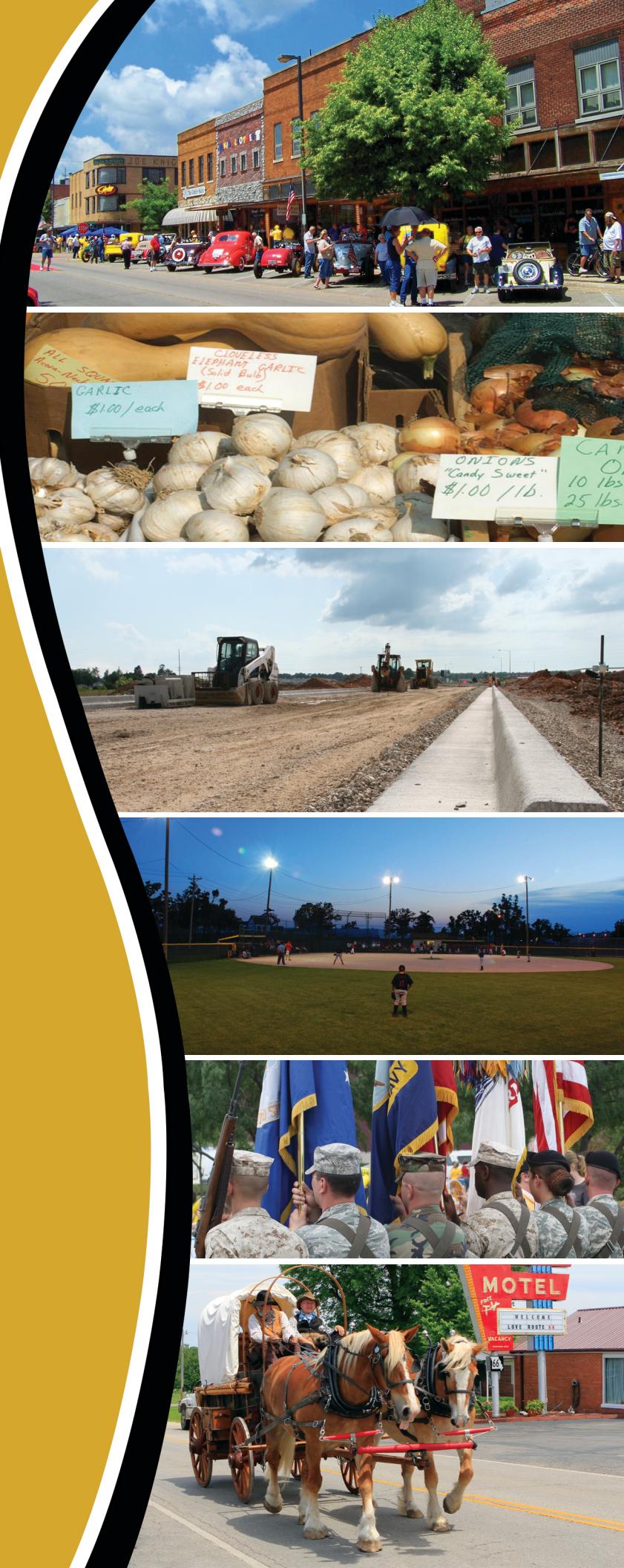


City of Lebanon **BUDGET**

FISCAL YEAR
2017



AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, (HEREINAFTER REFERRED TO AS "CITY") ADOPTING THE CITY FISCAL YEAR ENDING JUNE 30, 2017 BUDGET FOR THE PERIOD BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017.

WHEREAS, that the City Council held Work Sessions regarding Fiscal Year Ending (hereinafter referred to as "FY") June 30, 2017 Proposed Budget on May 19, 2016; June 2, 2016; June 6, 2016; and June 8, 2016; *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; 7) City's Goals; and 8) Capital Improvement Program 2018-2022; *and*

WHEREAS, that the City held the FY June 30, 2017 Proposed Budget Public Hearing on June 27, 2016; *and*

WHEREAS, that the FY June 30, 2017 Budget and the Capital Improvement Program 2018-2022 were submitted to the City Council, for approval, by Council Bill No. 4246 at the June 27, 2016 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 City Fiscal Year Ending June 30, 2017 Approved Budget. Said Budget is hereby attached and incorporated herein 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 Program 2018-2022. Said CIP is hereby attached and incorporated here within 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 27th day of June, 2016.

(Seal)



Mayor Josh Ray

Attest:



City Clerk Laina Starnes

1st Reading: June 27, 2016
2nd Reading: June 27, 2016

Contents

Letter of Transmittal	1
Introduction.....	7
Principal Officials of the City	8
Our Organization	9
Community Profile.....	10
Vision, Mission, Values, and Goals.....	14
Major Fiscal Policies.....	17
Financial Policies	18
Debt.....	23
Budget Process	28
All Funds	31
Budget Overview	32
Fund Structure	39
Major Revenues	40
Personnel Schedule.....	48
Revenues & Expenditures by Fund – 3 years.....	54
Capital.....	55
Statement of Budgeted Revenues and Expenditures and Changes in Fund Balance	86
Departmental Summaries.....	88
General Fund.....	89
General Administration.....	91
Municipal Court.....	96
Fire Department.....	100
Police Department	106
Civic Center.....	114
Community Buildings.....	120
Mayor and Council.....	123
City Administration	125
City Clerk.....	130
Recycling.....	136
Storm Water	139
Finance Department	140

Street Fund	146
Capital Fund.....	154
Tourism Fund	157
Economic Development.....	162
Detroit Tool Metal Products	167
Copeland.....	168
Community Development Fund	169
Community Development Administration.....	170
Engineering and Mapping	175
Internal Service Fund	179
Garage and Warehouse	180
Information Technology.....	185
Facilities Management	192
Janitorial Services.....	197
Benefits.....	200
Airport Fund.....	204
Downtown Business District Fund.....	212
Parks Fund	218
Boswell Aquatic Center	228
Park Activities	230
Electric Fund	231
Electric Reserve.....	240
Fiber Fund.....	242
Wastewater.....	245
Wastewater Maintenance	254
Inflow & Infiltration	257
Water.....	260
Water Maintenance and Distribution System.....	267
Appendix.....	270
Employee Census.....	271
FY17 Salary Schedule	276
FY17 Fire Salary Schedule	278
Capital Improvement Program 2018-2022 Recap.....	279
Glossary of Frequently Used Terms.....	288

City of Lebanon, Missouri

Annual Operating Budget

July 1, 2016 – June 30, 2017

Prepared by the Finance Department

Kat Gill, Finance Director

Holli Hawkins, Budget Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Lebanon
Missouri**

For the Fiscal Year Beginning

July 1, 2015

Jeffrey P. Brown

Executive Director

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, 2015. 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.





Friendly people. Friendly place.® CITY OF LEBANON, MISSOURI • INCORPORATED 1877

To the Honorable Mayor Josh Ray 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.

For the second consecutive year, 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 percent (20%) for the General Fund, twenty-three percent (23%) for the Street fund, both of which represent an improvement over FY 2016, and ten percent (10%) 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 makes progress toward relative to our two largest funds.

Fiscal Year 2016 Reflections and Accomplishments:

Fiscal Year 2016 was an exceptionally busy year for the City of Lebanon. As an organization, we undertook a myriad of projects, ranging from implementation of automated meter reading technology to street repairs to playground upgrades, 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:

- ❖ **Automated Metering Infrastructure**- Began purchase and installation of radio-read electric and water meters. Staff estimates that by June 30 we will have installed approximately 2,000 new water meters and 2,500 new electric meters throughout the community. This represents a significant investment in the modernization of our customer-side utility infrastructure.
- ❖ **West Fremont**-Performed a mill of 5,200 linear feet of existing asphalt pavement, with an overlay of 3" of new asphalt pavement from Morgan Road to Jefferson Avenue. Work included

repairs to street sub-grade and storm drainage improvement in the affected area. This work was completed in concert with the fall subdivision development and the construction of the new middle school.

- ❖ **Harwood Avenue**-Performed an overlay of 1,940 linear feet of existing asphalt road on Harwood Avenue between Lynn Street and St. Louis Street, along with reconstruction to address drainage issues. In addition, we applied asphalt surface treatment to 400 linear feet of existing asphalt from Wood Street to St. Louis Street.
- ❖ **Jefferson sidewalks and Downtown ADA**-Began work replacing sidewalks and pedestrian facilities to comply with ADA standards beginning at Bennett Street and extending to Elm along Jefferson. Installed ADA compliant sidewalk curb ramps along Commercial St. and Second St. between Washington and Jackson.
- ❖ **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.
- ❖ **Fire Alarms, Security Systems and Access Cards**-Systems were installed and updated at various buildings within the City that will enhance and improve access and security. Buildings featuring upgraded systems under this program include the Mills Center, Civic Center, and Fire Stations 1 and 2.
- ❖ **New Christmas Lights and Refurbishment of Downtown Christmas Decorations**- Purchased LED lights for four (4) downtown trees and lit the canopies to create a better holiday shopping experience. Also completed refurbishment of entire animated Christmas scene decorations located at the railroad crossing on Jefferson.
- ❖ **Civic Center HVAC**-Replaced HVAC Units 3 and 9 at the Cowan Civic Center with units fueled by natural gas to improve energy efficiency and lower overall energy costs.
- ❖ **Airport Runway Edge Lighting and Precision Approach Indicators**- In partnership with MODOT Aviation, the Floyd W. Jones Airport was able to replace the runway edge lighting and precision approach path indicator lights.
- ❖ **Atchley Park ADA Playground**-The Parks Department, at the direction of the Park Board, installed Lebanon's first all-inclusive playground at Atchley Park. The new playground is designed to accommodate all children, regardless of physical ability.
- ❖ **Boswell Park Improvements: Route 66 Park**- Major work began on the long-awaited Route 66-themed pocket park within the existing Boswell Park area. When fully built out, features of the new pocket park will include a new shelter, a paved walking trail, benches, specialized Route 66 signage, Promenade, themed playground equipment and the reconstruction of the Nelson's Dream Village stone fountain.

Despite continuing uncertainty in federal and state economic outlooks, Lebanon continues to see development and growth, particularly in the manufacturing sector. Expansion projects have begun at some of our largest manufacturing facilities, including Detroit Tool Metal Products. In the commercial sector Lebanon Marketplace (formerly known as Southdale Center) has completed exterior renovations connected to their CID and has already seen several new retail tenants open their doors, offering new dining and shopping opportunities, as well as providing new tax revenues. In addition to development of structures, some property owners are cleaning up their sites, making them more attractive for

re-development. The housing market continues to recover from the downturn of the late 2000s as we are seeing an 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 full implementation of building code inspections, along with the purchase of software to facilitate this process. When coupled with the moratorium on impact fees over the first half of FY 2017, there is no question that Lebanon is a "builder friendly" community.

In addition to the building inspection program, FY 2016 saw work begin on three major projects that will significantly impact the long-term outlook and makeup of our community. Working with H3 and Alta Planning, we are in the beginning stages of developing a Comprehensive Plan update to articulate the community's vision for Lebanon over the next twenty (20) years. Work will continue on this project through the first half of FY 2017. Dovetailing with our Comprehensive Plan update, we are participating in a regional housing study organized by the Lake of the Ozarks Council of Local Governments. Lebanon is sponsoring participation in this study for Laclede County in order 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. Finally, lack of retail options has long been an issue that the Council and citizens have sought to address. Over the next three (3) years, Buxton Company will work with us to provide the community information, consumer habits, and retail contacts necessary for us, in partnership with Lebanon REDI, to begin focused retail recruitment efforts. Collectively, these four projects have the potential 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 2016 and the planned projects of Fiscal Year 2017 continue Lebanon's proud tradition as a progressive and modern organization in rural Missouri.

Fiscal Year 2017 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, Fiber and Economic Development 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 2017 budget uses this mission to guide decision making in providing resources to the many programs and activities performed 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 substantial revisions to the salary matrix designed to retain current employees and attract talented, highly qualified applicants in the future, 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 2017. In FY 2015 we saw the adoption of e-billing and online bill payments for utility customers. In 2016 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, as well as the purchase and installation of the initial wave of meters to implement an Automated Meter Reading (AMR) system. FY 2017 plans for the second wave of AMR meter purchase and installation, as well as the continued implementation of the building inspection software. In addition, the purchase of several modules for Incode, our operational management software, is planned. 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, business licensing, and human resource management. 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. To address these issues, and to better align various positions with organization priorities, this budget proposes an investment in our employees of \$309,160 of additional money over FY 2016 through substantial modifications to our organization salary grid, as well as a one-percent (1%) COLA applied to all positions across the entire grid.
- ❖ **Continued investment in Lebanon's physical assets-** The FY 2017 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 improves every year as staff continues to identify equipment and infrastructure requiring attention. Making regular investments in our physical assets is critical to keeping citizen's happy, attracting new development, and containing costs over the mid-to-long term. To help control costs and provide stability in capital outlays, certain major equipment is proposed to be financed through a lease/purchase program, a policy begun in FY 2016.

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.

As discussed as a core priority above, the investment of resources in capital assets is once again a top priority in Fiscal Year 2017. 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. The community will see the completion of significant amenity and aesthetic improvements at Boswell Park with the opening of the new Route 66 pocket park, as well as new playground equipment and play features at Gasconade Park. A comprehensive narrative list of capital investment is included within this budget. Fully detailed project descriptions are included in the complete 2018-2022 CIP available on our website.

Fiscal Year 2017 Continued Priorities:

The following priorities are a continuation from prior budget years and developed from the strides

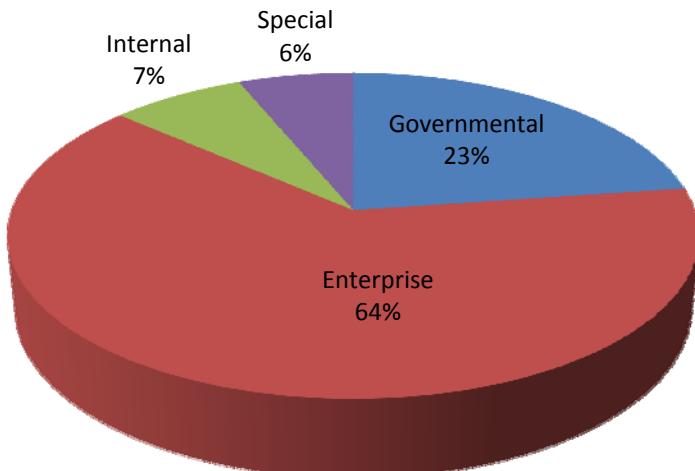
made from diligent work by both Council and staff to address ongoing needs of the community. Over the last three budget cycles priorities have focused on 1) planning for the future, 2) investment in public safety and infrastructure, 3) working on economic development activity and 4) internal operations 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 2018-2022 Capital Improvement Program (CIP) and will be brought back in future fiscal years for consideration.

This budget has \$56,145,492 in appropriations; including \$10,157,231 in capital investment in order to meet the demands of our community. In contrast, the City, through taxes, fees, and utility rates, is projecting \$50,823,957 in revenues. Fiscal Year 2017 appropriations break down to four major classifications: governmental activity at \$12,668,887, enterprise activity at \$35,861,731, internal funds at \$4,117,143, and special funds at \$3,497,731.

Appropriation by Activity



The revenues presented in this budget are projected to remain flat or slightly increase over the next twelve months. The expenditures are \$3,161,361 over projected revenues. This is due in part to the planned \$10,157,231 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 \$7,438,407 of the governmental activity. The City is anticipating spending \$4,266,192, or fifty-seven percent (57%) of this fund on Police and Fire programs, equipment, and services.

The largest enterprise fund, Electric Operating (Fund 80), makes up \$27,766,884 of the enterprise activity. The City is anticipating purchasing power for a cost of \$23,000,000 or eighty-three percent (83%) of the Electric Operating Fund budget.

The overall budget will see a decrease in the City Fund balance of \$3,161,361. During Fiscal Year 2016 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 maintain 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 2017 reflects 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

Josh Ray

The Council

Ward 1

Gilbert Adkins
Esther Hurney

Ward 2

Sheila Mitchell
James White

Ward 3

Randy Wall
LeAnn Mather

Ward 4

Chuck Jordan
Bob Garner

The Administration

Chris Heard, 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

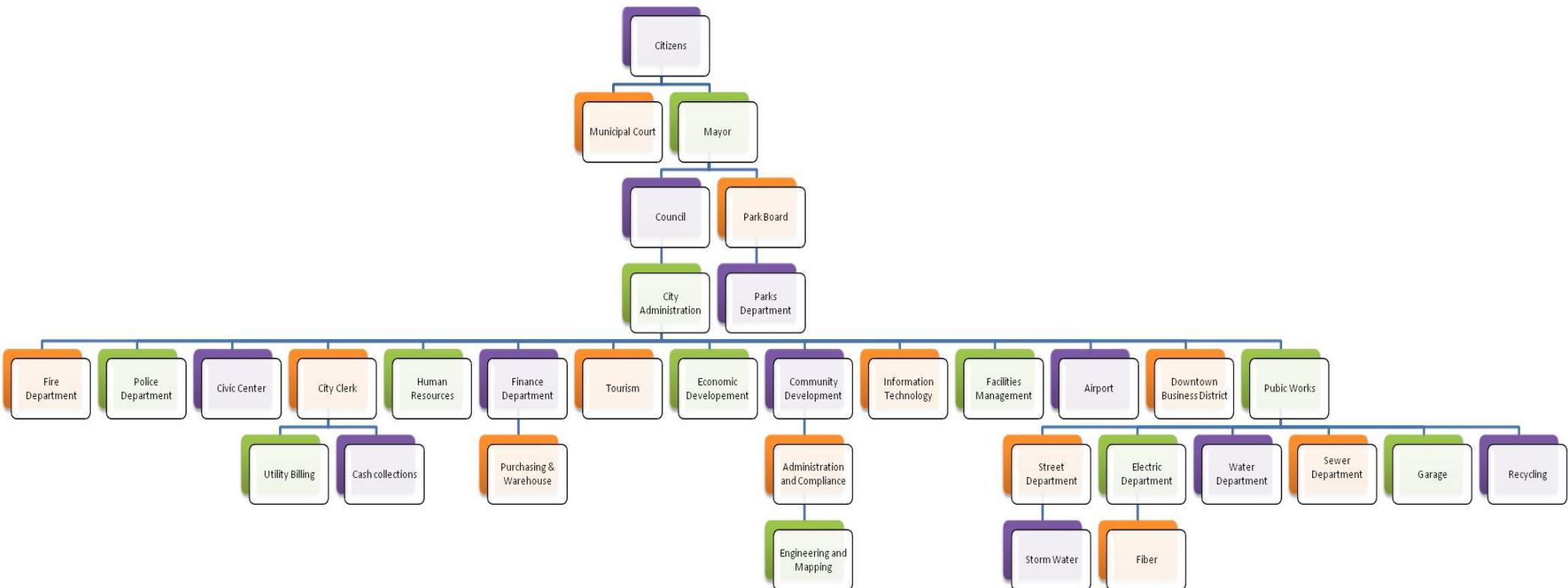
Jarrad Schomaker, MIS Coordinator

Bruce Conklin, Tourism Director

Kathy Milliken, Human Resource Director

Ben DeClue, Assistant to City Administrator

Our Organization



City of Lebanon, Missouri

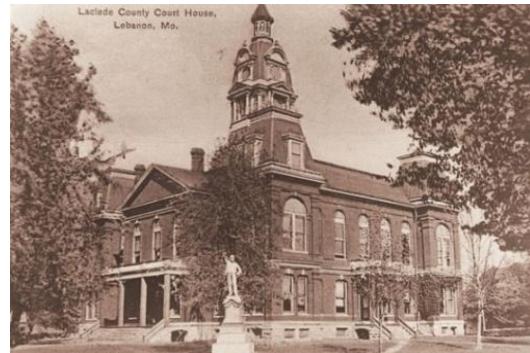
Community Profile

2016

Date of Incorporation	1877
Form of Government	City of the third class; governed by a Mayor/Council form of government
2014 Estimated Population	14,650
Estimated Housing	6,817
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	15
Public Education	Classified as "Accredited" by Department of Elementary and Secondary Education, serves approximately 4,600 students in 4 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	8 parks cover over 100 acres
Number of Libraries	1
Median Household Income (2010-2014)	\$30,050

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

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.



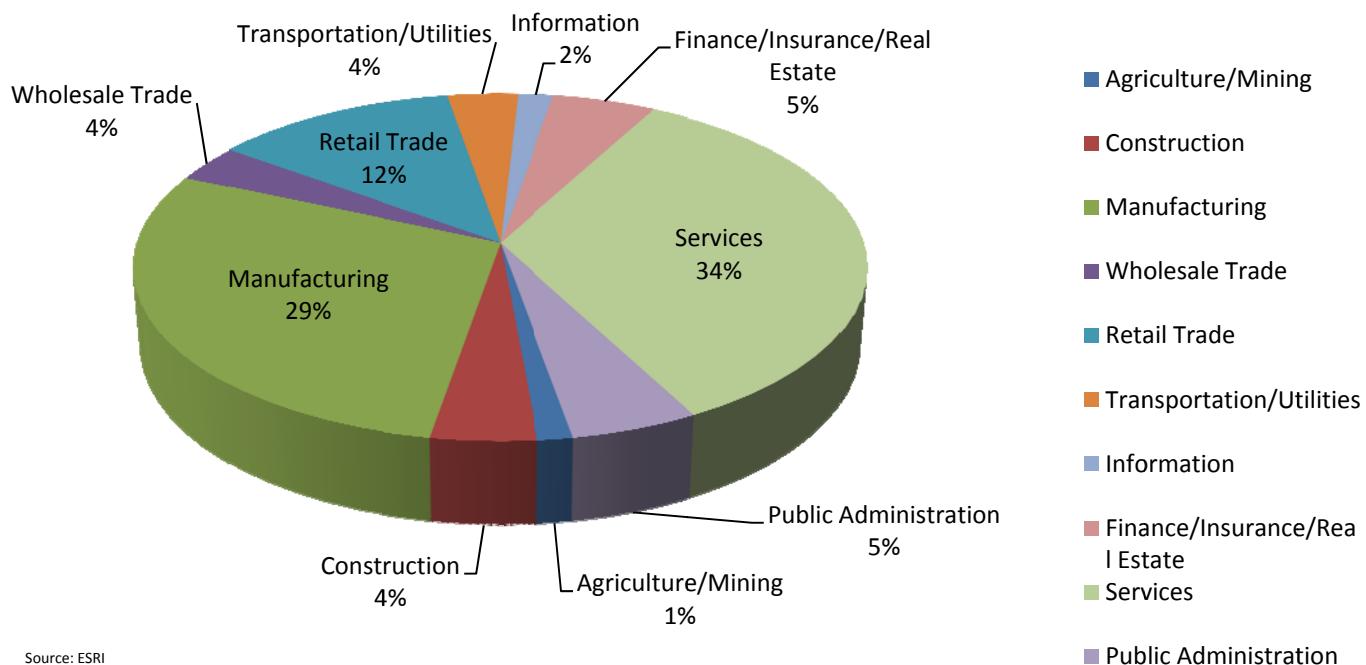
Commerce, Industry and Employment

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. Emerson Climate Technologies	Compressors for HVAC Industry	865
2. Tracker Marine	Boat Manufacturing	805
3. Lebanon R-III School District	School	738
4. Mercy Hospital	Healthcare	506
5. Independent Stave	Barrel Manufacturing	430
6. G-3 Boats	Boat Manufacturing	265
7. Marine Electrical Products	Marine Electrical Components	260
8. Detroit Tool Metal Products	Metal Fabrication	253
9. The Durham Company	Electrical Component Manufacturing	219
10. Wal-Mart Super Center	Discount Store	202

Source: Lebanon Regional Economic Development Incorporated.

2014 Employed Population 16+ by Industry

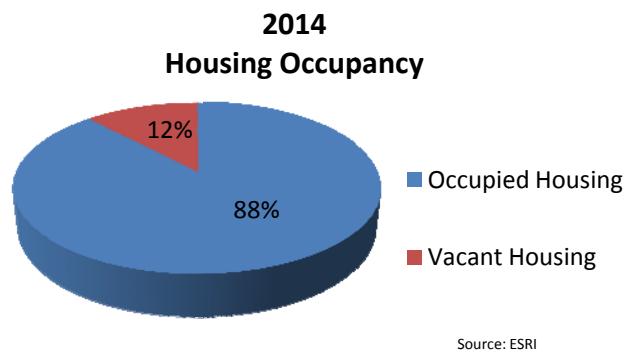


Source: ESRI

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	6,007
2014 Average Household Size	2.38
2018 Households	6,073
2018 Average Household Size	2.38

Source: ACS



Education

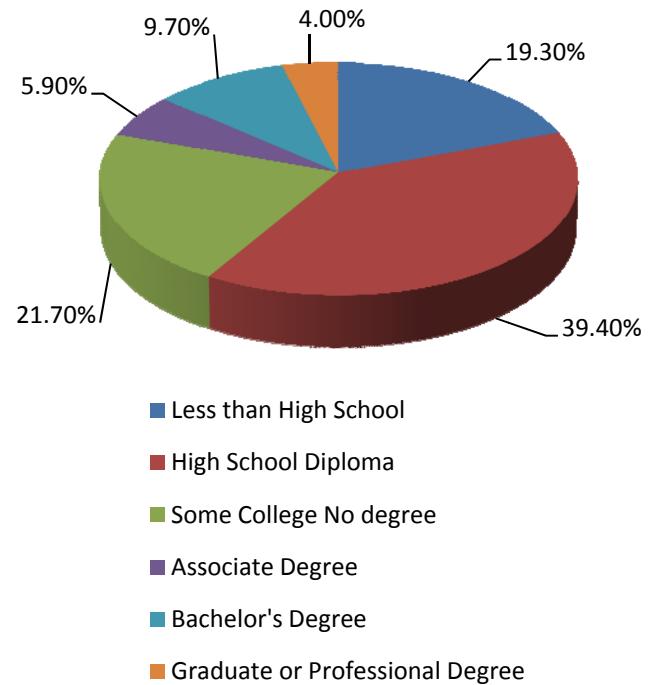
College/University in Lebanon:

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

Public schools in Lebanon:

- Lebanon Sr. High School
- Lebanon Tech. & Career Center School
- Lebanon Alternative Educ. Center School
- Lebanon Junior High School
- Joe D. Esther Elementary School
- Maplecrest Elementary School
- Boswell Elementary School
- Hillcrest Accelerated School

Educational Attainment Ages 25 plus



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 2017

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: Review development policies, process and fees - As a part of the Comprehensive Plan update consultants were asked to examine the City's Zoning and Subdivision Regulations and make recommendations to bring them in-line with the expectations of the Comprehensive Plan. In addition to reviewing the subdivisions regulations, staff has been developing a building inspection program and reviewing the current building codes to inspect new construction structures.

OBJECTIVES:

1. Review and understand elements of the Comprehensive Plan from the last update of 2005. Work with the Zoning and Planning commission and the greater community to complete an updated Comprehensive Plan for Lebanon.
2. Take recommendations from the Comprehensive Plan relating to subdivision development and adopt policies and programs to better align the city's resources and fee structure in line with best practices for both residential and commercial development.
3. Adopt and fully implement an inspection program for all new residential and commercial construction with the city.

GOAL 2: Provide and manage adequate infrastructure to meet the needs and expectations of our citizens and members of our business community –The community has a wide range of infrastructure that it must manage, from one of the largest assets, the waste water treatment facility, to smaller assets of electric or water meters. The community's infrastructure should be adequate and able to adjust to the changing needs of our users. The City has invested millions of dollars in community infrastructure to keep pace with both regulations and population.

OBJECTIVES:

1. The waste water collection system and treatment facility is one of the largest assets the City has to manage. Staff, along with consultants, has completed work on a sanitary sewer evaluation study (SSES) which identified defects in our collection system. Now that this study is complete, implementation of the findings will need to be made over the next several budget cycles. This work should be performed in addition to the designed improvements to the treatment facility.
2. Automatic Metering Infrastructure (AMI) along with smart meters is technology that will provide benefits to our users and help staff manage the system better. Staff should study and understand the impacts of investing into a full scale AMI system to work with the new investment of smart meters and present their findings to the Council.
3. Continue to review and update the street maintenance plan to ensure all possible funds are being allocated to improving our streets and traffic corridors, in addition to increasing beautification efforts along transportation and commercial corridors in the city.

4. Capital investments in law enforcement, fire protection, parks, and civic buildings are critical to successful communities. Investment in these areas will need consideration from the proceeds of the ½ cent capital sales tax. Investment priorities have been developed through the Capital Improvement Program (CIP), and need to be reviewed for consideration of the balance remaining in the Capital Fund (22).

GOAL 3: Review and establish policy on the management of the City's enterprise funds – The City operates four (4) enterprise activities. They include electric, water and sewer (environmental services) and fiber. We need to continue to ensure all of the enterprise funds are operating with a fee structure and amount that will cover operations, debt service, capital replacement (depreciation), and cost of goods sold.

OBJECTIVES:

1. Review our cost of operations for all enterprise funds to determine if the rate for service is equal to or greater than the true operational cost.
2. Establish polices for reserve amounts, future capital expenditures, and issuance of debt.
3. Understand the effect timing has on the rate payer for increases on their utility bill. With three different utilities have differing demands, the City should create polices that will allow for rate increases to be better managed by the rate payers.

GOAL 4: Direct operations that foster continued financial stability and accountability of the City's resources – Managing all of the City's resources is important to the stability of the City and the greater community. Ensuring we have adequate fund balances while keeping pace with the replacement of our assets is important to citizens, businesses, and industry that rely on our services and programs to get their goods and services to the customer. As our community demands continue to evolve, we must be ever mindful of maintaining or expanding the utilization of our resources to keep pace with those demands, specifically in the areas of police, fire, parks and tourism.

OBJECTIVES:

1. Create and review a policy for maintaining a fund balance based on the type of activity and specific fund.
2. Streamline finance and fiscal procedures and policies which are coordinated by one department.
3. Continue to collect data to provide GIS services and a work order management system to shorten response time and decrease down-time for services provided by the City.
4. Update the personnel handbook and make changes to code in order to provide better communications between the city employee, its governing body, and management team.
5. Create a system which will reward employees for high productivity, strong project management, and great customer service.
6. Work to maximize Lebanon's marketing efforts outside of the community and generate increased tourism.

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, and unreserved fund balance levels. 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

2015 Assessed Valuation	\$ 200,223,282
Constitutional Debt Limit	
(20% of assessed valuation)	\$ 40,044,656
Amount of debt applicable to debt limitation	\$ -
REMAINING LEGAL DEBT CAPACITY	\$ 40,044,656

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, 2015	-0-
June 30, 2014	-0-
June 30, 2013	-0-
June 30, 2012	-0-
June 30, 2011	-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, 2016 the outstanding principal owed is \$3,430,000. By the end of FY2017 the outstanding principal owed will be \$3,095,000.

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, 2016 the outstanding principal owed is \$1,875,000. By the end of FY2017 the outstanding principal owed will be \$725,000.

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>			<u>19,640.00</u>	<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

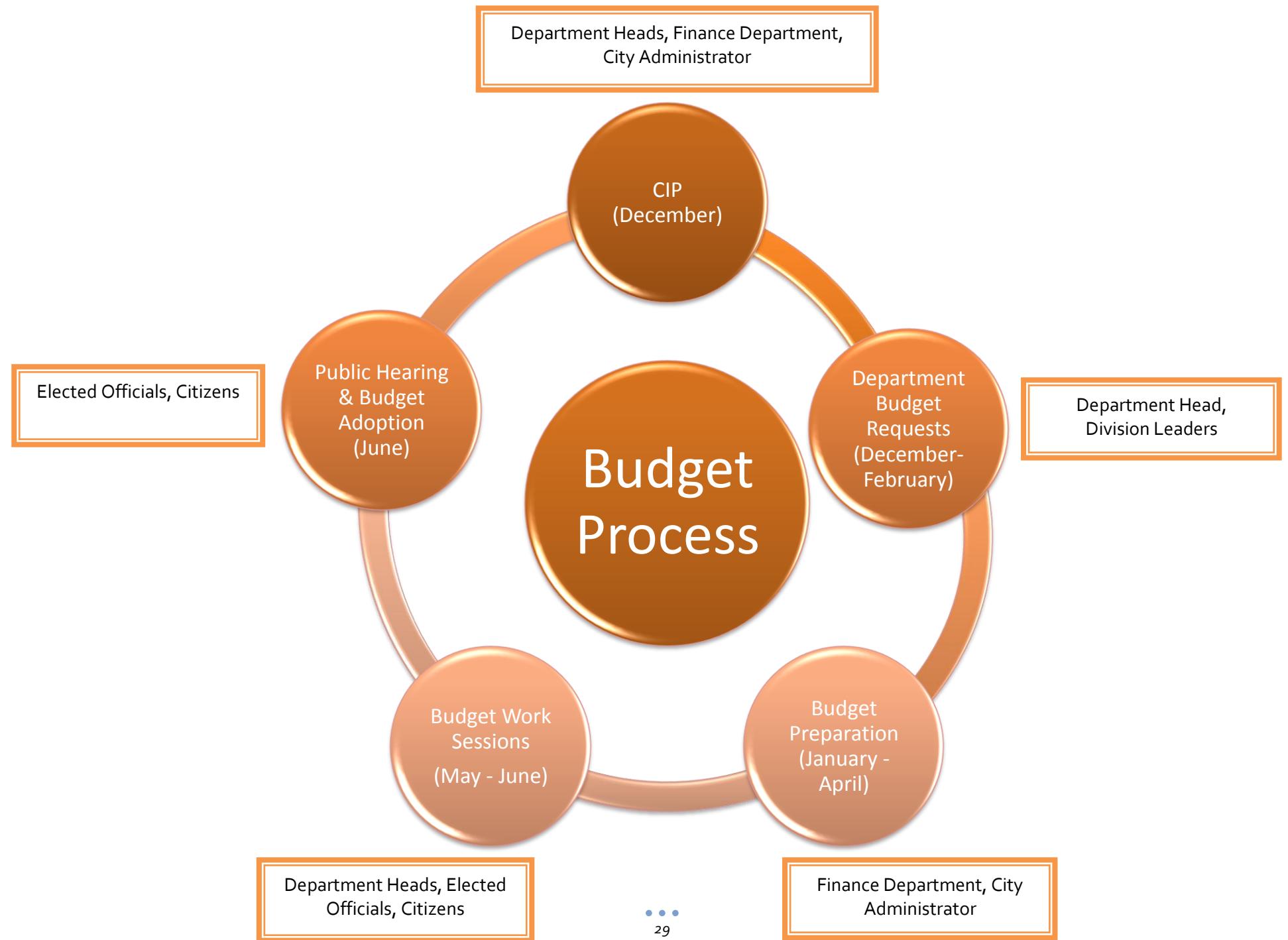
The City is required by law to prepare an annual budget of estimated receipts and disbursements for the coming fiscal year under the direction of the City Administrator, Finance Department and Department Heads and which is presented to the City Council for approval before July 1. The City's fiscal year 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 Statues 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 2015
Distribute Instructions for Budget Preparation, Staff Plans and Line Item Budgets	Finance Department	December 2015
Begin Revenue Projections, Debt Service & Salary Projection	Finance Department	January 2016
CIP information to Finance Department	Finance Department	January 2016
Line items, Org Charts, Goals &FTE Sheets due back to Finance	All Departments	February 2016
Review Estimated Revenue & Projected Expenses	City Administrator & Finance Department	March 2016
Proposed Funding Priorities from City Administrator	City Administrator	April 2016
Proposed Budget Draft to City Administrator	Finance Department	April 2016
Proposed Budget to Mayor and City Council	City Administrator & Finance Department	May 2016
Council Review of Budget	Mayor & City Council	May-June 2016
Set Public Hearing 10 days in advance of final Hearing	Finance Department	June 2016
Submit Budget Ordinance for Public Hearing and First and Second Reading	City Administrator & Finance Department	June 2016
Adopted Budget published to website and printed copies to Council	Finance Department	June 2016
Adopted Budget published to website and printed copies to Council	Finance Department	June 2016

All Funds



Budget Overview

This summary provides an overview of the city's entire fiscal year 2017 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 for Fiscal Year 2017. The fund balance for the General Fund remains at twenty percent (20%) and the increase in

spending is a result of investing in our employees, along with grants-related projects. The starting balance is projected to be \$1,562,761 and end around \$1,387,870. This is the largest fund balance we have had in recent years.

City crews have completed many of the projects in the Street Fund. The sidewalk project along Jefferson, along with improvement to Millcreek Road and Cowan Drive 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 twenty three percent (23%) The starting balance should start around \$697,782 and end around \$642,192.

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. About half of the total appropriation is to debt service. After this fiscal year the total debt left will be \$725,000. The funding source for this fund will sunset January 1, 2020 and there will be ample future revenues to handle the remaining debt. Furthermore, 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 \$879,461 with an ending estimated balance of \$165,111.

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 \$1,991,908 and is projected to be \$959,408 by the end of Fiscal Year 2017. The decrease in the amount available for appropriation will be offset by the capital assets.

The Tourism Fund will see an increase 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 2018-2022 CIP that will consume their increasing fund balance. The starting balance should be \$98,632 and the ending balance is projected to be \$95,598.

Carryover for Appropriation	\$17,538,107
New Revenue	\$50,823,957
Internal Service Cost	\$1,360,054
Total Revenue	\$69,722,118
Interfund Transfer In	\$800,120
Appropriations	\$54,379,067
Internal Service Cost	\$1,766,425
Total Appropriations	\$56,145,492
Estimated Ending Fund Balance	\$14,376,746

The Downtown Business District will see a decrease in its fund balance to \$6,717. This decrease is a result of landscaping 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 around \$(111,161) largely due to work performed on subdivision where an assessment is outstanding on the land. The Benefit Fund will see an increase in its fund balance and be above the target goal of twenty-seven percent (27%). The balance is expected to end around \$714,082.

Internal Service Funding									
50 Community Development Fund				60 Service Fund					
	305 Community Development	310 Engineering & Mapping	Total	305 Garage & Warehouse	315 Information Technology	320 Facilities Management	325 Janitorial	Total	
01 General	\$222,886	\$12,950	\$235,836	\$34,734	\$107,339	\$215,349	\$32,602	\$390,024	
08 Street	\$11,430	\$45,292	\$56,722	\$65,887	\$33,735	\$45,340	\$5,425	\$150,387	
40 Tourism	\$0	\$0	\$0	\$0	\$9,200	\$0	\$0	\$9,200	
45 Econ Dev	\$0	\$0	\$0	\$0	\$0	\$19,592	\$0	\$19,592	
73 Airport	\$0	\$0	\$0	\$0	\$0	\$1,886	\$0	\$1,886	
75 Downtown Business	\$0	\$0	\$0	\$0	\$0	\$13,271	\$0	\$13,271	
79 Parks	\$0	\$4,798	\$4,798	\$3,128	\$9,200	\$2,681	\$0	\$15,009	
80 Electric	\$14,288	\$24,593	\$38,880	\$33,334	\$30,668	\$8,373	\$5,425	\$77,800	
83 Fiber	\$0	\$0	\$0	\$0	\$52,136	\$0	\$0	\$52,136	
85 Wastewater	\$14,288	\$19,079	\$33,367	\$30,536	\$27,601	\$15,654	\$5,425	\$79,216	
87 Water	\$22,860	\$18,891	\$41,751	\$38,149	\$36,802	\$8,803	\$5,425	\$89,179	
Direct Cost	\$436,371	\$0	\$436,371	\$8,000	\$0	\$43,000	\$0	\$51,000	
Total	\$722,122	\$125,602	\$847,725	\$213,767	\$306,683	\$373,950	\$54,300	\$948,701	

Enterprise Funds are used to manage the city utilities. The Electric Fund is the largest of these funds. The change in this fund balance will decrease \$205,764. The operating fund will start the year with at \$13,000 and will end the year around \$342,618. The reserve will start with a balance of \$9,087,017 and end with a balance of \$8,551,634. This decrease of \$535,382 is the net activity of the reserve fund. The total capital investment planned for this fiscal year is \$1,275,502, which is being expensed in its entirety from the reserve fund during this fiscal year.

Fiber Fund manages our fiber utility and will see a decrease in its fund balance by \$99,136. This is due to investment in a line extension and upgrades to our network.

The Wastewater Fund will start the year with a balance around \$892,330 and end with a balance of \$1,038,728. 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 \$2,000,000 in construction activity related to the facility which represents just under half of the total investment planned over the next two budget cycles. It is expected the annual debt service for the improvement will be around \$450,000-\$500,000. 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. The first half of this project, which was approved last year, was completed as planned. This activity along with other capital investment in equipment and line improvements will bring the fund balance to \$536,323 or twenty-nine percent (29%) of the annual revenue.

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

<i>01 General Fund</i>		<i>08 Street Fund</i>	
<i>Carryover for Appropriations-Operating</i>	\$1,562,761	<i>Carryover for Appropriations</i>	\$697,782
<i>Carryover for Appropriations-Reserve</i>	\$299,966	<i>New Revenues</i>	\$2,735,540
<i>New Revenues</i>	\$6,963,550	<i>Total Available for Appropriations</i>	\$3,433,322
<i>Total Available for Appropriations</i>	\$8,826,277	500 Street	\$2,791,130
100 General	\$1,247,814	<i>Total Street Fund Appropriations</i>	\$2,791,130
105 Municipal Court	\$257,535	<i>Estimated Ending Balance</i>	\$642,192
110 Fire Department	\$1,535,129	<i>22 Capital Fund</i>	
115 Police Department	\$2,731,063	<i>Carryover for Appropriations</i>	\$879,461
120 Police Officer Training	\$0	<i>New Revenues</i>	\$1,725,000
130 Civic Center	\$549,865	<i>Total Available for Appropriations</i>	\$2,604,461
135 Community Buildings/NEC	\$52,968	600 Capital-Debt	\$1,175,850
140 Mayor & Council	\$41,658	605 General	\$1,163,500
145 City Administration	\$332,224	650 Parks	\$100,000
150 City Clerk Office	\$269,249	<i>Total Capital Fund Appropriations</i>	\$2,439,350
155 Recycling	\$48,830	<i>Estimated Ending Balance</i>	\$165,111
165 Storm Water	\$110,000		
170 Finance Office	\$262,072		
<i>Total General Fund Appropriations</i>	\$7,438,407		
<i>Estimated Ending Balance</i>	\$1,387,870		

Percent of Fund Balance

General – 20%
 Street -23%
 Capital – 10%

Budget Summary Special and Internal Activity

Percent of Fund Balance

Tourism – 46%
 Economic Development -6%
 Airport – (23)%
 Downtown Business – 19%
 Parks – 156%

73 Airport Fund		
<i>Carryover for Appropriations</i>		-\$667,107
<i>New Revenues</i>		\$882,221
<i>Total Available for Appropriations</i>		\$215,114
100 Airport General		\$417,435
<i>Total Airport Fund Appropriations</i>		\$417,435
<i>Estimated Ending Balance</i>		-\$202,320

40 Tourism Fund

75 Downtown Business District Fund

<i>Carryover for Appropriations</i>	\$98,632	<i>Carryover for Appropriations</i>	\$15,988
<i>New Revenues</i>	\$150,000	<i>New Revenues</i>	\$35,400
<i>Interfund Transfer In</i>	\$60,000	<i>Total Available for Appropriations</i>	\$51,388
<i>Total Available for Appropriations</i>	\$308,632	500 DTBD General	\$44,671
500 Tourism	\$213,034	<i>Total DTBD Fund Appropriations</i>	\$44,671
<i>Total Tourism Fund Appropriations</i>	\$213,034	<i>Estimated Ending Balance</i>	\$6,717
<i>Estimated Ending Balance</i>	\$95,598	79 Parks Fund	

45 Economic Development Fund

Carryover for Appropriations-Operating

\$127,435

<i>Carryover for Appropriations</i>	\$55,685	<i>Carryover for Appropriations-Reserve</i>	\$1,864,473
<i>New Revenues</i>	\$1,185,420	<i>New Revenues</i>	\$615,550
<i>Total Available for Appropriations</i>	\$1,241,105	<i>Total Available for Appropriations</i>	\$2,607,408
700 Economic General	\$229,937	500 Parks Operation and Administration	\$1,527,012
715 Detroit Tool Metal Products	\$489,500	515 Boswell Aquatic Center	\$81,628
730 Copeland	\$455,154	520 Parks Activities	\$39,360
<i>Total Economic Development Fund Appropriations</i>	\$1,174,591	<i>Total Parks Fund Appropriations</i>	\$1,648,000
<i>Estimated Ending Balance</i>	\$66,513	<i>Estimated Ending Balance</i>	\$959,408

Budget Summary Special and Internal Activity

Percent of Fund Balance

Community Development – (38)%
Service -0%
Benefits– 27%

		60 Service Fund	
	<i>Carryover for Appropriations</i>		\$0
	<i>Internal Service Cost Revenue</i>		\$948,701
	Total Available for Appropriations		\$948,701
	305 Garage & Warehouse		\$213,767
	315 Information Technology		\$306,683
	320 Facilities Management		\$373,950
	325 Janitorial Services		\$54,300
50 Community Development Fund		Total Internal Service Fund Appropriations	\$948,701
<i>Carryover for Appropriations</i>	\$4,860	<i>Estimated Ending Balance</i>	\$0
<i>New Revenues</i>	\$290,350	70 Benefits Fund	
<i>Internal Service Cost Revenue</i>	\$411,354	<i>Carryover for Appropriations</i>	\$455,023
Total Available for Appropriations	\$706,564	<i>New Revenues</i>	\$2,609,776
305 Community Development & Compliance	\$692,122	Total Available for Appropriations	\$3,064,799
310 Engineering & Survey	\$125,602	400 Benefits	\$2,350,717
Total Community Development Fund Appropriations	\$817,725	Total Benefits Fund Appropriations	\$2,350,717
<i>Estimated Ending Balance</i>	-\$111,161	<i>Estimated Ending Balance</i>	\$714,082

Budget Summary Enterprise Activity

		85 Wastewater Fund	
80 Electric Fund		<i>Carryover for Appropriations-Operating</i>	\$892,330
<i>Carryover for Appropriations-Operating</i>	13,000	<i>Carryover for Appropriations-Reserve</i>	\$449,949
<i>Carryover for Appropriations-Reserve</i>	\$9,087,017	<i>New Revenues</i>	\$4,854,000
<i>New Revenues-Operating</i>	\$26,821,000	<i>Total Available for Appropriations</i>	\$6,196,279
<i>Interfund Transfer In-Reserve</i>	\$740,120	200 WWTP and Operation	\$4,441,242
<i>Total Available for Appropriations</i>	\$36,661,137	205 WW Maintenance	\$221,683
200 Electric Operating	\$26,491,382	215 Inflow & Infiltration	\$494,626
215 Electric Reserve	\$1,275,502	Total Wastewater Fund Appropriations	\$5,157,551
<i>Total Electric Fund Appropriations</i>	\$27,766,884	<i>Estimated Ending Balance</i>	\$1,038,728
<i>Estimated Ending Balance-Operating</i>	\$342,618	87 Water Fund	
<i>Estimated Ending Balance-Reserve</i>	\$8,551,634	<i>Carryover for Appropriations-Operating</i>	\$1,118,317
83 Fiber Fund		<i>Carryover for Appropriations-Reserve</i>	\$299,966
<i>Carryover for Appropriations</i>	\$282,569	<i>New Revenues</i>	\$1,861,200
<i>New Revenues</i>	\$95,000	<i>Total Available for Appropriations</i>	\$3,279,483
<i>Total Available for Appropriations</i>	\$377,569	200 Water Operation	\$2,266,075
200 Fiber Operating	\$194,136	205 Water Maint. & Distribution System	\$477,085
<i>Total Fiber Fund Appropriations</i>	\$194,136	Total Water Fund Appropriations	\$2,743,160
<i>Estimated Ending Balance</i>	\$183,433	<i>Estimated Ending Balance</i>	\$536,323

Percent of Fund Balance

Electric – 33%
 Fiber -193%
 Wastewater – 21%
 Water – 29%

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 (80%) provided by real-estate tax income and twenty percent (20%) 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 eight 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.

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.

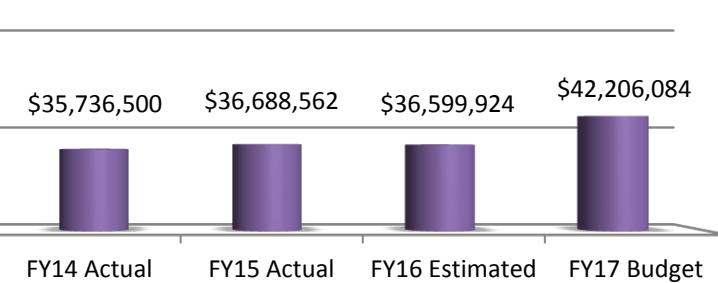
Description

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%

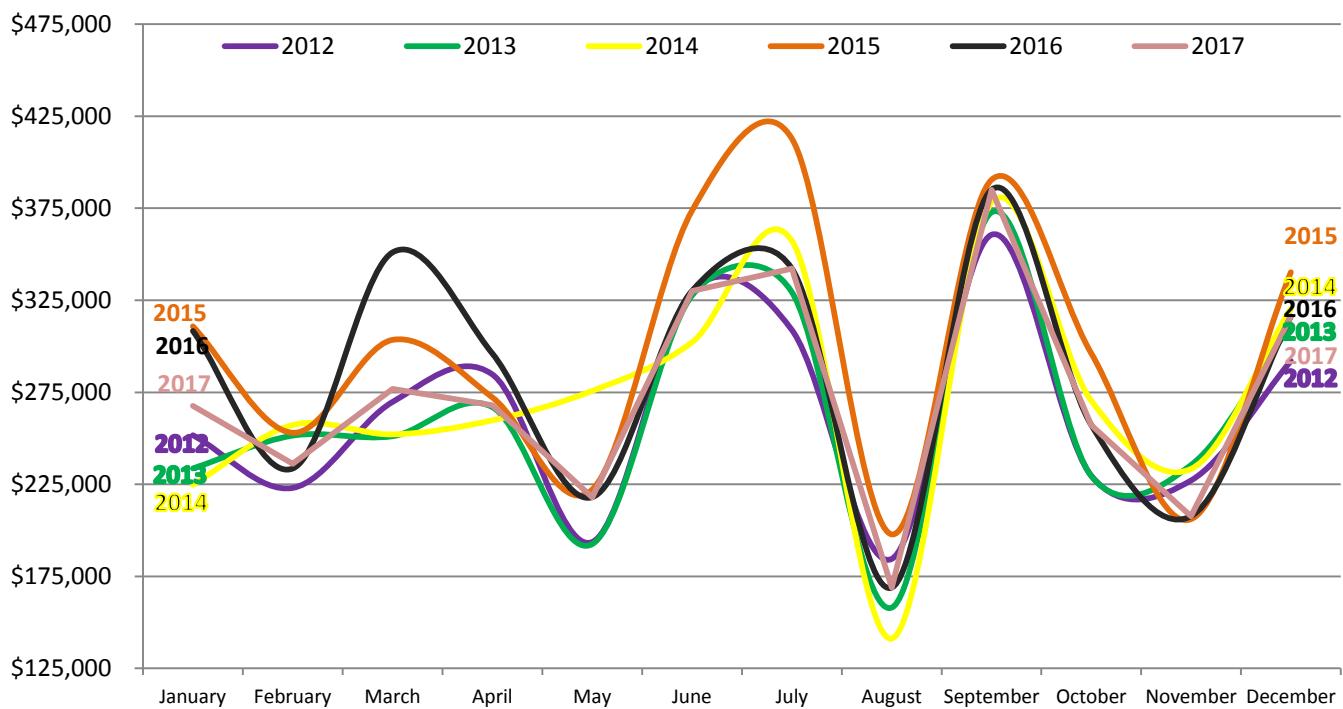
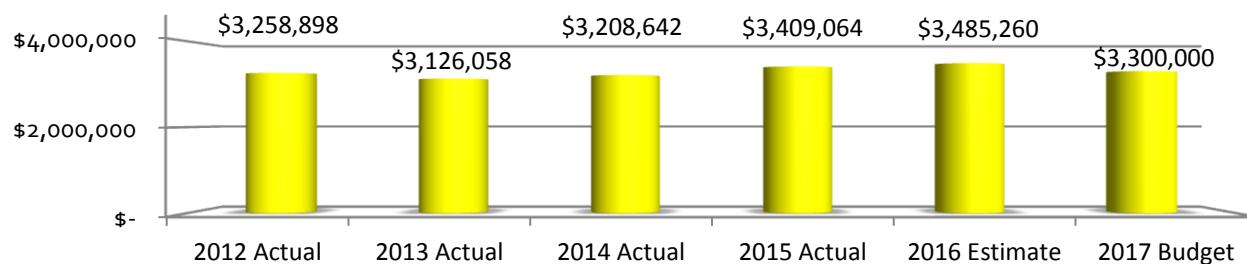
Revenue General Ledger Account:

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

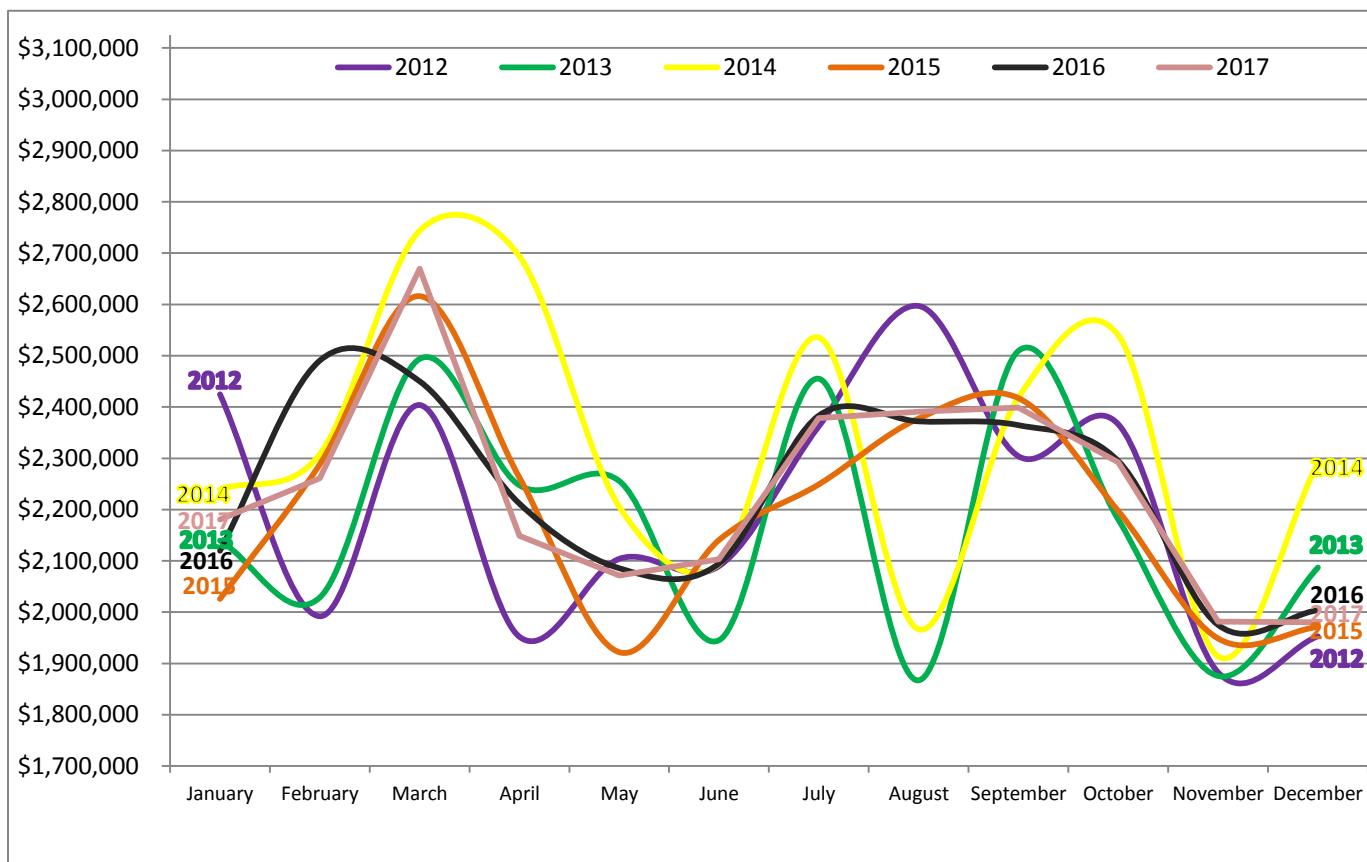
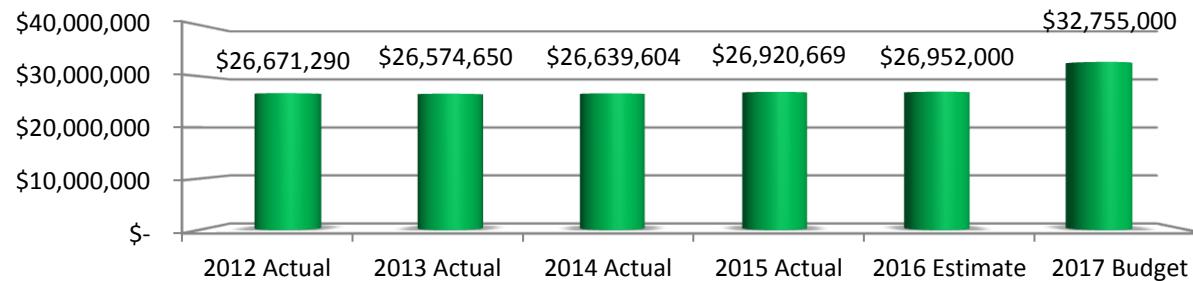
Revenue General Ledger Accounts:

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

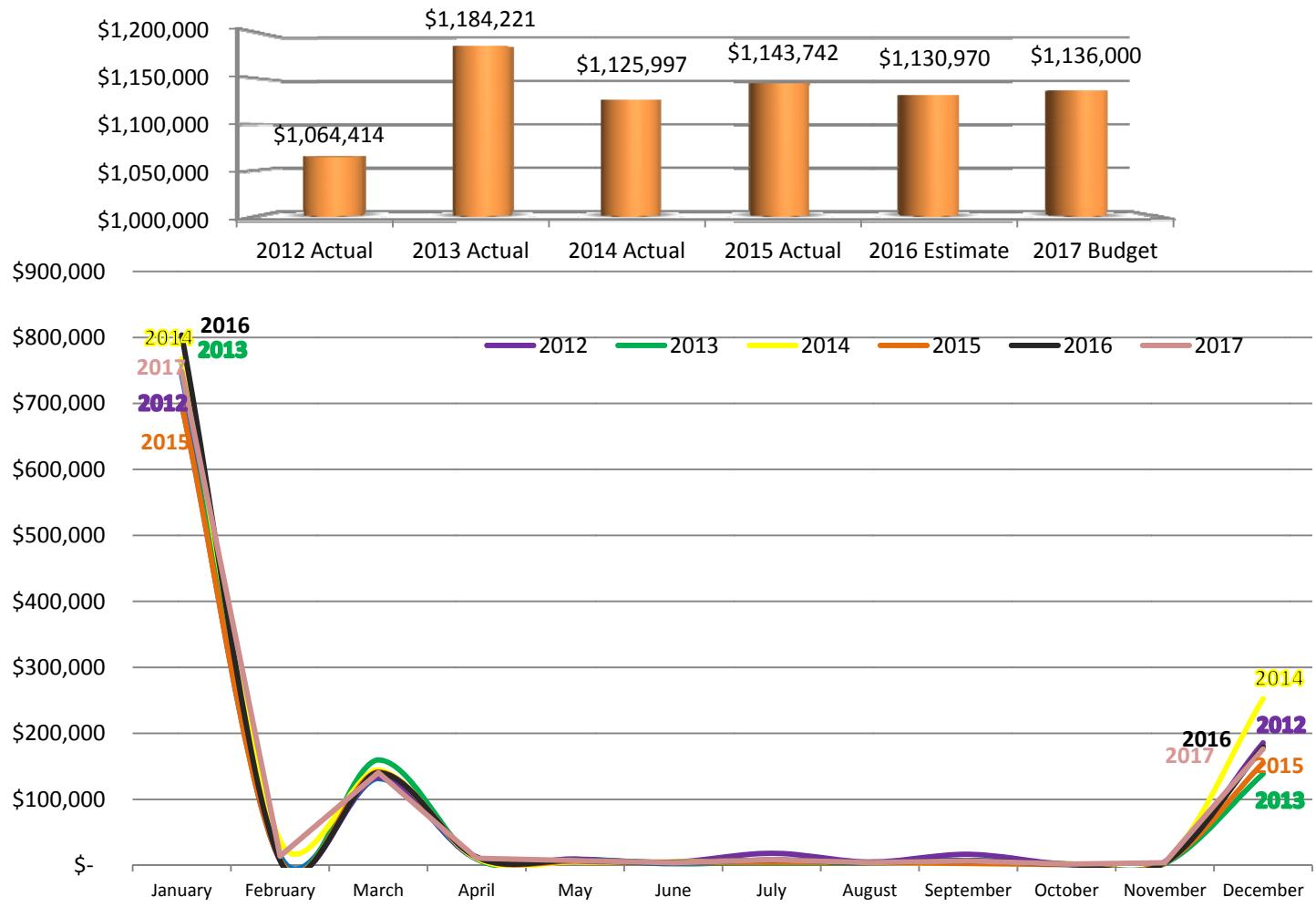
Real estate taxes levied according to the taxation districts are received from the city collector and recorded in the proper fund.

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:

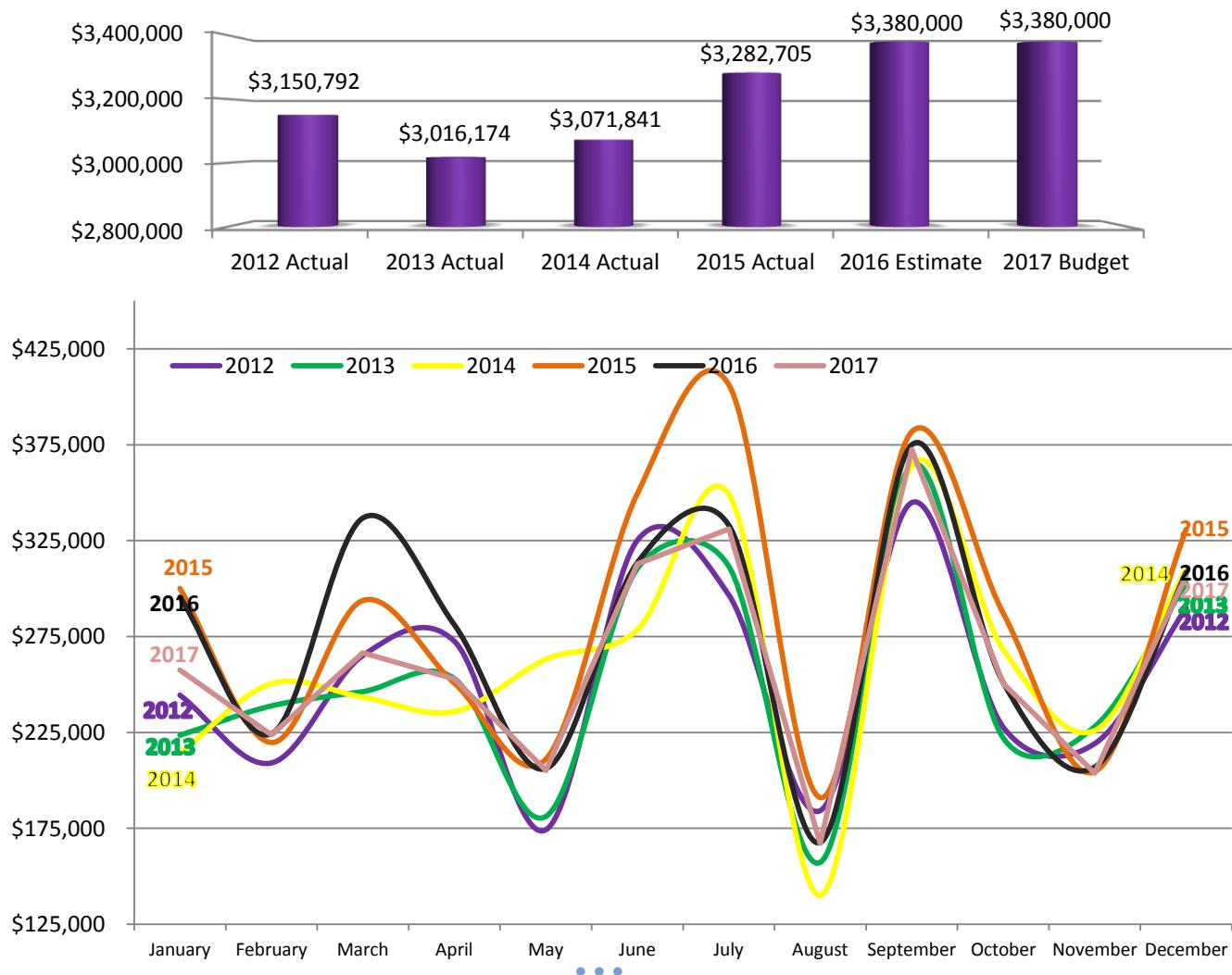
Street Fund	08-4-500-1000.002
Capital Fund	22-4-600-1000.002

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



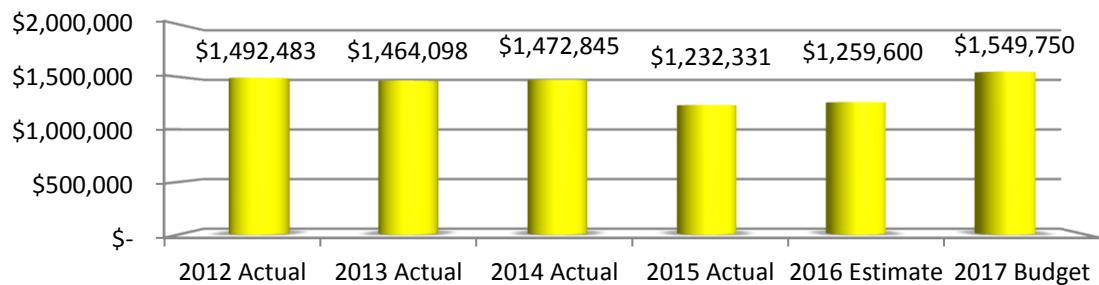
PILOT

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 FY 2016 and again for FY2017.

PILOT Revenue History



Lodging

Revenue General Ledger Account:

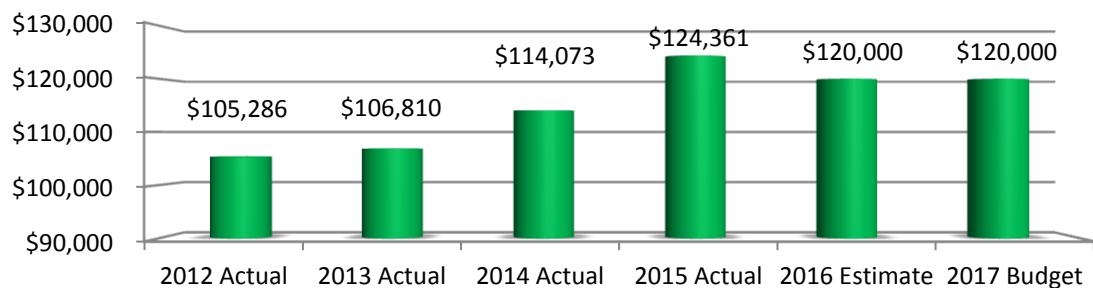
Tourism 40-4-500-1000.006

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



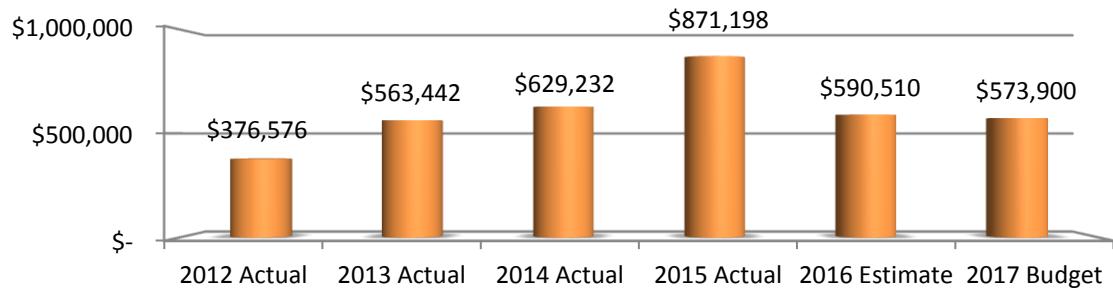
Franchise

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	FY15 Budget	FY16 Budget	FY17 Proposed
Municipal Court				
Clerk I (Court Clerk)	6	2	2	2
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				
Assistant Chief	12	2	1	1
Captain	9.5 - 11.5	3	3	3
Fire Chief	14	1	1	1
Firefighter	5 - 8.5	9.5	10	12
Inspector III (Fire Inspector)	10	0	1	1
Lieutenant	8 - 10	3	3	3
Total Fire		18.5	19	21
Police				
Animal Control Officer	6	2	2	2
Captain	12	1	1	1
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	6 - 7	6.5	6.5	7
Lieutenant	11	1	1	1
Police Chief	14	1	1	1
Police Officer	8 - 9	22	22	22
Sergeant	9 - 10	5	5	5
Total Police		41.5	41.5	42
Civic Center				
Business Manager	8	1	1	1
Custodian I	1	0.5	1	1
Custodian II	2	0.5	0	0
Maintenance/Operations Worker I	4	1	1.5	0.5
Maintenance/Operations Worker II	5	2	2	2
Maintenance/Operations Worker III	6	1	0	1
Operations Director	13	1	1	1
Total Civic Center		7	6.5	6.5

	Salary Grade	FY15 Budget	FY16 Budget	FY17 Proposed
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
Seasonal Maintenance Worker III (HR Intern)	3	0	0	0
Total Administration		4	4	4
City Clerk				
City Clerk	14	1	1	1
Clerk I (Receptionist)	6	1	0	0
Clerk III (Administrative Clerk)	8	1	2	2
Clerk V (Utility Billing Clerk)	10	1	1	1
Total City Clerk		4	4	4
Finance				
Budget Director	12	1	1	1
Clerk IV (Accounts Receivable Clerk)	9	1	1	1
Clerk IV (Accounts Payable Clerk)	9	1	1	1
Finance Director	14	1	1	1
Total Finance		4	4	4
Total General Fund		82.5	82.5	85
Street Division				
Clerk III (Administrative Assistant)	8	0	0	0
Clerk IV (Public Works Analyst)	9	1	1	1
Equipment Operator I	6	1.5	3.5	2
Equipment Operator II	7	6	6	2
Equipment Operator III	8	2	2.5	6
Equipment Operator IV	9	0	0	1
Equipment Operator V	10	0	0	2
Maintenance/Operations Worker IV	8	1	1	0
Operations Manager I (Street Maintenance)	12	1	1	1
Operations Manager I (Street Projects)	12	1	1	1
Seasonal Maintenance Worker I	1	1	0	0
Seasonal Maintenance Worker II	2	1	1.5	1.5
Street Superintendent	13	1	1	1
Total Street Division		16.5	18.5	18.5

	Salary Grade	FY15 Budget	FY16 Budget	FY17 Proposed
Tourism				
Seasonal Maintenance Worker III (Tourism Intern)	3	0	0	0
Tourism Director	12	1	1	1
Total Tourism		1	1	1
Economic Development				
Planner III (Code Administrator)	13	0	0	0
Total Economic Development		0	0	0
Administration & 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 Administration & Compliance		4	4	4
Engineering & Mapping				
Equipment Technician III (Draft Technician)	8	1	1	1
Equipment Technician IV (Engineering Technician)	9	1	1	1
Total Engineering & Mapping		2	2	2
Total Community Development Fund		6	6	6
Garage & Warehouse				
Clerk III (Purchasing Agent)	8	1	1	0
Clerk IV (Inventory)	9	0	0	1
Equipment Technician II	7	1	1	0
Equipment Technician III	8	1	0	0
Equipment Technician IV	9	0	1	1
Equipment Technician V	10	0	0	1
Maintenance/Operations Worker I	4	0	0.5	0.5
Seasonal Maintenance Worker I	1	0	0.5	0
Seasonal Maintenance Worker I (Warehouse Assistant)	1	0.5	0	0
Total Garage & Warehouse		3.5	4	3.5
Information Technology				
Maintenance/Operations Worker I (Help Desk Administrator)	4	0	0.5	0.5
MIS Coordinator	13	1	1	1
Network Manager II	11	1	1	1
Seasonal Maintenance Worker III (IT Intern)	3	0	0	0
System Administrator I	8	1	1	1
Total Information Technology		3	3.5	3.5

	Salary Grade	FY15 Budget	FY16 Budget	FY17 Proposed
Facilities Management				
Maintenance/Operations Worker I	4	1	1	2
Maintenance/Operations Worker II	5	0.5	1	0
Maintenance/Operations Worker IV	7	1	2	1
Maintenance/Operations Worker V	8	0	0	1
Operations Manager I	12	1	1	1
Seasonal Maintenance Worker I	1	3	3.5	3
Seasonal Maintenance Worker II	2	0.5	0.5	0.5
Total Facilities Management		7	9	8.5
Janitorial Services				
Custodian I	1	1	1	1
Custodian II	2	0.5	0.5	1
Custodian III	3	1	1	0.5
Total Janitorial Services		2.5	2.5	2.5
Total Service Fund		16	19	18
Airport				
Maintenance/Operations Worker I	4	0	1.5	1
Maintenance/Operations Worker IV	8	0	0.5	1
Operations Manager I	12	0	0	1
Total Airport		0	2	3
Parks				
Activities & Special Events Supervisor	7	1	0	0
Assistant Park Director	9	0	1	1
Lifeguard I	1	0	0	6
Lifeguard II	3	1.5	1.5	1.5
Maintenance/Operations Worker I	4	0	1	2
Maintenance/Operations Worker I (Assist. BAC Manager)	4	0.5	0	0
Maintenance/Operations Worker I (Pool Manager)	4	0.5	0.5	0.5
Maintenance/Operations Worker II	5	1	1	0
Maintenance/Operations Worker IV	7	1	0	1
Parks Director	13	1	1	1
Seasonal Maintenance Worker I	1	0	1.5	0
Seasonal Maintenance Worker I (Front Desk Attendant)	1	11	8.5	1.5
Seasonal Maintenance Worker II	2	2	1.5	3
Seasonal Maintenance Worker III	3	0.5	0.5	0
Total Parks		20	18	17.5

	Salary Grade	FY15 Budget	FY16 Budget	FY17 Proposed
Electric				
Clerk II (Cash Collections Clerk)	7	1	1	1
Electric Superintendent	15	1	1	1
Equipment Operator I - II (Apprentice Lineman)	7	1	2	2
Equipment Operator II (Tree Trimmer I)	7	1.5	2	2
Equipment Operator III (Tree Trimmer II)	8	1	1	2
Equipment Technician III	8	1	1	1
Journeyman Lineman I	11	7	7	7
Journeyman Lineman II	12	3	3	4
Operations Manager I	12	2	2	1
Operations Manager II	13	1	0	1
Planner III	13	0	0	1
Total Electric		19.5	20	23
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	0	1.5	0.5
Equipment Operator II	7	8	7	1
Equipment Operator III	8	1	0	6
Equipment Operator IV	9	0	0	1
Equipment Operator V	10	0	1	1
Equipment Technician I	6	0	0	0
Equipment Technician I (Meter Reader)	6	1	1	0.5
Equipment Technician II	7	1	1	0
Equipment Technician IV	9	0	0	1
Maintenance/Operations Worker I	4	0	0	1.5
Operations Manager I	12	1	1	1
Seasonal Maintenance Worker I	1	1	1.5	0
Seasonal Maintenance Worker II	2	0.5	0	0
Total Wastewater		16.5	17	16.5
Water				
Clerk I (Cash Collection Clerk)	6	0.5	0.5	0.5
Clerk II (Cash Collection Clerk)	7	1	1	1
Equipment Operator I	6	1	1.5	0
Equipment Operator II	7	2	3	1.5
Equipment Operator III	8	2	2	2
Equipment Operator IV	9	0	0	1
Equipment Operator V	10	0	0	1
Equipment Technician I	6	1	1	0

	Salary Grade	FY15 Budget	FY16 Budget	FY17 Proposed
Equipment Technician I (Meter Reader)	6	1	1	0.5
Equipment Technician II	7	0	0	1
Equipment Technician III	8	0	0	1
Operations Manager I	12	1	1	1
Public Works Director	16	1	1	1
Seasonal Maintenance Worker II	2	0.5	0	0
Total Water		11	12	11.5
All City		189	196	200

Personnel Changes

The City has an overall staffing increase of 2%. Below is the explanation by department.

Fire Department has an increase of 2 FTE, fulltime positions, to help with on duty staffing and strength.

Police Department has an increase of 0.5 FTE, moving a part-time dispatcher position to fulltime for improved customer service.

Garage has a decrease of 0.5 FTE, seasonal position.

Facilities Management has a decrease of 0.5 FTE, seasonal position.

Airport has an increase of 1 FTE, fulltime position, Operations Manager to strengthen Airport operations.

Parks will see a decrease in 0.5 FTE, seasonal worker.

Electric will see an increase of 3 FTE, an additional full-time Tree Trimmer, Planner, and Journeyman.

