.182	\$ 11.293	\$ 11.406	\$ 11.520	\$ 11.636	\$ 11.752	\$ 11.869	\$ 11.988	\$ 12.108	\$ 12.229	\$ 12.351	\$ 12.475	\$ 12.600	\$ 12.726	\$ 12.853	\$ 12.981	\$ 13.111	\$ 13.242
		Overtime	\$ 16.442	\$ 16.606	\$ 16.772	\$ 16.940	\$ 17.109	\$ 17.281	\$ 17.453	\$ 17.628	\$ 17.804	\$ 17.982	\$ 18.162	\$ 18.344	\$ 18.527	\$ 18.712	\$ 18.900	\$ 19.089	\$ 19.279	\$ 19.472	\$ 19.667	\$ 19.864
Grade 2	Firefighter/Paramedic	Annual	\$ 36,340.96	\$ 36,704.37	\$ 37,071.41	\$ 37,442.13	\$ 37,816.55	\$ 38,194.72	\$ 38,576.66	\$ 38,962.43	\$ 39,352.05	\$ 39,745.57	\$ 40,143.03	\$ 40,544.46	\$ 40,949.90	\$ 41,359.40	\$ 41,773.00	\$ 42,190.73	\$ 42,612.64	\$ 43,038.76	\$ 43,469.15	\$ 43,903.84
	Lieutenant/EMT	Monthly	\$ 3,028.41	\$ 3,058.70	\$ 3,089.28	\$ 3,120.18	\$ 3,151.38	\$ 3,182.89	\$ 3,214.72	\$ 3,246.87	\$ 3,279.34	\$ 3,312.13	\$ 3,345.25	\$ 3,378.71	\$ 3,412.49	\$ 3,446.62	\$ 3,481.08	\$ 3,515.89	\$ 3,551.05	\$ 3,586.56	\$ 3,622.43	\$ 3,658.65
	Lieutenant/EMT - I	Bi-weekly	\$ 1,397.73	\$ 1,411.71	\$ 1,425.82	\$ 1,440.08	\$ 1,454.48	\$ 1,469.03	\$ 1,483.72	\$ 1,498.55	\$ 1,513.54	\$ 1,528.68	\$ 1,543.96	\$ 1,559.40	\$ 1,575.00	\$ 1,590.75	\$ 1,606.65	\$ 1,622.72	\$ 1,638.95	\$ 1,655.34	\$ 1,671.89	\$ 1,688.61
		Hourly	\$ 12.057	\$ 12.178	\$ 12.300	\$ 12.423	\$ 12.547	\$ 12.672	\$ 12.799	\$ 12.927	\$ 13.056	\$ 13.187	\$ 13.319	\$ 13.452	\$ 13.587	\$ 13.722	\$ 13.860	\$ 13.998	\$ 14.138	\$ 14.280	\$ 14.422	\$ 14.567
		Overtime	\$ 18.086	\$ 18.267	\$ 18.450	\$ 18.634	\$ 18.820	\$ 19.009	\$ 19.199	\$ 19.391	\$ 19.585	\$ 19.780	\$ 19.978	\$ 20.178	\$ 20.380	\$ 20.584	\$ 20.789	\$ 20.997	\$ 21.207	\$ 21.419	\$ 21.634	\$ 21.850
Grade 3	Lieutenant/Paramedic	Annual	\$ 39,975.06	\$ 40,374.81	\$ 40,778.56	\$ 41,186.34	\$ 41,598.21	\$ 42,014.19	\$ 42,434.33	\$ 42,858.67	\$ 43,287.26	\$ 43,720.13	\$ 44,157.33	\$ 44,598.91	\$ 45,044.90	\$ 45,495.34	\$ 45,950.30	\$ 46,409.80	\$ 46,873.90	\$ 47,342.64	\$ 47,816.06	\$ 48,294.22
	Captain/EMT	Monthly	\$ 3,331.25	\$ 3,364.57	\$ 3,398.21	\$ 3,432.20	\$ 3,466.52	\$ 3,501.18	\$ 3,536.19	\$ 3,571.56	\$ 3,607.27	\$ 3,643.34	\$ 3,679.78	\$ 3,716.58	\$ 3,753.74	\$ 3,791.28	\$ 3,829.19	\$ 3,867.48	\$ 3,906.16	\$ 3,945.22	\$ 3,984.67	\$ 4,024.52
	Captain/EMT - I	Bi-weekly	\$ 1,537.50	\$ 1,552.88	\$ 1,568.41	\$ 1,584.09	\$ 1,599.93	\$ 1,615.93	\$ 1,632.09	\$ 1,648.41	\$ 1,664.89	\$ 1,681.54	\$ 1,698.36	\$ 1,715.34	\$ 1,732.50	\$ 1,749.82	\$ 1,767.32	\$ 1,784.99	\$ 1,802.84	\$ 1,820.87	\$ 1,839.08	\$ 1,857.47
		Hourly	\$ 13.263	\$ 13.396	\$ 13.530	\$ 13.665	\$ 13.802	\$ 13.940	\$ 14.079	\$ 14.220	\$ 14.362	\$ 14.506	\$ 14.651	\$ 14.797	\$ 14.945	\$ 15.095	\$ 15.246	\$ 15.398	\$ 15.552	\$ 15.708	\$ 15.865	\$ 16.023
		Overtime	\$ 19.895	\$ 20.094	\$ 20.295	\$ 20.498	\$ 20.702	\$ 20.910	\$ 21.119	\$ 21.330	\$ 21.543	\$ 21.759	\$ 21.976	\$ 22.196	\$ 22.418	\$ 22.642	\$ 22.868	\$ 23.097	\$ 23.328	\$ 23.561	\$ 23.797	\$ 24.035
Grade 4	Captain/Paramedic	Annual	\$ 43,972.56	\$ 44,412.29	\$ 44,856.41	\$ 45,304.98	\$ 45,758.03	\$ 46,215.61	\$ 46,677.76	\$ 47,144.54	\$ 47,615.99	\$ 48,092.14	\$ 48,573.07	\$ 49,058.80	\$ 49,549.38	\$ 50,044.88	\$ 50,545.33	\$ 51,050.78	\$ 51,561.29	\$ 52,076.90	\$ 52,597.67	\$ 53,123.65
		Monthly	\$ 3,664.38	\$ 3,701.02	\$ 3,738.03	\$ 3,775.41	\$ 3,813.17	\$ 3,851.30	\$ 3,889.81	\$ 3,928.71	\$ 3,968.00	\$ 4,007.68	\$ 4,047.76	\$ 4,088.23	\$ 4,129.12	\$ 4,170.41	\$ 4,212.11	\$ 4,254.23	\$ 4,296.77	\$ 4,339.74	\$ 4,383.14	\$ 4,426.97
		Bi-weekly	\$ 1,691.25	\$ 1,708.16	\$ 1,725.25	\$ 1,742.50	\$ 1,759.92	\$ 1,777.52	\$ 1,795.30	\$ 1,813.25	\$ 1,831.38	\$ 1,849.70	\$ 1,868.19	\$ 1,886.88	\$ 1,905.75	\$ 1,924.80	\$ 1,944.05	\$ 1,963.49	\$ 1,983.13	\$ 2,002.96	\$ 2,022.99	\$ 2,043.22
		Hourly	\$ 14.589	\$ 14.735	\$ 14.883	\$ 15.032	\$ 15.182	\$ 15.334	\$ 15.487	\$ 15.642	\$ 15.798	\$ 15.956	\$ 16.116	\$ 16.277	\$ 16.440	\$ 16.604	\$ 16.770	\$ 16.938	\$ 17.107	\$ 17.278	\$ 17.451	\$ 17.626
		Overtime	\$ 21.884	\$ 22.103	\$ 22.324	\$ 22.547	\$ 22.773	\$ 23.000	\$ 23.230	\$ 23.463	\$ 23.697	\$ 23.934	\$ 24.174	\$ 24.415	\$ 24.660	\$ 24.906	\$ 25.155	\$ 25.407	\$ 25.661	\$ 25.918	\$ 26.177	\$ 26.438
Grade 5		Annual	\$ 48,369.82	\$ 48,853.52	\$ 49,342.05	\$ 49,835.47	\$ 50,333.83	\$ 50,837.17	\$ 51,345.54	\$ 51,858.99	\$ 52,377.58	\$ 52,901.36	\$ 53,430.37	\$ 53,964.68	\$ 54,504.32	\$ 55,049.37	\$ 55,599.86	\$ 56,155.86	\$ 56,717.42	\$ 57,284.59	\$ 57,857.44	\$ 58,436.01
