

# CITY OF

# LEBANON

"MOVING  
FORWARD FOR  
SUCCESS"



## CITY OF LEBANON ADOPTED BUDGET FISCAL YEAR 2020



AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, (HEREINAFTER REFERRED TO AS "CITY") ADOPTING THE FISCAL YEAR 2020 BUDGET FOR THE PERIOD BEGINNING JULY 1, 2019, AND ENDING JUNE 30, 2020.

*WHEREAS,* that the City Council held a Work Session regarding the Fiscal Year 2019 Proposed Budget on June 6, 2019; *and*

*WHEREAS* that during Said Work Sessions the following items were discussed 1) Revenues; 2) Expenditures; 3) Personnel Staffing; 4) Fund Balances; 5) Health Insurance Funding; 6) Capital Expenditures; and 7) City Goals; *and*

*WHEREAS,* the Capital Improvement Plan is a planning document; projects from this plan are moved into the budget each year and presented to City Council throughout the year for final approval; *and*

*WHEREAS,* despite the fact that the Capital Improvement Plan 2021-2025 was not discussed during the budget meeting, adoption is recommended to maintain the continuity of the City's past budget process; *and*

*WHEREAS,* that the City held the Fiscal Year 2020 Budget Public Hearing on June 24, 2019 *and*

*WHEREAS,* that the Fiscal Year 2020 Budget and the Capital Improvement Plan 2021-2025 were submitted to the City Council, for approval, by Council Bill No. 4804 at the June 24, 2019 Council Meeting.

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

SECTION 1: That the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") hereby adopts and appropriates the revenues and expenditures as the Fiscal Year 2020 Approved Budget. Said Budget is hereby attached and incorporated herewithin as marked "*Exhibit A.*"

SECTION 2: That the City Council of the City of Lebanon, Laclede County, Missouri, (hereinafter referred to as "City") hereby adopts the Capital Improvement Plan 2021-2025. Said CIP is hereby attached and incorporated herewithin as marked "*Exhibit B.*"

SECTION 3: That this Ordinance shall be in full force and effect from and after the date of its passage and approval.

Passed and approved by the City Council of the City of Lebanon, Laclede County, Missouri, on this 24th day of June 2019.

(Seal)

Attest:

  
\_\_\_\_\_  
City Clerk Laina Starnes

  
\_\_\_\_\_  
Mayor Jared Carr

1<sup>st</sup> Reading: June 24, 2019

2<sup>nd</sup> Reading: June 24, 2019

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**City of Lebanon, Missouri**

# **Annual Operating Budget**

**July 1, 2019 – June 30, 2020**

**Prepared by the Finance Department**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Lebanon  
Missouri**

For the Fiscal Year Beginning

**July 1, 2018**

*Christopher P. Morrell*

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, 2018. 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.





## **To the Honorable Mayor Jared Carr 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 2020. 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. I can report the City's overall financial outlook remains stable and fiscally sound.

Once again, the City will begin its fiscal year with its major fund balances sufficient to manage purchases and perform program activities. We are projecting ending FY20 fund balances of twenty-five percent (25%) for the General Fund, eighteen percent (18%) for the Street fund, and forty-four percent (44%) for the Capital Improvement fund. A forty-four percent (44%) fund balance in Capital Improvements is in anticipation of significant capital projects.

### **Fiscal Year 2019 Accomplishments:**

- ❖ **Renewal of the Capital Improvement Tax-** In November of 2018, the voters approved a ten (10) year extension of the Capital Improvement Tax.
- ❖ **Completion of Citizen Satisfaction Survey-** Council approved the first citizen survey, which provided direct insight into our resident's concerns, areas of satisfaction, and areas where opportunities exist.
- ❖ **Building Permit and Fee Waiver-** Council approved waiving all city-generated fees associated with the construction of up to 25 single-family homes, which are priced below \$200,000 and owner occupied.
- ❖ **Shared Office with Lebanon REDI-** Our regional economic partner, Lebanon REDI, moved into City Hall improving communication and reducing costs, which can be redirected towards economic development efforts.
- ❖ **Police Patrol Cars-** Continued our police patrol car replacement plan through the purchase of 1 police cruiser to replace an existing police vehicle with over 100,000 miles. The Police Department was also able to reduce their specialized fleet by two vehicles with the retirement of two police dogs.
- ❖ **Completed the Lebanon Agricultural Legacy Center-** This long-anticipated city project was completed this fiscal year and has already been a popular City asset in the agricultural community.
- ❖ **Downtown Business District Board-** This board is hard at work identifying a direction for downtown which includes branding, new streetscape designs, a "pocket park" concept, tree removal, and the installation of banners.

- ❖ **Implementation of Work Straight-** Implemented a work order management system to move the organization to a customer-facing work process, which also provides a system of performance measurement.
- ❖ **Completed Bland Sidewalk Project-** By the time of this budget adoption, this project, which began several years ago, will be complete.
- ❖ **Realignment of Duties-** Through a realignment of duties, the organization has been able to reassign existing staff functions to maximize efficiency.

Lebanon's manufacturing base continues to grow and thrive. This fiscal year we saw a \$55 million business expansion at Emerson, new businesses opening downtown, an expansion at The Durham Company, and have been engaged by other manufactures who are exploring significant expansions. Lebanon's continued support of our business community continues to provide us with opportunities for growth.

City staff has continued to review organizational alignment opportunities. Facilities maintenance has been moved into Codes Administration while the promotion, use, and scheduling of City facilities has been moved to Tourism. These changes allowed for the elimination of two director positions which were split and significantly downgraded.

Additionally, utility billing and collections has been shifted to Finance. Overall project management continues to present opportunities for the organization. An existing vacant position will be reclassified and filled with project management responsibilities for the organization.

The Parks Department has added 5.5 total positions as they assume management duties of concessions in our parks. These positions will be funded through revenue created by this program and are intended to be cost neutral. The Wastewater Division has requested one additional entry-level position, and this budget requests an additional entry-level code enforcement position as well. Two-part time positions in the Street Division are requested to focus on street striping and signage.

#### **Fiscal Year 2020 Priorities:**

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

The City of Lebanon is on a path of moving the organization, based upon direct citizen engagement, focusing on areas of opportunity as defined by our residents. This budget includes continuing the use of citizen-satisfaction tools as well as expanding this approach to learn what is important to our business community.

The three priorities of this budget, as identified by our citizens; 1) addressing traffic flow 2) improving code enforcement services, and 3) maintenance of city streets and buildings:

- ❖ **Addressing Traffic Flow-** Council will be presented with several projects to assist in providing our residents with traffic-flow options with a focus on alleviating traffic congestion on Jefferson Avenue. The realignment of Springfield and Van Buren on Commercial, an added turning lane for Jefferson Avenue at Washington Avenue, and other traffic improvements will be presented to Council for consideration.
- ❖ **Improving Code Enforcement Services-** The FY 2020 budget adds one position to assist with Code Enforcement. This is in addition to a significant realignment of Community Development, now Codes Administration, which reassigned existing positions to assist with code and building inspection services. This increased the number of field personnel dedicated to these services from 1.5 to 3. It is recommended to add an additional code enforcement position, which is included in this budget.
- ❖ **Maintenance of City Streets and Buildings –** This budget presents an increase of investment into street signage and pavement marking. As part of our efforts to develop a sustainable strategy, and in alignment with Council Goals, we will be incorporating a major asset inventory and management plan as part of our recommended Capital Improvement Plan. Wayfinding signage and other improvements to our streetscapes continue and will be presented to Council for consideration. Additionally, the Capital Improvement Plan will see significant change upon the creation of a funding strategy for our largest projects, the Cowan Civic Center expansion and a Public Safety Facility.

The Capital Improvement Plan will experience a measurable shift during this fiscal year as we prepare to deliver projects, which the community supported as part of the Capital Improvement Sales Tax renewal, while remaining mindful of ongoing capital needs. Improvements to the former electric offices have been included in this budget in anticipation of a lease being executed with Mercy Ambulance Service. Funding is also added to allow for the design and planning for the Cowan Civic Center expansion and Public Safety Building. The Farmers Market improvements have been added to this budget as well.

#### **Fiscal Year 2020 Continued Priorities:**

Organizational alignment, while substantially complete, continues to present opportunities. The management and completion of capital projects across the organization continues to present challenges and will be addressed through organizational alignment changes. As we continue to develop plans to meet Council Goals and define our capital projects, we will be presenting funding strategies and the impact of those strategies to existing projects and long-term plans.

The continued costs associated with public safety service delivery, coupled with expanding fire services, will require difficult decisions on how the organization will be able to meet those important financial demands.

## Financial Highlights:

This budget has \$62,291,093 in appropriations; including \$16,268,127 in major projects and capital investment in order to meet the demands of our community. In contrast, the City, through taxes, fees, and utility rates, is projecting \$55,878,649 in new revenues. Fiscal Year 2020 appropriations break down to four major classifications:

governmental activity at \$12,319,968, enterprise activity at \$39,546,831, internal funds at \$5,089,594, and special funds at \$5,334,699.

The revenues presented in this budget are projected to remain essentially flat with the exception of grant funds. The expenditures are \$3,764,944 over projected revenues. This is substantially due to the planned \$16,268,127 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 \$7,527,521 of the governmental activity. The City is anticipating spending \$4,447,457, or fifty-nine percent (59 %) of this fund on police and fire programs.

The largest enterprise fund, Electric (Fund 80), makes up \$28,371,868 of the enterprise activity. The City is anticipating purchasing power for a cost of \$20,500,000 or seventy-two (72%) percent of the Electric Operating Fund budget.

The overall budget will see a decrease in the City Fund balance of \$3,764,944. The City continues to be conservative with both its anticipated revenues and planned operational expenditures during Fiscal Year 2020.

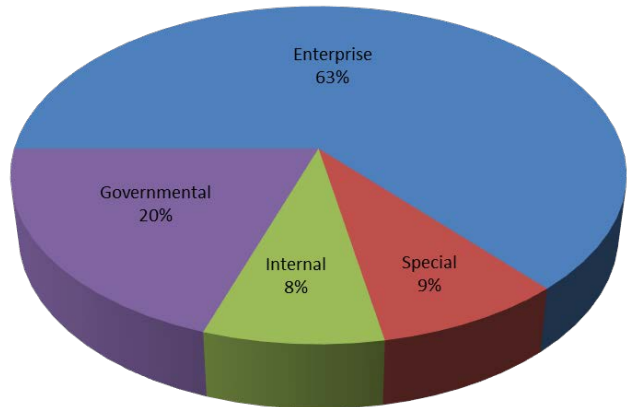
## Conclusion:

As we have put together this proposed budget, I find myself once again impressed by the dedicated professionals who work for City of Lebanon. Their ability to suggest and embrace organizational change is key to the success of these improvements. The eagerness to embrace a business model based upon clear Council goals, formed through citizen engagement, will increase our ability to deliver the services our customers desire. We are a city truly moving forward for success.

Respectfully Submitted,

Mike Schumacher  
City Administrator

**Expenditure by Activity**





# Introduction



## **The Mayor**

Jared Carr

## **The Council**

### **Ward 1**

Gilbert Adkins  
Ken Eldridge

### **Ward 2**

Sheila Mitchell  
Jonathan Reagan

### **Ward 3**

Randy Wall  
LeAnn Mather

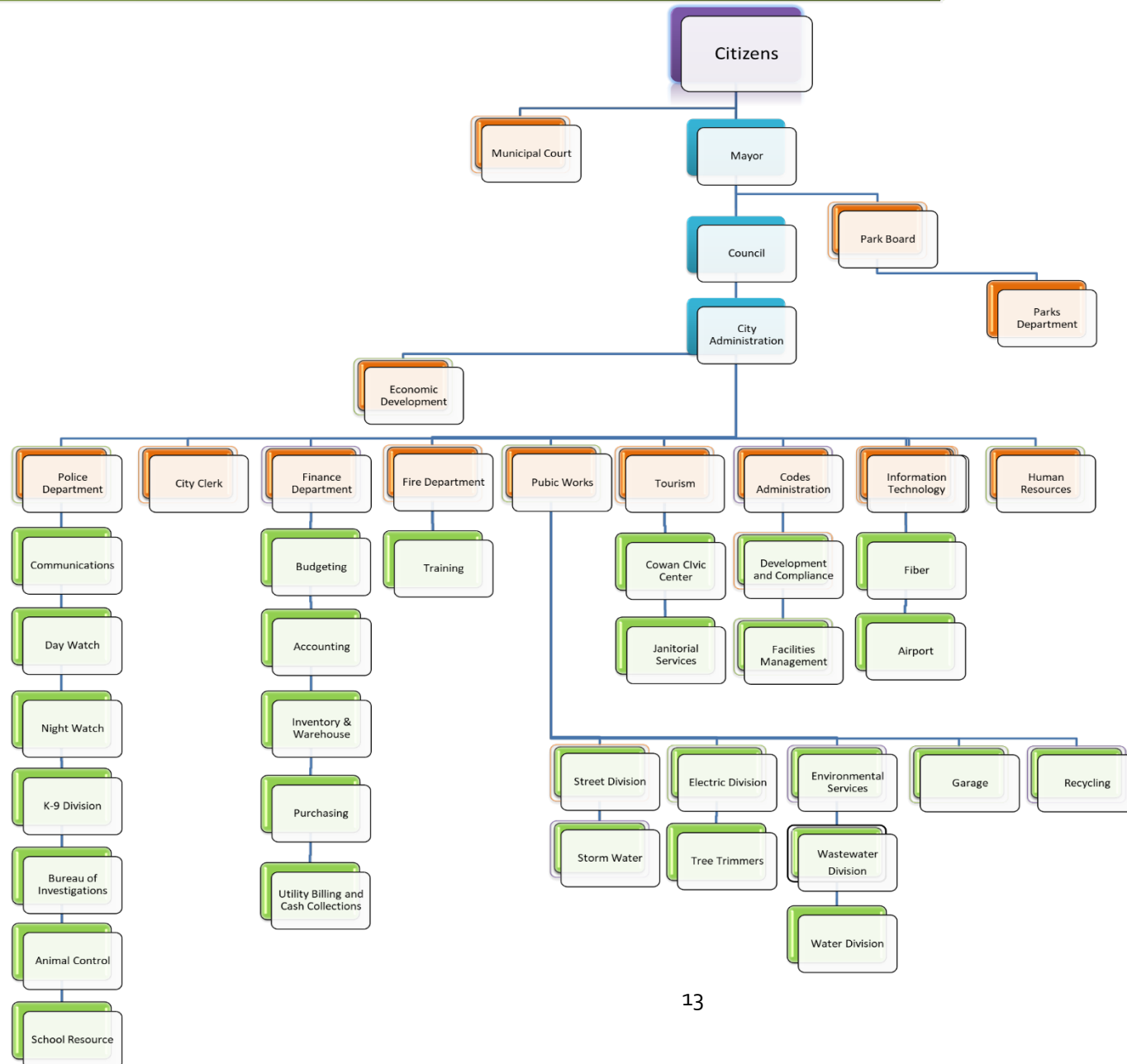
### **Ward 4**

Chuck Jordan  
Bob Garner

## **The Administration**

Michael Schumacher, 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  
Joe Berkich, Codes Administrator  
John Shelton, Parks Director  
Kathy Milliken, Human Resource Director  
Jarrad Schomaker, IT Director  
Nicole McGinnis, Tourism Director

# Our Organization



# City of Lebanon, Missouri

## Community Profile

**2019**

Date of Incorporation	1877
Form of Government	City of the third class; governed by a Mayor/Council form of government
2017 Estimated Population	14,610
Estimated Housing	6,806
Land Area	14.63 square miles
Mile of Street	112
Police Protection	
# of Stations	1
# of Police Officers	30
Fire Protection	
# of Stations	2
# of Firefighters	18
Public Education	Classified as "Accredited" by Department of Elementary and Secondary Education, serves approximately 4,555 students in 3 elementary schools, a junior high school, a high school, an alternative education center, and a vocational school
Higher Education	3 colleges have a presence in Lebanon
Recreation and Culture	
Parks	9 parks cover over 185 acres
Number of Libraries	1
Median Household Income (2013-2017)	\$34,863



## 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 2017 ACS 5-year estimate, Lebanon's population is (95% urban, 5% rural). Of that population, approximately 51.7% are female and 48.3% 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	14,544
2013	14,704
2014	14,666
2015	14,678
2016	14,709

Source: Missouri Census Data Center & US Census Bureau

The racial makeup of the population is 93.9% Caucasian, 0.9% African American, 0.5% Asian, and 0.2% American Indian. Hispanic or Latino of any race is 4.1% of the population and the remainder of the population of Lebanon is made up of another race or a combination of two or more races.