Wastewater will see a decrease of 0.5 FTE, seasonal worker.

Water will see a decrease of 0.5 FTE, seasonal worker.

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 2016 is estimated to be lower than anticipated largely due to fewer service charges received during the fiscal year. In FY 2017, we have estimated revenues to be similar to what was budgeted in FY 2016. 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	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$8,025,142	\$7,675,000	\$8,183,727	\$8,283,400
Franchise Fees	\$871,198	\$648,900	\$614,500	\$621,500
PILOTs	\$1,500,618	\$1,393,150	\$1,232,600	\$1,418,750
Intergovernmental	\$1,513,493	\$2,197,980	\$1,062,932	\$1,752,261
Service Charges	\$27,778,608	\$31,327,556	\$28,030,665	\$32,203,850
Rentals	\$2,605,100	\$1,605,025	\$1,489,808	\$1,489,920
Licenses and Permits	\$151,820	\$75,400	\$89,700	\$90,800
Fines	\$209,663	\$267,000	\$187,838	\$189,000
Benefit Revenue	\$2,512,574	\$2,624,996	\$2,455,190	\$2,609,776
Other	\$4,245,922	\$1,301,240	\$1,346,743	\$2,874,820
Internal Service Revenue	\$1,104,488	\$1,702,136	\$1,317,098	\$1,450,054
Total Revenues	\$50,518,626	\$50,818,383	\$46,010,801	\$52,984,131
Expenses				
Personnel	\$8,715,520	\$9,925,085	\$9,436,572	\$10,328,834
Capital	\$3,721,966	\$7,381,692	\$5,826,812	\$9,584,828
Debt	\$2,869,043	\$2,898,591	\$2,898,706	\$2,649,604
Grant Capital	\$669,420	\$1,287,798	\$1,053,362	\$200,717
Utilities	\$908,297	\$974,845	\$755,729	\$905,955
Professional Services	\$2,710,338	\$3,044,460	\$2,753,210	\$3,475,783
Supplies and Materials	\$22,799,902	\$24,342,043	\$21,037,924	\$24,350,560
Tools, Equipment, and Vehicles	\$699,863	\$955,516	\$654,074	\$869,440
Benefit Expense	\$2,423,779	\$2,479,396	\$2,345,327	\$2,350,717
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$1,156,652	\$1,386,251	\$1,248,270	\$1,429,054
Total Expenses	\$46,674,782	\$54,675,677	\$48,009,986	\$56,145,492

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 Fy17 budget includes \$10,148,431 worth of capital expenses in excess of \$5,000.

FY17 Capital Schedule

Project Number	Project Name	FY 2017 Budget
General Fund		
General Administration		
01-OCK-001-17	Paper Shredder Improvement Type: Machinery and Equipment Account #: 01-5-100-2020.000 Description: Replacement of office shredder for the City Hall Work Room Justification: Replaces the shredder purchased in 2011 for the purpose of ensuring unauthorized access to secure and highly sensitive information, such as social security numbers, credit card applications, draft closed session minutes, versions of draft contracts, etc. Note:	\$5,000
01-OCK-003-17	Sliding Shelving Unit Improvement Type: Furniture and 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 records storage capacity in this room and provide space that is easily accessed and manipulated by staff for their needs. Note:	\$5,500
01-CAO-001-15	Incode Personnel Management Module Improvement Type: Software-Purchase Account #: 01-5-100-6020.001 Description: A Human Resource Information System (HRIS) is an integrated system 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.	\$32,000

	<p>Justification: Incode Personnel Management Suite simplifies: Position Control and Budgeting, Applicant Tracking, Payroll Processing, Benefits Administration, Time Entry, Leave Tracking, Accident and Injury Claims, Training and Certification, and Reviews and Evaluations. The present system is a combination of non-integrated tools such as spreadsheets, document files, manila folders, and -hoc databases which are difficult to maintain, require redundant entry, and are marginally more efficient than "doing it by hand". The implementation of an HRIS increases worker efficiency by eliminating duplicated tasks and reducing data entry.</p> <p>Note:</p>	
01-FIN-002-17	Incode Inventory Module	\$7,875
	<p>Improvement Type: Software-Purchase</p> <p>Account #: 01-5-100-6020.001</p> <p>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.</p> <p>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.</p> <p>Note:</p>	
01-FIN-003-17	Incode Centralized Purchasing Module	\$9,875
	<p>Improvement Type: Software-Purchase</p> <p>Account #: 01-5-100-6020.001</p> <p>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.</p>	

	<p>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 unit's 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.</p> <p>Note:</p>	
01-CDC-002-15	Comprehensive Plan Update	\$65,000
	<p>Improvement Type: Professional Services-Engineering</p> <p>Account #: 01-5-100-6000.002</p> <p>Description: Update of the City's Comprehensive Plan by an outside consulting firm.</p> <p>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.</p> <p>Status: This project began in the previous fiscal year</p>	
	General Administration Total	\$125,250
	Fire Department	
01-FDE-002-16	Cardiac Monitors	\$19,000
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 01-5-110-2020.000</p> <p>Description: Updating of cardiac monitors/AED</p> <p>Justification: The current cardiac monitor/AED has reached the end of their service life and factory support is ending. The recommended monitors are more durable and have additional features our current monitors do not. This is the second year of a five year replacement plan which updates the frontline monitors beginning in FY16. In FY17 the second frontline monitor is recommended for purchase. These recommended monitor is the same brand and type utilized by our local ambulance service. The use of similar devices provides for smooth exchange of patient care and information. The three remaining cardiac monitors can be utilized to support themselves and extend the life of them for a few years. Replacement of the monitors will be evaluated in FY19 and beyond.</p> <p>Note: Recurring Expense</p>	
01-FDE-012-17	Repair Damaged Concrete in Parking Lots	\$10,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 01-5-110-2005.000</p> <p>Description: Repair or replacement of damaged concrete parking lots at Fire Stations 1 and 2</p>	

	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.	
	Note:	
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.	
	Note:	
22-ITS-009-16	Security and Access Control	\$4,500
	Improvement Type: Machinery and Equipment	
	Account #: 01-5-110-2020.000	
	Description: Federal Protection access cards, cameras, gates, and software	
	Justification: This project will install security cameras at our fire stations.	
	Note:	
Fire Department Total		\$187,500
Police Department		
01-PDA-001-16	Police K-9	\$8,000
	Improvement Type: Machinery and Equipment	
	Account #: 01-5-115-2020.000	
	Description: Replacement of Police Working Canine	
	Justification: The department had three K-9 dogs with Nitro being scheduled to be replaced in 2018. This was moved back one year; to 2017 due to the fact the canine Nitro's health forced her to be retired in February of 2016. The retirement of Nitro was based on her inability to perform as a working police dog due to her experiencing pain and her general health. The recommendations to retire her came from her handler, Officer Mitchell, the Master Trainer, Mike Best who trained Nitro and the dogs Veterinarian, DVM, Dane Frazier. For these reasons I am requesting the purchase of a new K-9 in 2017 instead of 2018.	
	Note:	
Police Department Total		\$8,000

Civic Center		
01-CCC-001-17	Cowan Civic Center Snow Plow	\$7,500
	Improvement Type: Machinery and Equipment	
	Account #: 01-5-130-2020.000	
	Description: Purchase of one (1) snow plow for CCC truck	
	Justification: At the present time, any equipment to be used for snow removal must be borrowed from Public Works. We are able to use equipment if it is not being used to clear streets. This would allow us to aid snow removal efforts by clearing parking lots at CCC, City Hall, Wallace Center, Red Cross, Fire Stations, Police Department, Public Works, and Mills Center.	
	Note:	
Civic Center Total		\$7,500
Community Buildings		
01-CBN-003-16	New Flooring Mills Center	\$12,000
	Improvement Type: Building & Building Improvements	
	Account #: 01-5-135-2010.000	
	Description: Install low maintenance flooring	
	Justification: As part of our proposed upgrades to the Mills Center, this project will replace functional but utilitarian sealed concrete flooring. Staff recommends installation of a low maintenance rubberized vinyl composition floor tile. Installation of such flooring would enhance the looks of the building, as they are available in many patterns and colors. The rubber character of the flooring would also provide a measure of comfort and sound dampening versus the present sealed concrete. Based on the warranty coverage offered it is anticipated that the flooring would have a 10 year estimated life.	
	Note: Carried-over from the previous fiscal year	
01-CBN-004-16	New Acoustic Ceiling Tile Mills Center	\$9,000
	Improvement Type: Building & Building Improvements	
	Account #: 01-5-135-2010.000	
	Description: Replacement of acoustic tile ceilings	
	Justification: In addition to flooring replacement and access upgrades, the Mills Center ceilings require aesthetic and functional improvements as well. The existing ceiling tiles are beginning to show their age e.g. yellowing, sagging, and staining. Replacing the tiles and installing an acoustic tile ceiling throughout the rest of the building will improve appearance of the facility, help with sound deadening, and enhance the overall energy efficiency of the Mills Center.	
	Note: Carried-over from the previous fiscal year	
01-CBN-005-16	New Lighting System Mills Center	\$8,000
	Improvement Type: Building & Building Improvements	
	Account #: 01-5-135-2010.000	
	Description: Fluorescent lights for new ceiling	

	Justification: While the ceiling is disassembled to install new acoustic tile, to complete the Mills Center transformation staff recommends replacing the lighting fixtures. Modern lighting fixtures would be more energy efficient, look nicer, and provide instant light as they have virtually no warm up time. When combined with the other planned upgrades, the customer experience at the Mills Center should be significantly improved in 2016.	
	Note: Carried-over from the previous fiscal year	
Community Buildings Total		\$29,000
City Administration		
01-CAO-002-14	Insulated File Cabinets	\$5,000
	Improvement Type: Furniture and Office Equipment	
	Account #: 01-5-145-2015.000	
	Description: Insulated file cabinets for City Hall to protect documents against fire, impact, and water damage. Cabinets are designed to withstand temperatures of 1,700 degrees Fahrenheit for one to two hours and impact-rated to simulate a collapsing ceiling or wall. Cabinets are water resistant, having been designed to prevent water damage resulting from sprinklers and fire hoses.	
	Justification: Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments. To ensure records are not destroyed and/or damaged in the event of a fire or other natural disaster, documents need to be transitioned from the current standard cabinet to an insulated cabinet.	
	Note: Purchases occurring in multiple years	
City Administration Total		\$5,000
City Clerk		
01-OCK-002-14	Incode Business License Software	\$10,000
	Improvement Type: Software-Purchase	
	Account #: 01-5-150-6020.001	
	Description: Incode Business License Software	
	Justification: Incode's Business License software automates the issuing and tracking of various licenses and permits. It provides flexible searching for easy information retrieval and allows multiple license types to be defined for use. Additional flexibility allows for user-defined data attributes per license type, giving the system the flexibility needed to handle miscellaneous registrations as well as licenses, and flat fee and parameter-driven calculations. Should the City so choose to initiate business licensing, this software tool will prove to be helpful in identifying all businesses operating within the city limits. In addition, issuing business licenses would also provide recourse when dealing with businesses that are delinquent in paying their sales taxes.	
	Note:	
01-OCK-004-17	Records Management Software	\$6,000
	Improvement Type: Software-Purchase	
	Account #: 01-5-150-6020.001	

	<p>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.</p>	
	<p>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. This software is intended for internal use by staff.</p>	
	<p>Note:</p>	
City Clerk Total		\$16,000
Storm Water		
01-SWC-003-15	<p>Sunrise and Bethel</p> <p>Improvement Type: Professional Services-Study</p> <p>Account #: 01-5-165-6000.003</p> <p>Description: Obtain easement, clear and construct detention facility, and improve existing drainage-way. Clear and stabilize existing drainage-way on Sunrise Drive.</p> <p>Justification: Stabilizing the erosion to the channel banks, better defining the water channel, and constructing additional detention capacity will help address water flow issues which disrupt traffic in the Sunrise Drive area.</p> <p>Note: Carried-over from the previous fiscal year</p>	\$20,000
01-SWC-004-15	<p>4th and Jackson</p> <p>Improvement Type: Professional Services-Study</p> <p>Account #: 01-5-165-6000.003</p> <p>Description: Obtain easement, clear and construct detention facility, and improve existing drainage-way.</p> <p>Justification: Improvements are needed to better manage the storm flows in the drainage basin. Presently, peak storm water flows are causing flooding and damage in areas downstream. The area served by this detention area is downstream of the Commercial Street corridor, which developed with few considerations for future drainage needs.</p> <p>Note: Carried-over from the previous fiscal year</p>	\$25,000
01-SWC-001-16	<p>Frank Street Drainage-Way and Detention</p> <p>Improvement Type: Land and Land Improvements</p> <p>Account #: 01-5-165-2030.000</p> <p>Description: Clear and construct clean and define drainage-way and detention facility north of Harrison Avenue on Frank Street right-of-way.</p> <p>Justification: Control storm water peak flows.</p> <p>Note: Multi-year project</p>	\$5,000
01-SWC-002-16	<p>Brook Street and Indian Creek</p> <p>Improvement Type: Land & Land Improvements</p> <p>Account #: 01-5-165-2005.000</p> <p>Description: Replace existing storm water piping and restore ditch capacity.</p>	\$15,000

	Justification: This project will address a defect identified in a drainage study. The existing storm water piping is too small and lacks adequate capacity to handle water volumes associated with rain events. Additionally the capacity of the conveyance is further constrained by the siltation of the ditch.	
	Note: Carried-over from the previous fiscal year	
01-SWC-004-16	Wood Street and South Street	\$20,000
	Improvement Type: Land & Land Improvements	
	Account #: 01-5-165-2005.000	
	Description: Clear and construct drainage-way and detention facility.	
	Justification: The drainage-way is undefined causing pooling and flooding. The construction of a new drainage-way and detention facility will improve peak storm water flows and help alleviate the pooling and flooding with the area.	
	Note: Carried-over from the previous fiscal year	
01-SWC-005-16	East Street	\$5,000
	Improvement Type: Land & Land Improvements	
	Account #: 01-5-165-2005.000	
	Description: Improve existing drainage by adding capacity and bank stabilization.	
	Justification: Existing ditch does not have adequate capacity, removal of accumulated matter and stabilization of the banks of the drainage will help to achieve better discharge rates, and help to handle flows from upstream areas.	
	Note: Carried-over from the previous fiscal year	
Storm Water Total		\$90,000
General Fund Total		\$468,250

Street Fund		
08-STR-003-15	Catherine Street Improvements	\$150,000
	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.	
	Note: Carried-over from the previous fiscal year	
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.	
	Note: Carried-over from the previous fiscal year	
08-STR-009-15	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.	
	Note: Carried-over from the previous fiscal year	
08-STR-006-16	Three Quarter Ton Pickup Truck	\$40,000
	Improvement Type: Vehicle	
	Account #: 08-5-500-2025.000	
	Description: Replace one (1) three-quarter ton pickup truck	
	Justification: Three (3) three quarter ton pickups are approaching the end of expected life. We are purchasing one (1) replacement in FY 2017 and the remaining two (2) in FY 2018.	
	Note: Recurring expense	
08-STR-011-16	Jefferson Ave Sidewalk Improvement (Grant)	\$167,717
	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.	
	Note: Carried-over from the previous fiscal year	
08-STR-002-17	East Bland Road	\$71,000
	Improvement Type: Land and Land Improvements	
	Account #: 08-5-500-2005.000	
	Description: Mill 3" of existing asphalt pavement and replace with 3" of new asphalt pavement 1,313 ft of East Bland from King James Road to Jefferson Avenue	
	Justification: The current pavement condition shows the pavement to be in failing condition on the Pavement Condition Index. This approach to rehabilitation of East Bland will improve ride quality and reduce pavement distresses.	
	Note:	
08-STR-003-17	Cowan Drive Asphalt Overlay	\$210,000

	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 08-5-500-2005.000</p> <p>Description: Mill and replace 5,204 linear feet of asphalt pavement on Cowan Drive from Millcreek Road to Highway 32. Project would include 2 inches of new asphalt from Millcreek Road to Copeland Drive, and 3 inches of new asphalt from Copeland Drive to Highway 32</p> <p>Justification: This asphalt overlay will improve the paved surface of Cowan Drive and address its low score of 10 to 39 on the Pavement Condition Index.</p> <p>Note:</p>	
08-STR-005-17	Ivey Lane Asphalt Overlay	\$100,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 08-5-500-2005.000</p> <p>Description: Mill and replace 2,650 linear feet of Ivey Lane from Elm Street to Beck Lane and install a new 2 inch lift of asphalt</p> <p>Justification: The current pavement condition shows the pavement to be in failing condition on the Pavement Condition Index. This approach to rehabilitation of Ivey Lane will improve ride quality and reduce pavement distresses.</p> <p>Note:</p>	
08-STR-009-17	Bluebird Lane Improvements	\$55,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 08-5-500-2005.000</p> <p>Description: Overlay of existing asphalt pavement on 1,730 linear feet of Bluebird Lane from Smith Road to the west end of Bluebird Lane</p> <p>Justification: The current pavement condition shows the pavement to be in poor condition on the Pavement Condition Index. This approach to rehabilitation of Bluebird Lane will improve ride quality and reduce pavement distresses.</p> <p>Note:</p>	
08-STR-010-17	Bluebird Court Improvements	\$8,750
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 08-5-500-2005.000</p> <p>Description: Overlay of existing asphalt pavement on 190 linear feet of Bluebird Court from Bluebird Lane to the end of Bluebird Court</p> <p>Justification: The current pavement condition shows the pavement to be in poor condition on the Pavement Condition Index. This approach to rehabilitation of Bluebird Court will improve ride quality and reduce pavement distresses.</p> <p>Note:</p>	
08-STR-011-17	South King Street Improvements	\$20,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 08-5-500-2005.000</p> <p>Description: Overlay of existing asphalt pavement on 920 linear feet of South King Street from Laclede Street to West Madison Avenue</p> <p>Justification: This approach to rehabilitation of South King Street will improve ride quality and reduce pavement distresses.</p> <p>Note:</p>	
08-STR-012-17	West Madison Avenue Improvements	\$40,000

	Improvement Type: Land and Land Improvements Account #: 08-5-500-2005.000 Description: Overlay of existing asphalt pavement on 1,358 linear feet of West Madison Avenue from South King Street to Bennett Avenue Justification: This approach to rehabilitation of West Madison Avenue will improve ride quality and reduce pavement distresses. Note:	
08-STR-016-17	Asphalt Patching Roller	\$55,000
	Improvement Type: Machinery and Equipment Account #: 08-5-500-2020.000 Description: Replacement of an asphalt patching roller Justification: A larger asphalt patching roller is needed to improve the quality of patching projects. The new larger roller will replace the existing smaller roller. Note:	
08-STR-021-17	Street Sweeper	\$50,000
	Improvement Type: Debt-Lease Purchase Account #: 08-5-500-3020.000 Description: Purchase a street sweeper Justification: A new street sweeper is needed to replace an existing 1995 model street sweeper that has reached the end of its service life. Total purchase price is estimated to be at \$220,000. Note: Multi-year project due to lease/purchase financing	
08-STR-023-17	Main Street Improvements	\$50,000
	Improvement Type: Land and Land Improvements Account #: 08-5-500-2005.000 Description: Overlay of existing asphalt pavement on 3,630 linear feet of Main Street from Cherry Street to the City Limits Justification: The current pavement condition shows the pavement to be in failing condition on the pavement condition index. This approach to rehabilitation of Main Street will improve the ride quality and reduce pavement distresses. Funding is through the Street Fund (\$50,000) and a partnership with Lebanon Special Road District Number 1 (\$50,000). Note:	
08-STR-004-20	New Buffalo Road Improvements	\$24,000
	Improvement Type: Land and Land Improvements Account #: 08-5-500-2005.000 Description: Overlay of existing asphalt pavement on 1,450 linear feet of New Buffalo Road from west of Marvin Street to the City Limits Justification: The current pavement condition shows the pavement to be in failing condition on the pavement condition index. This approach to rehabilitation of New Buffalo Road will improve the ride quality and reduce pavement distresses. Funding is through the Street Fund (\$24,000) and a partnership with Lebanon Special Road District Number 1 (\$24,000). Note:	
Street Fund Total		\$1,076,217

Capital Fund		
Capital-Fire Department		
01-FDE-001-15	Outdoor Warning Sirens Improvement Type: Machinery and Equipment Account #: 22-5-605-2020.000 Description: Replacement of an aging outdoor warning siren at Utah Street	\$12,000
	Justification: In FY15 a three year process to replace three aging outdoor warning sirens was initiated. One siren was purchased in FY15 and FY16. The last of these sirens is recommended for purchase in FY17. OEM support for these existing sirens ceased prior to 1988. In addition the recommended siren will increase the coverage area of the recommended 70db from an estimated 4200ft. to over 5000ft. The new siren is also capable of an additional 7db in sound production at the 100ft distance when compared to the existing sirens. This style of siren is the most cost effective siren. This is the rotating type of siren which produces sound as it rotates to cover a large area.	
	Note:	
01-FDE-007-16	HVAC Replacement Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Replace aging HVAC units at Fire Station 1	\$12,500
	Justification: The current system will be approximately 15 years old in 2017 and is utilized daily heating or cooling large areas. Fire Station 1 has two units due to its size and design. The compressor on the smaller unit at Station 1 which serves the administration area has already been replaced once and continues to have other maintenance issues especially within the pressure switch. Requested funds will replace the lower unit at Station 1 and after an evaluation of the larger unit will allow for its replacement as well if needed.	
	Note:	
01-FDE-015-17	Paint Exterior, Interior of Bay Station 2 Improvement Type: Building and Building Improvements Account #: 22-5-605-2010.000 Description: Painting of the exterior of Fire Station 2 and the interior bay area	\$15,000
	Justification: To the best of our knowledge the exterior of station 2 has not been painted since the building was constructed in 1973. Painting will help to seal the exterior surfaces and protect the building thereby extending its useful life. The interior bay area is in need of repainting due to diesel soot accumulation over multiple years. A vehicle exhaust system has been placed in the building to reduce or eliminate further diesel soot issues.	
	Note:	
22-FDE-001-17	Bunker Gear Improvement Type: Machinery and Equipment Account #: 22-5-605-2020.000 Description: Purchase of new bunker pants and coats	\$55,800

	<p>Justification: The Fire Department has established a bunker gear program which provides each firefighter two sets of gear. This allows personnel to wash and repair a set of gear as needed and have a second set to wear. This process provides a rotation in which neither set of gear is ever 10 years old or older. NFPA recommends replacing bunker gear every 10 years. Quality, well maintained bunker gear maintains a high level of firefighter safety. These funds will also allow the Department to purchase bunker gear for the three requested additional full-time personnel.</p> <p>Note:</p>	
	Capital-Fire Department Total	\$95,300
	Capital-Police Department	
22-PDA-001-14	<p>Bulletproof Vest</p> <p>Improvement Type: Machinery and Equipment</p> <p>Account #: 22-5-605-2020.000</p> <p>Description: Purchase of 5 level IIIA bulletproof vests</p> <p>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.</p> <p>Note: Recurring expense</p>	\$4,000
22-PDA-002-14	<p>Electronic Control Devices (Taser)</p> <p>Improvement Type: Machinery and Equipment</p> <p>Account #: 22-5-605-2020.000</p> <p>Description: Purchase of 5 Tasers for Officers</p> <p>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.</p> <p>Note: Recurring expense</p>	\$5,700
22-PDA-004-14	<p>Patrol Car (Dash) Camera Replacements</p> <p>Improvement Type: Machinery and Equipment</p>	\$5,000

	<p>Account #: 22-5-605-2020.000</p> <p>Description: Digital Ally In-Car Camera System Replacement</p> <p>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.</p> <p>Note: Recurring expense</p>	
22-PDA-003-15	Patrol Cars	\$90,000
	<p>Improvement Type: Vehicle</p> <p>Account #: 22-5-605-2025.000</p> <p>Description: Three (3) 2016 Dodge Charger Police Vehicles</p> <p>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. The three vehicles scheduled to be replaced in FY 2017 are three 2011 model Dodge Charger used by the patrol division. 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.</p> <p>Note: Recurring expense</p>	
22-PDA-001-17	Dispatch Zetron Radio Upgrade	\$44,000
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 22-5-605-2020.000</p> <p>Description: Zetron Radio Upgrade</p> <p>Justification: The current Zetron system is on a XP platform, which is no longer supported by Microsoft or CJIS. Current requirements are Win 7 or above. The Zetron cards have malfunctioned multiple times, causing primary radio communications to drop. The current configuration does not allow the operators to move and is not designed for wireless operations.</p> <p>Note: Purchases occurring in multiple years</p>	
22-PDA-002-17	Digital Copier Laser Printer	\$4,800
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 22-5-605-2020.000</p>	

	<p>Description: The purchase of one (1) Digital Laser Printer</p> <p>Justification: Our former copier was used when we purchased it 4 years ago. The machine is problematic with frequent paper jams and miss-fed documents requiring it to be cleared often before use. It has been repaired several times by local technicians and it is not cost effective to continue repairing this machine. This was the main printer in dispatch and has a very heavy workload. It was taken out of service on November 14, 2014, after it again failed to function and required additional repair and service costs. The copier had a total usage count of 538,478 copies/prints made at the time. A loaner copier was used provided by the I.T. department until a printer could be purchased out of the FY 2017 budget. This printer went to dispatch. This copier requested is for the officers work room. This will allow both dispatch and the officer's access to a coping machine.</p> <p>Note:</p>	
22-PDA-003-17	IRIS Upgrade	\$15,000
	Improvement Type: Machinery and Equipment	
	Account #: 22-5-605-2020.000	
	Description: IRIS Upgrade	
	Justification: The current IRIS computer and software is legacy and is down frequently. It is on a XP platform, which is no longer supported by Microsoft or CJIS. Current requirements are Windows 7 or above.	
	Note: Purchases occurring in multiple years	
22-PDA-004-17	ID System and Hardware Upgrade	\$12,000
	Improvement Type: Machinery and Equipment	
	Account #: 22-5-605-2020.000	
	Description: Replacement ID System and Hardware	
	Justification: The current ID computer and software is legacy. It is on a XP platform, which is no longer supported by Microsoft or CJIS. Current requirements are Windows 7 or above.	
	Note: Purchases occurring in multiple years	
Capital-Police Department Total		\$180,500
Capital-Civic Center		
22-CCC-003-14	Theatre Stage Curtains Replacement	\$40,000
	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.	
	Note:	
22-CCC-006-14	Replacement of HVAC Unit	\$300,000
	Improvement Type: Building and Building Improvements	
	Account #: 22-5-605-2010.000	
	Description: Replace Pool Dehumidification System	

	<p>Justification: The dehumidification system is nearly 15 years old, original to the building, and it is increasingly difficult to find parts for routine maintenance or emergency repairs. The present unit utilizes electricity but the energy audit conducted through Malone Finkle Eckhardt & Collins Engineering (MFEC) recommended conversion to natural gas fired units. 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 this unit is nearing the end of its expected useful life and a phased replacement plan should be implemented.</p> <p>Note: Purchases occurring in multiple years</p>	
22-CCC-002-15	<p>Parking Lot Repair</p> <p>Improvement Type: Land and Land Improvements</p> <p>Account #: 22-5-605-2005.000</p> <p>Description: Repairs to the Civic Center parking areas</p> <p>Justification: The parking areas at the Civic Center are 18 years old and need milling with a 2" overlay for each of the parking lot areas on the map at the Civic Center. After the mill and overlay treatment is completed, new striping would need to be applied. In the years 2020 and 2021, we will need to allow for restriping.</p> <p>Note: Multi-year project</p>	\$120,000
22-CCC-007-16	<p>Kitchen Appliance Replacement</p> <p>Improvement Type: Furniture and Office Equipment</p> <p>Account #: 22-5-605-2015.000</p> <p>Description: Replacement of appliances in the Civic Center kitchen</p> <p>Justification: All of the appliances in the kitchen are 16 years old. The fire suppression system on the range was accidentally triggered and the chemicals damaged one burner beyond feasible repair. Replacement parts for the range are becoming increasingly scarce. The refrigerator has begun having intermittent issues with its cooling system. Replacement of main cooling system components is comparable in cost to an entire new unit. The freezer is having recurring failures of its cooling system as well. Various patches to the cooling system have been made, but they have not improved reliability. The freezer has not been available to our patrons for a number of events due to its inability to maintain proper temperatures. This reflects poorly on our community and is a negative issue for our potential customers.</p> <p>Note:</p>	\$21,900
22-CCC-001-17	<p>Repair Cowan Civic Center Main Entrance Walkway and Caterer Entrance</p> <p>Improvement Type: Building and Building Improvements</p> <p>Account #: 22-5-605-2010.000</p> <p>Description: Repair Civic Center concrete at Main entrance</p> <p>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 caterer's 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 concretes surface.</p> <p>Note: Carried-over from the previous fiscal year</p>	\$40,000

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.	
	Note:	
Capital-Civic Center Total		\$528,700
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. This project is collaboration with the Laclede County Fair Board.	
	Note: Carried-over from the previous fiscal year	
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.	
	Note:	
Capital-Community Buildings Total		\$359,000
Capital-Parks		
79-PKD-003-19	Atchley Park Lower Parking Lot Paved	\$100,000
	Improvement Type: Land & Land Improvements	
	Account #: 22-5-650-2005.000	
	Description: Paving parking lot near Shelter #2.	
	Justification: Current lot is gravel which frequently washes out and causes maintenance issues. The lot receives quite a bit of event traffic, including being the starting place for many 5k runs. This will also be an overflow parking area for the new soccer fields.	
	Note: Carried-over from the previous fiscal year	
Capital-Parks Total		\$100,000
Capital Fund Total		\$1,263,500

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 (old HD Lee Building)	
	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.	
	Note:	
Economic Development Total		\$210,000

Community Development Fund		
Community Development Administration		
01-CDC-002-16	Subdivision Development	\$407,000
	Improvement Type: Infrastructure	
	Account #: 50-5-305-2030.000	
	Description: Green Tree \$88,921, Castle Rock Phase 3 \$27,600, The Falls \$125,500, and Wrinkle Avenue \$57,029, new projects \$107,330	
	Justification: Developers are planning to develop subdivision, or have shown interest in developing areas with city subdivision program.	
	Note:	
Community Development Fund Total		\$407,000

Service Fund		
Service-Garage		
01-GFM-001-17	Car Wash Improvements	\$8,000
	Improvement Type: Building and Improvements	
	Account #: 60-5-305-2010.000	
	Description: Changing out the pump, heater and car wash mechanical units for the car wash at Public Works	
	Justification: Repaired multiple times and needs a complete overhaul.	
	Note:	
Service-Garage Total		\$8,000
Service-Facilities Management		
01-FMS-002-14	60" Zero Turn Mowers	\$20,000
	Improvement Type: Machinery and Equipment	
	Account #: 60-5-320-2020.000	
	Description: Replacement of 2 mower units (2010 and 2012)	

	Justification: The current mowers are 2010, 2012, 2013, and 2016 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. We are scheduling each mower to be replaced after three (3) years of service.	
	Note: Recurring Expense	
01-FMS-002-16	Half Ton Pickup	\$23,000
	Improvement Type: Vehicle	
	Account #: 60-5-320-2025.000	
	Description: Replacement of one (1) ½ ton pickup	
	Justification: Replacement of model year 1996 pickup used by Facilities Management. This vehicle is used to transport staff and supplies between job sites in the City network of facilities. While the vehicle has been maintained and will continue to be, many of the internal parts of the drive train have significant wear, and will have considerable cost associated with repair or replacement as the truck continues through its service life. The anticipated service life of such vehicles under the Capital Asset policy is anticipated to be seven (7) years. It is recommended that the units be offered for public auction as between the age and miles on the odometer they will have little to no trade-in value on a new vehicle.	
	Note: Recurring Expense	
	Service-Facilities Management Total	\$43,000
	Service Fund Total	\$51,000

Airport Fund		
22-APT-002-17	Grooming Mower	\$14,000
	Improvement Type: Machinery and Equipment	
	Account #: 73-5-100-2020.000	
	Description: Purchase of one (1) 12' grooming mower for use at the Airport	
	Justification: The airport has 150 acres of land to be maintained. A grooming mower will allow us to cut grass easier, faster, and with the aesthetic look that we desire.	
	Note:	
22-APT-003-17	Rotary Cutter	\$7,400
	Improvement Type: Machinery and Equipment	
	Account #: 73-5-100-2020.000	
	Description: Replacement of one (1) 12' rotary cutter for use at the Airport	

	Justification: There are areas at the airport that have brush and other obstacles that a grooming mower cannot cut. The rotary cutter will allow us to maintain these areas properly and not allow growth of unwanted brush and bushes. The airport has a rotary cutter but it has not been maintained and parts are more expensive than piece of equipment is worth.	
	Note:	
Airport Fund Total		\$21,400

Downtown Business District Fund		
75-DBD-001-17	Decorative Concrete Planters	\$4,000
	Improvement Type: Infrastructure	
	Account #: 75-5-500-2030.000	
	Description: Purchase of four large decorative concrete planters to be placed at the Jefferson and Commercial St 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 purchased in FY 2016.	
	Note:	
Downtown Business District Fund Total		\$4,000

Parks Fund		
79-PKD-001-14	Vehicle and Motor Equipment Replacement	\$22,500
	Improvement Type: Vehicle	
	Account #: 79-5-500-2025.000	
	Description: Replacing 2002 Ford Ranger with a 1/2 ton pickup.	
	Justification: Ford Ranger has reached the end of its service life and a 1/2 ton truck will better fulfill the needs of the department.	
	Note: Recurring Expense	
79-PKD-012-14	Boswell Aquatic Center Improvement- Pool Shell Re-Caulk	\$7,500
	Improvement Type: Building & Building Improvements	
	Account #: 79-5-515-2010.000	
	Description: Re-caulking of the pool shell at the BAC	
	Justification: Many of the core components of the BAC are nearing 35 years of age and have reached or exceeded their expected service lives like the caulking of the pool shell.	
	Note: Carried-over from the previous fiscal year	
22-PKD-003-15	Nelson Park Phase 2	\$335,000
	Improvement Type: Land and Land Improvements	
	Account #: 79-5-500-2005.000	

	<p>Description: Additional sidewalks/walking trails, parking along Maple Lane, connecting sidewalks to walking trail, new bleachers, relocations and new lights for ball field # 1, new ball field concession stand and restrooms, and new sprinkler system for ball fields.</p> <p>Justification: This final phase of the current master plan for Nelson Park will make the facility more accessible to citizens of all needs and abilities as well as aesthetically pleasing. These enhancements will make Nelson Park one of the premier park facilities in the area.</p> <p>Note:</p>	
79-PKD-003-16	Sprinkler System-Atchley Park Fields	\$20,000
	<p>Improvement Type: Land & Land Improvements</p> <p>Account #: 79-5-500-2005.000</p> <p>Description: Install sprinkler system on 2 of the 4 outfield ball fields at Atchley Park. Remaining fields will have sprinklers installed in future budgets.</p> <p>Justification: Being our premier tournament location a sprinkler system will allow better turf field practices which will result in a better and safer playing surface.</p> <p>Note: Carried-over from the previous fiscal year</p>	
22-PKD-004-16	Boswell Park Improvements	\$437,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 79-5-500-2005.000</p> <p>Description: Work includes new playground equipment, ADA access improvements for ball field, new bleachers for ball field, new restroom, enlarge ball field, new lights for ball field, install sprinkler system on ball field. Also included is the Route 66 Park that will feature a new shelter, fountain, and signage from Route 66.</p> <p>Justification: Through the Parks master planning process these updates were identified to improve Boswell Park's utility and accessibility to the community. Better lighting and water retention will result in a park that is safer and more aesthetically pleasing to the community. Improvements to Boswell Park will also enhance visitor perception of the community due to its adjacencies to Route 66. Infrastructure work for this project will be provided for out of Fund 22 with Fund 79 providing the money for the remaining work.</p> <p>Note: This project began in the previous fiscal year</p>	
79-PKD-010-16	Infield Surface Material	\$5,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 79-5-500-2005.000</p> <p>Description: Add turfase pro league red infield conditioner to the current infield surface material at Atchley, Boswell, and Nelson Parks</p> <p>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.</p> <p>Note: Recurring Expense</p>	
79-PKD-002-17	Reseal Walking Trail	\$12,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 79-5-500-2005.000</p>	

	Description: Resealing of walking trails at Atchley and Harke Parks	
	Justification: Walking trails require regular maintenance to maintain integrity and aesthetic appeal. Atchley Park trail is one (1) mile and Harke Park is a one-half (1/2) mile trail.	
	Note: Recurring Expense	
22-PKD-003-17	Gasconade Park Improvements	\$125,000
	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.	
	Note:	
79-PKD-003-19	Atchley Park Land Acquisitions and Soccer Field	\$104,000
	Improvement Type: Land & Land Improvements	
	Account #: 79-5-500-2005.000	
	Description: Install soccer fields at Atchley park.	
	Justification: Land was purchased in FY 2016 from the Church of the Nazarene for the purposes of adding additional parking and adding soccer fields to our park system. This will install the approved fields.	
	Note: This project began in the previous fiscal year	
Parks Fund Total		\$1,068,000

Electric Fund		
Electric-Reserve		
80-ELF-003-14	Automated Meter Infrastructure	\$300,000
	Improvement Type: Building and Building Improvements	
	Account #: 80-5-215-2020.000	
	Description: This will be the second round of purchases of automated electric meters. Our first round of purchasing and installation began in FY 2016	
	Justification: Automated Meters will lower overhead, reduce lost revenue, and improve customer service. It will also improve system losses and outage management.	
	Note: This project began in the previous fiscal year	
80-ELF-008-14	Line Reconductor/Extensions	\$120,000
	Improvement Type: Land and Land Improvements	
	Account #: 80-5-215-2005.000	
	Description: Replacement of existing conductors or line extensions to serve future developments. This project will occur at Feeder 1020 which feeds the North Side of Commercial Street and into the residential area of Ward 1	
	Justification: Some of our feeders are at or near existing wire capacity. Additionally, some lines require extension to service new customers.	
	Note: Multi-year project	
80-ELF-009-14	Overhead/Underground Projects	\$165,000
	Improvement Type: Land & Land Improvements	
	Account #: 80-5-215-2005.000	

	<p>Description: Replacement of existing overhead lines located between Birchbark and Brook Street, and the line located between Birchbark and Hunters Creek with Underground primary and underground services.</p> <p>Justification: Replace existing overhead lines in backyard easements that are costly to maintain due to yard fences and vegetative growth. The East Bland portion of this project is \$60,000 and the Osage and Highland area is \$150,000. Some of our overhead lines in backyard easements are costly to maintain due to yard fences and vegetative growth \$55,000.</p> <p>Note: Recurring expense</p>	
80-ELF-012-14	Switching	\$25,000
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 80-5-215-2020.000</p> <p>Description: Replace blade-type switches with gang-operated switches</p> <p>Justification: Migration from blade-type switches to the gang-operated style will lessen the time needed to restore service following an outage. Changing to gang switching will also make line switching more efficient.</p> <p>Note: Multi-year project</p>	
80-ELF-002-15	Wire Storage Building	\$125,000
	<p>Improvement Type: Building & Building Improvements</p> <p>Account #: 80-5-215-2010.000</p> <p>Description: Build a 3,500 square feet building to store wire spools at Public Works.</p> <p>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 warehouse located at Public Works.</p> <p>Note: Carried-over from the previous fiscal year</p>	
80-ELF-003-15	LED Streetlight Conversion	\$60,000
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 80-5-215-2020.000</p> <p>Description: Replace High Pressure Sodium with LED fixtures and have existing steel poles sandblasted and repainted</p> <p>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.</p> <p>Note: Recurring expense</p>	
80-ELF-004-15	Distribution Pole Changes	\$60,000
	<p>Improvement Type: Building and Building Improvements</p> <p>Account #: 80-5-215-2010.000</p> <p>Description: Replacement of distribution poles due to age and condition</p> <p>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.</p> <p>Note: Recurring expense</p>	
80-ELF-005-15	69 kV Transmission Pole Replacement	\$52,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 80-5-215-2005.000</p>	

	Description: Replacement of nine wooden transmission poles and insulators installed in the early 1970's with new steel poles. This year we will be working on the line from Substation #1 to Substation #7 on Wire Road	
	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 our ability to use them beyond the useful life of 35 years.	
	Note: Recurring expense	
80-ELF-006-15	Construction Truck Replacement	\$200,000
	Improvement Type: Vehicle	
	Account #: 80-5-215-2025.000	
	Description: Replacement of 55 foot working height trucks	
	Justification: The 2002 model truck has reached its life and is proposed for replacement in 2017. This equipment replacement program was begun in 2005.	
	Note: Recurring expense	
80-ELF-007-15	Backhoe Replacement	\$90,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-215-2020.000	
	Description: Purchase a backhoe for the department.	
	Justification: Currently use and maintain a 1994 John Deere that the Street services owns.	
	Note: Carried-over from the previous fiscal year	
80-ELF-002-17	Capacitors	\$30,000
	Improvement Type: Machinery and Equipment	
	Account #: 80-5-215-2020.000	
	Description: Replacement of capacitors due to age and condition	
	Justification: Capacitors are used to ensure safety, reliability, as well as improving the voltage profile and power factor correction, within the distribution system. Over time the performance of the capacitors degrades which can negatively impact the distribution system. The capacitors in need of replacement will be identified through our system inspection program.	
	Note:	
80-ELF-003-17	Department Pickups	\$40,000
	Improvement Type: Vehicle	
	Account #: 80-5-215-2025.000	
	Description: Purchase of 2 new pickups to replace existing units	
	Justification: Replacement of existing pickups that are used by department supervisors and On-Call crew. The trucks slated for replacement in 2017 are two (2) 2001 models.	
	Note: Recurring expense	
Electric-Reserve Total		\$1,267,000
Electric Fund Total		\$1,267,000

Fiber Fund		
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.	
	Note: Carried-over from the previous fiscal year	
22-ITS-002-17	Wireless Software/Hardware Purchase	\$72,000
	Improvement Type: Machinery and Equipment	
	Account #: 83-5-200-2020.000	
	Description: Upgrades to wireless technologies. Implement city-wide wireless mesh topology	
	Justification: Delivers mission-critical Wi-Fi access with a ruggedized platform that is designed for high performance, ease of deployment, reliability, security, scalability, mobility, and unified policy management across indoor and outdoor networks. No point within the city will be without network access.	
	Note: Purchases occurring in multiple years	
Fiber Fund Total		\$127,000

Wastewater Fund		
85-WWO-001-14	Collection Improvements	\$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. Improvements anticipated include lining of pipes and manholes, creation of new design standards, and other best management practices	
	Justification: Reduce the number and duration of sanitary sewer overflows in this watershed.	
	Note: Multi-year project	
85-WWO-003-15	Marathon Lift Station	\$140,000
	Improvement Type: Land and Land Improvements	
	Account #: 85-5-200-2005.000	
	Description: Extend existing 8 inch gravity sewer approximately 3,100 linear feet to the east tying to the existing gravity sewer line on the east side of South Highway 5 near Fremont that will require a road bore, eliminating two aging lift stations with new more efficient station	
	Justification: The project will help to increase operational efficiency and reliability for customers served by the lift station. The will lower the maintenance cost associated with maintaining two aging lift stations and associated reliability concerns with antiquated equipment.	

	Note:	
85-WWO-006-15	Sewer Replacement: Catherine	\$22,000
	Improvement Type: Land & Land Improvements	
	Account #: 85-5-200-2005.000	
	Description: Dig up and replace four manholes and 900 linear feet of 8 inch diameter clay tile pipe with four new manholes and 8 inch diameter PVC pipe, will be in conjunction with planned street rehabilitation.	
	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.	
	Note: Carried-over from the previous fiscal year	
85-WWO-007-15	Lift Station SCADA	\$20,000
	Improvement Type: Machinery and 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.	
	Note: Recurring expense	
85-WWO-008-15	Combination Cleaning Unit	\$80,000
	Improvement Type: Debt-Lease Purchase	
	Account #: 85-5-200-3020.000	
	Description: Combination Cleaning Unit replacement	
	Justification: The existing 2005 Vactor combination unit will be 10 years old and at its useful service life. The cleaning truck is a critical piece of equipment used to assist the department in quality wastewater service to our customers and protecting the environment. The Hydro excavating function is also utilized by the water and electric utilities for excavating in sensitive areas. This project is a proposed vehicle lease at a price of \$396,364.	
	Note: Multi-year project due to lease/purchase financing	
85-WWO-004-16	Sewer Main Replacement: Wood and Sarah	\$7,000
	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.	
	Note: Carried-over from the previous fiscal year	

85-WWO-005-16	Sewer Main Replacement: South King and West Madison	\$10,000
	Improvement Type: Land & Land Improvements Account #: 85-5-200-2005.000 Description: Dig up and replace two manholes and 300 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. Note: Carried-over from the previous fiscal year	
85-WWO-007-16	Pickup Truck	\$28,000
	Improvement Type: Vehicle Account #: 85-5-200-2025.000 Description: Purchase of one (1) replacement 3/4 ton pickup truck. Justification: This is our recurring pickup truck replacement project. We currently have three trucks (1/2 or 3/4 ton) scheduled for replacement: one (1) in 2017, one (1) in 2018, and one (1) in 2020. Note: Recurring expense	
85-WWO-008-16	Portable Trash Pump	\$4,000
	Improvement Type: Machinery and Equipment Account #: 85-5-200-2020.000 Description: 6 inch portable trash pump in 2017 Justification: The 3 inch is a 300 gallon-per-minute pump that will be used to bypass pump wastewater during the replacement of wastewater lines throughout the collection system. Note: Recurring expense	
85-WWO-003-17	Emerald Gate Lift Station Replacement	\$20,000
	Improvement Type: Land and Land Improvements Account #: 85-5-200-2005.000 Description: Replace the existing two wet well mounted five horsepower pumps and controls with submersible pumps Justification: The existing lift station is reaching the end of its useful service life. Replacing it will ensure sufficient sewer service to our customers in the future. Note:	
85-WWO-004-17	Actuated Plug Valve for Peak Flow Basin	\$5,000
	Improvement Type: Machinery and Equipment Account #: 85-5-200-2020.000 Description: Install an 8 inch actuated valve on the peak flow basin at the Goodwin Hollow lift station Justification: Adding the actuated valve will enable operators to monitor and manipulate the valve from the wastewater treatment plant or public works during high flows. Note:	
85-WWO-006-17	Pipe Laser	\$5,000
	Improvement Type: Machinery and Equipment Account #: 85-5-200-2020.000	

	<p>Description: Device used in the installation of sewer pipe so it can be set on grade</p> <p>Justification: The current pipe laser has reached the end of its useful life cycle.</p> <p>Note: Purchases occurring in multiple years</p>	
85-WWT-001-14	WWTP Improvements (Phase 2)	\$2,000,000
	<p>Improvement Type: Building and Building Improvements</p> <p>Account #: 85-5-200-2010.000</p> <p>Description: 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</p> <p>Justification: 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.</p> <p>Note: Multi-year project</p>	
85-WWT-004-15	Samplers	\$4,000
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 85-5-200-2020.000</p> <p>Description: Purchase of one (1) portable sampler</p> <p>Justification: The portable sampler will replace a sampler that is used in the department's industrial pretreatment program and has reached the end of its useful service life</p> <p>Note: Purchases occurring in multiple years</p>	
85-WWT-001-16	Oxidation Ditch Rehabilitation (North and South)	\$20,000
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 85-5-200-2020.000</p> <p>Description: Rehabilitate rotors and enclosures, and reseal concrete seams at the Wastewater Treatment Plant</p> <p>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.</p> <p>Note:</p>	
Wastewater Fund Total		\$2,865,000

Water Fund		
87-WTR-003-14	Automated Water Meter Infrastructure	\$750,000
	<p>Improvement Type: Machinery and Equipment</p> <p>Account #: 87-5-200-2020.000</p> <p>Description: This will be the second round of purchases of automated water meters. Our first round of purchasing and installation began in FY 2016</p>	

	<p>Justification: Automated Meters will lower overhead, reduce lost revenue, and improve customer service. It will also improve system losses and outage management.</p> <p>Note: This project began in the previous fiscal year</p>	
87-WTR-006-15	Tower Modification	\$50,000
	<p>Improvement Type: Building and Building Improvements</p> <p>Account #: 87-5-200-2010.000</p> <p>Description: Modify piping from wells and water towers at 301 Lawson Avenue, 643 Ohio Avenue, 539 Mayfield Street, Spiller and Washington Avenue, Glencastle Lane to achieve recommended chlorine contact time</p> <p>Justification: The Department of Natural Resource Water system inspection recommended this modification.</p> <p>Note:</p>	
87-WTR-008-15	Catherine Street Water Line Replace	\$20,000
	<p>Improvement Type: Land & Land Improvements</p> <p>Account #: 87-5-200-2005.000</p> <p>Description: Replace approximately 1,300 linear feet of 6 inch cast iron water line and 12 services with 6 inch PVC water line.</p> <p>Justification: The existing 6 inch cast iron piping has reached the end of its expected service life. This project is being undertaken in conjunction with the street rehabilitation project.</p> <p>Note: Carried-over from the previous fiscal year</p>	
87-WTR-001-16	East Fremont Water Line	\$85,000
	<p>Improvement Type: Land and Land Improvements</p> <p>Account #: 87-5-200-2005.000</p> <p>Description: Construct 1,700 linear feet of 12 inch water line along East Fremont Road between Charlton Lane and Windbrook</p> <p>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.</p> <p>Note:</p>	
87-WTR-006-16	Backhoe Replacement	\$95,000
	<p>Improvement Type: Machinery & Equipment</p> <p>Account #: 87-5-200-2020.000</p> <p>Description: Purchase of one (1) backhoe to replace existing 1999 Case Super L Series II, bar code 10203, backhoe.</p> <p>Justification: The 1999 backhoe has reached the end of its service life and requires replacement.</p> <p>Note: Carried-over from the previous fiscal year</p>	
87-WTR-007-16	Administrative Vehicles	\$43,000
	<p>Improvement Type: Vehicle</p> <p>Account #: 87-5-200-2025.000</p> <p>Description: Replacement of two administrative vehicles</p> <p>Justification: These will replace older vehicles that have reached the end of their useful life in accordance with the capitalization policy. Vehicles to be purchased in 2017 are a Crossover/SUV and a car.</p> <p>Note: Recurring expense</p>	
87-WTR-009-16	Reeves Well Water Piping	\$25,000

	Improvement Type: Land & Land Improvements Account #: 87-5-200-2005.000 Description: Install approximately 700 linear feet of 12 inch pvc water line between the Reeves Well and Tower. Justification: Install piping from well to the water tower will achieve suggested chlorine contact time as recommended in the DNR Water system inspection. Note: Carried-over from the previous fiscal year	
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. Note:	
22-ITS-009-16	Security and Access Control	\$10,000
	Improvement Type: Machinery and Equipment Account #: 87-5-200-2020.000 Description: Federal Protection access cards, cameras, gates, and software Justification: In order to enhance safety at our well sites, improved access control is needed. This will allow us to track who is accessing our facilities and provide keyless access. Note:	
Water Fund Total		\$1,081,500

Multiple Fund		
Multiple Funding		
99-ITS-001-16	Capital Hardware/Software Purchase	\$80,100
	Improvement Type: Software-Purchase Account #: Multiple Funding Sources 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 FY17, explore host replacements from left-hand system to a mix of cloud/scale servers. Will be at end of life-cycle for current configuration and have already upgraded as much as possible based on internal expansion slots available. Note: Recurring expense	
99-ITS-008-16	Office Software Replacement	\$38,300
	Improvement Type: Software-Purchase Account #: Multiple Funding Sources Description: Purchase or licensing of Microsoft 365/Google Apps	

	Justification: With Office 2007 becoming obsolete, need updated software for office suite. There are a variety of options available from cloud technologies to local owned (not produced) software. Currently in 2012 environment running 2007 product.	
	Note:	
22-ITS-005-16	Mobile Data Tablets	\$11,750
	Improvement Type: Machinery and Equipment	
	Account #: Multiple Funding Sources	
	Description: Purchase of Toughbooks or tablets	
	Justification: The current Mobile Data Terminals or laptops throughout the field divisions are approximately 5-7 years old. Some were DoD systems and state surplus systems. These computers are out of warranty and are subject to rough conditions and harsh environments. These computers will need to be replaced as soon as possible. Tablets are available and have been field tested based on the department or division; therefore, the migration will begin towards those versus Toughbooks or laptops. The tablets will provide a mobile networked environment to process data through our Local Area Network (LAN) and connect to our vast application suites, such as ITI, Incode, FH, FARO, and ESRI. In FY17, PD (01-115), Mayor and Council (01-140), City Clerk (01-150), Street (08), and Community Development (50) will be outfitted with tablets.	
	Note: Purchases occurring in multiple years	
22-ITS-001-17	Mitel Phone System Upgrade	\$48,414
	Improvement Type: Machinery and Equipment	
	Account #: Multiple Funding Sources	
	Description: Mitel Phone System Upgrade for phone throughout the organization	
	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 6 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.	
	Note:	
01-CDC-001-15	Incode-Permits	\$60,000
	Improvement Type: Software-Purchase	
	Account #: Multiple Funding Sources	
	Description: Purchase of Incode module for building and utility permits.	
	Justification: City utilizes FileMaker Pro at this time for issuance of all permits, which is not robust enough to meet current demands of Community Development operations. This program will upgrade the City's ability to monitor projects as well as improve the Developer's interactions with the City.	
	Note: This project began in the previous fiscal year	
Multiple Funds Total		\$238,564
Major Capital Improvements		\$10,148,431

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	\$1,862,727	\$6,963,550	\$7,438,407	\$1,387,870	-25.49%
Street	\$697,782	\$2,735,540	\$2,791,130	\$642,192	-7.97%
Capital	\$879,461	\$1,725,000	\$2,439,350	\$165,111	-81.23%
Tourism	\$98,632	\$210,000	\$213,034	\$95,598	-3.08%
Economic Development	\$55,685	\$1,185,420	\$1,174,591	\$66,513	19.45%
Community Development	\$4,860	\$701,704	\$817,725	-\$111,161	-2387.26%
Service	\$0	\$948,701	\$948,701	\$0	0.00%
Benefits	\$455,023	\$2,609,776	\$2,350,717	\$714,082	56.93%
Airport	-\$667,107	\$882,221	\$417,435	-\$202,320	69.67%
Downtown Business District	\$15,988	\$35,400	\$44,671	\$6,717	-57.99%
Parks	\$1,991,908	\$615,500	\$1,648,000	\$959,408	-51.83%
Electric	\$9,100,017	\$27,561,120	\$27,766,884	\$8,894,252	-2.26%
Fiber	\$282,569	\$95,000	\$194,136	\$183,433	-35.08%
Wastewater	\$1,342,279	\$4,854,000	\$5,157,551	\$1,038,728	-22.61%
Water	\$1,418,283	\$1,861,200	\$2,743,160	\$536,323	-62.19%
GRAND TOTAL	\$17,538,107	\$52,984,131	\$56,145,492	\$14,376,746	-18.03%

Explanation of Changes in Fund Balance Greater than 10%:

The **General Fund** is scheduled to decrease by 25.49% due to capital investment in storm water projects and other capital purchases.

The **Capital Fund** is scheduled to decrease by 81.23% due to the planned investment in the Civic Center, Parks, and Public Safety.

The **Economic Development Fund** is scheduled to increase by 19.45% as a result of the Copeland Building debt service scheduled pay off in October 2016.

The **Community Development Fund** is scheduled to decrease by 2387.26% due to planned subdivision development and the timing of revenues.

The **Benefits Fund** is scheduled to increase by 56.93% due to the continued increase in funding in prior years from other funds paying the benefits portion of the health insurance administration cost and improved benefits claim management.

The **Airport Fund** is scheduled to increase by 69.67% which is related to the timing of the airport grant

reimbursement received in Fiscal Year 2017 and the project costs incurred in Fiscal Year 2016.

The **Downtown Business District Fund** is scheduled to decrease by 57.99% due to planned improvements.

The **Parks Fund** is scheduled to decrease by 51.83% due to planned spending of the Park Master Plan projects.

The **Fiber Fund** is scheduled to decrease by 35.08% due to planned investment in information technology, and SCADA communication improvements to the water wells.

The **Wastewater Fund** is scheduled to decrease by 22.61% due to planned capital improvements and purchases.

The **Water Fund** is scheduled to decrease 62.19% due to anticipating planned capital improvements, purchases, and the continued implementation of automated reading infrastructure.

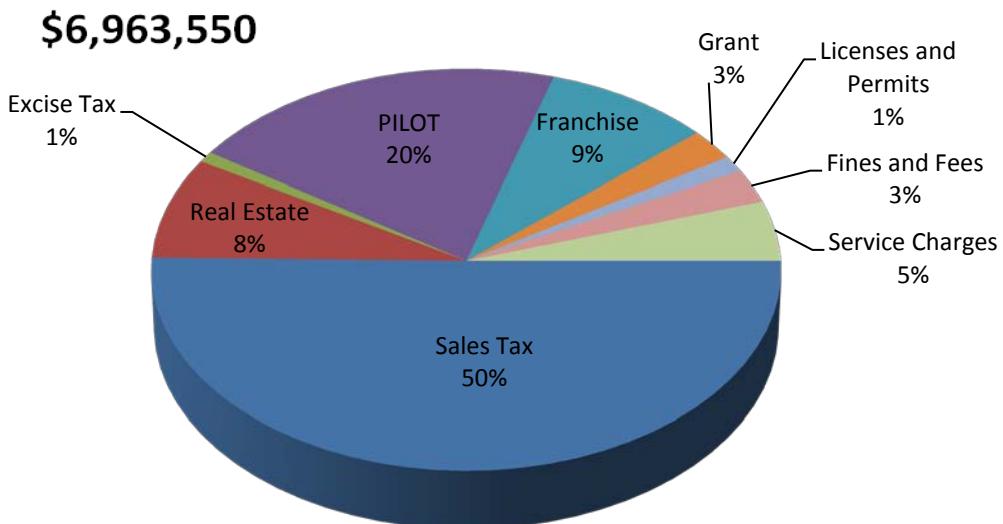
Departmental Summaries



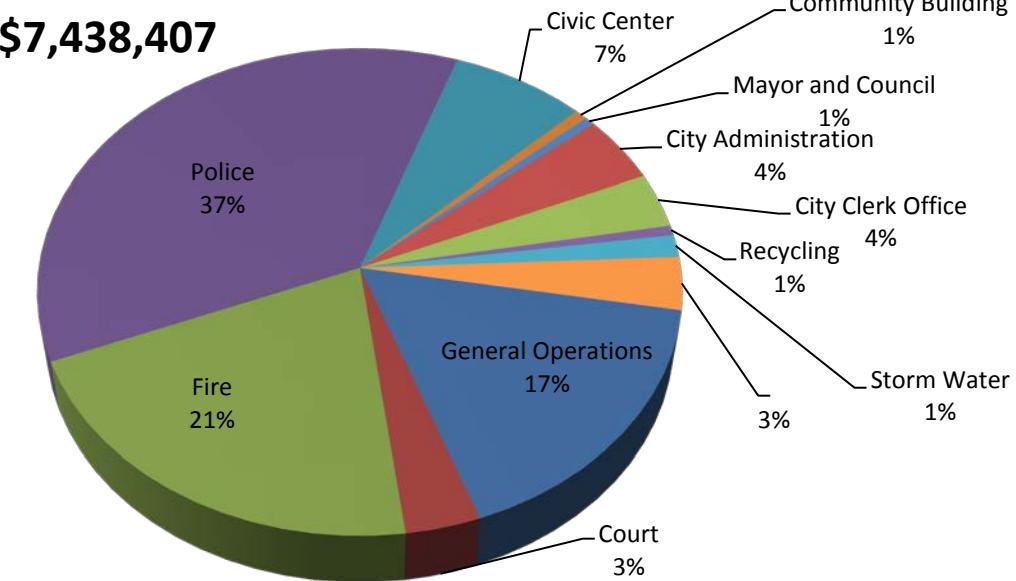
General Fund

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



General Fund Expense by Department



General Fund Revenue and Expenses by Category

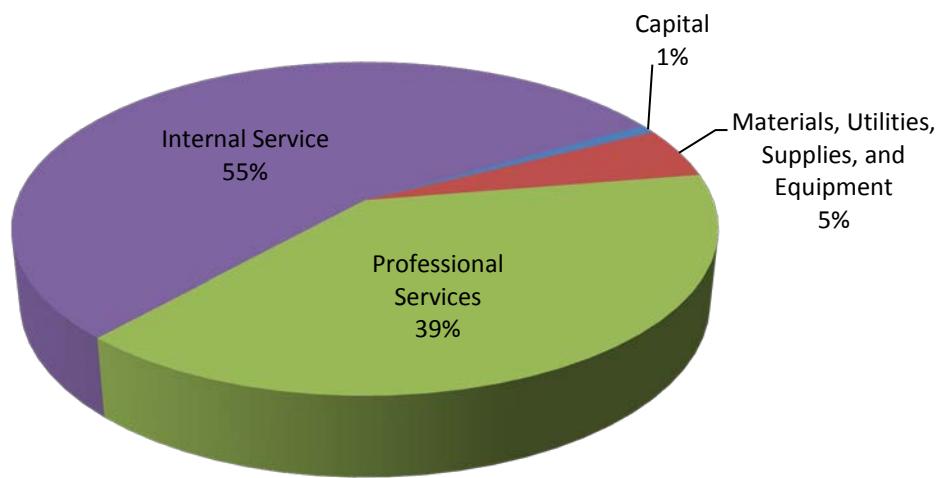
General Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$4,030,277	\$3,803,000	\$4,105,260	\$4,130,000
Franchise Fees	\$871,198	\$648,900	\$614,500	\$621,500
PILOTs	\$1,232,331	\$1,393,150	\$1,232,600	\$1,418,750
Intergovernmental	\$7,865	\$52,000	\$59,777	\$175,800
Service Charges	\$19,865	\$22,400	\$22,715	\$31,500
Rentals	\$203,601	\$249,300	\$224,000	\$261,000
Licenses and Permits	\$78,362	\$50,000	\$49,000	\$50,000
Fines	\$209,663	\$267,000	\$187,838	\$189,000
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$91,978	\$85,600	\$80,554	\$86,000
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$6,745,140	\$6,571,350	\$6,576,244	\$6,963,550
Expenses				
Personnel	\$4,171,142	\$4,522,114	\$4,309,731	\$4,666,117
Capital	\$373,365	\$237,700	\$300,908	\$385,765
Debt	\$0	\$0	\$0	\$0
Grants	\$10,257	\$47,500	\$62,464	\$33,000
Utilities	\$313,888	\$347,300	\$278,380	\$313,025
Professional Services	\$582,588	\$774,435	\$737,949	\$1,004,891
Supplies and Materials	\$98,265	\$114,600	\$104,081	\$126,800
Tools, Equipment, and Vehicles	\$201,193	\$252,300	\$174,233	\$222,950
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$586,546	\$702,442	\$650,000	\$685,859
Total Expenses	\$6,001,244	\$6,998,391	\$6,617,746	\$7,438,407

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

\$1,247,814



General Fund-General Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-100-1000.001	Tax-Sales 1%	\$3,190,000	\$3,190,000	\$3,485,260	\$3,500,000
01	4-100-1000.003	Tax-Real Estate	\$555,000	\$555,000	\$560,000	\$570,000
01	4-100-1000.004	Tax-Cigarette	\$58,000	\$58,000	\$60,000	\$60,000
01	4-100-1000.005	Tax-Financial Institute	\$3,400	\$0	\$0	\$0
Total Tax Revenue			\$3,806,400	\$3,803,000	\$4,105,260	\$4,130,000
01	4-100-1005.001	Franchise-Telephone	\$60,000	\$26,500	\$26,500	\$26,500
01	4-100-1005.002	Franchise-Natural Gas	\$190,000	\$225,000	\$225,000	\$225,000
01	4-100-1005.003	Franchise-Cable Television	\$78,000	\$74,400	\$80,000	\$80,000
01	4-100-1005.004	Franchise-Cellular	\$180,000	\$230,000	\$190,000	\$195,000
01	4-100-1005.005	Franchise-Laclede Electric	\$93,000	\$93,000	\$93,000	\$95,000

General Fund-General Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-100-1005.006	Franchise-Telephone Protest	\$0	\$0	\$0	\$0
	Total Franchise Revenue		\$601,000	\$648,900	\$614,500	\$621,500
01	4-100-1010.001	PILOT-Electric	\$1,235,000	\$1,300,000	\$1,140,000	\$1,325,000
01	4-100-1010.002	PILOT-Water	\$87,500	\$88,000	\$88,000	\$89,000
01	4-100-1010.003	PILOT-Fiber	\$5,150	\$5,150	\$4,600	\$4,750
	Total PILOT Revenue		\$1,327,650	\$1,393,150	\$1,232,600	\$1,418,750
	Total Local Taxes		\$5,735,050	\$5,845,050	\$5,952,360	\$6,170,250
01	4-100-3000.005	House Inspections	\$16,000	\$16,000	\$15,000	\$25,000
01	4-100-3000.006	Compliance Cleanup	\$3,000	\$3,000	\$4,195	\$3,000
01	4-100-3000.007	Advertising Reimbursement	\$350	\$500	\$520	\$500
	Total Service Charges and Fees Revenue		\$19,350	\$19,500	\$19,715	\$28,500
01	4-100-3010.003	Misc.-Interest Income	\$15,000	\$7,500	\$5,840	\$7,500
01	4-100-3010.006	Misc.-Miscellaneous	\$6,000	\$5,000	\$5,000	\$5,000
01	4-100-3010.008	Misc Gain/Loss Asset Disposal	\$0	\$0	\$1,000	\$0
	Total Miscellaneous Revenue		\$21,000	\$12,500	\$11,840	\$12,500
	Total Services Charges, Rentals, Miscellaneous		\$40,350	\$32,000	\$31,555	\$41,000
01	4-100-4000.001	Licenses-Beverage	\$25,000	\$25,000	\$24,000	\$25,000
01	4-100-4005.001	Permits-Building	\$12,000	\$25,000	\$25,000	\$25,000
	Total Licenses and Permits		\$37,000	\$50,000	\$49,000	\$50,000
	Total General Revenue		\$5,812,400	\$5,927,050	\$6,032,915	\$6,261,250

General Fund-General Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-100-2005.000	Capital Exp-Land and Improvements	\$0	\$0	\$100,846	\$0
01	5-100-2015.000	Capital Exp-Furniture and Fixture	\$0	\$0	\$0	\$10,500
	Total Capital Expense		\$0	\$0	\$100,846	\$10,500
01	5-100-5000.001	Utilities-Electric	\$44,000	\$44,000	\$44,000	\$44,000
01	5-100-5000.002	Utilities-Water	\$500	\$200	\$200	\$200
01	5-100-5000.003	Utilities-Sewer	\$200	\$200	\$250	\$250
01	5-100-5005.002	Utilities-Natural Gas	\$2,000	\$2,000	\$1,000	\$1,000
01	5-100-5010.001	Utilities-Landline and Fiber	\$12,000	\$12,000	\$11,000	\$11,000
01	5-100-5025.001	Utilities-Solid Waste	\$0	\$0	\$0	\$0
	Total Utilities Expense		\$58,700	\$58,400	\$56,450	\$56,450
01	5-100-6000.001	Prof Services-Legal	\$61,000	\$61,000	\$55,000	\$61,000
01	5-100-6000.002	Prof Services-Engineering	\$50,000	\$75,000	\$35,000	\$65,000
01	5-100-6000.006	Prof Services-Auditing	\$45,000	\$40,000	\$43,614	\$50,000
01	5-100-6000.009	Prof Services-Collection Agency	\$0	\$0	\$0	\$0
01	5-100-6000.011	Prof Services-Dues and License	\$3,500	\$8,300	\$12,017	\$12,500
01	5-100-6000.014	Prof Services-Events & Functions	\$5,000	\$7,000	\$7,000	\$33,000
01	5-100-6000.015	Prof Services-Service Contracts	\$9,500	\$12,500	\$12,500	\$18,000
01	5-100-6000.016	Prof Services-Taxes and Fees	\$600	\$450	\$425	\$450
01	5-100-6000.019	Prof Services - CC Fees	\$0	\$0	\$50	\$50
01	5-100-6000.018	Prof Services-Damage Claims	\$0	\$0	\$700	\$1,000
	Total General Professional Service Expense		\$174,600	\$204,250	\$166,306	\$241,000
01	5-100-6005.001	Insurance - Vehicle	\$0	\$0	\$468	\$585
01	5-100-6005.003	Insurance-Building & Property	\$8,100	\$9,000	\$7,165	\$8,956
01	5-100-6005.004	Insurance-Boiler & Machinery	\$22,500	\$23,750	\$24,340	\$30,425
01	5-100-6005.006	Insurance-Terrorism	\$0	\$0	\$0	\$0

General Fund-General Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-100-6005.007	Insurance-City Government	\$91,000	\$85,000	\$62,450	\$78,063
01	5-100-6005.008	Insurance-City Street	\$2,000	\$1,700	\$1,420	\$1,775
01	5-100-6005.009	Insurance-Directors and Officers	\$1,500	\$2,000	\$2,564	\$3,205
01	5-100-6005.010	Insurance-Umbrella	\$33,000	\$40,000	\$38,350	\$47,938
01	5-100-6005.011	Insurance-Uninsured	\$2,100	\$0	\$0	\$0
01	5-100-6005.017	Insurance-Employee Benefits	\$500	\$350	\$310	\$388
01	5-100-6005.018	Insurance-Employee Practices	\$4,500	\$4,250	\$5,450	\$6,813
01	5-100-6005.020	Insurance -Cyber Liability	\$0	\$0	\$4,767	\$5,959
	Total Insurance Expense		\$165,200	\$166,050	\$147,284	\$184,105
01	5-100-6010.003	Advertising-Print	\$350	\$200	\$200	\$200
	Total Advertising Expense		\$350	\$200	\$200	\$200
01	5-100-6015.000	Service Agreements-General	\$33,000	\$0	\$0	\$0
	Total Service Agreement Expense		\$33,000	\$0	\$0	\$0
01	5-100-6020.001	Software - Purchase	\$0	\$0	\$0	\$64,750
	Total Software Expense		\$0	\$0	\$0	\$64,750
	Total Professional Service Expense		\$373,150	\$370,500	\$313,790	\$490,055
01	5-100-7000.001	Supplies-Operational	\$3,000	\$2,500	\$1,500	\$2,500
01	5-100-7005.003	Supplies-Postage	\$200	\$200	\$200	\$200
01	5-100-7010.003	Supplies-Breakroom	\$250	\$250	\$250	\$250
	Total General Office Supplies Expense		\$3,450	\$2,950	\$1,950	\$2,950
01	5-100-7500.004	Materials-Landscaping	\$0	\$0	\$3,300	\$500
01	5-100-7510.005	Materials -Fixture	\$0	\$0	\$1,480	\$250
01	5-100-7525.001	Materials-Infrastructure	\$0	\$0	\$1,000	\$250
	Total Materials Expense		\$0	\$0	\$5,780	\$1,000
01	5-100-8300.001	Equipment-Repair	\$250	\$500	\$1,000	\$500
01	5-100-8300.002	Equipment-Maintenance	\$0	\$500	\$500	\$500
	Total Equipment Expense		\$250	\$1,000	\$1,500	\$1,000

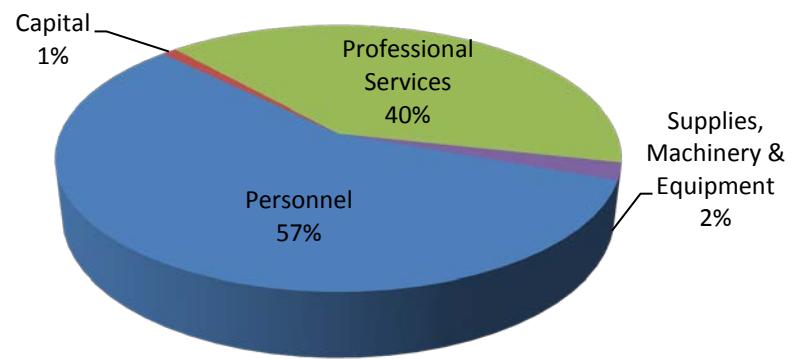
General Fund-General Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-100-9910.000	Internal Service-Personnel	\$626,935	\$672,442	\$590,000	\$625,859
	<i>Total Internal Service-Personnel</i>		\$626,935	\$672,442	\$590,000	\$625,859
01	5-100-9999.000	Interfund Transfer	\$38,000	\$30,000	\$60,000	\$60,000
	<i>Total Interfund Transfer</i>		\$38,000	\$30,000	\$60,000	\$60,000
	<i>Total Internal Service</i>		\$664,935	\$702,442	\$650,000	\$685,859
	<i>Total General Expense</i>			\$1,100,485	\$1,135,292	\$1,130,316
						\$1,247,814

Municipal Court

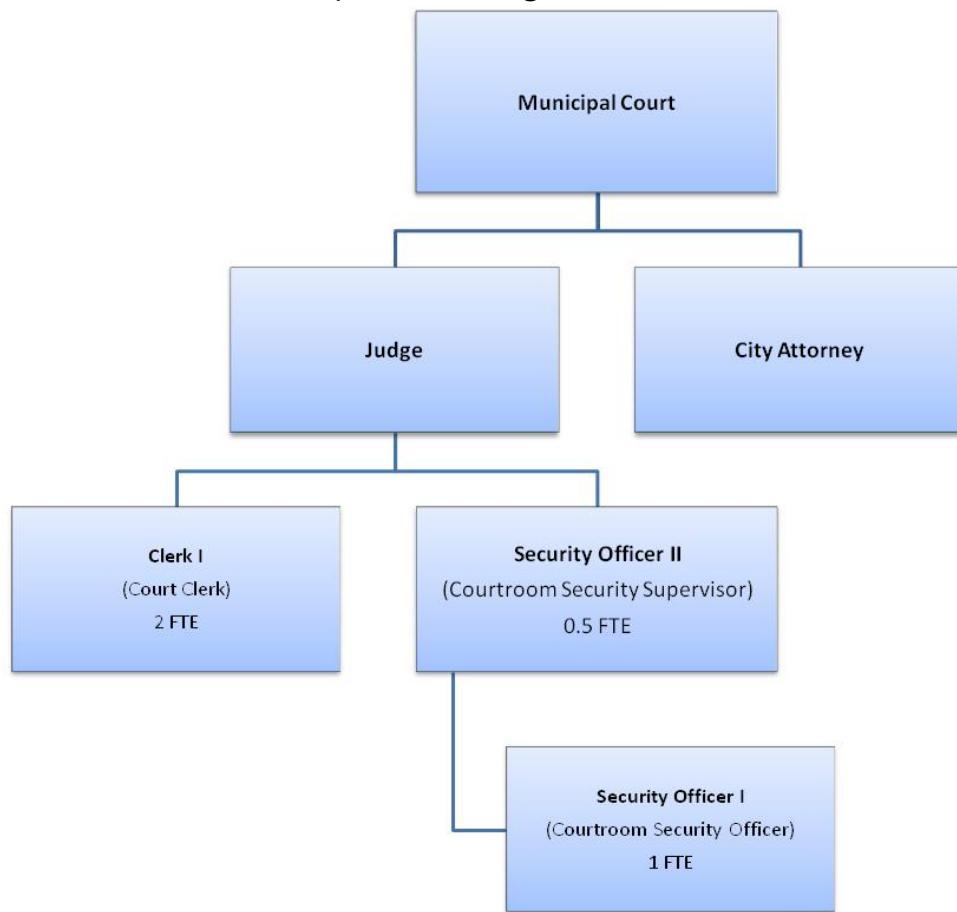
The Court is the judicial branch of City government. The municipal court has original jurisdiction to hear and determine all cases involving alleged violations of the Code of Ordinances and other ordinances of the city. The municipal court is subject to the general administrative authority of the presiding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

Municipal Court Expenses by Category

\$257,535



Municipal Court Organizational Chart



General Fund-Municipal Court Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-105-3010.006	Misc.-Miscellaneous	-\$263	\$1,000	\$0	\$0
	Total Miscellaneous Revenue		-\$263	\$1,000	\$0	\$0
01	4-105-5000.001	Fines-Court Fines and Costs	\$144,911	\$195,000	\$137,000	\$137,000
01	4-105-5000.002	Fines-Court Ordered Payments	\$57,225	\$65,000	\$45,000	\$45,000
01	4-105-5000.007	Fines-Bonds Forfeited	\$0	\$0	\$1,000	\$1,000
	Total Fines Revenue		\$202,136	\$260,000	\$183,000	\$183,000
	Total Municipal Court Revenues			\$201,874	\$261,000	\$183,000

General Fund-Municipal Court Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-105-1000.001	Fulltime Salary	\$27,609	\$29,870	\$29,870	\$29,870
01	5-105-1000.002	Part Time Salary	\$74,326	\$92,700	\$92,700	\$92,700
01	5-105-1000.005	Fulltime Overtime	\$0	\$515	\$515	\$515
	Total Salaries Expense		\$101,935	\$123,085	\$123,085	\$123,085
01	5-105-1005.001	Health Premium-Employee	\$5,280	\$5,280	\$5,280	\$5,280
01	5-105-1005.003	Dental Premium-Employee	\$300	\$325	\$325	\$325
	Total Insurance Expense		\$5,580	\$5,605	\$5,605	\$5,605
01	5-105-1010.001	Life Insurance	\$55	\$110	\$110	\$110
	Total Life Insurance Expense		\$55	\$110	\$110	\$110
01	5-105-1015.001	Lagers-General	\$3,554	\$4,010	\$4,010	\$4,010
01	5-105-1015.004	Deferred Comp-Employer	\$650	\$650	\$650	\$650
	Total Retirement Expense		\$4,204	\$4,660	\$4,660	\$4,660
01	5-105-1020.001	FICA-Employer	\$6,307	\$7,630	\$7,630	\$7,630
01	5-105-1020.002	Medicare-Employer	\$1,475	\$1,780	\$1,780	\$1,780
01	5-105-1020.003	Unemployment Compensation	\$1,015	\$1,230	\$1,230	\$1,230
	Total Payroll Taxes Expense		\$8,797	\$10,640	\$10,640	\$10,640
01	5-105-1025.001	Employee-Uniforms	\$0	\$500	\$500	\$500
01	5-105-1025.002	Employee-Dues/Lic/Mem	\$930	\$400	\$400	\$400
01	5-105-1025.004	Employee-Travel/Hotel	\$781	\$500	\$500	\$500

General Fund-Municipal Court Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-105-1025.005	Employee-Training	-\$20	\$750	\$750	\$750
	Total Employee Expense		\$1,691	\$2,150	\$2,150	\$2,150
	Total Personnel Expense		\$122,262	\$146,250	\$146,250	\$146,250
01	5-105-2020.000	Capital-Machinery & Equipment	\$0	\$0	\$0	\$2,570
	Total Capital Expense		\$0	\$0	\$0	\$2,570
01	5-105-6000.005	Prof Services-Temp Employees	\$0	\$1,500	\$1,500	\$1,500
01	5-105-6000.007	Prof services-Toxicology Test	\$0	\$100	\$100	\$100
01	5-105-6000.008	Prof Services - MSHP BA	\$0	\$0	\$0	\$0
01	5-105-6000.011	Prof Services-Dues and License	-\$100	\$1,000	\$1,000	\$1,000
01	5-105-6000.015	Prof Services- Contracts	\$78,413	\$100,000	\$100,000	\$100,000
	Total General Professional Service Expense		\$78,313	\$102,600	\$102,600	\$102,600
01	5-105-6005.002	Insurance-Equipment	\$16	\$50	\$20	\$25
	Total Insurance Expense		\$16	\$50	\$20	\$25
01	5-105-6010.002	Advertising-Employee	\$0	\$0	\$0	\$0
	Total Advertising Expense		\$0	\$0	\$0	\$0
01	5-105-6020.002	Software - Upgrade	\$0	\$0	\$0	\$690
	Total Software Expense		\$0	\$0	\$0	\$690
	Total Professional Service Expense		\$78,329	\$102,650	\$102,620	\$103,315
01	5-105-7000.001	Supplies-Operational	\$1,375	\$1,000	\$1,000	\$1,000
01	5-105-7000.003	Supplies-Small Office Equip	\$299	\$200	\$200	\$200
01	5-105-7005.001	Supplies-Printing	\$547	\$750	\$750	\$750
01	5-105-7005.002	Supplies-Mailing	\$263	\$500	\$500	\$500
01	5-105-7005.003	Supplies-Postage	\$49	\$100	\$100	\$100
01	5-105-7005.004	Supplies-Paper	\$140	\$250	\$250	\$250
	Total General Office Supplies Expense		\$2,673	\$2,800	\$2,800	\$2,800
01	5-105-8300.002	Equipment-Maintenance	\$2,512	\$2,500	\$2,500	\$2,500
	Total Machinery and Equipment Expense		\$2,512	\$2,500	\$2,500	\$2,500

General Fund-Municipal Court Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-105-8600.005	Vehicle-Fuel	\$35	\$100	\$100	\$100
	<i>Total Vehicle Expense</i>		<i>\$35</i>	<i>\$100</i>	<i>\$100</i>	<i>\$100</i>
	<i>Total Tools, Machinery, and Vehicle Expense</i>		<i>\$2,547</i>	<i>\$2,600</i>	<i>\$2,600</i>	<i>\$2,600</i>
	<i>Total Municipal Court Expense</i>		<i>\$205,810</i>	<i>\$254,300</i>	<i>\$254,270</i>	<i>\$257,535</i>

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 2015-

2016

Accomplishments:

In FY 2016 the Lebanon Fire Department updated its Strategic Management Plan (SMP). The SMP outlines goals and provides direction to meet these goals over the next two to three years.