		Monthly	\$ 4,030.82	\$ 4,071.13	\$ 4,111.84	\$ 4,152.96	\$ 4,194.49	\$ 4,236.43	\$ 4,278.79	\$ 4,321.58	\$ 4,364.80	\$ 4,408.45	\$ 4,452.53	\$ 4,497.06	\$ 4,542.03	\$ 4,587.45	\$ 4,633.32	\$ 4,679.65	\$ 4,726.45	\$ 4,773.72	\$ 4,821.45	\$ 4,869.67
		Bi-weekly	\$ 1,860.38	\$ 1,878.98	\$ 1,897.77	\$ 1,916.75	\$ 1,935.92	\$ 1,955.28	\$ 1,974.83	\$ 1,994.58	\$ 2,014.52	\$ 2,034.67	\$ 2,055.01	\$ 2,075.56	\$ 2,096.32	\$ 2,117.28	\$ 2,138.46	\$ 2,159.84	\$ 2,181.44	\$ 2,203.25	\$ 2,225.29	\$ 2,247.54
		Hourly	\$ 16.048	\$ 16.209	\$ 16.371	\$ 16.535	\$ 16.700	\$ 16.867	\$ 17.036	\$ 17.206	\$ 17.378	\$ 17.552	\$ 17.727	\$ 17.905	\$ 18.084	\$ 18.265	\$ 18.447	\$ 18.632	\$ 18.818	\$ 19.006	\$ 19.196	\$ 19.388
		Overtime	\$ 24.073	\$ 24.313	\$ 24.556	\$ 24.802	\$ 25.050	\$ 25.301	\$ 25.554	\$ 25.809	\$ 26.067	\$ 26.328	\$ 26.591	\$ 26.857	\$ 27.126	\$ 27.397	\$ 27.671	\$ 27.948	\$ 28.227	\$ 28.509	\$ 28.794	\$ 29.082
Grade 6		Annual	\$ 53,206.80	\$ 53,738.87	\$ 54,276.26	\$ 54,819.02	\$ 55,367.21	\$ 55,920.88	\$ 56,480.09	\$ 57,044.89	\$ 57,615.34	\$ 58,191.50	\$ 58,773.41	\$ 59,361.14	\$ 59,954.76	\$ 60,554.30	\$ 61,159.85	\$ 61,771.44	\$ 62,389.16	\$ 63,013.05	\$ 63,643.18	\$ 64,279.61
		Monthly	\$ 4,433.90	\$ 4,478.24	\$ 4,523.02	\$ 4,568.25	\$ 4,613.93	\$ 4,660.07	\$ 4,706.67	\$ 4,753.74	\$ 4,801.28	\$ 4,849.29	\$ 4,897.78	\$ 4,946.76	\$ 4,996.23	\$ 5,046.19	\$ 5,096.65	\$ 5,147.62	\$ 5,199.10	\$ 5,251.09	\$ 5,303.60	\$ 5,356.63
		Bi-weekly	\$ 2,046.42	\$ 2,066.88	\$ 2,087.55	\$ 2,108.42	\$ 2,129.51	\$ 2,150.80	\$ 2,172.31	\$ 2,194.03	\$ 2,215.97	\$ 2,238.13	\$ 2,260.52	\$ 2,283.12	\$ 2,305.95	\$ 2,329.01	\$ 2,352.30	\$ 2,375.82	\$ 2,399.58	\$ 2,423.58	\$ 2,447.81	\$ 2,472.29
		Hourly	\$ 17.653	\$ 17.830	\$ 18.008	\$ 18.188	\$ 18.370	\$ 18.554	\$ 18.739	\$ 18.927	\$ 19.116	\$ 19.307	\$ 19.500	\$ 19.695	\$ 19.892	\$ 20.091	\$ 20.292	\$ 20.495	\$ 20.700	\$ 20.907	\$ 21.116	\$ 21.327
		Overtime	\$ 26.480	\$ 26.745	\$ 27.012	\$ 27.282	\$ 27.555	\$ 27.831	\$ 28.109	\$ 28.390	\$ 28.674	\$ 28.961	\$ 29.250	\$ 29.543	\$ 29.838	\$ 30.137	\$ 30.438	\$ 30.742	\$ 31.050	\$ 31.360	\$ 31.674	\$ 31.991
Grade 7		Annual	\$ 58,527.48	\$ 59,112.76	\$ 59,703.88	\$ 60,300.92	\$ 60,903.93	\$ 61,512.97	\$ 62,128.10	\$ 62,749.38	\$ 63,376.88	\$ 64,010.64	\$ 64,650.75	\$ 65,297.26	\$ 65,950.23	\$ 66,609.73	\$ 67,275.83	\$ 67,948.59	\$ 68,628.08	\$ 69,314.36	\$ 70,007.50	\$ 70,707.57
		Monthly	\$ 4,877.29	\$ 4,926.06	\$ 4,975.32	\$ 5,025.08	\$ 5,075.33	\$ 5,126.08	\$ 5,177.34	\$ 5,229.12	\$ 5,281.41	\$ 5,334.22	\$ 5,387.56	\$ 5,441.44	\$ 5,495.85	\$ 5,550.81	\$ 5,606.32	\$ 5,662.38	\$ 5,719.01	\$ 5,776.20	\$ 5,833.96	\$ 5,892.30
		Bi-weekly	\$ 2,251.06	\$ 2,273.57	\$ 2,296.30	\$ 2,319.27	\$ 2,342.46	\$ 2,365.88	\$ 2,389.54	\$ 2,413.44	\$ 2,437.57	\$ 2,461.95	\$ 2,486.57	\$ 2,511.43	\$ 2,536.55	\$ 2,561.91	\$ 2,587.53	\$ 2,613.41	\$ 2,639.54	\$ 2,665.94	\$ 2,692.60	\$ 2,719.52
		Hourly	\$ 19.419	\$ 19.613	\$ 19.809	\$ 20.007	\$ 20.207	\$ 20.409	\$ 20.613	\$ 20.819	\$ 21.027	\$ 21.238	\$ 21.450	\$ 21.665	\$ 21.881	\$ 22.100	\$ 22.321	\$ 22.544	\$ 22.770	\$ 22.997	\$ 23.227	\$ 23.460
		Overtime	\$ 29.128	\$ 29.419	\$ 29.713	\$ 30.010	\$ 30.311	\$ 30.614	\$ 30.920	\$ 31.229	\$ 31.541	\$ 31.857	\$ 32.175	\$ 32.497	\$ 32.822	\$ 33.150	\$ 33.482	\$ 33.816	\$ 34.155	\$ 34.496	\$ 34.841	\$ 35.190
Grade 8		Annual	\$ 64,380.23	\$ 65,024.03	\$ 65,674.27	\$ 66,331.02	\$ 66,994.33	\$ 67,664.27	\$ 68,340.91	\$ 69,024.32	\$ 69,714.56	\$ 70,411.71	\$ 71,115.83	\$ 71,826.98	\$ 72,545.25	\$ 73,270.71	\$ 74,003.41	\$ 74,743.45	\$ 75,490.88	\$ 76,245.79	\$ 77,008.25	\$ 77,778.33
		Monthly	\$ 5,365.02	\$ 5,418.67	\$ 5,472.86	\$ 5,527.58	\$ 5,582.86	\$ 5,638.69	\$ 5,695.08	\$ 5,752.03	\$ 5,809.55	\$ 5,867.64	\$ 5,926.32	\$ 5,985.58	\$ 6,045.44	\$ 6,105.89	\$ 6,166.95	\$ 6,228.62	\$ 6,290.91	\$ 6,353.82	\$ 6,417.35	\$ 6,481.53
		Bi-weekly	\$ 2,476.16	\$ 2,500.92	\$ 2,525.93	\$ 2,551.19	\$ 2,576.70	\$ 2,602.47	\$ 2,628.50	\$ 2,654.78	\$ 2,681.33	\$ 2,708.14	\$ 2,735.22	\$ 2,762.58	\$ 2,790.20	\$ 2,818.10	\$ 2,846.29	\$ 2,874.75	\$ 2,903.50	\$ 2,932.53	\$ 2,961.86	\$ 2,991.47
		Hourly	\$ 21.360	\$ 21.574	\$ 21.790	\$ 22.008	\$ 22.228	\$ 22.450	\$ 22.674	\$ 22.901	\$ 23.130	\$ 23.362	\$ 23.595	\$ 23.831	\$ 24.069	\$ 24.310	\$ 24.553	\$ 24.799	\$ 25.047	\$ 25.297	\$ 25.550	\$ 25.806
		Overtime	\$ 32.041	\$ 32.361	\$ 32.685	\$ 33.011	\$ 33.342	\$ 33.675	\$ 34.012	\$ 34.352	\$ 34.695	\$ 35.042	\$ 35.393	\$ 35.747	\$ 36.104	\$ 36.465	\$ 36.830	\$ 37.198	\$ 37.570	\$ 37.946	\$ 38.325	\$ 38.709