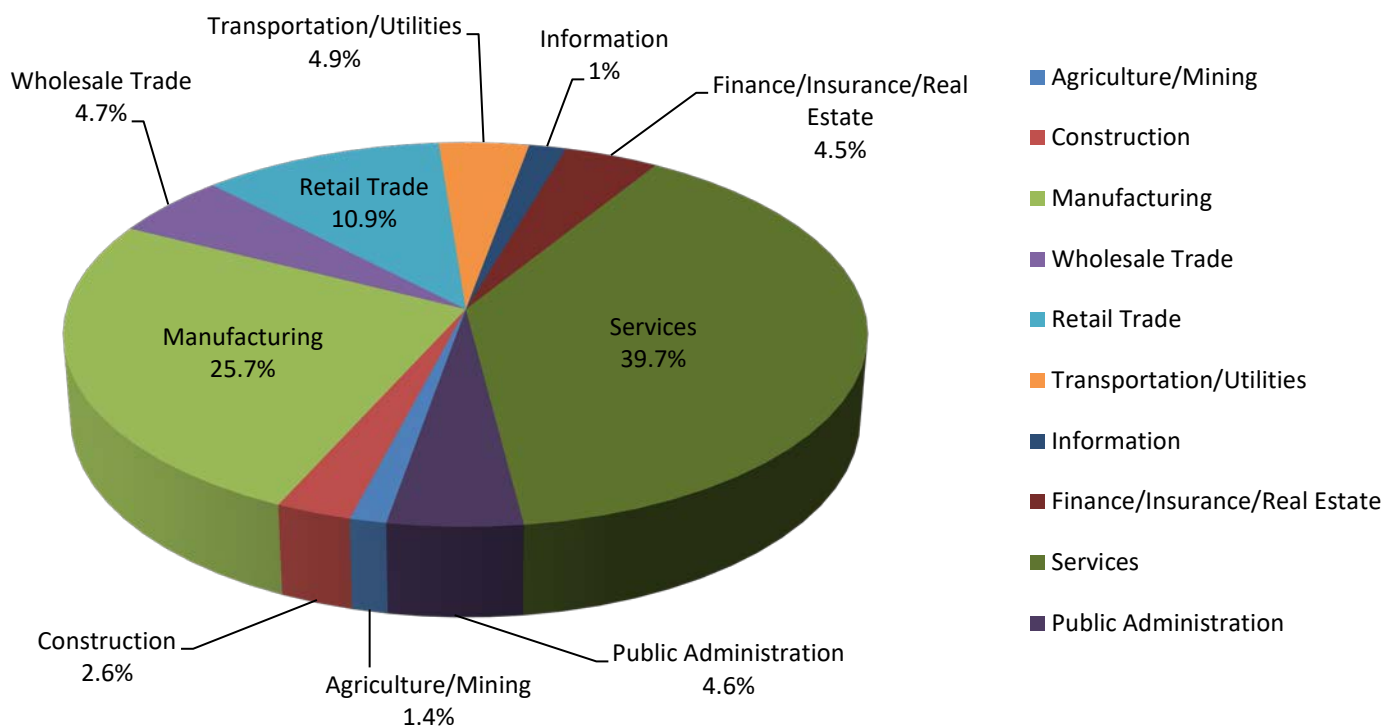
## Commerce, Industry and Employment

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

Employer	Type of Business	Number of Employees
1. Tracker Marine	Boat Manufacturing	1207
2. Emerson Climate Technologies	Compressors for HVAC Industry	900
3. Lebanon R-III School District	School	719
4. Independent Stave	Barrel Manufacturing	570
5. Mercy Hospital	Healthcare	470
6. The Durham Company	Electrical Component Manufacturing	380
7. G-3 Boats	Boat Manufacturing	350
8. Lowe Boats	Boat Manufacturing	324
9. Marine Electrical Products	Marine Electrical Components	285
10. Detroit Tool Metal Products	Metal Fabrication	253

**Source:** Lebanon Regional Economic Development Incorporated.

## 2017 Employed Population 16+ by Industry



Source: American Community Survey

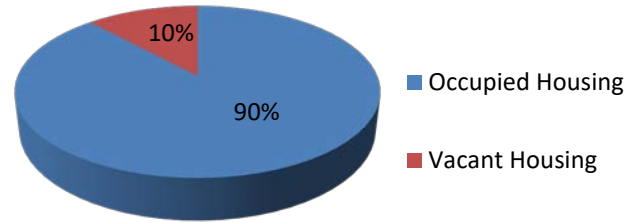
## Housing

### Household Summary

2000 Households	5,269
2000 Average Household Size	2.33
2010 Households	5,980
2010 Average Household Size	2.36
2014 Households	6,002
2014 Average Household Size	2.38
2017 Households	6,097
2017 Average Household Size	2.34

Source: American Community Survey

### 2017 Housing Occupancy



Source: American Community Survey

## Education

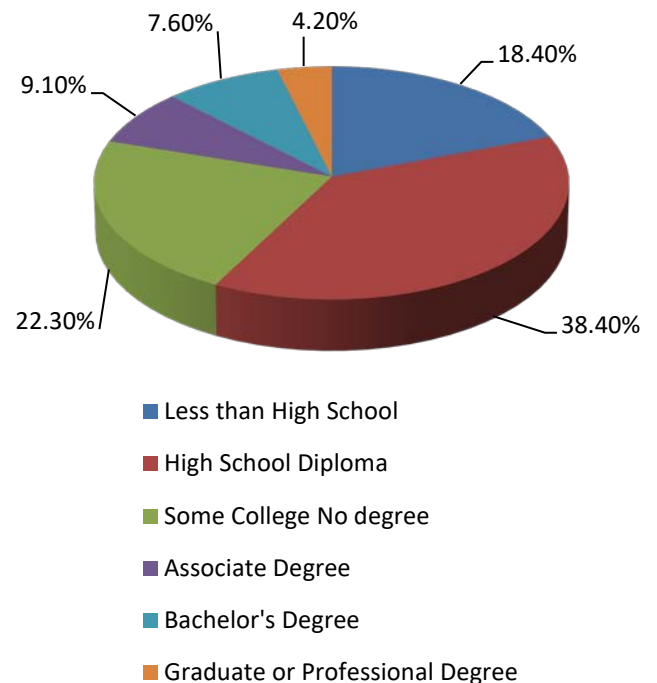
### College/University in Lebanon:

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

### Public schools in Lebanon:

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

### Educational Attainment Ages 25 plus



Source: American Community Survey

# Vision, Mission, Values, and Goals

## OUR MISSION:

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

## OUR VISION:

Lebanon will be celebrated as a dynamic community with first-rate and open public services, where the 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 2020

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.

## Public Safety

(Police, Fire, Codes Administration)

### Council Goal

To deliver high quality emergency and public safety services to our customers in an efficient, productive, timely, and cost-effective manner while protecting our customers through education, services, and community outreach

### Departmental Objectives and Strategies #1

Develop and enhance partnerships with other agencies and our customers to improve community safety, services, and reduce costs (Police, Fire, Code Administration)

- Provide better fire protection through fire prevention and community training and awareness
- Implementation of Crime Neighborhood Watch groups in crime driven areas
- Explore, create and implement the incorporation of bicycle/ATV police patrol for engaged community policing in the business district and in our parks (Police and Parks)
- Examine the incorporation of a "Coffee with Cop", or "Walk with a Cop" program to build positive relationship with community and police (Police)
- Identify six target hazards within the city and initiate pre-planning (Fire)
- Select a minimum of six downtown businesses and conduct live hands-on fire extinguisher training by partnering with Downtown Business District (Fire)
- Install smoke detectors in a minimum of 150 residences in the community each year (Fire)
- Present a minimum of twelve public service announcements focusing on public safety (Police and Fire)

### Departmental Objectives and Strategies #2

Reduce the impact of illegal drug use through treatment options, education, and enforcement (Police and Fire)

- Work with LCSO, schools, EMS/Mercy, senior services, DFS, and community to coordinate efforts on reporting, treatment, including mental health (Police and Fire)
- Identify and implement programming which addresses impression of drug activities in Lebanon (Police and Fire)
- Continue efforts with Lake Area Narcotics Enforcement Group, "Drug Take Back" program, (Police)

### Departmental Objectives and Strategies #3

Develop and implement a chronic nuisance, nuisance, dangerous building, and community assistance program (Police, Fire, CD)

- Build a community network and supports for those who are financially unable to comply with city code requirements (Codes Administration, Police, Fire, Health)

- Identify and present best practices and ordinances for review and adoption to address code compliance needs with a focus on motels, chronic offenders, mobile homes, and dangerous buildings (Codes Administration)
- Realign staff assignments to improve service delivery of code enforcement services and community education (Codes Administration)
- Obtain training so at least two staff members are certified in applying Crime Prevention through Environmental Design Standards, known as CPTED (Police and Codes Administration)

## Infrastructure and Utilities

(Streets, Electric, Water, Wastewater)

### Council Goal

To improve the quality of life of our customers by providing clean, quality streets, clear signage, traffic patterns, and reliable utility services with financially sound and sustainable strategies

### Departmental Objectives and Strategies #1

Develop solutions and identify funding strategies to address traffic flow in Lebanon

- Continue to monitor traffic counts and complete traffic studies on five-year cycle with the revision of Street Maintenance Master Plan (Streets)
- Complete I-44/Highway 5 Alignment Study and review options with all stakeholders (Streets)
- Identify and pursue grant and funding opportunities (All Departments)
- Establish a street maintenance schedule based upon pavement conditions, traffic flow demands, and public input (Streets)
- Establish traffic signal synchronization on Jefferson (Streets/MoDot)

### Departmental Objectives and Strategies #2

Improve appearance of street rights of way

- Establish right of way improvement and maintenance program to include modification of city code (Streets)
- Continue routine street sweeping program by sweeping 112 miles of streets per quarter (Streets)
- Develop and implement a standard street signage plan including a minimum of one sign at a corner of each intersection where both streets are clearly marked (Streets)
- Develop and implement a street marking strategy and explore external contracting options for this service (Streets)
- Review existing streets eligible for Street Adoption and encourage adoption through community outreach with provisions for streets not integrated in program resulting in an increase of adopted streets and improved cleanliness (Streets)

### Departmental Objectives and Strategies #3

Expedite response to changing road conditions and customer concerns

- Create and implement a plan to improve response times to customer concerns and small maintenance tasks by realigning personnel (Public Works)
- Create categories of customer concerns and establish performance standards (Public Works)

### Departmental Objectives and Strategies #4

Enhance reliability of utilities through inspections, maintenance, and capital improvements

- Professional evaluation, presentation and adoption of fiscally responsible utility rate models (Public Works)
- Maintain and inspect utility infrastructure on five-year cycle and develop life cycle plan (Public Works)
- Address employee retention in high turnover positions (Electric)
- Create performance standards for utility outage time and frequency (Water, Electric)

## Parks and Recreation

(Parks)

### Council Goal

Working closely with the Lebanon Park Board to provide the citizens of Lebanon and visitors with safe, educational and well-maintained recreational facilities that are aesthetically pleasing and adequately equipped for enjoying leisure and sport activities for people of all ages and abilities by using information provided by the city masterplan, public input and community minded organizations.

### Departmental Objectives and Strategies #1

To improve customer perception and feeling of safety in our park system

- Expand lighting in parks (Parks)
- Create and install park signage with hours and other information (Parks)
- Engage the community and those living near parks on park safety guidelines and information and establishing a park patrons' strategy (Parks)
- Work with Lebanon Police to perform safety inspections and recommendations of all parks including additional cameras, increased patrols, and controlled access (Police and Parks)

### Departmental Objectives and Strategies #2

To provide a well maintained and aesthetically pleasing park system.

- Create and implement a maintenance and inspection schedule for park facilities (Parks)
- Ensure staff deployment is efficient and effective to achieve park inspections (Parks)

### Departmental Objectives and Strategies #3

To continue to develop an adequately equipped park system for all visitors with an emphasis on the youth.

- Increase community involvement by holding at least two community engagement meetings annually (Parks)
- Review and update the parks master plan and present to Council (Parks)
- The Park Board will review individual parks at least annually (Parks)
- Maintain and expand employee training and certifications to maintain best practices (Parks)

## Internal Services

(Finance, HR, IT, Facilities, City Clerk)

### Council Goal

Provide superior customer service to the City of Lebanon's internal and external customers through the use of technology, facilities, resource management, and applied finance best-practices

### Departmental Objectives and Strategies #1

Develop measurement tools and performance standards for service delivery to internal customers

- Develop a performance standard for core internal functions and services (IT and HR)
- Create and present our five-year financial history which includes budgeted amounts and actual expenditures (Finance)
- Develop and present a five-year financial forecast for the organization which supports goals and objectives (Finance)
- Decrease turn-around times between events and offer expanded services (Facilities)
- Make the license application process more efficient by placing fillable forms online (City Clerk)

### Departmental Objectives and Strategies #2

Develop a maintenance and financial plan for assets (Facilities and IT)

- Create a maintenance schedule document for each asset of an agreed upon value (Facilities and IT)
- Create a maintenance cost schedule for large life cycle maintenance needs (Finance, Facilities)
- Explore the contracting of services (Facilities, IT, Finance)
- Expand and incorporate IT services such as Wi-Fi and improved technology at facilities (IT and Facilities)

### Departmental Objectives and Strategies #3

Establish programming to address employee input, retention, and recruitment

- Create and manage an employee committee staffed by a cross section of the organization to facilitate communication flow and employee recognition from all levels of the organization (AC and HR)
- Develop, educate, and implement employee suggestion program which includes multi-departmental review and feedback (HR and IT)
- Develop an employee-based survey tool to be used at least annually to gauge employee satisfaction (HR and IT)
- Develop and distribute an “explanation of benefits and compensation” information sheet and distribute to employees annually (HR)
- Develop a standard tool to conduct exit interviews with separating employees (HR and IT)

## Economic Development and Tourism

(Tourism, REDI, Codes Administration)

### Council Goal

To promote the City of Lebanon as the preferred destination for retail and commercial businesses, tourism, and regional aviation activities through aggressive pursuit of partnerships and effective branding and marketing.

### Departmental Objectives and Strategies #1

To increase the exposure and recruitment of events, attractions, and benefits of visiting Lebanon.

- Establish a new tourism-focused website as a tool for those interested in visiting Lebanon to find out what the community has to offer (Tourism)
- Develop various forms of way-finding signage to better direct tourism traffic within the City including, but not limited to, Route 66 and Downtown Lebanon attractions (Tourism and Public Works)

- Continue advertising efforts that have been successful in years past focusing on Bennett Spring, Gospel Sing, Route 66, and Lake of the Ozarks with evaluation of new opportunities that may arise (Tourism)
- Collaborate with professional travel writers to generate new forms of publicity across the country for those who pay close attention to the travel industry (Tourism)

#### Departmental Objectives and Strategies #2

Establish an incentive policy and streamlined process for the attraction and retention of businesses to Lebanon

- Create a collaborative and efficient incentive policy which supports a wide range of developments and growth while minimizing the impact to our community partners including an aggressive approach for workforce housing (CA and REDI)
- Implement a vacant property list for the recruitment of new businesses that incorporates existing data as featured on the Location One site as well as potential sites that may not presently be on the market but have property owners with interest in selling (REDI and Codes Administration)
- Implement a welcome package for the recruitment of events, visitors and new businesses (Tourism)
- Incorporate a formalized business retention and expansion (BR&E) program that includes historical fact-finding visits to area employers to denote current and future challenges as well as succession planning for small businesses including workforce development efforts (CA, REDI and Codes Administration)
- Continue the objectives as set forth in annual agreements with Lebanon Regional Economic Development, Inc. (CA and REDI)
- Offer a flexible approach to code enforcement that incorporates necessary updates to existing code structures and/or development of new codes to best reflect the needs of the City, current and future businesses in an ever-evolving business world (Codes Administration and CA)
- Review rental property inspection program and recommend updates to conform with best practices (Codes Administration and CA)

#### Departmental Objectives and Strategies #3

Enhance the Floyd W. Jones Airport as an asset for economic and community development in the City of Lebanon.