The SMP addresses four areas within the department; administration, operations, services, and training. Members of the department are assigned task within the SMP and must provide updates regularly.

Fiscal Year 2017 Goals:

- I. **Goal:** Improving the department's ability to respond to a variety of hazardous incidents and provide timely mitigation of such situations.
Strategy: Hire an additional three full-time fire fighters. This will increase shift staffing from five to six. Daily minimum staffing could also be increased from four to five. This will provide the department added flexibility in response to incidents. Since its creation the Fire Department has relied on off-duty response of personnel to supplement staffing responding to emergency incidents. This process can no longer sustain the staffing needs of the Lebanon Fire Department. Additional personnel are vital to the safe, effective, and timely mitigation of any number of incidents the Lebanon Fire Department responds to.
Budgetary Factor: Personnel cost are by far the largest portion of the Fire Department's annual budget. The addition of three full time personnel is a commitment of over \$96,000 annually in salary alone.
- II. **Goal:** Replacement of the current inventory of 26 self contained breathing apparatus (SCBA) which are very near their manufacturer end of life cycle.
Strategy: SCBA are utilized by fire department personnel for a variety of incidents including; hazardous materials, structure fires, vehicle fires, and some technical rescue situations. The department's current SCBA were acquired in 2003 and met the 2002 edition of NFPA 1981

Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services. The current SCBA are now out of compliance by two NFPA standard updates which occurred in 2007 and 2013. These recommendation updates improved fire fighter safety. All SCBA are now chemical, biological, and radiological compatible. The face pieces have been improved as well. They are now capable of resisting thermal breakdown at higher temperatures than before

Budgetary Factor: The Lebanon Fire Department has applied for Assistance to Fire Fighters Grant (AFG) to fund the purchase of 20 new SCBA. The AFG grant is a 95%/5% matching grant. If awarded the City's portion is approximately \$6800. If not awarded the AFG the entire cost of the SCBA will be placed upon the fire department budget.

Performance Measurements:

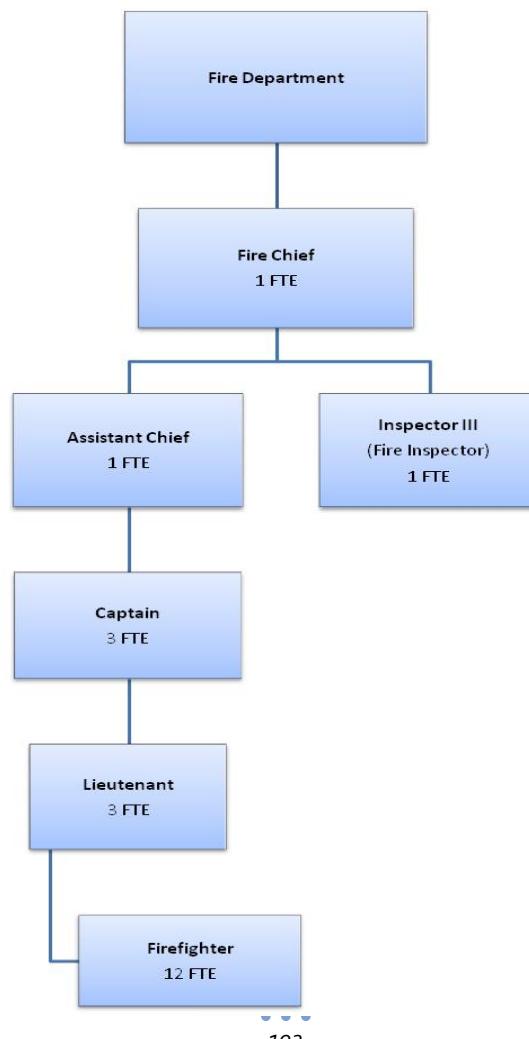
Average Response Times	2010	2011	2012	2013	2014	2015
North District	4:12	4:27	4:25	4:29	4:37	4:50
South District	4:59	4:55	5:14	5:09	5:24	5:18
Southwest District	6:35	6:49	7:07	7:10	7:11	7:24
Out of City (Aid Given)	18:18	14:14	15:14	14:24	15:49	16:37
Overall	5:18	5:14	5:39	5:34	5:38	5:45

Call Volume	2010		2011		2012		2013		2014		2015	
Incident Type	#	%	#	%	#	%	#	%	#	%	#	%
All Other Fires	76	4.12	84	4.23	124	5.88	74	3.79	89	4.65	73	3.84
Over Pressure/Explosion	2	0.1	2	0.1	1	0.04	2	0.1	2	0.01	1	0.05
Rescue, MVA, EMS	1161	63.02	1296	65.22	1313	62.25	1274	65.33	1266	66.14	1346	70.8
Hazardous Conditions	49	2.66	45	2.26	39	1.84	56	2.87	41	2.14	33	1.73
Service Calls	181	9.82	164	8.25	179	8.48	127	6.51	118	6.16	108	5.68
Good Intent	184	9.98	237	11.92	261	12.37	260	13.33	235	12.27	164	8.62
False Alarms	113	6.13	103	5.18	117	5.54	112	5.74	116	6.06	124	6.52
Weather Related	1	0.05	3	0.15	10	0.47	3	0.15	0	0	1	0.05
Total	1842		1987		2109		1950		1914		1901	

Previous Years' Goals:

- I. Enhance firefighter safety and effectiveness by initiating a pre-fire planning process for commercial structures.
Status: This program was initiated in FY 2016 with the introduction of computers aboard the fire apparatus and staff vehicles. Fire personnel also began conducting pre-fire planning of target hazards in the city. This program will be on-going and will not have an end date. Pre-planning will require subsequent follow-up inspections at existing structures and facilities. New construction will also add to the process annually.
- II. Provide personnel with equipment necessary to perform the primary tasks of the Fire Department, which includes the delivery of fire suppression, emergency medical care, technical rescue, and hazard material mitigation.
Status: In FY 2016 bunker gear was purchased for three members of the department who were in need of gear. New EMS gear bags were purchased. The bags are backpacks which department personnel felt provided a better way to carry the EMS equipment in and out of scenes. Members of the Fire Department continue to evaluate new trends in equipment and tactics. As the department moves forward such research may require the purchase of equipment and tools to perform the tasks the Fire Department faces daily.

Fire Department Organizational Chart



General Fund- Fire General Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-110-2005.001	Grant-Operational	\$1,000	\$0	\$0	\$148,200
	Total Grant Revenue		\$1,000	\$0	\$0	\$148,200
01	4-110-3010.006	Misc.-Miscellaneous	\$185	\$0	\$200	\$0
	Total Miscellaneous Revenue		\$185	\$0	\$200	\$0
	Total Fire Revenues		\$1,185	\$0	\$200	\$148,200

General Fund-Fire Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-110-1000.001	Fulltime Salary	\$656,000	\$673,174	\$635,605	\$747,910
01	5-110-1000.002	Part Time Salary	\$11,000	\$21,266	\$0	\$0
01	5-110-1000.008	Fire Call Back Pay	\$40,100	\$42,672	\$65,654	\$14,160
	Total Salaries Expense		\$707,100	\$737,112	\$701,259	\$762,070
01	5-110-1005.001	Health Premium-Employee	\$52,800	\$36,960	\$36,960	\$36,960
01	5-110-1005.002	Health Premium-Family	\$64,920	\$94,560	\$94,560	\$106,320
01	5-110-1005.003	Dental Premium-Employee	\$4,800	\$5,100	\$5,100	\$5,100
01	5-110-1005.004	Dental Premium-Family	\$600	\$600	\$600	\$600
	Total Insurance Expense		\$123,120	\$137,220	\$137,220	\$148,980
01	5-110-1010.001	Life Insurance	\$1,540	\$1,100	\$1,100	\$1,045
	Total Life Insurance Expense		\$1,540	\$1,100	\$1,100	\$1,045
01	5-110-1015.003	Lagers-Fire	\$66,130	\$62,279	\$62,279	\$58,679
01	5-110-1015.004	Deferred Comp-Employer	\$9,464	\$11,700	\$11,700	\$12,350
	Total Retirement Expense		\$75,594	\$73,979	\$73,979	\$71,029
01	5-110-1020.001	FICA-Employer	\$43,840	\$45,700	\$45,700	\$47,250
01	5-110-1020.002	Medicare-Employer	\$10,250	\$10,690	\$10,690	\$11,050
01	5-110-1020.003	Unemployment Compensation	\$7,071	\$7,370	\$7,370	\$7,620
01	5-110-1020.004	Workman's Compensation	\$43,780	\$48,007	\$44,884	\$48,007
	Total Payroll Taxes Expense		\$104,941	\$111,767	\$108,644	\$113,927
01	5-110-1025.001	Employee-Uniforms	\$14,000	\$14,000	\$7,087	\$12,000
01	5-110-1025.002	Employee-Dues/Lic/Membership	\$564	\$564	\$250	\$750
01	5-110-1025.003	Employee-Books	\$0	\$0	\$0	\$250
01	5-110-1025.004	Employee-Travel/Hotel	\$1,800	\$1,500	\$1,250	\$1,750
01	5-110-1025.005	Employee-Training	\$14,450	\$14,450	\$5,000	\$14,000
01	5-110-1025.006	Employee-Recognition	\$500	\$1,000	\$1,600	\$1,750
01	5-110-1025.008	Employee-Hazmat Physicals	\$1,000	\$1,000	\$1,622	\$1,000
01	5-110-1025.009	Employee-Tuition Assistance	\$2,000	\$2,000	\$2,000	\$2,000
	Total Employee Expense		\$34,314	\$34,514	\$18,809	\$33,500
	Total Personnel Expense		\$1,046,609	\$1,095,692	\$1,041,011	\$1,130,551
01	5-110-2010.000	Capital-Building and Improvement	\$6,000	\$14,000	\$15,000	\$10,000
01	5-110-2015.000	Capital-Furniture and Fixtures	\$0	\$7,000	\$0	\$2,000

General Fund-Fire Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-110-2020.000	Capital-Machinery and Equipment	\$14,500	\$35,300	\$25,000	\$193,739
01	5-110-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$0
Total Capital Expense			\$20,500	\$56,300	\$40,000	\$205,739
01	5-110-5000.001	Utilities-Electric	\$14,500	\$18,000	\$15,384	\$17,800
01	5-110-5000.002	Utilities-Water	\$240	\$300	\$140	\$200
01	5-110-5000.003	Utilities-Sewer	\$300	\$350	\$200	\$225
01	5-110-5010.001	Utilities-Landline and Fiber	\$1,200	\$1,200	\$1,200	\$1,200
01	5-110-5015.001	Utilities-Cell Phones	\$1,155	\$480	\$1,100	\$1,100
01	5-110-5020.002	Utilities-Internet Mobile	\$2,400	\$1,950	\$1,900	\$1,950
01	5-110-5025.001	Utilities-Solid Waste	\$720	\$850	\$720	\$720
Total Utilities Expense			\$20,515	\$23,130	\$20,644	\$23,195
01	5-110-6000.001	Prof Services-Legal	\$22,500	\$15,000	\$20,000	\$15,000
01	5-110-6000.007	Prof Services-Toxicology Testing	\$1,500	\$1,000	\$450	\$600
01	5-110-6000.008	Prof Services-MSHP Background Cks	\$100	\$100	\$250	\$250
01	5-110-6000.015	Prof Services-Service Contracts	\$0	\$7,500	\$900	\$7,500
01	5-110-6000.018	Prof Services-Damage Claims	\$1,000	\$1,000	\$0	\$750
Total General Professional Service Expense			\$25,100	\$24,600	\$21,600	\$24,100
01	5-110-6005.001	Insurance-Vehicle	\$30,400	\$30,400	\$29,000	\$33,350
01	5-110-6005.002	Insurance-Equipment	\$740	\$850	\$1,120	\$1,288
01	5-110-6005.003	Insurance-Building & Property	\$700	\$1,350	\$1,008	\$1,159
Total Insurance Expense			\$31,840	\$32,600	\$31,128	\$35,797
01	5-110-6010.002	Advertising-Employee Recruitment	\$100	\$100	\$0	\$100
01	5-110-6010.003	Advertising-Print	\$200	\$200	\$204	\$250
Total Advertising Expense			\$300	\$300	\$204	\$350
01	5-110-6020.000	Software-General	\$4,725	\$6,000	\$5,200	\$0
01	5-110-6020.002	Software - Upgrade	\$0	\$0	\$0	\$3,446
01	5-110-6020.003	Software-Agreement	\$0	\$0	\$0	\$5,200
Total Software Expense			\$4,725	\$6,000	\$5,200	\$8,646
Total Professional Service Expense			\$61,965	\$63,500	\$58,132	\$68,893
01	5-110-7000.001	Supplies-Operational	\$2,750	\$2,750	\$0	\$2,750
01	5-110-7000.002	Supplies-Computer Accessories	\$250	\$250	\$0	\$250
01	5-110-7000.003	Supplies-Small Office Equipment	\$500	\$500	\$12	\$250
01	5-110-7005.001	Supplies-Printing	\$500	\$300	\$0	\$300
01	5-110-7005.002	Supplies-Mailing	\$200	\$200	\$0	\$200
01	5-110-7005.003	Supplies-Postage	\$500	\$500	\$200	\$300
01	5-110-7005.004	Supplies-Paper	\$350	\$300	\$0	\$150
01	5-110-7005.005	Supplies-Forms	\$100	\$100	\$0	\$100
01	5-110-7005.006	Supplies-Promo-Education	\$2,400	\$2,500	\$2,500	\$2,500
01	5-110-7010.001	Supplies-Janitorial	\$2,500	\$2,500	\$2,500	\$2,500

General Fund-Fire Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-110-7010.002	Supplies-Cleaning and Sanitation	\$400	\$500	\$250	\$500
01	5-110-7010.003	Supplies-Break Room	\$1,300	\$1,200	\$1,000	\$1,000
Total General Office Supplies Expense			\$11,750	\$11,600	\$6,462	\$10,800
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	\$500	\$500
Total Medical and Safety Supplies Expense			\$8,250	\$8,250	\$8,250	\$8,250
Total Supplies Expense			\$20,000	\$19,850	\$14,712	\$19,050
01	5-110-7510.004	Materials-Hardware	\$2,250	\$2,000	\$100	\$1,000
01	5-110-7510.005	Materials-Fixtures	\$1,250	\$1,250	\$900	\$1,200
01	5-110-7510.006	Materials-Wire	\$0	\$0	\$0	\$0
01	5-110-7525.001	Materials - Infrastructure	\$0	\$0	\$5,000	\$5,000
Total Material Expense			\$3,500	\$3,250	\$6,000	\$7,200
01	5-110-8000.001	Tools-Repair	\$500	\$300	\$200	\$200
01	5-110-8000.002	Tools- Maintenance	\$250	\$300	\$200	\$200
01	5-110-8000.003	Tools-Supplies	\$1,500	\$1,000	\$400	\$1,000
Total Tools and Portable Equipment Expense			\$2,250	\$1,600	\$800	\$1,400
01	5-110-8300.001	Equipment-Repair	\$6,000	\$6,000	\$2,000	\$5,500
01	5-110-8300.002	Equipment-Maintenance	\$6,000	\$6,000	\$5,000	\$5,000
01	5-110-8300.003	Equipment-Supplies	\$3,000	\$2,000	\$1,000	\$1,500
01	5-110-8300.004	Equipment-Equipment	\$2,000	\$2,000	\$1,500	\$2,000
01	5-110-8300.005	Equipment-Fuel	\$2,000	\$1,000	\$250	\$300
Total Machinery and Equipment Expense			\$19,000	\$17,000	\$9,750	\$14,300
01	5-110-8600.001	Vehicle-Repair	\$26,000	\$27,000	\$27,000	\$35,000
01	5-110-8600.002	Vehicle-Maintenance	\$7,000	\$6,000	\$4,000	\$6,000
01	5-110-8600.003	Vehicle-Supplies	\$4,500	\$4,500	\$1,500	\$3,500
01	5-110-8600.004	Vehicle-Equipment	\$500	\$500	\$200	\$300
01	5-110-8600.005	Vehicle-Fuel	\$30,000	\$25,000	\$17,000	\$20,000
Total Vehicle Expense			\$68,000	\$63,000	\$49,700	\$64,800
Total Tools, Machinery, and Vehicle Expense			\$89,250	\$81,600	\$60,250	\$80,500
Total Fire Department Expense			\$1,262,339	\$1,343,322	\$1,240,749	\$1,535,129

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 2015-2016

Accomplishments:

The department completed a four year capital

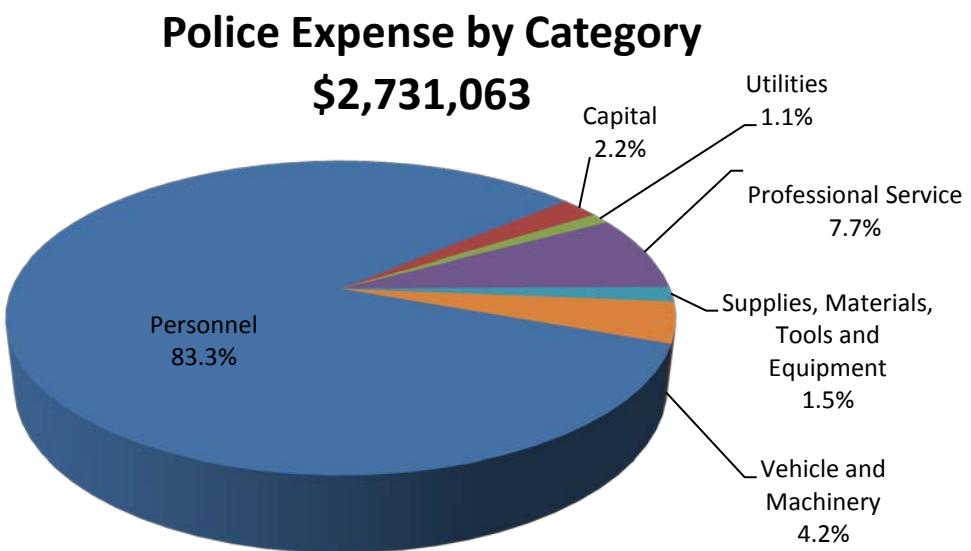
improvement plan which placed in-car video and audio camera systems in each of the departments twelve (12) vehicle patrol fleet. Increased officer training by adding courses required for all officers to complete such as DNA Evidence Training, Critical Response to the Active Shooter, and First Aid and CPR Certification. This is a small portion of the training that was provided as many officers received specialized 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 2015-2016.

Fiscal Year 2017 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 ½ 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.

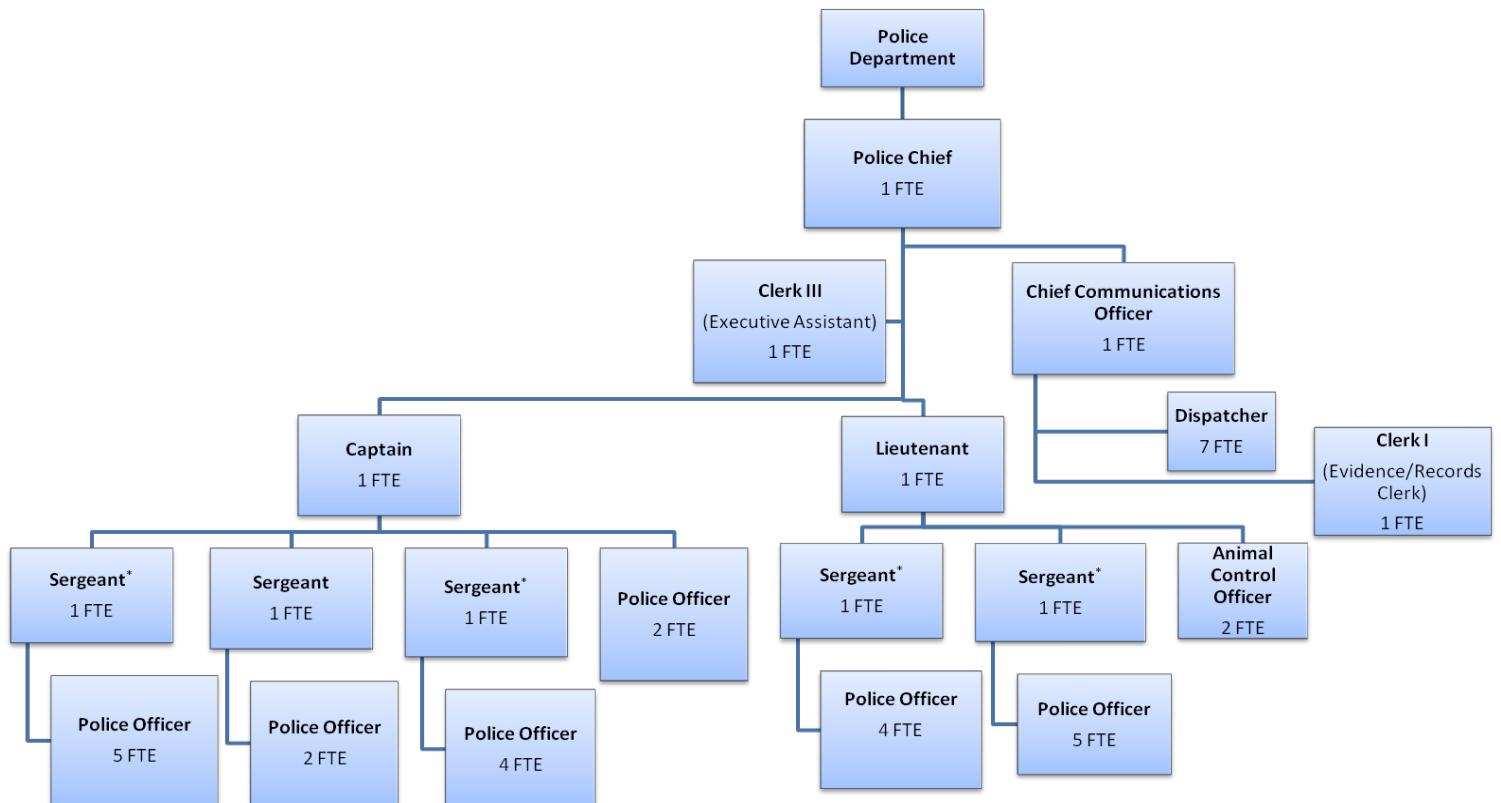
Performance Measures:

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

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: Although he calls for service dropped by nearly 2,000 calls in 2015 in comparison to 2014, crime statistics resulting in charges being filed saw a slight increase during the same time period from 3,292 to 3,297.
- II. Provide a police department (Multi-Year) plan in order to ensure objectives and strategies are developed and revised effectively.
Status: Completed.

Police Department Organizational Chart



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

General Fund-Police Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-115-2005.001	Grant-Operational	\$5,000	\$0	\$10,000	\$10,000
	Total Grant Revenue		\$5,000	\$0	\$10,000	\$10,000
01	4-115-3000.001	Impound Fees	\$600	\$400	\$500	\$500
01	4-115-3000.002	Animal Removal	\$1,000	\$1,000	\$1,000	\$1,000
	Total Service Charges and Fees Revenue		\$1,600	\$1,400	\$1,500	\$1,500
01	4-115-3010.006	Misc.-Miscellaneous	\$70,000	\$0	\$1,344	\$1,500
01	4-115-3010.009	Misc.-Agreements	\$0	\$72,100	\$67,037	\$72,000
	Total Miscellaneous Revenue		\$70,000	\$72,100	\$68,351	\$73,500
	Total Services Charges, Rentals, Miscellaneous		\$71,600	\$73,500	\$78,600	\$78,600
01	4-115-5000.005	Fines-Recoupment Fees	\$3,000	\$3,500	\$1,300	\$2,500
	Total Fines Revenue		\$3,000	\$3,500	\$1,300	\$2,500
01	4-120-5000.004	Fines-Police Training Fees	\$2,600	\$3,500	\$3,538	\$3,500
	Total Police Officer Training Revenues		\$2,600	\$3,500	\$3,538	\$3,500
	Total Police Revenues		\$82,200	\$80,500	\$84,689	\$91,000

General Fund-Police Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-1000.001	Fulltime Salary	\$1,406,000	\$1,448,180	\$1,385,180	\$1,490,040
01	5-115-1000.002	Part Time Salary	\$14,000	\$14,420	\$7,420	\$0
01	5-115-1000.005	Fulltime Overtime	\$21,000	\$28,840	\$30,000	\$33,890
	Total Salaries Expense		\$1,441,000	\$1,491,440	\$1,422,600	\$1,523,930
01	5-115-1005.001	Health Premium-Employee	\$105,600	\$100,320	\$100,320	\$105,600
01	5-115-1005.002	Health Premium-Family	\$200,400	\$183,240	\$183,240	\$196,560
01	5-115-1005.003	Dental Premium-Employee	\$11,700	\$11,700	\$11,700	\$11,700
01	5-115-1005.004	Dental Premium-Family	\$0	\$1,200	\$1,300	\$1,200
	Total Insurance Expense		\$317,700	\$296,460	\$296,560	\$315,060
01	5-115-1010.001	Life Insurance	\$2,255	\$2,275	\$2,275	\$2,520
	Total Life Insurance Expense		\$2,255	\$2,275	\$2,275	\$2,520
01	5-115-1015.001	Lagers-General	\$43,270	\$42,000	\$38,000	\$33,640
01	5-115-1015.002	Lagers-Police	\$163,000	\$163,400	\$163,400	\$167,880

General Fund-Police Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-1015.004	Deferred Comp-Employer	\$11,700	\$12,500	\$12,950	\$27,300
	Total Retirement Expense		\$217,970	\$217,900	\$214,350	\$228,820
01	5-115-1020.001	FICA-Employer	\$89,340	\$92,470	\$83,808	\$94,480
01	5-115-1020.002	Medicare-Employer	\$20,890	\$21,630	\$19,600	\$22,100
01	5-115-1020.003	Unemployment Compensation	\$14,410	\$14,910	\$14,292	\$15,240
01	5-115-1020.004	Workmans Compensation	\$38,440	\$35,355	\$33,055	\$35,355
	Total Payroll Taxes Expense		\$163,080	\$164,365	\$150,755	\$167,175
01	5-115-1025.001	Employee-Uniforms	\$16,000	\$16,000	\$15,000	\$16,000
01	5-115-1025.002	Employee-Dues/Lic/Membership	\$2,500	\$2,500	\$2,500	\$2,500
01	5-115-1025.004	Employee-Travel/Hotel	\$3,000	\$3,000	\$2,000	\$3,000
01	5-115-1025.005	Employee-Training	\$7,500	\$8,500	\$9,500	\$15,000
01	5-115-1025.006	Employee-Recognition	\$1,000	\$1,000	\$1,000	\$1,000
	Total Employee Expense		\$30,000	\$31,000	\$30,000	\$37,500
	Total Personnel Expense		\$2,172,005	\$2,203,440	\$2,116,540	\$2,275,005
01	5-115-2005.000	Capital-Land and Improvement	\$0	\$0	\$0	\$0
01	5-115-2010.000	Capital-Building & Improvement	\$0	\$0	\$0	\$0
01	5-115-2015.000	Capital-Furniture and Fixtures	\$0	\$4,800	\$4,800	\$0
01	5-115-2020.000	Capital-Machinery & Equipment	\$12,100	\$9,500	\$10,162	\$59,006
01	5-115-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$0
	Total Capital Expense		\$12,100	\$14,300	\$14,962	\$59,006
01	5-115-4005.001	Grant-Capital Equipment	\$1,000	\$0	\$0	\$1,000
	Total Grant Expense		\$1,000	\$0	\$0	\$1,000
01	5-115-5000.001	Utilities-Electric	\$4,500	\$4,500	\$3,900	\$4,500
01	5-115-5000.002	Utilities-Water	\$510	\$510	\$450	\$500
01	5-115-5000.003	Utilities-Sewer	\$510	\$510	\$300	\$500
01	5-115-5005.001	Utilities-Propane	\$6,500	\$6,500	\$5,200	\$6,000
01	5-115-5010.001	Utilities-Landline and Fiber	\$500	\$500	\$350	\$500
01	5-115-5015.001	Utilities-Cell Phones	\$1,800	\$1,800	\$1,800	\$2,600

General Fund-Police Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-5020.001	Utilities-Internet	\$500	\$500	\$440	\$500
01	5-115-5020.002	Utilities-Internet Mobile	\$13,500	\$13,500	\$13,900	\$14,000
01	5-115-5025.001	Utilities-Solid Waste	\$500	\$500	\$248	\$300
	Total Utilities Expense		\$28,820	\$28,820	\$26,588	\$29,400
01	5-115-6000.001	Prof Services-Legal	\$2,500	\$25,000	\$60,000	\$50,000
01	5-115-6000.004	Prof Services-Data Processing	\$0	\$0	\$0	\$0
01	5-115-6000.007	Prof Services-Toxicology Testing	\$1,000	\$2,000	\$800	\$1,000
01	5-115-6000.008	Prof Services-MSHP Background Checks	\$150	\$150	\$64	\$150
01	5-115-6000.010	Prof Services-Euthanization	\$3,150	\$3,150	\$1,650	\$2,500
01	5-115-6000.011	Prof Services-Dues-Fees	\$4,000	\$4,000	\$200	\$3,000
01	5-115-6000.015	Prof Services-Service Contract	\$0	\$0	\$0	\$0
01	5-115-6000.018	Prof Services-Damage Claims	\$0	\$0	\$0	\$0
	Total General Professional Service Expense		\$10,800	\$34,300	\$62,714	\$56,650
01	5-115-6005.001	Insurance-Vehicle	\$25,000	\$27,500	\$22,045	\$25,352
01	5-115-6005.002	Insurance-Equipment	\$500	\$100	\$99	\$114
01	5-115-6005.003	Insurance-Building & Property	\$650	\$500	\$339	\$390
01	5-115-6005.012	Insurance-Crime Insurance	\$1,155	\$1,100	\$1,248	\$1,435
01	5-115-6005.013	Insurance-Law Enforcement	\$23,100	\$26,000	\$30,000	\$34,500
	Total Insurance Expense		\$50,405	\$55,200	\$53,731	\$61,791
01	5-115-6010.002	Advertising-Emp Recruitment	\$1,000	\$2,500	\$0	\$0
01	5-115-6010.003	Advertising-Print	\$500	\$500	\$250	\$500
	Total Advertising Expense		\$1,500	\$3,000	\$250	\$500
01	5-115-6015.000	Service Agreements-General	\$10,250	\$10,250	\$10,075	\$10,250
	Total Service Agreement Expense		\$10,250	\$10,250	\$10,075	\$10,250
01	5-115-6020.000	Software-General	\$48,000	\$80,000	\$65,000	\$0
01	5-115-6020.002	Software - Upgrade	\$0	\$0	\$0	\$12,061
01	5-115-6020.003	Software-Agreement	\$0	\$0	\$0	\$68,050

General Fund-Police Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Software Expense		\$48,000	\$80,000	\$65,000	\$80,111
	Total Professional Service Expense		\$120,955	\$182,750	\$191,770	\$209,302
01	5-115-7000.001	Supplies-Operational	\$7,000	\$7,000	\$6,300	\$7,000
01	5-115-7000.002	Supplies-Computer Accessories	\$750	\$750	\$300	\$750
01	5-115-7000.003	Supplies-Small Office Equip	\$4,000	\$5,500	\$3,500	\$4,500
01	5-115-7005.001	Supplies-Printing	\$4,000	\$5,000	\$5,000	\$5,000
01	5-115-7005.002	Supplies-Mailing	\$1,000	\$1,000	\$400	\$1,000
01	5-115-7005.003	Supplies-Postage	\$1,000	\$1,000	\$900	\$1,000
01	5-115-7005.004	Supplies-Paper	\$1,300	\$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 & Sanitation	\$500	\$500	\$500	\$500
01	5-115-7010.003	Supplies-Break Room	\$1,800	\$1,800	\$1,700	\$1,800
	Total General Office Supplies Expense		\$26,350	\$28,850	\$24,900	\$27,850
01	5-115-7015.004	Supplies-Safety	\$6,000	\$6,000	\$5,000	\$6,000
	Total Medical and Safety Supplies Expense		\$6,000	\$6,000	\$5,000	\$6,000
01	5-115-7020.001	Supplies-Animal Control	\$3,500	\$3,500	\$3,000	\$3,500
01	5-115-7020.002	Supplies-K-9	\$2,250	\$2,250	\$2,800	\$2,500
	Total Animal Supplies Expense		\$5,750	\$5,750	\$5,800	\$6,000
	Total Supplies Expense		\$38,100	\$40,600	\$35,700	\$39,850
01	5-115-7525.001	Materials-Infrastructure Maint	\$1,000	\$1,000	\$1,800	\$2,000
	Total Material Expense		\$1,000	\$1,000	\$1,800	\$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	\$5,000	\$6,500	\$6,500	\$6,500
01	5-115-8600.001	Vehicle-Repair	\$18,000	\$20,000	\$20,000	\$20,000
01	5-115-8600.002	Vehicle-Maintenance	\$5,000	\$11,000	\$10,000	\$11,000
01	5-115-8600.003	Vehicle-Supplies	\$5,000	\$8,000	\$6,000	\$8,000

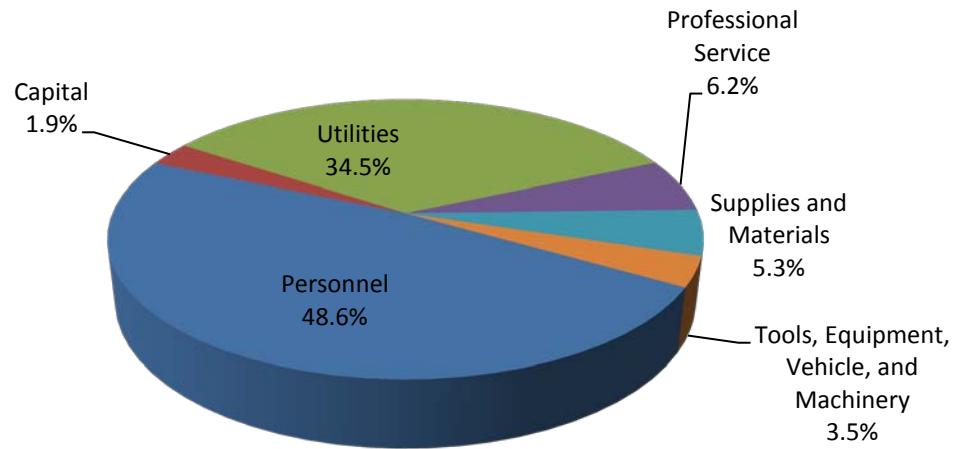
General Fund-Police Department Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-115-8600.004	Vehicle-Equipment	\$14,100	\$14,100	\$7,000	\$9,000
01	5-115-8600.005	Vehicle-Fuel	\$80,000	\$80,000	\$40,000	\$60,000
	<i>Total Vehicle Expense</i>		\$122,100	\$133,100	\$83,000	\$108,000
	<i>Total Tools, Machinery, and Vehicle Expense</i>		\$128,100	\$140,600	\$90,500	\$115,500
	<i>Total Police Department Expense</i>		\$2,502,080	\$2,611,510	\$2,477,860	\$2,731,063
General Fund-Police Officer Training Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-120-1025-005	Employee-Training	\$6,000	\$6,000	\$0	\$0
	<i>Total Employee Expense</i>		\$6,000	\$6,000	\$0	\$0
	<i>Total Police Officer Training Expense</i>		\$6,000	\$6,000	\$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.

Civic Center Expense by Category

\$549,865



Fiscal Year 2015-2016 Accomplishments:

Replaced a four day event with another similar event at less cost to the City. We have added two Comic Con events to the schedule. Cut energy costs by 15%.

Fiscal Year 2017 Goals:

- I. **Goal:** Decrease energy usage through energy conservation implementation.
Strategy: Train staff to use less lighting for setups, lower temperature throughout building when not occupied.
Budgetary Factor: Decreasing the energy usage represents a cost savings to the City.
- II. **Goal:** Diversify income sources to increase revenue stream.
Strategy: Create clear processes for renting and reserving space. Research purchase of reservation system software.
Budgetary Factor: Availability of funds.

Performance Measurements:

	2013	2014	2015	Estimated 2016
Number of Events	240	240	175	170
Free Events	95	85	65	70
CCC Income	\$116,953	\$167,731	\$180,160	\$200,000

Previous Years' Goals:

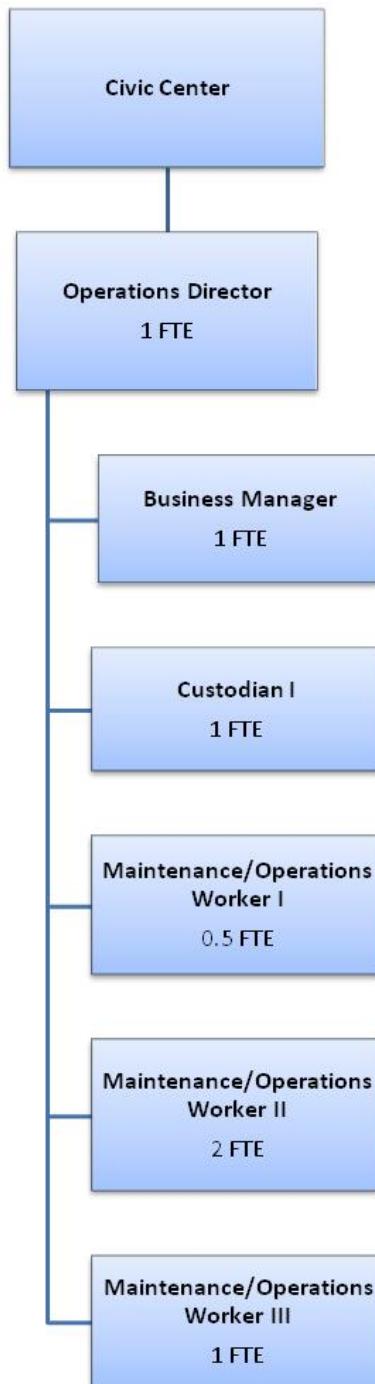
- I. Increase the number of events at the Civic Center.

Status: We have increased events in Exhibition Hall and Theater.

- II. Maintain an efficient Civic Center.

Status: Civic Center events are setup in time. Changeovers between events have been efficient.

Civic Center Organizational Chart



General Fund-Civic Center Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-130-3005.001	Rental-Buildings	\$67,800	\$120,000	\$90,000	\$120,000
01	4-130-3005.002	Rental-Contract Concessions	\$5,978	\$6,800	\$7,500	\$7,000
01	4-130-3005.003	Rental-Exhibition Hall	\$71,127	\$65,000	\$65,000	\$68,000
01	4-130-3005.004	Rental-Meeting Rooms	\$15,480	\$15,000	\$12,500	\$15,000
01	4-130-3005.005	Rental-Theatre	\$19,775	\$17,500	\$25,000	\$26,000
Total Rental Revenue			\$180,161	\$224,300	\$200,000	\$236,000
01	4-130-3010.006	Misc.-Miscellaneous	\$0	\$0	\$163	\$0
Total Civic Center Revenues			\$180,161	\$224,300	\$200,163	\$236,000

General Fund-Civic Center Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-130-1000.001	Fulltime Salary	\$160,000	\$164,800	\$160,000	\$164,190
01	5-130-1000.002	Part Time Salary	\$16,000	\$16,480	\$9,000	\$26,300
01	5-130-1000.005	Fulltime Overtime	\$1,000	\$1,100	\$500	\$460
01	5-130-1000.006	Part Time Overtime	\$500	\$550	\$300	\$0
Total Salaries Expense			\$177,500	\$182,930	\$169,800	\$190,950
01	5-130-1005.001	Health Premium-Employee	\$21,120	\$26,400	\$26,400	\$26,400
01	5-130-1005.002	Health Premium- Family	\$8,040	\$0	\$50	\$0
01	5-130-1005.003	Dental Premium-Employee	\$1,500	\$1,500	\$1,500	\$1,500
Total Insurance Expense			\$30,660	\$27,900	\$27,950	\$27,900
01	5-130-1010.001	Life Insurance	\$275	\$275	\$300	\$300
Total Life Insurance Expense			\$275	\$275	\$300	\$300
01	5-130-1015.001	Lagers-General	\$21,900	\$21,900	\$21,900	\$19,760
01	5-130-1015.004	Deferred Comp-Employer	\$2,600	\$2,100	\$2,100	\$2,100
Total Retirement Expense			\$24,500	\$24,000	\$24,000	\$21,860
01	5-130-1020.001	FICA-Employer	\$11,010	\$11,340	\$11,340	\$11,840
01	5-130-1020.002	Medicare-Employer	\$2,570	\$2,650	\$2,650	\$2,770
01	5-130-1020.003	Unemployment Compensation	\$1,780	\$1,830	\$1,830	\$1,910
01	5-130-1020.004	Workmans Compensation	\$12,800	\$8,789	\$8,217	\$8,789

General Fund-Civic Center Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Payroll Taxes Expense			\$28,160	\$24,609	\$24,037	\$25,309
01	5-130-1025.001	Employee-Uniforms	\$250	\$250	\$600	\$600	
01	5-130-1025.002	Employee-Dues/Lic/Membership	\$200	\$200	\$100	\$100	
01	5-130-1025.005	Employee-Training	\$500	\$500	\$100	\$100	
	Total Employee Expense			\$950	\$950	\$800	\$800
	Total Personnel Expense			\$262,045	\$260,664	\$246,887	\$267,119
01	5-130-2010.000	Capital-Building and Improvement	\$0	\$39,000	\$39,000	\$0	
01	5-130-2015.000	Capital-Furniture and Fixtures	\$5,100	\$0	\$7,000	\$0	
01	5-130-2020.000	Capital-Machinery and Equipment	\$20,594	\$0	\$6,000	\$10,506	
01	5-130-2025.000	Capital-Vehicles	\$21,326	\$20,000	\$21,000	\$0	
	Total Capital Expense			\$47,020	\$59,000	\$73,000	\$10,506
01	5-130-5000.001	Utilities-Electric	\$130,000	\$130,000	\$120,000	\$100,000	
01	5-130-5000.002	Utilities-Water	\$2,200	\$2,200	\$1,500	\$2,000	
01	5-130-5000.003	Utilities-Sewer	\$2,600	\$2,600	\$1,700	\$1,700	
01	5-130-5005.002	Utilities-Natural Gas	\$32,000	\$75,000	\$35,000	\$80,000	
01	5-130-5010.001	Utilities-Landline and Fiber	\$2,550	\$2,600	\$1,800	\$1,800	
01	5-130-5015.001	Utilities-Cell Phones	\$1,300	\$1,700	\$2,000	\$2,500	
01	5-130-5025.001	Utilities-Solid Waste	\$2,250	\$2,250	\$1,700	\$1,700	
	Total Utilities Expense			\$172,900	\$216,350	\$163,700	\$189,700
01	5-130-6000.001	Prof Services-Legal	\$500	\$500	\$100	\$100	
01	5-130-6000.007	Prof Services-Toxicology Testing	\$250	\$250	\$200	\$200	
01	5-130-6000.008	Prof Services-MSHP Bckgrnd Cks	\$150	\$150	\$50	\$50	
01	5-130-6000.011	Prof Services-Dues and License	\$1,000	\$1,000	\$1,000	\$1,000	
01	5-130-6000.014	Prof Services-Events and Functions	\$5,000	\$6,000	\$5,000	\$4,000	
01	5-130-6000.015	Prof Services-Service Contracts	\$6,000	\$6,000	\$9,000	\$10,000	
01	5-130-6000.019	Prof Services - CC Fees	\$0	\$300	\$200	\$200	
	Total General Professional Service Expense			\$12,900	\$14,200	\$15,550	\$15,550
01	5-130-6005.001	Insurance-Vehicle	\$1,500	\$2,000	\$1,170	\$1,346	

General Fund-Civic Center Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-130-6005.002	Insurance-Equipment	\$1,500	\$1,500	\$1,212	\$1,394
01	5-130-6005.003	Insurance-Building & Property	\$16,000	\$20,000	\$12,275	\$14,116
	Total Insurance Expense			\$19,000	\$23,500	\$14,657
01	5-130-6010.003	Advertising-Print	\$250	\$250	\$250	\$250
01	5-130-6010.006	Advertising-Radio	\$250	\$500	\$250	\$250
	Total Advertising Expense			\$500	\$750	\$500
01	5-130-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,034
	Total Software Expense			\$0	\$0	\$1,034
	Total Professional Service Expense			\$32,400	\$38,450	\$30,707
	\$33,940					
01	5-130-7000.001	Supplies-Operational	\$9,000	\$9,000	\$4,000	\$4,000
01	5-130-7000.003	Supplies-Small Office Equip	\$500	\$500	\$1,000	\$1,000
01	5-130-7000.004	Supplies-Small Tools	\$400	\$500	\$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	\$150	\$200	\$200	\$200
01	5-130-7005.004	Supplies-Paper	\$1,100	\$1,200	\$1,600	\$1,600
01	5-130-7010.001	Supplies-Janitorial	\$2,750	\$2,750	\$2,750	\$2,750
01	5-130-7010.002	Supplies-Cleaning and Sanitation	\$5,000	\$5,000	\$6,500	\$6,500
01	5-130-7010.004	Supplies-Chemicals	\$7,000	\$7,000	\$6,000	\$6,500
	Total General Office Supplies Expense			\$26,100	\$26,350	\$22,600
	\$23,100					
01	5-130-7015.003	Supplies-First Aid	\$100	\$100	\$100	\$100
01	5-130-7015.004	Supplies-Safety	\$100	\$100	\$100	\$100
	Total Medical and Safety Supplies Expense			\$200	\$200	\$200
	\$200					
	Total Supplies Expense			\$26,300	\$26,550	\$22,800
	\$23,300					
01	5-130-7500.002	Materials-Rock	\$250	\$250	\$250	\$500
01	5-130-7500.004	Materials-Landscaping	\$250	\$250	\$250	\$2,000
01	5-130-7505.002	Materials-Pipe-PVC	\$100	\$100	\$400	\$200
01	5-130-7510.001	Materials-Paint	\$0	\$0	\$1,000	\$1,000

General Fund-Civic Center Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-130-7510.006	Materials-Wire	\$200	\$200	\$200	\$200
01	5-130-7510.007	Materials-Lumber	\$0	\$0	\$50	\$100
01	5-130-7525.001	Materials-Infrastructure Maint	\$500	\$500	\$2,000	\$2,000
	Total Material Expense		\$1,300	\$1,300	\$4,150	\$6,000
01	5-130-8000.002	Tools- Maintenance	\$250	\$250	\$200	\$200
	Total Tools and Portable Equipment Expense		\$250	\$250	\$200	\$200
01	5-130-8300.001	Equipment-Repair	\$12,000	\$12,000	\$7,000	\$8,000
01	5-130-8300.002	Equipment-Maintenance	\$2,500	\$2,500	\$2,500	\$3,000
01	5-130-8300.003	Equipment-Supplies	\$5,000	\$5,000	\$2,000	\$1,750
01	5-130-8300.005	Equipment-Fuel	\$400	\$600	\$2,000	\$2,000
	Total Machinery and Equipment Expense		\$19,900	\$20,100	\$13,500	\$14,750
01	5-130-8600.001	Vehicle-Repair	\$500	\$500	\$400	\$500
01	5-130-8600.002	Vehicle-Maintenance	\$500	\$500	\$200	\$350
01	5-130-8600.005	Vehicle-Fuel	\$1,400	\$1,400	\$3,500	\$3,500
	Total Vehicle Expense		\$2,400	\$2,400	\$4,100	\$4,350
	Total Tools, Machinery, and Vehicle Expense		\$22,550	\$22,750	\$17,800	\$19,300
	Total Civic Center Expense		\$564,515	\$625,064	\$559,044	\$549,865

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 2015-2016 Accomplishments:

A card reader system will be installed for better access control. A major addition to Fairgrounds will be started this year.

Fiscal Year 2017 Goals:

- I. **Goal:** Increase the number of events at Mills, Ag Barn, and Wallace buildings to create more revenue.

Strategy:

Maintain cleanliness and normal maintenance items for public satisfaction.

Budgetary Factor: Availability of funds.

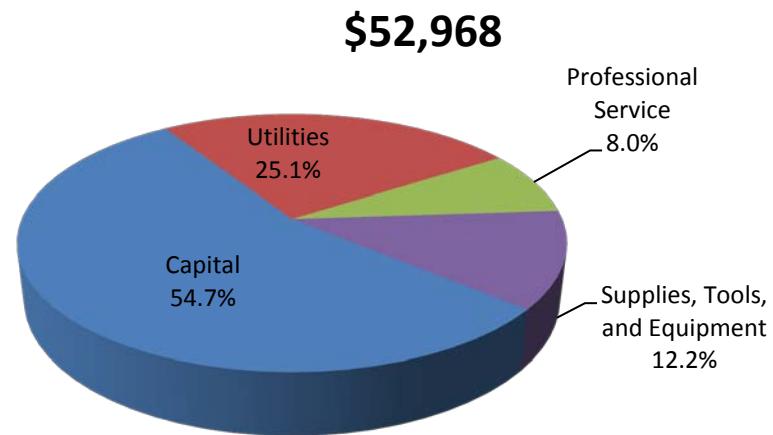
- II. **Goal:** Make buildings attractive for increased customer satisfaction.

Strategy: Add maintenance free flooring and acoustical ceiling at the Mills Center. Repair leaks, walls, and ceilings at Wallace.

Budgetary Factor: Availability of funds.

Performance Measurements:

Community Buildings Expense by Category



Mills Center				
2013 Usage Days	2014 Usage Days	2015 Usage Days	Estimated 2016 Usage Days	
129	139	190	145	
Wallace Center				
2013 Usage Days	2014 Usage Days	2015 Usage Days	Estimated 2016 Usage Days	
121	140	121	125	
Ag Barn/Fairgrounds				
2013 Usage Days	2014 Usage Days	2015 Usage Days	Estimated 2016 Usage Days	
50	54	52	51	

Previous Years' Goals:

I. Goal: Maintain buildings for acceptable cleanliness levels.

Status: We have very few customer complaints about the cleanliness of our buildings..

General Fund-Community Buildings Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-135-3005.001	Rental-Buildings	\$23,393	\$25,000	\$24,000	\$25,000
01	4-135-3010.006	Misc. - Miscellaneous	\$47	\$0	\$0	\$0
Total Community Buildings Revenues			\$23,441	\$25,000	\$24,000	\$25,000

General Fund-Community Buildings Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-135-2010.000	Capital-Building & Improvement	\$0	\$33,500	\$25,000	\$29,000
	Total Capital Expense		\$0	\$33,500	\$25,000	\$29,000
01	5-135-5000.001	Utilities-Electric	\$13,100	\$16,700	\$8,000	\$10,000
01	5-135-5000.002	Utilities-Water	\$1,635	\$1,860	\$500	\$1,000
01	5-135-5000.003	Utilities-Sewer	\$265	\$290	\$200	\$250
01	5-135-5005.001	Utilities-Propane	\$0	\$0	\$0	\$0
01	5-135-5005.002	Utilities-Natural Gas	\$2,200	\$0	\$500	\$750
01	5-135-5025.001	Utilities-Solid Waste	\$1,448	\$1,300	\$1,300	\$1,300
	Total Utilities Expense		\$18,648	\$20,150	\$10,500	\$13,300
01	5-135-6000.002	Prof Services-Engineering	\$500	\$500	\$3,500	\$1,000
01	5-135-6000.015	Prof Services-Service Contracts	\$0	\$0	\$1,500	\$1,500
01	5-135-6000.019	Prof Services-CC Fees	\$0	\$0	\$60	\$100
	Total General Professional Services Expense		\$500	\$500	\$5,060	\$2,600
01	5-135-6005.003	Insurance-Building & Property	\$3,500	\$1,600	\$1,407	\$1,618
	Total Insurance Expense		\$3,500	\$1,600	\$1,407	\$1,618
01	5-135-7000.001	Supplies-Operational	\$3,900	\$500	\$600	\$500
01	5-135-7010.001	Supplies-Janitorial	\$800	\$500	\$100	\$500
01	5-135-7010.002	Supplies-Cleaning and Sanitation	\$1,000	\$1,000	\$1,400	\$1,600

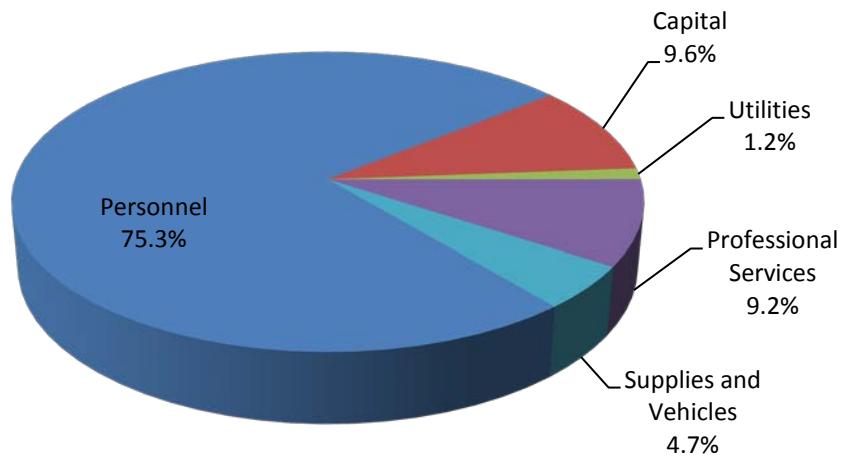
General Fund-Community Buildings Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total General Office Supplies Expense		\$5,700	\$2,000	\$2,100	\$2,600
01	5-135-7500.004	Materials-Landscaping	\$0	\$0	\$0	\$500
01	5-135-7510.005	Materials-Fixtures	\$0	\$2,400	\$1,000	\$2,000
01	5-135-7525.001	Materials- Infrastructure	\$0	\$1,000	\$500	\$1,000
	Total Materials Expense		\$0	\$3,400	\$1,500	\$3,500
01	5-135-8000.003	Tools-Supplies	\$100	\$100	\$100	\$100
	Total Tools and Portable Equipment Expense		\$100	\$100	\$100	\$100
01	5-135-8300.002	Equipment-Maint	\$0	\$0	\$250	\$250
	Total Equipment Expense		\$0	\$0	\$250	\$250
	Total Community Buildings Expense		\$28,448	\$61,250	\$45,917	\$52,968

Mayor and Council

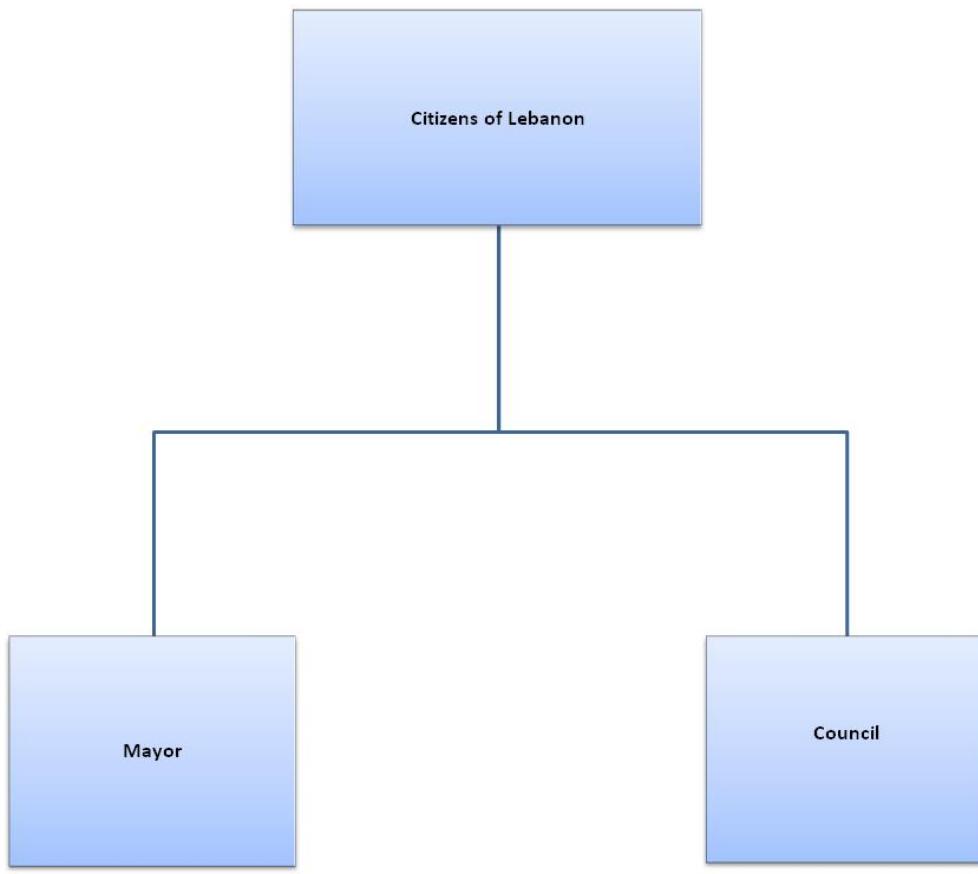
The Mayor and eight Councilmember's are elected at large with the Mayor serving a term of four and Council two years. The duties and responsibilities of the Mayor and Council are outlined in City Ordinances.

Mayor Expense by Category

\$41,658



Mayor and Council Organizational Chart



General Fund-Mayor & Council Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-140-1000.002	Part Time Salary	\$24,000	\$24,000	\$24,600	\$24,500
	Total Salaries Expense		\$24,000	\$24,000	\$24,600	\$24,500
01	5-140-1020.001	FICA-Employer	\$1,490	\$1,490	\$1,490	\$1,520
01	5-140-1020.002	Medicare-Employer	\$350	\$350	\$350	\$360
01	5-140-1020.003	Unemployment Compensation	\$240	\$240	\$240	\$250
	Total Payroll Taxes Expense		\$2,080	\$2,080	\$2,080	\$2,130
01	5-140-1025.001	Employee-Uniforms	\$250	\$100	\$100	\$100
01	5-140-1025.002	Employee-Dues/License/Membership	\$150	\$0	\$210	\$210
01	5-140-1025.004	Employee-Travel/Hotel	\$1,250	\$1,750	\$1,750	\$1,750
01	5-140-1025.005	Employee-Training	\$1,500	\$2,500	\$2,500	\$2,500
01	5-140-1025.007	Employee-Bonds	\$175	\$175	\$175	\$175
	Total Employee Expense		\$3,325	\$4,525	\$4,735	\$4,735
	Total Personnel Expense		\$29,405	\$30,605	\$31,415	\$31,365
01	5-105-2020.000	Capital Exp-Machinery and Equipment	\$0	\$0	\$0	\$3,998
	Total Capital Expense		\$0	\$0	\$0	\$3,998
01	5-140-5015.001	Utilities-Cell Phones	\$450	\$450	\$498	\$500
	Total Utilities Expense		\$450	\$450	\$498	\$500
01	5-140-6000.014	Prof Services-Events and Functions	\$3,000	\$3,500	\$2,000	\$3,500
	Total General Professional Service Expense		\$3,000	\$3,500	\$2,000	\$3,500
01	5-140-6020.002	Software - Upgrade	\$0	\$0	\$0	\$345
	Total Software Expense		\$0	\$0	\$0	\$345
	Total Professional Service Expense		\$3,000	\$3,500	\$2,000	\$3,845
01	5-140-7000.001	Supplies-Operational	\$250	\$250	\$100	\$250
01	5-140-7005.006	Supplies-Promo-Education	\$500	\$1,500	\$100	\$1,500
	Total General Office Supplies Expense		\$750	\$1,750	\$200	\$1,750
01	5-140-8600.001	Vehicle-Repair	\$0	\$0	\$200	\$200
	Total Vehicle Expenses		\$0	\$0	\$200	\$200
	Total Mayor & Council Expense		\$33,605	\$36,305	\$34,313	\$41,658

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.

Fiscal Year 2015-2016 Accomplishments:

Successfully filled vacancies as they occurred to ensure departments were able to operate in an efficient and effective manner.

Fiscal Year 2017 Goals:

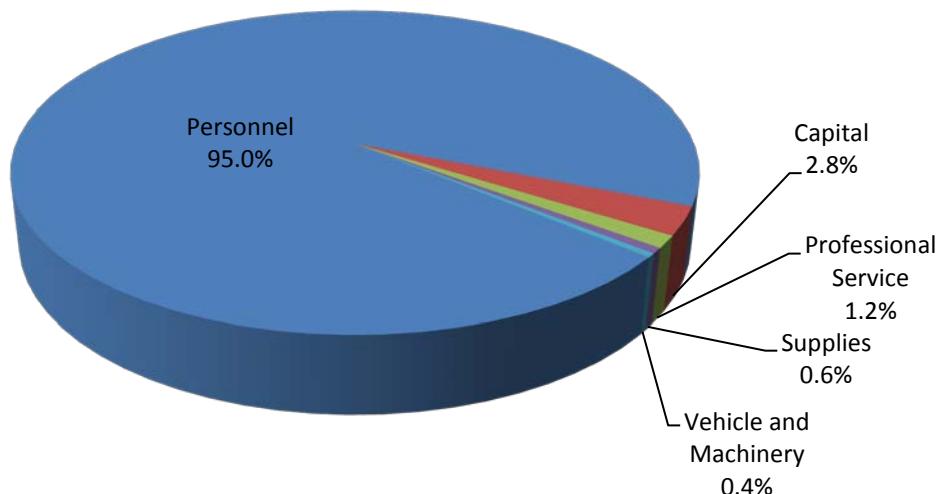
- I. **Goal:** Facilitate the employment process to ensure an appropriate balance of positions being filled are the result of promotional opportunities for current employees.

Strategy: Fill at least 20-30% of all regular full-time positions with internal employees versus external candidates to ensure an appropriate level of growth and career opportunities for current employees.

Budgetary Factor: No additional funding required.

City Administration Expense by Category

\$332,224



Performance Measurements:

Calendar Year Performance Measures	2011	2012	2013	2014	2015	2016
Number of New Hires Processed (includes FT.PT, Temporary, and Seasonal)	30	32	38	57	80	9
Number of Retirements Processed	4	5	6	5	4	3

Previous Years' Goals:

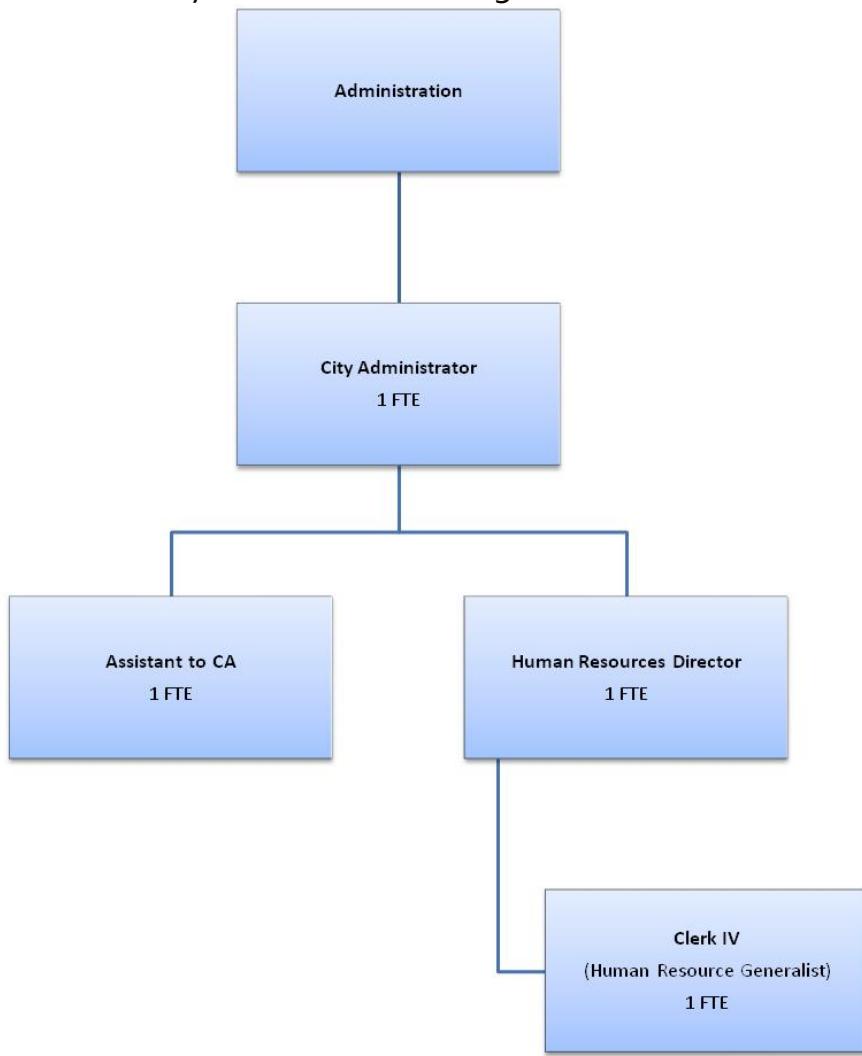
I. HR Employee Policy Manual.

Status: The City of Lebanon Personnel Policies and Regulations is currently being reviewed by Administration and it's anticipated the draft will be adopted by City Council in the 2017 budget year.

II. Conduct position recruitment as vacancies occur.

Status: Goal met.

City Administration Organizational Chart



General Fund-City Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-145-1000.001	Fulltime Salary	\$210,000	\$216,300	\$195,449	\$228,060
01	5-145-1000.002	Part Time Salary	\$0	\$0	\$0	\$0
01	5-145-1000.005	Fulltime Overtime	\$0	\$0	\$0	\$770
	Total Salaries Expense		\$210,000	\$216,300	\$195,449	\$228,830
01	5-145-1005.001	Health Premium-Employee	\$21,120	\$15,840	\$16,200	\$21,120
01	5-145-1005.002	Health Premium-Family	\$0	\$11,760	\$0	\$0
01	5-145-1005.003	Dental Premium-Employee	\$900	\$900	\$600	\$900
01	5-145-1005.004	Dental Premium-Family	\$600	\$600	\$450	\$600
	Total Insurance Expense		\$22,620	\$29,100	\$17,250	\$22,620
01	5-145-1010.001	Life Insurance	\$220	\$220	\$189	\$240
	Total Life Insurance Expense		\$220	\$220	\$189	\$240
01	5-145-1015.001	Lagers-General	\$28,560	\$28,552	\$23,343	\$27,460
01	5-145-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,200	\$2,600
	Total Retirement Expense		\$31,160	\$31,152	\$25,543	\$30,060
01	5-145-1020.001	FICA-Employer	\$13,020	\$13,410	\$12,029	\$14,190
01	5-145-1020.002	Medicare-Employer	\$3,050	\$3,140	\$2,813	\$3,320
01	5-145-1020.003	Unemployment Compensation	\$2,100	\$2,160	\$1,954	\$2,290
01	5-145-1020.004	Workman's Compensation	\$840	\$686	\$643	\$686
	Total Payroll Taxes Expense		\$19,010	\$19,396	\$17,439	\$20,486
01	5-145-1025.001	Employee-Uniforms	\$150	\$200	\$50	\$200
01	5-145-1025.002	Employee-Dues/License/Membership	\$2,000	\$2,000	\$1,712	\$2,000
01	5-145-1025.003	Employee-Books	\$750	\$750	\$0	\$750
01	5-145-1025.004	Employee-Travel/Hotel	\$3,000	\$3,250	\$1,750	\$3,250
01	5-145-1025.005	Employee-Training	\$3,500	\$3,500	\$2,500	\$3,500
01	5-145-1025.006	Employee-Recognition	\$3,500	\$3,500	\$3,600	\$3,500
01	5-145-1025.007	Employee-Bonds	\$250	\$175	\$175	\$175
	Total Employee Expense		\$13,150	\$13,375	\$9,787	\$13,375
	Total Personnel Expense		\$296,160	\$309,543	\$265,657	\$315,611

General Fund-City Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-145-2015.000	Capital-Furniture and Fixtures	\$2,500	\$2,500	\$2,500	\$5,000
01	5-145-2020.000	Capital-Machinery and Equipment	\$0	\$0	\$0	\$4,440
	Total Capital Expense			\$2,500	\$2,500	\$2,500
01	5-145-6000.007	Prof Services-Toxicology Testing	\$150	\$150	\$100	\$150
01	5-145-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$12	\$100
01	5-145-6000.014	Prof Services-Events and Functions	\$1,500	\$1,750	\$0	\$1,750
	Total General Professional Expense			\$1,750	\$2,000	\$112
01	5-145-6010.002	Advertising-Employee Recruitment	\$0	\$300	\$0	\$300
	Total Advertising Expense			\$0	\$300	\$0
01	5-145-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,723
	Total Software Expense			\$0	\$0	\$0
	Total Professional Service Expense			\$1,750	\$2,300	\$112
01	5-145-7000.000	Supplies-General	\$0	\$0	\$0	\$0
01	5-145-7000.001	Supplies-Operational	\$100	\$600	\$450	\$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	\$1,250	\$100	\$0	\$100
01	5-145-7005.003	Supplies-Postage	\$500	\$500	\$50	\$250
01	5-145-7005.004	Supplies-Paper	\$250	\$250	\$190	\$200
01	5-145-7005.005	Supplies-Forms	\$250	\$0	\$0	\$0
01	5-145-7005.006	Supplies-Promo-Education	\$250	\$250	\$0	\$250
	Total General Office Supplies Expense			\$2,800	\$1,900	\$690
01	5-145-7015.004	Supplies-Safety	\$250	\$250	\$0	\$250
	Total Supplies Expense			\$3,050	\$2,150	\$690
01	5-145-8300.001	Equipment-Repair	\$250	\$250	\$0	\$250
	Total Machinery and Equipment Expense			\$250	\$250	\$0
01	5-145-8600.001	Vehicle-Repair	\$250	\$250	\$208	\$250
01	5-145-8600.002	Vehicle-Maintenance	\$250	\$250	\$0	\$250

General Fund-City Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-145-8600.005	Vehicle-Fuel	\$500	\$500	\$475	\$550
	<i>Total Vehicle Expense</i>		\$1,000	\$1,000	\$683	\$1,050
	<i>Total Tools, Machinery, and Vehicle Expense</i>		\$1,250	\$1,250	\$683	\$1,300
	<i>Total City Administration Expense</i>		\$304,710	\$317,743	\$269,642	\$332,224

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

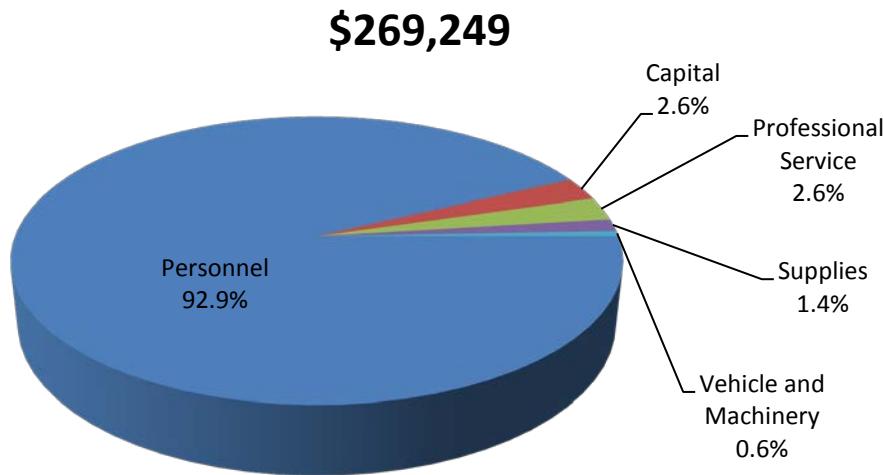
City and administers all oaths of office. The City Clerk oversees the issuance of various licenses, serves as clerical support to the City Council and various appointed boards/committees, and manages Utility Billing and Cash Collection operations.

Fiscal Year 2015-2016 Accomplishments:

With City Council approval and assistance from the Finance Department and IT Department, the Clerk's Office enhanced customer service by successfully implementing the ability to pay utility bills online or via debit/credit cards in our lobby and over the phone. Currently, 14% of all utility payments are paid with a debit or credit card.

In addition to these added conveniences, utility customers were also provided the ability to receive their utility bills via email (E-billing) rather than mailed paper bills. This enabled staff to reduce operational costs by cutting down on paper, envelopes, postage, etc. To encourage enrollment into paperless billing, an enrollment campaign was held during the months of September-December, with two customers a month winning a \$100 credit on their utility account. The campaign resulted in the addition of 217 new enrollees, which surpassed our goal by 77 customers.

City Clerk Expense by Category



Fiscal Year 2017 Goals:

- I. **Goal:** Focus on enrolling additional customers to our E-billing program (paperless billing).

Strategy: Continue to market this program to our customers at point of service, through our website, and social media outlets. Since our enrollment campaign was such a success, we may consider doing additional campaigns during this fiscal year to incentivize customers to go paperless.

Budgetary Factor: There is very little expense associated with marketing this program and, as customers opt to go paperless, material costs will continue to be reduced.
- II. **Goal:** Reduce aged debt associated with utility accounts.

Strategy: Present Council with a debt collection policy and bad debt write-off policy for their approval and continue to be aggressive with the collection of past due accounts. Approval of policies outlining the management of our debt collection and write-offs, which have not been a past practice, will allow us to improve upon our current practices and reduce utility account debt.

Budgetary Factor: Non-budgeted, no additional funding required.