This Salary Schedule is subject to negotiations.

Capital Improvement Program 2019-2023							
Project Number	Project Name	2019	2020	2021	2022	2023	Total
22-APT-001-17	Airport Tractor	\$70,000					\$70,000
73-APT-001-19	Mill and Overlay: Runway	\$1,700,000					\$1,700,000
73-APT-001-22	Aircraft Hangars	\$220,000	\$220,000				\$440,000
73-APT-001-20	Replace Existing Computer Systems		\$4,500				\$4,500
73-APT-001-21	Fuel Trucks			\$65,000	\$80,000		\$145,000
73-APT-001-23	Cessna Skyhawk Flight Trainer					\$90,000	\$90,000
01-CAO-002-14	Insulated File Cabinets	\$5,000		\$2,500			\$7,500
01-CAO-001-19	Replace Existing Computer Systems	\$5,000					\$5,000
01-CAO-002-19	Administrative Vehicles	\$60,000					\$60,000
22-CBN-004-17	Addition of Campsites at Fairgrounds	\$52,000					\$52,000
01-CCC-001-19	Replace Existing Computer Systems	\$4,800	\$4,000				\$8,800
01-CCC-002-22	Replacement of CCC Office Furniture				\$60,000		\$60,000
01-CCC-003-22	Replace 2005 Boom Lift				\$150,000		\$150,000
01-CCC-004-23	On-Line Booking					\$30,000	\$30,000
22-CCC-006-14	Replacement of HVAC Units			\$50,000			\$50,000
22-CCC-002-15	Mill, Overlay, and Restripe: CCC Parking Lot	\$80,000	\$20,000	\$20,000	\$15,000		\$135,000
22-CCC-006-16	Replace CCC Forklift	\$45,000					\$45,000
22-CCC-009-16	Replacement of Theater Sound System	\$30,000					\$30,000
22-CCC-002-17	Comprehensive Repair Plan for CCC Roof	\$70,000	\$150,000	\$80,000			\$300,000
22-CCC-005-17	Upgrade Theater Stage Lights	\$20,000	\$20,000				\$40,000
22-CCC-001-20	Addition of Dressing Rooms & Concession Area for Ex. Hall		\$1,750,000				\$1,750,000
22-CCC-001-22	Replacement of Gas Fired Pool Heater				\$30,000		\$30,000
22-CCC-002-22	Upgrade of UV System for CCC Pool				\$15,000		\$15,000
22-CCC-003-22	Rebuild Paddock Water Filter for CCC Pool				\$40,000		\$40,000
22-CCC-001-22	Rider Floor Sweeper				\$17,000		\$17,000
01-CDC-001-17	GIS Upgrade	\$50,000					\$50,000
01-CDC-001-19	Replace Existing Computer Systems	\$10,000					\$10,000
22-CDC-001-18	Replacement of Staff Vehicles		\$20,000		\$20,000		\$40,000