- Update website information on the airport to include additional information about the offerings of the airport and connect to other websites within the City of Lebanon family (Tourism, REDI, Facilities)
- Continue to promote community-wide events at the airport to allow citizens and potential users to see its campus (Tourism, REDI, Facilities)
- Strongly promote the OTC Lebanon aviation program to establish it as a long-term partnership (Facilities)
- Incentivize usage of the airport to entice businesses to come to the City of Lebanon to review potential business sites (Tourism and REDI)

# Major Fiscal Policies



# Financial Policies

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## 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 percent (20%) 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 cash basis of accounting is used in budgeting for all fund groups. Under the cash basis of accounting, revenues and expenditures are recognized when received.

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

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

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

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

## Capital Improvement Policy

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

## **Debt Policy**

### Purpose

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

- Demonstrate a commitment to long-term financial planning objectives.
- Promote continuity and consistency in the decision-making process.
- Provide guidance to decision makers regarding the timing and purpose for which debt may be issued.
- Minimize interest expense and cost of issuance.

- Maintain the highest credit rating possible.
- Keep the level of indebtedness within available revenue and within the legal limitations of the State of Missouri.

### Debt Affordability Analysis

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

### Types of Debt

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

# Debt

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## 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

2018 Assessed Valuation	\$ 217,055,767
Constitutional Debt Limit (20% of assessed valuation)	\$ 43,411,153
Amount of debt applicable to debt limitation	\$ -
REMAINING LEGAL DEBT CAPACITY	\$ 43,411,153

## 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, 2018	-0-
June 30, 2017	-0-
June 30, 2016	-0-
June 30, 2015	-0-
June 30, 2014	-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, 2019, the outstanding principal owed is \$2,395,000. By the end of FY2020 the outstanding principal owed will be \$2,030,000.

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

# BOND DEBT SERVICE

Series 2010B Build America Bonds  
City of Lebanon, Missouri  
Certificates of Participation  
Series 2010  
(New Money)  
FINAL

Dated Date 10/29/2010  
Delivery Date 10/29/2010

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
05/01/2011			80,850.97	80,850.97	80,850.97
11/01/2011			79,962.50	79,962.50	
05/01/2012			79,962.50	79,962.50	159,925.00
11/01/2012			79,962.50	79,962.50	
05/01/2013			79,962.50	79,962.50	159,925.00
11/01/2013			79,962.50	79,962.50	
05/01/2014			79,962.50	79,962.50	159,925.00
11/01/2014			79,962.50	79,962.50	
05/01/2015			79,962.50	79,962.50	159,925.00
11/01/2015			79,962.50	79,962.50	
05/01/2016			79,962.50	79,962.50	159,925.00
11/01/2016			79,962.50	79,962.50	
05/01/2017			79,962.50	79,962.50	159,925.00
11/01/2017			79,962.50	79,962.50	
05/01/2018	345,000	4.500%	79,962.50	424,962.50	504,925.00
11/01/2018			72,200.00	72,200.00	
05/01/2019	355,000	4.750%	72,200.00	427,200.00	499,400.00
11/01/2019			63,768.75	63,768.75	
05/01/2020	365,000	5.000%	63,768.75	428,768.75	492,537.50
11/01/2020			54,643.75	54,643.75	
05/01/2021	380,000	5.125%	54,643.75	434,643.75	489,287.50
11/01/2021			44,906.25	44,906.25	
05/01/2022	390,000	5.250%	44,906.25	434,906.25	479,812.50
11/01/2022			34,668.75	34,668.75	
05/01/2023	405,000	5.375%	34,668.75	439,668.75	474,337.50
11/01/2023			23,784.38	23,784.38	
05/01/2024	420,000	5.500%	23,784.38	443,784.38	467,568.76
11/01/2024			12,234.38	12,234.38	
05/01/2025	435,000	5.625%	12,234.38	447,234.38	459,468.76
	3,095,000		1,812,738.49	4,907,738.49	4,907,738.49

## 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. Additionally, with the passage of the Capital Improvement Tax, the City is in the planning phase of constructing a new public safety building. At this point, the City is considering the issuance of revenue or lease obligations to finance such improvements.

# Budget Process

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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, Director of Finance 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.

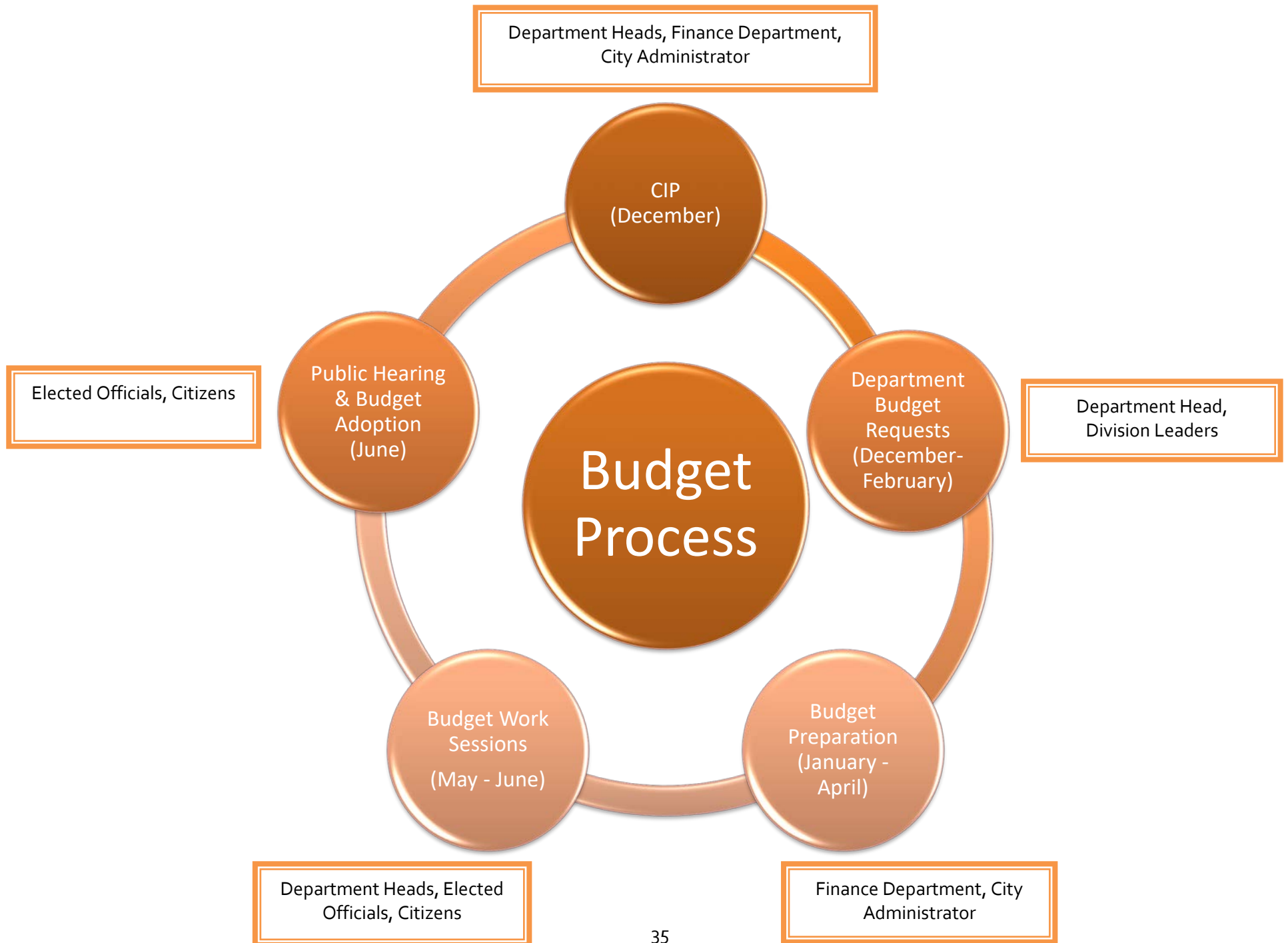
Four Stages of the Budget Process:

- 1) Budget Process – Departments are required to prepare their program budget requests for the upcoming fiscal year on forms supplied by the Director of Finance. 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 Director of Finance reviews all departments' program budget requests and makes recommendations to the City Administrator. The City Administrator and the Director of Finance confer with department officials to determine appropriate budget levels, after which the City Administrator makes the final budget decisions and submits his recommendations to the Mayor and the City Council.
- 3) Consideration and Adoption – At least forty-five days prior to the City's fiscal year end, the City Administrator's recommended budget is given to the Mayor and the City Council for their review. They may make changes during this period and adopt the budget in accordance with provisions of State Statutes and local ordinances.
- 4) Execution of the Budget Plan – The actual implementation of the budget as adopted by the Mayor and City Council, effective July 1 of the fiscal year.

## Budget Amendments

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





Action Steps:	Responsibility:	Date:
CIP information due from departments	All Departments	December 15 2018
Distribute Instructions for Department Sheets and Staff Plans (Ph 1)	Director of Finance	December 27 2018
Begin Revenue Projections, Debt Service & Salary Projection	Director of Finance	January 2019
CIP information Review	City Administrator & Director of Finance	January 15 2019
Distribvute Instructions for Line Item Budgets (Ph 2)	Director of Finance	January 15 2019
Line items, Org Charts,Department Sheets, Staff Plans due back to Finance	All Departments	February 1 2019
HR Review of Org Charts/Personnel FTE	Human Resources Director	March 2019
Compile budget and review items with departments	Director of Finance	February-March 2019
Review Estimated Revenue & Projected Expenses	City Administrator & Director of Finance	February-March 2019
Proposed Budget Draft to City Administrator	Director of Finance	April 23 2019
Proposed Budget to Mayor and City Council	City Administrator & Director of Finance	May 2 2019
Council Review of Budget	Mayor & City Council	May-June 2019
Set Public Hearing 10 days in advance of final Hearing	City Administration	May-19
Submit Budget Ordinance for Public Hearing and First and Second Reading	City Administrator & Director of Finance	May-June 2019
Adopted Budget published to website and printed copies to Council	Finance Department	Jun-19

# All Funds



## Budget Overview

This summary provides an overview of the City's entire Fiscal Year 2020 budget and activity, covering fund activity for city activities consisting of governmental, enterprise, internal and special funds. For more detailed information, go to the fund, department, or division 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 many of these divisions are down slightly for Fiscal Year 2020. The General Fund is projected to experience an increase to twenty-five percent (25%). The starting balance is projected to be \$2,478,185 and end around \$1,642,688.

<b>Carryover for Appropriation</b>	<b>\$21,801,984</b>
<b>New Revenue</b>	<b>\$55,878,649</b>
<b>Internal Service Cost</b>	<b>\$1,689,281</b>
<b>Total Funds Available</b>	<b>\$79,369,914</b>
<b>Interfund Transfer In</b>	<b>\$958,219</b>
<b>Appropriations</b>	<b>\$60,623,062</b>
<b>Internal Service Cost</b>	<b>\$1,689,281</b>
<b>Total Appropriations</b>	<b>\$62,312,343</b>
<b>Estimated Ending Fund Balance</b>	<b>\$18,015,791</b>

City crews continue to work on projects funded by the Street Fund. An asphalt overlay of Madison Avenue and improvements to Ostrich Drive, Utah Street, Kansas Avenue, and Ohio Street are included in the Capital Improvement Plan. A slight increase in collection of sales tax has enabled us to continue to invest in our community street infrastructure, however our fund balance has declined to eighteen percent (18%). The starting balance should start around \$1,033,388 and end around \$419,151.

The Capital Fund will again invest in police and fire, in addition to the Civic Center and Farmers Market. 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. The starting balance is estimated to be \$824,178 with an ending estimated balance of \$778,968.

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 \$799,269 and is projected to be \$510,559 by the end of Fiscal Year 2020. The decrease in the amount available for appropriation will be offset by the capital assets.

The Tourism Fund will see a decrease in its fund balance. This fund has little to no capital expenses and has an internal transfer to offset employee costs. The starting balance should be \$179,742 and the ending balance is projected to be \$90,629.

The Downtown Business District will see a decrease in its fund balance to \$12,328. This decrease is a result of landscaping, signage, and streetscape improvement activity established as a priority of the Board.

The Airport continues to provide opportunities to support our business community while also working towards reducing our overall costs. We expect the renegotiation of our lease of warehouse space to

Emerson Corporation to be complete this fiscal year, which will result in an impact to the Economic Development Fund.

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 preformed as operations to the city. The Community Development is mainly funded through the General Fund; however, the City's subdivision development is managed through this fund. The balance in this fund is expected to end at \$162,317. The Benefit Fund will see an increase in its fund balance from \$1,295,343 to \$1,740,597.

Internal Service Funding								
50 Codes Administration			60 Service Fund					
	305 Development & Compliance	Total	305 Garage	310 Purchasing & Warehouse	315 Information Technology	320 Facilities Management	325 Janitorial	Total
01 General	\$258,470	\$258,470	\$50,556	\$26,283	\$134,072	\$139,395	\$34,824	\$385,130
08 Street	\$43,391	\$43,391	\$88,917	\$30,326	\$57,295	\$62,625	\$5,021	\$244,185
40 Tourism	\$0	\$0	\$0	\$0	\$6,071	\$301	\$0	\$6,372
45 Econ Dev	\$210	\$210	\$0	\$4,043	\$33,047	\$9,357	\$0	\$46,448
73 Airport	\$0	\$0	\$0	\$0	\$0	\$54,371	\$4,445	\$58,816
75 Downtown Business	\$0	\$0	\$0	\$0	\$0	\$26,166	\$0	\$26,166
79 Parks	\$2,311	\$2,311	\$254	\$2,022	\$8,416	\$893	\$0	\$11,585
80 Electric	\$50,745	\$50,745	\$43,188	\$72,783	\$46,497	\$13,768	\$5,021	\$181,257
83 Fiber	\$0	\$0	\$0	\$0	\$40,079	\$0	\$0	\$40,079
85 Wastewater	\$52,058	\$52,058	\$50,810	\$28,304	\$37,466	\$15,105	\$5,021	\$136,707
87 Water	\$48,066	\$48,066	\$20,324	\$38,413	\$21,327	\$12,198	\$5,021	\$97,283
Direct Cost	\$186,640	\$186,640	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$641,892</b>	<b>\$641,892</b>	<b>\$254,049</b>	<b>\$202,174</b>	<b>\$384,271</b>	<b>\$334,180</b>	<b>\$59,355</b>	<b>\$1,234,029</b>

Enterprise Funds are used to manage the City Utilities. The Electric Fund is the largest of these funds. The operating fund will start the year with \$2,928,945 and will end the year around \$3,243,745. The reserve will start with a balance of \$9,820,979 and end with a balance of \$7,256,494, attributed to capital projects. The total capital investment planned from this fund for this fiscal year is \$3,628,000, of which \$3,061,000 is being expensed from the reserve fund during this fiscal year.

Fiber Fund manages our fiber utility and will see a decrease in its fund balance by \$56,079. There is planned investment this fiscal year for the Downtown Business District.

The Wastewater Fund will start the year with a balance around \$1,001,567 and end with a balance of \$974,751 or thirty percent (30%) fund balance. 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 \$4,000,000 in construction activity related to the facility. We are continuing to make significant investments in our collection system which is reflected in this budget as well.

The Water Fund's largest project is the completion of the Water System Hydraulic Study begun in FY18. This activity along with other capital investments will bring the fund balance to \$580,194 or thirty percent (30%) fund balance.

Finally, it is important to note the difference between operational and capital costs in this budget. Capital costs, while beneficial to the City, are sometimes not required purchases unlike operational costs, which are required to maintain our current levels of service. When capital costs of \$16,268,127 are separated from the budget, the City sees an operational surplus of \$13,420,885, indicating a healthy financial position.