Performance Measurements:

Calendar Year Performance Measures					
Metrics	2011	2012	2013	2014	2015
Number of Active Utility Accounts	7,538	7,593	7,647	7,627	7,628
Number of Late Notices Issued	12,906	13,669	12,598	13,918	13,623
Number of Utility Cutoffs	1,943	1,482	1,452	1,342	1,719
Number of Utility Service Orders Generated	7,471	7,465	6,584	6,458	6,897
Number of Online Bill Pay Enrollees	*	*	*	*	1,111
Number of Active E-Billing Enrollees (Paperless Billing)	*	*	*	*	713
Number of Utility Accounts Sent to Collection Agency	**	**	**	1,841	494
Total Dollars Sent to Collection Agency	**	**	**	\$446,237	\$133,506
Total Dollars Recouped by Collection Agency	**	**	**	\$29,631	\$51,533

* Service Not Available

** Data Not Available

Previous Years' Goals:

- I. Dispose of records which have reached or exceeded the state's retention schedule and put a yearly disposition process in place.

Status: Ongoing- as of December 2015, 4 secure roll carts, 291 small file boxes, and 156 large file boxes of records meeting the state's retention schedule were shredded. As soon as additional records meeting retention have been presented to Council for approval, another shredding date will be scheduled with disposition taking place on an annual thereafter.
- II. Improve processes within Cash Collection and Utility Billing.

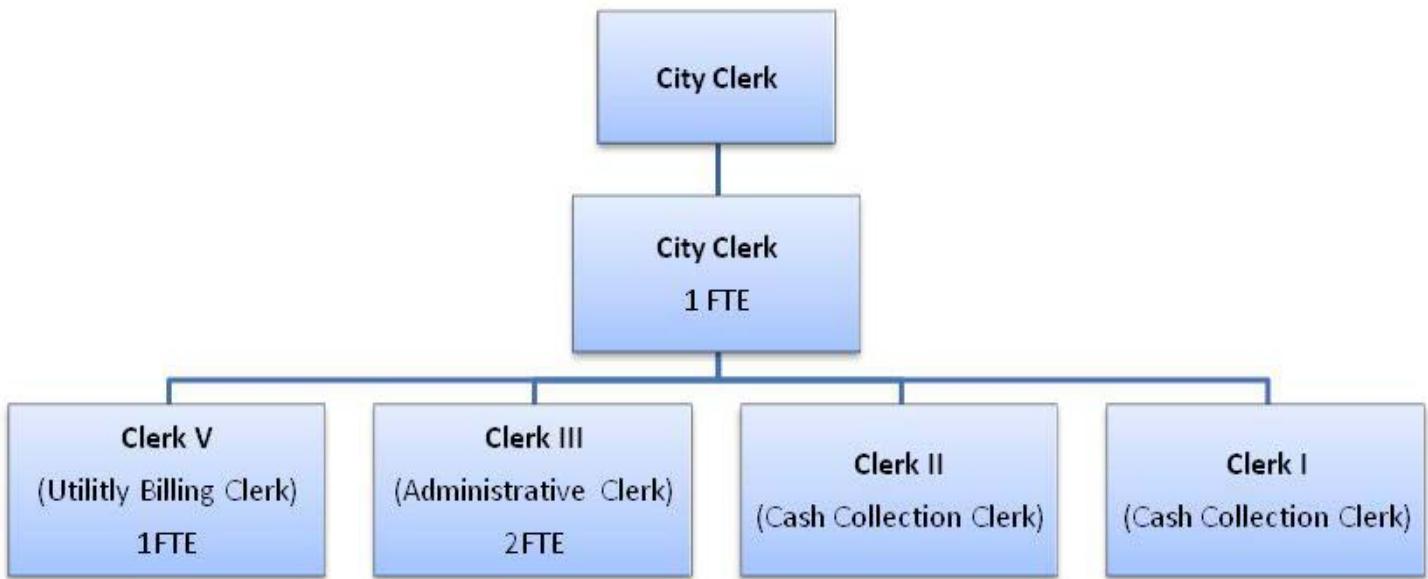
Status: Goal met- several processes were changed for better work flow and operation efficiency including, but not limited to:

- Paperless billing was offered to our customers which reduced paper handling and operational costs.
- Online bill pay was also offered to our customers which enhanced customer.
- The task of printing cutoff door hangars was moved from Cash Collections to the meter readers to eliminate a trip to City Hall for pickup. This change was implemented to accommodate the meter readers at their request.

III. Establish a Cash Collections and Utility Billing policy.

Status: Goal not met- time not available to devote to this project due to the significant amount of time allocated to the implementation of several other very large projects.

City Clerk Organizational Chart



General Fund-City Clerk Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-150-1000.001	Fulltime Salary	\$147,000	\$155,100	\$149,000	\$162,480
01	5-150-1000.002	Part Time Salary	\$0	\$0	\$0	\$0
01	5-150-1000.005	Fulltime Overtime	\$0	\$2,100	\$0	\$2,220
	Total Salaries Expense		\$147,000	\$157,200	\$149,000	\$164,700
01	5-150-1005.001	Health Premium-Employee	\$10,560	\$10,560	\$10,560	\$15,840
01	5-150-1005.002	Health Premium-Family	\$19,800	\$15,240	\$16,000	\$7,200
01	5-150-1005.003	Dental Premium-Employee	\$900	\$1,300	\$1,300	\$1,300
01	5-150-1005.004	Dental Premium-Family	\$600	\$600	\$850	\$600
	Total Insurance Expense		\$31,860	\$27,700	\$28,710	\$24,940
01	5-150-1010.001	Life Insurance	\$220	\$250	\$250	\$300
	Total Life Insurance Expense		\$220	\$250	\$250	\$300
01	5-150-1015.001	Lagers-General	\$19,990	\$20,470	\$20,470	\$19,500
01	5-150-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,600	\$2,600
	Total Retirement Expense		\$22,590	\$23,070	\$23,070	\$22,100
01	5-150-1020.001	FICA-Employer	\$9,110	\$9,750	\$9,750	\$10,210
01	5-150-1020.002	Medicare-Employer	\$2,130	\$2,280	\$2,280	\$2,390
01	5-150-1020.003	Unemployment Compensation	\$1,470	\$1,570	\$1,570	\$1,650
01	5-150-1020.004	Workman's Compensation	\$2,490	\$1,980	\$1,856	\$1,980
	Total Payroll Taxes Expense		\$15,200	\$15,580	\$15,456	\$16,230
01	5-150-1025.001	Employee-Uniforms	\$300	\$300	\$0	\$0
01	5-150-1025.002	Employee-Dues/License/Membership	\$150	\$150	\$200	\$200
01	5-150-1025.003	Employee-Books	\$200	\$200	\$0	\$200
01	5-150-1025.004	Employee-Travel/Hotel	\$1,500	\$1,600	\$3,500	\$3,500
01	5-150-1025.005	Employee-Training	\$5,000	\$5,000	\$3,000	\$5,000
01	5-150-1025.006	Employee-Recognition	\$200	\$200	\$0	\$200
01	5-150-1025.007	Employee-Bonds	\$0	\$0	\$0	\$0
	Total Employee Expense		\$7,350	\$7,450	\$6,700	\$9,100

General Fund-City Clerk Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Personnel Expense			\$224,220	\$231,250	\$223,186	\$237,370
01	5-150-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$0	\$0	\$0	
01	5-150-2020.000	Capital Exp-Machinery and Equipment	\$0	\$0	\$0	\$6,567	
	Total Capital Expense			\$0	\$0	\$0	\$6,567
01	5-150-6000.001	Prof Services-Legal	\$0	\$0	\$0	\$0	
01	5-150-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$125	\$200	
01	5-150-6000.008	Prof Services-MSHP Background Checks	\$200	\$200	\$13	\$100	
01	5-150-6000.015	Prof Services-Service Contracts	\$0	\$0	\$0	\$0	
	Total General Professional Service Expense			\$400	\$400	\$138	\$300
01	5-150-6005.001	Insurance-Vehicle	\$1,000	\$1,000	\$838	\$850	
01	5-150-6005.015	Insurance-Notary Public	\$50	\$175	\$50	\$100	
	Total Insurance Expense			\$1,050	\$1,175	\$888	\$950
01	5-150-6010.001	Advertising-Public Notices	\$150	\$200	\$100	\$200	
01	5-150-6010.002	Advertising-Employee Recruitment	\$100	\$500	\$0	\$200	
01	5-150-6010.003	Advertising-Print	\$250	\$250	\$0	\$250	
	Total Advertising Expense			\$500	\$950	\$100	\$650
01	5-150-6020.001	Software-Purchase	\$0	\$0	\$0	\$16,000	
01	5-150-6020.002	Software-Upgrade	\$0	\$0	\$0	\$2,412	
	Total Software Expense			\$0	\$0	\$0	\$18,412
	Total Professional Service Expense			\$1,950	\$2,525	\$1,126	\$20,312
01	5-150-7000.001	Supplies-Operational	\$1,500	\$1,500	\$600	\$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	\$100	\$200	\$200	
01	5-150-7000.004	Supplies-Small Tools	\$100	\$100	\$0	\$100	
01	5-150-7005.001	Supplies-Printing	\$100	\$100	\$50	\$100	
01	5-150-7005.002	Supplies-Mailing	\$1,700	\$300	\$0	\$300	
01	5-150-7005.003	Supplies-Postage	\$200	\$200	\$60	\$200	

General Fund-City Clerk Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-150-7005.004	Supplies-Paper	\$500	\$500	\$60	\$500
01	5-150-7005.005	Supplies-Forms	\$500	\$500	\$0	\$250
01	5-150-7005.006	Supplies-Promo-Education	\$1,000	\$1,000	\$0	\$1,000
	Total General Office Supplies Expense		\$5,800	\$4,400	\$970	\$3,500
01	5-150-8600.001	Vehicle-Repair	\$500	\$500	\$100	\$500
01	5-150-8600.002	Vehicle-Maintenance	\$500	\$500	\$100	\$500
01	5-150-8600.005	Vehicle-Fuel	\$700	\$700	\$150	\$500
	Total Vehicle Expense		\$1,700	\$1,700	\$350	\$1,500
	Total Tools, Machinery, and Vehicle Expense		\$1,700	\$1,700	\$350	\$1,500
	Total City Clerk Expense		\$233,670	\$239,875	\$225,632	\$269,249

Recycling

This program was established to fund recycling services for the City to reduce the amount of 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.

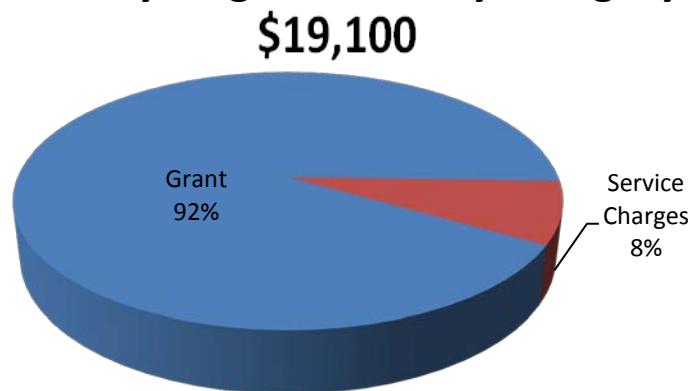
Fiscal Year 2016 Accomplishments:

Lebanon's diversion efforts for 2016 are projected to be approximately 14.5 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.

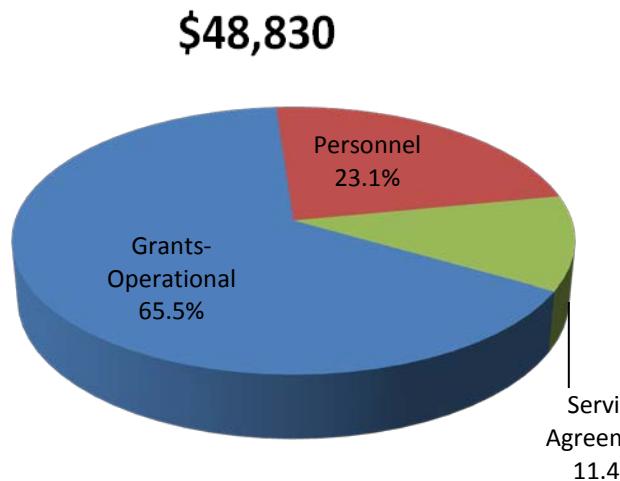
Fiscal Year 2017 Goals:

Continue to offer all 104,321 residents of Solid Waste Management District T the opportunity to conduct responsible environmental stewardship efforts through Lebanon's existing HHW facility, with the expectation of diverting at least 10 tons of HHW from Missouri landfills.

Recycling Revenue by Category



Recycling Expense by Category



Performance Measurements:

Data From	MEASURES	Actual						Estimate 2016
		2010	2011	2012	2013	2014	2015	
Lebanon's Recycling Facility	# of visits	X	X	X	X	294	345	545
	HHW received (tonnage)	3.79	5.3	6.35	5.97	7.27	23.73	14.5
	# of yard debris loads dropped off	2900	3042	2791	3268	2580	3300	3800
	Tire Reclamation (# of 40ft trailers)	X	X	X	X	0	3	3
	Electronic Waste (raw tonnage)	X	X	X	X	X	X	6
	Non-HHW (paper, plastic, etc. (# of 30ft trailers	X	X	X	X	2	1	2
	# of visitors							408
	HHW Material received (tonnage)							10.5
Satellite Event(s)	Electronic Waste (raw tonnage)							8
	Recyclable Metals (white goods)							6
	Non-HHW (paper, plastic, etc. # of 30ft trailers							2

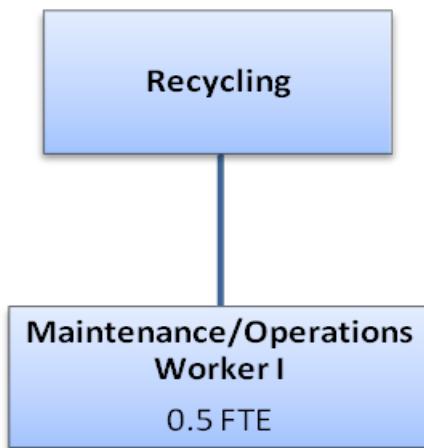
X denotes NO DATA AVAILABLE

Previous Years' Goals:

Prior to 2015, Lebanon's recycling facility was available 'free of charge' to only Lebanon/Laclede county residents and took in on average 6.2 tons of HHW material each year.

Through District-wide participation efforts, Lebanon's HHW collected 23.36 tons in 2015. The staggering increase in tonnage was due to the inclusion of 68,750 residents from two additional District counties (Camden and Miller) who participated in one 4-hour satellite event coordinated specifically for the area residents. Lebanon's HHW facility now serves all 104,321 residents within the entire District.

Recycling Organizational Chart



General Fund-Recycling Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	4-155-2005.001	Grant-Operational	\$0	\$52,000	\$49,777	\$17,600
01	4-155-3000.004	Brush Drop-off & Scrap	\$1,981	\$1,500	\$1,500	\$1,500
Total Recycling Revenues			\$1,981	\$53,500	\$51,277	\$19,100
	Total General Fund Revenues		\$6,745,140	\$6,571,350	\$6,576,244	\$6,963,550

General Fund-Recycling Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-150-1000.002	Part Time Salary	\$0	\$0	\$0	\$10,380
	Total Salaries Expense		\$0	\$0	\$0	\$10,380
01	5-150-1020.001	FICA-Employer	\$0	\$0	\$0	\$640
01	5-150-1020.002	Medicare-Employer	\$0	\$0	\$0	\$150
01	5-150-1020.003	Unemployment Compensation	\$0	\$0	\$0	\$100
	Total Payroll Taxes Expense		\$0	\$0	\$0	\$890
	Total Personnel Expense		\$0	\$0	\$0	\$11,270
01	5-155-4010.000	Grants-Operational	\$21,000	\$47,500	\$62,464	\$32,000
	Total Grant Expense		\$21,000	\$47,500	\$62,464	\$32,000
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	\$0	\$0	\$5	\$25
01	5-155-6015.000	Service Agreements-General	\$5,535	\$0	\$0	\$0
	Total Professional Services Expense		\$5,535	\$5,535	\$5,540	\$5,560
	Total Recycling Expense		\$26,535	\$53,035	\$68,004	\$48,830

Storm Water

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

Fiscal Year 2017 Goals:

II. **Goal:** Improve capacity issue of stormwater conveyance that causes street flooding.

Strategy: Construct detention facilities and review conveyance system capacity

Budgetary Factor: Capital Funding from General Fund

III. **Goal:** Maintain detention facility capacity

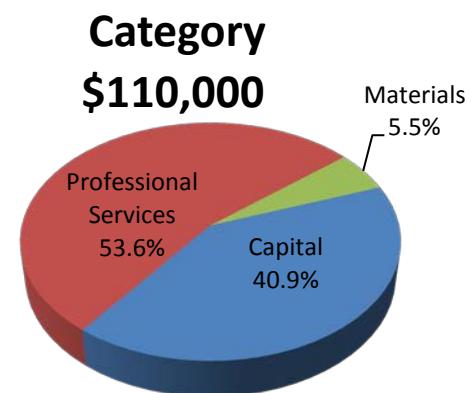
Strategy: Review existing detention capacity and remove debris to maintain design capacity.

Budgetary Factor: Equipment and Labor from Street and Environmental Divisions

Performance Measurements:

I. Will begin to monitor the location of flooded streets and frequency to establish predictive data to use in the future.

Storm Water Expense by Category



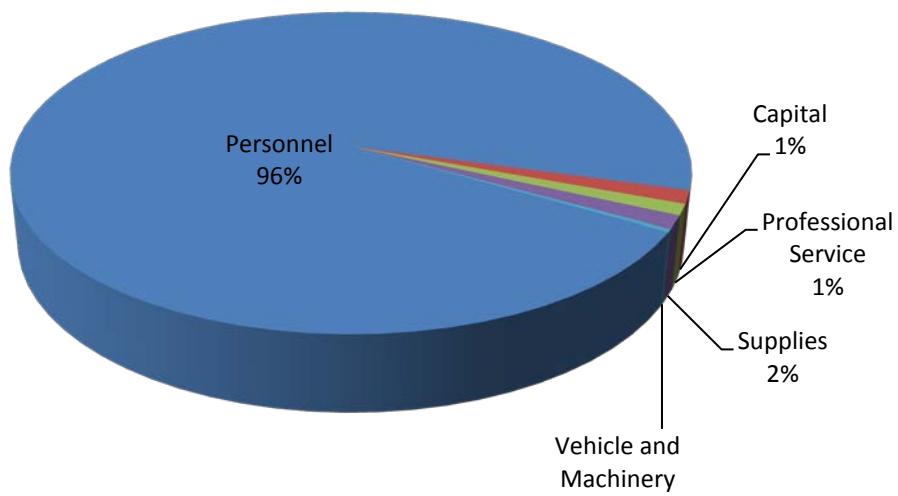
General Fund-Storm Water Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-165-2030.000	Capital-Infrastructure	\$67,500	\$62,500	\$35,000	\$45,000
	Total Capital Expense		\$67,500	\$62,500	\$35,000	\$45,000
01	5-165-6000.003	Prof Services-Surveying	\$0	\$0	\$25,000	\$45,000
01	5-165-6000.015	Prof-Services-Contracts	\$0	\$0	\$0	\$14,000
	Total Professional Services Expense		\$0	\$0	\$25,000	\$59,000
01	5-165-7500.002	Material-Rock	\$0	\$0	\$0	\$1,500
01	5-165-7500.003	Materials-Concrete	\$0	\$0	\$0	\$2,000
01	5-165-7500.004	Materials-Landscaping	\$0	\$0	\$0	\$500
01	5-165-7500.005	Materials-Pipe Misc	\$0	\$0	\$0	\$1,000
01	5-165-7500.005	Materials-Precast	\$0	\$0	\$0	\$1,000
	Total Material Expense		\$0	\$0	\$0	\$6,000
	Total Storm Water Expense		\$67,500	\$62,500	\$60,000	\$110,000

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 Office Expense by Category

\$262,072



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

Fiscal Year 2015-2016 Accomplishments:

Implement Performance Measures to support resource allocations decisions for upcoming budget. Conducted audit of insurance and assets city wide. Improved bid documents and contracting.

Fiscal Year 2017 Goals:

- I. **Goal:** Prepare the budget 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 2016 to Council by Oct 31, 2016

Strategy: Provide information to Auditors in a timely manner and maintain

Budgetary Factor: Non-budgeted, no additional funding required

III. **Goal:** Continue developing the tracking of fixed assets

Strategy: Work in conjunction with IT and City departments to develop the fixed asset database and input the fixed assets

Budgetary Factor: Availability of funds

IV. **Goal:** Reduce aged debt associated with accounts receivable.

Strategy: Present Council with a debt collection policy and bad debt write-off policy to enforce collection of past due accounts. Debt collection policies will allow us to improve upon our current practices to recover accounts receivable debt.

Budgetary Factor: Non-budgeted, no additional funding required.

Performance Measurements:

Fiscal Year Performance Measures						
Metrics	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015
Number of Initial Purchase Orders Issued	1020	519	286	243	287	383
Number of Accounts Payable Checks Issued	4289	4177	3807	3642	3687	3713
Number of Payroll issued	5673	5506	5029	4692	4753	4887
Number of Accounts Receivable Invoices Issued	583	705	635	620	639	643
Accounts Receivable Collection Rate	98.27%	94.77%	67.28%	82.62%	79.55%	59.62%
Number of Accounting Funds	43	46	36	17	17	17
Calendar Year Performance Measures						
Metrics	2010	2011	2012	2013	2014	2015
Average Return on Investments	1.50%	1.01%	0.64%	0.50%	0.38%	0.35%
Debt Ratings (Standard & Poors)	A-	A-	A-	A-	A-	A-
Debt Issues Outstanding	4	4	3	3	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	\$0.5102	\$0.5096	\$0.5138	\$0.5204

Previous Years' Goals:

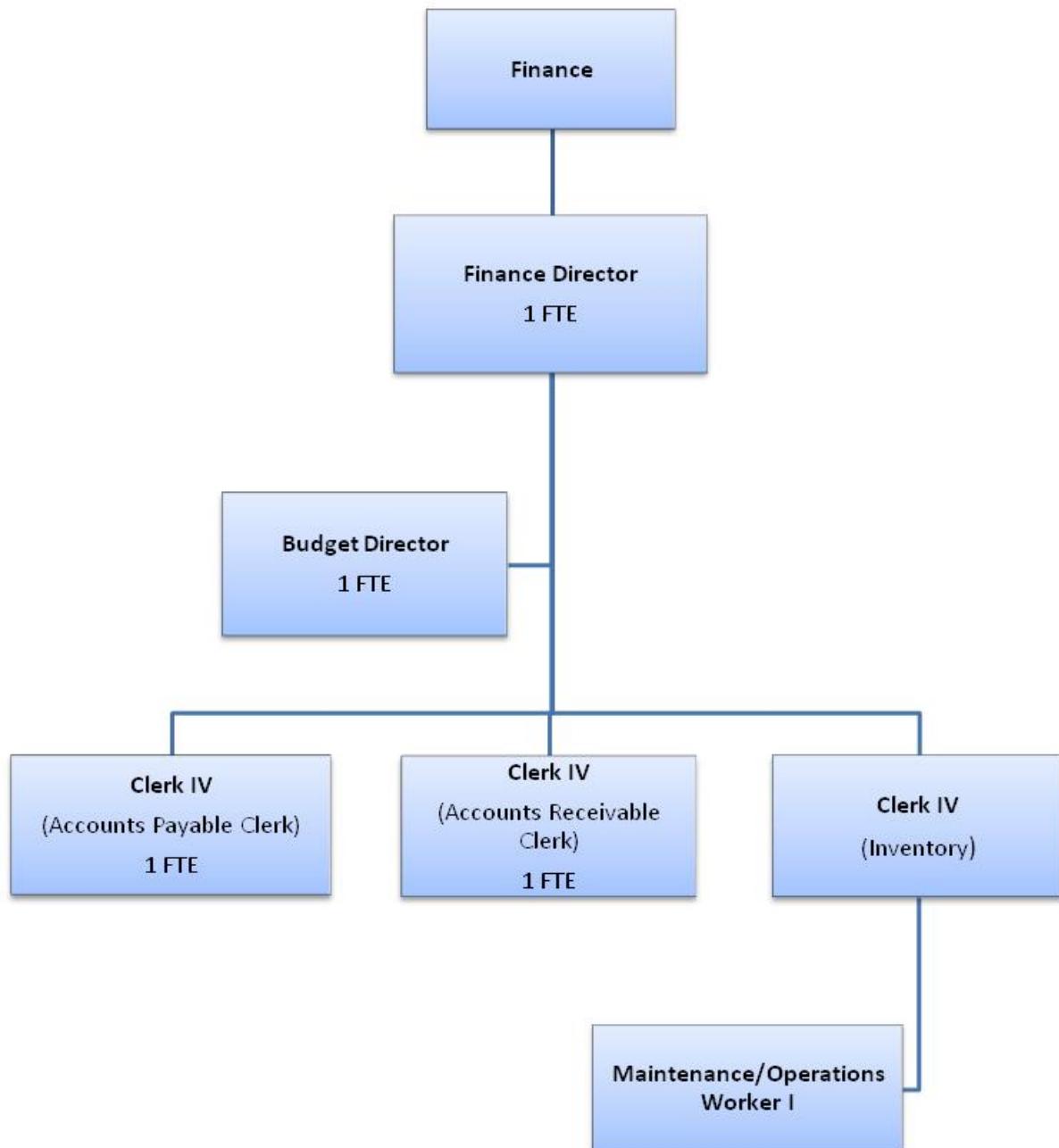
- I. Provide finance department workforce development opportunities to support career progression and growth.
Status: On-going. Throughout the year staff attended various trainings.
- II. Provide finance department accounts receivable module.
Status: Complete; the Finance Department is in the process of implementing the accounts receivable module which will provide better controls for monitoring monies owed to the City.
- III. Present audit of fiscal year 2015 to City Council by September 30, 2015.
Status: Complete but not met: First draft of audit was presented in October and finalized on December 17th due to GASB pension changes.
- IV. Prepare the budget in conformity with the Government Finance Officers Association Standards.

Status: Complete; received the Distinguished Budget award from GFOA for the second year in a row.

V. Continue developing the tracking of fixed assets.

Status: Ongoing: updated assets that we have insured to be reflective of current inventory and continue to update the Access Database currently utilized

Finance Department Organizational Chart



General Fund-Finance Office Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-170-1000.001	Fulltime Salary	\$158,000	\$162,870	\$163,306	\$175,210
	Total Salaries Expense			\$158,000	\$162,870	\$163,306
01	5-170-1005.001	Health Premium-Employee	\$15,840	\$15,840	\$16,455	\$15,840
01	5-170-1005.002	Health Premium-Family	\$11,760	\$11,760	\$12,150	\$11,760
01	5-170-1005.003	Dental Premium-Employee	\$900	\$625	\$600	\$600
01	5-170-1005.004	Dental Premium-Family	\$600	\$450	\$427	\$450
	Total Insurance Expense			\$29,100	\$28,675	\$29,632
01	5-170-1010.001	Life Insurance	\$330	\$250	\$221	\$250
	Total Life Insurance Expense			\$330	\$250	\$221
01	5-170-1015.001	Lagers-General	\$21,490	\$21,500	\$21,556	\$21,030
01	5-170-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,600	\$2,600
	Total Retirement Expense			\$24,090	\$24,100	\$24,156
01	5-170-1020.001	FICA-Employer	\$9,800	\$10,100	\$9,769	\$10,860
01	5-170-1020.002	Medicare-Employer	\$2,290	\$2,360	\$2,285	\$2,540
01	5-170-1020.003	Unemployment Compensation	\$1,580	\$1,630	\$1,633	\$1,750
01	5-170-1020.004	Workman's Compensation	\$840	\$686	\$642	\$686
	Total Payroll Taxes Expense			\$14,510	\$14,776	\$14,329
	\$15,836					
01	5-170-1025.001	Employee-Uniforms	\$250	\$175	\$0	\$125
01	5-170-1025.002	Employee-Dues/Lics/Membership	\$1,000	\$750	\$765	\$800
01	5-170-1025.003	Employee-Books	\$500	\$500	\$400	\$500
01	5-170-1025.004	Employee-Travel/Hotel	\$250	\$1,800	\$1,200	\$1,800
01	5-170-1025.005	Employee-Training	\$2,500	\$4,600	\$4,600	\$4,600
01	5-170-1025.007	Employee-Bonds	\$0	\$175	\$175	\$175
	Total Employee Expense			\$4,500	\$8,000	\$7,140
	\$8,000					
	Total Personnel Expense			\$230,530	\$238,671	\$238,785
	\$251,576					
01	5-170-2020.000	Capital-Machinery and Equipment	\$0	\$9,600	\$9,600	\$3,438
	Total Capital Expense			\$0	\$9,600	\$9,600
	\$3,438					
01	5-170-5010.001	Utilities-Landline and Fiber	\$300	\$0	\$0	\$0

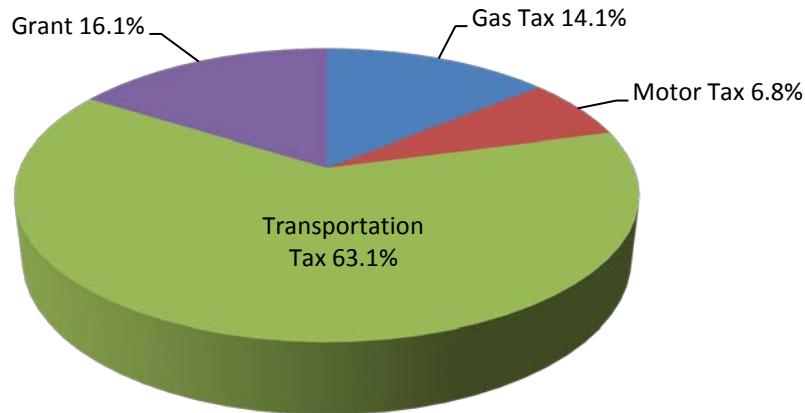
General Fund-Finance Office Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-170-5015.001	Utilities-Cell Phones	\$1,440	\$0	\$0	\$480
	Total Utilities Expense		\$1,740	\$0	\$0	\$480
01	5-170-6000.007	Prof Services-Toxicology Testing	\$200	\$100	\$100	\$100
01	5-170-6000.008	Prof Services-MSHP Background Cks	\$75	\$75	\$0	\$75
01	5-170-6000.014	Prof Services-Events and Functions	\$750	\$150	\$20	\$150
01	5-170-6000.016	Prof Services-Taxes & Fees	\$0	\$0	\$425	\$425
	Total General Professional Service Expense		\$1,025	\$325	\$545	\$750
01	5-170-6010.002	Advertising-Employee Recruitment	\$1,000	\$100	\$0	\$100
01	5-170-6010.003	Advertising-Print	\$200	\$200	\$140	\$200
	Total Advertising Expense		\$1,200	\$300	\$140	\$300
01	5-170-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,378
	Total Software Expense		\$0	\$0	\$0	\$1,378
	Total Professional Service Expense		\$2,225	\$625	\$685	\$2,428
01	5-170-7000.001	Supplies-Operational	\$500	\$1,000	\$1,000	\$1,000
01	5-170-7000.002	Supplies-Computer Accessories	\$500	\$250	\$250	\$250
01	5-170-7000.004	Supplies-Small Tools	\$250	\$0	\$0	\$0
01	5-170-7000.005	Supplies-Small Accessories	\$0	\$0	\$0	\$0
01	5-170-7005.001	Supplies-Printing	\$150	\$100	\$150	\$200
01	5-170-7005.002	Supplies-Mailing	\$1,750	\$750	\$600	\$750
01	5-170-7005.003	Supplies-Postage	\$200	\$50	\$85	\$150
01	5-170-7005.004	Supplies-Paper	\$150	\$100	\$75	\$100
01	5-170-7005.005	Supplies-Forms	\$250	\$350	\$769	\$1,000
	Total General Office Supplies Expense		\$3,750	\$2,600	\$2,929	\$3,450
01	5-170-7015.004	Supplies-Safety	\$150	\$0	\$0	\$0
	Total Medical and Safety Supplies Expense		\$150	\$0	\$0	\$0
	Total Supplies		\$3,900	\$2,600	\$2,929	\$3,450
01	5-170-8600.001	Vehicle-Repair	\$250	\$100	\$0	\$100
01	5-170-8600.002	Vehicle-Maintenance	\$250	\$100	\$0	\$100

General Fund-Finance Office Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
01	5-170-8600.005	Vehicle-Fuel	\$500	\$500	\$0	\$500
	Total Vehicle Expense		\$1,000	\$700	\$0	\$700
	Total Tools, Machinery, and Vehicle Expense		\$1,000	\$700	\$0	\$700
	Total Finance Office Expense		\$239,395	\$252,196	\$251,999	\$262,072
	Total General Fund Expense		\$6,668,017	\$6,998,391	\$6,617,746	\$7,438,407

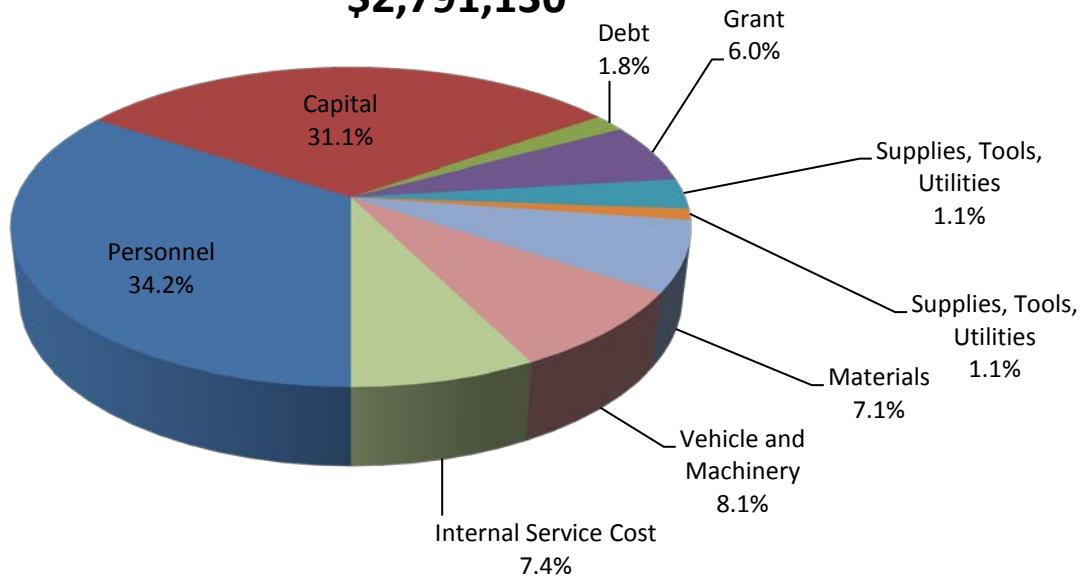
Street Fund

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 \$2,735,540



Street Expense by Category \$2,791,130



Fiscal Year 2015-2016 Accomplishments:

Projects planned for Fiscal Year 2015-2016 included 29,723 linear feet of pavement to be crack sealed, 29,723 linear feet of pavement to be fog sealed, and 21,707 linear feet of pavement to be overlaid with new asphalt. As of June 15, 2015, 29,723 linear feet of pavement was crack sealed, 13,188 linear feet of pavement was fog sealed, and 13,622 linear feet of pavement was overlaid with new asphalt. Another 8,464 linear feet of street had been scheduled for asphalt overlay over the last few weeks of June bringing the overall total for streets overlaid with new asphalt to 22,086 linear feet.

Fiscal Year 2017 Goals:

- I. **Goal:** All stop 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 beginning in fiscal year 2014. Stop signs are scheduled for replacement with retro-reflective stop signs in one zone per year from 2014 to 2017. Work in the final zone is scheduled to be completed in fiscal year 2017.
Budgetary Factor: Availability of funds. Budget for sign materials increased \$6,000 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.
Budgetary Factor: Availability of funds. In fiscal year 2016, 45% of the asphalt maintenance budget and 98% of the capital infrastructure budget was used for this purpose.

Performance Measurements:

	2014	2015	2016 Estimate	2017 Projected
Blocks of City streets requiring pothole patching	148	276	101	
Blocks of City streets in which tree trimming was performed	10	67	4	
Blocks of City streets with new striping painted	27	69	27	60
Blocks of City streets crack sealed	27	30	71	79
Blocks of City streets in which asphalt surface was treated	23	11	28	35

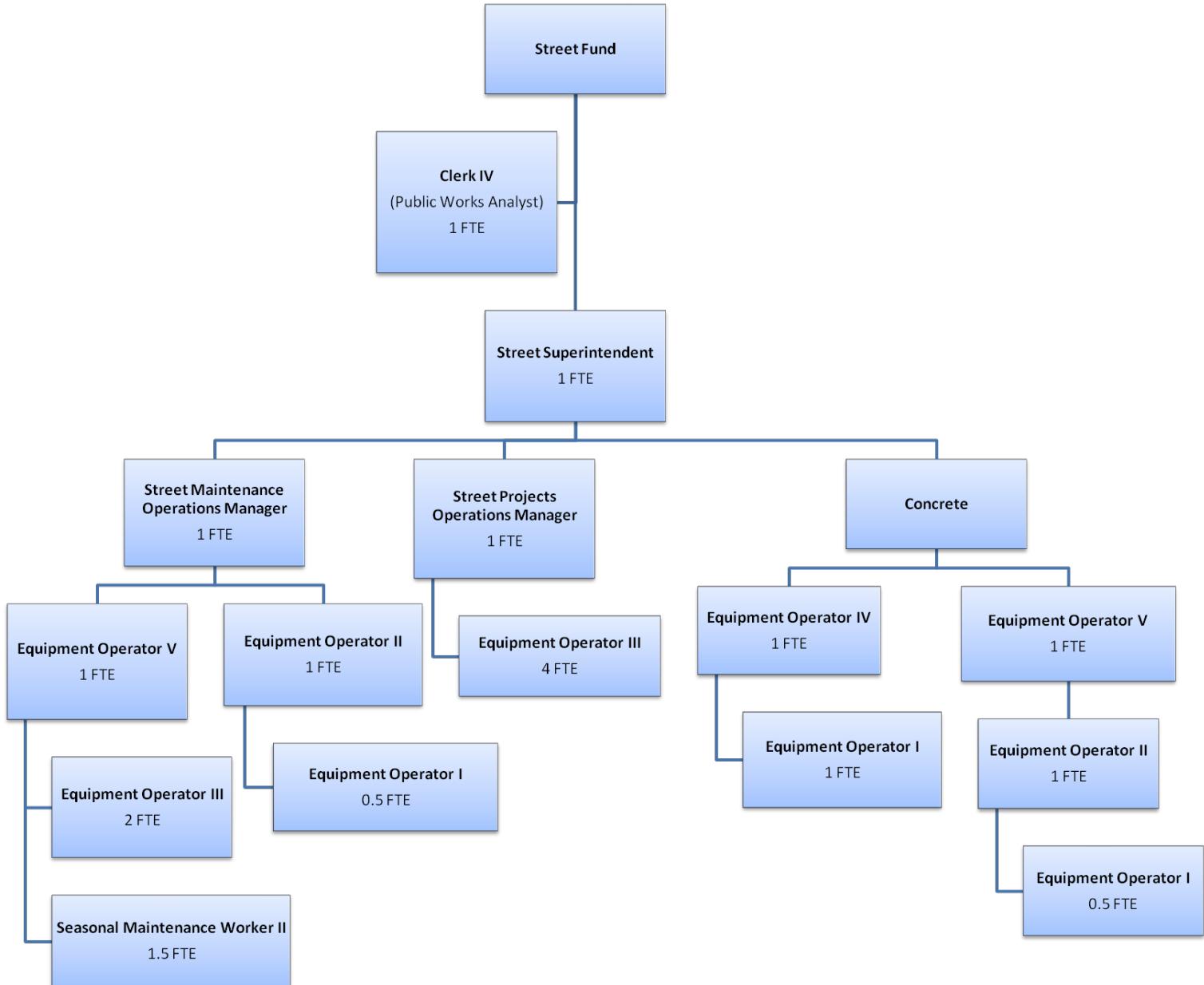
Previous Years' Goals:

- I. 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: Overall pavement condition index scores continue to improve because of maintenance and re-construction projects.

Street Fund Revenue and Expense by Category

Street Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$1,641,578	\$1,600,000	\$1,700,000	\$1,725,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$710,201	\$1,298,512	\$939,467	\$1,010,540
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	\$2,673	\$0	\$19,160	\$0
Internal Service Revenue				
Total Revenues	\$2,354,451	\$2,898,512	\$2,658,627	\$2,735,540
Expenses				
Personnel	\$724,561	\$893,765	\$900,454	\$955,686
Capital	\$235,083	\$1,291,529	\$1,303,606	\$866,819
Debt	\$0	\$0	\$0	\$50,000
Grants	\$299,577	\$637,930	\$395,430	\$167,717
Utilities	\$16,764	\$18,505	\$13,810	\$20,300
Professional Services	\$44,071	\$59,840	\$60,197	\$85,930
Supplies and Materials	\$90,779	\$190,033	\$181,773	\$202,200
Tools, Equipment, and Vehicles	\$156,115	\$233,396	\$168,550	\$235,370
Benefit Expense				
Other				
Internal Service Expense	\$142,513	\$157,295	\$157,295	\$207,109
Total Expenses	\$1,709,464	\$3,482,293	\$3,181,115	\$2,791,130

Street Fund Organizational Chart



Street-Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	4-500-1000.002	Tax-Sales 0.5%	\$1,525,000	\$1,600,000	\$1,700,000	\$1,725,000
	Total Tax Revenue		\$1,525,000	\$1,600,000	\$1,700,000	\$1,725,000
08	4-500-2000.001	State Tax-Gas	\$365,000	\$385,000	\$385,000	\$385,000
08	4-500-2000.002	State Tax-Motor Vehicle	\$155,000	\$175,000	\$185,000	\$185,000
	Total State Tax Revenue		\$520,000	\$560,000	\$570,000	\$570,000
08	4-500-2005.002	Grant-Capital	\$544,731	\$738,512	\$369,467	\$440,540
	Total Grant Revenue		\$544,731	\$738,512	\$369,467	\$440,540
	Total Intergovernmental Revenue		\$1,064,731	\$1,298,512	\$939,467	\$1,010,540
08	4-500-3010.006	Misc.-Miscellaneous	\$0	\$0	\$1,060	\$0
08	4-500-3010.008	Misc.-Gain/Loss Asset Disposal	\$0	\$0	\$18,100	\$0
	Total Miscellaneous Revenue		\$0	\$0	\$19,160	\$0
	Total Street Revenues		\$2,589,731	\$2,898,512	\$2,658,627	\$2,735,540

Street-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	5-500-1000.001	Fulltime Salary	\$488,441	\$501,650	\$501,650	\$557,450
08	5-500-1000.002	Part Time Salary	\$36,703	\$99,910	\$108,969	\$90,990
08	5-500-1000.005	Fulltime Overtime	\$10,200	\$9,720	\$9,720	\$11,390
08	5-500-1000.006	Part Time Overtime	\$150	\$0	\$1,574	\$0
	Total Salaries Expense		\$535,494	\$611,280	\$621,913	\$659,830
08	5-500-1005.001	Health Premium-Employee	\$31,680	\$31,680	\$31,680	\$36,960
08	5-500-1005.002	Health Premium-Family	\$67,775	\$78,360	\$78,360	\$81,240
08	5-500-1005.003	Dental Premium-Employee	\$3,900	\$3,900	\$3,900	\$3,900
08	5-500-1005.004	Dental Premium-Family	\$855	\$1,200	\$1,200	\$1,200
08	5-500-1010.001	Life Insurance	\$825	\$825	\$825	\$900
	Total Life Insurance Expense		\$825	\$825	\$825	\$900
08	5-500-1015.001	Lagers-General	\$65,110	\$67,500	\$67,500	\$68,260

Street-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	5-500-1015.004	Deferred Comp-Employer	\$7,150	\$7,150	\$7,150	\$7,150
	Total Retirement Expense		\$72,260	\$74,650	\$74,650	\$75,410
08	5-500-1020.001	FICA-Employer	\$33,090	\$37,900	\$36,000	\$40,910
08	5-500-1020.002	Medicare-Employer	\$7,740	\$8,860	\$8,500	\$9,570
08	5-500-1020.003	Unemployment Compensation	\$5,340	\$6,110	\$6,110	\$6,600
08	5-500-1020.004	Workman's Compensation	\$28,490	\$25,894	\$24,210	\$25,894
	Total Payroll Taxes Expense		\$74,660	\$78,764	\$74,820	\$82,974
08	5-500-1025.001	Employee-Uniforms	\$9,000	\$9,500	\$9,500	\$9,500
08	5-500-1025.002	Employee-Dues/License/Membership	\$1,115	\$773	\$773	\$804
08	5-500-1025.003	Employee-Books	\$250	\$258	\$258	\$268
08	5-500-1025.005	Employee-Training	\$2,500	\$2,575	\$2,575	\$2,700
	Total Employee Expense		\$12,865	\$13,106	\$13,106	\$13,272
	Total Personnel Expense		\$800,314	\$893,765	\$900,454	\$955,686
08	5-500-2005.000	Capital Exp-Land	\$0	\$840,529	\$858,460	\$743,500
08	5-500-2020.000	Capital Exp-Machinery	\$8,860	\$421,000	\$412,346	\$63,319
08	5-500-2025.000	Capital Exp-Vehicles	\$50,000	\$30,000	\$32,800	\$40,000
08	5-500-2030.000	Capital Exp-Infrastructure	\$223,450	\$0	\$0	\$20,000
	Total Capital Expense		\$282,310	\$1,291,529	\$1,303,606	\$866,819
08	5-500-3020.000	Debt - Lease Purchase	\$0	\$0	\$0	\$50,000
	Total Debt Expense		\$0	\$0	\$0	\$50,000
08	5-500-4005.002	Grants-Capital Improvement	\$831,133	\$637,930	\$395,430	\$167,717
	Total Grant Expense		\$831,133	\$637,930	\$395,430	\$167,717
08	5-500-5000.001	Utilities-Electric	\$250	\$275	\$0	\$290
08	5-500-5005.001	Utilities-Propane	\$12,000	\$12,360	\$7,000	\$12,860
08	5-500-5010.001	Utilities-Landline and Fiber	\$500	\$0	\$1,000	\$1,000
08	5-500-5015.001	Utilities-Cell Phones	\$4,100	\$3,810	\$3,810	\$4,000
08	5-500-5025.001	Utilities-Solid Waste	\$2,000	\$2,060	\$2,000	\$2,150
	Total Utilities Expense		\$18,850	\$18,505	\$13,810	\$20,300

Street-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
08	5-500-6000.002	Prof Services-Engineering	\$25,000	\$25,000	\$25,000	\$50,000
08	5-500-6000.003	Prof Services-Surveying	\$3,500	\$9,500	\$5,000	\$5,000
08	5-500-6000.007	Prof Services-Toxicology Test	\$1,000	\$1,030	\$1,030	\$1,270
08	5-500-6000.008	Prof Services-MSHP Background Ck	\$1,000	\$1,030	\$1,030	\$1,270
08	5-500-6000.018	Prof Services-Damage Claims	\$3,000	\$3,090	\$3,090	\$3,200
	Total General Professional Service Expense		\$33,500	\$39,650	\$35,150	\$60,740
08	5-500-6005.001	Insurance-Vehicle	\$12,500	\$12,875	\$11,559	\$13,293
08	5-500-6005.002	Insurance-Equipment	\$7,300	\$6,500	\$6,500	\$7,475
08	5-500-6005.003	Insurance-Building & Property	\$238	\$300	\$473	\$544
08	5-500-6005.008	Insurance-City Street	\$1,500	\$0	\$0	\$0
	Total Insurance Expense		\$21,538	\$19,675	\$18,532	\$21,312
08	5-500-6010.003	Advertising-Print	\$900	\$515	\$515	\$540
	Total Advertising Expense		\$900	\$515	\$515	\$540
08	5-500-6020.001	Software-Purchase	\$0	\$0	\$6,000	\$0
08	5-500-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,723
08	5-500-6020.003	Software-Agreement	\$0	\$0	\$0	\$1,615
	Total Software Expense		\$0	\$0	\$6,000	\$3,338
	Total Professional Service Expense		\$55,938	\$59,840	\$60,197	\$85,930
08	5-500-7000.001	Supplies-Operational	\$750	\$773	\$773	\$1,000
	Total General Office Supplies Expense		\$750	\$773	\$773	\$1,000
08	5-500-7015.004	Supplies-Safety	\$4,100	\$2,060	\$2,500	\$2,500
	Total Medical and Safety Supplies Expense		\$4,100	\$2,060	\$2,500	\$2,500
	Total Supplies		\$4,850	\$2,833	\$3,273	\$3,500
08	5-500-7500.001	Materials-Asphalt	\$29,150	\$104,000	\$100,000	\$115,000
08	5-500-7500.002	Materials-Rock	\$6,700	\$6,900	\$5,000	\$6,500
08	5-500-7505.003	Materials-Pipe-Misc.	\$1,100	\$1,000	\$1,000	\$1,000
08	5-500-7510.001	Materials-Paint	\$8,250	\$13,500	\$10,000	\$14,000
08	5-500-7510.002	Materials-Signs	\$10,000	\$10,300	\$14,500	\$10,700

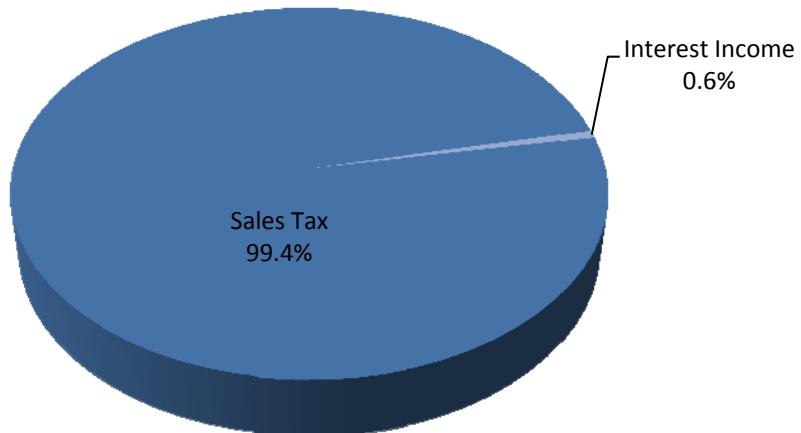
Street-Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
08	5-500-7525.001	Materials-Infrastructure Maintenance	\$51,000	\$51,500	\$48,000	\$51,500	
	Total Material Expense			\$106,200	\$187,200	\$178,500	\$198,700
08	5-500-8000.001	Tools-Repair	\$1,250	\$1,288	\$200	\$1,300	
08	5-500-8000.002	Tools- Maintenance	\$1,250	\$1,288	\$700	\$1,300	
08	5-500-8000.003	Tools-Supplies	\$5,000	\$5,150	\$5,150	\$5,400	
	Total Tools and Portable Equipment Expense			\$7,500	\$7,726	\$6,050	\$8,000
08	5-500-8300.001	Equipment-Repair	\$34,750	\$39,500	\$40,000	\$39,500	
08	5-500-8300.002	Equipment-Maintenance	\$24,200	\$26,000	\$30,000	\$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	\$37,500	\$33,000	\$15,000	\$30,000	
	Total Machinery and Equipment Expense			\$97,950	\$100,000	\$86,500	\$104,700
08	5-500-8600.001	Vehicle-Repair	\$38,100	\$39,250	\$25,000	\$39,250	
08	5-500-8600.002	Vehicle-Maintenance	\$23,300	\$31,920	\$20,000	\$31,920	
08	5-500-8600.003	Vehicle-Supplies	\$500	\$500	\$500	\$500	
08	5-500-8600.004	Vehicle-Equipment	\$1,000	\$1,000	\$500	\$1,000	
08	5-500-8600.005	Vehicle-Fuel	\$55,650	\$53,000	\$30,000	\$50,000	
	Total Vehicle Expense			\$118,550	\$125,670	\$76,000	\$122,670
	Total Tools, Machinery, and Vehicle Expense			\$224,000	\$233,396	\$168,550	\$235,370
08	5-500-9910.000	Internal Service-Personnel	\$168,969	\$157,295	\$157,295	\$207,109	
	Total Internal Service			\$168,969	\$157,295	\$157,295	\$207,109
	Total Street Expense			\$2,492,564	\$3,482,293	\$3,181,115	\$2,791,130

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.

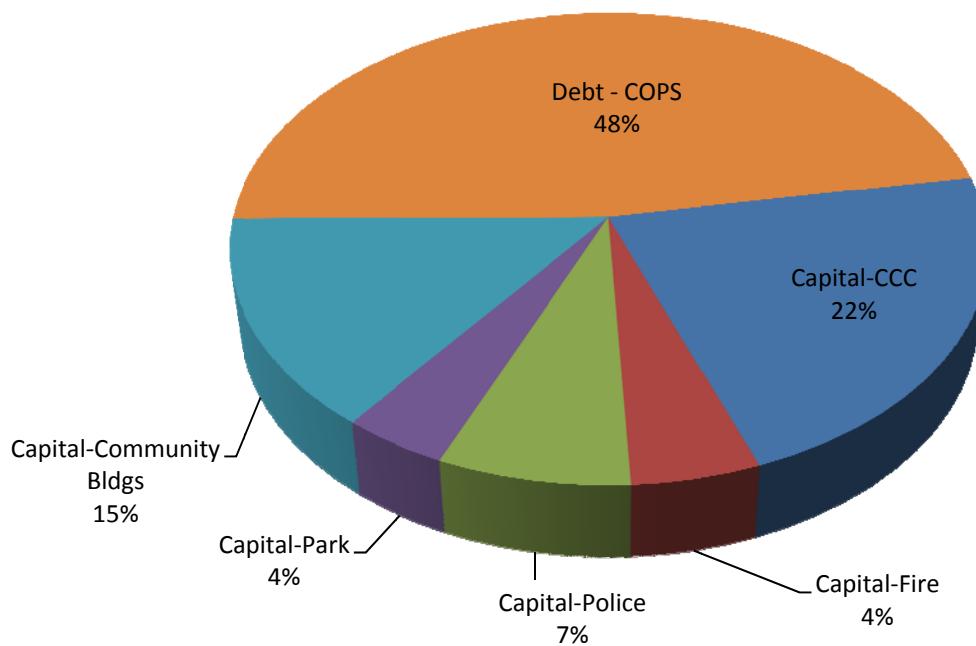
Capital Funds Available by Category

\$1,725,000



Capital Expense by Category

\$2,439,350



Capital Fund Revenue and Expense by Category

Capital Fund	2015 Actual.	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$1,641,127	\$1,580,000	\$1,680,000	\$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	\$2	\$10,000	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$1,641,130	\$1,590,000	\$1,680,000	\$1,725,000
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$1,765,720	\$895,000	\$604,175	\$1,263,500
Debt	\$1,170,609	\$1,169,030	\$1,169,180	\$1,175,850
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	\$2,936,329	\$2,064,030	\$1,773,355	\$2,439,350

Capital-Administration Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
22	4-600-1000.002	Tax-Sales 0.5%	\$1,580,000	\$1,580,000	\$1,680,000	\$1,725,000
	Total Tax Revenue			\$1,580,000	\$1,580,000	\$1,680,000
22	4-600-3010.001	Misc.-Bond Proceeds	\$0	\$0	\$0	\$0
22	4-600-3010.003	Misc.-Interest Income	\$10,000	\$10,000	\$0	\$0
	Total Miscellaneous Revenue			\$10,000	\$10,000	\$0
	Total Administration Revenue			\$1,590,000	\$1,590,000	\$1,680,000
						\$1,725,000

Capital-General Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
22	5-605-2005.000	Capital Exp-Land and Improvement	\$0	\$180,000	\$119,680	\$120,000
22	5-605-2010.000	Capital Exp-Building and Improvement	\$1,300,000	\$410,000	\$290,577	\$757,500
22	5-605-2015.000	Capital Exp-Furniture and Fixtures	\$124,186	\$0	\$0	\$21,900
22	5-605-2020.000	Capital Exp-Machinery and Equipment	\$162,750	\$48,000	\$30,968	\$174,100
22	5-605-2025.000	Capital Exp-Vehicles	\$90,000	\$122,000	\$116,885	\$90,000
22	5-605-2030.000	Capital Exp-Infrastructure	\$120,000	\$0	\$11,065	\$0
	Total Capital-General Expense			\$1,796,936	\$760,000	\$569,175
						\$1,163,500
Capital-Street Expenses						
22	5-610-2005.000	Capital Exp-Land and Improvement	\$236,438	\$0	\$0	\$0
	Total Capital-Street Expense			\$236,438	\$0	\$0
Capital-Park Expenses						
22	5-650-2005.000	Capital Exp-Land and Improvement	\$303,000	\$135,000	\$35,000	\$100,000
22	5-650-2010.000	Capital Exp-Building and Improvement	\$5,500	\$0	\$0	\$0
	Total Capital-Park Expense			\$308,500	\$135,000	\$35,000
						\$100,000
	Total Capital Expense			\$3,514,874	\$2,064,030	\$1,773,355
						\$2,439,350

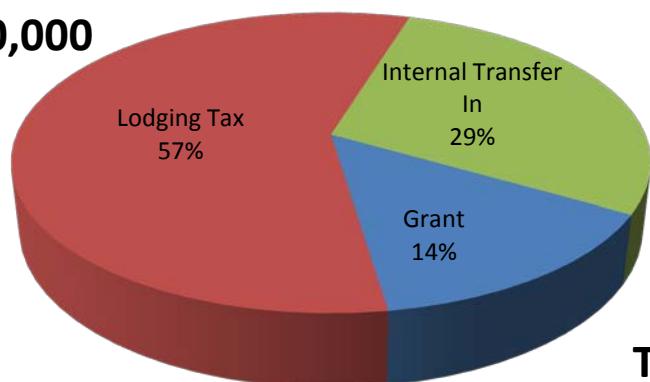
Tourism Fund

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.

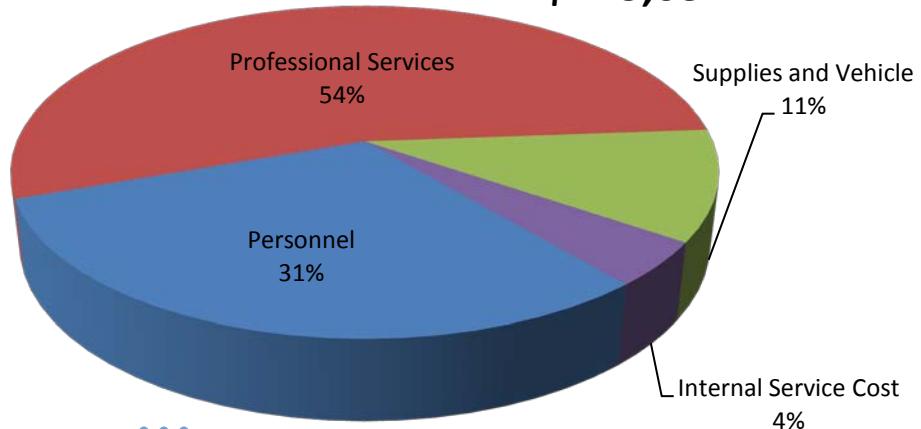
Tourism Funds Available by Category

\$210,000



Tourism Expense by Category

\$213,034



Fiscal Year 2015-2016 Accomplishments:

- I. Attended a new Tradeshow that focuses on RV Vacation and Travel
- II. Had a very successful convention season distributing over 6000 calendars and visitor's guides each
- III. Was able to have two coworkers attend the conventions and let them experience and learn what it takes to promote the area and attract visitors
- IV. Achieved goal of reaching 8000 likes on our Facebook page and soon will pass 9000
- V. Lodging revenue is at its highest (calendar year) with an 8% increase in 2015 over 2014

Fiscal Year 2017 Goals:

- I. **Goal:** Increase the economic impact of tourism in Lebanon, Laclede County, Missouri through increased visitation.
Strategy: The utilization of a variety of marketing mixtures to attract out-of-town visitors to the community through awareness of local area events and attractions.
Budgetary Factor: Availability of lodging tax revenue, state grant revenue and an internal interfund transfer.
- II. **Goal:** Increase local interest and knowledge of events throughout the area.
Strategy: Increasing the amount of resources available to the local population to be aware of what is happening in the area.
Budgetary Factor: Availability of lodging tax revenue
- III. **Goal:** Evaluate staffing needs and marketing efforts, with a review of the Lodging Tax for a potential increase to fund those efforts
Strategy: The Tourism Advisory Board should begin evaluating overall tourism operations to see if there is a justification for a request to increase staffing levels and marketing efforts through an increase in the Lodging Tax. Our Lodging Tax is one of the lowest in Missouri.
Budgetary Factor: While this effort will not likely require funding, the end result may increase overall funding levels for the Tourism Fund.

Performance Measurements:

	2010	2010	2012	2013	2014	2015
Lead Generation	*	*	1581	5381	6273	9573
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

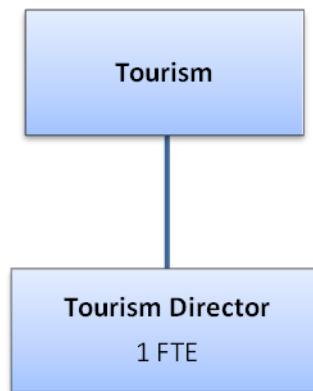
Previous Years' Goals:

- I. Increase the economic impact of tourism in Lebanon Laclede County Missouri through increased visitation.
Status: On-going. The department has increased the amount spent on advertisement and promotion in the last year. Lodging Tax revenue increased significantly over the last fiscal year showing that more people are coming and staying, and/or, staying longer per trip.

Tourism Fund Revenue and Expense by Category

Tourism Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$124,361	\$115,000	\$120,000	\$120,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$33,116	\$32,000	\$30,000	\$30,000
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	\$217,477	\$207,000	\$210,000	\$210,000
Expenses				
Personnel	\$65,162	\$69,981	\$64,408	\$65,256
Capital	\$0	\$0	\$0	\$1,438
Debt		\$0	\$0	\$0
Grants		\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$500
Professional Services	\$80,718	\$98,750	\$101,279	\$115,689
Supplies and Materials	\$13,708	\$23,750	\$23,046	\$19,150
Tools, Equipment, and Vehicles	\$344	\$1,800	\$1,430	\$1,800
Benefit Expense		\$0	\$0	\$0
Other		\$0	\$0	\$0
Internal Service Expense	\$5,314	\$9,776	\$7,000	\$9,200
Total Expenses	\$165,246	\$204,057	\$197,163	\$213,034

Tourism Organizational Chart



Tourism-Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
40	4-500-1000.006	Tax-Lodging	\$115,000	\$115,000	\$120,000	\$120,000
	Total Tax Revenue		\$115,000	\$115,000	\$120,000	\$120,000
40	4-500-2005.001	Grant-Operative	\$40,000	\$32,000	\$30,000	\$30,000
	Total Grant Revenue		\$40,000	\$32,000	\$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		\$215,000	\$207,000	\$210,000	\$210,000

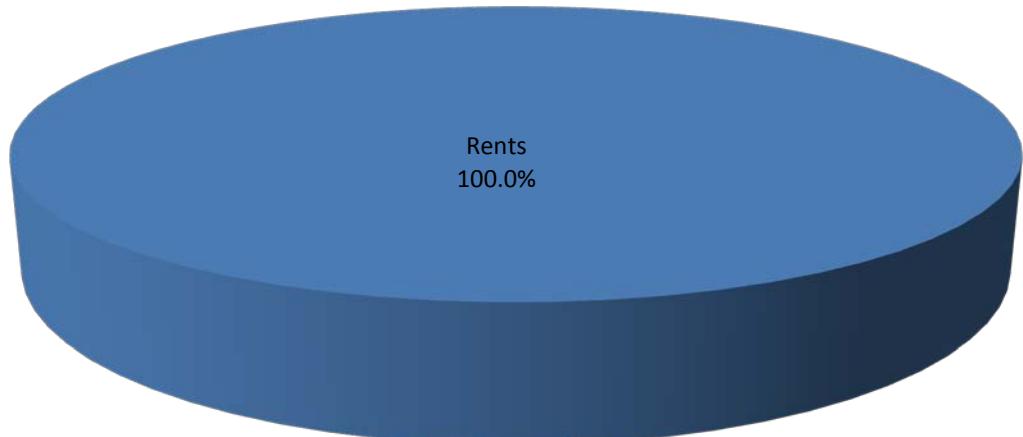
Tourism-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
40	5-500-1000.001	Fulltime Salary	\$45,000	\$45,840	\$45,792	\$46,300
	Total Salaries Expense		\$45,000	\$45,840	\$45,792	\$46,300
40	5-500-1005.001	Health Premium-Employee	\$5,675	\$5,280	\$5,668	\$5,280
40	5-500-1005.003	Dental Premium-Employee	\$305	\$300	\$300	\$300
	Total Insurance Expense		\$5,980	\$5,580	\$5,968	\$5,580
40	5-500-1010.001	Life Insurance	\$60	\$60	\$55	\$60
	Total Life Insurance Expense		\$60	\$60	\$55	\$60
40	5-500-1015.001	Lagers-General	\$5,895	\$6,051	\$6,044	\$5,556
40	5-500-1015.004	Deferred Comp-Employer	\$650	\$650	\$650	\$650
	Total Retirement Expense		\$6,545	\$6,701	\$6,694	\$6,206
40	5-500-1020.001	FICA-Employer	\$2,790	\$2,840	\$2,807	\$2,870
40	5-500-1020.002	Medicare-Employer	\$650	\$660	\$657	\$670
40	5-500-1020.003	Unemployment Compensation	\$450	\$460	\$458	\$460
40	5-500-1020.004	Workman's Compensation	\$0	\$0	\$0	\$160
	Total Payroll Taxes Expense		\$3,890	\$3,960	\$3,922	\$4,160
40	5-500-1025.002	Employee-Dues/Lic/Membership	\$750	\$750	\$750	\$750
40	5-500-1025.004	Employee-Travel/Hotel	\$3,670	\$5,870	\$517	\$1,450
40	5-500-1025.005	Employee-Training	\$750	\$1,220	\$710	\$750
	Total Employee Expense		\$5,170	\$7,840	\$1,977	\$2,950
	Total Personnel Expense		\$66,645	\$69,981	\$64,408	\$65,256
01	5-105-2020.000	Capital Exp-Machinery and Equipment	\$0	\$0	\$0	\$1,438
	Total Capital Expense		\$0	\$0	\$0	\$1,438
40	5-500-5020.002	Utilities-Internet Mobile	\$0	\$0	\$500	\$500
	Total Utilities Expense		\$0	\$0	\$500	\$500
40	5-500-6000.007	Prof Services-Toxicology Test	\$50	\$50	\$31	\$50

Tourism-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
40	5-500-6000.014	Prof Services-Event Planning	\$13,000	\$10,000	\$14,450	\$15,950
	Total General Professional Service Expense		\$13,050	\$10,050	\$14,481	\$16,000
40	5-500-6005.001	Insurance-Vehicle	\$700	\$700	\$0	\$0
	Total Insurance Expense		\$700	\$700	\$0	\$0
40	5-500-6010.003	Advertising-Print	\$41,000	\$41,000	\$40,990	\$46,039
40	5-500-6010.004	Advertising-Internet	\$24,000	\$21,000	\$20,543	\$25,696
40	5-500-6010.005	Advertising-Billboard	\$11,500	\$12,000	\$11,820	\$10,320
40	5-500-6010.006	Advertising-Radio	\$0	\$0	\$0	\$4,000
40	5-500-6010.007	Advertising-Television	\$13,500	\$14,000	\$13,445	\$12,945
	Total Advertising Expense		\$90,000	\$88,000	\$86,798	\$99,000
40	5-500-6020.002	Software-Upgrade	\$0	\$0	\$0	\$689
	Total Software Expense		\$0	\$0	\$0	\$689
	Total Professional Services Expense		\$103,750	\$98,750	\$101,279	\$115,689
40	5-500-7000.001	Supplies-Operational	\$1,000	\$2,600	\$2,394	\$1,000
40	5-500-7005.002	Supplies-Mailing	\$150	\$150	\$150	\$150
40	5-500-7005.003	Supplies-Postage	\$4,000	\$4,000	\$3,502	\$4,000
40	5-500-7005.006	Supplies-Promo-Education	\$15,000	\$17,000	\$17,000	\$14,000
	Total General Office Supplies Expense		\$20,150	\$23,750	\$23,046	\$19,150
40	5-500-8600.002	Vehicle-Maintenance	\$500	\$500	\$130	\$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	\$1,430	\$1,800
40	5-500-9910.000	Internal Service-Personnel	\$9,599	\$9,776	\$7,000	\$9,200
	Total Internal Service-Personnel		\$9,599	\$9,776	\$7,000	\$9,200
	Total Internal Service		\$9,599	\$9,776	\$7,000	\$9,200
	Total Tourism Expense		\$201,944	\$204,057	\$197,163	\$213,034

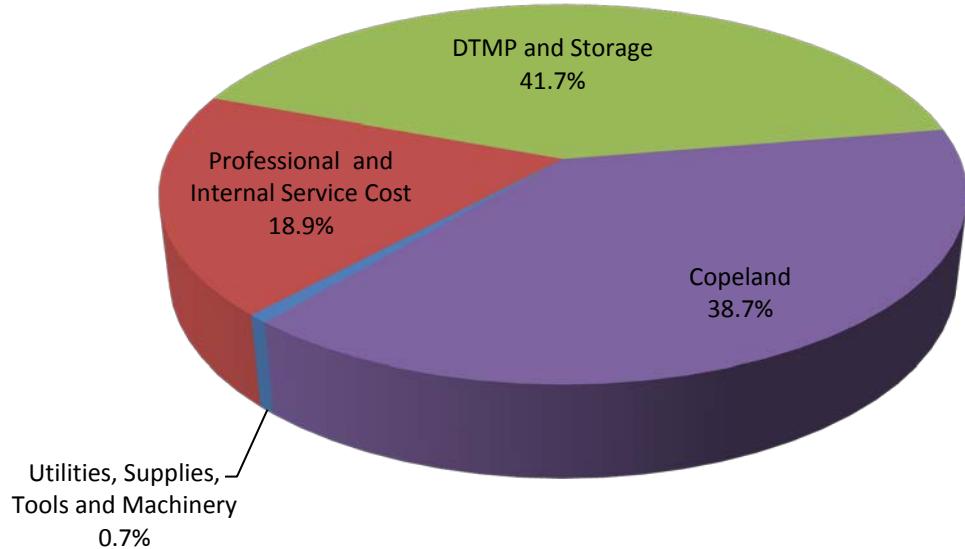
Economic Development

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 \$1,174,591



Economic Development Fund Revenue and Expense by Category

Economic Development Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$268,287	\$0	\$0	\$0
Intergovernmental	\$420,705	\$0	\$24,933	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$2,337,618	\$1,304,725	\$1,216,508	\$1,179,420
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$6,000	\$6,000	\$6,045	\$6,000
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$3,032,610	\$1,310,725	\$1,247,486	\$1,185,420
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$16,491	\$0	\$0	\$210,000
Debt	\$1,178,999	\$1,133,211	\$1,133,176	\$727,404
Grants		\$0	\$0	\$0
Utilities	\$2,939	\$3,200	\$2,980	\$3,200
Professional Services	\$73,553	\$87,325	\$124,806	\$142,070
Supplies and Materials	\$2,895	\$11,950	\$3,635	\$10,075
Tools, Equipment, and Vehicles	\$1,373	\$4,250	\$1,550	\$2,250
Benefit Expense		\$0	\$0	\$0
Other		\$0	\$0	\$0
Internal Service Expense	\$74,703	\$101,896	\$72,500	\$79,592
Total Expenses	\$1,350,952	\$1,341,832	\$1,338,647	\$1,174,591

Economic Development-Revenues			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	4-700-1010.001	PILOT-Electric	\$247,000	\$0	\$0	\$0
45	4-700-1010.002	PILOT-Water	\$17,500	\$0	\$0	\$0
45	4-700-1010.003	PILOT-Waste Water	\$23,400	\$0	\$0	\$0
	Total PILOT Revenue		\$287,900	\$0	\$0	\$0
45	4-700-3010.006	Misc. Miscellaneous	\$0	\$6,000	\$6,045	\$6,000
	Total Economic Development General Revenue		\$287,900	\$6,000	\$6,045	\$6,000
45	4-715-2005.002	Grant-Capital	\$421,168	\$0	\$24,933	\$0
	Total Grant Revenue		\$421,168	\$0	\$24,933	\$0
45	4-715-3005.001	Rental-Buildings	\$557,350	\$557,325	\$510,881	\$557,325
	Total Rental Revenue		\$557,350	\$557,325	\$510,881	\$557,325
	Total DTMP Revenues		\$978,518	\$557,325	\$535,814	\$557,325
45	4-730-3005.001	Rental-Buildings	\$747,400	\$747,400	\$705,627	\$622,095
	Total Rental Revenue		\$747,400	\$747,400	\$705,627	\$622,095
	Total Copeland Revenues		\$747,400	\$747,400	\$705,627	\$622,095
45	4-720-3005.001	Rental-Buildings	\$975,000	\$0	\$0	\$0
	Total Rental Revenue		\$975,000	\$0	\$0	\$0
	Total Dowco Revenues		\$975,000	\$0	\$0	\$0
	Total Economic Development Revenue		\$2,988,818	\$1,310,725	\$1,247,486	\$1,185,420

Economic Development-General Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	5-700-3025.000	Debt-Internal Obligation	\$29,500	\$0	\$0	\$0
	Total Debt Expense		\$29,500	\$0	\$0	\$0
45	5-700-5000.001	Utilities-Electric	\$750	\$1,800	\$1,600	\$1,800
45	5-700-5000.002	Utilities-Water	\$0	\$400	\$400	\$400
45	5-700-5000.003	Utilities-Sewer	\$0	\$400	\$480	\$500
45	5-700-5010.000	Utilities-Landline & Fiber	\$0	\$600	\$500	\$500
	Total Utilities Expense		\$750	\$3,200	\$2,980	\$3,200
45	5-700-6000.002	Prof Services-Engineering	\$2,500	\$5,000	\$3,000	\$5,000
45	5-700-6000.011	Prof Services-Dues and License	\$500	\$0	\$0	\$0
45	5-700-6000.012	Prof Services-Planning	\$500	\$0	\$50,000	\$50,000
45	5-700-6000.013	Prof Services-Studies	\$500	\$0	\$0	\$0
45	5-700-6000.016	Prof Services- Taxes and Fees	\$25	\$25	\$6	\$0
	Total General Professional Service Expense		\$4,025	\$5,025	\$53,006	\$55,000
45	5-700-6005.003	Insurance-Building & Property	\$250	\$2,200	\$1,800	\$2,070
	Total Insurance Expense		\$250	\$2,200	\$1,800	\$2,070
45	5-700-6010.001	Advertising-Public Notices	\$250	\$100	\$0	\$0
	Total Advertising Expense		\$250	\$100	\$0	\$0
45	5-700-6015.000	Service Agreements-General	\$85,000	\$80,000	\$70,000	\$70,000
	Total Service Agreement Expense		\$85,000	\$80,000	\$70,000	\$70,000
45	5-700-6020.001	Software-Purchase	\$0	\$0	\$0	\$15,000
	Total Software Expense		\$0	\$0	\$0	\$15,000
	Total Professional Service Expense		\$89,525	\$87,325	\$124,806	\$142,070
45	5-700-7000.001	Supplies-Operational	\$0	\$0	\$400	\$400
45	5-700-7005.002	Supplies-Mailing	\$250	\$0	\$100	\$250
45	5-700-7005.004	Supplies-Paper	\$0	\$0	\$25	\$25
45	5-700-7005.006	Supplies-Promo-Education	\$1,000	\$2,500	\$2,000	\$2,500
	Total General Office Supplies Expense		\$1,250	\$2,500	\$2,525	\$3,175
45	5-700-7510.003	Materials-Fitting	\$0	\$150	\$50	\$150

Economic Development-General Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	5-700-7525.001	Materials-Infrastructure	\$0	\$1,000	\$800	\$1,000
	<i>Total Material Expense</i>		\$0	\$1,150	\$850	\$1,150
45	5-700-8300.001	Equipment-Repair	\$0	\$250	\$150	\$250
	<i>Total Equipment Expense</i>		\$0	\$250	\$150	\$250
45	5-700-8600.005	Vehicle-Fuel	\$0	\$0	\$400	\$500
	<i>Total Vehicle Expense</i>		\$0	\$0	\$400	\$500
45	5-700-9910.000	Internal Service-Personnel	\$38,910	\$41,896	\$12,500	\$19,592
45	5-700-9999.000	Interfund Transfer	\$60,000	\$60,000	\$60,000	\$60,000
	<i>Total Internal Service</i>		\$98,910	\$101,896	\$72,500	\$79,592
	<i>Total Economic Development General Expense</i>			\$219,935	\$196,321	\$204,211
						\$229,937

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			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	5-715-2010.000	Capital Exp-Building and Improvement	\$15,100	\$0	\$0	\$0
	<i>Total Capital Expense</i>			\$15,100	\$0	\$0
45	5-715-3025.000	Debt-Internal Obligation	\$484,000	\$484,000	\$483,966	\$484,000
	<i>Total Debt Expense</i>			\$484,000	\$484,000	\$483,966
45	5-715-7000.001	Supplies-Operational	\$250	\$250	\$0	\$250
45	5-715-7000.004	Supplies-Small Tools	\$250	\$250	\$0	\$250
	<i>Total General Office Supplies Expense</i>			\$500	\$500	\$0
45	5-715-7500.001	Materials-Asphalt	\$500	\$2,500	\$0	\$2,500
45	5-715-7500.003	Materials-Concrete	\$0	\$1,000	\$0	\$1,000
45	5-715-7510.003	Materials-Fittings	\$0	\$500	\$0	\$500
45	5-715-7510.004	Materials-Hardware	\$0	\$1,000	\$0	\$1,000
	<i>Total Material Expense</i>			\$500	\$5,000	\$0
	<i>Total Detroit Tool Metal Products Expense</i>			\$500,100	\$489,500	\$483,966
						\$489,500

Copeland

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

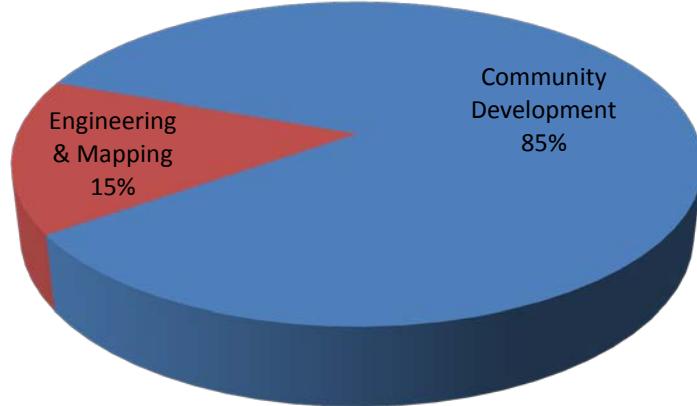
Economic Development-Copeland Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
45	5-730-2010.000	Capital Exp-Building and Improvement	\$1,225	\$0	\$0	\$210,000
	<i>Total Capital Expense</i>		\$1,225	\$0	\$0	\$210,000
45	5-730-3025.000	Debt-Internal Obligation	\$649,211	\$649,211	\$649,210	\$243,404
	<i>Total Debt Expense</i>		\$649,211	\$649,211	\$649,210	\$243,404
45	5-730-7000.001	Supplies-Operational	\$750	\$250	\$260	\$250
45	5-730-7000.004	Supplies-Small Tools	\$100	\$50	\$0	\$0
	<i>Total General Office Supplies Expense</i>		\$850	\$300	\$260	\$250
45	5-730-7500.001	Materials-Asphalt	\$0	\$1,500	\$0	\$0
45	5-730-7500.002	Materials-Rock	\$0	\$250	\$0	\$0
45	5-730-7500.003	Materials-Concrete	\$0	\$250	\$0	\$0
45	5-730-7510.001	Materials-Paint	\$0	\$250	\$0	\$0
45	5-730-7510.003	Materials-Fittings	\$0	\$150	\$0	\$0
45	5-730-7510.004	Materials-Hardware	\$0	\$100	\$0	\$0
	<i>Total Material Expense</i>		\$0	\$2,500	\$0	\$0
45	5-730-8300.001	Equipment-Repair	\$500	\$2,000	\$500	\$500
45	5-730-8300.002	Equipment-Maintenance	\$1,000	\$2,000	\$500	\$1,000
	<i>Total Equipment Expense</i>		\$1,500	\$4,000	\$1,000	\$1,500
	<i>Total Copeland Expense</i>		\$652,786	\$656,011	\$650,470	\$455,154
	<i>Total Economic Development Expense</i>		\$2,347,821	\$1,341,832	\$1,338,647	\$1,174,591

Community Development Fund

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

Community Development Expense by Category

\$817,725



Community Development Fund Revenue and Expense by Category

Community Development Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes		\$0	\$0	\$0
Franchise Fees		\$0	\$0	\$0
PILOTs		\$0	\$0	\$0
Intergovernmental		\$0	\$0	\$0
Service Charges	\$111,195	\$330,000	\$353,150	\$290,350
Rentals		\$0	\$0	\$0
Licenses and Permits		\$0	\$0	\$0
Fines		\$0	\$0	\$0
Benefit Revenue		\$0	\$0	\$0
Other		\$0	\$0	\$0
Internal Service Revenue	\$252,366	\$523,985	\$355,813	\$411,354
Total Revenues	\$363,560	\$853,985	\$708,963	\$701,704
Expenses				
Personnel	\$296,760	\$362,890	\$328,897	\$338,395
Capital	\$53,166	\$420,000	\$391,680	\$414,066
Debt		\$0	\$0	\$0
Grants		\$0	\$0	\$0
Utilities	\$2,040	\$2,410	\$2,130	\$2,500
Professional Services	\$7,705	\$47,350	\$17,688	\$49,214
Supplies and Materials	\$2,046	\$8,400	\$3,400	\$7,000
Tools, Equipment, and Vehicles	\$1,845	\$7,050	\$3,698	\$6,550
Benefit Expense		\$0	\$0	\$0
Other		\$0	\$0	\$0
Internal Service Expense		\$0	\$0	\$0
Total Expenses	\$363,560	\$848,100	\$747,493	\$817,725

Community Development Administration

The City of Lebanon Community Development 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.