Project Number	Project Name	2019	2020	2021	2022	2023	Total
75-DBD-001-18	Streetscape Improvements/Signage Updates	\$20,000	\$12,000	\$20,000	\$12,000	\$16,000	\$80,000
99-DBD-002-18	Lebanon Farmers Market Pavilion	\$120,000					\$120,000
80-ELF-007-14	161 Substations and Transmission	\$4,166,666	\$4,166,666	\$4,166,668			\$12,500,000
80-ELF-008-14	Line Reconductor/Extensions	\$75,000	\$60,000	\$60,000	\$60,000	\$60,000	\$315,000
80-ELF-009-14	Overhead/Underground Projects	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$275,000
80-ELF-003-15	LED Streetlight Conversion	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$300,000
80-ELF-004-15	Distribution Pole Changes	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
80-ELF-006-15	Construction Truck	\$200,000			\$225,000		\$425,000
80-ELF-003-17	Department Pickups	\$28,000			\$30,000	\$32,000	\$90,000
80-ELF-001-19	Konica Printer	\$5,000					\$5,000
80-ELF-002-19	Forestry Truck and Brush Chipper	\$300,000					\$300,000
80-ELF-001-20	Replace Existing Computer Systems		\$9,000				\$9,000
80-ELF-001-22	Substation #2 Transformer				\$800,000		\$800,000
01-ENV-004-14	Assessment and Restoration of Detention Facilities	\$5,000	\$5,000	\$5,000	\$5,000		\$20,000
01-ENV-003-18	Stormwater: Waterman Drive and Windsor Drive			\$25,000			\$25,000
01-ENV-005-18	Stormwater: Highway 64 and South King	\$45,000					\$45,000
01-ENV-001-19	Stormwater: Mountrose Beacon Branch			\$30,000	\$50,000		\$80,000
01-ENV-002-19	Stormwater: Springfield and Jackson				\$25,000		\$25,000
01-ENV-003-19	Stormwater: West Bland Avenue Stormwater Crossing	\$185,000					\$185,000
01-ENV-004-19	Stormwater: Radio Tower Branch Improvements	\$50,000	\$50,000				\$100,000
01-ENV-005-19	Stormwater: Wood, South, and Sarah Improvements	\$50,000					\$50,000
01-ENV-006-19	Stormwater: Hydraulic Engineering Study	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
01-ENV-001-20	Stormwater: Washington and North Park Manor					\$50,000	\$50,000
01-ENV-002-20	Stormwater: Kansas Avenue Stormwater Crossing		\$225,000				\$225,000
01-ENV-003-20	Stormwater: Beck and Kansas Improvements		\$15,000				\$15,000
01-ENV-004-20	Stormwater: Rolling Hills Road Improvements		\$30,000				\$30,000
01-ENV-001-21	Stormwater: Brook and Indian Creek Improvements			\$30,000			\$30,000
01-ENV-002-21	Stormwater: Springfield and Jackson			\$25,000			\$25,000
01-ENV-001-22	Stormwater: Quail Valley Improvements				\$15,000		\$15,000

Project Number	Project Name	2019	2020	2021	2022	2023	Total
01-ENV-002-22	Stormwater: Highway YY and Raef Road Improvements				\$10,000		\$10,000
01-ENV-003-22	Stormwater: Washington and Park Manor				\$60,000		\$60,000
01-ENV-001-23	Stormwater: West Fremont Improvements					\$10,000	\$10,000
01-ENV-002-23	Stormwater: Evergreen Improvements					\$25,000	\$25,000
01-ENV-003-23	Stormwater: Flatwoods					\$25,000	\$25,000
85-ENV-001-14	Collection Improvements	\$550,000	\$600,000	\$650,000	\$700,000	\$750,000	\$3,250,000
85-ENV-004-15	Sampler	\$4,200					\$4,200
85-ENV-007-15	Lift Station SCADA	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
85-ENV-007-16	Pickup Trucks		\$30,000		\$30,000		\$60,000
85-ENV-008-16	Portable Trash Pump					\$4,000	\$4,000
85-ENV-999-16	Biosolids Application Truck	\$170,000					\$170,000
85-ENV-001-17	Wastewater Treatment Plant Driveway Overlay	\$35,000					\$35,000
85-ENV-002-17	Excavator	\$230,000					\$230,000
85-ENV-006-17	Pipe Laser	\$5,500					\$5,500
85-ENV-007-17	Oak & Caitlin Sewer Extension	\$30,000					\$30,000
85-ENV-001-18	Backhoe		\$100,000				\$100,000
85-ENV-002-18	Easement Cleaning Machine	\$80,000					\$80,000
85-ENV-003-18	Replace Existing Wastewater Computer Systems	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
85-ENV-001-19	Lift Station Improvements	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
85-ENV-002-19	Benchtop Spectrophotometer	\$6,000					\$6,000
85-ENV-003-19	Portable Generator	\$54,000					\$54,000
85-ENV-004-19	Dump Truck	\$150,000					\$150,000
85-ENV-005-19	Standby Generator	\$80,000		\$80,000			\$160,000
87-ENV-006-19	Mini-Excavator	\$40,000					\$40,000
85-ENV-001-20	Sewer Main: Iowa Street		\$16,000				\$16,000
85-ENV-002-20	Sewer Main: Ohio Street		\$38,000				\$38,000
85-ENV-003-20	Sewer Main: Crisp Street		\$16,000				\$16,000
85-ENV-004-20	Sewer Main: Texas Avenue		\$26,000				\$26,000
85-ENV-001-21	Sewer Main: Mizer Street			\$15,000			\$15,000
85-ENV-002-21	Sewer Main: Barlow Street			\$12,000			\$12,000