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

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## Budget Summary Governmental Activity

01 General Fund			08 Street Fund	
Carryover for Appropriations-Operating	\$2,171,871		Carryover for Appropriations	\$1,033,388
Carryover for Appropriations-Reserve	\$306,314		New Revenues	\$2,358,000
New Revenues	\$6,692,024		Total Available for Appropriations	\$3,391,388
Total Available for Appropriations	\$9,170,209		500 Street	\$2,972,237
100 General	\$1,129,781		Total Street Fund Appropriations	\$2,972,237
105 Municipal Court	\$237,135		Estimated Ending Balance	\$419,151
110 Fire Department	\$1,501,912		22 Capital Fund	
115 Police Department	\$2,945,545		Carryover for Appropriations	\$824,178
120 Police Officer Training	\$0		New Revenues	\$1,775,000
130 Civic Center	\$462,688		Total Available for Appropriations	\$2,599,178
135 Community Buildings/NEC	\$35,240		600 General	\$915,550
140 Mayor & Council	\$47,767		610 Street	\$25,000
145 City Administration	\$332,213		640 Airport	\$168,600
150 City Clerk Office	\$175,303		645 DTBD	\$245,000
155 Recycling	\$46,665		650 Parks	\$466,060
165 Storm Water	\$26,000		Total Capital Fund Appropriations	\$1,820,210
170 Finance Office	\$360,811		Estimated Ending Balance	\$778,968
175 HR	\$226,461			
Total General Fund Appropriations	\$7,527,521			
Estimated Ending Balance	\$1,642,688			

### Percent of Fund Balance

General – 25 %  
 Street -18%  
 Capital– 44%

# Budget Summary Special and Internal Activity

## Percent of Fund Balance

Tourism – 40%  
Economic Development -46%  
Airport – 0%  
Downtown Business – 37%  
Parks – 72%

40 Tourism Fund		73 Airport Fund	
<i>Carryover for Appropriations</i>	<i>\$179,742</i>	<i>Carryover for Appropriations</i>	<i>\$0</i>
<i>New Revenues</i>	<i>\$165,070</i>	<i>New Revenues</i>	<i>\$2,553,849</i>
<i>Interfund Transfer In</i>	<i>\$60,000</i>	<i>Interfund Transfer In</i>	<i>\$276,504</i>
<i>Total Available for Appropriations</i>	<i>\$404,812</i>	<i>Total Available for Appropriations</i>	<i>\$2,830,352</i>
500 Tourism	\$314,183	100 Airport General	\$2,830,352
<i>Total Tourism Fund Appropriations</i>	<i>\$314,183</i>	<i>Total Airport Fund Appropriations</i>	<i>\$2,830,352</i>
<i>Estimated Ending Balance</i>	<i>\$90,629</i>	<i>Estimated Ending Balance</i>	<i>\$0</i>
45 Economic Development Fund		75 Downtown Business District Fund	
<i>Carryover for Appropriations</i>	<i>\$550,273</i>	<i>Carryover for Appropriations</i>	<i>\$31,840</i>
<i>New Revenues</i>	<i>\$1,065,220</i>	<i>New Revenues</i>	<i>\$32,900</i>
<i>Total Available for Appropriations</i>	<i>\$1,615,493</i>	<i>Total Available for Appropriations</i>	<i>\$64,740</i>
700 Economic General	\$638,477	500 DTBD General	\$52,411
715 Detroit Tool Metal Products	\$489,466	<i>Total DTBD Fund Appropriations</i>	<i>\$52,411</i>
730 Copeland	\$1,750	<i>Estimated Ending Balance</i>	<i>\$12,328</i>
<i>Total Economic Development Fund Appropriations</i>	<i>\$1,129,693</i>	79 Parks Fund	
<i>Estimated Ending Balance</i>	<i>\$485,800</i>	<i>Carryover for Appropriations-Operating</i>	<i>\$77,786</i>
		<i>Carryover for Appropriations-Reserve</i>	<i>\$721,483</i>
		<i>New Revenues</i>	<i>\$740,600</i>
		<i>Total Available for Appropriations</i>	<i>\$1,539,869</i>
		500 Parks Operation and Administration	\$788,119
		515 Boswell Aquatic Center	\$110,616
		520 Parks Activities	\$130,574
		<i>Total Parks Fund Appropriations</i>	<i>\$1,029,310</i>
		<i>Estimated Ending Balance</i>	<i>\$510,559</i>



## Budget Summary Special and Internal Activity

### Percent of Fund Balance

Codes Administration – 87%  
Service -0%  
Benefits– 48%

50 Codes Administration		60 Service Fund	
<i>Carryover for Appropriations</i>	\$37,317	<i>Carryover for Appropriations</i>	\$0
<i>New Revenues</i>	\$186,640	<i>Internal Service Cost Revenue</i>	\$1,234,029
<i>Interfund Transfer In</i>	\$125,000	<i>Total Available for Appropriations</i>	\$1,234,029
<i>Internal Service Cost Revenue</i>	\$455,252	305 Garage	\$254,049
<i>Total Available for Appropriations</i>	\$804,210	310 Purchasing & Warehouse	\$202,174
305 Development & Compliance	\$641,892	315 Information Technology	\$384,271
310 Planning & Design	\$0	320 Facilities Management	\$334,180
<i>Total Community Development Fund Appropriations</i>	\$641,892	325 Janitorial Services	\$59,355
<i>Estimated Ending Balance</i>	\$162,317	<i>Total Internal Service Fund Appropriations</i>	\$1,234,029
		<i>Estimated Ending Balance</i>	\$0
		70 Benefits Fund	
		<i>Carryover for Appropriations</i>	\$1,295,343
		<i>New Revenues</i>	\$3,658,927
		<i>Total Available for Appropriations</i>	\$4,954,270
		400 Benefits	\$3,213,673
		<i>Total Benefits Fund Appropriations</i>	\$3,213,673
		<i>Estimated Ending Balance</i>	\$1,740,597

## Budget Summary Enterprise Activity

80 Electric Fund		85 Wastewater Fund	
Carryover for Appropriations-Operating	\$2,928,945	Carryover for Appropriations-Operating	\$401,051
Carryover for Appropriations-Reserve	\$9,820,779	Carryover for Appropriations-Reserve	\$600,516
New Revenues-Operating	\$25,625,669	New Revenues	\$7,994,500
Interfund Transfer In-Reserve	\$496,715	Total Available for Appropriations	\$8,996,067
Total Available for Appropriations	\$38,872,108	200 WWTP and Operation	\$7,375,097
200 Electric Operating	\$24,988,594	205 WW Maintenance	\$206,659
205 Electric Maintenance	\$322,274	215 Inflow & Infiltration	\$439,560
215 Electric Reserve	\$3,061,000	Total Wastewater Fund Appropriations	\$8,021,316
Total Electric Fund Appropriations	\$28,371,868	Estimated Ending Balance	\$974,751
Estimated Ending Balance-Operating	\$3,243,745	87 Water Fund	
Estimated Ending Balance-Reserve	\$7,256,494	Carryover for Appropriations-Operating	\$325,089
83 Fiber Fund		Carryover for Appropriations-Reserve	\$319,594
Carryover for Appropriations	\$173,647	New Revenues	\$2,940,250
New Revenues	\$90,000	Total Available for Appropriations	\$3,587,762
Total Available for Appropriations	\$263,647	200 Water Operation	\$2,575,874
200 Fiber Operating	\$146,079	205 Water Maint. & Distribution System	\$431,694
Total Fiber Fund Appropriations	\$146,079	Total Water Fund Appropriations	\$3,007,568
Estimated Ending Balance	\$117,568	Estimated Ending Balance	\$580,194

### Percent of Fund Balance

Electric – 41%  
 Fiber - 131%  
 Wastewater – 30%  
 Water – 30%

## Fund Structure

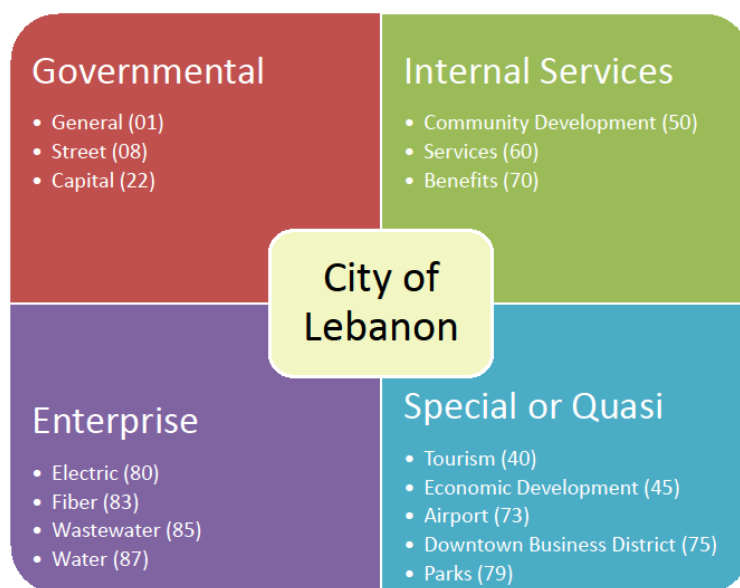
The City's fund structure aligns with four areas of services provided. Governmental activity is funded primarily by taxes and fees. The general governmental activity, streets along with public safety and recreation capital purchases are provided to the general public with these funds.

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 (77%) provided by real-estate tax income and twenty percent (15%) by business licenses; and
- ✓ Parks (79) has a property tax imposed on all real and personal property within the corporate limits of the City. This tax is used to manage and maintain a park system, consisting of nine parks and one outdoor pool.

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



## Major Revenues

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

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

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.

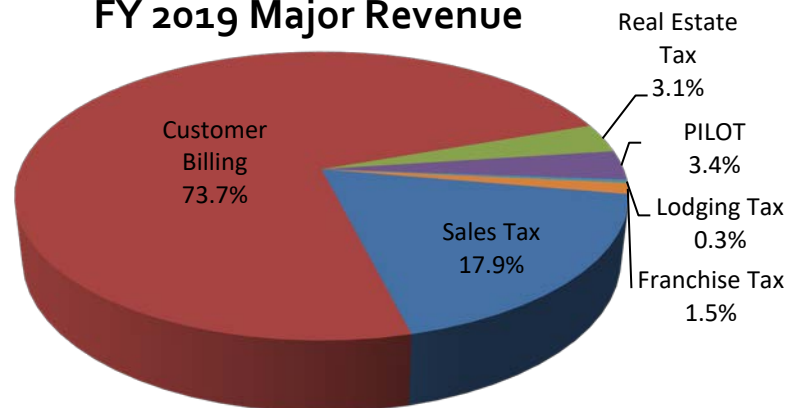
### Description

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.

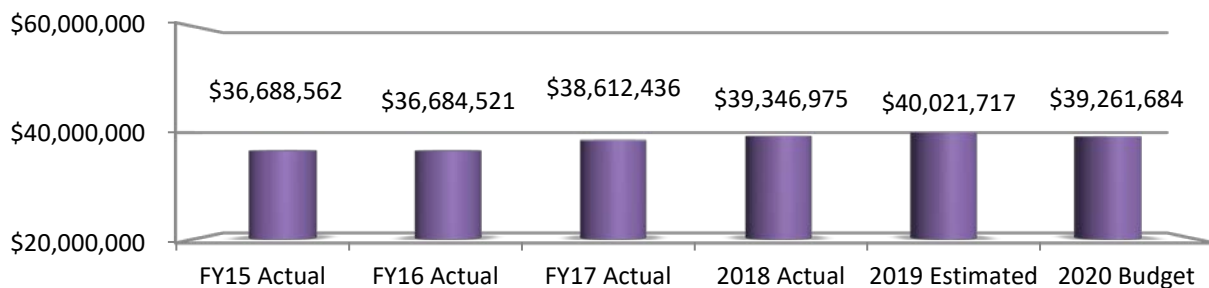
### Financial Trend

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

**FY 2019 Major Revenue**



## Major Revenues



## Sales Tax 1%

Revenue General Ledger Account:

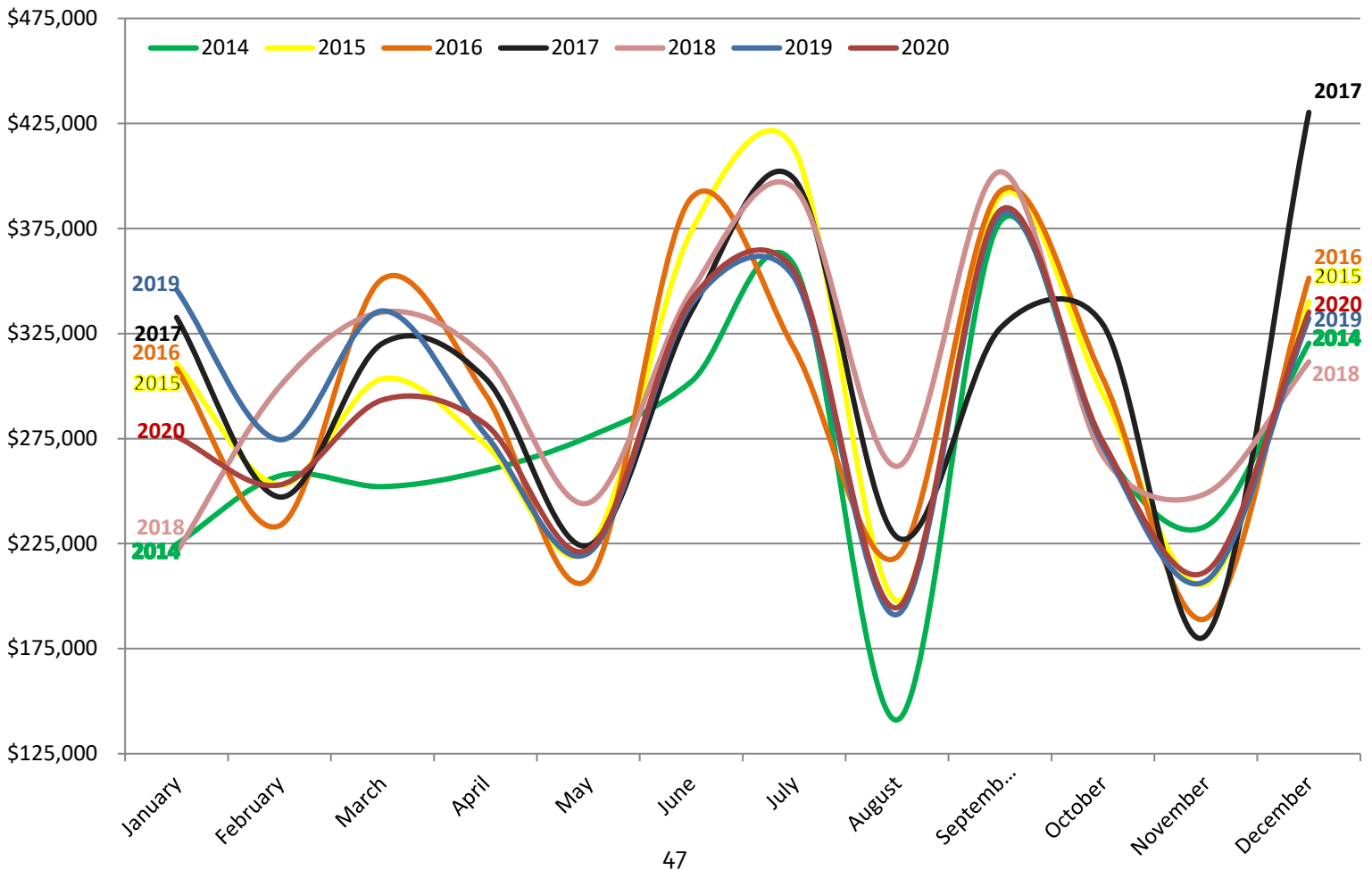
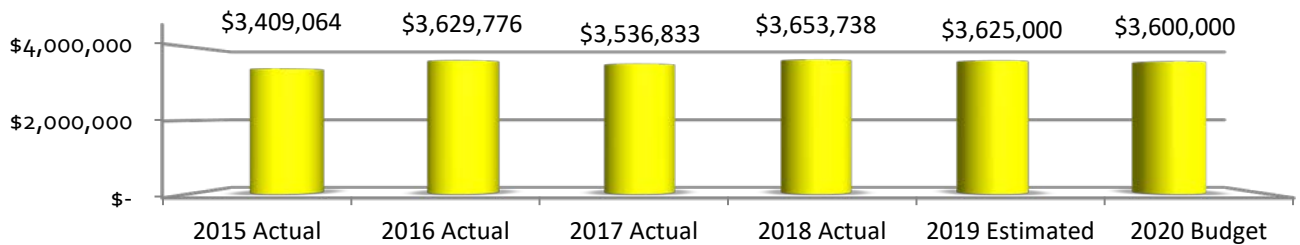
General Fund

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 FY2018 fiscal year is based on current receipts and historical trending.