Fiscal Year 2015-2016

Accomplishments:

The Community Development team has been performing on the job training in the areas of residential and commercial inspections.

In addition to inspecting footing and foundations to code, pressure tests on water, sewer and gas systems in residential and commercial structures are being conducted. Community Development has been working with the Lebanon Technology & Career Center (LTCC) Building and Trades Class In instructing students in the area of the International Buildings Codes.

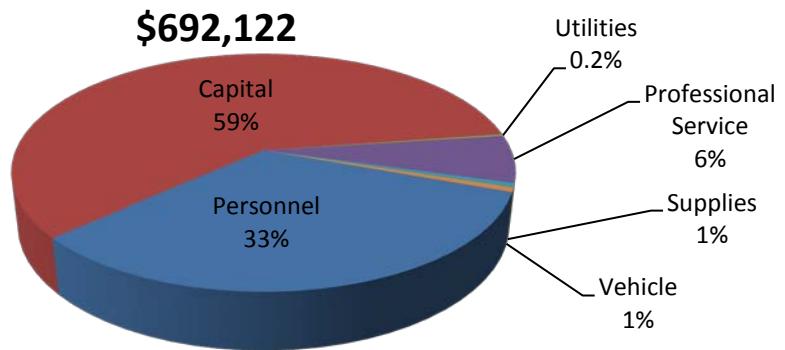
Community Development has begun the process of developing applications in conjunction with the new residential and commercial inspection program.

Fiscal Year 2017 Goals:

- I. **Goal:** Continuing education and certifications in all aspects of the ICC Codes.
Strategy: Make available resources and training on and off the job to insure completion of tasks.
Budgetary Factor: Availability of funds for training.

- II. **Goal:** Implement commercial inspection program in fall 2016.
Strategy: Develop implementation plan based on existing resources.
Budgetary Factor: Non-budgetary. No additional funding required.

Community Development Administration Expense by Category



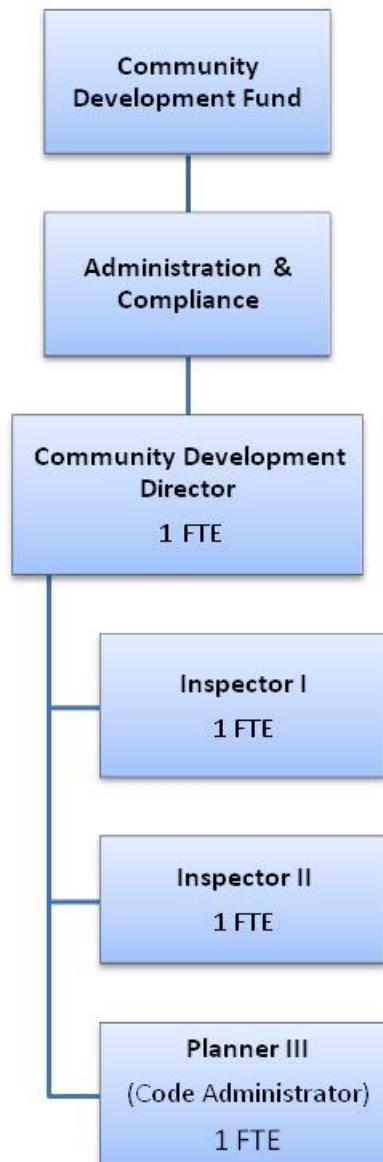
Performance Measurements:

Performance Measures	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 *Projected
Number of building permits issued	52	36	11	16	27	40	50
Number of Housing Inspections	1563	1538	1524	1559	1480	1471	*1503
Number of Compliances	253	387	362	222	205	197	*208
Number of Demolitions	3	17	8	18	30	18	25
Number of Planning & Zoning meetings	6	2	8	8	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. Certifications obtained through the ICC Code Council for Commercial Building Inspector, Residential Electrical Inspector, and Residential Plumbing Inspector. Additional certifications are being pursued.
- II. Implement data base system to electronically store recorded plats and subdivision for ease of access.
Status: Ongoing. This project is estimated to be completed by March of 2016.

Community Development Administration Organizational Chart



Community Development-Administration Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	4-300-3000.008	Subdivision Reimbursement	\$0	\$330,000	\$353,150	\$290,350
	Total Miscellaneous Revenue		\$0	\$330,000	\$353,150	\$290,350
	Total Administration Revenue			\$0	\$330,000	\$353,150
						\$290,350

Community Development-Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	5-305-1000.001	Fulltime Salary	\$150,000	\$163,770	\$133,619	\$148,550
	Total Salaries Expense		\$150,000	\$163,770	\$133,619	\$148,550
50	5-305-1005.002	Health Premium-Family	\$31,560	\$39,600	\$39,600	\$35,880
50	5-305-1005.003	Dental Premium-Employee	\$1,200	\$1,200	\$1,200	\$1,200
	Total Insurance Expense			\$32,760	\$40,800	\$40,800
50	5-305-1010.001	Life Insurance	\$170	\$165	\$180	\$240
	Total Life Insurance Expense			\$170	\$165	\$180
50	5-305-1015.001	Lagers-General	\$19,650	\$21,620	\$21,620	\$17,830
50	5-305-1015.004	Deferred Comp-Employer	\$1,950	\$1,950	\$1,950	\$2,600
	Total Retirement Expense			\$21,600	\$23,570	\$23,570
50	5-305-1020.001	FICA-Employer	\$9,300	\$10,150	\$10,150	\$9,210
50	5-305-1020.002	Medicare-Employer	\$2,180	\$2,370	\$2,370	\$2,150
50	5-305-1020.003	Unemployment Compensation	\$1,500	\$1,640	\$1,640	\$1,490
50	5-305-1020.004	Workman's Compensation	\$1,250	\$975	\$574	\$975
	Total Payroll Taxes Expense			\$14,230	\$15,135	\$14,734
50	5-305-1025.001	Employee-Uniforms	\$1,910	\$1,910	\$1,000	\$1,500
50	5-305-1025.002	Employee-Dues/License/Membership	\$500	\$700	\$350	\$500
50	5-305-1025.003	Employee-Books	\$300	\$1,000	\$700	\$1,000
50	5-305-1025.004	Employee-Travel/Hotel	\$500	\$2,000	\$2,000	\$2,000
50	5-305-1025.005	Employee-Training	\$1,000	\$2,000	\$1,000	\$2,000
	Total Employee Expense			\$4,210	\$7,610	\$5,050
	Total Personnel Expense			\$222,970	\$251,050	\$217,953
50	5-305-2015.000	Capital Exp-Furniture and Fixtures	\$8,000	\$0	\$0	\$0
50	5-305-2020.000	Capital Exp-Machinery and Equipment	\$0	\$30,000	\$0	\$4,256
50	5-305-2030.000	Capital Exp-Infrastructure	\$0	\$390,000	\$391,680	\$406,371
	Total Capital Expense			\$8,000	\$420,000	\$391,680
50	5-305-5015.001	Utilities-Cell Phones	\$1,410	\$1,410	\$1,410	\$1,500
	Total Utilities Expense			\$1,410	\$1,410	\$1,410
50	5-305-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$100	\$200
50	5-305-6000.015	Prof Services-Service Contract	\$0	\$5,000	\$5,000	\$41,500
50	5-305-6000.019	Prof Services-CC Fees	\$0	\$150	\$150	\$150

Community Development-Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total General Professional Service Expense		\$200	\$5,350	\$5,250	\$41,850
50	5-305-6005.001	Insurance-Vehicle	\$800	\$800	\$887	\$1,020
	Total Insurance Expense		\$800	\$800	\$1,420	\$1,020
50	5-305-6010.001	Advertising-Public Notices	\$500	\$1,500	\$500	\$2,000
	Total Advertising Expense		\$500	\$1,500	\$500	\$2,000
50	5-305-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,034
	Total Software Expense		\$0	\$0	\$0	\$1,034
	Total Professional Service Expense		\$1,500	\$7,650	\$7,170	\$44,870
50	5-305-7000.001	Supplies-Operational	\$750	\$1,000	\$1,000	\$1,500
50	5-305-7000.002	Supplies-Computer Accessories	\$500	\$1,000	\$0	\$1,000
50	5-305-7000.004	Supplies-Small Tools	\$200	\$200	\$0	\$200
50	5-305-7005.001	Supplies-Printing	\$200	\$200	\$0	\$200
50	5-305-7005.002	Supplies-Mailing	\$0	\$0	\$0	\$100
50	5-305-7005.003	Supplies-Postage	\$1,250	\$1,250	\$500	\$500
50	5-305-7005.004	Supplies-Paper	\$750	\$750	\$700	\$500
	Total General Office Supplies Expense		\$3,650	\$4,400	\$2,200	\$4,000
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	\$500	\$1,000
50	5-305-8600.005	Vehicle-Fuel	\$2,000	\$2,000	\$1,000	\$1,000
	Total Vehicle Expense		\$5,000	\$5,000	\$2,500	\$4,000
	Total Administration Expense		\$242,530	\$689,510	\$622,913	\$692,122

Engineering and Mapping

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 2015-2016 Accomplishments:

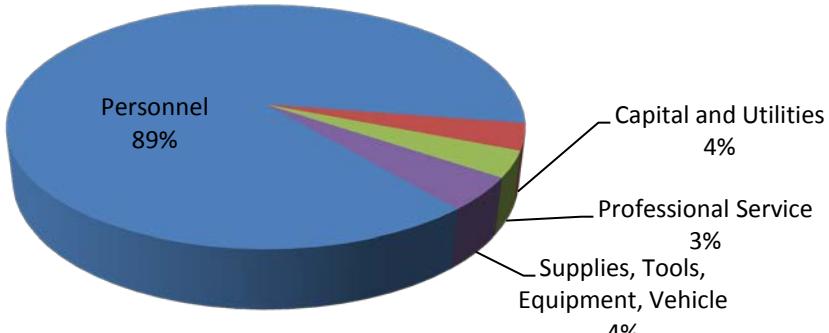
Created Web based utility maps to manage asset repair/maintenance, i.e.: Street signs, potholes and streetlight replacement.

Fiscal Year 2017 Goals:

- I. **Goal:** Expand knowledge of ArcGIS software and utilize it along with Computerized Maintenance Management Software (CMMS) to aid in managing infrastructure and assets.
Strategy: Administration is investigating CMMS software that will fulfill the city's requirements.
Budgetary Factor: Availability of funds for software (CMMS) that can adequately manage assets and work orders is expensive.
- II. **Goal:** Collect city assets using Carlson data collectors then incorporate this information into GIS.
Strategy: Develop a plan for funding and staffing to move forward
Budgetary Factor: Availability of funds.
- III. **Goal:** Revise City policy and check list for plan/plat submittal
Strategy: Submittal requirements need to be expanded to provide AutoCAD drawing files so information can be used for City utility design and inclusion in the GIS system. Policy will also state developer requirements criteria.
Budgetary Factor: Non-budgeted, no additional funding required.

Engineering and Mapping Expense by Category

\$125,602



Performance Measures	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 *Projected
Number of AutoCAD plans created	22	19	21	14	17	16	*19
Number of Maps created/updated in GIS	8	14	16	20	21	30	*25

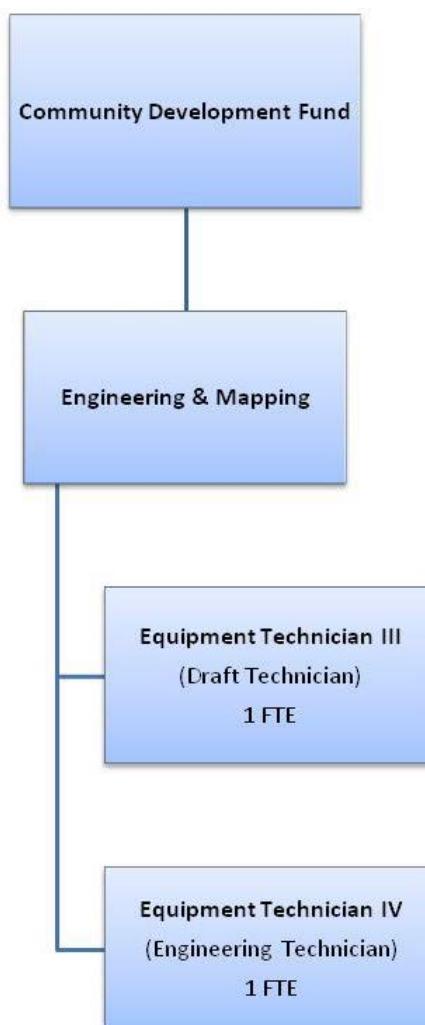
Performance Measurements:

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.

Engineering and Mapping Organizational Chart



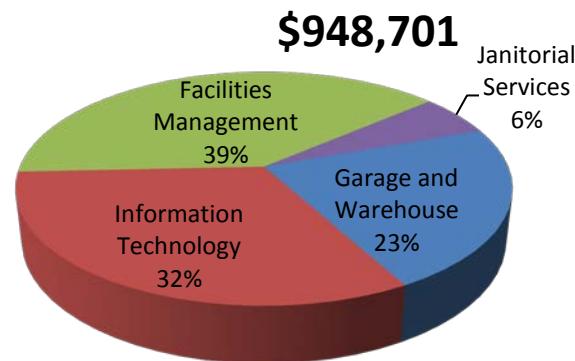
Community Development-Engineering and Mapping Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
50	5-310-1000.001	Fulltime Salary	\$76,000	\$77,370	\$77,374	\$78,150
50	5-310-1000.005	Fulltime Overtime	\$0	\$0	\$100	\$0
	Total Salaries Expense		\$76,000	\$77,370	\$77,474	\$78,150
50	5-310-1005.001	Health Premium-Employee	\$10,560	\$10,560	\$10,560	\$10,560
50	5-310-1005.003	Dental Premium-Employee	\$600	\$600	\$600	\$0
	Total Insurance Expense		\$11,160	\$11,160	\$11,160	\$10,560
50	5-310-1010.001	Life Insurance	\$110	\$110	\$110	\$120
	Total Life Insurance Expense		\$110	\$110	\$110	\$120
50	5-310-1015.001	Lagers-General	\$9,960	\$10,210	\$10,210	\$9,380
50	5-310-1015.004	Deferred Comp-Employer	\$1,300	\$1,300	\$1,300	\$1,300
	Total Retirement Expense		\$11,260	\$11,510	\$11,510	\$10,680
50	5-310-1020.001	FICA-Employer	\$4,710	\$4,800	\$4,800	\$4,850
50	5-310-1020.002	Medicare-Employer	\$1,100	\$1,120	\$1,120	\$1,130
50	5-310-1020.003	Unemployment Compensation	\$760	\$770	\$770	\$780
	Total Payroll Taxes Expense		\$6,570	\$6,690	\$6,690	\$6,760
50	5-310-1025.001	Employee-Uniforms	\$800	\$800	\$800	\$800
50	5-310-1025.002	Employee-Dues/Lics/Membership	\$3,700	\$200	\$200	\$200
50	5-310-1025.005	Employee-Training	\$4,000	\$4,000	\$3,000	\$4,000
	Total Employee Expense		\$8,500	\$5,000	\$4,000	\$5,000
	Total Personnel Expense		\$113,600	\$111,840	\$110,944	\$111,270
50	5-310-2020.000	Capital Exp-Machinery and Equipment	\$0	\$0	\$0	\$3,438
	Total Capital Expense		\$0	\$0	\$0	\$3,438
50	5-310-5020.002	Utilities-Internet Mobile	\$1,000	\$1,000	\$720	\$1,000
	Total Utilities Expense		\$1,000	\$1,000	\$720	\$1,000
50	5-310-6000.002	Prof Services-Engineering	\$30,000	\$30,000	\$1,500	\$2,500
50	5-310-6000.007	Prof Services-Toxicology Test	\$100	\$100	\$100	\$100
	Total General Professional Service Expense		\$30,100	\$30,100	\$1,600	\$2,600
50	5-310-6005.001	Insurance-Vehicle	\$300	\$1,000	\$318	\$366

Community Development-Engineering and Mapping Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	<i>Total Insurance Expense</i>		\$300	\$1,000	\$318	\$366
50	5-310-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,378
	<i>Total Software Expense</i>		\$10,500	\$8,600	\$8,600	\$1,378
	<i>Total Professional Service Expense</i>		\$40,900	\$39,700	\$10,518	\$4,344
50	5-310-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$0	\$1,000	\$200	\$500
50	5-310-7005.001	Supplies-Printing	\$1,500	\$1,500	\$0	\$1,500
50	5-310-7005.004	Supplies-Paper	\$1,500	\$1,500	\$1,000	\$1,000
	<i>Total General Office Supplies Expense</i>		\$3,000	\$4,000	\$1,200	\$3,000
50	5-310-8000.002	Tools- Maintenance	\$0	\$500	\$698	\$1,000
50	5-310-8000.003	Tools-Supplies	\$0	\$100	\$100	\$100
	<i>Total Tools and Portable Equipment Expense</i>		\$0	\$600	\$798	\$1,100
50	5-310-8600.001	Vehicle-Repair	\$500	\$500	\$100	\$500
50	5-310-8600.002	Vehicle-Maintenance	\$250	\$250	\$100	\$250
50	5-310-8600.005	Vehicle-Fuel	\$700	\$700	\$200	\$700
	<i>Total Vehicle Expense</i>		\$1,450	\$1,450	\$400	\$1,450
	<i>Total Engineering and Mapping Expense</i>		\$159,950	\$158,590	\$124,580	\$125,602
	<i>Total Community Development Expense</i>		\$402,480	\$848,100	\$747,493	\$817,725

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



Internal Service Fund Revenue and Expense by Category

Internal Service Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes		\$0	\$0	\$0
Franchise Fees		\$0	\$0	\$0
PILOTs		\$0	\$0	\$0
Intergovernmental		\$0	\$0	\$0
Service Charges		\$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	\$754,122	\$1,088,151	\$871,285	\$948,701
Total Revenues	\$754,122	\$1,088,151	\$871,285	\$948,701
Expenses				
Personnel	\$605,762	\$745,636	\$698,799	\$714,421
Capital	\$17,634	\$190,000	\$42,800	\$61,139
Debt		\$0	\$0	\$0
Grants		\$0	\$0	\$0
Utilities	\$10,130	\$19,980	\$13,674	\$20,720
Professional Services	\$64,368	\$63,065	\$62,601	\$81,186
Supplies and Materials	\$20,248	\$25,650	\$21,712	\$30,215
Tools, Equipment, and Vehicles	\$35,981	\$43,820	\$31,700	\$41,020
Benefit Expense		\$0	\$0	\$0
Other		\$0	\$0	\$0
Internal Service Expense		\$0	\$0	\$0
Total Expenses	\$754,122	\$1,088,151	\$871,285	\$948,701

Garage and Warehouse

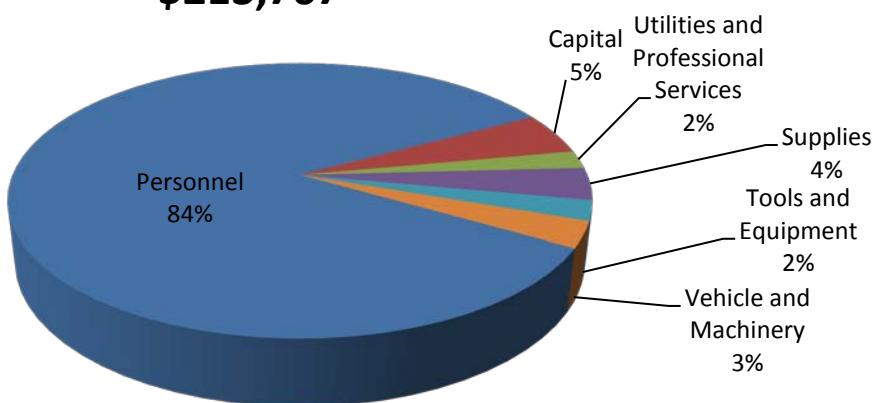
The garage provides preventative maintenance and repair of City vehicles and equipment. The mechanics perform routine and major

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.

Garage and Warehouse Expense by Category \$213,767



Fiscal Year 2015-2016 Accomplishments:

- I. Installed GPS units for asset tracking.
- II. Performed 300 Preventive Maintenance Services
- III. Instituted 25 Point Inspection Program, to mirror commercial operations aimed at identifying potential problems before they become catastrophic.
- IV. Conducted advanced technical training on hydraulic system and diesel engine diagnostics and repair.

Fiscal Year 2017 Goals:

- I. **Warehouse Goal:** Continue to improve inventory control
Strategy: Improve data collection processes to maintain accurate and complete inventory control.
Budgetary Factor: Non-budgeted, no additional funding required
- II. **Garage Goal:** Track use of bulk petroleum, oils and lubricants (Oil, Antifreeze, Grease)
Strategy: Currently, the City lacks a formal policy governing the issue/dispense of bulk petroleum/automotive fluid products. This prevents accurate tracking of the expenditures of these products. A formal policy coupled with a tracking system could help identify mechanical problems before they become catastrophic. An interim manual or paper based system can be implemented, but the City should continue to research a formal automated asset management system.
Budgetary Factor: None, a formal policy must be established. A manual tracking system must be implemented and City personnel must be educated/trained on both the policy and tracking system.

III. **Garage Goal:** Improve asset maintenance tracking system
Strategy: Implement use of automated asset maintenance tracker.
Budgetary Factor: Availability of funds. City automation personnel are currently researching the acquisition of Automated Asset Maintenance Tracking software.

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.
Strategy: Continue annual Automotive Service Excellence training Kansas City. This training prepares technicians to diagnose and repair problems from new and emerging automotive technologies.
Budgetary Factor: None, as the training has historically been conducted already, this department only advocates the continuation of current training events.

Performance Measurements:

	2011	2012	2013	2014	2015	2016 Projected
Repair work orders completed*	675	843	926	785	822	850
Vehicles Maintained**	97	99	98	100	101	103
Equipment Maintained***	96	99	97	100	105	103
Number of Vehicles and Equipment	193	198	195	200	206	206
Work Order Hours per Year	1,530	1,750	1,919	1,970	1,895	1,800
Vehicles Retained from Previous FY	191	195	193	196	200	203
Average Age of Vehicles	7	8	8	9	10	10
Average Repair Cost	\$103	\$71	\$83	\$127	\$123	\$118
Total Miles Fleet-wide	2,128,000	2,240,000	2,140,000	2,256,300	2,375,000	2,500,000
Total Fleet Repair Costs	\$69,306	\$59,787	\$77,269	\$99,620	\$100,752	\$100,000
Vehicle/Mechanic Ratio	100:1	100:1	100:1	100:1	100:1	100:1

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

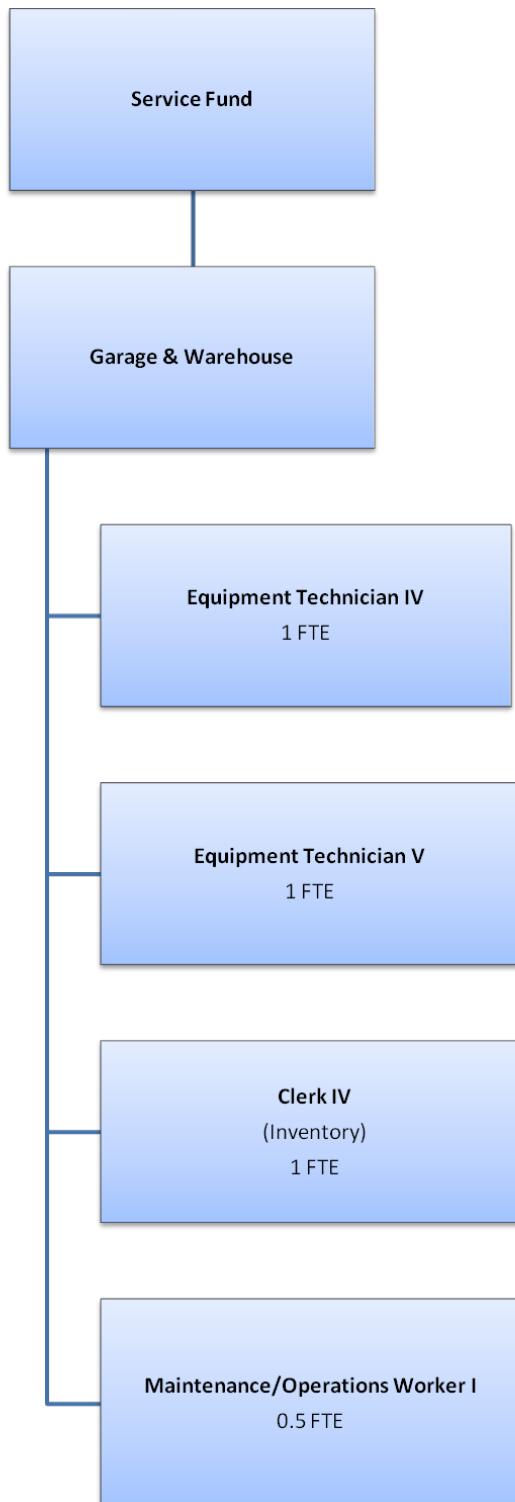
** Passenger vehicles only

*** Off road and construction equipment (backhoe, dump truck, tractor, etc)

Previous Years' Goals:

- I. Minimize equipment downtime and costly repairs on equipment and vehicles.
Status: On-going
- II. Utilize current inventory software to improve inventory control.
Status: On-going: Warehouse has worked to update inventory and audit to what is on the system. 33% complete. Continue improvement of processes to update inventory maintain the system

Garage and Warehouse Organizational Chart



Service-Garage and Warehouse Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-305-1000.001	Fulltime Salary	\$95,100	\$97,840	\$97,660	\$107,840
60	5-305-1000.002	Part Time Salary	\$7,350	\$20,990	\$10,957	\$10,800
60	5-305-1000.005	Fulltime Overtime	\$4,000	\$4,750	\$2,968	\$4,010
	Total Salaries Expense		\$106,450	\$123,580	\$111,585	\$122,650
60	5-305-1005.001	Health Premium-Employee	\$10,560	\$10,560	\$10,560	\$10,560
60	5-305-1005.002	Health Premium-Family	\$12,125	\$11,760	\$11,760	\$11,760
60	5-305-1005.003	Dental Premium-Employee	\$600	\$750	\$750	\$750
60	5-305-1005.004	Dental Premium-Family	\$425	\$600	\$550	\$600
	Total Insurance Expense		\$23,710	\$23,670	\$23,620	\$23,670
60	5-305-1010.001	Life Insurance	\$165	\$165	\$165	\$180
	Total Life Insurance Expense		\$165	\$165	\$165	\$180
60	5-305-1015.001	Lagers-General	\$12,880	\$13,540	\$12,988	\$13,420
60	5-305-1015.004	Deferred Comp-Employer	\$1,950	\$1,950	\$1,950	\$1,950
	Total Retirement Expense		\$14,830	\$15,490	\$14,938	\$15,370
60	5-305-1020.001	FICA-Employer	\$6,580	\$7,660	\$7,440	\$7,600
60	5-305-1020.002	Medicare-Employer	\$1,540	\$1,790	\$1,550	\$1,780
60	5-305-1020.003	Unemployment Compensation	\$1,060	\$1,240	\$1,096	\$1,230
60	5-305-1020.004	Workman's Compensation	\$2,500	\$1,828	\$1,709	\$1,828
	Total Payroll Taxes Expense		\$11,680	\$12,518	\$11,795	\$12,438
60	5-305-1025.001	Employee-Uniforms	\$1,650	\$1,650	\$1,500	\$1,500
60	5-305-1025.002	Employee-Dues/Lic/Mem	\$0	\$100	\$100	\$100
60	5-305-1025.003	Employee-Books	\$100	\$400	\$0	\$400
60	5-305-1025.004	Employee-Travel/Hotel	\$800	\$300	\$831	\$1,000
60	5-305-1025.005	Employee-Training	\$1,200	\$1,800	\$1,190	\$1,800
	Total Employee Expense		\$3,750	\$4,250	\$3,621	\$4,800
	Total Personnel Expense		\$160,585	\$179,673	\$165,724	\$179,108
60	5-305-2010.000	Capital Exp-Building & Improvements	\$0	\$0	\$0	\$8,000
60	5-305-2020.000	Capital-Machinery & Equipment	\$12,000	\$12,000	\$7,800	\$2,566
	Total Capital Expense		\$12,000	\$12,000	\$7,800	\$10,566
60	5-305-5010.001	Utilities-Landline and Fiber	\$300	\$150	\$150	\$150
60	5-305-5015.001	Utilities-Cell Phones	\$400	\$250	\$1,284	\$720
	Total Utilities Expense		\$700	\$400	\$1,434	\$870
60	5-305-6000.007	Prof Services-Toxicology	\$75	\$100	\$100	\$100
	Total General Professional Service Expense		\$75	\$100	\$100	\$100
60	5-305-6005.001	Insurance-Vehicle	\$1,280	\$1,400	\$1,280	\$1,472
60	5-305-6005.002	Insurance-Equipment	\$150	\$175	\$158	\$182
	5-305-6005.003	Insurance-Building & Property	\$0	\$0	\$809	\$930
	Total Insurance Expense		\$1,430	\$1,575	\$2,247	\$2,584
60	5-305-6010.003	Advertising-Print	\$100	\$200	\$160	\$200

Service-Garage and Warehouse Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Advertising Expense			\$100	\$200	\$160	\$200
60	5-305-6020.002	Software-Upgrade	\$0	\$0	\$0	\$689	
	Total Software Expense			\$0	\$0	\$0	\$689
	Total Professional Service Expense			\$1,605	\$1,875	\$2,507	\$3,573
60	5-305-7000.001	Supplies-Operational	\$7,000	\$5,900	\$6,500	\$6,500	
60	5-305-7000.002	Supplies-Computer Accessories	\$300	\$250	\$200	\$450	
60	5-305-7000.004	Supplies-Small Tools	\$200	\$200	\$250	\$500	
60	5-305-7005.003	Supplies-Postage	\$50	\$100	\$0	\$100	
60	5-305-7010.004	Supplies-Chemicals	\$350	\$250	\$600	\$600	
	Total General Office Supplies Expense			\$7,900	\$6,700	\$7,550	\$8,150
60	5-305-8000.001	Tools-Repair	\$2,000	\$2,000	\$1,800	\$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	\$2,200	\$2,000	
	Total Tools and Portable Equipment Expense			\$5,000	\$5,000	\$4,500	\$5,000
60	5-305-8300.001	Equipment-Repair	\$600	\$1,000	\$400	\$1,000	
60	5-305-8300.002	Equipment-Maintenance	\$200	\$200	\$1,000	\$500	
60	5-305-8300.003	Equipment-Supplies	\$125	\$0	\$100	\$100	
60	5-305-8300.005	Equipment-Fuel	\$500	\$500	\$700	\$700	
	Total Machinery and Equipment Expense			\$1,425	\$1,700	\$2,200	\$2,300
60	5-305-8600.001	Vehicle-Repair	\$100	\$1,000	\$1,000	\$1,000	
60	5-305-8600.002	Vehicle-Maintenance	\$150	\$1,000	\$1,100	\$1,000	
60	5-305-8600.005	Vehicle-Fuel	\$1,700	\$2,200	\$1,100	\$2,200	
	Total Vehicle Expense			\$1,950	\$4,200	\$3,200	\$4,200
	Total Tools, Machinery, and Vehicle Expense			\$8,375	\$10,900	\$9,900	\$11,500
	Total Garage and Warehouse Expense			\$191,165	\$211,548	\$194,915	\$213,767

Information Technology

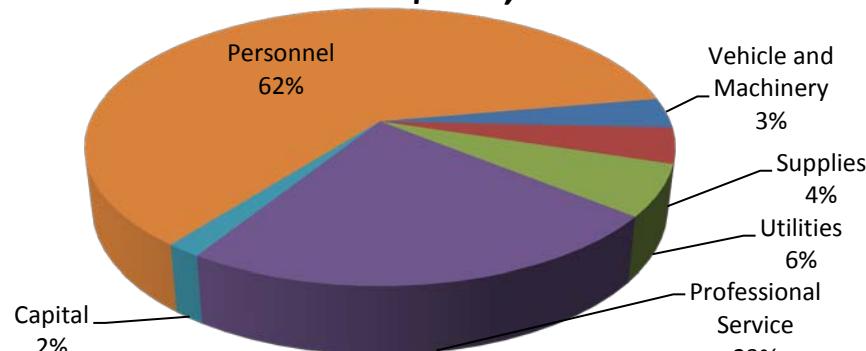
The Information Technology Division is responsible for the security, planning, implementation, and continual support of

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 \$306,683



Fiscal Year 2015-2016 Accomplishments:

The IT Department made some stellar improvements in FY 15-16. Atchley Park now offers Wi-Fi access for events. Wi-Fi was also extended to the Cowan Civic Center. Dual authentication was finalized within the Police Department to become CJIS compliant. Within the Fire Department, FireHouse Software mobilized enabling real-time communication with county dispatch. The Electric Division mobilized enabling LAN access and data processing in the field. Personnel wise, two IT team members obtained certifications.

Fiscal Year 2017 Goals:

- I. **Goal:** 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.
Strategy: Invest in skills, training, and controls. In a virtualized environment, all IT Department members must understand logical constructs, such as the dynamic distribution of operating systems across the network and multiple platforms, in order to manage, optimize, and troubleshoot. Manage the balance between cost and ROI as it relates to fixed and cloud data.
Budgetary Factor: Availability of funds. Fiber must be extended to locations in order to have network stability and remove users from only using VPN capabilities. Wireless will be added to the parks as well as full network capabilities.
- II. **Goal:** 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.

Strategy: Provide simple, yet efficient, universal access to information and services to all users across the network. Improve the online and digital communications ability for users. Expand and enhance technology support to meet users and customer's needs and expectations. Obtain feedback from network users on satisfaction levels and desired new services and implement accordingly.

Budgetary Factor: Availability of funds FY 17 has not been approved, but the IT Department has requested 58k for this project, which includes the server software and training. The initial cost and plan was provided in FY16 as part of the Konica file sharing, customization, and management.

Performance Measurements:

	2012	2013	2014	2015	2016	2017
Number of Computers Added/Upgraded	125	127	138	142	147	* 153
Number of Software Modifications/Upgrades	6	10	80	40	11	*

* indicates planned additions

	2012	2013	2014	2015	2016	2017
Number of Trouble Tickets	*	*	378	433	**448	***450

* indicates no data was kept

** indicates on pace for amount

*** indicates an increase as more tech

	2012	2013	2014	2015	2016	2017
Network Uptime	*	*	95%	98%	97%	**99%

* indicates no data was kept

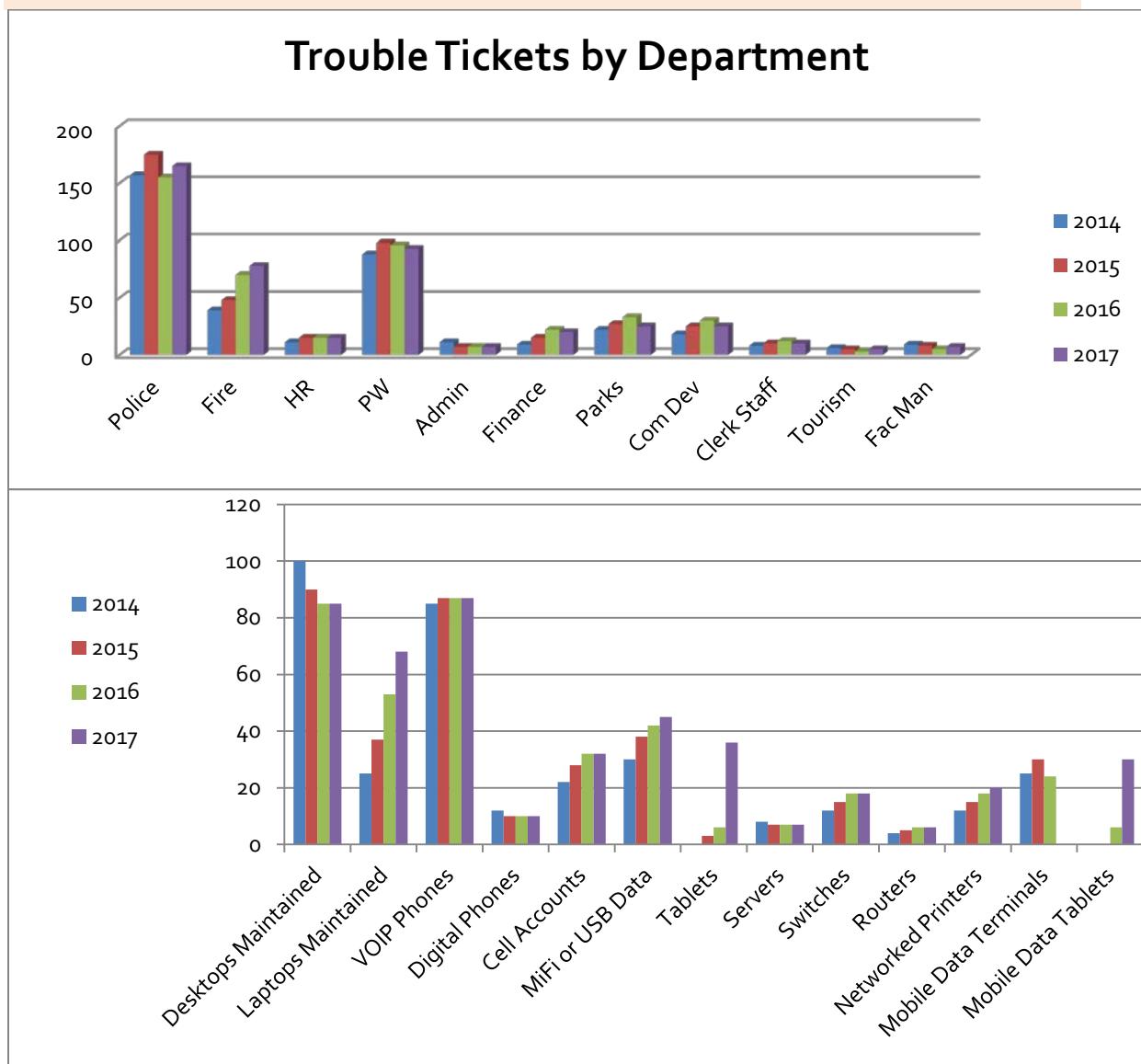
** indicates expected drop due to Incode

	2012	2013	2014	2015	2016	2017
Security Violations	*	*	2	1	1	** 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	450

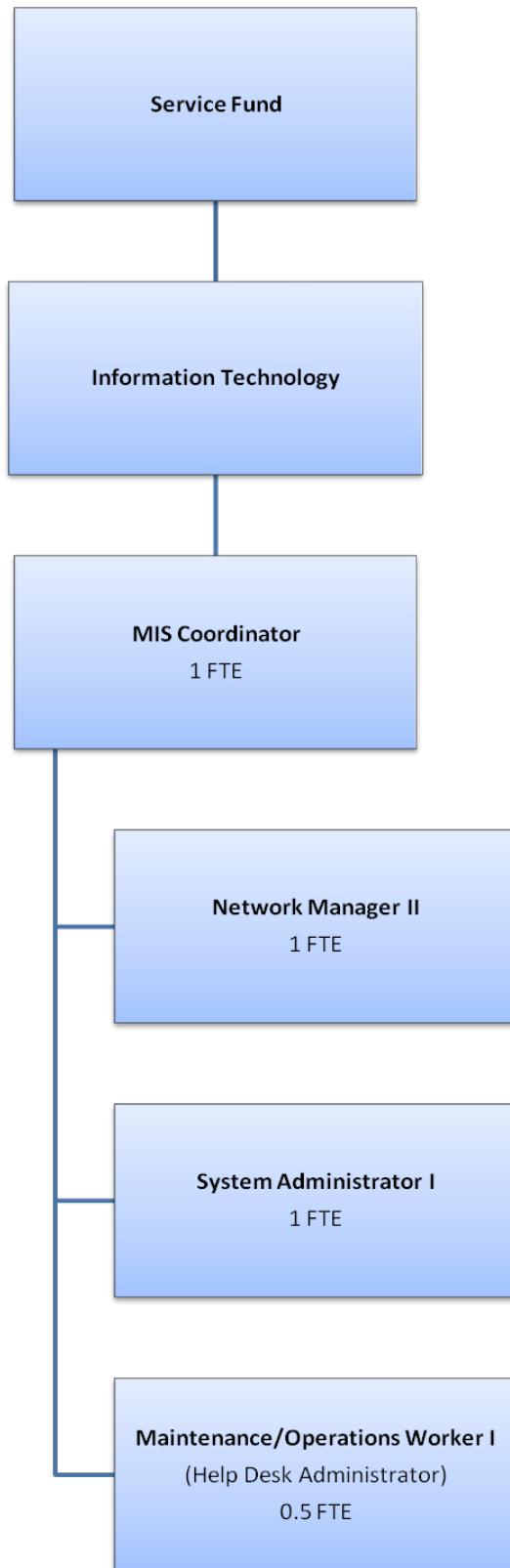


	2014	2015	2016	2017
Desktops Maintained	100	90	85	85
Laptops Maintained	25	37	53	68
VOIP Phones	85	87	87	87
Digital Phones	12	10	10	10
Cell Accounts	22	28	32	32
MiFi or USB Data	30	38	42	45
Tablets	0	3	6	36
Servers	8	7	7	7
Switches	12	15	18	18
Routers	4	5	6	6
Networked Printers	12	15	18	20
Mobile Data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

Previous Years' Goals:

- I. 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: The IT Department doubled the storage network and purchased software to categorize drive data. Also, approximately 350 GB worth of duplicated data has been removed from storage drives. Digital signatures were implemented to enhance the digital environment. The Konica products have also been upgraded to process, manage, and retrieve data. 80%
- II. Implement tablets into the city network, while providing same level of security and enhancing efficiency.
Status: Tablets have been deployed throughout departments city-wide. After months of research and evaluation, they have been deemed a great success and will continue the initiative throughout this fiscal year and next. 75%

Information Technology Organizational Chart



Service-Information Technology Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-315-1000.001	Fulltime Salary	\$114,000	\$117,980	\$117,980	\$123,830
60	5-315-1000.002	Part Time Salary	\$0	\$13,390	\$6,000	\$10,380
60	5-315-1000.004	On Call	\$200	\$0	\$0	\$0
60	5-315-1000.005	Fulltime Overtime	\$105	\$515	\$250	\$520
	Total Salaries Expense		\$114,305	\$131,885	\$124,230	\$134,730
60	5-315-1005.001	Health Premium-Employee	\$10,560	\$10,560	\$11,000	\$10,560
60	5-315-1005.002	Health Premium-Family	\$7,200	\$7,200	\$7,200	\$7,200
60	5-315-1005.003	Dental Premium-Employee	\$900	\$900	\$900	\$900
	Total Insurance Expense		\$18,660	\$18,660	\$19,100	\$18,660
60	5-315-1010.001	Life Insurance	\$165	\$165	\$180	\$180
	Total Life Insurance Expense		\$165	\$165	\$180	\$180
60	5-315-1015.001	Lagers-General	\$15,100	\$15,640	\$15,640	\$14,920
60	5-315-1015.004	Deferred Comp-Employer	\$1,300	\$1,300	\$1,300	\$1,950
	Total Retirement Expense		\$16,400	\$16,940	\$16,940	\$16,870
60	5-315-1020.001	FICA-Employer	\$7,146	\$8,180	\$7,750	\$8,350
60	5-315-1020.002	Medicare-Employer	\$1,671	\$1,910	\$1,700	\$1,950
60	5-315-1020.003	Unemployment Compensation	\$1,153	\$1,320	\$1,200	\$1,350
	Total Payroll Taxes Expense		\$9,970	\$11,410	\$10,650	\$11,650
60	5-315-1025.001	Employee-Uniforms	\$820	\$600	\$600	\$600
60	5-315-1025.003	Employee-Books	\$500	\$500	\$500	\$500
60	5-315-1025.004	Employee-Travel/Hotel	\$1,000	\$1,000	\$500	\$1,000
60	5-315-1025.005	Employee-Training	\$5,000	\$5,000	\$5,000	\$5,000
	Total Employee Expense		\$7,320	\$7,100	\$6,600	\$7,100
	Total Personnel Expense		\$166,820	\$186,160	\$177,700	\$189,190
60	5-315-2015.000	Capital Exp-Furniture & Fixtures	\$0	\$90,000	\$0	\$0
60	5-315-2020.000	Capital Exp-Machinery & Equipment	\$0	\$58,000	\$0	\$5,006
60	5-315-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$0	\$0
	Total Capital Expense		\$0	\$148,000	\$0	\$5,006

Service-Information Technology Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-315-5015.001	Utilities-Cell Phones	\$780	\$780	\$940	\$950
60	5-315-5020.001	Utilities-Internet	\$10,200	\$15,600	\$8,000	\$15,600
60	5-315-5020.002	Utilities-Internet Mobile	\$1,800	\$1,800	\$1,500	\$1,800
	Total Utilities Expense		\$12,780	\$18,180	\$10,440	\$18,350
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	\$35,000	\$28,000	\$28,000	\$28,000
	Total General Professional Service Expense		\$35,230	\$28,230	\$28,230	\$28,230
60	5-315-6005.002	Insurance-Equipment	\$750	\$600	\$564	\$649
	Total Insurance Expense		\$750	\$600	\$564	\$649
60	5-315-6020.000	Software-Annual Renewal/Maintenance-General	\$24,160	\$25,560	\$25,560	\$40,000
60	5-315-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,723
	Total Software Expense		\$24,160	\$25,560	\$25,560	\$41,723
	Total Professional Service Expense		\$60,140	\$54,390	\$54,354	\$70,602
60	5-315-7000.001	Supplies-Operational	\$6,000	\$6,000	\$6,000	\$12,000
60	5-315-7000.004	Supplies-Small Tools	\$800	\$800	\$800	\$800
60	5-315-7005.004	Supplies-Paper	\$10	\$0	\$12	\$15
	Total General Office Supplies Expense		\$6,810	\$6,800	\$6,812	\$12,815
60	5-315-8300.001	Equipment-Repair	\$2,100	\$2,100	\$2,100	\$5,000
60	5-315-8300.002	Equipment-Maintenance	\$3,200	\$3,200	\$3,200	\$5,000
	Total Machinery and Equipment Expense		\$5,300	\$5,300	\$5,300	\$10,000
60	5-315-8600.005	Vehicle-Fuel	\$1,435	\$720	\$300	\$720
	Total Vehicle Expense		\$1,435	\$720	\$300	\$720
	Total Tools, Machinery, and Vehicle Expense		\$6,735	\$6,020	\$5,600	\$10,720
	Total Information Technology Expense		\$253,285	\$419,550	\$254,906	\$306,683

Facilities Management

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

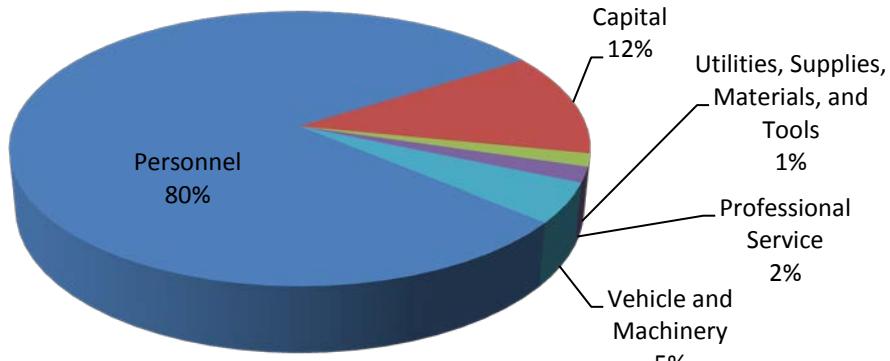
Fiscal Year 2015-2016

Accomplishments:

Facilities Management Department took the responsibility of maintaining Right of Ways, Downtown Business landscaping, and maintaining the Floyd W. Jones airport.

Facilities Management Expense by Category

\$373,950



Fiscal FY17 Goals:

- I. **Goal:** To beautify the city properties and Downtown Business District.
Strategy: Hire an individual with landscaping experience to design and implement projects.
Budgetary Factor: Availability of funds for equipment and staff to succeed with these projects.
- II. **Goal:** Maintain city buildings for the present and the future needs of our citizens and staff.
Strategy: Create a comprehensive plan for all city buildings.
Budgetary Factor: None, existing budgeted funds.
- III. **Goal:** Improve weed control and vegetation management efforts with better response time on weed complaints and regularization of maintenance efforts along major transportation and commercial corridors
Strategy: Evaluate options related to vegetation management to include the possibility of requesting additional staff, restructuring existing staffing levels, or contracting additional labor from outside organizations for specific projects.
Budgetary Factor: Solutions proposed are likely to require additional funding for the division either for increased labor costs or professional service contracts.

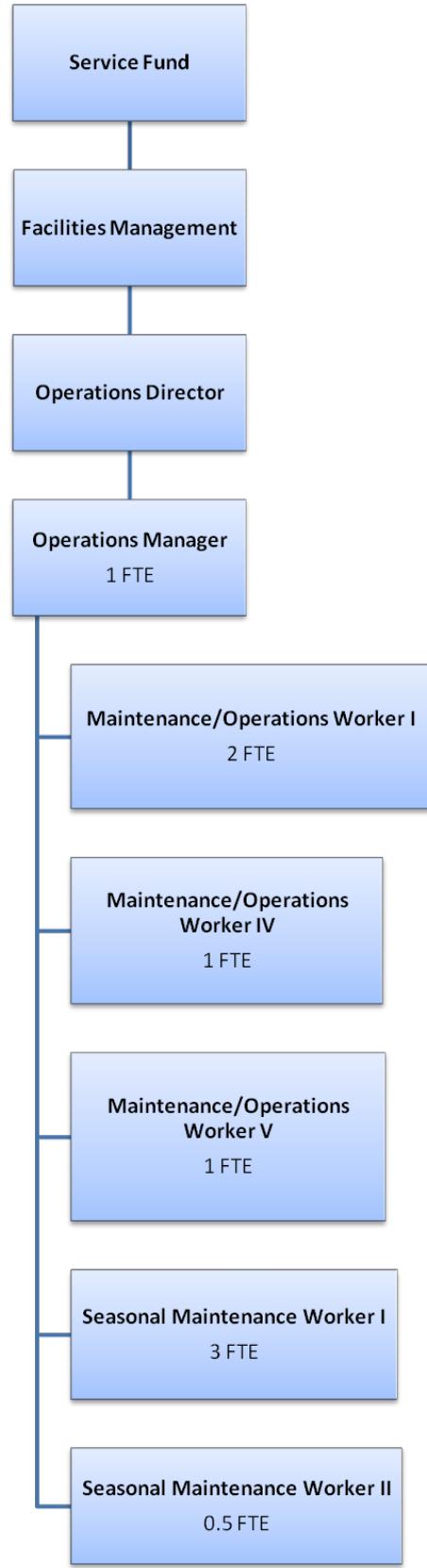
Performance Measurements:

	2013	2014	2015	Estimated 2016
Work Orders Completed	100	150	200	225
Acres Mowed	350	350	440	400
Christmas Decorations	0	110	190	300

Previous Years' Goals:

- I. Ensure that the city buildings are attractive, functional, and properly maintained.
Status: On-going. 90%
- II. Develop a well trained and motivated staff.
Status: On-going. 85%

Facilities Management Organizational Chart



Service-Facilities Management Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-320-1000.001	Fulltime Salary	\$127,100	\$175,100	\$160,000	\$165,970
60	5-320-1000.002	Part Time Salary	\$44,630	\$61,285	\$62,000	\$41,000
60	5-320-1000.004	On Call	\$600	\$0	\$3,000	\$1,900
60	5-320-1000.005	Fulltime Overtime	\$50	\$0	\$500	\$0
	Total Salaries Expense		\$172,380	\$236,385	\$225,500	\$208,870
60	5-320-1005.001	Health Premium-Employee	\$12,705	\$21,120	\$21,150	\$21,120
60	5-320-1005.002	Health Premium-Family	\$19,800	\$11,760	\$13,000	\$11,760
60	5-320-1005.003	Dental Premium-Employee	\$1,200	\$900	\$1,300	\$900
60	5-320-1005.004	Dental Premium-Family	\$600	\$600	\$600	\$600
	Total Insurance Expense		\$34,305	\$34,380	\$36,050	\$34,380
60	5-320-1010.001	Life Insurance	\$275	\$275	\$300	\$300
	Total Life Insurance Expense		\$275	\$275	\$300	\$300
60	5-320-1015.001	Lagers-General	\$16,720	\$23,110	\$23,000	\$19,920
60	5-320-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$3,200	\$3,250
	Total Retirement Expense		\$19,320	\$25,710	\$26,200	\$23,170
60	5-320-1020.001	FICA-Employer	\$11,250	\$14,660	\$14,000	\$12,950
60	5-320-1020.002	Medicare-Employer	\$2,630	\$3,430	\$3,430	\$3,030
60	5-320-1020.003	Unemployment Compensation	\$1,810	\$2,360	\$2,360	\$2,090
60	5-320-1020.004	Workman's Compensation	\$15,865	\$10,433	\$9,755	\$10,433
	Total Payroll Taxes Expense		\$31,555	\$30,883	\$29,545	\$28,503
60	5-320-1025.001	Employee-Uniforms	\$3,000	\$3,000	\$3,000	\$2,750
60	5-320-1025.002	Employee-Dues/License/Membership	\$200	\$200	\$200	\$150
60	5-320-1025.005	Employee-Training	\$500	\$500	\$500	\$500
	Total Employee Expense		\$3,700	\$3,700	\$3,700	\$3,400
	Total Personnel Expense		\$261,535	\$331,333	\$321,295	\$298,623
60	5-320-2010.000	Capital-Building and Improvement	\$6,000	\$0	\$0	\$0
60	5-320-2020.000	Capital-Machinery and Equipment	\$10,140	\$10,000	\$12,000	\$22,566
60	5-320-2025.000	Capital-Vehicles	\$20,000	\$20,000	\$23,000	\$23,000

Service-Facilities Management Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Capital Expense			\$36,140	\$30,000	\$35,000	\$45,566
60	5-320-5015.001	Utilities-Cell Phones	\$1,400	\$1,400	\$1,800	\$1,500	
	Total Utilities Expense			\$1,400	\$1,400	\$1,800	\$1,500
60	5-320-6000.007	Prof Services-Toxicology Testing	\$400	\$400	\$500	\$500	
60	5-320-6000.008	Prof Services-MSHP Background Cks	\$200	\$200	\$150	\$150	
60	5-320-6000.011	Prof Services - Dues & Licenses	\$15	\$0	\$20	\$100	
60	5-320-6000.015	Prof Services-Service Contract	\$0	\$0	\$250	\$250	
60	5-320-6000.018	Prof Services-Damage Claims	\$500	\$500	\$500	\$500	
	Total General Professional Service Expense			\$1,115	\$1,100	\$1,420	\$1,500
60	5-320-6005.001	Insurance-Vehicle	\$4,000	\$4,250	\$3,571	\$4,107	
60	5-320-6005.002	Insurance-Equipment	\$750	\$850	\$449	\$516	
60	5-320-6005.003	Insurance-Building & Property	\$1,675	\$0	\$0	\$0	
	Total Insurance Expense			\$6,425	\$5,100	\$4,020	\$4,622
60	5-320-6010.002	Advertising-Employee Recruitment	\$250	\$400	\$250	\$0	
	Total Advertising Expense			\$250	\$400	\$250	\$0
01	5-170-6020.002	Software-Upgrade	\$0	\$0	\$0	\$689	
	Total Software Expense			\$0	\$0	\$0	\$689
	Total Professional Service Expense			\$7,790	\$6,600	\$5,690	\$6,811
60	5-320-7000.001	Supplies-Operational	\$1,350	\$1,350	\$1,000	\$1,200	
60	5-320-7000.004	Supplies-Small Tools	\$600	\$600	\$600	\$750	
	Total General Office Supplies Expense			\$1,950	\$1,950	\$1,600	\$1,950
60	5-320-7015.004	Supplies-Safety	\$600	\$600	\$250	\$500	
	Total Medical and Safety Supplies Expense			\$600	\$600	\$250	\$500
	Total Supplies Expense			\$2,550	\$2,550	\$1,850	\$2,450
60	5-320-7525.001	Materials-Infrastructure Maintenance	\$400	\$400	\$100	\$200	
	Total Material Expense			\$400	\$400	\$100	\$200
60	5-320-8000.002	Tools- Maintenance	\$500	\$500	\$250	\$500	
60	5-320-8000.003	Tools-Supplies	\$750	\$1,000	\$750	\$1,000	

Service-Facilities Management Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Tools and Portable Equipment Expense		\$1,250	\$1,500	\$1,000	\$1,500
60	5-320-8300.001	Equipment-Repair	\$5,000	\$5,000	\$3,000	\$4,000
60	5-320-8300.002	Equipment-Maintenance	\$1,400	\$1,400	\$1,300	\$1,500
60	5-320-8300.003	Equipment-Supplies	\$2,100	\$2,000	\$1,750	\$2,000
	Total Machinery and Equipment Expense		\$8,500	\$8,400	\$6,050	\$7,500
60	5-320-8600.001	Vehicle-Repair	\$1,450	\$2,000	\$750	\$1,000
60	5-320-8600.002	Vehicle-Maintenance	\$1,000	\$1,000	\$900	\$800
60	5-320-8600.005	Vehicle-Fuel	\$14,000	\$14,000	\$7,500	\$8,000
	Total Vehicle Expense		\$16,450	\$17,000	\$9,150	\$9,800
	Total Tools, Machinery, and Vehicle Expense		\$26,200	\$26,900	\$16,200	\$18,800
	Total Facilities Management Expense		\$336,015	\$399,183	\$381,934	\$373,950

Janitorial Services

This program was established to ensure a sanitary working environment.

Fiscal Year 2015-2016

Accomplishments:

Maintained buildings to an acceptable level though short staffed and a large turnover occurred during year.

Fiscal Year 2017 Goals:

- I. **Goal:** To attend educational seminars and workshops to attain cutting-edge information.

Strategy: Contact chemical suppliers to find or host seminars that will give staff better information on latest techniques for their jobs.

Budgetary Factor: None

- II. **Goal:** To purchase dispensers that are user friendly and also conserves product consumption.

Strategy: Evaluate all current dispensers and purchase ones that are the most cost effective.

Budgetary Factor: Availability of funds.

Performance Measures:

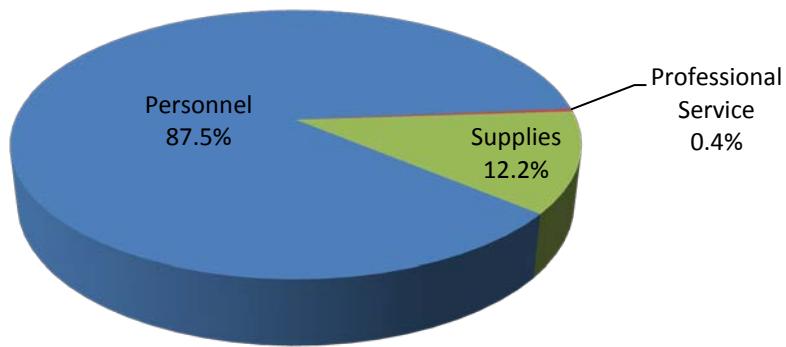
	2013	2014	2015	Estimated 2016
Cleanliness Quality	65%	70%	70%	75%
Customer Satisfaction	80%	85%	85%	85%
Financial Metrics	80%	85%	85%	90%

Previous Years' Goals:

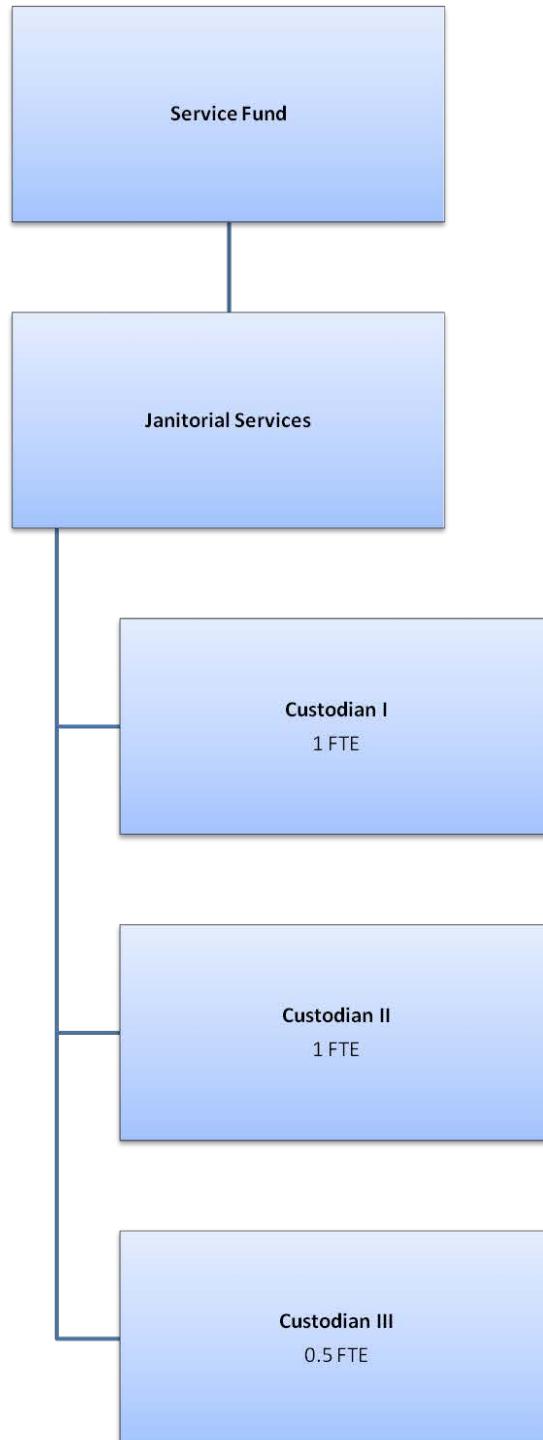
- I. Maintain cleanliness of city buildings.

Status: On-going.

Janitorial Service Expense by Category \$54,300



Janitorial Service Organizational Chart



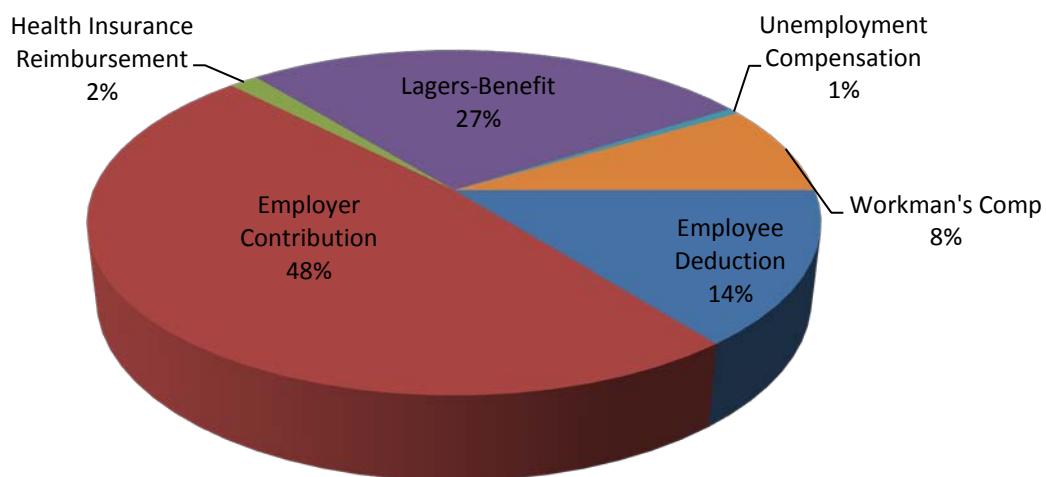
Service-Janitorial Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
60	5-325-1000.002	Part Time Salary	\$30,925	\$43,360	\$30,000	\$43,260
60	5-325-1000.006	Part Time Overtime	\$1,000	\$1,030	\$0	\$0
	Total Salaries Expense			\$31,925	\$44,390	\$30,000
60	5-325-1020.001	FICA-Employer	\$2,670	\$2,750	\$2,750	\$2,680
60	5-325-1020.002	Medicare-Employer	\$620	\$640	\$640	\$630
60	5-325-1020.003	Unemployment Compensation	\$430	\$440	\$440	\$430
	Total Payroll Taxes Expense			\$3,720	\$3,830	\$3,830
60	5-325-1025.001	Employee-Uniforms	\$250	\$250	\$250	\$500
	Total Employee Expense			\$250	\$250	\$250
	Total Personnel Expense			\$35,895	\$48,470	\$34,080
						\$47,500
60	5-325-6000.007	Prof Services-Toxicology Testing	\$100	\$100	\$50	\$100
60	5-325-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$0	\$100
	Total General Professional Service Expense			\$200	\$200	\$50
						\$200
60	5-325-7010.001	Supplies-Janitorial	\$6,500	\$6,500	\$2,000	\$3,000
60	5-325-7010.002	Supplies-Cleaning and Sanitation	\$3,000	\$2,500	\$3,400	\$3,400
	Total General Office Supplies Expense			\$9,500	\$9,000	\$5,400
						\$6,400
60	5-325-7015.003	Supplies-First Aid	\$100	\$100	\$0	\$100
60	5-325-7015.004	Supplies-Safety	\$100	\$100	\$0	\$100
	Total Medical and Safety Supplies Expense			\$200	\$200	\$0
						\$200
	Total Supplies Expense			\$9,700	\$9,200	\$5,400
						\$6,600
	Total Janitorial Service Expense			\$45,795	\$57,870	\$39,530
						\$54,300
	Total Internal Service Fund Expenses			\$826,260	\$1,088,151	\$871,285
						\$948,701

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.

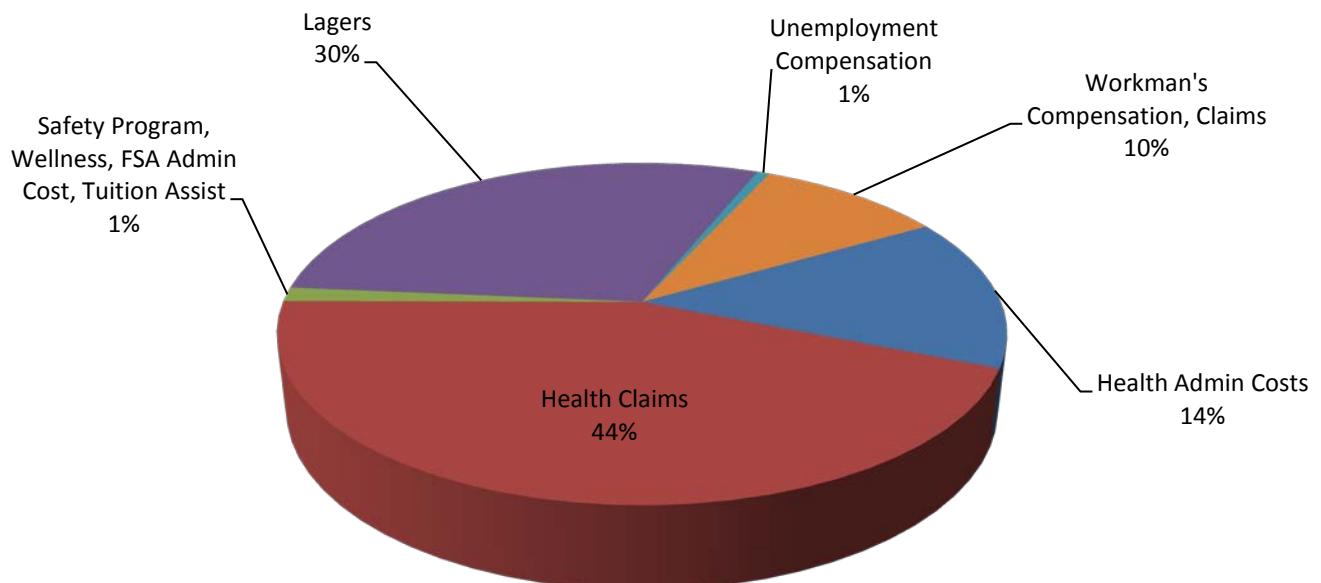
Benefits Funds Available by Category

\$2,609,776



Benefits Expense by Category

\$2,350,717



Fiscal Year 2015-2016 Accomplishments:

The continued promotion of health and wellness activities throughout the City continue to have a positive impact on claims.

Fiscal Year 2017 Goals:

- I. **Goal:** 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.

Strategy: Respond to the increase and decrease in staffing needs for each individual department to ensure full-time positions are filled as funds are available.

Budgetary Factor: As funds are available.
- II. **Goal:** Increase Fund Balance to 20%

Strategy: Continue to monitor health and wellness activities and make adjustments as needed.

Budgetary Factor: None

Performance Measurements:

Worker's Compensation (by policy year)	9/19/2010 – 9/19/2011	9/19/2011 – 9/19/2012	9/19/2012 – 9/19/2013	9/19/2013 – 9/10/2014	9/19/2014 – 7/1/2015	7/1/2015 – 7/1/2016
Number of Claims	52	42	29	34	20	11
Total Claims	\$346,907.28	90,602.91	\$87,731.57	\$67,080.59	\$47,936.77	\$1,673.51

Health Insurance (by policy year)	4/01/2011 - 3/21/2012	4/01/2012 - 3/31/2013	4/01/2013 - 6/30/2013	7/01/2013 - 6/30/2014	7/01/2014 - 6/30/2015	7/01/2015 - 6/30/2016
Total Claims	\$2,030,233.71	\$1,781,801.13	\$224,031.59	\$1,260,875.32	\$1,085,440.52	\$593,994.14
Specific Deductible	\$60,000	\$60,000	\$70,000	\$70,000	\$70,000	\$70,000*
Number of Enrollees 50% of Specific	10	10	0	7	2	1

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

Benefits Fund Revenue and Expense by Category

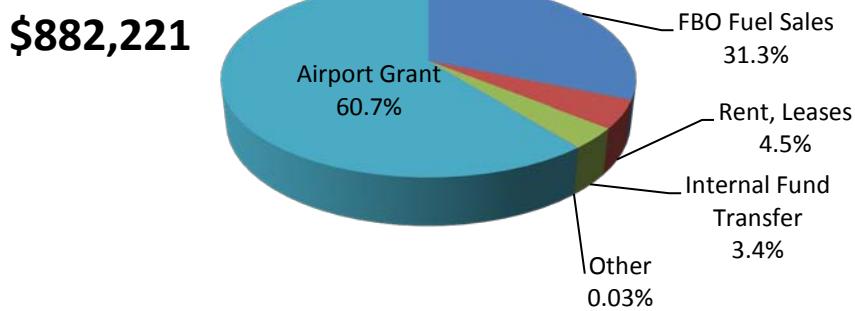
Benefits Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$2,510,396	\$2,621,996	\$2,455,054	\$2,609,776
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$2,510,396	\$2,621,996	\$2,455,054	\$2,609,776
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	\$2,423,779	\$2,479,396	\$2,345,327	\$2,350,717
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
Total Expenses	\$2,423,779	\$2,479,396	\$2,345,327	\$2,350,717

Benefits-Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
70	4-400-9500.001	Health-Health Deductions	\$329,558	\$353,220	\$280,000	\$375,340
70	4-400-9500.002	Health-Employee Benefits	\$1,146,120	\$1,190,880	\$1,172,718	\$1,262,040
70	4-400-9500.003	Health-Health Insurance Reimb.	\$100,000	\$50,000	\$40,000	\$40,000
	Total Health Revenue		\$1,575,678	\$1,594,100	\$1,492,718	\$1,673,380
70	4-400-9505.001	Retirement-LAGERS	\$750,000	\$750,000	\$700,000	\$700,000
	Total Retirement Revenue		\$750,000	\$750,000	\$700,000	\$700,000
70	4-400-9510.001	Work Comp-Unemployment Comp.	\$62,200	\$62,200	\$61,000	\$15,000
70	4-400-9510.002	Work Comp-Workmans Comp.	\$240,000	\$215,696	\$201,336	\$221,396
	Total Work Comp Revenue		\$302,200	\$277,896	\$262,336	\$236,396
	Total Benefits Revenues		\$2,627,878	\$2,621,996	\$2,455,054	\$2,609,776
Benefits-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
70	5-400-9500.001	Health-Health Admin	\$350,000	\$350,000	\$310,478	\$340,000
70	5-400-9500.002	Health-Health Insurance	\$30,000	\$40,000	\$44,086	\$0
70	5-400-9500.003	Health-Employee Claims	\$1,100,000	\$1,050,000	\$1,051,093	\$1,033,121
70	5-400-9500.004	Health-FSA Admin Cost	\$1,200	\$1,200	\$1,200	\$1,200
	Total Health Expense		\$1,481,200	\$1,441,200	\$1,406,857	\$1,374,321
70	5-400-9505.001	Retirement-LAGERS	\$750,000	\$750,000	\$700,000	\$700,000
	Total Retirement Expense		\$750,000	\$750,000	\$700,000	\$700,000
70	5-400-9510.001	Work Comp-Unemploy. Comp.	\$25,000	\$20,000	\$8,634	\$15,000
70	5-400-9510.002	Work Comp-Workmans Comp.	\$240,000	\$215,696	\$201,336	\$221,396
70	5-400-9510.003	Work Comp-Workmans Comp. Claims	\$15,000	\$15,000	\$10,000	\$10,000
	Total Work Comp Expense		\$280,000	\$250,696	\$219,970	\$246,396
70	5-400-9515.001	Emp Relations-Tuition	\$2,500	\$2,500	\$0	\$10,000
70	5-400-9515.002	Emp Relations-Safety	\$20,000	\$15,000	\$6,500	\$10,000
70	5-400-9515.003	Emp Relations-Wellness	\$25,000	\$20,000	\$12,000	\$10,000
	Total Employee Relations Expense		\$47,500	\$37,500	\$18,500	\$30,000
	Total Benefits Expenses		\$2,558,700	\$2,479,396	\$2,345,327	\$2,350,717

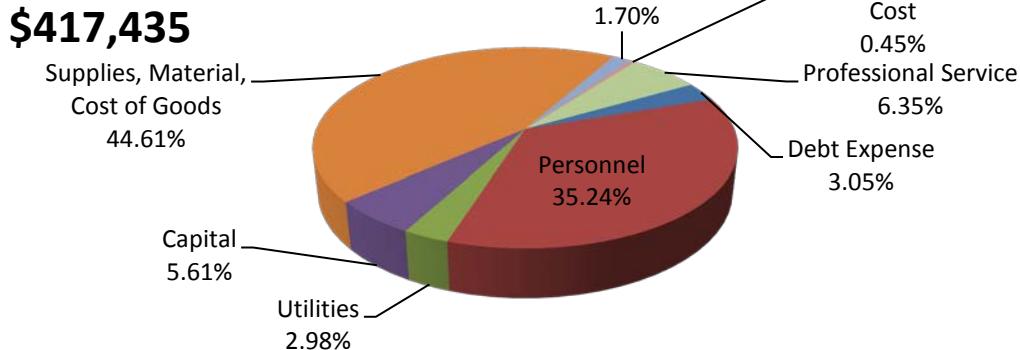
Airport Fund

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 2015-2016 Accomplishments:

The costly lunch program was downsized to save money on food costs and labor. Repainted FBO lobby area to make it more attractive to customers. Signed contract with AvFuel to provide lower contract sale costs to customers. New signage for facility.