Project Number	Project Name	2019	2020	2021	2022	2023	Total
85-ENV-003-21	Sewer Main: Marvin Avenue			\$27,000			\$27,000
85-ENV-004-21	Sewer Main: Perry Street			\$40,000			\$40,000
85-ENV-005-21	IDEX			\$6,000			\$6,000
85-ENV-006-21	Mechanical Convection Oven			\$5,000			\$5,000
85-ENV-007-21	Analytical Balance			\$4,000			\$4,000
85-ENV-001-22	Sewer Main: Hayes Street				\$16,000		\$16,000
85-ENV-002-22	Sewer Main: Stave Mill Easement				\$25,000		\$25,000
85-ENV-001-23	South Highway 5 Lift Station					\$200,000	\$200,000
85-ENV-002-23	Lab/Portable PH, LBOD Meter					\$3,500	\$3,500
87-ENV-006-15	Tower Modification	\$50,000	\$50,000				\$100,000
87-ENV-007-15	Dump Truck				\$135,000		\$135,000
87-ENV-006-16	Backhoe	\$100,000					\$100,000
87-ENV-001-17	Rosenthal Woodhill North 5 Water Tie-In	\$120,000					\$120,000
87-ENV-002-17	Park Manor Water Line Replacement	\$55,000					\$55,000
87-ENV-003-17	Spiller Tower Renovation		\$360,000				\$360,000
87-ENV-001-18	Nathaniel and Steele Water Tie In	\$55,000					\$55,000
87-ENV-002-18	New Well and Tower		\$3,000,000				\$3,000,000
87-ENV-003-18	Pickup Trucks	\$28,000		\$30,000		\$30,000	\$88,000
87-ENV-004-18	Service Truck	\$75,000					\$75,000
87-ENV-007-18	Replace Existing Water Computer Systems	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
87-ENV-001-19	Water Line: Ostrich Lane	\$130,000					\$130,000
87-ENV-002-19	Water Main: West Bland	\$46,000					\$46,000
87-ENV-003-19	Bowling Water Tower Top Coat	\$235,000					\$235,000
87-ENV-004-19	Water Wells: Chlorine Analyzer Replacements	\$4,500	\$4,500				\$9,000
87-ENV-005-19	Power Rake Attachment	\$10,000					\$10,000
87-ENV-006-19	Water System Hydraulic Study	\$100,000					\$100,000
87-ENV-001-20	Water Main: Ohio and Utah		\$8,000				\$8,000
87-ENV-002-20	Water Main: Iowa		\$8,500				\$8,500
87-ENV-003-20	Water Main: Crisp		\$13,500				\$13,500
87-ENV-004-20	Water Main: Texas		\$32,000				\$32,000
87-ENV-005-20	Water Main: Kansas	\$37,000					\$37,000

Project Number	Project Name	2019	2020	2021	2022	2023	Total
87-ENV-006-20	Glencastle Tower		\$500,000				\$500,000
87-ENV-007-20	Portable Trash Pump		\$3,000				\$3,000
87-ENV-001-21	Water Tie Line: Twin Oaks & Tower			\$16,000			\$16,000
87-ENV-002-21	Water Main: Mizer			\$16,000			\$16,000
87-ENV-003-21	Water Main: Barlow			\$17,000			\$17,000
87-ENV-004-21	Water Main: Marvin			\$32,000			\$32,000
87-ENV-005-21	Water Main: Albert			\$13,000			\$13,000
87-ENV-006-21	Water Main: Dickinson			\$13,000			\$13,000
87-ENV-007-21	Water Services: New Buffalo Road			\$7,500			\$7,500
87-ENV-008-21	Water Distribution System Improvements			\$500,000	\$500,000	\$500,000	\$1,500,000
87-ENV-001-22	Water Main: Owens				\$22,000		\$22,000
87-ENV-002-22	Water Tie Line: New Buffalo Road to Public Works				\$140,000		\$140,000
87-ENV-001-23	Water Main: Frank					\$7,000	\$7,000
87-ENV-002-23	Water Main: Hunters Creek					\$20,000	\$20,000
87-ENV-003-23	Water Main: Manors and South Highway 5					\$21,000	\$21,000
83-FBR-001-19	Fiber to Water Wells and Lift Stations	\$40,000					\$40,000
01-FIN-001-19	Replace Existing Computer Systems	\$5,000				\$3,000	\$8,000
01-FDE-002-16	Replacement of Cardiac Monitors	\$20,000	\$20,000	\$20,000			\$60,000
01-FDE-005-16	Hazardous Materials Identification				\$25,000		\$25,000
01-FDE-006-16	Storage Addition Station 2		\$15,000				\$15,000
01-FDE-007-16	Replace HVAC Units at Fire Stations 1 and 2	\$5,500	\$7,000				\$12,500
01-FDE-008-16	Refresh Interior of Stations	\$12,000					\$12,000
01-FDE-013-16	Traffic Control Signal Light Station 2				\$30,000		\$30,000
01-FDE-002-17	Fire Safety Trailer			\$60,000			\$60,000
01-FDE-003-17	Radio Communication Improvements	\$70,000					\$70,000
01-FDE-005-17	Improvements to Fire Station 1 Roof		\$30,000				\$30,000
01-FDE-002-18	Mobile Tablets					\$25,000	\$25,000
01-FDE-003-18	Insulation in Bay Area Station 1	\$10,000					\$10,000
01-FDE-006-18	Training Props	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$12,500
01-FDE-002-19	Cook Stoves, Microwaves, and Refrigerators	\$3,500					\$3,500
01-FDE-004-19	Electronic Control Devices (Taser)	\$7,200	\$7,200				\$14,400