## Sales Tax 1% Revenue History



## Customer Billing

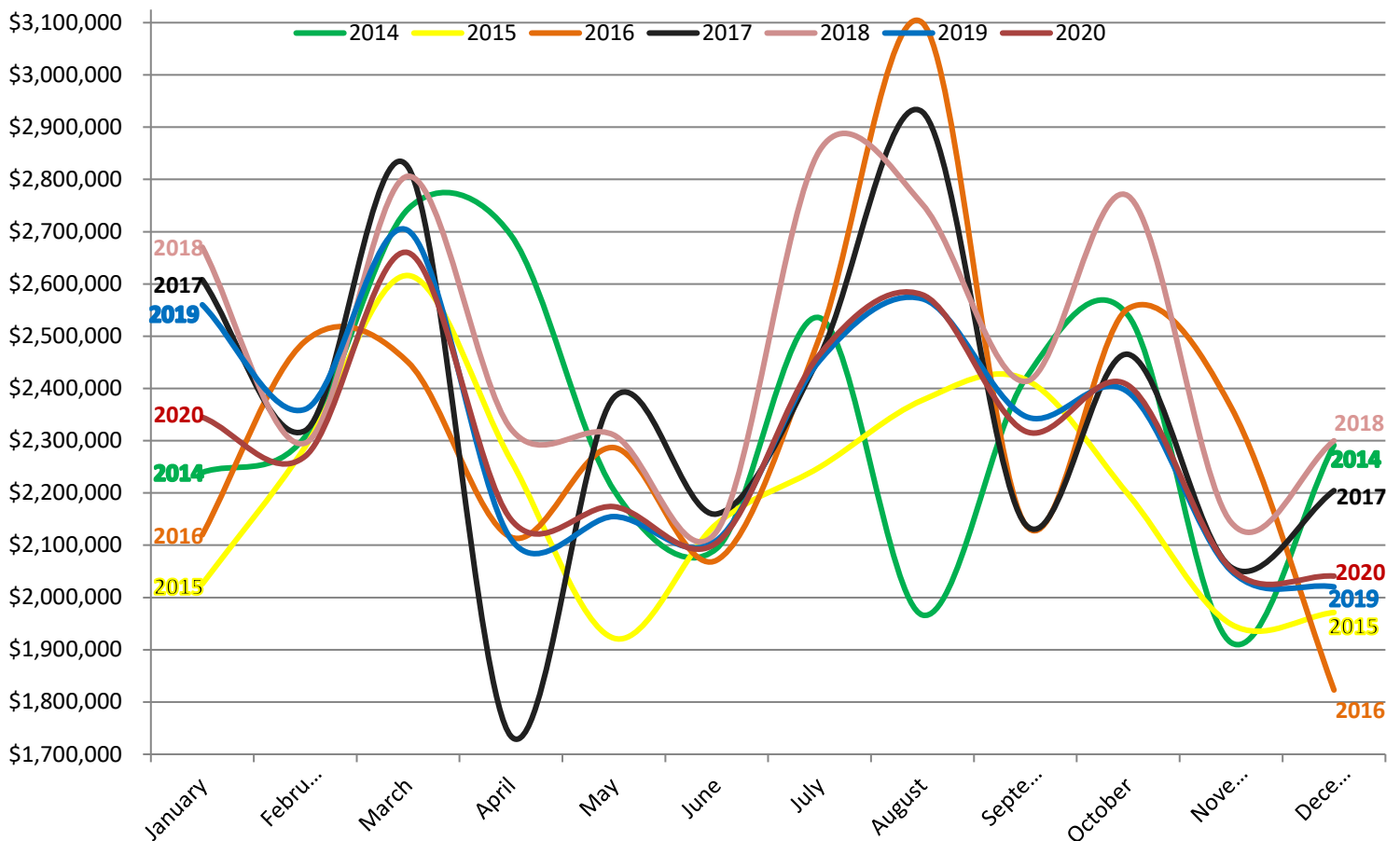
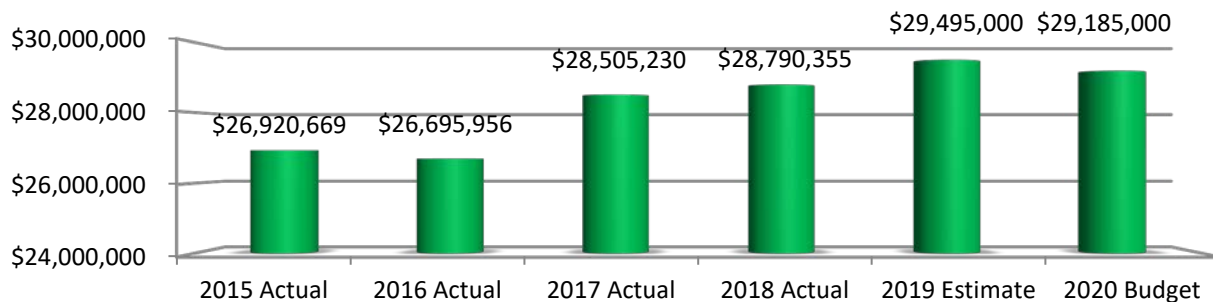
Revenue General Ledger Accounts:

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

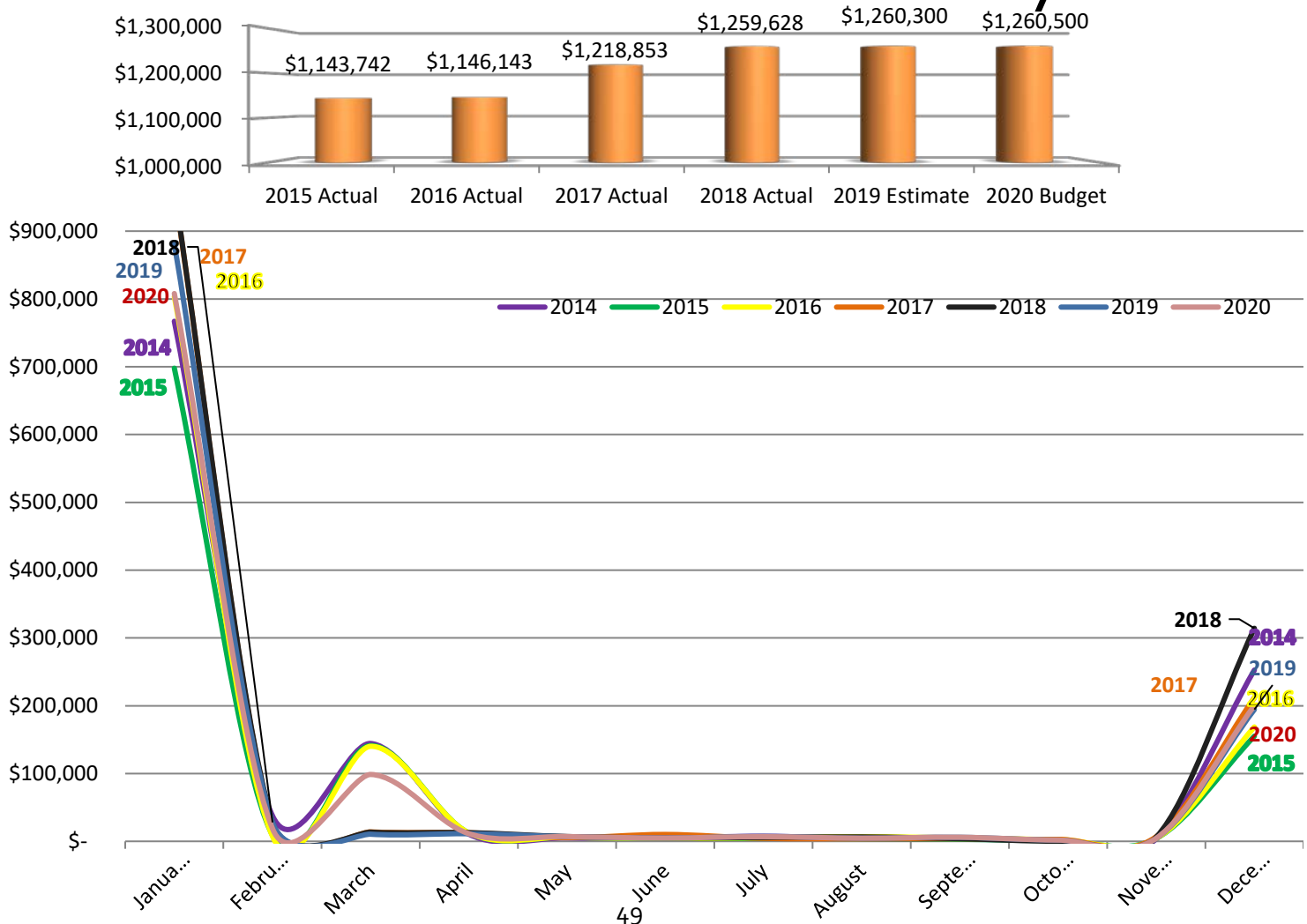
Real estate taxes levied according to the taxation districts are received from the city collector and recorded in the proper fund.

The General Fund Ad Valorem levy for the next year is \$0.2607 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 \$0.7402 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 \$0.2607 per one hundred dollars assessed valuation of all taxable, tangible property within the city limits of the city.

## Real Estate Tax Revenue History



## Sales Tax .5%

Revenue General Ledger Accounts:

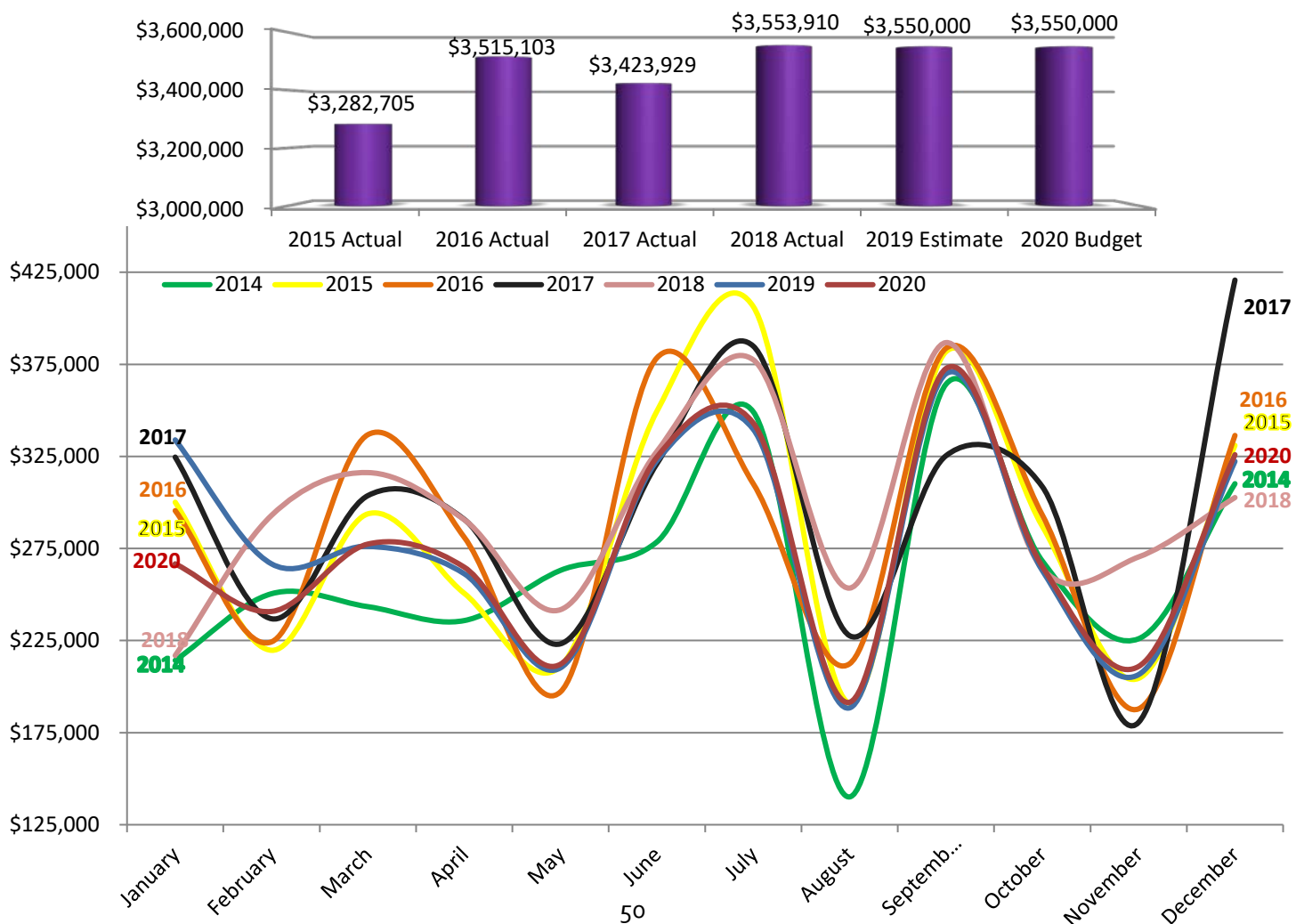
Street Fund	08-4-500-1000.002
Capital Fund	22-4-600-1000.002

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

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

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

## Sales Tax .5% Revenue History





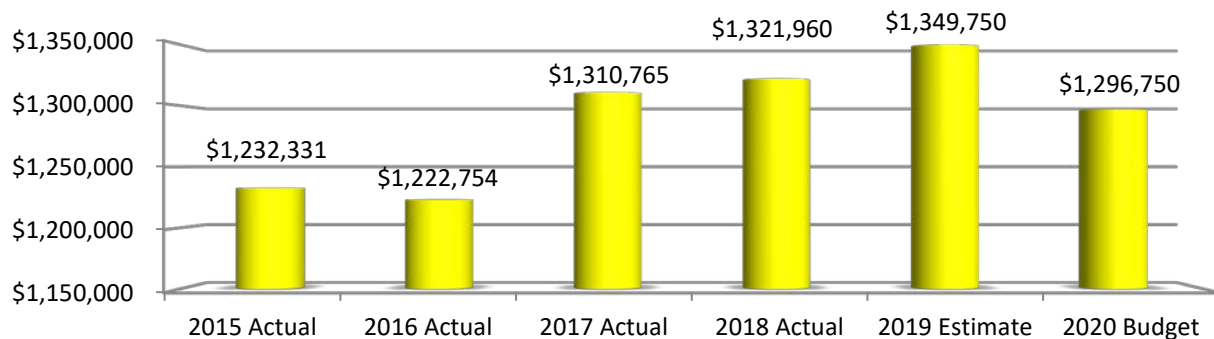
## PILOT

### Revenue General Ledger Accounts:

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

PILOTs (Paid in lieu of taxes) are collected from the Electric Fund (80), Fiber Fund (83), Wastewater Fund (85), and Water Fund (87) in lieu of the City of Lebanon Franchise Fees. Five percent (5%) of the Customer Billing account on the Electric Fund (80), Fiber Fund (83), and Water Fund (87) are received into the General Fund (01). One percent (1%) of the income from the Electric Fund (80), Water Fund (87), and Wastewater Fund (85) has been received into the Economic Development Fund in prior years. Based on the current fund balance in the Economic Development Fund (45) and the current operational balances within the Utility Funds, it was recommended not to fund the one percent (1%) into the Economic Development Fund (45) for FY2016, FY2017, FY2018, FY2019 and again in FY2020.