Fiscal Year 2017 Goals:

- I. **Goal:** Provide an airport that is safe and reliable.

Strategy: To the maximum extent possible, protect the Federal Aviation Administration (FAA) mandated safety areas, runway protection zones, and other clear areas. Resurface parking lot for customer safety. Install new runway lights for pilot safety.

Budgetary Factor: Availability of funds.

II. **Goal:** Provide for an open public forum on all aspects of airport planning.

Strategy: Encourage and utilize comments from all sectors of the aviation community and the general public in developing plans for the airport.

Budgetary Factor: None

Performance Measures:

	2013	2014	2015	Estimated 2016
Jet Fuel Sales	33,000 gallons	34,000 gallons	35,000 gallons	40,000 gallons
100LL Sales	16,000 gallons	16,000 gallons	17,000 gallons	20,000 gallons
Hangar occupancy rates	90%	85%	85%	95%
Customer service rating	85%	85%	85%	90%
Lunch program customers	400 per month	200 per month	100 per month	75 per month

Previous Years' Goals:

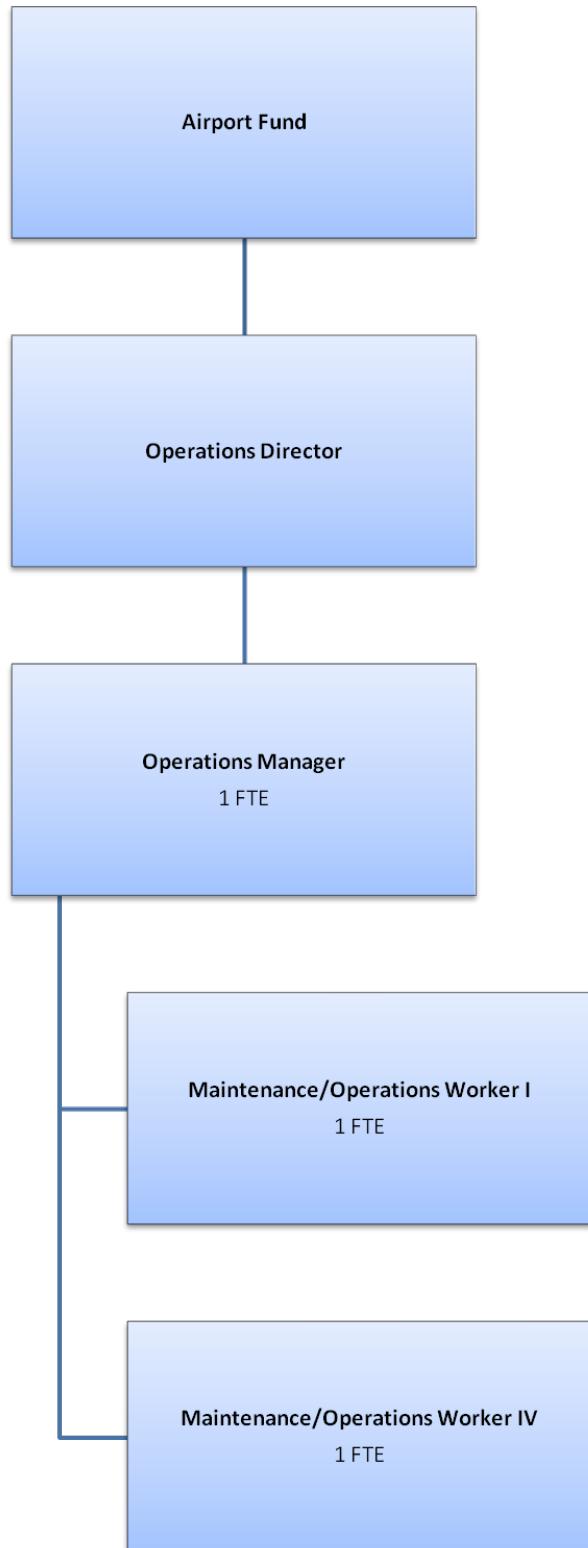
I. Maintain a safe and functional airport.

Status: On-going. 80% complete

Airport Fund Revenue and Expense by Category

Airport Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTS	\$0	\$0	\$0	\$0
Intergovernmental	\$341,607	\$595,468	\$0	\$535,921
Service Charges	\$132,669	\$303,406	\$241,000	\$276,000
Rentals	\$40,980	\$40,000	\$40,000	\$40,000
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$2,178	\$3,000	\$136	\$0
Other	\$40	\$0	\$200	\$300
Internal Service Revenue	\$38,000	\$30,000	\$30,000	\$30,000
Total Revenues	\$555,473	\$971,874	\$311,336	\$882,221
Expenses				
Personnel	\$60,573	\$83,738	\$105,562	\$147,123
Capital	\$3,003	\$66,163	\$27,600	\$23,400
Debt	\$12,750	\$12,750	\$12,750	\$12,750
Grants	\$359,587	\$595,468	\$595,468	\$0
Utilities	\$9,356	\$9,300	\$11,170	\$12,450
Professional Services	\$51,224	\$59,470	\$19,815	\$26,505
Supplies and Materials	\$94,020	\$212,960	\$144,620	\$186,220
Tools, Equipment, and Vehicles	\$7,932	\$7,500	\$7,850	\$7,100
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$14,767	\$17,000	\$1,886
Total Expenses	\$598,444	\$1,062,116	\$941,835	\$417,435

Airport Organizational Chart



Airport-Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	4-100-2005.002	Grant-Capital	\$340,000	\$595,468	\$0	\$535,921
	Total Grant Revenue			\$340,000	\$595,468	\$0
73	4-100-3000.009	FBO Fuel Sales	\$1,500	\$302,656	\$240,000	\$275,000
73	4-100-3000.022	Lubricant Sales	\$0	\$750	\$1,000	\$1,000
	Total Service Charges and Fees Revenue			\$1,500	\$303,406	\$241,000
73	4-100-3005.001	Rental-Buildings	\$35,100	\$40,000	\$40,000	\$40,000
	Total Rental Revenue			\$35,100	\$40,000	\$40,000
	Total Service Charges, Fees, & Rental Revenue			\$36,600	\$343,406	\$281,000
73	4-100-3010.006	Misc.-Miscellaneous	\$0	\$0	\$200	\$300
	Total Miscellaneous Revenue			\$0	\$0	\$200
73	4-100-9500.001	Health-Health Deductions Family	\$0	\$3,000	\$136	\$0
	Total Benefits Revenue			\$0	\$3,000	\$136
73	4-100-9999.001	Interfund Transfer	\$38,000	\$30,000	\$30,000	\$30,000
	Total Airport Revenues			\$414,600	\$971,874	\$311,336
						\$882,221

Airport-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	5-100-1000.001	Fulltime Salary	\$8,005	\$0	\$30,300	\$70,370
73	5-100-1000.002	Part Time Salary	\$40,600	\$66,950	\$45,000	\$32,510
73	5-100-1000.004	On Call	\$1,090	\$6,000	\$7,000	\$6,230
73	5-100-1000.005	Fulltime Overtime	\$100	\$0	\$0	\$0
73	5-100-1000.006	Part Time Overtime	\$1,100	\$0	\$0	\$0
	Total Salaries Expense			\$50,895	\$72,950	\$82,300
						\$109,110
73	5-100-1005.001	Health Premium-Employee	\$1,120	\$0	\$0	\$5,280
73	5-100-1005.002	Health Premium-Family	\$585	\$0	\$8,050	\$8,040
73	5-100-1005.003	Dental Premium-Employee	\$65	\$0	\$305	\$325
73	5-100-1005.004	Dental Premium-Family	\$25	\$0	\$0	\$600

Airport-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Insurance Expense		\$1,795	\$0	\$8,355	\$14,245
73	5-100-1010.001	Life Insurance	\$15	\$0	\$60	\$120
	Total Life Insurance Expense		\$15	\$0	\$60	\$120
73	5-100-1015.001	Lagers-General	\$1,050	\$0	\$4,200	\$8,440
73	5-100-1015.004	Deferred Comp-Employer	\$170	\$0	\$0	\$1,300
	Total Retirement Expense		\$1,220	\$0	\$4,200	\$9,740
73	5-100-1020.001	FICA-Employer	\$3,135	\$4,520	\$4,520	\$6,760
73	5-100-1020.002	Medicare-Employer	\$735	\$1,060	\$1,075	\$1,580
73	5-100-1020.003	Unemployment Compensation	\$510	\$730	\$800	\$1,090
73	5-100-1020.004	Workman's Compensation	\$2,015	\$3,478	\$3,252	\$3,478
	Total Payroll Taxes Expense		\$6,395	\$9,788	\$9,647	\$12,908
73	5-100-1025.001	Employee-Uniforms	\$305	\$1,000	\$1,000	\$1,000
	Total Employee Expense		\$305	\$1,000	\$1,000	\$1,000
	Total Personnel Expense		\$60,625	\$83,738	\$105,562	\$147,123
73	5-100-2005.000	Capital Exp-Land & Improvements	\$0	\$0	\$5,500	\$0
73	5-100-2010.000	Capital Exp-Building & Improvements	\$2,010	\$66,163	\$20,000	\$0
73	5-100-2015.000	Capital Exp - Furniture & Fixtures	\$850	\$0	\$0	\$0
73	5-100-2020.000	Capital Exp - Machinery & Equip	\$500	\$0	\$2,100	\$23,400
	Total Capital Expense		\$3,360	\$66,163	\$27,600	\$23,400
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	\$359,900	\$595,468	\$595,468	\$0
	Total Grant Expense		\$359,900	\$595,468	\$595,468	\$0
73	5-100-5000.001	Utilities-Electric	\$5,500	\$7,500	\$6,500	\$7,500
73	5-100-5000.002	Utilities-Water	\$60	\$250	\$220	\$250
73	5-100-5000.003	Utilities-Sewer	\$80	\$250	\$250	\$250
73	5-100-5005.002	Utilities - Natural Gas	\$1,050	\$0	\$400	\$500
73	5-100-5010.001	Utilities-Landline and Fiber	\$2,915	\$500	\$2,900	\$3,000

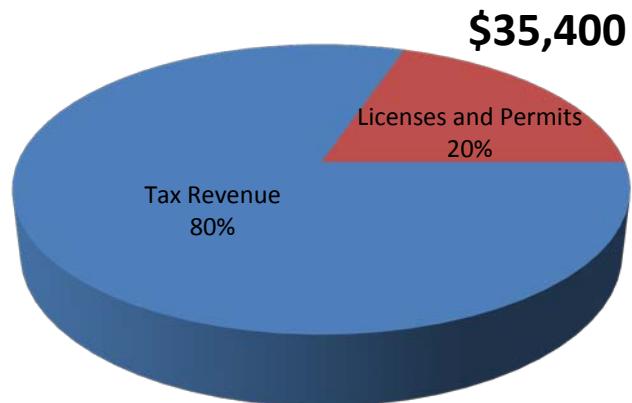
Airport-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
73	5-100-5015.001	Utilities-Cell Phones	\$170	\$400	\$400	\$400
73	5-100-5025.001	Utilities-Solid Waste	\$470	\$400	\$500	\$550
	Total Utilities Expense			\$10,245	\$9,300	\$11,170
73	5-100-6000.007	Prof Services-Toxicology Testing	\$125	\$120	\$75	\$100
73	5-100-6000.008	Prof Services-MSHP Background Check	\$35	\$100	\$52	\$100
73	5-100-6000.011	Prof Services-Dues & Fees	\$1,800	\$1,500	\$1,000	\$1,300
73	5-100-6000.014	Prof Services-Event & Functions	\$3,200	\$5,000	\$5,000	\$4,000
73	5-100-6000.015	Prof Services-Service Contracts	\$20,000	\$24,000	\$4,000	\$10,000
73	5-100-6000.018	Prof Services-Damage Claims	\$0	\$500	\$500	\$500
73	5-100-6000.019	Prof Services-Credit Card Fees	\$2,725	\$5,000	\$5,000	\$5,000
	Total General Professional Service Expense			\$27,885	\$36,220	\$15,627
73	5-100-6005.000	Insurance-General	\$10,660	\$12,000	\$0	\$0
73	5-100-6005.001	Insurance-Vehicle	\$2,100	\$3,500	\$2,061	\$2,370
73	5-100-6005.002	Insurance-Equipment	\$470	\$1,000	\$500	\$575
73	5-100-6005.003	Insurance-Building & Property	\$6,000	\$6,000	\$1,627	\$1,871
73	5-100-6005.007	Insurance-City Government	\$5,245	\$750	\$0	\$0
	Total Insurance Expense			\$24,475	\$23,250	\$4,188
73	5-100-6020.002	Software-Upgrade	\$0	\$0	\$0	\$689
	Total Software Expense			\$0	\$0	\$0
	Total Professional Service Expense			\$52,360	\$59,470	\$19,815
73	5-100-7000.001	Supplies-Operational	\$550	\$1,000	\$900	\$1,000
73	5-100-7000.003	Supplies-Desk Accessories Office Equipment	\$200	\$500	\$350	\$500
73	5-100-7000.004	Supplies-Small Tool	\$100	\$750	\$600	\$600
73	5-100-7005.001	Supplies-Printing	\$0	\$0	\$500	\$500
73	5-100-7005.003	Supplies-Postage	\$0	\$0	\$20	\$20
73	5-100-7010.02	Supplies-Cleaning & Sanitation	\$0	\$0	\$800	\$900
73	5-100-7010.003	Supplies-Breakroom	\$560	\$1,200	\$1,100	\$1,200

Airport-Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Supplies Expense			\$1,410	\$3,450	\$4,270	\$4,720
73	5-100-7500.001	Materials-Asphalt	\$0	\$500	\$0	\$500	
73	5-100-7500.003	Materials-Concrete	\$100	\$600	\$0	\$500	
73	5-100-7500.004	Materials-Landscaping	\$0	\$0	\$150	\$300	
73	5-100-7510.001	Materials-Paint	\$500	\$750	\$100	\$100	
73	5-100-7510.004	Materials-Hardware	\$1,345	\$2,500	\$100	\$100	
73	5-100-7999.001	Cost of Goods Sold	\$97,480	\$205,160	\$140,000	\$180,000	
	Total Material Expense			\$99,425	\$209,510	\$140,350	\$181,500
73	5-100-8300.001	Equipment-Repair	\$5,000	\$5,000	\$6,000	\$4,000	
73	5-100-8300.002	Equipment-Maintenance	\$2,650	\$1,500	\$500	\$1,000	
	Total Machinery and Equipment Expense			\$7,650	\$6,500	\$6,500	\$5,000
73	5-100-8600.001	Vehicle-Repair	\$350	\$500	\$1,000	\$1,200	
73	5-100-8600.002	Vehicle-Maintenance	\$0	\$0	\$50	\$400	
73	5-100-8600.005	Vehicle-Fuel	\$400	\$500	\$300	\$500	
	Total Vehicle Expense			\$750	\$1,000	\$1,350	\$2,100
	Total Tools, Machinery, and Vehicle Expense			\$8,400	\$7,500	\$7,850	\$7,100
73	5-100-9910.000	Internal Service-Personnel	\$0	\$14,767	\$17,000	\$1,886	
	Total Internal Service			\$0	\$14,767	\$17,000	\$1,886
	Total Airport Expense			\$608,475	\$1,062,116	\$941,835	\$417,435

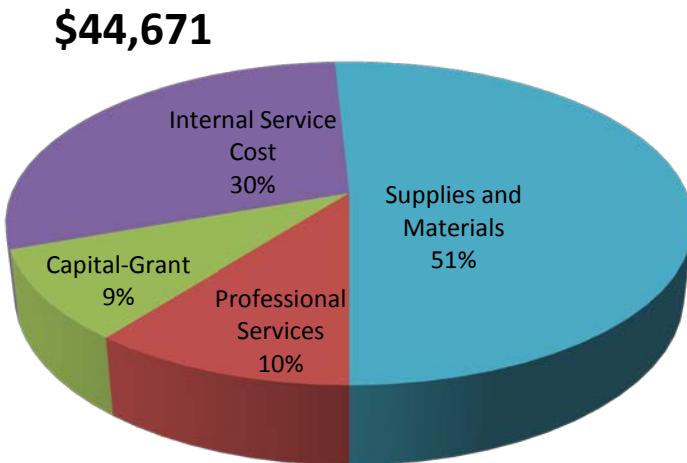
Downtown Business District Fund

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



Downtown Business Expense by Category



Fiscal Year 2015-2016 Accomplishments:

Adopted Downtown Strategic Plan. Began planning process for future improvements. Worked with Community Development to acquire St. Bernard's Fruit Market property for demolition and conversion to public space. Worked with Street and Electric Divisions to improve ADA ramps and electric service for Christmas lights. Began purchasing LED Christmas lights for remaining linden tree canopies. Refurbished remaining Christmas displays used at Jefferson railroad crossing at downtown entrance. Trimmed all linden trees using ISA certified arborist. Removed ash trees and replaced with new trees more appropriate to the space. Purchased 38 hanging baskets to complement existing baskets, providing two baskets per pole within the DTBD.

Fiscal Year 2017 Goals:

- I. **Goal:** Complete streetscape improvements discussed and planned in FY 2015.
Strategy: Have streetscape enhancements priced or bid and ready to be purchased upon adoption of FY 2016 budget. Examples include new trash receptacles, monument signs, and bike parking posts. Work with Facilities Management staff to create and implement landscaping plan.
Budgetary Factor: DTBD currently has a fund balance exceeding 100% due planning and saving for this series of purchases.
- II. **Goal:** Upgrade the downtown holiday shopping experience by lighting 15 linden tree canopies with LED lights during the holiday season.
Strategy: Purchase enough strands of C-7 LED Christmas lights to wrap the canopies of eleven additional linden trees.
Budgetary Factor: The DTBD has been saving funds for enhancements such as this.
- III. **Goal:** Formalize plans and begin physical development of Farmers Market Pavilion.
Strategy: Work with various stakeholders to draft formal plans and begin construction on a permanent structure to be used as a Farmers Market, space for public events, and a transition into the downtown area. Take the vision and begin making capital improvements necessary to the property for the transformation.
Budgetary Factor: This project will require funding from multiple sources to be completed.

Performance Measured Goal:

Expand Downtown event offerings.

- I. **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.
Performance Measured Goal: Achieve 100% remittance of business license taxes from eligible businesses.

II. **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.

Performance Measured 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.

III. **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

Performance Measures:

	2012	2013	2014	2015	2016
Number of Tree Canopies Lit at Christmas	*	*	0	0	4
Number of Downtown Events	*	*	*	*	4
Number of Business Licenses Issued	*	116	112	118	108
Number of Welcome Packets Issued**	*	*	*	*	*

*No data available

**Program beginning in FY 2017

Previous Years' Goals:

I. 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: On-going. Work toward this goal has gone through DTBD Board approval and recently the planning process at Public Works in cooperation with Facilities Management. The first of two phases of physical reconstruction projects was undertaken in early 2016, with the second phase to be completed by late Fall 2016 – early Winter 2017.

Downtown Business District Fund Revenue and Expense by Category

Downtown Business District Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$28,912	\$27,000	\$28,467	\$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	\$5,891	\$5,400	\$5,700	\$5,800
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$1,000	\$5,140	\$1,000	\$1,200
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$35,803	\$37,540	\$35,167	\$35,400
Expenses				
Personnel	\$0	\$0	\$0	\$0
Capital	\$7,004	\$10,000	\$15,000	\$4,000
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$6,900	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$2,349	\$6,500	\$3,608	\$4,700
Supplies and Materials	\$5,868	\$4,750	\$13,607	\$22,700
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$0
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$3,560	\$3,692	\$20,000	\$13,271
Total Expenses	\$18,782	\$31,842	\$52,215	\$44,671

Downtown Business District-Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
75	4-500-1000.003	Tax-Real Estate	\$28,185	\$26,000	\$25,970	\$26,000
75	4-500-1000.005	Tax-Financial Institute	\$0	\$1,000	\$2,497	\$2,400
	Total Tax Revenue		\$28,185	\$27,000	\$28,467	\$28,400
75	4-500-2005.001	Grants-Operational	\$0	\$4,140	\$0	\$0
	Total Miscellaneous Revenue		\$0	\$4,140	\$0	\$0
75	4-500-3010.006	Misc.-Miscellaneous	\$750	\$1,000	\$1,000	\$1,200
	Total Miscellaneous Revenue		\$750	\$1,000	\$1,000	\$1,200
75	4-500-4000.002	Licenses-Merchant	\$5,750	\$5,400	\$5,700	\$5,800
	Total Licenses Revenue		\$5,750	\$5,400	\$5,700	\$5,800
	Total Downtown Business District Revenue			\$34,685	\$37,540	\$35,167
						\$35,400

Downtown Business District-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
75	5-500-2030.000	Capital Exp-Infrastructure	\$0	\$10,000	\$15,000	\$4,000
	Total Capital Expense		\$0	\$10,000	\$15,000	\$4,000
75	5-500-4005.000	Grant-Capital	\$0	\$0	\$0	\$0
75	5-500-4010.000	Grant-Operational	\$0	\$6,900	\$0	\$0
	Total Grant Expense		\$0	\$6,900	\$0	\$0
75	5-500-6000.001	Prof Services-Legal	\$0	\$0	\$77	\$0
75	5-500-6000.003	Prof Services-Surveying	\$0	\$0	\$30	\$0
75	5-500-6000.014	Prof Services-Events and Functions	\$12,500	\$2,000	\$900	\$1,200
75	5-500-6000.015	Prof Services-Service Contract	\$3,000	\$3,000	\$2,600	\$2,500
75	5-500-6000.019	Prof Services-Credit Card Fees	\$0	\$0	\$1	\$0
	Total General Professional Service Expense		\$15,500	\$5,000	\$3,608	\$3,700
75	5-500-6010.003	Advertising-Print	\$1,500	\$1,500	\$0	\$1,000
	Total Advertising Expense		\$1,500	\$1,500	\$0	\$1,000
	Total Professional Service Expense		\$17,000	\$6,500	\$3,608	\$4,700

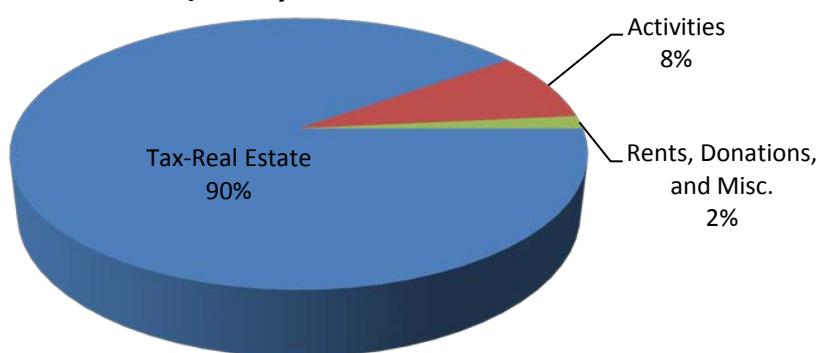
Downtown Business District-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
75	5-500-7000.001	Supplies-Operational	\$750	\$750	\$180	\$200
	Total Supplies Expense			\$750	\$750	\$180
75	5-500-7500.004	Materials-Landscaping	\$4,000	\$4,000	\$10,000	\$5,000
75	5-500-7510.002	Materials-Signs	\$0	\$0	\$2,320	\$2,500
75	5-500-7510.005	Materials-Fixtures	\$0	\$0	\$1,107	\$15,000
	Total Material Expense			\$4,000	\$4,000	\$13,427
	Total Internal Service Expense			\$0	\$3,692	\$20,000
	Total Downtown Business District Expense			\$21,750	\$31,842	\$52,215
						\$44,671

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 eight parks that cover over 100 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.

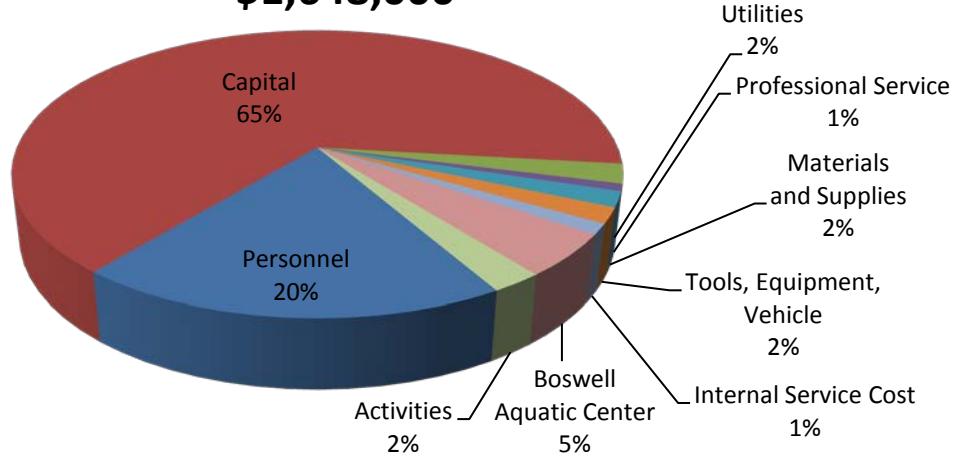
Parks Funds Available by Category

\$615,500



Parks Expense by Category

\$1,648,000



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 2015-2016 Accomplishments:

Atchley Park:

Atchley restrooms and playground were completed. Continued improvements were made to an existing concession stand and the first dog park in Lebanon.

Boswell Park:

Installed second climbing wall, new lifeguard stands, removed kiddie pool fence, restructured pool staff and reduced the overall losses at the at the Boswell Aquatic Center by over \$11,000

Completed Boswell tennis court renovation which included new poles and lights, new surfaces painted in High school colors instead of traditional colors, the addition of pickle ball lines, and new nets and post, and addition of access point in fencing.

Nelson Park:

Completed work on Nelson Phase I which included a new lighted walking trail, additional sidewalks, an ADA ramp to an existing restroom and two new paved parking lots.

Budget:

Total revenues were over \$13,000 more than projected. The Park Board planned to spend \$300,000 over projected revenue for the year by going into our fund balance to see several projects completed, however we were still able to complete the projects while only going over our projected revenue by \$229,000

Mowing/Landscaping:

The Parks Department took over the mowing and landscaping of all park grounds from the facility managements department. Stripe mowed most areas of the park to give them a more professional look. With the additional staffing for mowing it also allowed the department to have extra staffing on hand when needed for park events and baseball/softball tournaments held throughout the year.

Fiscal Year 2017 Goals:

- I. **Goal:** Controlling the overall losses of the Boswell Aquatic Center.

Strategy: Reduce the number of total guards hired for the season which saves on hiring cost, training, and uniforms. Add more events throughout the summer at the aquatic center to help increase attendance. Add to the summer schedule a dive-in movie at the Boswell Aquatic Center.

Budgetary Factor: Availability of funds. Attendance for the new events and potential first time cost for hosting a new event.

- II. **Goal:** Control the cost and quality of mowing and landscaping throughout the park system.
Strategy: Maintaining a mowing and landscaping crew that is well trained throughout the mowing season
Budgetary Factor: Availability of funds. Possible increased cost due to changing cost of fuel and other chemicals as well as potential increase to labor cost.
- III. **Goal:** Oversee the completion of Nelson Park Phase II and Boswell Park Route 66 Park
Strategy: Closely monitor work and manage contractors and engineers.
Budgetary Factor: Availability of funds. Initial budget was prepared with preliminary estimates before actual sight plans and drawings were presented. Therefore there is a potential for an increase in cost of resources.

Performance Measurements:

	2012	2013	2014	2015
Baseball/Softball Tournaments	10	12	12	9
Shelter Usage	10113	10412	11203	10758
BAC Attendance*	12058	13138	10530	11342

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

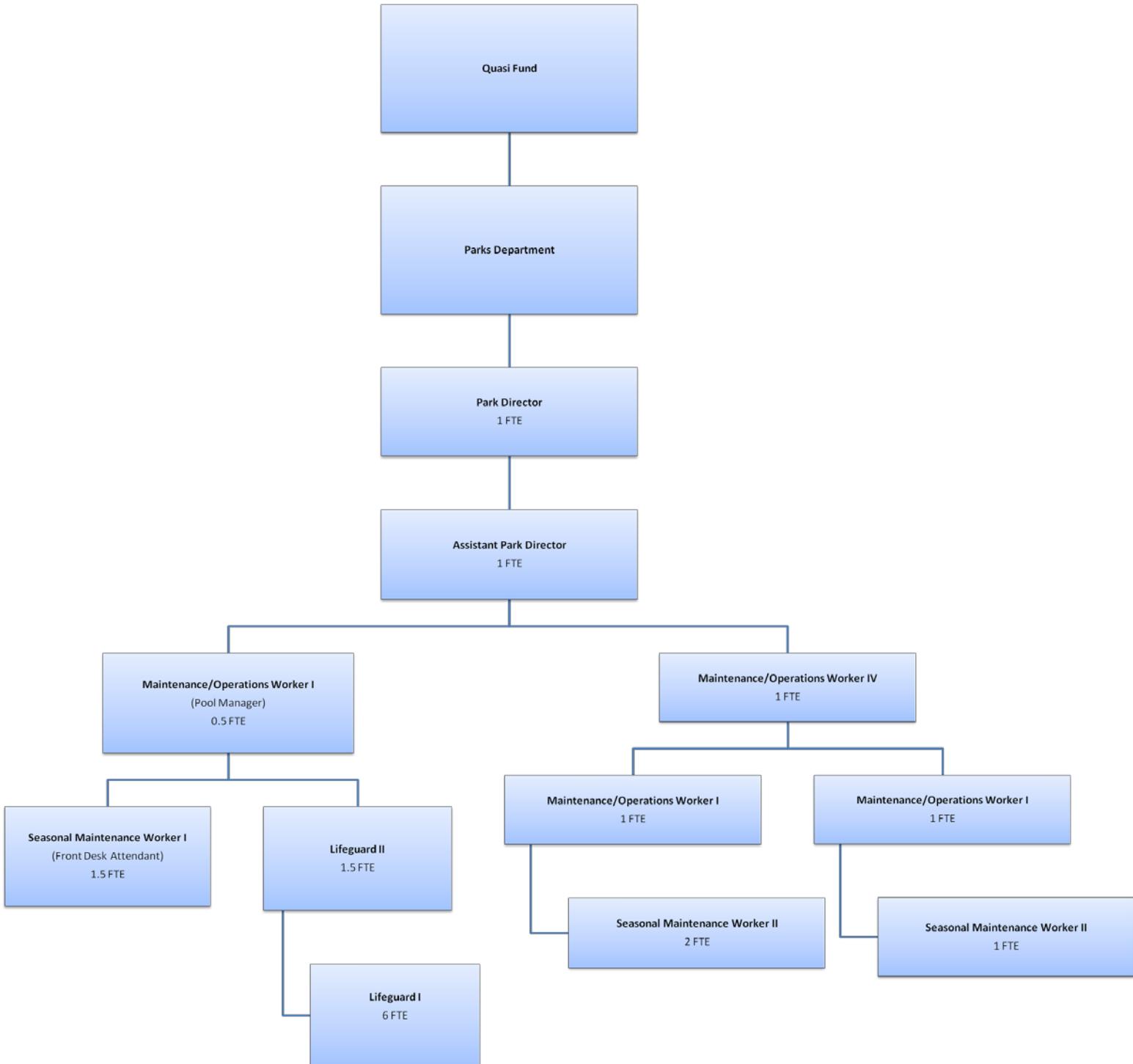
Previous Years' Goals:

- I. Controlling the overall losses of the Boswell Aquatic Center.
Status: Reached this goal by reducing the overall loss from approximately \$12,400 in 2015 to approximately \$5,000 in 2016. The goal was accomplished by doing a combination of the following five things: 1) we reduced the number of guards on staff which lowered our hiring cost, training cost and uniform cost. 2) Reduced hours of operation by opening an hour later Monday thru Saturday. 3) Changed Sunday gate fee for an adult from \$2.00 to \$2.50 4) we removed the fence around the kiddie pool which allowed us to change our guard rotation and reduce the number of guards needed to manage the pool. 5) We replaced the guard at the top of the slides with a slide attendant who is paid less which further reduced staffing expenses.
- II. Control the cost and quality of mowing and landscaping throughout the park system.
Status: On-going. Estimate a savings of \$10,000 this year. Positive feedback concerning the quality has been provided by the Park Board and public.
- III. Continue to upgrade the park system and have a professional master plan completed.
Status: On-going. Completed projects include: 1) Atchley Park inclusive playground and the new restrooms at Atchley Park, 2) Nelson Park Phase I which included new walking trail and parking, 3) Renovation of Boswell tennis courts which included new surfacing, lights and nets. Projects in progress include: 1) Nelson Phase II, 2) Boswell Park improvements to incorporate a route 66 theme, 3) Irrigation to existing sports fields at Atchley Park. Planned projects include: 1) Soccer fields with additional parking and concessions at Atchley Park, 2) improvements to all of our smaller city parks.

Parks Fund Revenue and Expense by Category

Parks Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$558,886	\$550,000	\$550,000	\$555,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$59,364	\$55,750	\$50,000	\$51,000
Rentals	\$22,901	\$11,000	\$9,300	\$9,500
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$2,001,166	\$1,000	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$2,642,318	\$617,750	\$609,300	\$615,500
Expenses				
Personnel	\$327,073	\$352,776	\$353,685	\$382,180
Capital	\$187,950	\$496,800	\$551,334	\$1,071,006
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$43,837	\$52,800	\$45,255	\$47,110
Professional Services	\$39,579	\$92,800	\$39,938	\$40,697
Supplies and Materials	\$42,006	\$50,100	\$49,650	\$51,900
Tools, Equipment, and Vehicles	\$20,829	\$33,850	\$24,100	\$35,300
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$46,596	\$38,719	\$38,719	\$19,807
Total Expenses	\$707,870	\$1,117,845	\$1,102,681	\$1,648,000

Parks Organizational Chart



Parks-Operations and Administration Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	4-500-1000.003	Tax-Real Estate	\$540,000	\$550,000	\$550,000	\$555,000
	Total Tax Revenue		\$540,000	\$550,000	\$550,000	\$555,000
79	4-500-3000.010	Park Activities	\$55,750	\$55,750	\$50,000	\$51,000
	Total Service Charges and Fees Revenue		\$55,750	\$55,750	\$50,000	\$51,000
79	4-500-3005.001	Rental-Buildings	\$24,000	\$4,000	\$3,800	\$4,000
79	4-500-3005.002	Rental-Contract Concessions	\$7,800	\$7,000	\$5,500	\$5,500
	Total Rental Revenue		\$31,800	\$11,000	\$9,300	\$9,500
79	4-500-3010.002	Misc.-Donations	\$1,000	\$1,000	\$0	\$0
	Total Miscellaneous Revenue		\$1,000	\$1,000	\$0	\$0
	Total Parks Revenues		\$628,550	\$617,750	\$609,300	\$615,500

Parks-Operations and Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-1000.001	Fulltime Salary	\$143,580	\$136,990	\$137,152	\$165,440
79	5-500-1000.002	Part Time Salary	\$53,000	\$75,710	\$78,489	\$61,650
79	5-500-1000.005	Fulltime Overtime	\$2,000	\$3,090	\$2,500	\$2,410
79	5-500-1000.006	Part Time Overtime	\$1,750	\$2,160	\$1,800	\$1,960
	Total Salaries Expense		\$200,330	\$217,950	\$219,941	\$231,460
79	5-500-1005.001	Health Premium-Employee	\$15,840	\$10,560	\$10,560	\$15,840
79	5-500-1005.002	Health Premium-Family	\$7,200	\$23,520	\$23,520	\$23,520
79	5-500-1005.003	Dental Premium-Employee	\$750	\$1,500	\$1,500	\$1,500
79	5-500-1005.004	Dental Premium-Family	\$750	\$0	\$250	\$250
	Total Insurance Expense		\$24,540	\$35,580	\$35,830	\$41,110
79	5-500-1010.001	Life Insurance	\$165	\$225	\$225	\$300
	Total Life Insurance Expense		\$165	\$225	\$225	\$300
79	5-500-1015.001	Lagers-General	\$19,070	\$18,490	\$18,490	\$20,140
79	5-500-1015.004	Deferred Comp-Employer	\$1,300	\$1,300	\$1,300	\$3,250

Parks-Operations and Administration Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Retirement Expense			\$20,370	\$19,790	\$19,790	\$23,390
79	5-500-1020.001	FICA-Employer	\$12,420	\$13,510	\$13,510	\$14,350	
79	5-500-1020.002	Medicare-Employer	\$2,900	\$3,160	\$3,160	\$3,360	
79	5-500-1020.003	Unemployment Compensation	\$2,000	\$2,180	\$2,180	\$2,310	
79	5-500-1020.004	Workman's Compensation	\$5,085	\$4,796	\$4,485	\$4,800	
	Total Payroll Taxes Expense			\$22,405	\$23,646	\$23,335	\$24,820
79	5-500-1025.001	Employee-Uniforms	\$1,500	\$1,500	\$1,400	\$1,500	
79	5-500-1025.002	Employee-Dues/License/Membership	\$750	\$750	\$720	\$750	
79	5-500-1025.004	Employee-Travel/Hotel	\$1,500	\$1,500	\$500	\$1,500	
79	5-500-1025.005	Employee-Training	\$2,000	\$2,000	\$1,000	\$1,500	
	Total Employee Expense			\$5,750	\$5,750	\$3,620	\$5,250
	Total Personnel Expense			\$273,560	\$302,941	\$302,741	\$326,330
79	5-500-2005.000	Capital Exp-Land and Improvement	\$42,500	\$400,500	\$300,500	\$913,000	
79	5-500-2010.000	Capital Exp-Building and Improvements	\$96,480	\$5,000	\$19,354	\$7,500	
79	5-500-2015.000	Capital Exp-Furniture and Fixture	\$0	\$0	\$0	\$0	
79	5-500-2020.000	Capital Exp-Machinery and Equipment	\$125,000	\$45,000	\$167,680	\$128,006	
79	5-500-2025.000	Capital Exp-Vehicles	\$0	\$22,500	\$22,500	\$22,500	
79	5-500-2030.000	Capital Exp-Infrastructure	\$96,000	\$0	\$25,000	\$0	
	Total Capital Expense			\$359,980	\$473,000	\$535,034	\$1,071,006
79	5-500-5000.001	Utilities-Electric	\$17,450	\$23,500	\$20,500	\$21,000	
79	5-500-5000.002	Utilities-Water	\$4,430	\$4,430	\$3,500	\$3,500	
79	5-500-5000.003	Utilities-Sewer	\$3,240	\$3,240	\$2,400	\$2,400	
79	5-500-5005.001	Utilities-Propane	\$2,000	\$2,000	\$1,700	\$1,700	
79	5-500-5005.002	Utilities-Natural Gas	\$1,900	\$0	\$0	\$0	
79	5-500-5010.001	Utilities-Landline and Fiber	\$1,200	\$1,500	\$1,300	\$1,400	
79	5-500-5015.001	Utilities-Cell Phones	\$1,500	\$1,500	\$2,350	\$2,500	
79	5-500-5020.001	Utilities-Internet	\$500	\$1,500	\$1,300	\$1,400	
79	5-500-5020.002	Utilities-Internet Mobile	\$1,000	\$0	\$0	\$0	

Parks-Operations and Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-5025.001	Utilities-Solid Waste	\$3,280	\$3,280	\$3,200	\$3,200
	Total Utilities Expense		\$36,500	\$40,950	\$36,250	\$37,100
79	5-500-6000.001	Prof Services-Legal	\$0	\$5,000	\$1,500	\$5,000
79	5-500-6000.002	Prof Services-Engineering	\$0	\$50,000	\$7,655	\$0
79	5-500-6000.007	Prof Services-Toxicology Test	\$500	\$500	\$250	\$400
79	5-500-6000.008	Prof Services- MSHP Background Checks	\$0	\$0	\$100	\$100
79	5-500-6000.011	Prof Services-Dues & Fees	\$500	\$250	\$100	\$250
79	5-500-6000.019	Prof Services - CC Fees	\$0	\$250	\$150	\$250
	Total General Professional Service Expense		\$1,000	\$56,000	\$9,755	\$6,000
79	5-500-6005.001	Insurance-Vehicle	\$3,000	\$3,300	\$2,376	\$2,732
79	5-500-6005.002	Insurance-Equipment	\$500	\$700	\$475	\$546
79	5-500-6005.003	Insurance-Building & Property	\$15,000	\$2,500	\$2,362	\$2,716
	Total Insurance Expense		\$18,500	\$6,500	\$5,213	\$5,995
01	5-170-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,034
01	5-170-6020.003	Software-Agreement	\$0	\$0	\$0	\$540
	Total Software Expense		\$0	\$0	\$0	\$1,574
	Total Professional Service Expense		\$19,500	\$62,500	\$14,968	\$13,569
79	5-500-7000.001	Supplies-Operational	\$2,000	\$2,500	\$2,500	\$2,500
79	5-500-7000.002	Supplies-Computer Accessories	\$250	\$400	\$1,100	\$400
79	5-500-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$250	\$300	\$100	\$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	\$200	\$250
79	5-500-7005.002	Supplies-Mailing	\$250	\$250	\$500	\$250
79	5-500-7005.003	Supplies-Postage	\$250	\$250	\$0	\$0
79	5-500-7005.004	Supplies-Paper	\$500	\$400	\$400	\$500
79	5-500-7010.001	Supplies-Janitorial	\$2,500	\$3,000	\$3,000	\$3,000
79	5-500-7010.002	Supplies-Cleaning and Sanitation	\$750	\$1,000	\$250	\$500

Parks-Operations and Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-7010.004	Supplies-Chemicals	\$1,500	\$1,000	\$500	\$500
	Total General Office Supplies Expense			\$11,000	\$11,850	\$11,050
79	5-500-7015.001	Supplies-Medical	\$150	\$150	\$50	\$150
79	5-500-7015.003	Supplies-First Aid	\$150	\$150	\$150	\$150
79	5-500-7015.004	Supplies-Safety	\$150	\$150	\$150	\$150
	Total Medical and Safety Supplies Expense			\$450	\$450	\$350
	Total Supplies Expense			\$11,450	\$12,300	\$11,400
						\$11,150
79	5-500-7500.002	Materials-Rock	\$2,500	\$2,500	\$1,500	\$2,500
79	5-500-7500.003	Materials-Concrete	\$2,000	\$2,000	\$2,000	\$2,000
79	5-500-7500.004	Materials-Landscaping	\$3,000	\$3,000	\$3,000	\$3,000
79	5-500-7505.002	Materials-Pipe-PVC	\$500	\$500	\$250	\$500
79	5-500-7505.003	Materials-Pipe-Misc.	\$250	\$250	\$100	\$250
79	5-500-7505.004	Materials-Pipe-Conduit	\$300	\$300	\$300	\$500
79	5-500-7510.001	Materials-Paint	\$3,000	\$3,000	\$2,000	\$3,000
79	5-500-7510.002	Materials-Signs	\$750	\$750	\$900	\$800
79	5-500-7510.004	Materials-Hardware	\$500	\$750	\$750	\$900
79	5-500-7510.006	Materials-Wire	\$1,500	\$1,750	\$1,500	\$1,800
79	5-500-7510.007	Materials-Lumber	\$2,000	\$2,000	\$1,500	\$1,500
79	5-500-7510.008	Materials-Steel	\$1,000	\$1,500	\$1,200	\$1,500
	Total Material Expense			\$17,300	\$18,300	\$15,000
						\$18,250
79	5-500-8000.001	Tools-Repair	\$100	\$100	\$500	\$500
79	5-500-8000.002	Tools- Maintenance	\$250	\$250	\$100	\$250
79	5-500-8000.003	Tools-Supplies	\$1,000	\$2,500	\$1,500	\$2,500
	Total Tools and Portable Equipment Expense			\$1,350	\$2,850	\$2,100
						\$3,250
79	5-500-8300.001	Equipment-Repair	\$1,500	\$3,000	\$3,000	\$4,000
79	5-500-8300.002	Equipment-Maintenance	\$1,500	\$2,500	\$2,500	\$3,500
79	5-500-8300.003	Equipment-Supplies	\$250	\$250	\$250	\$500
79	5-500-8300.004	Equipment-Equipment	\$2,000	\$2,000	\$2,000	\$2,000

Parks-Operations and Administration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-500-8300.005	Equipment-Fuel	\$1,500	\$9,000	\$2,500	\$7,500
79	5-500-8300.006	Equipment-Rental	\$0	\$0	\$800	\$1,200
	Total Machinery and Equipment Expense			\$6,750	\$16,750	\$11,050
79	5-500-8600.001	Vehicle-Repair	\$1,500	\$1,500	\$1,500	\$1,800
79	5-500-8600.002	Vehicle-Maintenance	\$500	\$500	\$500	\$500
79	5-500-8600.003	Vehicle-Supplies	\$500	\$500	\$500	\$300
79	5-500-8600.004	Vehicle-Equipment	\$250	\$250	\$250	\$250
79	5-500-8600.005	Vehicle-Fuel	\$6,500	\$6,500	\$3,000	\$5,000
	Total Vehicle Expense			\$9,250	\$9,250	\$5,750
	Total Tools, Machinery, and Vehicle Expense			\$17,350	\$28,850	\$18,900
79	5-500-9910.000	Internal Service-Personnel	\$62,322	\$38,719	\$38,719	\$19,807
	Total Internal Service-Vehicle			\$62,322	\$38,719	\$38,719
	Total Internal Service			\$62,322	\$38,719	\$38,719
	Total Parks Expense			\$797,962	\$977,560	\$973,012
						\$1,527,012

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			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-515-1000.002	Part Time Salary	\$54,000	\$44,290	\$44,500	\$48,890
79	5-515-1000.006	Part Time Overtime	\$1,000	\$515	\$1,464	\$1,510
	Total Salaries Expense			\$55,000	\$44,805	\$45,964
79	5-515-1020.001	FICA-Employer	\$3,400	\$2,780	\$2,780	\$3,120
79	5-515-1020.002	Medicare-Employer	\$800	\$650	\$650	\$730
79	5-515-1020.003	Unemployment Compensation	\$600	\$450	\$450	\$500
79	5-515-1020.004	Workman's Compensation	\$2,300	\$0	\$0	\$0
	Total Payroll Taxes Expense			\$7,100	\$3,880	\$3,880
79	5-515-1025.001	Employee-Uniforms	\$1,150	\$1,150	\$1,100	\$1,100
	Total Employee Expense			\$1,150	\$1,150	\$1,100
	Total Personnel Expense			\$63,250	\$49,835	\$50,944
						\$55,850
79	5-515-2010.000	Capital Exp-Building and Improvements	\$0	\$7,500	\$7,500	\$0
79	5-515-2020.000	Capital Exp-Machinery and Equipment	\$22,500	\$16,300	\$16,300	\$0
	Total Capital Expense			\$22,500	\$23,800	\$16,300
						\$0
79	5-515-5000.001	Utilities-Electric	\$7,500	\$7,500	\$5,500	\$6,000
79	5-515-5000.002	Utilities-Water	\$2,500	\$2,500	\$2,200	\$2,500
79	5-515-5000.003	Utilities-Sewer	\$500	\$500	\$500	\$500
79	5-515-5010.001	Utilities-Landline and Fiber	\$250	\$250	\$85	\$200
79	5-515-5020.001	Utilities-Internet	\$300	\$300	\$360	\$450
79	5-515-5025.001	Utilities-Solid Waste	\$300	\$300	\$0	\$0
	Total Utilities Expense			\$11,350	\$11,350	\$8,645
						\$9,650
79	5-515-6000.007	Prof Services-Toxicology Testing	\$950	\$500	\$500	\$500
79	5-515-6000.008	Prof Services-MSHP Background Ck	\$300	\$300	\$300	\$300
	Total Professional Expense			\$1,250	\$800	\$800
79	5-515-6005.002	Insurance-Equipment	\$1,500	\$1,500	\$0	\$0

Parks-Boswell Aquatic Center Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-515-6005.003	Insurance-Building & Property	\$4,000	\$9,000	\$5,720	\$6,578
	Total Insurance Expense			\$5,500	\$10,500	\$5,720
79	5-515-6010.002	Advertising-Employee Recruitment	\$2,000	\$2,000	\$500	\$500
79	5-515-6010.006	Advertising-Radio	\$0	\$0	\$750	\$750
	Total Advertising Expense			\$2,000	\$2,000	\$1,250
	Total Professional Service Expense			\$8,750	\$13,300	\$7,770
79	5-515-7010.004	Supplies-Chemicals	\$1,000	\$2,500	\$4,250	\$2,500
	Total General Office Supplies Expense			\$1,000	\$2,500	\$4,250
79	5-515-8300.001	Equipment-Repair	\$2,000	\$2,000	\$2,000	\$1,500
79	5-515-8300.002	Equipment-Maintenance	\$1,000	\$1,000	\$1,200	\$1,500
79	5-515-8300.003	Equipment-Supplies	\$1,000	\$2,000	\$2,000	\$2,000
	Total Machinery and Equipment Expense			\$4,000	\$5,000	\$5,200
	Total Boswell Aquatic Center Expense			\$110,850	\$105,785	\$93,109
						\$81,628

Park Activities

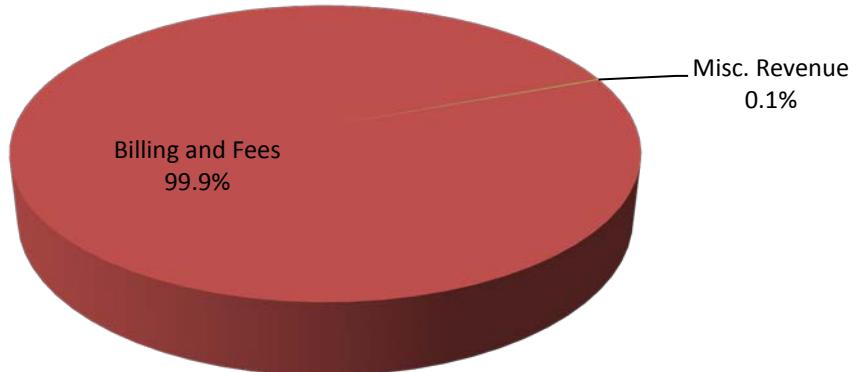
This program was established to manage expenses for recreational activities

Parks-Parks Activities Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
79	5-520-5010.001	Utilities-Landline and Fiber	\$500	\$500	\$360	\$360
	Total Utilities Expense		\$500	\$500	\$360	\$360
79	5-520-6000.005	Prof Services-Temporary Employees	\$10,000	\$12,000	\$13,200	\$13,500
79	5-520-6000.011	Prof Services-Dues-Fees	\$3,500	\$5,000	\$4,000	\$5,000
	Total General Professional Service Expense		\$13,500	\$17,000	\$17,200	\$18,500
79	5-520-7000.001	Supplies-Operational	\$12,500	\$17,000	\$19,000	\$20,000
	Total General Office Supplies Expense		\$12,500	\$17,000	\$19,000	\$20,000
79	5-515-8300.006	Equipment-Rental	\$0	\$0	\$0	\$500
	Total Machinery and Equipment Expense		\$0	\$0	\$0	\$500
	Total Park Activities Expense		\$26,500	\$34,500	\$36,560	\$39,360
	Total Park Expense		\$935,312	\$1,117,845	\$1,102,681	\$1,648,000

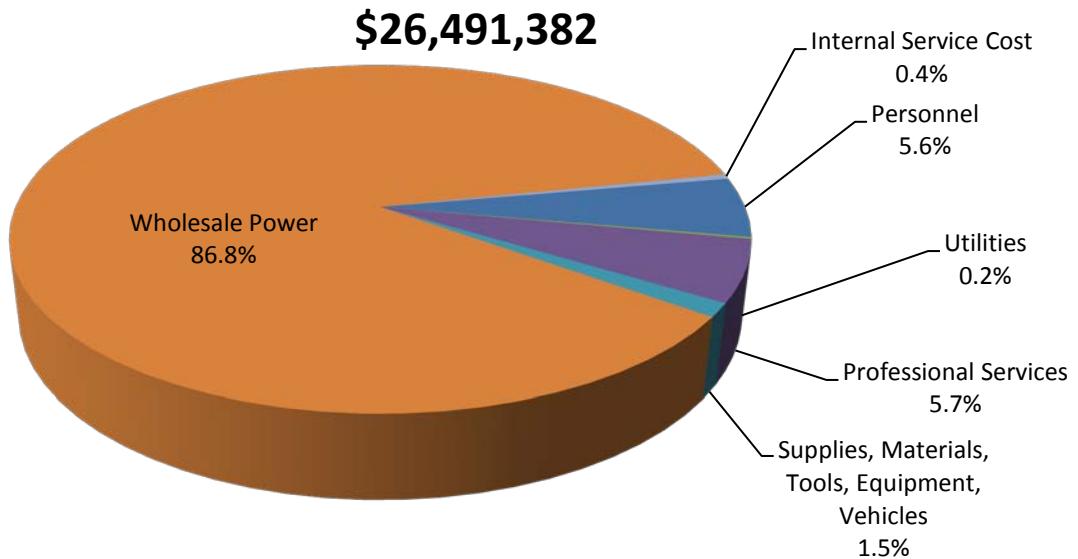
Electric Fund

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 \$26,821,000



Electric Operating Expense by Category



Fiscal Year 2015-2016 Accomplishments:

With the City Council's approval we have replaced an aging service vehicle, and have started our AMI meter program. We will by the end of this budget year completed ward 4 LED streetlight replacements and have a start on ward 1. Thru our right-of-way management program we have removed and trimmed approximately 25 miles of overhead lines and services.

Fiscal Year 2017 Goals:

- I. **Goal:** Manage and reduce electric distribution system losses.
Strategy: Continue with multi-year replacement program of existing high pressure sodium and cobra-head street lights with LED light fixtures, and evaluate transformer loading to insure proper sizing.
Budgetary Factor: Availability of funds. Purchase LED fixtures with a cost of \$50,000 in Operating Fund
- II. **Goal:** Eliminate estimated reading of utility meters.
Strategy: Purchase and install meters with communication capabilities enabling automatic reads.
Budgetary Factor: Availability of funds. Capital for meter purchases and installation from reserves.

Performance Measurements:

Calendar Year Performance	2011	2012	2013	2014	2015
Number of LED fixtures installed					200
Number of HPS fixtures replaced					200
Transformers resized to match load				20	33
Number of AMR meters installed					242
Number of Distribution Poles replaced	49	51	66	77	82
New Services Installed	108	78	53	72	70
Number of Service Work Orders	1768	1819	1541	1438	1612
Streetlight Installed or Repaired	380	626	503	342	307

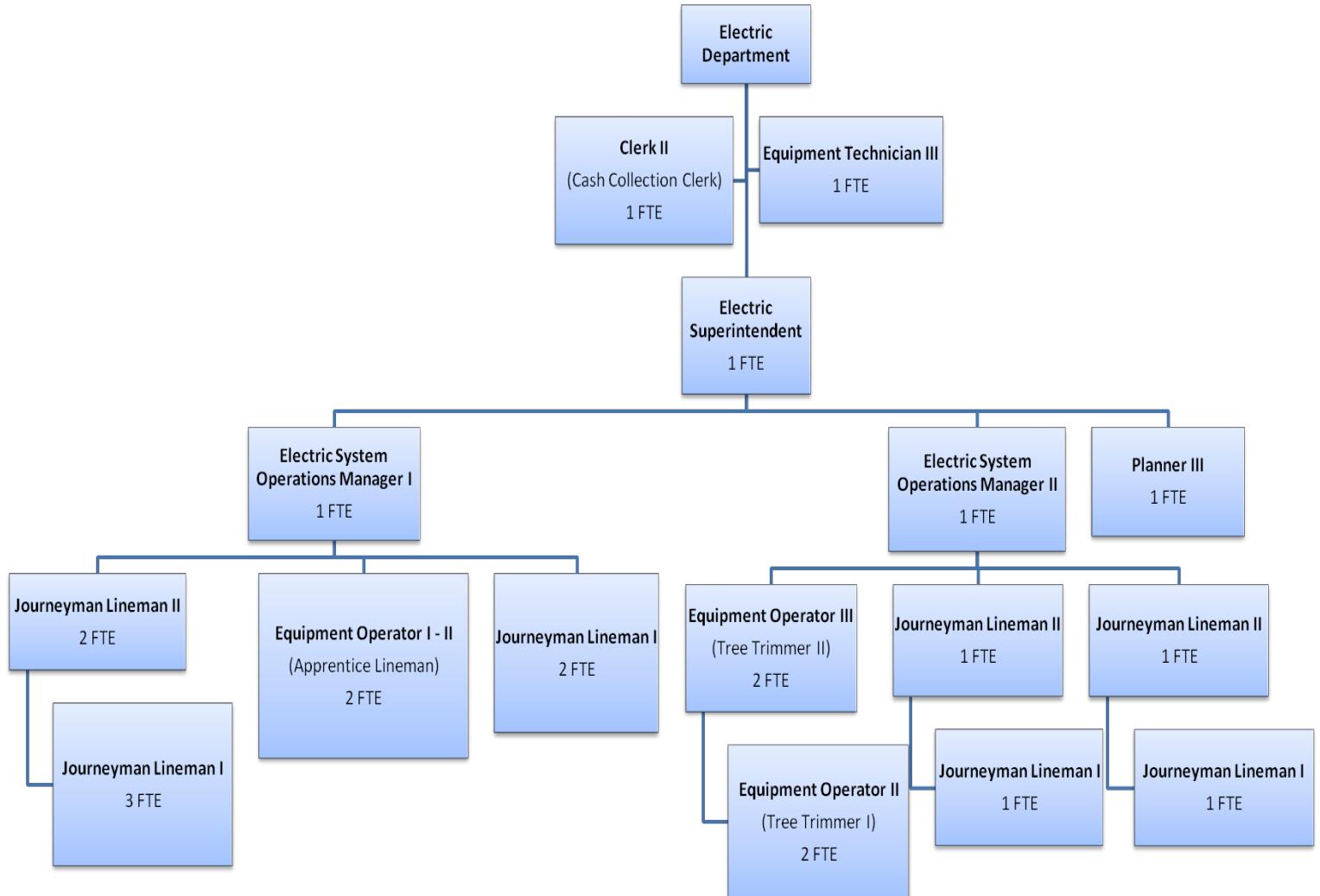
Previous Years' Goals:

- I. Improve customer satisfaction by minimizing outages and service interruptions.
Status: On-going. Installed more wildlife protection to help minimize the outages caused by animals contacting electrical equipment.
- II. Maintain the Electric System to ensure its safety and reliability.
Status: On-going. Continuing efforts to find and replace poles that are damaged by weather and age. Monitoring feeder amperage to ensure loads are within allowable specifications.

Electric Fund Revenue and Expense by Category

Electric Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTS	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$220,000	\$0	\$0
Service Charges	\$23,187,416	\$26,299,500	\$23,085,800	\$26,786,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$2,077,403	\$1,189,000	\$1,200,000	\$775,120
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$25,264,819	\$27,708,500	\$24,285,800	\$27,561,120
Expenses				
Personnel	\$1,078,881	\$1,393,015	\$1,184,888	\$1,474,939
Capital	\$57,912	\$1,849,000	\$1,001,711	\$1,275,502
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$45,889	\$53,200	\$43,730	\$45,800
Professional Services	\$1,444,964	\$1,472,125	\$1,249,100	\$1,517,562
Supplies and Materials	\$22,136,886	\$23,285,200	\$20,072,850	\$23,248,900
Tools, Equipment, and Vehicles	\$97,350	\$131,700	\$73,663	\$87,500
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$81,891	\$105,314	\$60,000	\$116,681
Total Expenses	\$24,943,773	\$28,289,554	\$23,685,942	\$27,766,884

Electric Department Organizational Chart



Electric-Operating Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	4-200-2005.002	Grant-Capital	\$0	\$220,000	\$0	\$0
	Total Grant Revenue		\$0	\$220,000	\$0	\$0
80	4-200-3000.011	Turn On Fees	\$16,000	\$16,500	\$17,800	\$18,000
80	4-200-3000.012	Customer Billing	\$24,700,000	\$26,000,000	\$22,800,000	\$26,500,000
80	4-200-3000.013	Penalties	\$212,000	\$223,000	\$200,000	\$200,000
80	4-200-3000.014	Meter Base Sales	\$13,000	\$14,000	\$20,000	\$20,000
80	4-200-3000.015	Meter Base Installation	\$15,000	\$18,000	\$20,000	\$20,000
80	4-200-3000.018	Telephone Pole Agreement	\$10,000	\$10,000	\$10,000	\$10,000
80	4-200-3000.019	Cable Pole Agreement	\$18,000	\$18,000	\$18,000	\$18,000
80	4-200-3000.020	Redevelopment Projects	\$0	\$0	\$0	\$0
	Total Service Charges and Fees Revenue		\$24,984,000	\$26,299,500	\$23,085,800	\$26,786,000
80	4-200-3010.001	Misc.-Bond Proceeds	\$0	\$0	\$0	\$0
80	4-200-3010.004	Misc.-Investment Income	\$27,000	\$27,000	\$25,000	\$25,000
80	4-200-3010.006	Misc.-Miscellaneous	\$15,500	\$16,000	\$10,000	\$10,000
80	4-200-3010.008	Misc Gain/Loss Asset Disposal	\$0	\$0	\$19,000	\$0
	Total Miscellaneous Revenue		\$1,017,500	\$43,000	\$54,000	\$35,000
	Total Service Charges, Fees, and Miscellaneous Revenue		\$26,001,500	\$26,342,500	\$23,139,800	\$26,821,000
	Total Electric-Operating Revenue		\$26,001,500	\$26,562,500	\$23,139,800	\$26,821,000

Electric-Operating Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-200-1000.001	Fulltime Salary	\$726,863	\$859,400	\$655,778	\$911,650
80	5-200-1000.002	Part time Salary	\$13,500	\$0	\$29,988	\$0
80	5-200-1000.004	On Call	\$64,000	\$30,900	\$20,000	\$20,790
80	5-200-1000.005	Fulltime Overtime	\$25,000	\$27,393	\$33,490	\$48,980
80	5-200-1000.006	Part Time Overtime	\$0	\$0	\$0	\$0
80	5-200-1000.007	On Call Overtime	\$0	\$0	\$0	\$0

Electric-Operating Expenses			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Salaries Expense			\$829,363	\$917,693	\$739,256	\$981,420
80	5-200-1005.001	Health Premium-Employee	\$21,120	\$21,120	\$21,120	\$31,680	
80	5-200-1005.002	Health Premium-Family	\$152,640	\$176,160	\$176,160	\$175,920	
80	5-200-1005.003	Dental Premium-Employee	\$5,100	\$5,100	\$5,100	\$5,100	
	Total Insurance Expense			\$178,860	\$202,380	\$202,380	\$212,700
80	5-200-1010.001	Life Insurance	\$1,100	\$1,100	\$1,100	\$1,380	
	Total Life Insurance Expense			\$1,100	\$1,100	\$1,100	\$1,380
80	5-200-1015.001	Lagers-General	\$98,490	\$117,060	\$117,060	\$115,280	
80	5-200-1015.004	Deferred Comp-Employer	\$7,800	\$7,800	\$7,800	\$9,750	
	Total Retirement Expense			\$106,290	\$124,860	\$124,860	\$125,030
80	5-200-1020.001	FICA-Employer	\$51,420	\$56,900	\$35,502	\$60,850	
80	5-200-1020.002	Medicare-Employer	\$12,030	\$13,310	\$13,310	\$14,230	
80	5-200-1020.003	Unemployment Compensation	\$8,290	\$9,180	\$9,180	\$9,810	
80	5-200-1020.004	Workman's Compensation	\$44,330	\$33,817	\$31,617	\$39,519	
	Total Payroll Taxes Expense			\$116,070	\$113,207	\$89,609	\$124,409
80	5-200-1025.001	Employee-Uniforms	\$7,500	\$15,275	\$13,683	\$14,000	
80	5-200-1025.002	Employee-Dues/License/Membership	\$6,000	\$6,000	\$6,000	\$6,000	
80	5-200-1025.003	Employee-Books	\$2,000	\$2,000	\$0	\$500	
80	5-200-1025.004	Employee-Travel/Hotel	\$5,000	\$5,000	\$3,500	\$4,500	
80	5-200-1025.005	Employee-Training	\$5,000	\$5,500	\$4,500	\$5,000	
	Total Employee Expense			\$25,500	\$33,775	\$27,683	\$30,000
	Total Personnel Expense			\$1,257,183	\$1,393,015	\$1,184,888	\$1,474,939
80	5-200-2005.000	Capital Exp-Land and Improvement	\$60,000	\$385,000	\$83,000	\$0	
80	5-200-2010.000	Capital Exp-Building and Improvement	\$57,000	\$125,000	\$0	\$0	
80	5-200-2020.000	Capital Exp-Machinery and Equipment	\$252,500	\$519,000	\$105,000	\$0	
80	5-200-2025.000	Capital Exp-Vehicles	\$90,000	\$120,000	\$113,711	\$0	
80	5-200-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$0	\$0	
	Total Capital Expense			\$459,500	\$1,149,000	\$301,711	\$0

Electric-Operating Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-200-3005.000	Debt-COPS	\$0	\$0	\$0	\$0
80	5-200-3020.000	Debt-Lease Obligation	\$0	\$0	\$0	\$0
	Total Debt Expense			\$0	\$0	\$0
80	5-200-4005.002	Grants-Capital Improvement	\$0	\$0	\$0	\$0
	Total Grant Expense			\$0	\$0	\$0
80	5-200-5000.001	Utilities-Electric	\$39,000	\$43,000	\$36,100	\$39,500
80	5-200-5000.002	Utilities-Water	\$700	\$700	\$1,060	\$250
80	5-200-5000.003	Utilities-Sewer	\$500	\$500	\$770	\$250
80	5-200-5015.001	Utilities-Cell Phones	\$5,000	\$6,500	\$4,600	\$4,600
80	5-200-5020.002	Utilities-Internet Mobile	\$1,500	\$2,500	\$1,200	\$1,200
	Total Utilities Expense			\$46,700	\$53,200	\$43,730
						\$45,800
80	5-200-6000.001	Prof Services-Legal	\$10,000	\$10,000	\$0	\$6,000
80	5-200-6000.002	Prof Services-Engineering	\$20,000	\$20,000	\$10,000	\$60,000
80	5-200-6000.003	Prof Services-Surveying	\$2,500	\$2,500	\$0	\$2,500
80	5-200-6000.007	Prof Services-Toxicology Testing	\$400	\$400	\$400	\$500
80	5-200-6000.008	Prof Services-Background Check	\$0	\$100	\$50	\$100
80	5-200-6000.009	Prof Services-Collection Agency	\$0	\$1,500	\$500	\$1,500
80	5-200-6000.011	Prof Services-Dues-Fees	\$10,000	\$10,000	\$4,000	\$7,000
80	5-200-6000.015	Prof Services-Service Contracts	\$55,000	\$10,000	\$4,300	\$7,500
80	5-200-6000.017	Prof Services-PILOT	\$1,482,000	\$1,300,000	\$1,140,000	\$1,325,000
80	5-200-6000.018	Prof Services-Damage Claims	\$3,000	\$3,000	\$500	\$3,000
80	5-200-6000.019	Prof Services-Credit Card Fees	\$0	\$45,475	\$25,000	\$32,000
	Total General Professional Service Expense			\$1,582,900	\$1,402,975	\$1,184,750
						\$1,445,100
80	5-200-6005.001	Insurance-Vehicle	\$22,850	\$20,000	\$23,000	\$26,450
80	5-200-6005.002	Insurance-Equipment	\$1,200	\$3,650	\$2,237	\$2,573
80	5-200-6005.003	Insurance-Building & Property	\$7,500	\$8,500	\$6,675	\$7,676
80	5-200-6005.007	Insurance-City Government	\$25,000	\$30,000	\$20,891	\$24,025
	Total Insurance Expense			\$56,550	\$62,150	\$52,803
						\$60,724

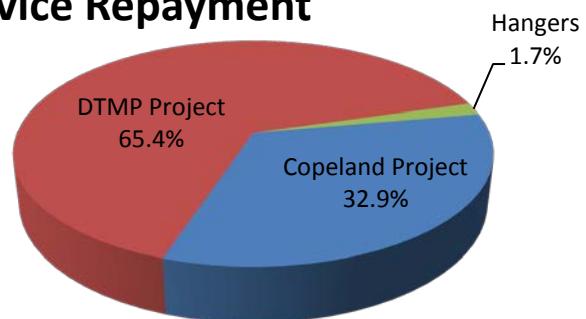
Electric-Operating Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-200-6010.002	Advertising -Employee	\$0	\$0	\$0	\$600
80	5-200-6010.006	Advertising-Radio	\$0	\$0	\$47	\$1,000
	Total Advertising Expense			\$0	\$0	\$47
80	5-200-6020.000	Software-Annual Renewal/Maint-General	\$7,000	\$7,000	\$5,500	\$7,000
80	5-200-6020.001	Software-Purchase	\$0	\$0	\$6,000	\$0
80	5-200-6020.002	Software-Upgrade	\$0	\$0	\$0	\$2,068
80	5-200-6020.003	Software-Agreement	\$0	\$0	\$0	\$1,070
	Total Software Expense			\$7,000	\$7,000	\$11,500
	Total Professional Service Expense			\$1,646,450	\$1,472,125	\$1,249,100
						\$1,517,562
80	5-200-7000.001	Supplies-Operational	\$6,200	\$6,500	\$6,500	\$7,400
80	5-200-7000.004	Supplies-Small Tools	\$3,500	\$3,500	\$2,000	\$4,000
80	5-200-7005.002	Supplies-Mailing	\$5,200	\$5,200	\$2,500	\$3,500
80	5-200-7005.003	Supplies-Postage	\$14,800	\$14,500	\$15,000	\$12,000
80	5-200-7005.004	Supplies-Paper	\$500	\$500	\$350	\$500
80	5-200-7005.005	Supplies-Forms	\$2,875	\$2,500	\$0	\$1,500
80	5-200-7005.006	Supplies-Promo-Education	\$5,000	\$10,000	\$1,500	\$3,000
	Total General Office Supplies Expense			\$38,075	\$42,700	\$27,850
						\$31,900
80	5-200-7015.004	Supplies-Safety	\$10,000	\$12,000	\$12,000	\$10,000
	Total Medical and Safety Supplies Expense			\$10,000	\$12,000	\$12,000
						\$10,000
80	5-200-7025.001	Supplies-Wholesale Power-Demand Charge	\$6,021,250	\$6,350,000	\$5,130,000	\$5,000,000
80	5-200-7025.002	Supplies-Wholesale Power-Energy Charge	\$15,200,000	\$15,390,000	\$13,500,000	\$16,750,000
80	5-200-7025.003	Supplies-Wholesale Power-Trans Charge	\$1,250,000	\$1,250,000	\$1,200,000	\$1,250,000
	Total Wholesale Power			\$22,471,250	\$22,990,000	\$19,830,000
						\$23,000,000
	Total Supplies Expense			\$22,519,325	\$23,044,700	\$19,869,850
						\$23,041,900
80	5-200-7500.002	Materials-Rock	\$6,000	\$8,000	\$10,000	\$10,000
80	5-200-7505.004	Materials-Pipe-Conduit	\$15,000	\$12,000	\$12,000	\$15,000
80	5-200-7505.005	Materials-Poles	\$12,000	\$12,000	\$10,000	\$5,000
80	5-200-7510.003	Materials-Fittings	\$8,500	\$8,500	\$5,000	\$7,000

Electric-Operating Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-200-7510.004	Materials-Hardware	\$30,000	\$25,000	\$18,000	\$20,000
80	5-200-7510.006	Materials-Wire	\$30,000	\$15,000	\$18,000	\$15,000
80	5-200-7515.001	Materials-Transformers	\$50,000	\$50,000	\$55,000	\$70,000
80	5-200-7515.002	Materials-Substation	\$40,000	\$20,000	\$18,000	\$15,000
80	5-200-7520.001	Materials-Meters	\$33,000	\$70,000	\$30,000	\$15,000
80	5-200-7525.001	Materials-Infrastructure Maintenance	\$17,200	\$15,000	\$22,000	\$30,000
80	5-200-7530.001	Materials-SCADA	\$11,000	\$5,000	\$5,000	\$5,000
Total Material Expense			\$252,700	\$240,500	\$203,000	\$207,000
80	5-200-8000.001	Tools-Repair	\$1,500	\$2,000	\$1,500	\$1,500
80	5-200-8000.002	Tools- Maintenance	\$1,600	\$1,700	\$1,500	\$1,500
80	5-200-8000.003	Tools-Supplies	\$2,500	\$3,000	\$3,000	\$3,000
Total Tools and Portable Equipment Expense			\$5,600	\$6,700	\$6,000	\$6,000
80	5-200-8300.001	Equipment-Repair	\$100	\$0	\$163	\$0
80	5-200-8300.002	Equipment-Maintenance	\$12,500	\$20,000	\$20,000	\$20,000
80	5-200-8300.003	Equipment-Supplies	\$1,500	\$1,500	\$1,500	\$1,500
Total Machinery and Equipment Expense			\$14,100	\$21,500	\$21,663	\$21,500
80	5-200-8600.001	Vehicle-Repair	\$1,105	\$5,000	\$5,000	\$5,000
80	5-200-8600.002	Vehicle-Maintenance	\$20,500	\$20,500	\$10,000	\$20,000
80	5-200-8600.004	Vehicle-Equipment	\$30,000	\$30,000	\$3,500	\$5,000
80	5-200-8600.005	Vehicle-Fuel	\$48,000	\$48,000	\$27,500	\$30,000
Total Vehicle Expense			\$99,605	\$103,500	\$46,000	\$60,000
Total Tools, Machinery, and Vehicle Expense			\$119,305	\$131,700	\$73,663	\$87,500
80	5-200-9910.000	Internal Service-Personnel	\$114,139	\$105,314	\$60,000	\$116,681
Total Internal Service-Personnel			\$114,139	\$105,314	\$60,000	\$116,681
Total Internal Service			\$114,139	\$105,314	\$60,000	\$116,681
Total Electric-Operating Expense			\$26,415,302	\$27,589,554	\$22,985,942	\$26,491,382

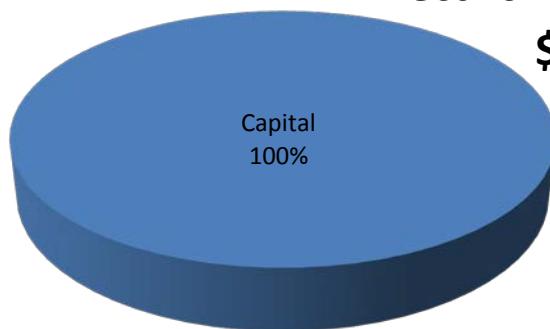
Electric Reserve

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 \$740,120



Electric Reserve Expense by Category \$1,275,502



Fiscal Year 2017 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			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	4-215-3010.000	Misc.-General	\$2,150,500	\$1,146,000	\$1,146,000	\$740,120
Total Miscellaneous Transfer In			\$2,150,500	\$1,146,000	\$1,146,000	\$740,120
	Total Electric-Reserve Transfer in		\$2,150,500	\$1,146,000	\$1,146,000	\$740,120

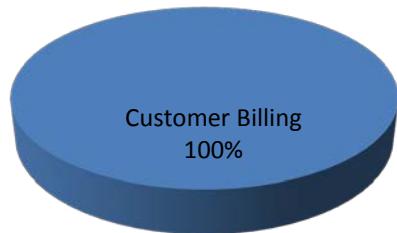
Electric-Reserve Expense			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
80	5-215-2005.000	Capital Exp-Land and Improvement	\$0	\$0	\$0	\$337,000
80	5-215-2010.000	Capital Exp-Building and Improvement	\$0	\$0	\$0	\$185,000
80	5-215-2020.000	Capital Exp-Machinery and Equipment	\$1,650,000	\$700,000	\$700,000	\$513,502
80	5-215-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$240,000
80	5-215-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$0	\$0
	Total Capital Expense		\$1,650,000	\$700,000	\$700,000	\$1,275,502
80	5-215-9920.000	Internal Service-Capital	\$0	\$0	\$0	\$0
80	5-215-9999.000	Internal Service-Transfer to Operating	\$975,000	\$0	\$0	\$0
	Total Internal Service-Capital		\$975,000	\$0	\$0	\$0
	Total Electric-Reserve Expense		\$2,625,000	\$700,000	\$700,000	\$1,275,502
	Total Electric Fund Expense		\$29,040,302	\$28,289,554	\$23,685,942	\$27,766,884

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.