Project Number	Project Name	2019	2020	2021	2022	2023	Total
01-FDE-006-19	Class "A" Uniforms	\$2,000					\$2,000
01-FDE-001-20	Replace Existing Computer Systems		\$5,500	\$5,000			\$10,500
01-FDE-002-20	Brush Truck Skid Unit		\$9,000				\$9,000
01-FDE-001-21	Confined Space Rescue System			\$18,000			\$18,000
01-FDE-002-21	Repair of Flag Poles & Placement of 9/11 Piece			\$5,000	\$2,500		\$7,500
01-FDE-001-22	5" Large Diameter Hose Roller				\$7,500		\$7,500
01-FDE-001-23	Seal and Stripe Parking Lots					\$3,000	\$3,000
22-FDE-003-14	Replacement of Fleet- Staff Vehicles		\$33,000	\$28,000			\$61,000
22-FDE-001-17	Bunker Gear					\$72,000	\$72,000
22-FDE-002-17	Mobile Traffic Light Controllers	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$90,000
22-FDE-003-17	Bulletproof Vests		\$5,000				\$5,000
22-FDE-001-18	Secondary Dispatch Circuit		\$20,000				\$20,000
22-FDE-001-19	Updating Hydraulic Rescue Tools	\$60,000					\$60,000
22-FDE-002-19	Bay Floors of Fire Station 1	\$16,000					\$16,000
99-FDE-001-16	Fire Station #3		\$1,095,000				\$1,095,000
99-FDE-002-16	Training Tower	\$450,000	\$7,500	\$7,500	\$7,500	\$7,500	\$480,000
01-FMS-002-14	60" Zero Turn Mowers	\$11,000	\$11,500	\$11,500	\$12,000		\$46,000
01-FMS-002-16	Half Ton Pickups		\$22,000		\$24,000		\$46,000
01-FMS-001-20	Right of Way Mowing Tractor		\$35,000				\$35,000
01-FMS-001-23	Backhoe					\$98,000	\$98,000
22-FMS-003-18	Replace HVAC Units at City Hall	\$15,000	\$8,000				\$23,000
22-FMS-004-18	Replace HVAC Units at Mills Center	\$15,000					\$15,000
22-FMS-006-18	Repair City Hall Parking Lot	\$140,000					\$140,000
22-FMS-007-18	Fuel Island Vehicle Awning	\$80,000					\$80,000
22-FMS-001-20	Replace HVAC Units at Public Works		\$6,500	\$16,500	\$16,500		\$39,500
22-FMS-002-20	Repair Fire Station #1 Parking Lot		\$10,000				\$10,000
22-FMS-001-21	Repair Fire Station #2 Parking Lot			\$15,000			\$15,000
01-ITS-001-20	Replace Existing Computer Systems	\$5,000			\$5,000		\$10,000
22-ITS-005-16	Mobile Data Tablets	\$7,500			\$7,500		\$15,000
22-ITS-001-17	Mitel Phone System Upgrade	\$72,000					\$72,000
99-ITS-001-16	Capital Hardware/Software Purchase	\$115,000	\$70,000	\$70,000			\$255,000

Project Number	Project Name	2019	2020	2021	2022	2023	Total
99-ITS-003-20	Konica Printer Replacement		\$23,000				\$23,000
01-OCK-001-19	Replace Existing Computer Systems	\$2,500	\$5,000				\$7,500
22-OCK-001-19	Network Color Copier/Printer	\$23,000					\$23,000
22-OCK-001-20	Folder and Inserter Machine		\$23,000				\$23,000
22-PKD-012-14	Boswell Aquatic Center	\$250,000					\$250,000
22-PKD-001-19	Skate Park Improvements			\$125,000			\$125,000
22-PKD-002-19	Soccer Fields	\$250,000					\$250,000
22-PKD-001-20	Walking and Bicycle Trail		\$250,000		\$250,000		\$500,000
79-PKD-001-14	Vehicle and Motor Equipment	\$36,000	\$64,500	\$48,000	\$13,500	\$40,000	\$202,000
79-PKD-003-14	Playground Fall Protection		\$5,000		\$5,000		\$10,000
79-PKD-010-14	WT Vernon Park			\$100,000			\$100,000
79-PKD-001-15	Harke Park				\$172,500		\$172,500
79-PKD-010-16	Infield Surface Material	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
79-PKD-002-17	Walking Trail Maintenance		\$14,000			\$15,000	\$29,000
79-PKD-003-17	Park Office					\$200,000	\$200,000
79-PKD-001-19	Replace Existing Computer Systems	\$5,000				\$5,000	\$10,000
79-PKD-002-19	Sprinkler System at Atchley Park Fields	\$30,000					\$30,000
79-PKD-003-19	Nelson Park Phase III Parking Lot Improvements	\$200,000					\$200,000
83-PKD-001-18	Fiber for Parks	\$14,220					\$14,220
99-PKD-003-19	Winfrey Property	\$39,000		\$290,000			\$329,000
01-PDA-001-18	Patrol Car Vehicular Repeaters	\$35,500					\$35,500
01-PDA-003-18	Replace Existing Computer Systems	\$5,000			\$5,000		\$10,000
01-PDA-004-18	Mobile Printers	\$10,000					\$10,000
01-PDA-001-19	Field Investigation Hardware and Software		\$35,000				\$35,000
01-PDA-002-19	911 Hardware and Software	\$62,000	\$62,000				\$124,000
22-PDA-001-14	Bulletproof Vest	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000
22-PDA-002-14	Electronic Control Devices (Taser)	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$6,000
22-PDA-004-14	Patrol Car (Dash) Camera	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
22-PDA-003-15	Patrol Cars	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$450,000
22-PDA-001-17	Dispatch Zetron Radio Upgrade			\$44,000			\$44,000
22-PDA-003-17	IRIS Upgrade				\$15,000		\$15,000