## PILOT Revenue History



## Lodging

Revenue General Ledger Account:

Tourism

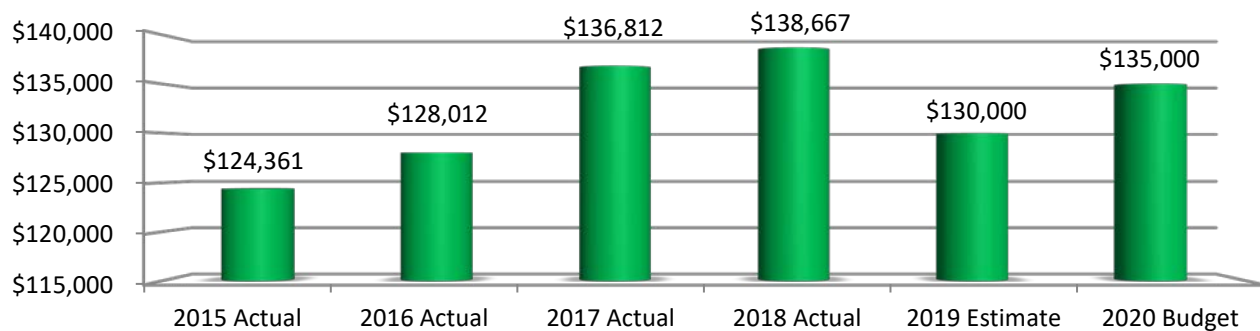
40-4-500-1000.006

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

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

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

## Lodging Revenue History



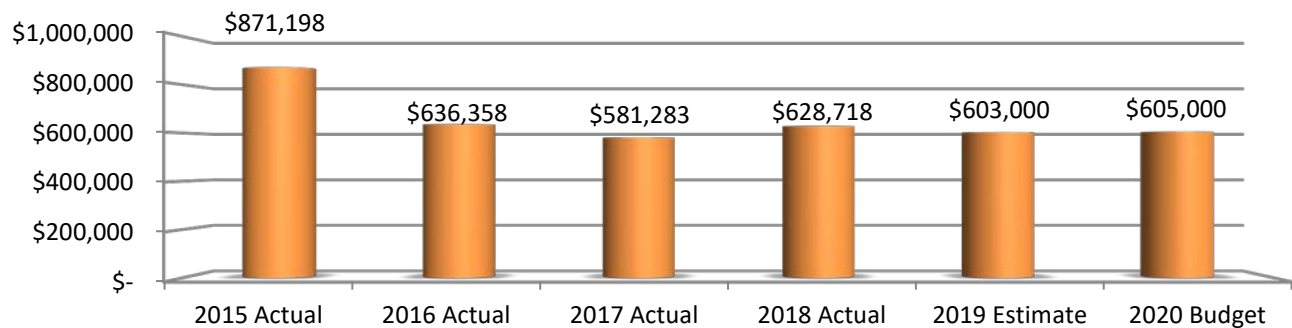
## Franchise

### Revenue General Ledger Accounts:

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

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

## Franchise Revenue History



## Personnel Schedule

	Salary Grade	FY 2018 Budget	FY 2019 Budget	FY 2020 Proposed
<b><i>Municipal Court</i></b>				
Clerk I (Court Clerk)	6	1	1	1
Clerk III (Court Clerk)	8	1	1	1
Security Officer I (Courtroom Security Officer)	7	1	1	1
Security Officer II (Courtroom Security Supervisor)	8	0.5	0	0
<b><i>Total Municipal Court</i></b>		<b>3.5</b>	<b>3</b>	<b>3</b>
<b><i>Fire</i></b>				
Captain	3 - 4	3	3	3
Fire Chief	14	1	1	1
Firefighter	1 - 2	12	12	12
Inspector III (Fire Inspector)	10	1	1	1
Lieutenant	2 - 3	3	3	3
Training/Assistant Chief	10	1	1	1
<b><i>Total Fire</i></b>		<b>21</b>	<b>21</b>	<b>21</b>
<b><i>Police</i></b>				
Animal Control Officer	6	2	2.5	2.5
Captain	12	0	0	0
Chief Communications Officer	10	1	1	1
Clerk I ( Evidence/Records Clerk)	6	1	1	1
Clerk III (Executive Assistant)	8	1	0	0
Clerk IV (Police Analyst)	9	0	1	1
Dispatcher I - II	6 - 7	7	7	7
Lieutenant I - II	10 - 11	2	2	2
Police Chief	14	1	1	1
Police Officer I - II	8 - 9	22	22	22
Police Sergeant I - II	9 - 10	5	5	5
<b><i>Total Police</i></b>		<b>42</b>	<b>42.5</b>	<b>42.5</b>
<b><i>Civic Center</i></b>				
Business Manager	8	1	0	0
Custodian I	1	1	1	1
Maintenance/Operations Worker I	4	0.5	1	1
Maintenance/Operations Worker II	5	1	0	0
Maintenance/Operations Worker III	6	1	1	1
Maintenance/Operations Worker V	8	0	1	1

	Salary Grade	FY 2018 Budget	FY 2019 Budget	FY 2020 Proposed
Operations Director	14	1	0	0
Promotion Event Coordinator	8	0	1	1
<b>Total Civic Center</b>		<b>5-5</b>	<b>5</b>	<b>5</b>
<b>Administration</b>				
Assistant to the City Administrator	12	1	1	0
City Administrator	Contract	1	1	1
Clerk III (Assistant to the CA)	8	0	0	1
Clerk V (Human Resource Generalist)	10	1	1	0
Communications Manager	10	0	1	1
Community Service Coordinator	8	0	0.5	0.5
Human Resource Coordinator	8	0	1	0
Human Resource Director	13	1	1	0
<b>Total Administration</b>		<b>4</b>	<b>6.5</b>	<b>3.5</b>
<b>City Clerk</b>				
City Clerk	14	1	1	1
Clerk III (Administrative Clerk)	8	2	0	0
Clerk V (Utility Billing Clerk)	10	1	0	0
Deputy City Clerk	10	0	1	1
<b>Total City Clerk</b>		<b>4</b>	<b>2</b>	<b>2</b>
<b>Recycling</b>				
Maintenance/Operations Worker I	4	0.5	0.5	0.5
<b>Total Recycling</b>		<b>0.5</b>	<b>0.5</b>	<b>0.5</b>
<b>Finance</b>				
Clerk I (Office Support Assistant)	6	0	1	1
Clerk IV (Accounts Payable Clerk)	9	1	1	1
Clerk IV (Accounts Receivable Clerk)	9	1	1	1
Director of Finance	14	1	1	1
Financial Analyst	12	1	1	1
<b>Total Finance</b>		<b>4</b>	<b>5</b>	<b>5</b>
<b>Human Resources</b>				
Human Resource Coordinator	8	0	0	1
Human Resource Director	13	0	0	1
Human Resource Manager	10	0	0	1

	Salary Grade	FY 2018 Budget	FY 2019 Budget	FY 2020 Proposed
<b>Total Human Resources</b>		<b>0</b>	<b>0</b>	<b>3</b>
<b>Total General Fund</b>		<b>84.5</b>	<b>85.5</b>	<b>85.5</b>
<b>Street Division</b>				
Clerk IV (Public Works Analyst)	9	1	1	1
Equipment Operator I	6	3	1.5	2.5
Equipment Operator II	7	2	3	3
Equipment Operator III	8	6	6	6
Equipment Operator IV	9	1	1	1
Equipment Operator V	10	2	2	2
Operations Manager I (Street Maintenance)	12	1	1	1
Operations Manager I (Street Projects)	12	1	1	1
Street Superintendent	13	1	1	1
<b>Total Street Division</b>		<b>18</b>	<b>17.5</b>	<b>18.5</b>
<b>Tourism</b>				
Clerk I (Administrative Clerk)	6	0.5	0.5	0.5
Tourism Director	12	1	1	1
<b>Total Tourism</b>		<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
<b>Codes Administration</b>				
Community Development Director	14	1	0	0
Clerk I (Office Support Assistant)	6	0	1	1
Codes Administration Rep I	10	0	1	1
Equipment Technician III (Draft Technician)	8	1	1	1
Equipment Technician IV (Engineering Technician)	9	1	0	0
Inspector I	8	1	2	3
Inspector II	9	1	0	0
Planner III (Code Administrator)	13	1	1	1
<b>Total Codes Administration</b>		<b>6</b>	<b>6</b>	<b>7</b>
<b>Garage</b>				
Equipment Technician III	8	0	0	1
Equipment Technician IV	9	1	1	1
Equipment Technician V	10	1	1	1
<b>Total Garage</b>		<b>2</b>	<b>2</b>	<b>3</b>
<b>Purchasing &amp; Warehouse</b>				
Clerk IV (Inventory)	9	1	1	2

	Salary Grade	FY 2018 Budget	FY 2019 Budget	FY 2020 Proposed
Maintenance/Operations Worker I	4	0.5	0.5	0
Purchasing Agent I	10	0	1	1
<b>Total Purchasing &amp; Warehouse</b>		<b>1.5</b>	<b>2.5</b>	<b>3</b>
<b>Information Technology</b>				
Help Desk I	7	0	1	1
IT Director	13	1	1	1
Maintenance/Operations Worker I (Help Desk Administrator)	4	0.5	0	0
Network Manager II	11	1	1	1
System Administrator I	8	1	0	0
System Administrator II	9	0	1	1
<b>Total Information Technology</b>		<b>3.5</b>	<b>4</b>	<b>4</b>
<b>Facilities Management</b>				
Maintenance/Operations Worker I	4	1	1	0
Maintenance/Operations Worker III	6	1	1	1
Maintenance/Operations Worker V	8	1	1	1
Operations Manager I	12	1	1	1
Seasonal Maintenance Worker I	1	2	3	1
<b>Total Facilities Management</b>		<b>6</b>	<b>7</b>	<b>4</b>
<b>Janitorial Services</b>				
Custodian I	1	1	1	1
Custodian II	2	1	1	1
Custodian III	3	0.5	0.5	0.5
<b>Total Janitorial Services</b>		<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>Total Service Fund</b>		<b>15.5</b>	<b>18</b>	<b>16.5</b>
<b>Airport</b>				
Maintenance/Operations Worker I	4	1	0.5	0.5
Maintenance/Operations Worker IV	7	1	1	1
Airport Supervisor	10	1	1	1
<b>Total Airport</b>		<b>3</b>	<b>2.5</b>	<b>2.5</b>
<b>Parks</b>				
Assistant Park Director	9	1	1	1
Concession Attendant	1	0	0	5.5
Front Desk Attendant	1	1.5	1.5	1.5

	Salary Grade	FY 2018 Budget	FY 2019 Budget	FY 2020 Proposed
Lifeguard I	1	6	6	6
Lifeguard II	3	1.5	1.5	1.5
Maintenance/Operations Worker I	4	2	3	3.5
Maintenance/Operations Worker II	5	1	1	1
Maintenance/Operations Worker V	8	1	1	0
Parks Director	13	1	1	1
Pool Manager	4	0.5	0.5	0.5
Seasonal Maintenance Worker I	1	2	1	1.5
<b>Total Parks</b>		<b>17.5</b>	<b>17.5</b>	<b>23</b>
<b>Electric</b>				
Apprentice Lineman I - IV	8-9-10-11	3	6	5
Clerk II (Customer Service Rep)	7	1	1	1
Electric Superintendent	15	1	1	1
Equipment Operator I - II	6 - 7	2	3	3
Equipment Operator III	8	2	2	2
Equipment Technician III	8	1	1	1
Journeyman Lineman I	12	7	3	4
Journeyman Lineman II	13	4	3	3
Operations Manager I	12	1	1	0
Operations Manager II	13	1	1	2
Operations Specialist III	13	1	1	1
Substation Operations Specialist	13	0	1	1
Utility Operations Supervisor	10	0	1	1
<b>Total Electric</b>		<b>24</b>	<b>25</b>	<b>25</b>
<b>Wastewater</b>				
Clerk II (Customer Service Rep)	7	1	1	1
Environmental Services Superintendent	13	1	1	1
Equipment Operator I	6	0.5	0.5	1.5
Equipment Operator II	7	3	3	3
Equipment Operator III	8	4	3	3
Equipment Operator IV	9	1	2	2
Equipment Operator V	10	1	1	1
Equipment Technician II	7	1	1	1
Equipment Technician IV	9	1	0	0
Equipment Technician V	10	0	1	1
Maintenance/Operations Worker II	5	1.5	1.5	1.5
Operations Manager I	12	1	1	1



	Salary Grade	FY 2018 Budget	FY 2019 Budget	FY 2020 Proposed
Project Manager	10	1	1	1
<b>Total Wastewater</b>		<b>17</b>	<b>17</b>	<b>18</b>
<b>Water</b>				
Clerk II (Customer Service Rep)	7	1	1	1
Equipment Operator I	6	0	0.5	0.5
Equipment Operator II	7	1.5	1	1
Equipment Operator III	8	1	1	1
Equipment Operator IV	9	2	2	2
Equipment Technician II	7	1	1	1
Equipment Technician III	8	2	1	1
Equipment Technician IV	9	0	1	1
Operations Manager I	12	1	1	1
Public Works Director	16	1	1	1
<b>Total Water</b>		<b>10.5</b>	<b>10.5</b>	<b>10.5</b>
<b>All City</b>		<b>198</b>	<b>201</b>	<b>208</b>

## Personnel Changes

The City has an overall staffing increase of 7 FTE's. Below is the explanation by department:

Street Department has a net increase of 1 FTE. This is for the addition of two (0.5) temp employees to work additional projects.

Codes Administration sees an increase of 1 FTE due to the addition of 1 (one) Inspector position to address the needs based upon the community survey.

Garage has an increase of 1 FTE to add a full-time mechanic.

Warehouse will see an increase of 0.5 FTE to move a part-time warehouse worker to full-time in an effort to strengthen the City's warehouse activities in partnership with departments.

Facilities Management has a decrease of 3 FTE as a result of contracting out mowing.

Parks will see an increase of 5.5 FTE's as a result of taking on concessions for park activities and the pool.

Wastewater will see an increase of 1 FTE to help with work flow.

## 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 2018 is estimated to be lower than anticipated due to the timing of grants received during the fiscal year and deferring the financing for our Wastewater treatment system. In FY 2019, we have estimated revenues to be similar to what was budgeted in FY 2018. 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	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$8,645,604	\$8,472,400	\$8,627,391	\$8,606,900
Franchise Fees	\$628,718	\$600,000	\$603,000	\$605,000
PILOTs	\$1,321,959	\$1,268,750	\$1,349,750	\$1,296,750
Intergovernmental	\$1,110,945	\$1,735,798	\$995,010	\$3,139,041
Service Charges	\$29,678,063	\$30,146,700	\$30,341,165	\$31,157,430
Rentals	\$1,456,026	\$1,526,790	\$1,325,370	\$1,350,970
Licenses and Permits	\$125,208	\$140,200	\$57,200	\$32,500
Fines	\$127,670	\$145,000	\$135,600	\$134,500
Benefit Revenue	\$3,239,204	\$3,438,840	\$3,406,087	\$3,658,927
Other	\$1,122,851	\$1,789,422	\$1,336,581	\$6,393,345
Internal Service Revenue	\$1,696,178	\$1,492,465	\$1,626,798	\$2,150,785
<b>Total Revenues</b>	<b>\$49,152,426</b>	<b>\$50,756,365</b>	<b>\$49,803,953</b>	<b>\$58,526,148</b>
<b>Expenses</b>				
Personnel	\$10,176,780	\$11,633,436	\$10,807,613	\$12,112,326
Capital	\$4,807,038	\$7,226,900	\$6,506,523	\$13,995,480
Debt	\$1,857,127	\$1,538,942	\$1,195,182	\$1,466,182
Grant Capital	\$240,752	\$1,269,480	\$681,239	\$2,389,581
Utilities	\$870,657	\$858,791	\$857,197	\$870,300
Professional Services	\$3,008,341	\$3,366,915	\$3,605,212	\$3,364,988
Supplies and Materials	\$21,534,576	\$22,156,023	\$20,911,474	\$21,961,993
Tools, Equipment, and Vehicles	\$661,100	\$778,330	\$749,052	\$787,035
Benefit Expense	\$2,681,703	\$3,118,092	\$2,550,304	\$3,213,674
Internal Service Expense	\$2,115,024	\$1,907,150	\$1,610,142	\$2,150,785
<b>Total Expenses</b>	<b>\$47,953,099</b>	<b>\$53,854,058</b>	<b>\$49,473,938</b>	<b>\$62,312,343</b>

# 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 \$5,000. 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 FY20 budget includes \$16,268,127 worth of capital expenses in excess of \$5,000.