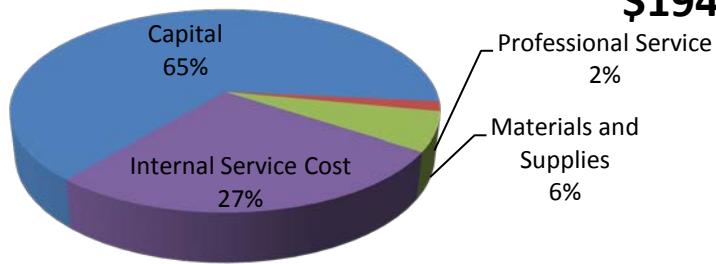
Fiber Revenue by Category

\$95,000



Fiber Expense by Category

\$194,136



Fiscal Year 2015-2016 Accomplishments:

Expanded the system by constructing a new fiber line on South Highway 5 and on West Freemont Road expanding coverage area and adding reliability by closing two dead-line lines and creating a loop.

Fiscal Year 2017 Goals:

- I. **Goal:** Create detailed GIS mapping of existing system.
Strategy: Map system and gather detailed information of system.
Budgetary Factor: Availability of funds.

Performance Measurements:

Monitor percent of system map.

Previous Years' Goals:

- I. 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 Fund Revenue and Expense by Category

Fiber Fund	2015 Actual	2016 Budget	2016 Estimated	2017 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	\$91,947	\$103,000	\$92,000	\$95,000
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	\$91,947	\$103,000	\$92,000	\$95,000
Expenses				
Personnel		\$0	\$0	\$0
Capital	\$122,986	\$159,500	\$97,500	\$127,000
Debt		\$0	\$0	\$0
Grants		\$0	\$0	\$0
Utilities		\$0	\$0	\$0
Professional Services	\$4,597	\$7,150	\$8,760	\$3,000
Supplies and Materials	\$0	\$17,000	\$15,000	\$12,000
Tools, Equipment, and Vehicles		\$0	\$0	\$0
Benefit Expense		\$0	\$0	\$0
Other		\$0	\$0	\$0
Internal Service Expense	\$38,029	\$27,155	\$22,000	\$52,136
Total Expenses	\$165,613	\$210,805	\$143,260	\$194,136

Fiber-Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Proposed	Budget	Estimated Ending	Proposed
83	4-200-3000.012	Customer Billing	\$103,000	\$103,000	\$92,000	\$95,000
	Total Service Charges and Fees Revenue			\$103,000	\$103,000	\$92,000
	Total Fiber Revenues		\$103,000	\$103,000	\$92,000	\$95,000

Fiber-Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Proposed	Budget	Estimated Ending	Proposed
83	5-200-2005.000	Capital Exp-Land & Improvements	\$0	\$30,000	\$30,000	\$0
83	5-200-2015.000	Capital Exp-Furniture & Fixtures	\$0	\$12,500	\$12,500	\$0
83	5-200-2020.000	Capital Exp-Machinery & Equipment	\$11,200	\$117,000	\$55,000	\$127,000
83	5-200-2030.000	Capital Exp-Infrastructure	\$147,544	\$0	\$0	\$0
	Total Capital Expense			\$158,744	\$159,500	\$97,500
						\$127,000
83	5-200-6000.013	Prof Services-Studies	\$2,000	\$2,000	\$0	\$0
83	5-200-6000.017	Prof Services-PILOT	\$5,150	\$5,150	\$2,760	\$3,000
	Total General Professional Service Expense			\$7,150	\$7,150	\$2,760
						\$3,000
83	5-200-6020.001	Software-Purchase	\$0	0	\$6,000	\$0
	Total Software Expense			\$0	\$0	\$6,000
						\$0
	Total Professional Service Expense			\$7,150	\$7,150	\$8,760
						\$3,000
83	5-200-7000.001	Supplies-Operational	\$2,000	\$2,000	\$0	\$0
	Total General Office Supplies Expense			\$2,000	\$2,000	\$0
						\$0
83	5-200-7510.004	Materials-Hardware	\$3,500	\$5,000	\$5,000	\$3,000
83	5-200-7510.006	Materials-Wire	\$10,000	\$10,000	\$10,000	\$9,000
	Total Material Expense			\$13,500	\$15,000	\$15,000
						\$12,000
83	5-200-9910.000	Internal Service-Personnel Services	\$17,664	\$27,155	\$22,000	\$52,136
	Total Internal Service-Professional Services			\$17,664	\$27,155	\$22,000
						\$52,136
	Total Internal Service			\$17,664	\$27,155	\$22,000
						\$52,136
	Total Fiber Expense			\$199,058	\$210,805	\$143,260
						\$194,136

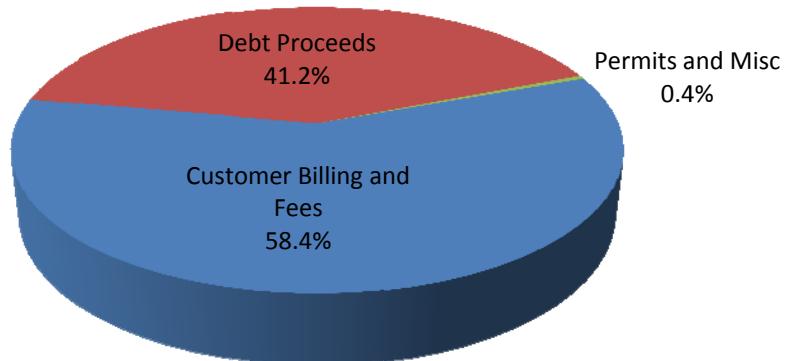
Wastewater

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.

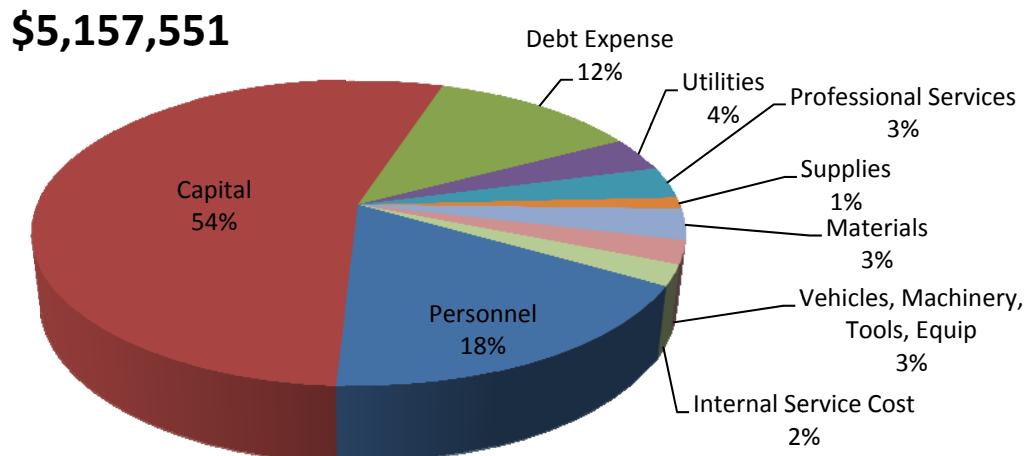
Fiscal Year 2015-2016 Accomplishments:

Completion of a three year clarifier skirting replacement project. The skirting on the three aging clarifiers had developed holes in them causing short circuiting of the water flows which degrades water quality. Replacement of one bio-solids application truck. The truck is utilized to haul and land-apply approximately 1200 loads of bio-solids from the wastewater treatment plant yearly.

Wastewater Funds Available by Category \$4,854,000



Wastewater Expense by Category



Fiscal Year 2017 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. There are no metrics to this goal, it is either complete or not.
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 the daily operations. Employee training to ensure current regulations and processes are in compliance.
Budgetary Factor: Availability of funds.

Performance Measurements:

	2013	2014	2015	2016 Projected
Pipeline Video Inspections	43,762.4	140,029.4	129,240.7	135,000
Cleaning (linear feet)	86,311	148,823	136,709	160,000
Manhole Inspections	277	433	414	450
Deflection Testing (linear feet)	1845	3,668	409.5	1,000
Vacuum Testing Manholes	10	14	18	15
Pressure Testing Lines	6	6	11	15
Manhole Rehabilitation	15	21	22	15
Pipeline Rehabilitation (linear feet)	2,842	3,692	4,504	2,000
Smoke Testing (linear feet)	302,393	242,078	122,264	140,000
Service Calls (linear feet)	10,323	34,027	9,578	8,000
GIS Manhole Locations	0	0	0	450

	2010	2011	2012	2013	2014	2015	2016 Projected
NPDES Permit Violations	8	10	3	2	5	1	0

Previous Years' Goals:

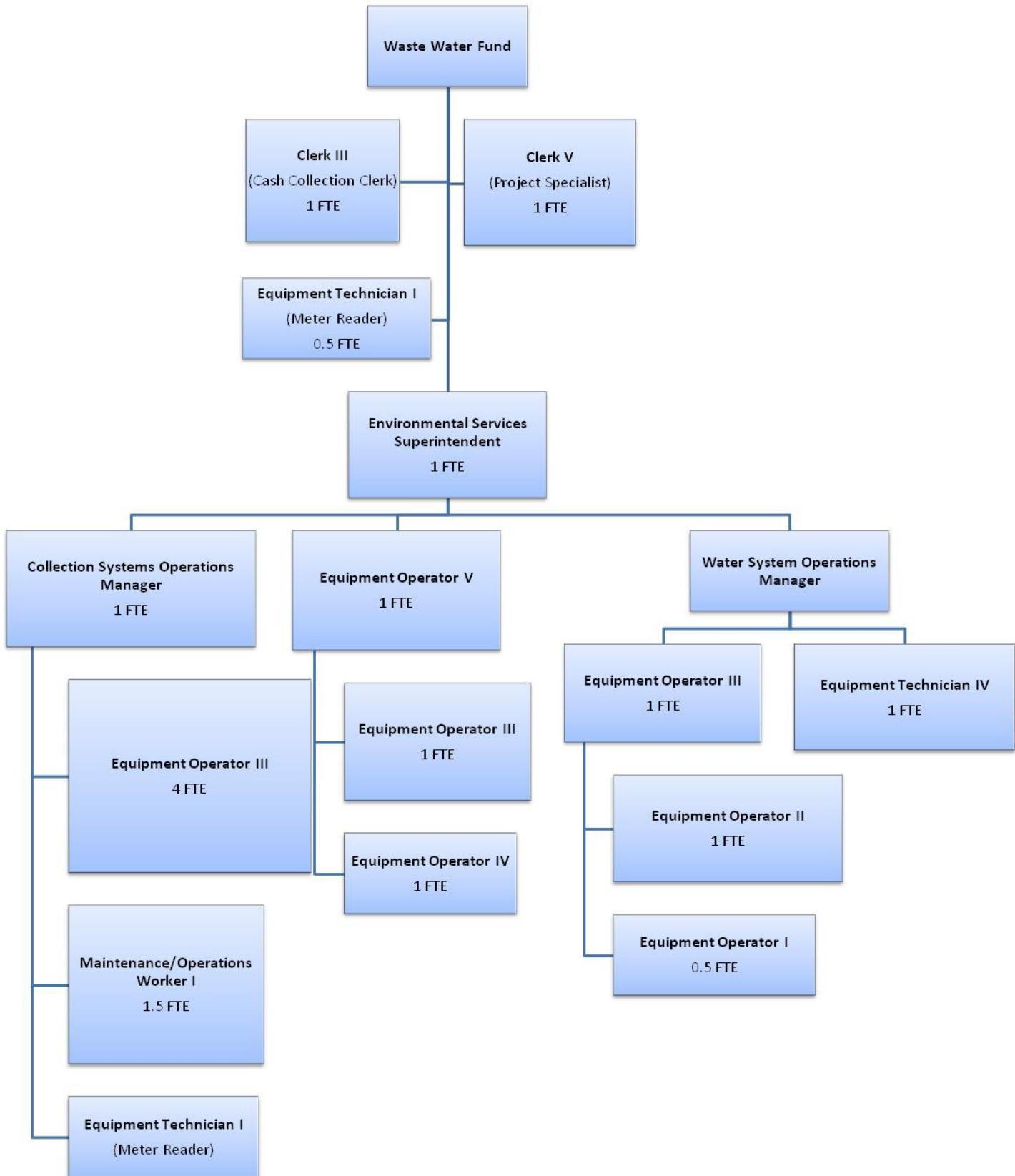
- I. Provide adequate infrastructure to meet the needs of our citizens and members of our business community, with the ability to adjust to the changing needs of our users.

Status: On-going.

Wastewater Fund Revenue and Expense by Category

Wastewater Fund	2015 Actual	2016 Budget	2016 Estimated	2017 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	\$2,350,671	\$2,379,500	\$2,352,000	\$2,830,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$43,621	\$10,000	\$20,000	\$20,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$56,847	\$2,500	\$34,309	\$2,004,000
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$2,451,139	\$2,392,000	\$2,406,309	\$4,854,000
Expenses				
Personnel	\$808,190	\$870,025	\$852,480	\$905,678
Capital	\$401,298	\$557,000	\$396,000	\$2,793,062
Debt	\$452,778	\$530,000	\$530,000	\$630,000
Grants	\$0	\$0	\$0	\$0
Utilities	\$225,313	\$188,850	\$91,100	\$186,350
Professional Services	\$142,998	\$89,650	\$139,384	\$172,679
Supplies and Materials	\$115,175	\$175,650	\$209,750	\$231,400
Tools, Equipment, and Vehicles	\$77,739	\$133,850	\$87,300	\$125,800
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$95,093	\$121,349	\$121,349	\$112,582
Total Expenses	\$2,318,584	\$2,666,374	\$2,427,363	\$5,157,551

Wastewater Organizational Chart



Waste Water-Operating Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	4-200-3000.012	Customer Billing	\$2,340,000	\$2,340,000	\$2,300,000	\$2,800,000
85	4-200-3000.013	Penalties	\$32,000	\$32,000	\$32,000	\$30,000
85	4-200-3000.16	Facility Impact	\$7,500	\$7,500	\$20,000	\$0
	Total Service Charges and Fees Revenue		\$2,379,500	\$2,379,500	\$2,352,000	\$2,830,000
85	4-200-3010.001	Misc.-Bond Proceeds	\$0	\$0	\$23,309	\$2,000,000
85	4-200-3010.004	Misc.-Investment Income	\$500	\$500	\$1,000	\$500
85	4-200-3010.006	Misc.-Miscellaneous	\$1,000	\$2,000	\$10,000	\$3,500
85	4-200-3010.008	Misc-Gain/Loss Asset Disposal	\$0	\$0	\$0	\$0
	Total Miscellaneous Revenue		\$1,500	\$2,500	\$34,309	\$2,004,000
	Total Services Charges, Fees, and Miscellaneous Revenue		\$2,381,000	\$2,382,000	\$2,386,309	\$4,834,000
85	4-200-4005.002	Permits-Sewer	\$10,000	\$10,000	\$20,000	\$20,000
	Total Permits Revenue		\$10,000	\$10,000	\$20,000	\$20,000
	Total Waste Water Revenue		\$2,391,000	\$2,392,000	\$2,406,309	\$4,854,000

Waste Water-Operating Expense			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-1000.001	Fulltime Salary	\$267,000	\$277,070	\$277,070	\$269,800
85	5-200-1000.002	Part-time Salary	\$0	\$0	\$0	\$19,410
85	5-200-1000.004	On Call	\$9,060	\$5,670	\$6,000	\$4,800
85	5-200-1000.005	Fulltime Overtime	\$13,000	\$12,360	\$12,500	\$14,110
85	5-200-1000.007	On Call Overtime	\$0	\$0	\$104	\$0
	Total Salaries Expense		\$289,060	\$295,100	\$295,674	\$308,120
85	5-200-1005.001	Health Premium-Employee	\$29,435	\$31,680	\$26,967	\$21,120
85	5-200-1005.002	Health Premium-Family	\$31,560	\$23,520	\$23,520	\$35,280
85	5-200-1005.003	Dental Premium-Employee	\$2,105	\$2,100	\$2,100	\$2,100
85	5-200-1005.004	Dental Premium-Family	\$600	\$600	\$600	\$600
	Total Insurance Expense		\$63,700	\$57,900	\$53,187	\$59,100

Waste Water-Operating Expense			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-1010.001	Life Insurance	\$495	\$495	\$495	\$420
	Total Life Insurance Expense		\$495	\$495	\$495	\$420
85	5-200-1015.001	Lagers-General	\$37,690	\$38,205	\$38,205	\$34,069
85	5-200-1015.004	Deferred Comp-Employer	\$5,200	\$5,200	\$5,408	\$4,550
	Total Retirement Expense		\$42,890	\$43,405	\$43,613	\$38,619
85	5-200-1020.001	FICA-Employer	\$17,730	\$18,300	\$18,300	\$19,100
85	5-200-1020.002	Medicare-Employer	\$4,147	\$4,280	\$4,280	\$4,470
85	5-200-1020.003	Unemployment Compensation	\$2,880	\$2,950	\$2,950	\$3,080
85	5-200-1020.004	Workman's Compensation	\$8,595	\$7,924	\$7,408	\$7,924
	Total Payroll Taxes Expense		\$33,352	\$33,454	\$32,938	\$34,574
85	5-200-1025.001	Employee-Uniforms	\$3,600	\$6,275	\$6,275	\$4,500
85	5-200-1025.002	Employee-Dues/License/Membership	\$750	\$750	\$500	\$500
85	5-200-1025.004	Employee-Travel/Hotel	\$1,700	\$1,700	\$1,500	\$1,500
85	5-200-1025.005	Employee-Training	\$3,500	\$3,500	\$3,500	\$5,000
	Total Employee Expense		\$9,550	\$12,225	\$11,775	\$11,500
	Total Personnel Expense		\$439,047	\$442,579	\$437,682	\$452,333
85	5-200-2005.000	Capital Exp-Land and Improvement	\$126,000	\$286,000	\$165,000	\$699,000
85	5-200-2010.000	Capital Exp-Building and Improvement	\$25,000	\$35,000	\$35,000	\$2,000,000
85	5-200-2020.000	Capital Exp-Machinery and Equipment	\$158,000	\$236,000	\$196,000	\$66,062
85	5-200-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$28,000
85	5-200-2030.000	Capital Exp-Infrastructure	\$116,000	\$0	\$0	\$0
	Total Capital Expense		\$425,000	\$557,000	\$396,000	\$2,793,062
85	5-200-3005.000	Debt-COPS	\$450,000	\$450,000	\$450,000	\$550,000
85	5-200-3020.000	Debt-Lease Obligation	\$0	\$80,000	\$80,000	\$80,000
	Total Debt Expense		\$450,000	\$530,000	\$530,000	\$630,000
85	5-200-5000.001	Utilities-Electric	\$150,000	\$172,500	\$75,000	\$170,000
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	\$500	\$500

Waste Water-Operating Expense			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-200-5020.002	Utilities-Internet Mobile	\$1,000	\$1,000	\$750	\$1,000
85	5-200-5025.001	Utilities-Solid Waste	\$2,000	\$2,000	\$2,000	\$2,000
	Total Utilities Expense		\$165,500	\$188,000	\$90,250	\$185,500
85	5-200-6000.001	Prof Services-Legal	\$5,000	\$5,000	\$5,000	\$5,000
85	5-200-6000.002	Prof Services-Engineering	\$0	\$10,000	\$10,000	\$55,000
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	\$150	\$250
85	5-200-6000.008	Prof Services-Background Check	\$0	\$100	\$0	\$100
85	5-200-6000.009	Prof Services-Collection Agency	\$0	\$2,500	\$1,200	\$1,700
85	5-200-6000.011	Prof Services-Dues and License	\$5,000	\$5,000	\$5,000	\$5,000
85	5-200-6000.015	Prof Services-Service Contracts	\$17,000	\$17,000	\$18,000	\$26,000
85	5-200-6000.016	Prof Services-Taxes and Fees	\$7,500	\$7,500	\$10,603	\$7,500
85	5-200-6000.017	Prof Services-PILOT	\$23,400	\$0	\$0	\$0
85	5-200-6000.018	Prof Services-Damage Claims	\$3,500	\$2,000	\$4,000	\$4,000
85	5-200-6000.019	Prof Services-Credit Card Fees	\$0	\$4,900	\$3,000	\$5,000
	Total General Professional Service Expense		\$63,650	\$56,250	\$58,953	\$111,550
85	5-200-6005.001	Insurance-Vehicle	\$2,500	\$2,500	\$2,216	\$2,548
85	5-200-6005.002	Insurance-Equipment	\$750	\$500	\$580	\$667
85	5-200-6005.003	Insurance-Building & Property	\$3,000	\$3,500	\$5,979	\$6,876
	Total Insurance Expense		\$6,250	\$6,500	\$8,775	\$10,091
85	5-200-6010.002	Advertising- Employee Recruitment	\$500	\$500	\$250	\$500
85	5-200-6010.006	Advertising- Radio	\$0	\$0	\$100	\$250
	Total Advertising Expense		\$500	\$500	\$350	\$750
85	5-200-6020.000	Software- Renewal/Maint.	\$3,200	\$4,000	\$4,000	\$4,000
85	5-200-6020.001	Software-Purchase	\$0	\$0	\$6,000	\$0
85	5-200-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,723
85	5-200-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,700
	Total Software Expense		\$3,200	\$4,000	\$10,000	\$8,423

Waste Water-Operating Expense			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Professional Service expense			\$73,600	\$67,250	\$78,078	\$130,814
85	5-200-7000.001	Supplies-Operational	\$12,000	\$12,000	\$12,000	\$12,000	
85	5-200-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$1,500	\$1,000	\$250	\$1,000	
85	5-200-7005.001	Supplies-Printing	\$2,400	\$2,400	\$750	\$3,500	
85	5-200-7005.002	Supplies-Mailing	\$5,000	\$5,000	\$2,500	\$3,500	
85	5-200-7005.003	Supplies-Postage	\$15,500	\$15,500	\$15,500	\$15,500	
85	5-200-7005.004	Supplies-Paper	\$500	\$500	\$500	\$500	
85	5-200-7005.005	Supplies-Forms	\$1,250	\$3,000	\$0	\$0	
85	5-200-7010.001	Supplies-Janitorial	\$800	\$800	\$500	\$500	
85	5-200-7010.004	Supplies-Chemicals	\$13,000	\$13,000	\$13,000	\$13,000	
	Total General Office Supplies Expense			\$51,950	\$53,200	\$45,000	\$49,500
85	5-200-7015.003	Supplies-First Aid	\$100	\$100	\$200	\$200	
85	5-200-7015.004	Supplies-Safety	\$1,500	\$2,000	\$2,000	\$2,000	
	Total Medical and Safety Supplies Expense			\$1,600	\$2,100	\$2,200	\$2,200
	Total Supplies Expense			\$53,550	\$55,300	\$47,200	\$51,700
85	5-200-7510.001	Materials-Paint	\$600	\$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	\$28,000	\$28,000	\$30,000	
85	5-200-7510.006	Materials-Wire	\$250	\$250	\$100	\$250	
85	5-200-7525.001	Materials-Infrastructure Maintenance	\$8,000	\$8,000	\$10,000	\$12,000	
	Total Material Expense			\$42,350	\$42,250	\$44,100	\$48,250
85	5-200-8000.003	Tools-Supplies	\$2,500	\$3,650	\$3,650	\$3,500	
	Total Tools and Portable Equipment Expense			\$2,500	\$3,650	\$3,650	\$3,500
85	5-200-8300.001	Equipment-Repair	\$5,750	\$8,650	\$8,650	\$8,000	
85	5-200-8300.002	Equipment-Maintenance	\$5,000	\$11,000	\$5,000	\$5,000	
85	5-200-8300.005	Equipment-Fuel	\$500	\$500	\$250	\$500	

Waste Water-Operating Expense			FY15	FY16	FY16	FY17	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed	
	Total Machinery and Equipment Expense			\$11,250	\$20,150	\$13,900	\$13,500
85	5-200-8600.001	Vehicle-Repair	\$5,000	\$7,000	\$5,000	\$5,000	
85	5-200-8600.002	Vehicle-Maintenance	\$5,000	\$3,000	\$2,000	\$2,000	
85	5-200-8600.005	Vehicle-Fuel	\$15,000	\$13,000	\$6,500	\$13,000	
	Total Vehicle Expense			\$25,000	\$23,000	\$13,500	\$20,000
	Total Tools, Machinery, and Vehicle Expense			\$38,750	\$46,800	\$31,050	\$37,000
85	5-200-9910.000	Internal Service-Personnel	\$103,343	\$121,349	\$121,349	\$112,582	
	Total Internal Service Expense			\$103,343	\$121,349	\$121,349	\$112,582
	Total Waste Water Operating Expense			\$1,791,140	\$2,050,528	\$1,775,709	\$4,441,242

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 2500 manholes.

Fiscal Year 2015-2016 Accomplishments:

Wood, Cherry, Catherine, and Saint Louis Street sewer line replacement. The existing sewer mains had countless defects identified during routine collection system inspections. These lines allow inflow and infiltration into the collection system during rain events contributing to wet weather peak flows at the wastewater treatment plant and sanitary sewer overflows.

Fiscal Year 2017 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: 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.

Waste Water-Maintenance Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-205-1000.001	Fulltime Salary	\$55,000	\$56,650	\$58,251	\$60,820
85	5-205-1000.002	Part Time Salary	\$12,000	\$17,510	\$17,510	\$18,120
85	5-205-1000.004	On Call	\$2,800	\$2,370	\$1,500	\$2,180
85	5-205-1000.005	Fulltime Overtime	\$3,600	\$2,575	\$2,575	\$2,830
85	5-205-1000.006	Part Time Overtime	\$0	\$515	\$150	\$0
Total Salaries Expense			\$73,400	\$79,620	\$79,986	\$83,950
85	5-205-1005.001	Health Premium-Employee	\$5,280	\$0	\$0	\$5,280
85	5-205-1005.002	Health Premium-Family	\$8,040	\$16,080	\$11,523	\$8,040
85	5-205-1005.003	Dental Premium-Employee	\$600	\$750	\$750	\$750
85	5-205-1005.004	Dental Premium-Family	\$0	\$0	\$0	\$0
Total Insurance Expense			\$13,920	\$16,830	\$12,273	\$14,070

Waste Water-Maintenance Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-205-1010.001	Life Insurance	\$110	\$165	\$165	\$120
	Total Life Insurance Expense		\$110	\$165	\$165	\$120
85	5-205-1015.001	Lagers-General	\$8,040	\$8,130	\$8,230	\$7,900
85	5-205-1015.004	Deferred Comp-Employer	\$650	\$650	\$650	\$1,300
	Total Retirement Expense		\$8,690	\$8,780	\$8,880	\$9,200
85	5-205-1020.001	FICA-Employer	\$4,550	\$4,940	\$4,960	\$5,200
85	5-205-1020.002	Medicare-Employer	\$1,060	\$1,150	\$1,160	\$1,220
85	5-205-1020.003	Unemployment Compensation	\$730	\$800	\$800	\$840
85	5-205-1020.004	Workman's Compensation	\$7,560	\$7,016	\$6,559	\$7,016
	Total Payroll Taxes Expense		\$13,900	\$13,906	\$13,479	\$14,276
85	5-205-1025.001	Employee-Uniforms	\$1,770	\$2,200	\$2,200	\$2,200
85	5-205-1025.002	Employee-Dues/License/Membership	\$0	\$0	\$75	\$1,000
85	5-205-1025.005	Employee-Training	\$500	\$500	\$500	\$1,000
	Total Employee Expense		\$2,270	\$2,700	\$2,775	\$4,200
	Total Personnel Expense		\$112,290	\$122,001	\$117,558	\$125,816
85	5-205-5015.001	Utilities-Cell Phones	\$850	\$850	\$850	\$850
	Total Utilities Expense		\$850	\$850	\$850	\$850
85	5-205-6000.007	Prof Services-Toxicology Testing	\$100	\$100	\$100	\$150
85	5-205-6000.008	Prof Services-MSHP Background Ck	\$75	\$75	\$50	\$150
	Total General Professional Service Expense		\$175	\$175	\$150	\$300
85	5-205-6005.001	Insurance-Vehicle	\$500	\$500	\$255	\$293
85	5-205-6005.002	Insurance-Equipment	\$500	\$500	\$325	\$374
	Total Insurance Expense		\$1,000	\$1,000	\$580	\$667
85	5-205-6010.003	Advertising-Print Ads	\$75	\$75	\$75	\$150
85	5-200-6020.000	Software- Renewal/Maint.	\$4,000	\$0	\$4,000	\$4,000
	Total Software Expense		\$4,075	\$75	\$4,075	\$4,150
	Total Professional Service Expense		\$5,250	\$1,250	\$4,805	\$5,117
85	5-205-7000.001	Supplies-Operational	\$100	\$100	\$100	\$100

Waste Water-Maintenance Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-205-7000.004	Supplies-Small Tools	\$1,500	\$1,500	\$1,500	\$2,000
	Total General Supplies Expense		\$1,600	\$1,600	\$1,600	\$2,100
85	5-205-7015.004	Supplies-Safety	\$2,750	\$2,750	\$2,750	\$3,000
	Total Medical and Safety Supplies Expense		\$2,750	\$2,750	\$2,750	\$3,000
	Total Supplies Expense		\$4,350	\$4,350	\$4,350	\$5,100
85	5-205-7500.001	Materials-Asphalt	\$7,500	\$7,500	\$7,500	\$7,500
85	5-205-7500.002	Materials-Rock	\$8,000	\$8,000	\$8,000	\$8,000
85	5-205-7500.003	Materials-Concrete	\$3,000	\$3,000	\$1,500	\$3,000
85	5-205-7500.004	Materials-Landscaping	\$1,500	\$1,500	\$500	\$1,500
85	5-205-7505.002	Materials-Pipe-PVC	\$3,000	\$3,000	\$500	\$3,000
85	5-205-7505.003	Materials-Pipe-Misc.	\$1,500	\$1,500	\$250	\$1,500
85	5-205-7505.006	Materials-Precast	\$3,500	\$3,500	\$3,500	\$7,500
85	5-205-7510.003	Materials-Fittings	\$4,000	\$4,000	\$4,000	\$6,000
85	5-205-7525.001	Materials-Infrastructure Maintenance	\$3,000	\$3,000	\$3,000	\$6,000
	Total Material Expense		\$35,000	\$35,000	\$28,750	\$44,000
85	5-205-8300.001	Equipment-Repair	\$9,500	\$8,800	\$2,000	\$8,800
85	5-205-8300.002	Equipment-Maintenance	\$5,000	\$9,000	\$5,000	\$9,000
85	5-205-8300.005	Equipment-Fuel	\$9,000	\$11,000	\$3,000	\$11,000
85	5-205-8300.006	Equipment-Rental	\$5,000	\$5,000	\$5,000	\$5,000
	Total Machinery and Equipment Expense		\$28,500	\$33,800	\$15,000	\$33,800
85	5-205-8600.001	Vehicle-Repair	\$750	\$750	\$750	\$1,000
85	5-205-8600.002	Vehicle-Maintenance	\$1,200	\$1,200	\$1,200	\$2,000
85	5-205-8600.005	Vehicle-Fuel	\$3,850	\$4,000	\$2,000	\$4,000
	Total Vehicle Expense		\$5,800	\$5,950	\$3,950	\$7,000
	Total Tools, Machinery, and Vehicle Expense		\$34,300	\$39,750	\$18,950	\$40,800
	Total Waste Water-Maintenance Expense			\$192,040	\$203,201	\$175,263
						\$221,683

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 2015-2016 Accomplishments:

Completion of the Goodwin Hollow Sanitary Sewer Evaluation Study (SSES). The SSES includes flow metering, manhole and smoke testing inspections of approximately half of the collection system. Also included are the cleaning and pipeline video inspection. The data is collected and a rehabilitation report is generated.

Fiscal Year 2017 Goals:

- I. **Goal:** Maintain: Identify and improve the efficiency of collecting inspection data for manholes. .

Strategy: To move the manhole inspection collection and data management to a digital format utilizing mobile devices and the National Association of Sewer Service Companies, (NASSCO)

Budgetary Factor: Availability of Capital 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.

Waste Water-Inflow and Infiltration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-215-1000.001	Fulltime Salary	\$174,500	\$180,250	\$180,250	\$194,540
85	5-215-1000.002	Part Time Salary	\$6,500	\$7,725	\$7,725	\$9,970
85	5-215-1000.004	On Call	\$6,100	\$5,665	\$2,500	\$4,700
85	5-215-1000.005	Fulltime Overtime	\$8,000	\$6,695	\$3,500	\$3,780
Total Salaries Expense			\$195,100	\$200,335	\$193,975	\$212,990
85	5-215-1005.001	Health Premium-Employee	\$10,560	\$5,280	\$5,280	\$0
85	5-215-1005.002	Health Premium-Family	\$30,720	\$37,920	\$37,920	\$49,680
85	5-215-1005.003	Dental Premium-Employee	\$1,500	\$1,500	\$1,500	\$1,500
Total Insurance Expense			\$42,780	\$44,700	\$44,700	\$51,180
85	5-215-1010.001	Life Insurance	\$275	\$350	\$300	\$300
Total Life Insurance Expense			\$275	\$350	\$300	\$300
85	5-215-1015.001	Lagers-General	\$24,707	\$25,425	\$24,585	\$24,362

Waste Water-Inflow and Infiltration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-215-1015.004	Deferred Comp-Employer	\$1,300	\$1,300	\$1,300	\$3,250
	Total Retirement Expense			\$26,007	\$26,725	\$25,885
85	5-215-1020.001	FICA-Employer	\$12,100	\$12,420	\$12,420	\$13,210
85	5-215-1020.002	Medicare-Employer	\$2,830	\$2,900	\$2,900	\$3,090
85	5-215-1020.003	Unemployment Compensation	\$1,950	\$2,000	\$2,000	\$2,130
85	5-215-1020.004	Workmans Compensation	\$7,560	\$7,016	\$6,560	\$7,016
	Total Payroll Taxes Expense			\$24,440	\$24,336	\$23,880
	Total Payroll Taxes Expense			\$24,440	\$24,336	\$23,880
85	5-215-1025.001	Employee-Uniforms	\$2,750	\$5,500	\$5,500	\$5,500
85	5-215-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$500	\$500
85	5-215-1025.005	Employee-Training	\$6,000	\$2,500	\$2,500	\$3,500
85	5-215-1025.009	Employee-Tuition Assistance	\$500	\$500	\$0	\$500
	Total Employee Expense			\$9,750	\$9,000	\$8,500
	Total Personnel Expense			\$298,352	\$305,446	\$297,240
	Total Personnel Expense			\$298,352	\$305,446	\$327,528
85	5-215-2025.000	Capital Exp-Vehicles	\$30,000	\$0	\$0	\$0
	Total Capital Expense			\$30,000	\$0	\$0
85	5-215-6000.001	Prof Services-Legal	\$5,000	\$5,000	\$5,000	\$5,000
85	5-215-6000.002	Prof Services-Engineering	\$100,000	\$0	\$40,000	\$5,000
85	5-215-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$400	\$400
85	5-215-6000.008	Prof Services-MSHP Background Checks	\$150	\$150	\$75	\$100
85	5-215-6000.015	Prof Services-Service Contracts	\$61,947	\$0	\$1,050	\$5,000
	Total General Professional Service Expense			\$167,297	\$5,350	\$46,525
	Total General Professional Service Expense			\$167,297	\$5,350	\$15,500
85	5-215-6005.001	Insurance-Vehicle	\$6,000	\$13,000	\$8,298	\$9,543
85	5-215-6005.002	Insurance-Equipment	\$250	\$300	\$178	\$205
	Total Insurance Expense			\$6,250	\$13,300	\$8,476
	Total Insurance Expense			\$6,250	\$13,300	\$9,747
85	5-215-6020-000	Software- Renewal/Maintenance	\$2,500	\$2,500	\$1,500	\$11,500
	Total Software Expense			\$2,500	\$2,500	\$1,500
	Total Software Expense			\$2,500	\$2,500	\$11,500
	Total Professional Service Expense			\$176,047	\$21,150	\$56,501
	Total Professional Service Expense			\$176,047	\$21,150	\$36,747
85	5-215-7000.001	Supplies-Operational	\$750	\$750	\$300	\$300

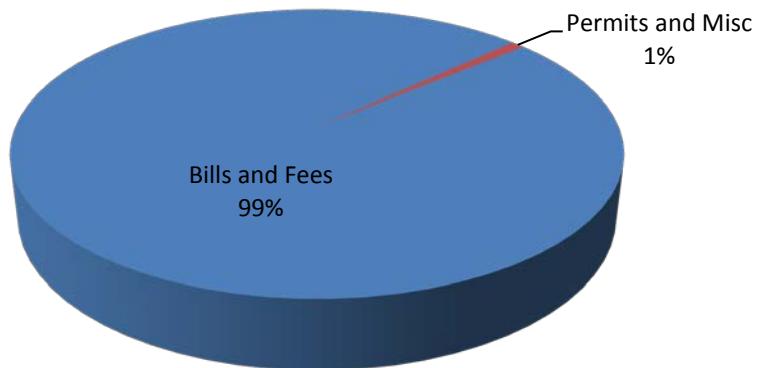
Waste Water-Inflow and Infiltration Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
85	5-215-7000.004	Supplies-Small Tools	\$1,000	\$1,000	\$1,000	\$1,000
85	5-215-7005.003	Supplies-Postage	\$1,200	\$1,200	\$1,500	\$1,500
	Total General Office Supplies Expense			\$2,950	\$2,950	\$2,800
85	5-215-7015.004	Supplies-Safety	\$2,800	\$2,800	\$2,800	\$2,800
	Total Medical and Safety Supplies Expense			\$2,800	\$2,800	\$2,800
	Total Supplies Expense			\$5,750	\$5,750	\$5,600
85	5-215-7510.001	Materials-Paint	\$1,000	\$1,000	\$500	\$500
85	5-215-7510.003	Materials-Fittings	\$500	\$500	\$250	\$500
85	5-215-7510.004	Materials-Hardware	\$7,500	\$7,500	\$7,500	\$7,500
85	5-215-7510.005	Materials-Fixtures	\$15,000	\$15,000	\$60,000	\$60,000
85	5-215-7510.006	Materials-Wire	\$1,500	\$1,500	\$500	\$750
85	5-215-7525.001	Materials-Infrastructure Maintenance	\$7,500	\$7,500	\$11,000	\$7,500
	Total Material Expense			\$33,000	\$33,000	\$79,750
	\$76,750					
85	5-215-8300.001	Equipment-Repair	\$12,300	\$12,300	\$12,300	\$12,000
85	5-215-8300.002	Equipment-Maintenance	\$8,000	\$8,000	\$4,000	\$4,000
85	5-215-8300.006	Equipment-Rental	\$0	\$0	\$4,000	\$4,000
	Total Machinery and Equipment Expense			\$20,300	\$20,300	\$20,300
	\$20,000					
85	5-215-8600.001	Vehicle-Repair	\$4,000	\$4,000	\$5,000	\$5,000
85	5-215-8600.002	Vehicle-Maintenance	\$6,000	\$6,000	\$6,000	\$6,000
85	5-215-8600.005	Vehicle-Fuel	\$17,000	\$17,000	\$6,000	\$17,000
	Total Vehicle Expense			\$27,000	\$27,000	\$17,000
	\$28,000					
	Total Tools, Machinery, and Vehicle Expense			\$47,300	\$47,300	\$37,300
	\$48,000					
	Total Waste Water-Inflow and Infiltration Expense			\$590,449	\$412,646	\$476,391
	\$494,626					
	Total Waste Water Fund Expense			\$2,573,629	\$2,666,374	\$2,427,363
	\$5,157,551					

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.

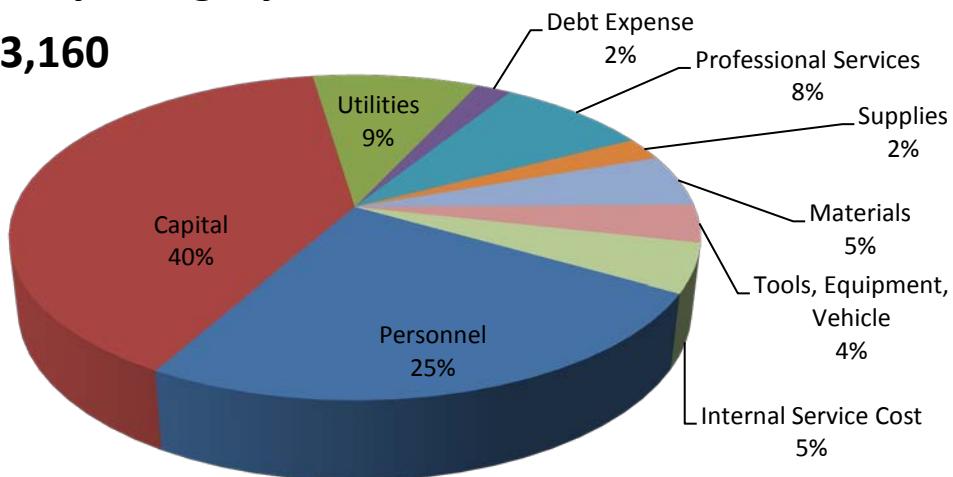
Water Funds Available by Category

\$1,861,200



Water Expense by Category

\$2,743,160



Fiscal Year 2015-2016 Accomplishments:

Installation of approximately 2800 water meters with new automated meters. The installation of the water meters will result in reduction of personal and equipment 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 2017 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 to purchase meters and support infrastructure.
- 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: None. This will be achieved utilizing existing staff.

Performance Measurements:

Performance Measures	2013	2014	2015	2016 Projected
Meter Change out	156	118	136	3000
Meter Repairs	12	2	8	5
Valve Exercising	70	105	100	100
Monthly Hydrant Flushing	14	13	11	10
Hydrant Repairs	42	7	22	25
One Call Locates	1333	1437	1329	1400
Water Leak Repairs	50	77	72	85
Complaint Calls	102	142	164	150

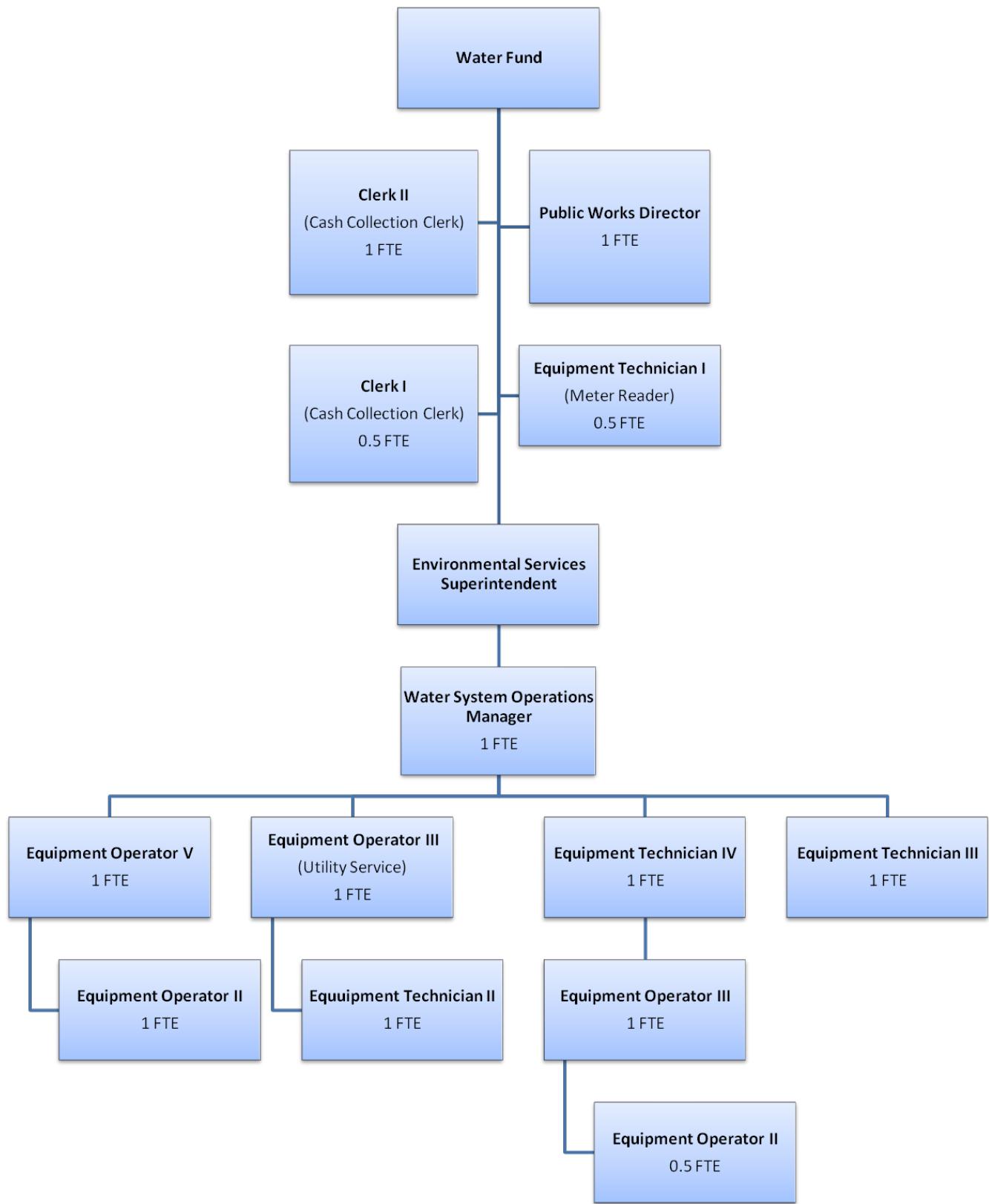
Previous Years' Goals:

- I. Improve customer satisfaction and increase system reliability.
Status: On-going

Water Fund Revenue and Expense by Category

Water Fund	2015 Actual	2016 Budget	2016 Estimated	2017 Proposed
Revenues				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$8,755	\$0
Service Charges	\$1,825,481	\$1,834,000	\$1,834,000	\$1,844,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$23,946	\$10,000	\$15,000	\$15,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$8,813	\$2,000	\$5,475	\$2,200
Internal Service Revenue	\$0	\$0	\$0	\$0
Total Revenues	\$1,858,240	\$1,846,000	\$1,863,230	\$1,861,200
Expenses				
Personnel	\$577,416	\$631,145	\$637,669	\$679,040
Capital	\$816,354	\$1,209,000	\$1,094,498	\$1,088,130
Debt	\$53,907	\$53,600	\$53,600	\$53,600
Grants	\$0	\$0	\$0	\$0
Utilities	\$238,141	\$279,300	\$253,500	\$254,000
Professional Services	\$171,625	\$186,000	\$188,085	\$231,661
Supplies and Materials	\$178,006	\$222,000	\$194,800	\$202,000
Tools, Equipment, and Vehicles	\$99,163	\$106,000	\$80,000	\$103,800
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$82,407	\$103,846	\$82,407	\$130,930
Total Expenses	\$2,217,020	\$2,790,891	\$2,584,559	\$2,743,160

Water Organizational Chart



Water-Operating Revenue			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	4-200-2005.001	Grant-Capital-Operative	\$0	\$0	\$8,755	\$0
	Total Grant Revenue		\$0	\$0	\$8,755	\$0
87	4-200-3000.011	Turn On Fees	\$14,000	\$14,000	\$14,000	\$14,000
87	4-200-3000.012	Customer Billing	\$1,750,000	\$1,760,000	\$1,760,000	\$1,780,000
87	4-200-3000.013	Penalties	\$32,000	\$30,000	\$25,000	\$25,000
87	4-200-3000.016	Facility Impact	\$10,000	\$10,000	\$15,000	\$5,000
87	4-200-3000.018	PWSD #3 Special Meter	\$0	\$0	\$0	\$0
87	4-200-3000.020	Lease Agreements-Towers	\$20,000	\$20,000	\$20,000	\$20,000
	Total Service Charges and Fees Revenue		\$1,826,000	\$1,834,000	\$1,834,000	\$1,844,000
87	4-200-3010.001	Misc.-Bond Proceeds	\$0	\$0	\$2,775	\$0
87	4-200-3010.004	Misc.-Investment Income	\$1,000	\$1,000	\$1,200	\$1,200
87	4-200-3010.006	Misc. -Miscellaneous	\$1,000	\$1,000	\$1,500	\$1,000
	Total Miscellaneous Revenue		\$2,000	\$2,000	\$5,475	\$2,200
	Total Service Charges, Fees, and Miscellaneous Revenue		\$1,828,000	\$1,836,000	\$1,839,475	\$1,846,200
87	4-200-4005.003	Permits-Water	\$15,000	\$10,000	\$15,000	\$15,000
	Total Permits Revenue		\$15,000	\$10,000	\$15,000	\$15,000
	Total Water-Operating Revenue		\$1,843,000	\$1,846,000	\$1,863,230	\$1,861,200

Water-Operating Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-200-1000.001	Fulltime Salary	\$233,000	\$241,020	\$240,000	\$225,010
87	5-200-1000.002	Part Time Salary	\$17,500	\$19,055	\$19,055	\$61,750
87	5-200-1000.004	On Call	\$3,000	\$2,575	\$2,000	\$3,230
87	5-200-1000.005	Fulltime Overtime	\$4,100	\$5,150	\$7,300	\$8,000
	Total Salaries Expense		\$257,600	\$267,800	\$268,355	\$297,990
87	5-200-1005.001	Health Premium-Employee	\$15,840	\$15,840	\$14,000	\$10,560
87	5-200-1005.002	Health Premium-Family	\$30,720	\$26,160	\$32,500	\$37,920
87	5-200-1005.003	Dental Premium-Employee	\$1,200	\$1,200	\$1,200	\$1,200
87	5-200-1005.004	Dental Premium-Family	\$600	\$600	\$600	\$600
	Total Insurance Expense		\$48,360	\$43,800	\$48,300	\$50,280
87	5-200-1010.001	Life Insurance	\$330	\$330	\$330	\$360
	Total Life Insurance Expense		\$330	\$330	\$330	\$360
87	5-200-1015.001	Lagers-General	\$31,450	\$32,830	\$32,830	\$28,350
87	5-200-1015.004	Deferred Comp-Employer	\$1,950	\$1,950	\$1,950	\$3,900
	Total Retirement Expense		\$33,400	\$34,780	\$34,780	\$32,250
87	5-200-1020.001	FICA-Employer	\$15,970	\$16,600	\$16,600	\$18,480
87	5-200-1020.002	Medicare-Employer	\$3,740	\$3,880	\$3,880	\$4,320
87	5-200-1020.003	Unemployment Compensation	\$2,580	\$2,680	\$2,680	\$2,980
87	5-200-1020.004	Workman's Compensation	\$9,790	\$8,508	\$7,955	\$8,505

Water-Operating Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	Total Payroll Taxes Expense		\$32,080	\$31,668	\$31,115	\$34,285
87	5-200-1025.001	Employee-Uniforms	\$2,600	\$4,150	\$4,150	\$4,100
87	5-200-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$250	\$500
87	5-200-1025.004	Employee-Travel/Hotel	\$1,200	\$1,200	\$1,200	\$1,200
87	5-200-1025.005	Employee-Training	\$1,500	\$1,500	\$1,500	\$3,000
	Total Employee Expense		\$5,800	\$7,350	\$7,100	\$8,800
	Total Personnel Expense		\$377,570	\$385,728	\$389,980	\$423,965
87	5-200-2005.000	Capital Exp-Land and Improvement	\$46,000	\$157,500	\$140,000	\$130,000
87	5-200-2010.000	Capital Exp-Building and Improvement	\$773,050	\$50,000	\$50,000	\$50,000
87	5-200-2020.000	Capital Exp-Machinery and Equipment	\$1,506,500	\$879,500	\$780,000	\$865,130
87	5-200-2025.000	Capital Exp-Vehicles	\$139,000	\$0	\$124,498	\$43,000
	Total Capital Expense		\$2,464,550	\$1,087,000	\$1,094,498	\$1,088,130
87	5-200-3005.000	Debt-COPS	\$53,430	\$53,600	\$53,600	\$53,600
	Total Debt Expense		\$53,430	\$53,600	\$53,600	\$53,600
87	5-200-5000.001	Utilities-Electric	\$240,000	\$276,000	\$250,000	\$250,000
87	5-200-5015.001	Utilities-Cell Phones	\$1,700	\$1,800	\$2,500	\$2,500
87	5-200-5020.002	Utilities-Internet Mobile	\$500	\$500	\$250	\$500
	Total Utilities Expense		\$242,200	\$278,300	\$252,750	\$253,000
87	5-200-6000.001	Prof Services-Legal	\$5,000	\$5,000	\$3,000	\$5,000
87	5-200-6000.002	Prof Services-Engineering	\$5,000	\$5,000	\$10,000	\$40,000
87	5-200-6000.003	Prof Services-Surveying	\$2,500	\$2,500	\$2,500	\$2,500
87	5-200-6000.007	Prof Services-Toxicology Testing	\$250	\$250	\$250	\$250
87	5-200-6000.008	Prof Services-MSHP Background	\$0	\$50	\$25	\$50
87	5-200-6000.009	Prof Services-Collection Agency	\$0	\$2,000	\$1,000	\$1,000
87	5-200-6000.011	Prof Services-Dues and Licenses	\$8,500	\$8,500	\$8,500	\$8,500
87	5-200-6000.015	Prof Services-Service Contracts	\$4,000	\$11,500	\$11,500	\$17,500
87	5-200-6000.016	Prof Service-Taxes and Fees	\$26,000	\$26,000	\$24,532	\$26,000
87	5-200-6000.017	Prof Services-PILOT	\$105,000	\$88,000	\$88,000	\$88,000
87	5-200-6000.018	Prof Services-Damage Claims	\$2,500	\$2,500	\$2,500	\$2,500
87	5-200-6000.019	Prof Services-Credit Card Fees	\$0	\$3,500	\$2,000	\$3,500
	Total General Professional Service Expense		\$158,750	\$154,800	\$153,807	\$194,800
87	5-200-6005.001	Insurance-Vehicle	\$500	\$1,250	\$1,714	\$1,970
87	5-200-6005.002	Insurance-Equipment	\$0	\$0	\$100	\$115
87	5-200-6005.003	Insurance-Building & Property	\$10,500	\$12,500	\$8,807	\$10,130
87	5-200-6005.007	Insurance-City Government	\$9,000	\$9,000	\$9,096	\$10,460
	Total Insurance Expense		\$20,000	\$22,750	\$19,717	\$22,675
87	5-200-6010.002	Advertising- Employee Recruitment	\$500	\$500	\$100	\$250
87	5-200-6010.006	Advertising- Radio	\$0	\$0	\$100	\$250
	Total Advertising Expense		\$500	\$500	\$200	\$500

Water-Operating Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-200-6020.000	Software- Renewal/Maint.	\$2,500	\$2,500	\$2,500	\$2,500
87	5-200-6020.001	Software-Purchase	\$0	\$0	\$6,000	\$0
87	5-200-6020.002	Software-Upgrade	\$0	\$0	\$0	\$1,725
87	5-200-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,700
	Total Software Expense		\$2,500	\$2,500	\$8,500	\$6,925
	Total Professional Service Expense		\$181,750	\$180,550	\$182,224	\$224,900
87	5-200-7000.001	Supplies-Operational	\$12,000	\$12,000	\$5,000	\$5,000
87	5-200-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$2,000	\$2,000	\$750	\$1,000
87	5-200-7005.001	Supplies-Printing	\$1,000	\$1,000	\$1,800	\$4,500
87	5-200-7005.002	Supplies-Mailing	\$4,500	\$4,500	\$3,000	\$3,500
87	5-200-7005.003	Supplies-Postage	\$17,000	\$17,000	\$15,000	\$15,000
87	5-200-7005.004	Supplies-Paper	\$500	\$500	\$500	\$500
87	5-200-7005.005	Supplies-Forms	\$1,250	\$3,000	\$1,000	\$1,000
87	5-200-7005.006	Supplies- Promotional	\$1,500	\$1,500	\$500	\$1,500
87	5-200-7010.003	Supplies-Break Room	\$3,000	\$3,000	\$2,000	\$2,500
87	5-200-7010.004	Supplies-Chemicals	\$22,000	\$24,000	\$17,000	\$20,000
	Total General Office Supplies Expense		\$64,750	\$68,500	\$46,550	\$54,500
87	5-200-7015.004	Supplies-Safety	\$2,250	\$2,250	\$2,250	\$2,250
	Total Medical and Safety Supplies Expense		\$2,250	\$2,250	\$2,250	\$2,250
	Total Supplies Expense		\$67,000	\$70,750	\$48,800	\$56,750
87	5-200-8000.003	Tools-Supplies	\$2,300	\$2,300	\$3,000	\$4,800
	Total Tools and Portable Equipment Expense		\$2,300	\$2,300	\$3,000	\$4,800
87	5-200-8300.001	Equipment-Repair	\$7,500	\$10,000	\$7,500	\$10,000
87	5-200-8300.002	Equipment-Maintenance	\$8,000	\$9,000	\$2,500	\$3,000
	Total Machinery and Equipment Expense		\$15,500	\$19,000	\$10,000	\$13,000
87	5-200-8600.001	Vehicle-Repair	\$2,000	\$2,000	\$2,000	\$2,000
87	5-200-8600.002	Vehicle-Maintenance	\$3,500	\$3,500	\$2,500	\$3,000
87	5-200-8600.005	Vehicle-Fuel	\$12,000	\$12,000	\$30,000	\$12,000
	Total Vehicle Expense		\$17,500	\$17,500	\$34,500	\$17,000
	Total Tools, Machinery, and Vehicle Expense		\$35,300	\$38,800	\$47,500	\$34,800
87	5-200-9910.000	Internal Service-Personnel	\$95,973	\$103,846	\$82,407	\$130,930
	Total Internal Service		\$95,973	\$103,846	\$82,407	\$130,930
	Total Water-Operating Expense		\$3,517,773	\$2,198,574	\$2,151,759	\$2,266,075

Water Maintenance and Distribution System

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

Fiscal Year 2015-2016 Accomplishments:

Replacement of the water main in the alley behind Don's Auto Glass and the construction of the water line in the Falls Subdivision Phase II.

Fiscal Year 2017 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.

Water-Maintenance Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-205-1000.001	Fulltime Salary	\$121,000	\$124,630	\$124,630	\$133,720
87	5-205-1000.002	Part Time Salary	\$12,000	\$17,510	\$17,510	\$19,350
87	5-205-1000.004	On Call	\$6,100	\$5,665	\$7,000	\$5,080
87	5-205-1000.005	Fulltime Overtime	\$10,000	\$10,300	\$12,000	\$13,780
87	5-205-1000.006	Part Time Overtime	\$0	\$410	\$50	\$0
	Total Salaries Expense		\$149,100	\$158,515	\$161,190	\$171,930
87	5-205-1005.001	Health Premium-Employee	\$5,280	\$5,280	\$5,280	\$10,560
87	5-205-1005.002	Health Premium-Family	\$31,560	\$31,560	\$31,560	\$19,800
87	5-205-1005.003	Dental Premium-Employee	\$900	\$1,300	\$1,300	\$1,300
87	5-205-1005.004	Dental Premium-Family	\$600	\$0	\$0	\$0
	Total Insurance Expense		\$38,340	\$38,140	\$38,140	\$31,660
87	5-205-1010.001	Life Insurance	\$220	\$275	\$275	\$300
	Total Life Insurance Expense		\$220	\$275	\$275	\$300
87	5-205-1015.001	Lagers-General	\$17,960	\$18,559	\$18,959	\$18,310
87	5-205-1015.004	Deferred Comp-Employer	\$1,950	\$1,950	\$1,950	\$3,250
	Total Retirement Expense		\$19,910	\$20,509	\$20,909	\$21,560

Water-Maintenance Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-205-1020.001	FICA-Employer	\$9,240	\$9,830	\$9,830	\$10,660
87	5-205-1020.002	Medicare-Employer	\$2,160	\$2,300	\$2,300	\$2,490
87	5-205-1020.003	Unemployment Compensation	\$1,491	\$1,590	\$1,590	\$1,720
87	5-205-1020.004	Workman's Compensation	\$9,790	\$8,508	\$7,955	\$8,505
	Total Payroll Taxes Expense		\$22,681	\$22,228	\$21,675	\$23,375
87	5-205-1025.001	Employee-Uniforms	\$2,260	\$4,500	\$4,500	\$4,500
87	5-205-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$250	\$250
87	5-205-1025.005	Employee-Training	\$500	\$750	\$750	\$1,500
	Total Employee Expense		\$3,260	\$5,750	\$5,500	\$6,250
	Total Personnel Expense		\$233,511	\$245,417	\$247,689	\$255,075
87	5-205-2020.000	Capital Exp-Machinery and Equipment	\$0	\$122,000	\$0	\$0
	Total Capital Expense		\$0	\$122,000	\$0	\$0
87	5-205-5015.001	Utilities-Cell Phones	\$0	\$500	\$500	\$500
87	5-205-5020.002	Utilities-Internet Mobile	\$0	\$500	\$250	\$500
	Total Utilities Expense		\$0	\$1,000	\$750	\$1,000
87	5-205-6000.007	Prof Services-Toxicology Testing	\$150	\$200	\$150	\$200
87	5-205-6000.008	Prof Services-MSHP Background Checks	\$50	\$50	\$50	\$50
	Total General Professional Services Expense		\$200	\$250	\$200	\$250
87	5-205-6005.001	Insurance-Vehicle	\$3,500	\$4,700	\$5,465	\$6,285
87	5-205-6005.002	Insurance-Equipment	\$500	\$500	\$196	\$225
	Total Insurance Expense		\$4,000	\$5,200	\$5,661	\$6,510
	Total Professional Service Expense		\$4,200	\$5,450	\$5,861	\$6,760
87	5-205-7000.001	Supplies-Operational	\$250	\$250	\$250	\$250
87	5-205-7000.004	Supplies-Small Tools	\$0	\$2,500	\$2,500	\$2,500
	Total General Office Supplies Expense		\$250	\$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		\$2,250	\$4,750	\$4,750	\$4,750

Water-Maintenance Expenses			FY15	FY16	FY16	FY17
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
87	5-205-7500.001	Materials-Asphalt	\$18,000	\$25,000	\$25,000	\$25,000
87	5-205-7500.002	Materials-Rock	\$10,000	\$12,000	\$12,000	\$12,000
87	5-205-7500.003	Materials-Concrete	\$5,000	\$5,000	\$2,500	\$2,500
87	5-205-7500.004	Materials-Landscaping	\$3,500	\$3,500	\$1,500	\$1,500
87	5-205-7505.001	Materials-Pipe-HDPE	\$2,000	\$500	\$250	\$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	\$500	\$1,000
87	5-205-7510.003	Materials-Fittings	\$13,000	\$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	\$30,000	\$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	\$2,500	\$2,500	\$1,000
	Total Material Expense		\$115,000	\$146,500	\$141,250	\$140,500
87	5-205-8000.003	Tools-Supplies	\$2,500	\$0	\$0	\$0
	Total Tools and Portable Equipment Expense		\$2,500	\$0	\$0	\$0
87	5-205-8300.001	Equipment-Repair	\$15,000	\$17,200	\$10,000	\$15,000
87	5-205-8300.002	Equipment-Maintenance	\$7,500	\$7,500	\$7,500	\$7,500
87	5-205-8300.005	Equipment-Fuel	\$5,000	\$6,500	\$500	\$6,500
87	5-205-8300.006	Equipment-Rental	\$10,000	\$10,000	\$5,000	\$10,000
	Total Machinery and Equipment Expense		\$37,500	\$41,200	\$23,000	\$39,000
87	5-205-8600.001	Vehicle-Repair	\$4,000	\$4,000	\$4,000	\$9,000
87	5-205-8600.002	Vehicle-Maintenance	\$6,000	\$6,000	\$5,000	\$5,000
87	5-205-8600.005	Vehicle-Fuel	\$16,000	\$16,000	\$500	\$16,000
	Total Vehicle Expense		\$26,000	\$26,000	\$9,500	\$30,000
	Total Tools, Machinery, and Vehicle Expense		\$66,000	\$67,200	\$32,500	\$69,000
	Total Water-Maintenance Expense		\$420,961	\$592,317	\$432,800	\$477,085
	Total Water Fund Expense		\$3,938,734	\$2,790,891	\$2,584,559	\$2,743,160

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	\$13.685	
01-105	Christman, Daniel	Security Officer I	PT	7	4	\$14.100	\$ 14,664.00
01-105	Folsom, Amy	Elected Official - City Attorney					\$ 21,600.00
01-105	Light, Shawna	Clerk I	FT	6	7	\$13.207	\$ 27,470.56
01-105	Maxey, Rebecca	Clerk I	PT	6	3	\$12.691	\$ 13,198.64
01-105	Rector, Mark	Elected Official - Judge					\$ 25,920.00
01-105	Tripplett, Howard	Security Officer II	PT	8	6	\$15.822	\$ 16,454.88
01-110	Cross, Norman	Fire Lieutenant	FT	8		\$10.777	\$ 36,124.50
01-110	Duerden, Jason	Fire Captain	FT	9.5		\$11.310	\$ 37,911.12
01-110	Foley, Christopher	Firefighter	FT	8.5		\$10.298	\$ 34,518.90
01-110	Gallaher, James	Firefighter	FT	6.5		\$9.406	\$ 31,528.91
01-110	Haefner, Randall	Fire Lieutenant	FT	8		\$10.015	\$ 33,570.28
01-110	Hoskins, Gregory	Firefighter	FT	6		\$8.931	\$ 29,936.71
01-110	Hunter, John	Fire Captain	FT	10		\$11.386	\$ 38,165.87
01-110	Jordan, Andrew	Inspector III	FT	10	1	\$17.685	\$ 36,784.80
01-110	Kirkpatrick, Michael	Firefighter	FT	6		\$8.931	\$ 29,936.71
01-110	Prince, Shannon	Fire Lieutenant	FT	10		\$11.277	\$ 37,800.50
01-110	Rader, Kelby	Firefighter	FT	6		\$8.931	\$ 29,936.71
01-110	Saltzman, Terry	Firefighter	FT	9		\$10.799	\$ 36,198.25
01-110	Schneider, Samuel	Fire Chief	FT	14	7		\$ 58,883.76
01-110	Suarez, Angel	Firefighter	FT	6		\$8.931	\$ 29,936.71
01-110	Wescoat, Christopher	Firefighter	FT	6		\$8.931	\$ 29,936.71
01-110	Wheeler, David	Fire Captain	FT	9.5		\$10.875	\$ 36,453.00
01-115	Allen, Joshua	Police Officer	FT	8	1	\$14.615	\$ 32,679.14
01-115	Ambrose, Vinson	Police Officer	FT	8	4	\$15.058	\$ 33,669.69
01-115	Blackburn, Kendle	Police Officer	FT	8	7	\$15.515	\$ 34,691.54
01-115	Blake, Lloyd	Police Officer	FT	8	4	\$15.058	\$ 33,669.69
01-115	Boland, Shawn	Police Officer	FT	8	2	\$15.204	\$ 33,996.14
01-115	Bolin, Christopher	Police Officer	FT	8	2	\$15.204	\$ 33,996.14
01-115	Brown, Mathew	Police Sergeant	FT	9	6	\$16.897	\$ 37,781.69
01-115	Carrasco, Christopher	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Cheek, Jansen	Dispatcher	FT	6	1	\$12.441	\$ 25,877.28
01-115	Christman, Brandy	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Clark, Kyle	Police Officer	FT	8	2	\$15.204	\$ 33,996.14
01-115	Davis, Robert	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Dawson, Matthew	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Finley, Edrie	Animal Control Officer	FT	6	1	\$12.441	\$ 25,877.28
01-115	Fulton, Josh	Police Officer	FT	8	3	\$14.409	\$ 32,218.52

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
01-115	Gideon, Brian	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Grove, Lois	Dispatcher	FT	6	4	\$12.818	\$ 26,661.44
01-115	Hall, Donald	Police Sergeant	FT	9	9	\$17.409	\$ 38,926.52
01-115	Halstead, Randy	Police Chief	FT	14	8		\$ 59,472.40
01-115	Hill, Brandon	Police Officer	FT	8	2	\$14.762	\$ 33,007.83
01-115	Janko, Jennifer	Police Officer	FT	8	2	\$15.204	\$ 33,996.14
01-115	Jones, Tessa	Dispatcher	FT	6	1	\$12.441	\$ 25,877.28
01-115	Laye, Christopher	Police Officer	FT	8	4	\$15.510	\$ 34,680.36
01-115	Lowrance, Cory	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Millsap, Dana	Clerk III	FT	8	1	\$15.054	\$ 31,312.32
01-115	Mitchell, Bruce	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Payne, Johnny	Police Officer	FT	8	4	\$15.058	\$ 33,669.69
01-115	Pendergrass, Brittany	Dispatcher	FT	6	9	\$13.080	\$ 27,206.40
01-115	Perryman, Bruce	Police Officer	FT	8	10	\$15.985	\$ 35,742.46
01-115	Peters, Stephen	Police Captain	FT	12	5		\$ 47,705.36
01-115	Pollreisz, Angela	Dispatcher	FT	6	2	\$12.200	\$ 25,376.00
01-115	Rigsby, Jon	Police Sergeant	FT	9	6	\$16.897	\$ 37,781.69
01-115	Rogers, Patricia	Chief Communications Officer	FT	9	1		\$ 34,443.10
01-115	Rumfelt, Angela	Dispatcher	FT	6	9	\$13.080	\$ 27,206.40
01-115	Shaufer, Sonya	Animal Control Officer	FT	6	10	\$13.210	\$ 27,476.80
01-115	Shumate, Keith	Police Lieutenant	FT	10	10		\$ 41,436.96
01-115	Springer, Kacie	Police Sergeant	FT	9	1	\$16.559	\$ 37,025.92
01-115	Taylor, Ashley	Dispatcher	FT	6	1	\$12.441	\$ 25,877.28
01-115	Van Sickle, Rodney	Police Officer	FT	8	3	\$14.909	\$ 33,336.52
01-115	Wright, Matthew	Police Sergeant	FT	9	1	\$16.559	\$ 37,025.92
01-130	Azevedo, Rachel	Custodian I	PT	1	1	\$7.725	\$ 8,034.00
01-130	Heald, Marissa	Custodian I	PT	1	3	\$7.880	\$ 8,195.20
01-130	Mebruer, Emily	Business Manager	FT	8	4	\$15.510	\$ 32,260.80
01-130	Sloan, Kathy	Maintenance/Operations Worker II	FT	5	4	\$11.653	\$ 24,238.24
01-130	Wilson, Deryl	Operations Director	FT	13	6		\$ 53,000.74
01-130	Wright, Eric	Maintenance/Operations Worker I	FT	4	4	\$10.594	\$ 22,035.52
01-140	Adkins, Gib	Elected Official - Councilman					\$ 2,400.00
01-140	Elmore, Dennis	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	Sutter, Randall	Elected Official - Councilman					\$ 2,400.00
01-140	White, James	Elected Official - Councilman					\$ 2,400.00

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
01-145	DeClue, Benjamin	Assistant to the City Administrator	FT	10	4		\$ 39,035.60
01-145	Heard, Christopher	City Administrator	FT	19	6		\$ 93,893.89
01-145	Milliken, Kathy	Human Resource Director	FT	12	3		\$ 46,765.38
01-145	Patterson, Stevie	Clerk IV	FT	9	3	\$16.892	\$ 35,135.36
01-150	Bash, Tina	Clerk III	FT	8	4	\$15.510	\$ 32,260.80
01-150	Buxton, Crystal	Clerk III	FT	8	1	\$15.054	\$ 31,312.32
01-150	Starnes, Laina	City Clerk	FT	14	6		\$ 58,300.58
01-150	Winfrey, Allison	Clerk III	FT	8	1	\$15.054	\$ 31,312.32
01-170	Gill, Kathryn	Finance Director	FT	13	2		\$ 50,932.61
01-170	Hawkins, Holli	Budget Director	FT	12	3		\$ 46,765.38
01-170	Rautenkranz, Marcia	Clerk III	FT	8	6	\$15.822	\$ 32,909.76
01-170	Wood, Michael	Clerk III	FT	8	4	\$15.510	\$ 32,260.80
08-500	Atkinson, Randy	Maintenance/Operations Worker IV	FT	8	11	\$16.629	\$ 34,588.32
08-500	Barnett, Richard	Equipment Operator II	FT	7	2	\$13.822	\$ 28,749.76
08-500	Bowling, Michael	Operations Manager	FT	12	8		\$ 49,150.94
08-500	Boyer, Brad	Operations Manager	FT	12	20		\$ 55,384.52
08-500	Buck, Daniel	Equipment Operator II	FT	7	11	\$15.117	\$ 31,443.36
08-500	Coryell, Richard	Equipment Operator II	FT	7	1	\$13.685	\$ 28,464.80
08-500	Green, Timothy	Equipment Operator III	FT	8	1	\$15.054	\$ 31,312.32
08-500	Hintt, Shane	Equipment Operator I	T	6	1	\$12.441	\$ 12,938.64
08-500	Johnson, Travis	Equipment Operator III	FT	8	9	\$16.301	\$ 33,906.08
08-500	McCabe, William	Equipment Operator I	T	6	1	\$12.441	\$ 12,938.64
08-500	Moore, Michael	Street Superintendent	FT	13	16		\$ 58,545.76
08-500	Parkhurst, Robert	Equipment Operator I	T	6	1	\$12.441	\$ 12,938.64
08-500	Reyes, Ignacio	Equipment Operator II	FT	7	1	\$13.685	\$ 28,464.80
08-500	Stone, Oliver	Equipment Operator II	FT	7	1	\$13.685	\$ 28,464.80
08-500	Weeks, Jeremy	Equipment Operator II	FT	7	5	\$14.241	\$ 29,621.28
40-500	Conklin, Bruce	Tourism Director	FT	12	1		\$ 45,843.88
50-305	Berkich, Joe	Planner III	FT	13	16		\$ 58,545.63
50-305	Hemphill, Steve	Inspector I	FT	8	1	\$15.054	\$ 31,312.32
50-305	Massey, Noel	Interim Community Development Director	FT	10	16		\$ 43,986.28
50-310	Jones, Vickie	Equipment Technician III	FT	8	8	\$16.140	\$ 33,571.20
50-310	Neasby, Randy	Equipment Technician IV	FT	11	6	\$21.059	\$ 43,802.72
60-305	Henry, Casey	Equipment Technician I	FT	7	11	\$15.117	\$ 31,443.36
60-305	Klein, George	Clerk III	FT	8	3	\$15.356	\$ 31,940.48
60-305	Perry, Michael	Equipment Technician IV	FT	9	1	\$16.559	\$ 34,442.72
60-315	Foreman, Erik	Network Manager	FT	11	2		\$ 42,092.96
60-315	Hall, Dustin	System Administrator	FT	7	4	\$14.100	\$ 29,328.00
60-315	Schomaker, Jarrad	MIS Coordinator	FT	12	1		\$ 45,843.98