Project Number	Project Name	2019	2020	2021	2022	2023	Total
22-PDA-004-17	ID System and Hardware Upgrade				\$12,000		\$12,000
22-PDA-001-18	WAVE Upgrade		\$15,000				\$15,000
22-PDA-002-18	Automatic License Plate Reader (APLR)			\$22,000			\$22,000
22-PDA-003-18	Push To Talk Radio/Cellular Telephone	\$11,000	\$11,000	\$11,000			\$33,000
22-PDA-004-18	Patrol Fleet Vehicle Awning	\$80,000					\$80,000
22-PDA-001-19	ITI Upgrades	\$28,000					\$28,000
08-STR-002-16	Millcreek Road Improvements				\$175,000		\$175,000
08-STR-005-16	Three-Quarter Ton 4x4 Pickup Truck Replacements	\$35,000	\$35,000	\$35,000			\$105,000
08-STR-006-16	Three-Quarter Ton Pickup Truck Replacements	\$35,000	\$35,000				\$70,000
08-STR-008-16	Truck Mounted Striping Machine				\$35,000		\$35,000
08-STR-008-17	Tandem Axle Dump Truck					\$155,000	\$155,000
08-STR-017-17	Single Axle Dump Truck	\$120,000					\$120,000
08-STR-018-17	Mowing Tractor				\$35,000		\$35,000
08-STR-020-17	Track Loader			\$250,000			\$250,000
08-STR-007-18	Crack Sealer Machine				\$50,000		\$50,000
08-STR-008-18	Backhoe		\$95,000				\$95,000
08-STR-012-18	West Hayes Street Improvements				\$21,000		\$21,000
08-STR-015-18	Millcreek Road Improvements	\$126,000					\$126,000
08-STR-001-19	Evergreen Parkway Asphalt Overlay	\$300,000					\$300,000
08-STR-002-19	Ostrich Drive Improvements		\$245,000				\$245,000
08-STR-003-19	Hoover Avenue	\$32,500					\$32,500
08-STR-004-19	West Bland Road	\$45,500					\$45,500
08-STR-005-19	Woodhill Drive Improvements	\$52,000					\$52,000
08-STR-006-19	Hogan Drive Improvements	\$40,000					\$40,000
08-STR-007-19	Snow Plow Attachment			\$7,500			\$7,500
08-STR-008-19	Drop Hammer Attachment			\$5,500			\$5,500
08-STR-009-19	Road Grader			\$220,000			\$220,000
08-STR-010-19	Clara Drive Overlay	\$8,415					\$8,415
08-STR-011-19	Lenz Avenue Overlay	\$10,560					\$10,560
08-STR-012-19	Minkler Avenue Asphalt Surface Treatment	\$4,425					\$4,425
08-STR-001-20	Madison Avenue Overlay		\$192,800				\$192,800

Project Number	Project Name	2019	2020	2021	2022	2023	Total
o8-STR-002-20	Utah Street		\$68,000				\$68,000
o8-STR-003-20	Kansas Avenue Improvements		\$85,000				\$85,000
o8-STR-005-20	Half Ton 4X4 Pickup Trucks			\$50,000	\$25,000		\$75,000
o8-STR-008-20	Roller Compactor				\$40,000		\$40,000
o8-STR-009-20	Semi Tractor					\$120,000	\$120,000
o8-STR-010-20	Excavator				\$225,000		\$225,000
o8-STR-011-20	Skid Steer Loader			\$55,000			\$55,000
o8-STR-012-20	Walk Behind Striping Machine			\$3,000			\$3,000
o8-STR-013-20	Ohio Street Improvements		\$33,000				\$33,000
o8-STR-014-20	Texas Street Improvements		\$28,500				\$28,500
o8-STR-015-20	Iowa Street Improvements		\$11,000				\$11,000
o8-STR-016-20	Crisp Road Improvements		\$11,000				\$11,000
o8-STR-017-20	Second Street Surface Treatment		\$25,000				\$25,000
o8-STR-001-21	Mountrose Street Improvements			\$210,500			\$210,500
o8-STR-002-21	Harwood Avenue Surface Treatment				\$10,400		\$10,400
o8-STR-003-21	Tower Road Surface Treatment			\$17,000			\$17,000
o8-STR-004-21	Raef Road Surface Treatment			\$12,250			\$12,250
o8-STR-005-21	East Fremont Road Improvements			\$426,000			\$426,000
o8-STR-006-21	Adams Avenue Improvements			\$135,800			\$135,800
o8-STR-008-21	Harris Lane Surface Treatment				\$17,000		\$17,000
o8-STR-009-21	Rolling Hills Road Surface Treatment				\$27,700		\$27,700
o8-STR-010-21	Herndon Road Surface Treatment			\$13,200			\$13,200
o8-STR-011-21	Jackson Avenue Surface Treatment			\$10,500			\$10,500
o8-STR-012-21	Windbrook Lane Improvements			\$54,000			\$54,000
o8-STR-013-21	Bethel Road Asphalt Overlay				\$43,500		\$43,500
o8-STR-014-21	Howard Drive Surface Treatment				\$13,500		\$13,500
o8-STR-015-21	Traffic Signal Installation at Tower Road and Hwy. 32					\$150,000	\$150,000
o8-STR-016-21	Traffic Control Imp at Hwy MM, Cowan Dr, Millcreek					\$150,000	\$150,000
o8-STR-017-21	East Bland Road Surface Treatments				\$21,000		\$21,000
o8-STR-018-21	McGinnis Street Asphalt Overlay			\$19,060			\$19,060

Project Number	Project Name	2019	2020	2021	2022	2023	Total
o8-STR-019-21	Allen Street Asphalt Overlay			\$12,780			\$12,780
o8-STR-001-22	Elm Street Surface Treatments				\$220,000		\$220,000
o8-STR-002-22	Roller Compactor					\$85,000	\$85,000
o8-STR-003-22	Asphalt Milling Attachment	\$20,000					\$20,000
o8-STR-004-22	Hydro Seeder					\$10,000	\$10,000
o8-STR-005-22	Walk Behind Asphalt Saw					\$5,000	\$5,000
o8-STR-006-22	Plate Compactor					\$1,500	\$1,500
o8-STR-007-22	Madison Avenue Asphalt Overlay				\$29,040		\$29,040
o8-STR-008-22	Glenridge Drive Asphalt Overlay				\$37,950		\$37,950
o8-STR-009-22	Beckett Street Asphalt Overlay				\$23,185		\$23,185
o8-STR-010-22	Perry Street Asphalt Overlay				\$20,460		\$20,460
o8-STR-001-23	Elm Street Surface Treatment					\$136,350	\$136,350
o8-STR-002-23	Farmers Lane Asphalt Overlay					\$48,840	\$48,840
o8-STR-003-23	Cherokee Street Asphalt Overlay					\$34,238	\$34,238
o8-STR-004-23	Pierce Street Asphalt Overlay					\$90,750	\$90,750
o8-STR-005-23	West Bland Asphalt Overlay					\$71,950	\$71,950
o8-STR-006-23	Hospital Drive Asphalt Overlay					\$118,400	\$118,400
01-TRM-001-19	Wayfinding Signs	\$30,000					\$30,000
40-TRM-001-22	New Tourism Website				\$70,000		\$70,000
Total Requested By Year		\$13,654,686	\$14,756,366	\$8,896,958	\$5,437,935	\$3,919,728	\$46,665,673
Proposed FY 2018 – 2022 Total		\$46,665,673					

Glossary of Frequently Used Terms

A

Accrual Basis of Accounting – The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at that time or not).

Appropriation – A legal authorization granted by the City Council which permits the City to incur obligations and make expenditures of resources.