## FY 2020 Capital Schedule

Project Number	Project Name	FY 2020 Budget
General Fund		
General Administration		
01-FIN-002-17	Incode Inventory Module	\$7,875
	Improvement Type: Software-Purchase	
	Account #: 01-5-100-6020.001	
	Description: Tyler's INCODE Inventory Control is a comprehensive solution for maintaining an in-house inventory system. This module tracks inventory in multiple warehouses, monitors specific usage, prompts re-order points, and maintains average cost for goods. The online inquiry function provides the option to display all inventory items with multiple years of history as well as to display current transactions. Inventory Control integrates with INCODE Centralized Purchasing for updating inventory quantities as well as INCODE Project Accounting for tracking material usage on projects. Integration with INCODE General Ledger allows receipts and disbursements to automatically appear in the financial statement	
	Justification: Inventories will automatically update as receipts, disbursements, adjustments, and transfers are processed; eliminates data entry duplication; and allows users to search inventory by partial name, partial number, or partial part number. This module will benefit and allow better project planning and management.	
	Note: Carried over from previous year	

Project Number	Project Name	FY 2020 Budget
01-FIN-003-17	<b>Incode Centralized Purchasing Module</b>	\$9,875
	<b>Improvement Type:</b> Software-Purchase	
	<b>Account #:</b> 01-5-100-6020.001	
	<b>Description:</b> 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.	
	<b>Justification:</b> Utilizes item templates for recurring orders to quickly load item details during requisition input. Distributes general ledger transactions by item. Compares goods ordered versus received and invoiced with three-way matching capability. Integrates with INCODE Inventory by part number to automatically update items on order, on-hand changes in the units quantity, and price information at the appropriate steps in the ordering and receipt processes. Tracks project expenses related to purchases through integration with the Project Accounting module.	
	<b>Note:</b> Carried over from previous year	
<b>General Administration Total</b>		<b>\$17,750</b>
<b>Fire Department</b>		
01-FDE-001-22	<b>5" Large Diameter Hose Roller</b>	\$7,500
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 01-5-110-2020.000	
	<b>Description:</b> Purchase of a powered device which will drain, and role large diameter hose utilized by fire department	
	<b>Justification:</b> Each year the fire department deploys large diameter hose several times to establish water supply for fire suppression. These hose sections are 5" in diameter and are up to 100' in length. Each hose must be drained and then reloaded onto the fire apparatus. The weight of these hoses especially during the draining process can exceed 100 pounds. This hose roller will allow the firefighter to drain, roll, walk, and reload the large diameter hose with ease. The hose roller will also help to reduce possible back, leg, arm, or other injury. This tool also removes any air still inside the hose during the draining process. This allows the hose to lay flat in the hose bed. This reduces the profile of the hose and decreases the likelihood of the hose becoming caught on the apparatus during deployment. This further reduces the possibility of injury to fire personnel.	
	<b>Note:</b>	
<b>Fire Department Total</b>		<b>\$7,500</b>

Project Number	Project Name	FY 2020 Budget
<b>Human Resource</b>		
<b>01-CAO-002-14</b>	<b>Insulated File Cabinets</b>	\$5,000
	<b>Improvement Type:</b> Furniture & Fixtures	
	<b>Account #:</b> 01-5-175-2015.000	
	<b>Description:</b> Insulated file cabinets 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, which are designed to prevent water damage resulting from sprinklers and fire hoses.	
	<b>Justification:</b> Missouri Revised Statutes Chapter 109 Section 255 authorizes the Local Records Board to established 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. These cabinets are needed to protect records in the Human Resources office.	
	<b>Note:</b> Purchase occurring in multiple years	
<b>Human Resource Total</b>		<b>\$5,000</b>
<b>General Fund Total</b>		<b>\$30,250</b>

<b>Street Fund</b>		
<b>08-STR-015-20</b>	<b>Iowa Street Improvements</b>	\$11,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Asphalt pavement overlay of 470 linear feet of Iowa Street from Texas Street to Ohio Street.	
	<b>Justification:</b> The pavement on Iowa Street is in failing condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway.	
	<b>Note:</b>	
<b>08-STR-015-18</b>	<b>Millcreek Road Improvements</b>	\$120,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Reconstruction of 1500 linear feet of new 28' wide street with curb and gutter and storm sewer.	
	<b>Justification:</b> Current inspections show the existing pavement condition to be in the low twenties-to-thirty range, very poor to poor condition, on the Pavement Condition Index. Millcreek Road reconstruction is due to needed improvements to street surface, street width, and storm sewer. These improvements have been identified in the Street Master Plan.	
	<b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
08-STR-016-20	Crisp Road Improvements	\$11,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Asphalt pavement overlay of 470 linear feet of Crisp Road from Texas Street to Ohio Street.	
	<b>Justification:</b> The pavement on Crisp Road is in failing condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway.	
	<b>Note:</b>	
08-STR-019-20	Morgan Road Roundabout Repairs	\$75,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Replacement of asphalt pavement with new concrete pavement.	
	<b>Justification:</b> The pavement surface on Morgan Road Roundabout is in failing condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway.	
	<b>Note:</b> Carried over from previous year	
08-STR-020-20	Van Buren Realignment	\$175,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Construct 500 linear feet of new street with curb and gutter and storm sewer from Van Buren near Second Street to Commercial Street at the intersection with Springfield Road.	
	<b>Justification:</b> Construction planned is to realign the intersection of Van Buren at Commercial Street across from the intersection of Springfield Road at Commercial Street. This realignment is needed to improve traffic safety and traffic flow at this location.	
	<b>Note:</b>	
08-STR-002-19	Ostrich Drive Improvements	\$93,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Reconstruction of 5,980 linear feet of Ostrich Drive from Evergreen Parkway to Oasis Drive.	
	<b>Justification:</b> Ostrich Drive asphalt overlay is due to needed improvements to street surface. These improvements have been identified in the Street Master Plan. Funding is via a Street Fund.	
	<b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
08-STR-015-18	Millcreek Rebuild (Sidewalk)	\$6,600
	<b>Improvement Type:</b> Infrastructure <b>Account #:</b> 08-5-500-2030.000 <b>Description:</b> Included is reconstruction of 900 linear feet of sidewalk from Minkler Avenue to Sherman Avenue. <b>Justification:</b> Sidewalk reconstruction is due to condition and ADA compliance of existing sidewalk. These improvements have been identified in the Street Master Plan. <b>Note:</b>	
08-STR-018-20	Traffic Signal Controller Replacement	\$23,800
	<b>Improvement Type:</b> Infrastructure <b>Account #:</b> 08-5-500-2030.000 <b>Description:</b> Replacement of traffic signal controllers at six signal locations and one spare controller. <b>Justification:</b> Replacement of existing signal controller units with ATC field programmable controller units to improve functionality and reliability of traffic signals. <b>Note:</b>	
08-STR-002-20	Utah Street	\$68,000
	<b>Improvement Type:</b> Land & Land Improvements <b>Account #:</b> 08-5-500-2005.000 <b>Description:</b> Asphalt pavement overlay of 2500' of Utah Street from Beck Lane to Sunrise Road. <b>Justification:</b> The majority of the pavement on Utah Street is in poor condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway. <b>Note:</b>	
08-STR-003-20	Kansas Avenue Improvements	\$85,000
	<b>Improvement Type:</b> Land & Land Improvements <b>Account #:</b> 08-5-500-2005.000 <b>Description:</b> Asphalt pavement overlay of 1,526 linear feet of Kansas Avenue from Bethel Road to Beck Lane. <b>Justification:</b> The pavement on Kansas Avenue is in failing condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway. <b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
08-STR-014-20	<b>Texas Street Improvements</b>	\$28,500
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Asphalt pavement overlay of 1,255 linear feet of Texas Street from Kansas Avenue to Utah Street.	
	<b>Justification:</b> The pavement on Texas Street is in poor to failing condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway.	
	<b>Note:</b>	
08-STR-013-20	<b>Ohio Street Improvements</b>	\$33,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Asphalt pavement overlay of 1,470 linear feet of Ohio Street from Kansas Avenue to Utah Street.	
	<b>Justification:</b> The pavement on Ohio Street is in very poor to failing condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway.	
	<b>Note:</b>	
08-STR-011-19	<b>Lenz Avenue Overlay</b>	\$10,560
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Asphalt pavement overlay of 513 linear feet of Lenz Avenue from Millcreek Road to Bland Avenue.	
	<b>Justification:</b> The pavement surface on Lenz Avenue is in failing condition on the Pavement Condition Index. This approach to rehabilitation will improve ride quality and reduce pavement distresses, while increasing the useful life of the roadway.	
	<b>Note:</b>	
08-STR-012-19	<b>Minkler Avenue Asphalt Surface Treatment</b>	\$4,425
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 08-5-500-2005.000	
	<b>Description:</b> Chip and seal surface treatment of 513 linear feet of Minkler Avenue from Millcreek Road to Bland Avenue.	
	<b>Justification:</b> The pavement surface on Minkler Avenue is in failing condition on the Pavement Condition Index. Chip and seal surface treatment is needed to improve the paved surface of Minkler Avenue.	
	<b>Note:</b>	



Project Number	Project Name	FY 2020 Budget
08-STR-021-20	New Street Improvements	\$65,000
	Improvement Type: Land & Land Improvements	
	Account #: 08-5-500-2005.000	
	Description: Reconstruction of 450 linear feet of New Street from Jackson Street to Monroe Street with storm sewer improvements.	
	Justification: New Street reconstruction is due to needed improvements to street surface and storm drainage issues.	
	Note:	
08-STR-008-18	Backhoe	\$120,000
	Improvement Type: Machinery & Equipment	
	Account #: 08-5-500-2020.000	
	Description: Purchase of a new backhoe to replace a 2008 model unit.	
	Justification: A backhoe is used to excavate ditches, haul and load material, and remove snow. The backhoe being replaced is approaching the end of expected life. Staff anticipates trading in the unit being replaced to help defray purchase cost of the new unit.	
	Note: Recurring Expense	
08-STR-003-22	Asphalt Milling Machine	\$20,000
	Improvement Type: Machinery & Equipment	
	Account #: 08-5-500-2020.000	
	Description: Purchase of a new asphalt milling attachment for a skid steer loader to replace an existing unit.	
	Justification: An asphalt milling attachment for a skid steer loader is used to remove asphalt for street repair and construction projects. The asphalt milling attachment being replaced is approaching the end of expected life.	
	Note: Recurring Expense	
08-STR-005-22	Walk Behind Asphalt Saw	\$5,000
	Improvement Type: Machinery & Equipment	
	Account #: 08-5-500-2020.000	
	Description: Purchase of a new walk behind asphalt saw to replace an existing unit.	
	Justification: A walk behind asphalt saw is used to saw asphalt and concrete on street repair and construction projects. The walk behind asphalt saw being replaced is approaching the end of expected life.	
	Note: Recurring Expense	

Project Number	Project Name	FY 2020 Budget
08-STR-005-16	Three Quarter Ton 4X4 Pickup Truck Replacements	\$40,000
	Improvement Type: Vehicle	
	Account #: 08-5-500-2025.000	
	Description: Purchase of three new two-quarter ton 4 x 4 pickups to replace 2001 and 2002 model units.	
	Justification: Three quarter ton pickups are used to transport personnel, tools, and equipment to jobsites. Pickups being replaced are approaching the end of service life and in line with the City Capitalization policy.	
	Note: Recurring Expense	
08-STR-006-16	Three Quarter Ton Pickup Truck Replacements	\$35,000
	Improvement Type: Vehicle	
	Account #: 08-5-500-2025.000	
	Description: Replace two (2001) model three quarter ton pickup trucks.	
	Justification: Three quarter ton pickups are used to transport personnel, tools, and equipment to jobsites. Pickups being replaced are approaching the end of service life and in line with the City Capitalization policy.	
	Note: Recurring Expense	
Street Fund Total		\$1,029,885

Capital Fund		
Capital-General		
22-FMS-005-20	Elm Street Christmas Decorations	\$6,000
	Improvement Type: Infrastructure	
	Account #: 22-5-605-2030.000	
	Description: Acquisition of Christmas decorations along Elm Street/Route 66.	
	Justification: Christmas decorations have been added along Elm Street over the last several years and this project seeks to continue that effort. The addition of these decorations (angels) would provide a decoration on each pole on Elm from Mills Drive to Kent Drive. This would provide for decorations along Christmas parade route and near Civic Center for the Mayor's Christmas program.	
	Note: Multi-year project	
01-CAO-001-20	Old Electric Building Remodel	\$100,000
	Improvement Type: Building & Improvements	
	Account #: 22-5-605-2010.000	
	Description: Improve building for Mercy Ambulance.	
	Justification: This will make improvements to this building to house Mercy Ambulance service, who will lease the building from the City.	
	Note:	

Project Number	Project Name	FY 2020 Budget
01-CAO-002-20	Public Safety Building Land Acquisition	\$50,000
	Improvement Type: Land & Improvements	
	Account #: 22-5-605-2005.000	
	Description: Purchase land for new Public Safety Building	
	Justification: Allow acquisition of land for new Public Safety Building to begin the design and building process.	
	Note:	
01-CAO-003-20	Public Safety Bldg & Civic Center Indoor Walking Trail Designs	\$100,000
	Improvement Type: Building & Improvements	
	Account #: 22-5-605-2010.000	
	Description: Design phase of construction of Public Safety Building and the Civic Center Indoor Walking Trail.	
	Justification: Public Safety Building-Allow response time for emergency personnel to respond to southwest district of the City to improve. Civic Center Indoor Walking Trail-Public survey showed us that the public would like an indoor walking trail. It would be free to the public except for the cost of an access card.	
	Note:	
22-FMS-001-18	Replace HVAC Units at City Hall	\$8,000
	Improvement Type: Machinery & Equipment	
	Account #: 22-5-605-2020.000	
	Description: Replacement of City Hall HVAC units with natural gas units.	
	Justification: City Hall HVAC units to be replaced are on the old pre-remodel and expansion part of City Hall. The units will be 21 years old against a normal service life of 15 years. Additionally, in 2020 the Federal government has stated that they will phase out R22 refrigerant, making our units obsolete. Changing units over to natural gas will increase efficiency and lower energy costs.	
	Note:	
Capital-General Total		\$264,000
Capital-Fire Department		
01-FDE-003-18	Insulation in Bay Area Station 1	\$20,000
	Improvement Type: Building & Improvements	
	Account #: 22-5-605-2010.000	
	Description: Replace rolled insulation at Fire Station 1 in the bay area.	
	Justification: In 2002 when the bay area of Fire Station 1 was added-on it was constructed with a metal roof. Underneath the roof rolled insulation was added to assist with heating of the bay. Over the past several years the metal roof has leaked causing damage to the insulation. In FY19 the roof was sealed with a membrane to eliminate leaks. Now the insulation should be replaced. Recommendation is to remove the old rolled in insulation and replace it with spray-on expanding foam insulation. Seal the new insulation with fire retardant and paint it black.	
	Note: Carried over from previous year	