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
60-320	Agan, Roger	Maintenance/Operations Worker II	FT	6	5	\$12.946	\$ 26,927.68
60-320	Eidson II, Don	Operations Manager	FT	13	5		\$ 52,475.95
60-320	James, Steven	Seasonal Maintenance Worker I	S	1	4	\$7.959	\$ 8,277.36
60-320	Johnson, Steve	Maintenance/Operations Worker IV	FT	8	11	\$16.629	\$ 34,588.32
60-320	McClure, Kahla	Seasonal Maintenance Worker II	T	2	4	\$8.755	\$ 9,105.20
60-320	Oliver, Shawn	Maintenance/Operations Worker IV	FT	8	3	\$15.356	\$ 31,940.48
60-320	Shelton, Dustin	Seasonal Maintenance Worker I	T	1	4	\$7.959	\$ 8,277.36
60-325	Burge, Michael	Custodian II	PT	2	1	\$8.498	\$ 8,837.92
60-325	Hamilton, Wanda	Custodian III	PT	3	5	\$9.727	\$ 10,116.08
60-325	Pulliam, David	Custodian I	PT	1	2	\$7.802	\$ 8,114.08
60-325	Sexton, Susan	Custodian III	PT	3	5	\$9.727	\$ 10,116.08
60-325	Shockley, Christopher	Custodian I	PT	1	3	\$7.880	\$ 8,195.20
73-100	Blevins, Bradley	Maintenance/Operations Worker I	PT	4	1	\$10.282	\$ 10,693.28
73-100	Claxton, Donald	Maintenance/Operations Worker IV	FT	8	10	\$16.464	\$ 34,245.12
73-100	Hughes, Emily	Maintenance/Operations Worker I	PT	4	1	\$10.282	\$ 10,693.28
73-100	Kingery, Terry	Maintenance/Operations Worker I	PT	4	2	\$10.385	\$ 10,800.40
79-500	Bartlett, Bryan	Maintenance/Operations Worker I	FT	4	7	\$10.912	\$ 22,696.96
79-500	Browning, Jay	Seasonal Maintenance Worker II	PT	2	7	\$9.020	\$ 9,380.80
79-500	Cooper, Jordan	Seasonal Maintenance Worker I	S	1	8	\$8.282	\$ 8,613.28
79-500	Eudy, George	Maintenance/Operations Worker II	FT	5	9	\$12.247	\$ 25,473.76
79-500	Shelton, John	Park Director	FT	13	5		\$ 52,475.80
79-500	Waterman, Roy	Seasonal Maintenance Worker III	PT	3	3	\$9.535	\$ 9,916.40
79-500	Whitney, Jon	Seasonal Maintenance Worker II	T	2	4	\$8.755	\$ 9,105.20
79-500	Wilburn, Richard	Assistant Park Director	FT	9	4	\$17.061	\$ 35,486.88
80-200	Barber, Kevin	Electric Superintendent	FT	14	5		\$ 57,723.38
80-200	Brown, Dennis	Operations Manager	FT	12	7		\$ 48,664.28
80-200	Emge, Jonathan	Equipment Operator I	FT	7	1	\$13.685	\$ 28,464.80
80-200	Frazier, Thomas	Journeyman Lineman I	FT	10	4	\$19.017	\$ 39,555.36
80-200	Gerard, Mark	Equipment Operator II	FT	7	5	\$14.491	\$ 30,141.28
80-200	Green, Tyler	Equipment Operator I	FT	6	1	\$12.441	\$ 25,877.28
80-200	Heafley, Van	Journeyman Lineman II	FT	11	5	\$21.100	\$ 43,888.00
80-200	Henson, Joshua	Journeyman Lineman I	FT	10	4	\$19.017	\$ 39,555.36
80-200	Long, Travis	Journeyman Lineman I	FT	10	4	\$19.017	\$ 39,555.36
80-200	Mullins, Barbara	Clerk III	FT	7	4	\$14.100	\$ 29,328.00
80-200	Mustard, Chris	Journeyman Lineman II	FT	11	4	\$20.894	\$ 43,459.52
80-200	Nichols, Chris	Journeyman Lineman I	FT	10	5	\$19.205	\$ 39,946.40
80-200	Orita, Phillip	Journeyman Lineman I	FT	10	4	\$19.017	\$ 39,555.36
80-200	Reid, Torey	Journeyman Lineman I	FT	10	5	\$19.205	\$ 39,946.40

Department Number	Name	Position	FT/PT/S/T	Grade	Step	Hourly Rate of Pay	Annual Rate of Pay
80-200	Shaufer, Greg	Equipment Operator I	FT	6	2	\$12.816	\$ 26,657.28
80-200	Shortell, Ryan	Equipment Technician I	T	6	1	\$12.441	\$ 12,938.64
80-200	Smith, Adam	Equipment Operator II	FT	7	8	\$14.673	\$ 30,519.84
80-200	Starnes, Troy	Operations Manager	FT	12	16		\$ 52,696.28
80-200	Wehner, Jason	J Journeyman Lineman I	FT	10	4	\$19.017	\$ 39,555.36
85-200	Burris, Douglas	Equipment Operator II	FT	7	5	\$14.214	\$ 29,565.12
85-200	Hicks, Dana	Clerk II	FT	7	8	\$14.673	\$ 30,519.84
85-200	Mork, Eric	Environmental Svcs Superintendent	FT	13	11		\$ 55,704.22
85-200	Myers, Melissa	Clerk IV	FT	9	3	\$16.892	\$ 35,135.36
85-200	Perry, James (Craig)	Equipment Operator IV	FT	9	1	\$16.559	\$ 34,442.72
85-200	Stewart, Paul	Equipment Operator II	FT	7	13	\$15.421	\$ 32,075.68
85-205	Broadus, Glen	Equipment Operator I	FT	6	4	\$12.818	\$ 26,661.44
85-205	Lowery, Chester	Equipment Operator II	FT	7	1	\$13.685	\$ 28,464.80
85-215	Cogdill, Dax	Operations Manager	FT	13	9		\$ 54,606.50
85-215	Day, Jared	Equipment Operator II	FT	7	11	\$15.117	\$ 31,443.36
85-215	Hemphill, Allen	Equipment Operator II	FT	7	5	\$14.241	\$ 29,621.28
85-215	Tannehill, Cecil	Equipment Operator II	FT	7	12	\$15.268	\$ 31,757.44
87-200	Abdulai, Alhassan	Equipment Technician I	T	6	1	\$12.441	\$ 12,938.64
87-200	Butcher, Kelly	Equipment Technician I	FT	6	4	\$12.818	\$ 26,661.44
87-200	Chastain, Scott	Equipment Technician II	FT	7	2	\$13.822	\$ 28,749.76
87-200	Coffman, Nicholas	Equipment Technician II	FT	7	5	\$14.241	\$ 29,621.28
87-200	Day, William	Clerk II	FT	7	4	\$14.100	\$ 29,328.00
87-200	Lawson, Mitchell	Equipment Technician I	T	6	1	\$12.441	\$ 12,938.64
87-200	Ogle, Michael	Operations Manager	FT	12	20		\$ 55,384.42
87-200	Shockley, Richard	Public Works Director	FT	16	9		\$ 72,681.44
87-205	Cole, Michael	Equipment Operator I	T	6	1	\$12.441	\$ 12,938.64
87-205	Howe, David	Equipment Operator III	FT	8	2	\$15.204	\$ 31,624.32
87-205	Johnson, Kory	Equipment Operator I	FT	6	2	\$12.566	\$ 26,137.28
87-205	Pendergrass, Steve	Equipment Operator III	FT	8	10	\$16.464	\$ 34,245.12
87-205	Tremblay, Lee	Equipment Operator II	FT	7	1	\$13.685	\$ 28,464.80

***Employee Census as of FY16

FY17 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	\$ 16,228.68	\$ 16,390.97	\$ 16,554.88	\$ 16,720.43	\$ 16,887.63	\$ 17,056.51	\$ 17,227.07	\$ 17,399.34	\$ 17,573.33	\$ 17,749.07	\$ 17,926.56	\$ 18,105.82	\$ 18,286.88	\$ 18,469.75	\$ 18,654.45	\$ 18,840.99	\$ 19,029.40	\$ 19,219.70	\$ 19,411.89	\$ 19,606.01
	Lifeguard I	Monthly	\$ 1,352.39	\$ 1,365.91	\$ 1,379.57	\$ 1,393.37	\$ 1,407.30	\$ 1,421.38	\$ 1,435.59	\$ 1,449.95	\$ 1,464.44	\$ 1,479.09	\$ 1,493.88	\$ 1,508.82	\$ 1,523.91	\$ 1,539.15	\$ 1,554.54	\$ 1,570.08	\$ 1,585.78	\$ 1,601.64	\$ 1,617.66	\$ 1,633.83
	Seasonal Maintenance Worker I	Bi-weekly	\$ 624.18	\$ 630.42	\$ 636.73	\$ 643.09	\$ 649.52	\$ 656.02	\$ 662.58	\$ 669.21	\$ 675.90	\$ 682.66	\$ 689.48	\$ 696.38	\$ 703.34	\$ 710.38	\$ 717.48	\$ 724.65	\$ 731.90	\$ 739.22	\$ 746.61	\$ 754.08
	Hourly		\$ 7.802	\$ 7.880	\$ 7.959	\$ 8.039	\$ 8.119	\$ 8.200	\$ 8.282	\$ 8.365	\$ 8.449	\$ 8.533	\$ 8.619	\$ 8.705	\$ 8.792	\$ 8.880	\$ 8.968	\$ 9.058	\$ 9.149	\$ 9.240	\$ 9.333	\$ 9.426
	Overtime		\$ 11.703	\$ 11.820	\$ 11.939	\$ 12.058	\$ 12.179	\$ 12.300	\$ 12.423	\$ 12.548	\$ 12.673	\$ 12.800	\$ 12.928	\$ 13.057	\$ 13.188	\$ 13.320	\$ 13.453	\$ 13.587	\$ 13.723	\$ 13.860	\$ 13.999	\$ 14.139
Grade 2	Custodian II	Annual	\$ 17,851.55	\$ 18,030.06	\$ 18,210.36	\$ 18,392.47	\$ 18,576.39	\$ 18,762.16	\$ 18,949.78	\$ 19,139.28	\$ 19,330.67	\$ 19,523.98	\$ 19,719.21	\$ 19,916.41	\$ 20,115.57	\$ 20,316.73	\$ 20,519.89	\$ 20,725.09	\$ 20,932.34	\$ 21,141.67	\$ 21,353.08	\$ 21,566.61
	Seasonal Maintenance Worker II	Monthly	\$ 1,487.63	\$ 1,502.51	\$ 1,517.53	\$ 1,532.71	\$ 1,548.03	\$ 1,563.51	\$ 1,579.15	\$ 1,594.94	\$ 1,610.89	\$ 1,627.00	\$ 1,643.27	\$ 1,659.70	\$ 1,676.30	\$ 1,693.06	\$ 1,709.99	\$ 1,727.09	\$ 1,744.36	\$ 1,761.81	\$ 1,779.42	\$ 1,797.22
	Bi-weekly		\$ 686.60	\$ 693.46	\$ 700.40	\$ 707.40	\$ 714.48	\$ 721.62	\$ 728.84	\$ 736.13	\$ 743.49	\$ 750.92	\$ 758.43	\$ 766.02	\$ 773.68	\$ 781.41	\$ 789.23	\$ 797.12	\$ 805.09	\$ 813.14	\$ 821.27	\$ 829.49
	Hourly		\$ 8.582	\$ 8.668	\$ 8.755	\$ 8.843	\$ 8.931	\$ 9.020	\$ 9.110	\$ 9.202	\$ 9.294	\$ 9.387	\$ 9.480	\$ 9.575	\$ 9.671	\$ 9.768	\$ 9.865	\$ 10.064	\$ 10.164	\$ 10.266	\$ 10.369	\$ 10.459
	Overtime		\$ 12.874	\$ 13.002	\$ 13.132	\$ 13.264	\$ 13.396	\$ 13.530	\$ 13.666	\$ 13.802	\$ 13.940	\$ 14.080	\$ 14.221	\$ 14.363	\$ 14.506	\$ 14.651	\$ 14.798	\$ 14.946	\$ 15.095	\$ 15.246	\$ 15.399	\$ 15.553
Grade 3	Custodian III	Annual	\$ 19,636.70	\$ 19,833.07	\$ 20,031.40	\$ 20,231.71	\$ 20,434.03	\$ 20,638.37	\$ 20,844.76	\$ 21,053.20	\$ 21,263.74	\$ 21,476.37	\$ 21,691.14	\$ 21,908.05	\$ 22,127.13	\$ 22,348.40	\$ 22,571.88	\$ 22,797.60	\$ 23,025.58	\$ 23,255.83	\$ 23,488.39	\$ 23,723.28
	Lifeguard II	Monthly	\$ 1,636.39	\$ 1,652.76	\$ 1,669.28	\$ 1,685.98	\$ 1,702.84	\$ 1,719.86	\$ 1,737.06	\$ 1,754.43	\$ 1,771.98	\$ 1,789.70	\$ 1,807.59	\$ 1,825.67	\$ 1,843.93	\$ 1,862.37	\$ 1,880.99	\$ 1,898.80	\$ 1,918.80	\$ 1,937.99	\$ 1,957.37	\$ 1,976.94
	Seasonal Maintenance Worker III	Bi-weekly	\$ 755.26	\$ 762.81	\$ 770.44	\$ 778.14	\$ 785.92	\$ 793.78	\$ 801.72	\$ 809.74	\$ 817.84	\$ 826.01	\$ 834.27	\$ 842.62	\$ 851.04	\$ 859.55	\$ 868.15	\$ 876.83	\$ 885.60	\$ 894.46	\$ 903.40	\$ 912.43
	Hourly		\$ 9.441	\$ 9.535	\$ 9.630	\$ 9.727	\$ 9.824	\$ 9.922	\$ 10.022	\$ 10.122	\$ 10.223	\$ 10.325	\$ 10.428	\$ 10.533	\$ 10.638	\$ 10.744	\$ 10.852	\$ 10.960	\$ 11.070	\$ 11.181	\$ 11.292	\$ 11.405
	Overtime		\$ 14.161	\$ 14.303	\$ 14.446	\$ 14.590	\$ 14.736	\$ 14.883	\$ 15.032	\$ 15.183	\$ 15.334	\$ 15.488	\$ 15.643	\$ 15.799	\$ 15.957	\$ 16.117	\$ 16.278	\$ 16.441	\$ 16.605	\$ 16.771	\$ 16.939	\$ 17.108
Grade 4	Maintenance/Operations Worker I	Annual	\$ 21,600.37	\$ 21,816.38	\$ 22,034.54	\$ 22,254.89	\$ 22,477.43	\$ 22,702.21	\$ 22,929.23	\$ 23,158.52	\$ 23,390.11	\$ 23,624.01	\$ 23,860.25	\$ 24,098.85	\$ 24,339.84	\$ 24,583.24	\$ 24,829.07	\$ 25,077.36	\$ 25,328.14	\$ 25,581.42	\$ 25,837.23	\$ 26,095.60
	Pool Manager	Monthly	\$ 1,800.03	\$ 1,818.03	\$ 1,836.21	\$ 1,854.57	\$ 1,873.12	\$ 1,891.85	\$ 1,910.77	\$ 1,929.86	\$ 1,949.18	\$ 1,968.67	\$ 1,988.35	\$ 2,008.24	\$ 2,028.32	\$ 2,048.60	\$ 2,069.09	\$ 2,089.78	\$ 2,110.68	\$ 2,131.78	\$ 2,153.10	\$ 2,174.63
	Bi-weekly		\$ 830.78	\$ 839.09	\$ 847.48	\$ 855.96	\$ 864.52	\$ 873.16	\$ 881.89	\$ 890.71	\$ 909.62	\$ 917.70	\$ 926.88	\$ 936.15	\$ 945.51	\$ 954.96	\$ 964.51	\$ 974.16	\$ 983.90	\$ 993.74	\$ 1,003.68	\$ 1,013.61
	Hourly		\$ 10.384	\$ 10.489	\$ 10.594	\$ 10.699	\$ 10.806	\$ 10.915	\$ 11.024	\$ 11.134	\$ 11.245	\$ 11.358	\$ 11.471	\$ 11.586	\$ 11.702	\$ 11.819	\$ 11.937	\$ 12.056	\$ 12.177	\$ 12.299	\$ 12.422	\$ 12.546
	Overtime		\$ 15.577	\$ 15.733	\$ 15.890	\$ 16.049	\$ 16.210	\$ 16.372	\$ 16.536	\$ 16.701	\$ 16.868	\$ 17.037	\$ 17.207	\$ 17.379	\$ 17.553	\$ 17.728	\$ 17.906	\$ 18.085	\$ 18.265	\$ 18.448	\$ 18.633	\$ 18.819
Grade 5	Maintenance/Operations Worker II	Annual	\$ 23,760.41	\$ 23,998.01	\$ 24,237.99	\$ 24,480.37	\$ 24,725.18	\$ 24,972.43	\$ 25,222.15	\$ 25,474.38	\$ 25,729.12	\$ 25,986.41	\$ 26,246.28	\$ 26,508.74	\$ 26,773.83	\$ 27,041.56	\$ 27,311.98	\$ 27,585.10	\$ 27,860.95	\$ 28,139.56	\$ 28,420.95	\$ 28,705.16
	Monthly	\$ 1,980.03	\$ 1,999.83	\$ 2,019.83	\$ 2,040.03	\$ 2,060.83	\$ 2,081.04	\$ 2,101.85	\$ 2,122.86	\$ 2,144.09	\$ 2,165.53	\$ 2,187.19	\$ 2,209.06	\$ 2,231.51	\$ 2,253.46	\$ 2,276.00	\$ 2,298.76	\$ 2,321.75	\$ 2,344.96	\$ 2,368.41	\$ 2,392.10	
	Bi-weekly		\$ 913.86	\$ 923.00	\$ 932.23	\$ 941.55	\$ 950.97	\$ 960.48	\$ 970.08	\$ 979.78	\$ 989.58	\$ 999.48	\$ 1,009.47	\$ 1,019.57	\$ 1,029.76	\$ 1,040.06	\$ 1,050.46	\$ 1,060.97	\$ 1,071.57	\$ 1,082.29	\$ 1,093.11	\$ 1,104.04
	Hourly		\$ 11.423	\$ 11.538	\$ 11.653	\$ 11.769	\$ 11.887	\$ 12.006	\$ 12.126	\$ 12.247	\$ 12.370	\$ 12.493	\$ 12.618	\$ 12.745	\$ 12.872	\$ 13.001	\$ 13.131	\$ 13.262	\$ 13.395	\$ 13.529	\$ 13.664	\$ 13.801
	Overtime		\$ 17.135	\$ 17.306	\$ 17.479	\$ 17.654	\$ 17.831	\$ 18.009	\$ 18.189	\$ 18.371	\$ 18.555	\$ 18.740	\$ 18.928	\$ 19.117	\$ 19.308	\$ 19.501	\$ 19.696	\$ 19.893	\$ 20.092	\$ 20.293	\$ 20.496	\$ 20.701
Grade 6	Animal Control Officer	Annual	\$ 26,136.45	\$ 26,397.82	\$ 26,661.79	\$ 26,928.41	\$ 27,197.70	\$ 27,469.67	\$ 27,744.37	\$ 28,021.81	\$ 28,302.03	\$ 28,585.05	\$ 28,870.90	\$ 29,159.61	\$ 29,451.21	\$ 29,745.72	\$ 30,043.18	\$ 30,343.61	\$ 30,647.04	\$ 30,953.52	\$ 31,263.05	\$ 31,575.68
	Clerk I	Monthly	\$ 2,178.04	\$ 2,199.82	\$ 2,221.82	\$ 2,244.03	\$ 2,266.47	\$ 2,289.14	\$ 2,312.03	\$ 2,335.15	\$ 2,358.50	\$ 2,382.09	\$ 2,405.91	\$ 2,429.97	\$ 2,454.27	\$ 2,478.81	\$ 2,503.60	\$ 2,528.63	\$ 2,553.92	\$ 2,579.46	\$ 2,605.25	\$ 2,631.31
	Dispatcher I	Bi-weekly	\$ 1,005.25	\$ 1,015.30	\$ 1,025.45	\$ 1,035.71	\$ 1,046.07	\$ 1,056.53	\$ 1,067.09	\$ 1,077.66	\$ 1,088.44	\$ 1,099.43	\$ 1,110.42	\$ 1,121.52	\$ 1,132.74	\$ 1,144.07	\$ 1,155.51	\$ 1,167.06	\$ 1,178.73	\$ 1,190.52	\$ 1,202.43	\$ 1,214.45
	Equipment Operator I	Hourly	\$ 12.566	\$ 12.691	\$ 12.818	\$ 12.946	\$ 13.076	\$ 13.207	\$ 13.339	\$ 13.472	\$ 13.607	\$ 13.743	\$ 13.880	\$ 14.019	\$ 14.159	\$ 14.301	\$ 14.444	\$ 14.588	\$ 14.734	\$ 14.881	\$ 15.030	\$ 15.181
	Equipment Technician I	Overtime	\$ 18.848	\$ 19.037	\$ 19.227	\$ 19.420	\$ 19.614	\$ 19.810	\$ 20.008	\$ 20.208	\$ 20.410	\$ 20.614	\$ 20.820	\$ 21.029	\$ 21.239	\$ 21.451	\$ 21.666	\$ 21.882	\$ 22.101	\$ 22.322	\$ 22.545	\$ 22.771
	Maintenance/Operations Worker III																					
Grade 7	Apprentice Lineman I	Annual	\$ 28,750.10	\$ 29,037.60	\$ 29,327.97	\$ 29,621.25	\$ 29,917.47	\$ 30,216.64	\$ 30,518.81	\$ 30,823.99	\$ 31,132.23	\$ 31,443.56	\$ 31,757.99	\$ 32,075.57	\$ 32,396.33	\$ 32,720.29	\$ 33,047.49	\$ 33,377.97	\$ 33,711.75	\$ 34,048.87	\$ 34,389.36	\$ 34,733.25
	Clerk II	Monthly	\$ 2,395.84	\$ 2,419.80	\$ 2,444.00	\$ 2,468.44	\$ 2,499.12	\$ 2,518.05	\$ 2,543.23	\$ 2,568.67	\$ 2,594.35	\$ 2,620.30	\$ 2,646.50	\$ 2,672.96	\$ 2,699.69	\$ 2,726.69	\$ 2,753.96	\$ 2,781.50	\$ 2,809.31	\$ 2,837.41	\$ 2,865.78	\$ 2,894.44
	Dispatcher II	Bi-weekly	\$ 1,105.77	\$ 1,116.83	\$ 1,128.00	\$ 1,139.28	\$ 1,150.67	\$ 1,162.18	\$ 1,173.80	\$ 1,185.54	\$ 1,197.39	\$ 1,209.37	\$ 1,221.46	\$ 1,233.68	\$ 1,246.01	\$ 1,258.47	\$ 1,271.06	\$ 1,283.77	\$ 1,296.61	\$ 1,309.57	\$ 1,322.67	\$ 1,335.89
	Equipment Operator II	Hourly	\$ 13.822	\$ 13.960	\$ 14.100	\$ 14.241	\$ 14.383	\$ 14.527	\$ 14.673	\$ 14.819	\$ 14.967	\$ 15.117	\$ 15.268	\$ 15.421	\$ 15.575	\$ 15.731	\$ 15.888	\$ 16.047	\$ 16.208	\$ 16.370	\$ 16.533	\$ 16.699
	Equipment Technician II	Overtime	\$ 20.733	\$ 20.941	\$ 21.150	\$ 21.361	\$ 21.575	\$ 21.791	\$ 22.009	\$ 22.229	\$ 22.451	\$ 22.676	\$ 22.902	\$ 23.131	\$ 23.363	\$ 23.596	\$ 23.832	\$ 24.071	\$ 24.311	\$ 24.554	\$ 24.800	\$ 25.048
	Maintenance/Operations Worker IV																					
Grade 8	Apprentice Lineman II	Annual	\$ 31,625.11	\$ 31,941.36	\$ 32,260.77	\$ 32,583.38	\$ 32,909.21	\$ 33,238.30	\$ 33,570.69	\$ 33,906.39	\$ 34,245.46	\$ 34,587.91	\$ 34,933.79	\$ 35,283.13	\$ 35,635.96	\$ 35,992.32	\$ 36,352.24	\$ 36,715.77	\$ 37,082.92	\$ 37,453.75	\$ 37,828.29	\$ 38,206.57
	Business Manager	Monthly	\$ 2,635.43	\$ 2,661.78	\$ 2,688.40	\$ 2,715.28	\$ 2,742.43	\$ 2,769.86	\$ 2,797.56	\$ 2,825.53	\$ 2,853.79	\$ 2,882.33	\$ 2,911.15	\$ 2,940.26	\$ 2,969.66	\$ 2,999.36	\$ 3,029.35	\$ 3,059.65	\$ 3,090.24	\$ 3		

FY17 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	J journeyman Lineman I	Annual	\$ 42,093.02	\$ 42,513.95	\$ 42,939.09	\$ 43,368.48	\$ 43,802.16	\$ 44,240.18	\$ 44,682.59	\$ 45,129.41	\$ 45,580.71	\$ 46,036.51	\$ 46,496.88	\$ 46,961.85	\$ 47,431.46	\$ 47,905.78	\$ 48,384.84	\$ 48,868.69	\$ 49,357.37	\$ 49,850.95	\$ 50,349.46	\$ 50,852.95
	Network Manager II	Monthly	\$ 3,507.75	\$ 3,542.83	\$ 3,578.26	\$ 3,614.04	\$ 3,650.18	\$ 3,686.68	\$ 3,723.55	\$ 3,760.78	\$ 3,798.39	\$ 3,836.38	\$ 3,874.74	\$ 3,913.49	\$ 3,952.62	\$ 3,992.15	\$ 4,032.07	\$ 4,072.39	\$ 4,113.11	\$ 4,154.25	\$ 4,195.79	\$ 4,237.75
	Operations Specialist	Bi-weekly	\$ 1,618.96	\$ 1,635.15	\$ 1,651.50	\$ 1,668.02	\$ 1,684.70	\$ 1,701.55	\$ 1,718.56	\$ 1,735.75	\$ 1,753.10	\$ 1,770.64	\$ 1,788.34	\$ 1,806.22	\$ 1,824.29	\$ 1,842.53	\$ 1,860.96	\$ 1,879.56	\$ 1,898.36	\$ 1,917.34	\$ 1,936.52	\$ 1,955.88
	Planner I	Hourly	\$ 20.237	\$ 20.439	\$ 20.644	\$ 20.850	\$ 21.059	\$ 21.269	\$ 21.482	\$ 21.697	\$ 21.914	\$ 22.133	\$ 22.354	\$ 22.578	\$ 22.804	\$ 23.032	\$ 23.262	\$ 23.495	\$ 23.730	\$ 23.967	\$ 24.206	\$ 24.449
	Police Lieutenant	Overtime	\$ 30.356	\$ 30.659	\$ 30.966	\$ 31.275	\$ 31.588	\$ 31.904	\$ 32.223	\$ 32.545	\$ 32.871	\$ 33.199	\$ 33.531	\$ 33.867	\$ 34.205	\$ 34.547	\$ 34.893	\$ 35.242	\$ 35.594	\$ 35.950	\$ 36.310	\$ 36.673
Grade 12	Assistant Chief	Annual	\$ 46,302.32	\$ 46,765.34	\$ 47,232.99	\$ 47,705.32	\$ 48,182.38	\$ 48,664.20	\$ 49,150.84	\$ 49,642.35	\$ 50,138.78	\$ 50,640.16	\$ 51,146.56	\$ 51,658.03	\$ 52,174.61	\$ 52,696.36	\$ 53,223.32	\$ 53,755.55	\$ 54,293.11	\$ 54,836.04	\$ 55,384.40	\$ 55,938.24
	Assistant to the City Administrator	Monthly	\$ 3,858.53	\$ 3,897.11	\$ 3,936.08	\$ 3,975.44	\$ 4,015.20	\$ 4,055.35	\$ 4,095.90	\$ 4,136.86	\$ 4,178.23	\$ 4,220.01	\$ 4,262.21	\$ 4,304.84	\$ 4,347.88	\$ 4,391.36	\$ 4,435.28	\$ 4,479.63	\$ 4,524.43	\$ 4,569.67	\$ 4,615.37	\$ 4,661.52
	Budget Director	Bi-weekly	\$ 1,780.86	\$ 1,798.67	\$ 1,816.65	\$ 1,834.82	\$ 1,853.17	\$ 1,871.70	\$ 1,890.42	\$ 1,909.32	\$ 1,928.41	\$ 1,947.70	\$ 1,967.18	\$ 1,986.85	\$ 2,006.72	\$ 2,026.78	\$ 2,047.05	\$ 2,067.52	\$ 2,088.20	\$ 2,109.08	\$ 2,130.17	\$ 2,151.47
	J journeyman Lineman II	Hourly	\$ 22.261	\$ 22.483	\$ 22.708	\$ 22.935	\$ 23.165	\$ 23.396	\$ 23.630	\$ 23.867	\$ 24.105	\$ 24.346	\$ 24.590	\$ 24.836	\$ 25.084	\$ 25.335	\$ 25.588	\$ 25.844	\$ 26.102	\$ 26.363	\$ 26.627	\$ 26.893
	Operations Manager I	Overtime	\$ 33.391	\$ 33.725	\$ 34.062	\$ 34.403	\$ 34.747	\$ 35.094	\$ 35.445	\$ 35.800	\$ 36.158	\$ 36.519	\$ 36.885	\$ 37.253	\$ 37.626	\$ 38.002	\$ 38.382	\$ 38.766	\$ 39.154	\$ 39.545	\$ 39.941	\$ 40.340
	Planner II																					
	Police Captain																					
	Tourism Director																					
Grade 13	Environmental Services Superintendent	Annual	\$ 50,932.55	\$ 51,441.88	\$ 51,956.29	\$ 52,475.86	\$ 53,000.62	\$ 53,530.62	\$ 54,065.93	\$ 54,606.59	\$ 55,152.65	\$ 55,704.18	\$ 56,261.22	\$ 56,823.83	\$ 57,392.07	\$ 57,965.99	\$ 58,545.65	\$ 59,131.11	\$ 59,722.42	\$ 60,319.64	\$ 60,922.84	\$ 61,532.07
	Human Resource Director	Monthly	\$ 4,244.38	\$ 4,286.82	\$ 4,329.69	\$ 4,372.99	\$ 4,416.72	\$ 4,460.89	\$ 4,505.49	\$ 4,550.55	\$ 4,596.05	\$ 4,642.01	\$ 4,688.44	\$ 4,735.32	\$ 4,782.67	\$ 4,830.50	\$ 4,878.80	\$ 4,927.59	\$ 4,976.87	\$ 5,026.64	\$ 5,076.90	\$ 5,127.67
	MIS Coordinator	Bi-weekly	\$ 1,958.94	\$ 1,978.53	\$ 1,998.32	\$ 2,018.30	\$ 2,038.49	\$ 2,058.87	\$ 2,079.46	\$ 2,100.25	\$ 2,121.26	\$ 2,142.47	\$ 2,163.89	\$ 2,185.53	\$ 2,207.39	\$ 2,229.46	\$ 2,251.76	\$ 2,274.27	\$ 2,297.02	\$ 2,319.99	\$ 2,343.19	\$ 2,366.62
	Operations Manager II	Hourly	\$ 24.487	\$ 24.732	\$ 24.979	\$ 25.229	\$ 25.481	\$ 25.736	\$ 25.993	\$ 26.253	\$ 26.516	\$ 26.781	\$ 27.049	\$ 27.319	\$ 27.592	\$ 27.868	\$ 28.147	\$ 28.428	\$ 28.713	\$ 29.000	\$ 29.290	\$ 29.583
	Parks Director	Overtime	\$ 36.730	\$ 37.098	\$ 37.468	\$ 37.843	\$ 38.222	\$ 38.604	\$ 38.990	\$ 39.380	\$ 40.171	\$ 40.573	\$ 40.979	\$ 41.389	\$ 41.802	\$ 42.220	\$ 42.643	\$ 43.069	\$ 43.500	\$ 43.935	\$ 44.374	
	Planner III																					
	Street Superintendent																					
Grade 14	City Clerk	Annual	\$ 56,025.80	\$ 56,586.06	\$ 57,151.92	\$ 57,723.44	\$ 58,300.68	\$ 58,883.68	\$ 59,472.52	\$ 60,067.25	\$ 60,667.92	\$ 61,274.60	\$ 61,887.34	\$ 62,506.22	\$ 63,131.28	\$ 63,762.59	\$ 64,400.22	\$ 65,044.22	\$ 65,694.66	\$ 66,351.61	\$ 67,015.12	\$ 67,688.28
	Community Development Director	Monthly	\$ 4,668.82	\$ 4,715.51	\$ 4,762.66	\$ 4,810.29	\$ 4,858.39	\$ 4,906.97	\$ 4,956.04	\$ 5,005.60	\$ 5,055.66	\$ 5,106.22	\$ 5,157.28	\$ 5,208.85	\$ 5,260.94	\$ 5,313.55	\$ 5,366.68	\$ 5,420.35	\$ 5,474.56	\$ 5,529.30	\$ 5,584.59	\$ 5,640.44
	Finance Director	Bi-weekly	\$ 2,154.84	\$ 2,176.39	\$ 2,198.15	\$ 2,220.13	\$ 2,242.33	\$ 2,264.76	\$ 2,287.40	\$ 2,310.28	\$ 2,333.38	\$ 2,356.72	\$ 2,380.28	\$ 2,404.09	\$ 2,428.13	\$ 2,452.41	\$ 2,476.93	\$ 2,501.70	\$ 2,526.72	\$ 2,551.98	\$ 2,577.50	\$ 2,603.28
	Fire Chief	Hourly	\$ 26.935	\$ 27.205	\$ 27.477	\$ 27.752	\$ 28.029	\$ 28.309	\$ 28.593	\$ 28.878	\$ 29.167	\$ 29.459	\$ 29.754	\$ 30.051	\$ 30.352	\$ 30.655	\$ 30.962	\$ 31.271	\$ 31.584	\$ 31.900	\$ 32.219	\$ 32.541
	Operations Director	Overtime	\$ 40.403	\$ 40.807	\$ 41.215	\$ 41.627	\$ 42.044	\$ 42.464	\$ 42.889	\$ 43.318	\$ 43.751	\$ 44.188	\$ 44.630	\$ 45.077	\$ 45.527	\$ 45.983	\$ 46.442	\$ 46.907	\$ 47.376	\$ 47.850	\$ 48.328	\$ 48.811
	Police Chief																					
Grade 15	Electric Superintendent	Annual	\$ 61,628.39	\$ 62,244.67	\$ 62,867.12	\$ 63,495.79	\$ 64,130.74	\$ 64,772.05	\$ 65,419.77	\$ 66,073.97	\$ 66,734.71	\$ 67,402.06	\$ 68,076.08	\$ 68,756.84	\$ 69,441.41	\$ 70,138.85	\$ 70,840.24	\$ 71,548.64	\$ 72,261.13	\$ 72,986.77	\$ 73,716.64	\$ 74,453.80
		Monthly	\$ 5,135.70	\$ 5,187.06	\$ 5,238.93	\$ 5,291.32	\$ 5,344.23	\$ 5,397.67	\$ 5,451.65	\$ 5,506.16	\$ 5,561.23	\$ 5,616.84	\$ 5,673.01	\$ 5,729.74	\$ 5,787.03	\$ 5,844.90	\$ 5,903.35	\$ 5,962.39	\$ 6,022.01	\$ 6,082.23	\$ 6,143.05	\$ 6,204.48
		Bi-weekly	\$ 2,370.32	\$ 2,394.03	\$ 2,417.97	\$ 2,442.15	\$ 2,466.57	\$ 2,491.23	\$ 2,516.15	\$ 2,541.31	\$ 2,566.72	\$ 2,592.39	\$ 2,618.31	\$ 2,644.49	\$ 2,670.94	\$ 2,704.62	\$ 2,751.87	\$ 2,779.39	\$ 2,807.18	\$ 2,835.26	\$ 2,863.61	
		Hourly	\$ 29.629	\$ 29.925	\$ 30.225	\$ 30.527	\$ 30.832	\$ 31.140	\$ 31.452	\$ 31.766	\$ 32.084	\$ 32.405	\$ 32.729	\$ 33.056	\$ 33.387	\$ 33.721	\$ 34.058	\$ 34.398	\$ 34.742	\$ 35.090	\$ 35.441	\$ 35.795
		Overtime	\$ 44.444	\$ 44.888	\$ 45.337	\$ 45.790	\$ 46.248	\$ 46.711	\$ 47.169	\$ 47.649	\$ 48.126	\$ 48.607	\$ 49.093	\$ 49.584	\$ 50.080	\$ 50.581	\$ 51.087	\$ 51.598	\$ 52.114	\$ 52.635	\$ 53.161	\$ 53.693
Grade 16	Public Works Director	Annual	\$ 67,791.22	\$ 68,469.14	\$ 69,153.83	\$ 69,845.37	\$ 70,543.82	\$ 71,249.26	\$ 71,961.75	\$ 72,681.37	\$ 73,408.18	\$ 74,142.26	\$ 74,883.69	\$ 75,632.52	\$ 76,388.85	\$ 77,152.74	\$ 77,924.26	\$ 78,703.51	\$ 79,490.54	\$ 80,285.45	\$ 81,088.30	\$ 81,899.18
		Monthly	\$ 5,649.27	\$ 5,705.76	\$ 5,762.82	\$ 5,820.45	\$ 5,878.65	\$ 5,937.44	\$ 5,996.81	\$ 6,056.78	\$ 6,117.35	\$ 6,178.52	\$ 6,240.31	\$ 6,302.71	\$ 6,365.74	\$ 6,429.39	\$ 6,493.69	\$ 6,558.63	\$ 6,624.21	\$ 6,690.45	\$ 6,757.36	\$ 6,824.93
		Bi-weekly	\$ 2,607.35	\$ 2,633.43	\$ 2,659.76	\$ 2,686.36	\$ 2,713.22	\$ 2,740.36	\$ 2,767.76	\$ 2,795.44	\$ 2,823.39	\$ 2,851.63	\$ 2,880.14	\$ 2,908.94	\$ 2,938.03	\$ 2,967.41	\$ 3,027.06	\$ 3,057.33	\$ 3,087.90	\$ 3,118.78	\$ 3,149.97	
		Hourly	\$ 32.592	\$ 32.918	\$ 33.247	\$ 33.580	\$ 33.915	\$ 34.254	\$ 34.943	\$ 35.292	\$ 35.645	\$ 36.002	\$ 36.362	\$ 36.725	\$ 37.093	\$ 37.464	\$ 37.838	\$ 38.217	\$ 38.599	\$ 38.985	\$ 39.375	
		Overtime	\$ 48.888	\$ 49.377	\$ 49.871	\$ 50.369	\$ 50.873	\$ 51.382	\$ 51.895	\$ 52.414	\$ 52.939	\$ 53.468	\$ 54.003	\$ 54.543	\$ 55.088	\$ 55.639	\$ 56.195	\$ 56.757	\$ 57.325	\$ 57.898	\$ 58.477	\$ 59.062
Grade 17		Annual	\$ 74,570.35	\$ 75,316.05	\$ 76,069.21	\$ 76,829.90	\$ 77,598.20	\$ 78,374.18	\$ 79,157.93	\$ 79,949.50	\$ 80,749.00	\$ 81,556.49	\$ 82,372.05	\$ 83,195.77	\$ 84,027.73	\$ 84,868.01	\$ 85,716.69	\$ 86,573.86	\$ 87,439.60	\$ 88,313.99	\$ 89,197.13	\$ 90,089.10
		Monthly	\$ 6,214.20	\$ 6,276.34	\$ 6,339.10	\$ 6,402.49	\$ 6,466.52	\$ 6,531.88	\$ 6,596.49	\$ 6,662.46	\$ 6,729.08	\$ 6,796.37	\$ 6,864.34	\$ 6,932.98	\$ 7,002.31	\$ 7,072.33	\$ 7,143.06	\$ 7,214.49	\$ 7,286.63	\$ 7,359.50	\$ 7,433.09	\$ 7,507.43
		Bi-weekly	\$ 2,868.09	\$ 2,896.77	\$ 2,925.74	\$ 2,955.00	\$ 2,984.55	\$ 3,014.54	\$ 3,044.54	\$ 3,074.98	\$ 3,105.73	\$ 3,136.79	\$ 3,168.16	\$ 3,198.44	\$ 3,231.84	\$ 3,264.15	\$ 3,296.80	\$ 3,329.76	\$ 3,363.06	\$ 3,396.69	\$ 3,430.66	\$ 4,464.97
		Hourly	\$ 35.851	\$ 36.210	\$ 36.572	\$ 36.937	\$ 37.307	\$ 37.680	\$ 38.057	\$ 38.437	\$ 38.822	\$ 39.210	\$ 39.602	\$ 39.998	\$ 40.398	\$ 41.210	\$ 41.622	\$ 42.038	\$ 42.459	\$ 43.312		
		Overtime	\$ 53.777	\$ 54.314	\$ 54.858	\$ 55.406	\$ 55.960	\$ 56.520	\$ 57.085	\$ 57.656	\$ 58.232	\$ 58.815	\$ 59.403	\$ 59.997	\$ 60.597	\$ 61.203	\$ 61.815	\$ 62.433	\$ 63.057	\$ 63.688	\$ 64.325	\$ 64.968
Grade 18		Annual	\$ 82,027.38	\$ 82																		

FY17 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	\$ 32,076.10	\$ 32,396.86	\$ 32,720.83	\$ 33,048.04	\$ 33,378.52	\$ 33,712.31	\$ 34,049.43	\$ 34,389.92	\$ 34,733.82	\$ 35,081.16	\$ 35,431.97	\$ 35,786.29	\$ 36,144.16	\$ 36,505.60	\$ 36,870.65	\$ 37,239.36	\$ 37,611.75	\$ 37,987.87	\$ 38,367.75	\$ 38,751.43
	Firefighter/EMT - I	Monthly	\$ 2,673.01	\$ 2,699.74	\$ 2,726.74	\$ 2,754.00	\$ 2,781.54	\$ 2,809.36	\$ 2,837.45	\$ 2,865.83	\$ 2,894.49	\$ 2,923.43	\$ 2,952.66	\$ 2,982.19	\$ 3,012.01	\$ 3,042.13	\$ 3,072.55	\$ 3,103.28	\$ 3,134.31	\$ 3,165.66	\$ 3,197.31	\$ 3,229.29
		Bi-weekly	\$ 1,233.70	\$ 1,246.03	\$ 1,258.49	\$ 1,271.08	\$ 1,283.79	\$ 1,296.63	\$ 1,309.59	\$ 1,322.69	\$ 1,335.92	\$ 1,349.28	\$ 1,362.77	\$ 1,376.40	\$ 1,390.16	\$ 1,404.06	\$ 1,418.10	\$ 1,432.28	\$ 1,446.61	\$ 1,461.07	\$ 1,475.68	\$ 1,490.44
		Hourly	\$ 10.642	\$ 10.749	\$ 10.856	\$ 10.965	\$ 11.074	\$ 11.185	\$ 11.297	\$ 11.410	\$ 11.524	\$ 11.639	\$ 11.756	\$ 11.873	\$ 11.992	\$ 12.112	\$ 12.233	\$ 12.355	\$ 12.479	\$ 12.604	\$ 12.730	\$ 12.857
		Overtime	\$ 15.964	\$ 16.123	\$ 16.284	\$ 16.447	\$ 16.612	\$ 16.778	\$ 16.946	\$ 17.115	\$ 17.286	\$ 17.459	\$ 17.634	\$ 17.810	\$ 17.988	\$ 18.168	\$ 18.350	\$ 18.533	\$ 18.719	\$ 18.906	\$ 19.095	\$ 19.286
Grade 2	Firefighter/Paramedic	Annual	\$ 35,283.71	\$ 35,636.55	\$ 35,992.92	\$ 36,352.85	\$ 36,716.37	\$ 37,083.54	\$ 37,454.37	\$ 37,828.92	\$ 38,207.21	\$ 38,589.28	\$ 38,975.17	\$ 39,364.92	\$ 39,758.57	\$ 40,156.16	\$ 40,557.72	\$ 40,963.30	\$ 41,372.93	\$ 41,786.66	\$ 42,204.52	\$ 42,626.57
	Lieutenant/EMT	Monthly	\$ 2,940.31	\$ 2,969.71	\$ 2,999.41	\$ 3,029.40	\$ 3,059.70	\$ 3,090.29	\$ 3,121.20	\$ 3,152.41	\$ 3,183.93	\$ 3,215.77	\$ 3,247.93	\$ 3,280.41	\$ 3,313.21	\$ 3,346.35	\$ 3,379.81	\$ 3,413.61	\$ 3,447.74	\$ 3,482.22	\$ 3,517.04	\$ 3,552.21
	Lieutenant/EMT - I	Bi-weekly	\$ 1,357.07	\$ 1,370.64	\$ 1,384.34	\$ 1,398.19	\$ 1,412.17	\$ 1,426.29	\$ 1,440.55	\$ 1,454.96	\$ 1,469.51	\$ 1,484.20	\$ 1,499.05	\$ 1,514.04	\$ 1,529.18	\$ 1,544.47	\$ 1,559.91	\$ 1,575.51	\$ 1,591.27	\$ 1,607.18	\$ 1,623.25	\$ 1,639.48
		Hourly	\$ 11.707	\$ 11.824	\$ 11.942	\$ 12.061	\$ 12.182	\$ 12.304	\$ 12.427	\$ 12.551	\$ 12.677	\$ 12.803	\$ 12.931	\$ 13.061	\$ 13.191	\$ 13.323	\$ 13.456	\$ 13.591	\$ 13.727	\$ 13.864	\$ 14.003	\$ 14.143
		Overtime	\$ 17.560	\$ 17.736	\$ 17.913	\$ 18.092	\$ 18.273	\$ 18.456	\$ 18.827	\$ 19.015	\$ 19.205	\$ 19.397	\$ 19.591	\$ 19.787	\$ 19.985	\$ 20.185	\$ 20.387	\$ 20.590	\$ 20.796	\$ 21.004	\$ 21.214	
Grade 3	Lieutenant/Paramedic	Annual	\$ 38,812.08	\$ 39,200.21	\$ 39,592.21	\$ 39,988.13	\$ 40,388.01	\$ 40,791.89	\$ 41,199.81	\$ 41,611.81	\$ 42,027.93	\$ 42,448.21	\$ 42,872.69	\$ 43,301.41	\$ 43,734.43	\$ 44,171.77	\$ 44,613.49	\$ 45,059.63	\$ 45,510.22	\$ 45,965.32	\$ 46,424.98	\$ 46,889.23
	Captain/EMT	Monthly	\$ 3,234.34	\$ 3,266.68	\$ 3,299.35	\$ 3,332.34	\$ 3,365.67	\$ 3,399.32	\$ 3,433.32	\$ 3,467.65	\$ 3,502.33	\$ 3,537.35	\$ 3,572.72	\$ 3,608.45	\$ 3,644.54	\$ 3,680.98	\$ 3,717.79	\$ 3,754.97	\$ 3,792.52	\$ 3,830.44	\$ 3,868.75	\$ 3,907.44
	Captain/EMT - I	Bi-weekly	\$ 1,492.77	\$ 1,507.70	\$ 1,522.78	\$ 1,538.00	\$ 1,553.39	\$ 1,568.92	\$ 1,600.45	\$ 1,616.46	\$ 1,632.62	\$ 1,648.95	\$ 1,665.44	\$ 1,682.09	\$ 1,698.91	\$ 1,715.90	\$ 1,733.06	\$ 1,750.39	\$ 1,767.90	\$ 1,785.58	\$ 1,803.43	
		Hourly	\$ 12.877	\$ 13.006	\$ 13.136	\$ 13.267	\$ 13.400	\$ 13.534	\$ 13.669	\$ 13.806	\$ 13.944	\$ 14.084	\$ 14.225	\$ 14.367	\$ 14.510	\$ 14.656	\$ 14.802	\$ 14.950	\$ 15.100	\$ 15.251	\$ 15.403	\$ 15.557
		Overtime	\$ 19.316	\$ 19.509	\$ 19.704	\$ 19.901	\$ 20.100	\$ 20.301	\$ 20.504	\$ 20.709	\$ 20.916	\$ 21.126	\$ 21.337	\$ 21.550	\$ 21.766	\$ 22.203	\$ 22.425	\$ 22.649	\$ 22.876	\$ 23.105	\$ 23.336	
Grade 4	Captain/Paramedic	Annual	\$ 42,693.29	\$ 43,120.23	\$ 43,551.43	\$ 43,986.94	\$ 44,426.81	\$ 44,871.08	\$ 45,319.79	\$ 45,772.99	\$ 46,230.72	\$ 46,693.03	\$ 47,159.96	\$ 47,631.56	\$ 48,107.87	\$ 48,588.95	\$ 49,074.84	\$ 49,565.59	\$ 50,061.24	\$ 50,561.86	\$ 51,067.48	\$ 51,578.15
		Monthly	\$ 3,557.77	\$ 3,593.35	\$ 3,625.29	\$ 3,665.58	\$ 3,702.23	\$ 3,739.26	\$ 3,776.65	\$ 3,814.42	\$ 3,852.56	\$ 3,891.09	\$ 3,930.00	\$ 3,969.30	\$ 4,008.99	\$ 4,049.08	\$ 4,089.57	\$ 4,130.47	\$ 4,173.77	\$ 4,213.49	\$ 4,255.62	\$ 4,298.18
		Bi-weekly	\$ 1,640.05	\$ 1,658.47	\$ 1,675.05	\$ 1,691.81	\$ 1,708.72	\$ 1,725.81	\$ 1,743.07	\$ 1,760.50	\$ 1,778.10	\$ 1,795.89	\$ 1,813.84	\$ 1,831.98	\$ 1,850.30	\$ 1,868.81	\$ 1,887.49	\$ 1,906.37	\$ 1,925.43	\$ 1,944.69	\$ 1,964.13	\$ 1,983.77
		Hourly	\$ 14.165	\$ 14.307	\$ 14.450	\$ 14.594	\$ 14.740	\$ 14.888	\$ 15.036	\$ 15.187	\$ 15.339	\$ 15.492	\$ 15.647	\$ 15.803	\$ 15.961	\$ 16.121	\$ 16.282	\$ 16.445	\$ 16.610	\$ 16.776	\$ 16.943	\$ 17.113
		Overtime	\$ 21.247	\$ 21.460	\$ 21.675	\$ 21.891	\$ 22.110	\$ 22.331	\$ 22.555	\$ 22.780	\$ 23.008	\$ 23.238	\$ 23.470	\$ 23.705	\$ 23.942	\$ 24.182	\$ 24.423	\$ 24.668	\$ 24.914	\$ 25.163	\$ 25.415	\$ 25.669
Grade 5		Annual	\$ 46,962.62	\$ 47,432.25	\$ 47,906.57	\$ 48,385.64	\$ 48,869.49	\$ 49,358.19	\$ 49,851.77	\$ 50,350.29	\$ 50,853.79	\$ 51,362.33	\$ 51,875.95	\$ 52,394.71	\$ 52,918.66	\$ 53,447.85	\$ 53,982.32	\$ 54,522.15	\$ 55,067.37	\$ 55,618.04	\$ 56,174.22	\$ 56,735.96
		Monthly	\$ 3,913.55	\$ 3,952.69	\$ 3,992.21	\$ 4,032.14	\$ 4,072.46	\$ 4,113.18	\$ 4,154.31	\$ 4,195.86	\$ 4,237.82	\$ 4,280.19	\$ 4,323.00	\$ 4,366.23	\$ 4,409.89	\$ 4,453.99	\$ 4,498.53	\$ 4,543.51	\$ 4,588.95	\$ 4,634.84	\$ 4,681.19	\$ 4,728.00
		Bi-weekly	\$ 1,806.25	\$ 1,824.32	\$ 1,842.56	\$ 1,860.99	\$ 1,879.60	\$ 1,898.39	\$ 1,917.38	\$ 1,936.55	\$ 1,955.92	\$ 1,975.47	\$ 1,995.23	\$ 2,015.18	\$ 2,035.33	\$ 2,056.69	\$ 2,076.24	\$ 2,097.01	\$ 2,117.98	\$ 2,139.16	\$ 2,160.55	\$ 2,182.15
		Hourly	\$ 15.581	\$ 15.737	\$ 15.895	\$ 16.054	\$ 16.214	\$ 16.376	\$ 16.540	\$ 16.705	\$ 16.873	\$ 17.041	\$ 17.212	\$ 17.384	\$ 17.558	\$ 17.733	\$ 17.911	\$ 18.090	\$ 18.271	\$ 18.453	\$ 18.638	\$ 18.824
		Overtime	\$ 23.372	\$ 23.606	\$ 23.842	\$ 24.080	\$ 24.321	\$ 24.564	\$ 24.810	\$ 25.058	\$ 25.309	\$ 25.562	\$ 25.817	\$ 26.076	\$ 26.336	\$ 26.600	\$ 26.866	\$ 27.134	\$ 27.406	\$ 27.680	\$ 27.957	\$ 28.236
Grade 6		Annual	\$ 51,658.88	\$ 52,175.47	\$ 52,697.23	\$ 53,224.20	\$ 53,756.44	\$ 54,294.01	\$ 54,836.95	\$ 55,385.32	\$ 55,939.17	\$ 56,498.56	\$ 57,063.55	\$ 57,634.18	\$ 58,210.52	\$ 58,792.63	\$ 59,380.56	\$ 59,974.36	\$ 60,574.11	\$ 61,179.85	\$ 61,791.64	\$ 62,409.56
		Monthly	\$ 4,304.91	\$ 4,347.96	\$ 4,391.44	\$ 4,435.35	\$ 4,479.70	\$ 4,524.50	\$ 4,569.75	\$ 4,615.44	\$ 4,661.60	\$ 4,708.21	\$ 4,755.30	\$ 4,802.85	\$ 4,850.88	\$ 4,899.39	\$ 4,948.38	\$ 4,997.86	\$ 5,047.84	\$ 5,098.32	\$ 5,149.30	\$ 5,200.80
		Bi-weekly	\$ 1,986.88	\$ 2,006.75	\$ 2,026.82	\$ 2,047.08	\$ 2,067.56	\$ 2,088.23	\$ 2,109.11	\$ 2,130.20	\$ 2,151.51	\$ 2,173.02	\$ 2,194.75	\$ 2,216.70	\$ 2,238.87	\$ 2,261.25	\$ 2,283.87	\$ 2,306.71	\$ 2,329.77	\$ 2,353.07	\$ 2,376.60	\$ 2,400.37
		Hourly	\$ 17.140	\$ 17.311	\$ 17.484	\$ 17.659	\$ 17.836	\$ 18.014	\$ 18.194	\$ 18.376	\$ 18.560	\$ 18.745	\$ 18.933	\$ 19.122	\$ 19.313	\$ 19.507	\$ 19.702	\$ 19.899	\$ 20.098	\$ 20.299	\$ 20.502	\$ 20.707
		Overtime	\$ 25.709	\$ 25.967	\$ 26.226	\$ 26.488	\$ 26.753	\$ 27.021	\$ 27.291	\$ 27.564	\$ 27.840	\$ 28.118	\$ 28.399	\$ 28.683	\$ 28.970	\$ 29.260	\$ 29.552	\$ 29.848	\$ 30.146	\$ 30.448	\$ 30.752	\$ 31.060
Grade 7		Annual	\$ 56,824.77	\$ 57,393.02	\$ 57,966.95	\$ 58,546.62	\$ 59,132.09	\$ 59,723.41	\$ 60,320.64	\$ 60,923.85	\$ 61,533.09	\$ 62,148.42	\$ 62,769.90	\$ 63,397.60	\$ 64,031.58	\$ 64,671.89	\$ 65,318.61	\$ 65,971.80	\$ 66,631.52	\$ 67,297.83	\$ 67,970.81	\$ 68,650.52
		Monthly	\$ 4,735.40	\$ 4,782.75	\$ 4,830.58	\$ 4,878.89	\$ 4,927.67	\$ 4,976.95	\$ 5,026.72	\$ 5,076.99	\$ 5,127.76	\$ 5,179.03	\$ 5,230.83	\$ 5,283.13	\$ 5,335.96	\$ 5,389.32	\$ 5,443.22	\$ 5,497.65	\$ 5,552.63	\$ 5,608.15	\$ 5,664.23	\$ 5,720.88
		Bi-weekly	\$ 2,185.57	\$ 2,207.42	\$ 2,229.50	\$ 2,251.79	\$ 2,274.31	\$ 2,297.05	\$ 2,320.02	\$ 2,343.22	\$ 2,366.66	\$ 2,390.32	\$ 2,414.23	\$ 2,438.37	\$ 2,462.75	\$ 2,487.38	\$ 2,512.25	\$ 2,537.38	\$ 2,562.75	\$ 2,588.38	\$ 2,614.26	\$ 2,640.40
		Hourly	\$ 18.854	\$ 19.042	\$ 19.233	\$ 19.425	\$ 19.619	\$ 19.815	\$ 20.013	\$ 20.214	\$ 20.416	\$ 20.620	\$ 20.826	\$ 21.034	\$ 21.245	\$ 21.457	\$ 21.672	\$ 21.888	\$ 22.107	\$ 22.328	\$ 22.552	\$ 22.777
		Overtime	\$ 28.280	\$ 28.563	\$ 28.849	\$ 29.137	\$ 29.429	\$ 29.723	\$ 30.020	\$ 30.320	\$ 30.624	\$ 30.930	\$ 31.239	\$ 31.552	\$ 31.867	\$ 32.186	\$ 32.508	\$ 32.833	\$ 33.161	\$ 33.493	\$ 33.828	\$ 34.166
Grade 8		Annual	\$ 62,507.25	\$ 63,132.32	\$ 63,763.65	\$ 64,401.28	\$ 65,045.30	\$ 65,695.75	\$ 66,352.71	\$ 67,016.23	\$ 67,686.40	\$ 68,363.26	\$ 69,046.89	\$ 69,737.36	\$ 70,434.73	\$ 71,139.08	\$ 71,850.47	\$ 72,568.98	\$ 73,294.67	\$ 74,027.61	\$ 74,767.89	\$ 75,515.57
		Monthly	\$ 5,208.94	\$ 5,261.03	\$ 5,313.64	\$ 5,366.77	\$ 5,420.44	\$ 5,474.65	\$ 5,529.39	\$ 5,584.69	\$ 5,640.53	\$ 5,696.94	\$ 5,753.91	\$ 5,811.45	\$ 5,869.56	\$ 5,928.26	\$ 5,987.54	\$ 6,047.41	\$ 6,107.89	\$ 6,168.97	\$ 6,230.66	\$ 6,292.96
		Bi-weekly	\$ 2,404.13																			

Capital Improvement Program 2018-2022 Recap

Project Number	Project Name	2018	2019	2020	2021	2022	Total
01-APT-001-18	Remodel of Old Airport FBO	\$30,000					\$30,000
01-APT-002-18	Equipment Storage Building	\$40,000					\$40,000
22-APT-001-17	Airport Tractor	\$46,000					\$46,000
73-APT-001-19	Mill and Overlay: Runway		\$1,900,000				\$1,900,000
73-APT-001-20	Replace Existing Computer Systems			\$4,500			\$4,500
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
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
22-CCC-006-14	Replacement of HVAC Units	\$240,000			\$50,000		\$290,000
22-CCC-023-14	Civic Center Signage	\$70,000					\$70,000
22-CCC-002-15	Mill, Overlay, and Restripe: CCC Parking Lot	\$35,000	\$80,000	\$20,000	\$20,000	\$15,000	\$170,000
22-CCC-006-16	Replace CCC Forklift		\$45,000				\$45,000
22-CCC-007-16	Upgrade Office Sound System	\$30,000					\$30,000
22-CCC-009-16	Replacement of Theater Sound System		\$30,000				\$30,000
22-CCC-002-17	Comprehensive Repair Plan for CCC Roof	\$159,000	\$70,000	\$150,000	\$80,000		\$459,000
22-CCC-003-17	Replace Theater Carpet	\$25,000					\$25,000
22-CCC-004-17	Glass Store Front at YMCA/CCC Junction	\$12,000					\$12,000
22-CCC-005-17	Upgrade Theater Stage Lights	\$40,000	\$20,000				\$60,000
22-CCC-001-20	Addition of Dressing Rooms & Concession Area for Ex. Hall			\$750,000			\$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
01-CDC-001-17	GIS/Customer Data Integration	\$50,000					\$50,000
01-CDC-001-18	Upgrade AutoCad Software	\$7,000					\$7,000
01-CDC-001-19	Replace Existing Computer Systems		\$5,000				\$5,000
22-CDC-001-18	Replacement of Staff Vehicles	\$35,000		\$20,000		\$20,000	\$75,000
75-DBD-001-18	Streetscape Improvements	\$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	\$5,000,000	\$4,166,666	\$4,166,666	\$4,166,668		\$17,500,000

Capital Improvement Program 2018-2022 Recap

80-ELF-008-14	Line Reconductor/Extensions	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
80-ELF-009-14	Overhead/Underground Projects	\$55,000	\$55,000	\$55,000	\$55,000	\$55,000	\$275,000
80-ELF-012-14	Switching	\$7,500					\$7,500
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-008-15	Overhead Wire Pulling Machine		\$125,000				\$125,000
80-ELF-002-16	Build Tie Line from Substation #7 to Industrial Park	\$200,000					\$200,000
80-ELF-003-17	Department Pickups		\$50,000			\$28,000	\$78,000
80-ELF-001-18	Backyard Easement Machine	\$230,000					\$230,000
80-ELF-002-18	Downtown Power Outlet Replacements	\$30,000					\$30,000
80-ELF-001-19	Konica Printer		\$5,000				\$5,000
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	\$5,000	\$25,000
01-ENV-001-16	Frank Street Drainage – Way and Detention	\$20,000					\$20,000
01-ENV-003-16	South Highway 5 and Manors Detention	\$15,000					\$15,000
01-ENV-001-17	Beck Lane Detention	\$25,000					\$25,000
01-ENV-002-17	Beck and Kansas Detention	\$10,000					\$10,000
01-ENV-003-17	Tuscumbia and Cherry Street	\$5,000					\$5,000
01-ENV-001-18	Stormwater: Quail Valley Circle	\$15,000					\$15,000
01-ENV-002-18	Stormwater: Brook Street and Northgate	\$5,000					\$5,000
01-ENV-003-18	Stormwater: Waterman Drive and Windsor Drive			\$25,000			\$25,000
01-ENV-004-18	Stormwater: Main Street	\$20,000					\$20,000
01-ENV-005-18	Stormwater: Highway 64 and South King		\$45,000				\$45,000
01-ENV-001-19	Stormwater: Mountrose				\$30,000		\$30,000
01-ENV-002-19	Stormwater: Springfield and Jackson				\$25,000		\$25,000
01-ENV-001-20	Stormwater: Washington and North Park Manor					\$50,000	\$50,000
85-ENV-001-14	Collection Improvements	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000
85-ENV-999-14	WWTP Improvements (Phase 2)	\$5,000,000					\$5,000,000
85-ENV-007-15	Lift Station SCADA	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$100,000
85-ENV-999-15	Samplers	\$5,000					\$5,000
85-ENV-006-16	Mechanical Bar Screen	\$150,000					\$150,000

Capital Improvement Program 2018-2022 Recap

85-ENV-007-16	Pickup Trucks	\$28,000	\$30,000	\$30,000	\$88,000
85-ENV-008-16	Portable Trash Pump		\$4,000		\$4,000
85-ENV-001-17	Wastewater Treatment Plan Driveway Overlay	\$35,000			\$35,000
85-ENV-999-16	Biosolids Application Truck		\$185,000		\$185,000
85-ENV-002-17	Excavator	\$230,000			\$230,000
85-ENV-006-17	Pipe Laser		\$5,500		\$5,500
85-ENV-001-18	Backhoe	\$95,000			\$95,000
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	\$20,000
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
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			\$5,000	\$5,000
85-ENV-006-21	Mechanical Convection Oven			\$4,000	\$4,000
85-ENV-007-21	Analytical Balance			\$3,500	\$3,500
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
87-ENV-006-15	Tower Modification	\$50,000			\$50,000
87-ENV-007-15	Dump Truck			\$150,000	\$150,000
87-ENV-006-16	Backhoe		\$100,000		\$100,000
87-ENV-002-17	Park Manor Water Line Replacement	\$90,000			\$90,000
87-ENV-003-17	Spiller Tower Renovation	\$350,000			\$350,000
87-ENV-004-17	Skid Steer	\$75,000			\$75,000
87-ENV-001-18	Nathaniel and Steele Water Tie Line	\$50,000			\$50,000
87-ENV-002-18	New Well and Tower		\$3,000,000		\$3,000,000
87-ENV-003-18	Pickup Trucks	\$28,000	\$28,000	\$30,000	\$86,000
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	\$20,000

Capital Improvement Program 2018-2022 Recap

87-ENV-001-19	Water Line: Ostrich Lane		\$100,000		\$100,000
87-ENV-002-19	Water Main: West Bland		\$42,000		\$42,000
87-ENV-001-20	Water Main: Ohio and Utah		\$7,500		\$7,500
87-ENV-002-20	Water Main: Iowa		\$8,000		\$8,000
87-ENV-003-20	Water Main: Crisp		\$13,000		\$13,000
87-ENV-004-20	Water Main: Texas		\$30,000		\$30,000
87-ENV-005-20	Water Main: Kansas		\$35,000		\$35,000
87-ENV-006-20	Glencastle Tower		\$450,000		\$450,000
87-ENV-007-20	Portable Trash Pump		\$3,000		\$3,000
87-ENV-001-21	Water Tie Line: Twin Oaks & Tower		\$15,000		\$15,000
87-ENV-002-21	Water Main: Mizer		\$15,000		\$15,000
87-ENV-003-21	Water Main: Barlow		\$16,000		\$16,000
87-ENV-004-21	Water Main: Marvin		\$30,000		\$30,000
87-ENV-005-21	Water Main: Albert		\$12,000		\$12,000
87-ENV-006-21	Water Main: Dickinson		\$12,000		\$12,000
87-ENV-007-21	Water Services: New Buffalo Road		\$7,500		\$7,500
87-ENV-001-22	Water Main: Owens			\$20,000	\$20,000
87-ENV-002-22	Water Tie Line: New Buffalo Road to Public Works			\$120,000	\$120,000
01-FIN-001-18	Fixed Asset Management Software	\$4,000			\$4,000
01-FIN-001-19	Replace Existing Computer Systems		\$5,000		\$5,000
01-FDE-002-16	Replacement of Cardiac Monitors	\$21,000	\$19,000	\$19,000	\$59,000
01-FDE-005-16	Hazardous Materials Identification				\$25,000
01-FDE-006-16	Storage Addition	\$15,000			\$15,000
01-FDE-007-16	Replace HVAC Units at Fire Stations 1 and 2	\$30,000			\$30,000
01-FDE-008-16	Refresh Interior of Stations	\$12,000			\$12,000
01-FDE-013-16	Traffic Control Signal Light Station 2				\$30,000
01-FDE-002-17	Fire Safety Trailer			\$60,000	\$60,000
01-FDE-003-17	Radio Communication Improvements	\$70,000	\$20,000		\$90,000
01-FDE-005-17	Improvements to Fire Station 1 Roof	\$10,000		\$30,000	\$40,000
01-FDE-007-17	Equipment Bags				\$4,000
01-FDE-003-18	Insulation in Bay Area Station 1	\$10,000			\$10,000
01-FDE-004-18	Install Security Cameras	\$14,000			\$14,000
01-FDE-006-18	Training Props	\$2,500	\$2,500	\$2,500	\$2,500

Capital Improvement Program 2018-2022 Recap

01-FDE-002-19	Cook Stoves, Microwaves, and Refrigerators		\$3,500		\$3,500
01-FDE-003-19	Bedding	\$4,200			\$4,200
01-FDE-004-19	Electronic Control Devices (Taser)		\$7,200	\$7,200	\$14,400
01-FDE-005-19	Wild-Land Gear	\$11,250			\$11,250
01-FDE-006-19	Class "A" Uniforms		\$2,000		\$2,000
01-FDE-001-20	Replace Existing Computer Systems		\$3,500		\$3,500
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
01-FDE-001-22	5" Large Diameter Hose Roller				\$7,500
22-FDE-003-14	Replacement of Fleet- Staff Vehicles	\$35,000		\$25,000	\$60,000
22-FDE-003-15	Fire Apparatus	\$450,000			\$450,000
22-FDE-002-17	Mobile Traffic Light Controllers	\$18,000	\$18,000	\$18,000	\$18,000
22-FDE-003-17	Bulletproof Vest	\$4,800			\$4,800
22-FDE-001-18	Secondary Dispatch Circuit	\$20,000			\$20,000
22-FDE-001-19	Electric 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	\$1,135,000			\$1,135,000
99-FDE-002-16	Training Tower	\$450,000	\$7,000	\$7,000	\$7,000
01-FMS-002-14	60" Zero Turn Mowers	\$10,500	\$11,000	\$11,500	\$12,000
01-FMS-002-16	Half Ton Pickups			\$22,000	\$24,000
01-FMS-001-18	Striping Machine	\$4,800			\$4,800
22-FMS-001-18	Skid Steer with Attachments	\$60,000			\$60,000
22-FMS-002-18	Elm Street Christmas Decorations	\$4,900			\$4,900
22-FMS-003-18	Replace HVAC Units at City Hall	\$7,000	\$15,000	\$8,000	\$30,000
22-FMS-004-18	Replace HVAC Units at Mills Center	\$15,000	\$15,000		\$30,000
22-FMS-005-18	Repair City Hall Parking Lot	\$140,000			\$140,000
22-FMS-006-18	Fuel Island Vehicle Awning	\$80,000			\$80,000
22-FMS-001-20	Replace HVAC Units at Public Works		\$6,500	\$16,500	\$16,500
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
01-ITS-001-20	Replace Existing Computer Systems	\$2,500		\$5,000	\$7,500
22-ITS-005-16	Mobile Data Tablets		\$7,500	\$7,500	\$15,000
22-ITS-001-17	Mitel Phone System Upgrade	\$48,450	\$25,200		\$73,650

Capital Improvement Program 2018-2022 Recap

99-ITS-001-16	Capital Hardware/Software Purchase	\$75,000	\$70,000	\$70,000	\$70,000	\$285,000
99-ITS-002-16	Security and Access Control	\$39,000				\$39,000
99-ITS-004-17	Collaboration and Content Management	\$53,000				\$53,000
99-ITS-001-18	Computer System and Projector	\$15,000				\$15,000
99-ITS-001-20	Plotter		\$9,000			\$9,000
01-OCK-001-18	Shelving for Record Storage	\$4,000				\$4,000
01-OCK-001-19	Replace Existing Computer Systems		\$2,500	\$5,000		\$7,500
22-OCK-001-16	City Hall LED Signage	\$25,000				\$25,000
22-OCK-001-19	Network Color Copier/Printer		\$17,000			\$17,000
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-004-17	Spiller Park	\$65,000				\$65,000
22-PKD-005-17	Wallace Park	\$75,000				\$75,000
22-PKD-001-18	Atchley Park	\$420,000				\$420,000
22-PKD-001-19	Additional Skate Park & Soccer Complex		\$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	\$45,500	\$36,000	\$64,500	\$48,000	\$194,000
79-PKD-003-14	Playground Fall Protection	\$5,000		\$5,000		\$5,000
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	\$25,000
79-PKD-002-17	Walking Trail Maintenance			\$14,000		\$14,000
79-PKD-003-17	Park Office			\$200,000		\$200,000
79-PKD-001-19	Replace Existing Computer Systems	\$2,500	\$5,000			\$7,500
83-PKD-001-18	Fiber for Parks	\$42,000	\$14,220			\$56,220
99-PKD-003-19	Winfrey Property				\$290,000	\$290,000
01-PDA-001-18	Patrol Car Vehicular Repeaters	\$30,000	\$32,500			\$62,500
01-PDA-002-18	Animal Control Shelter Repairs	\$21,000				\$21,000
01-PDA-003-18	Replace Existing Computer Systems	\$8,000	\$8,000		\$8,000	\$24,000
01-PDA-004-18	Mobile Printers	\$9,000	\$9,000			\$18,000
01-PDA-001-19	Field Investigation Hardware and Software		\$35,000		\$35,000	\$70,000
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	\$20,000

Capital Improvement Program 2018-2022 Recap

22-PDA-002-14	Electronic Control Devices (Taser)	\$5,700	\$5,700			\$11,400
22-PDA-004-14	Patrol Car (Dash) Camera	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
22-PDA-003-15	Patrol Cars	\$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
22-PDA-004-17	ID System and Hardware Upgrade				\$12,000	\$12,000
22-PDA-001-18	WAVE Upgrade		\$15,000			\$30,000
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	\$11,000	\$44,000
22-PDA-004-18	Patrol Fleet Vehicle Awning	\$80,000				\$80,000
99-PRW-001-18	Forklift Replacement for Warehouse	\$45,000				\$45,000
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	\$70,000				\$70,000
08-STR-008-16	Truck Mounted Striping Machine			\$35,000		\$35,000
08-STR-008-17	Tandem Axle Dump Truck	\$140,000			\$290,000	\$430,000
08-STR-013-17	Traffic Control Improvements at S. Hwy 5 and W. Fremont	\$150,000				\$150,000
08-STR-014-17	Trailer	\$10,000				\$10,000
08-STR-017-17	Single Axle Dump Truck		\$120,000			\$120,000
08-STR-018-17	Mowing Tractor			\$35,000		\$35,000
08-STR-019-17	Rock Rake Skid Steer Attachment	\$10,000				\$10,000
08-STR-020-17	Track Loader		\$250,000			\$250,000
08-STR-003-18	Springfield Road Overlay	\$80,000				\$80,000
08-STR-004-18	Van Buren Avenue Overlay	\$52,000				\$52,000
08-STR-005-18	East Fowler Drive Improvements	\$40,000				\$40,000
08-STR-006-18	Tower Road Asphalt Overlay	\$65,000				\$65,000
08-STR-007-18	Crack Sealer Machine		\$50,000			\$50,000
08-STR-008-18	Backhoe			\$95,000		\$95,000
08-STR-009-18	Bonnie Drive Improvements	\$38,000				\$38,000
08-STR-010-18	Owens Drive Improvements	\$77,950				\$77,950
08-STR-011-18	Lake Drive Improvements	\$49,000				\$49,000
08-STR-012-18	West Hayes Street Improvements				\$21,000	\$21,000
08-STR-013-18	Fourth Street Improvements	\$39,000				\$39,000

Capital Improvement Program 2018-2022 Recap

08-STR-014-18	Copeland Drive Asphalt Overlay	\$150,000	\$150,000
08-STR-015-18	Millcreek Road Improvements	\$120,000	\$120,000
08-STR-001-19	Evergreen Parkway Asphalt Overlay	\$300,000	\$300,000
08-STR-002-19	Ostrich Drive Improvements	\$475,000	\$475,000
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-001-20	Madison Avenue Overlay	\$240,000	\$240,000
08-STR-002-20	Utah Street	\$68,000	\$68,000
08-STR-003-20	Kansas Avenue Improvements	\$85,000	\$85,000
08-STR-005-20	Half Ton 4X4 Pickup Trucks	\$75,000	\$75,000
08-STR-008-20	Roller Compactor	\$40,000	\$40,000
08-STR-009-20	Semi Tractor	\$120,000	\$120,000
08-STR-010-20	Excavator	\$225,000	\$225,000
08-STR-011-20	Skid Steer Loader	\$55,000	\$55,000
08-STR-012-20	Walk Behind Striping Machine	\$3,000	\$3,000
08-STR-013-20	Ohio Street Improvements	\$33,000	\$33,000
08-STR-014-20	Texas Street Improvements	\$28,500	\$28,500
08-STR-015-20	Iowa Street Improvements	\$11,000	\$11,000
08-STR-016-20	Crisp Road Improvements	\$11,000	\$11,000
08-STR-017-20	Second Street Surface Treatment	\$25,000	\$25,000
08-STR-001-21	Mountrose Street Improvements	\$275,000	\$275,000
08-STR-002-21	Harwood Avenue Surface Treatment	\$10,400	\$10,400
08-STR-003-21	Tower Road Surface Treatment	\$17,000	\$17,000
08-STR-004-21	Raef Road Surface Treatment	\$12,250	\$12,250
08-STR-005-21	East Fremont Asphalt Overlay	\$120,000	\$120,000
08-STR-006-21	Adams Avenue Improvements	\$125,000	\$125,000
08-STR-007-21	Lake Drive Surface Treatment	\$18,400	\$18,400
08-STR-008-21	Harris Lane Surface Treatment	\$17,000	\$17,000

Capital Improvement Program 2018-2022 Recap

08-STR-009-21	Rolling Hills Road Surface Treatment		\$27,700		\$27,700
08-STR-010-21	Herndon Road Surface Treatment		\$13,200		\$13,200
08-STR-011-21	Jackson Avenue Surface Treatment		\$10,500		\$10,500
08-STR-012-21	Windbrook Lane Improvements		\$54,000		\$54,000
08-STR-013-21	Bethel Road Asphalt Overlay			\$43,500	\$43,500
08-STR-014-21	Howard Drive Surface Treatment			\$13,500	\$13,500
08-STR-015-21	Traffic Signal Installation at Tower Road and Hwy. 32			\$150,000	\$150,000
08-STR-016-21	Traffic Control Imp at Hwy MM, Cowan Dr, Millcreek			\$150,000	\$150,000
08-STR-017-21	East Bland Road Surface Treatments			\$21,000	\$21,000
08-STR-001-22	Elm Street Surface Treatments			\$277,500	\$277,500
08-STR-002-22	Roller Compactor			\$85,000	\$85,000
08-STR-003-22	Asphalt Milling Attachment			\$20,000	\$20,000
08-STR-004-22	Hydro Seeder			\$10,000	\$10,000
08-STR-005-22	Walk Behind Asphalt Saw			\$5,000	\$5,000
08-STR-006-22	Plate Compactor			\$1,500	\$1,500
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		\$18,928,450	\$10,321,786	\$11,829,866	\$7,287,718
Proposed FY 2018 – 2022 Total				\$4,390,500	\$52,758,320

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 therefore meets the criteria for capitalizing as an asset.

Capitalized-To record a cost 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. Bonds – Certificate of Participation Bonds. This is a type of lease purchase bond 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 bond 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 – An individual section within the City government having a specialized function or activity and a separate spending plan.

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 run 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 government’s 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 advalorem 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.