Assessed Valuation – The valuation set upon real estate and certain personal property by Assessor as a basis for levying property taxes.

B

Bond – A written promise to pay a sum of money on a specific date(s) at a specific interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance.

Budget - An estimate of revenues and expenditures anticipated during a fiscal year and a summary of anticipate use of those revenues and expenditures.

Budget Calendar - The schedule of key dates which the City follows in the preparation of adopting the annual budget.

Budget Document – The compilation of the individual departmental spending plans for the various funds, along with supporting schedules, tables and graphs which, in total, comprises the annual revenue and expenditure plan.

Budgetary Control – The control or management of the organization in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and revenues.

C

Capital Assets: An asset with a life anticipated life of greater than three years that is of major importance and/or cost.

Capital Budget: The City's systematic plan for addressing new construction, major maintenance greater than \$1,000 in a given fiscal year. Additional expenses can include the purchase and improvement of land and the acquisition of new buildings and facilities, or acquisition of longer lived, yet depreciable assets.

Capital Improvements Project: Is a project that may include the construction of new facilities, renovation of existing structures or facilities to extend useful life, and major repair of infrastructure such as streets or utility lines that is of a comprehensive and non-routine nature.

Capital Improvement Plan (CIP): A presentation of the City's long and short-term projected capital improvement needs. The planning document is used by staff and the governing body to guide the discussion of current and intermediate term capital requirements.

Capital Leased Property-Leased real or personal property, for which ownership of the asset substantially transfers to the lessee and there for meets the criteria for capitalizing as an asset.

Capitalized-To record a const as a long term asset. The amount recorded is the cost to acquire or construct the asset, plus all cost necessary to get the asset ready for its intended use.

City Council – The Mayor and eight council members that collectively act as the legislative and policy making body of the City.

C.O.P. – Certificate of Participation. This is a type of lease purchase security funding for major capital projects. The city leases these capital projects for the life of the bonds with ownership passing to the City upon final payment. The funds to make the payments are subject to annual appropriations by the City. Normally, this type of lease purchase issue is for projects that are considered “necessary facilities” so the City is unlikely to walk away from the project.

D

Debt Service – The annual payment of principal and interest on the City’s bond indebtedness.

Department – A management unit of closely associated City activities headed by a Director or Chief. Each department may have one or more divisions.

Division – A section or unit within the City having a specialized function or activity.

E

Encumbrances – Obligations in the form of requisitions, purchase orders, and contracts which are chargeable to an appropriation and for which a part of the appropriation is reserved because the goods or services have not been received. When paid the encumbrance is eliminated, and an actual expense is recorded.

Enterprise Fund: A fund in which operations are expected to fun operations in a manner similar to a private business enterprise. The costs of operating are expected to be financed on a continuing basis through user charges (rates) rather than through taxes.

Expenditures/Expense – Decreases in net financial resources that include current operating expenses which require the current or future use of net current assets, debt services, and capital outlays.

F

Fiscal Policy – A governments policies with respect to revenues, spending, and debt management as these relate to government services, programs and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of governmental budgets and their funding.

Fiscal Year – A 12- month period to which the annual budget applies. The City of Lebanon has specified July 1 to June 30 as its fiscal year.

Fixed Asset – Assets of long-term nature that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Franchise Fee – An ongoing fee charged to a franchisee (utility company) for operating and providing service within the City of Lebanon. The fee is based on a percentage of gross receipts, and utility

companies often pass these fees along to their customers in the form of a gross receipts tax which is collected by the utility company and paid to the City on a monthly or quarterly basis.

Full Time Equivalents (FTEs) – Employee positions, which are authorized in the adopted budget, to be filled during the year. One FTE is equivalent to a 40-hour per week position.

Fund – An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.

Fund Balance – The excess of a fund's current assets over its current liabilities. A negative fund balance is often referred to as a deficit.

G

General Fund – A fund set up to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues. All transactions not accounted for in some other fund are accounted for in this fund.

General Obligation Bond (GO)-Bonds which are secured by the full faith and credit of the issuer. General Obligation Bonds issued by local units of government are secured by a pledge of the issuer's ad valorem taxing power.

Generally Accepted Accounting Principles (GAAP) – conventions, rules, and procedures that define accepted accounting practice, including broad guidelines as well as detailed procedures.

Grant – A contribution by a governmental or other organization to support a particular function. Typically, these contributions are made to local governments from state or federal governments.

Governmental funds - Funds through which most governmental functions are financed.

I

Internal Service Fund – Funds set up to account for goods and services provided by designated departments on a (cost reimbursement) fee basis to other governmental units.

Infrastructure: The facilities, systems and equipment, needed for the efficient continual operations of a city. Examples of these assets include roads, sidewalks, curbs and gutters, public parking lots, utility lines, traffic signal and street lighting.

L

LAGERS – The Missouri Local Government Employees Retirement System, a State pension plan to which the City as a whole, participated for the benefit of its employees.

Liquid Asset – cash or easily convertible into cash. Some examples are money market shares, U.S. Treasury bills, and bank deposits.

M

Mission – A broad statement of the goals, in terms of meeting public service needs, that a department or organization is formed to meet.

Modified Accrual Accounting – A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability when a purchase is authorized while revenues are not recorded until they are received.

O

Operating Annual Expenditures: Items required for the operation of the City departments in the provision of City services. Small tools and equipment less than or equal to \$1,000, the purchase of lower value Capital Assets and minor maintenance to existing buildings and facilities.

Operating Budget: The financial plan adopted for a single fiscal year. The “proposed budget” designates the financial plan initially developed by departments and presented by the City Administrator to the Council for approval. The “adopted budget” is the plan as modified and finally approved by the Council. The adopted budget is authorized by ordinance and thus establishes the legal spending limits for the fiscal year.

Organization Chart – A flowchart or picture representation of the employee positions within a department and the hierarchy related to those positions.

P

Projected Revenues – The amount of estimated revenues to be collected during the fiscal year.

Q

Quasi Funds – Also known as special funds. Generally has a governing body in addition to the City Council.

R

Resources – Total dollars available for appropriation including estimated revenues, transfers, and beginning fund balance.

Revenues – Amounts the City receives and/or earns as income including, but not limited, such items as taxes, user fees, licenses, permits, rents, grants, fines, and interest earnings.

S

Special Revenue Funds – Funds set up to account for revenues from specific taxes or other earmarked sources that (by law) are designated to finance particular activities of government.

T

Transfers In/Out – Amounts transferred from one fund to another to assist in financing the services for the recipient of the fund.