Project Number	Project Name	FY 2020 Budget
01-FDE-012-17	Repair Damaged Concrete in Parking Lots	\$25,000
	<b>Improvement Type:</b> Building & Improvements	
	<b>Account #:</b> 22-5-605-2010.000	
	<b>Description:</b> Repair or replacement of damaged concrete parking lots	
	<b>Justification:</b> Justification: The concrete at each fire station has large cracks in the parking lots and apparatus aprons in front and/or behind the station. Cracks allow water to enter under the structure and erode the footing or sub-structure eventually leading to collapse of the concrete. Areas of the parking lots are subject to traffic of fire apparatus multiple times each day. The concrete should be removed and replaced with new concrete. Station 2 front apron was replaced in FY19. This project continues to replace damaged concrete through a phased approach at each station.	
	<b>Note:</b>	
01-FDE-004-16	Personal Lockers	\$11,000
	<b>Improvement Type:</b> Furniture & Fixtures	
	<b>Account #:</b> 22-5-605-2015.000	
	<b>Description:</b> Replacement of aging personal lockers which are also undersized.	
	<b>Justification:</b> Fire personnel working 24-hour shifts routinely keep items at the fire station. These items include bedding, additional uniform clothing, street clothing, personal hygiene items, reading materials, video games, DVD's, and personal electronics in their lockers for added security. Over the past few years it has become evident that the current lockers are too small for these items. In addition the current lockers do not provide a secure locking mechanism and can easily be entered without a key.	
	<b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
01-FDE-001-19	Updating Hydraulic Rescue Tools	\$28,000
	<b>Improvement Type:</b> Machinery and Equipment	
	<b>Account #:</b> 22-5-605-2020.000	
	<b>Description:</b> Replacement of vehicle extrication tools	
	<p><b>Justification:</b> The fire department currently operates hydraulic extrication tools which are powered by a gasoline pump. This technology is outdated. The setup of this equipment requires personnel to carry heavy tools and a power unit to a site, roll out hoses, make connections to tools and pump, start the pump then begin cutting of vehicles. While the department does have some pre-connected tools, these tools loose cutting power due to the length of hoses used in the system. The latest technology is electric over hydraulic tools. These tools are fully enclosed and deploy by simply turning the tool on at the work site. The new electric tools also have greater cutting and pushing capability when compared to our current tools. The reduction in setup and deployment time due to the elimination of the pump and hoses reduces the time victims are trapped in vehicles or other machinery. These funds will allow the department to replace the second set of our frontline tools. The first set was replaced in FY19. This purchase would allow us to replace a much older set of tools on our heavy rescue apparatus, eliminate two pumps and several hoses, and improve space available on our fire apparatus.</p>	
	<b>Note:</b>	
01-FDE-002-16	Replacement of Cardiac Monitors	\$20,000
	<b>Improvement Type:</b> Machinery and Equipment	
	<b>Account #:</b> 22-5-605-2020.000	
	<b>Description:</b> Replacement of outdated cardiac monitors/AED.	
	<p><b>Justification:</b> Justification: The department currently utilizes Physio Control LifePak 12 and 15 cardiac monitor/AED combination machines. The LifePak 12 platform is several years old and has reached its end of service life. Physio Control is no longer supporting the LifePak 12 platform with parts. Physio Control has released the LifePak 15 as the new field monitor. The LP15 has been improved for field service. It is a more durable device and offers a variety of options for patient care. This replacement plan replaces all our cardiac monitors over the next five years. Beginning in FY16 and completing the program in FY22. .</p>	
	<b>Note:</b>	
Capital-Fire Department Total		\$104,000

Project Number	Project Name	FY 2020 Budget
<b>Capital-Police Department</b>		
<b>01-PDA-001-19</b>	<b>Field Investigation Hardware</b>	\$9,000
	<b>Improvement Type:</b> Machinery and Equipment	
	<b>Account #:</b> 22-5-605-2020.000	
	<b>Description:</b> Purchase of Point Cloud Module for FARO used in CAD and CADZone.	
	<b>Justification:</b> On-site equipment is needed to record accidents and or crime scenes in 3D to import into our CADZone and build 2D reports. The hardware would interact to build data points and recreate the accident or crime. The hardware is compatible with the current software used on the desktops. Field operations will be able to reconstruct in real-time and record accidents and or crashes to enhance efficient law enforcement operations.	
	<b>Note:</b>	
<b>01-PDA-002-20</b>	<b>Police Equipment</b>	\$30,000
	<b>Improvement Type:</b> Machinery and Equipment	
	<b>Account #:</b> 22-5-605-2020.000	
	<b>Description:</b> Patrol Vehicle Rifles	
	<b>Justification:</b> Recognizing that officers are not always equipped to safely address threats from persons wearing body armor and/or who are at distances beyond the effective range of standard issue service weapons and shotguns, the Patrol Rifle will be implemented to address such threats and enhance police officer and public safety. This will enable a distinct tactical advantage to the officers in providing containment of a particular situation, while still remaining at a distance which is safe and prudent. One patrol rifle will be placed in each patrol vehicle; totaling 15 rifles.	
	<b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
22-PDA-003-15	Patrol Cars	\$95,000
	<b>Improvement Type:</b> Vehicles	
	<b>Account #:</b> 22-5-605-2025.000	
	<b>Description:</b> Replacement of Police Vehicles.	
	<p><b>Justification:</b> 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-20 are three Dodge Chargers 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>	
	<b>Note:</b> Recurring Expense	
<b>Capital-Police Department Total</b>		<b>\$134,000</b>
<b>Capital-Civic Center</b>		
22-CCC-002-15	Mill, Overlay, and Restripe: CCC Parking Lot	\$80,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 22-5-605-2005.000	
	<b>Description:</b> Repairs to the Civic Center parking areas that in 2015 are 18 years old.	
	<p><b>Justification:</b> The parking areas at the Civic Center need milling and 2" overlay for each of the parking lot areas on the map at the Civic Center. After the mill and fill treatment is completed, new striping will need to be applied. Lot restriping will begin in 2022.</p>	
	<b>Note:</b> Multi-year project	

Project Number	Project Name	FY 2020 Budget
22-CCC-002-17	Comprehensive Repair Plan for CCC Roof	\$150,000
	<b>Improvement Type:</b> Building and Building Improvements <b>Account #:</b> 22-5-605-2010.000 <b>Description:</b> Repairs to the 20 year old CCC roof. <b>Justification:</b> Due to bad weather and time, there are numerous areas where "bubbles" are forming on the roof surface. They are not currently leaking but with foot traffic, these bubbles could cause leaks in the roof membrane. This project includes former project 22-CCC-001-16 "Repair Administrative Office Roof" which has been rescheduled for FY 2018. <b>Note:</b> Multi-year project	
22-CCC-003-17	Replace Theater Carpet	\$25,000
	<b>Improvement Type:</b> Building and Building Improvements <b>Account #:</b> 22-5-605-2010.000 <b>Description:</b> Replace carpet throughout CCC Theater <b>Justification:</b> Carpet is 18 years old. We have not allowed food in the theater but there has been a lot of foot traffic. Theater has still been exposed to chemicals from snow removal due to the fact that the side doors are used for entrances for events. <b>Note:</b> Carried over from previous year	
22-CCC-009-16	Replacement of Theater Sound System	\$20,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 22-5-605-2020.000 <b>Description:</b> Replacement of 21 year old theater sound system <b>Justification:</b> Components of the theater sound system are aging and are no longer functioning properly. The sound board was replaced 15 years ago and is no longer supported by the manufacturer. Additionally, when the system was designed some of the modern devices used today were not anticipated or invented, and therefore are not compatible with the existing system. As part of this project, staff recommends consolidating all of the theater sound equipment into one room. <b>Note:</b> Carried over from previous year	
22-CCC-001-21	Repair Gym Floor	\$25,000
	<b>Improvement Type:</b> Building and Building Improvements <b>Account #:</b> 22-5-605-2010.000 <b>Description:</b> Repair existing gymnasium floor <b>Justification:</b> Gym floor is 22 years old. We have not done anything but put new floor finish on it since it was installed. Due to multiple types of events, water damage, and just normal wear and tear it needs repaired. We will need to reline all floor markings, replace boards and add a logo to improve the aesthetics of the floor. <b>Note:</b> Carried over from previous year	



Project Number	Project Name	FY 2020 Budget
22-CCC-004-22	Rider Floor Sweeper	\$17,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 22-5-605-2020.000 <b>Description:</b> Rider floor sweeper <b>Justification:</b> Rider sweeper will allow us easier and faster clean up after events. Staff will be able to utilize machine throughout entire building. This machine will be replacing 10 year old machine. Normal life is 7 years of normal usage. <b>Note:</b> Carried over from previous year	
22-CCC-005-17	Upgrade Theater Stage Lights	\$45,050
	<b>Improvement Type:</b> Building and Building Improvements <b>Account #:</b> 22-5-605-2010.000 <b>Description:</b> Replacement of 20 year old lights for theater stage. <b>Justification:</b> Lights on stage are the original lights. Several have stopped working or been broken during adjustments. The new ellipsoidal lights will be more user-friendly. LED will supply the same amount of light. They will also have the capability of changing colors. Currently, installation of colored gels is required for different effects. <b>Note:</b> Carried over from previous year	
<b>Capital-Civic Center Total</b>		<b>\$362,050</b>
<b>Capital-Airport</b>		
73-APT-001-20	Mill and Overlay Construction	\$168,600
	<b>Improvement Type:</b> Land & Land Improvements <b>Account #:</b> 22-5-650-2005.000 <b>Description:</b> Mill and overlay of the runway surface. <b>Justification:</b> The last pavement condition index taken for Runway 18/36 was between 59 and 64, which indicates a "fair" pavement condition. A rapid decline in the pavement's condition is expected to continue from this point forward. A mill and overlay will address issues with the friction surface and sub base defects, substantially improving the safety of the airfield for its many users. <b>Note:</b>	
<b>Capital-Airport Total</b>		<b>\$168,600</b>

Project Number	Project Name	FY 2020 Budget
<b>Capital-Downtown Business District</b>		
<b>99-DBD-001-18</b>	<b>Lebanon Farmers Market Pavilion</b>	<b>\$200,000</b>
	<b>Improvement Type:</b> Building and Building Improvements	
	<b>Account #:</b> 22-5-645-2010.000	
	<b>Description:</b> Construction of a permanent Farmers Market pavilion and Downtown Gateway.	
	<b>Justification:</b> The Farmers Market vendors have been requesting a permanent pavilion for several years in order to run a year-round market and better serve the needs of their customers. The Strategic Plan adopted by the DTBD in 2015 suggests this project as a way to help revitalize the Downtown area and offers several design sketches supporting its creation.	
	<b>Note:</b>	
<b>75-DBD-001-18</b>	<b>Streetscape Improvements/Signage Updates</b>	<b>\$45,000</b>
	<b>Improvement Type:</b> Infrastructure	
	<b>Account #:</b> 22-5-645-2030.000	
	<b>Description:</b> New signs will be used to create a distinct sense of place for the downtown area. In 2019 and 2021, new gateway monument signs will be purchased and placed at Jackson and Commercial and Washington and Commercial. In 2020, 2022, and 2023, new public parking signs will be purchased. In 2020, 2022, and 2023, welcome to downtown pole signs will be purchased and placed at strategic entry points in the downtown area.	
	<b>Justification:</b> The Downtown Business District has adopted a strategic plan calling for improvements to its physical environment. Modern downtowns feature many amenities and decorations that our district currently lacks. The gateway signs will give visitors and local shoppers a clear sense of place when shopping downtown, as will the new public parking signs and welcome to downtown signs.	
	<b>Note:</b>	
<b>Capital-Downtown Business District Total</b>		<b>\$245,000</b>
<b>Capital-Parks</b>		
<b>79-PKD-003-19</b>	<b>Atchley Park Lower Parking Lot Paved</b>	<b>\$101,060</b>
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 22-5-650-2005.000	
	<b>Description:</b> Paving the parking lot at Atchley park.	
	<b>Justification:</b> Provide more parking spaces for the numerous events that occur in the lower parking entrance to Atchley park.	
	<b>Note:</b> Carried over from previous year	

Project Number	Project Name	FY 2020 Budget
22-PKD-003-20	<b>Camp Joy Motel Cabin Movement</b>	\$15,000
	<b>Improvement Type:</b> Building & Improvements	
	<b>Account #:</b> 22-5-650-2010.000	
	<b>Description:</b> Relocation of the Camp Joy Motel Cabin for the Route 66 Park	
	<b>Justification:</b> Relocation of the cabin to save a historical Route 66 landmark and to enhance the Boswell Route 66 Park. This will include all expenses of moving and placing of the building.	
	<b>Note:</b>	
22-PKD-002-20	<b>Resurfacing Atchley Parking Lot</b>	\$100,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 22-5-650-2005.000	
	<b>Description:</b> Resurfacing of the main Atchley Park ballfield parking lot.	
	<b>Justification:</b> Maintenance for cracks in the surface of the parking lot.	
	<b>Note:</b>	
22-PKD-002-19	<b>Soccer Fields</b>	\$250,000
	<b>Improvement Type:</b> Building & Improvements (Amphitheater & Restrooms)	\$225,000
	<b>Account #:</b> 22-5-650-2010.000	
	<b>Improvement Type:</b> Infrastructure (Field Development)	\$25,000
	<b>Account #:</b> 22-5-650-2030.000	
	<b>Description:</b> Addition of a new concession/stand with restrooms and shelter/amphitheater. Installation of sprinkler system on soccer fields.	
	<b>Justification:</b> The soccer program has moved all games to Atchley Park and currently there aren't any restrooms or concessions to service this league. An amphitheater would be an addition to the park for plays and small concerts it would also be able to be used as a shelter available for rent.	
	<b>Note:</b>	
<b>Capital-Parks Total</b>		<b>\$451,060</b>
<b>Capital Fund Total</b>		<b>\$1,728,710</b>

Economic Development Fund		
Economic Development		
45-EDC-001-20	<b>Downtown Business District Parking Lot</b>	\$35,000
	<b>Improvement Type:</b> Land and Improvements	
	<b>Account #:</b> 45-5-700-2005.000	
	<b>Description:</b> Parking area on New Street between Jackson and Monroe	
	<b>Justification:</b> Limited parking downtown. Existing lot is rock surface with minimal parking area.	
	<b>Note:</b>	
<b>Economic Development Total</b>		<b>\$35,000</b>

Project Number	Project Name	FY 2020 Budget
<b>Community Development Fund</b>		
<b>Community Development Administration</b>		
<b>01-CDC-002-16</b>	<b>Subdivision Development</b>	\$116,580
	<b>Improvement Type:</b> Infrastructure	
	<b>Account #:</b> 50-5-305-2030.000	
	<b>Description:</b> Wrinkle Avenue(1/2) \$31,580, new projects \$85,000	
	<b>Justification:</b> Developers are planning to develop subdivision, or have shown interest in developing areas with city subdivision program.	
	<b>Note:</b> Wrinkle-Carried over from previous year	
<b>Community Development Administration Total</b>		<b>\$116,580</b>
<b>Community Development Fund Total</b>		<b>\$116,580</b>

<b>Service Fund</b>		
<b>Service-Garage</b>		
<b>60-GFM-001-18</b>	<b>Garage Exhaust Fans (Phase 2)</b>	\$10,000
	<b>Improvement Type:</b> Building & Building Improvements	
	<b>Account #:</b> 60-5-305-2010.000	
	<b>Description:</b> Exhaust Fan for Service Area	
	<b>Justification:</b> Fumes from welding, cutting, vehicle and equipment cause unhealthy work environment	
	<b>Note:</b> Carried over from previous year	
<b>01-GFM-002-19</b>	<b>Truck Lift</b>	\$18,000
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 60-5-305-2020.000	
	<b>Description:</b> Purchase of one (1) truck lift	
	<b>Justification:</b> Currently there is no way to elevate heavy trucks in the city fleet to perform routine maintenance and repairs. The proposed lift gives the ability for fleet maintenance staff to lift up to 20,000 lb. trucks to perform maintenance and repairs safely	
	<b>Note:</b>	
<b>Service-Garage Total</b>		<b>\$28,000</b>
<b>Service-Purchasing &amp; Warehouse</b>		
<b>60-GFM-002-20</b>	<b>Warehouse/Inventory Enclosure</b>	\$5,000
	<b>Improvement Type:</b> Building & Building Improvements	
	<b>Account #:</b> 60-5-310-2010.000	
	<b>Description:</b> Seal off open access to inventory	
	<b>Justification:</b> Currently inventory is accessible to anyone within the organization which leaves our inventory (assets) unsecured. Enclosing that space will allow for inventory to be controlled and monitored more accurately	
	<b>Note:</b>	
<b>Service-Purchasing &amp; Warehouse Total</b>		<b>\$5,000</b>

Project Number	Project Name	FY 2020 Budget
<b>Service-Facilities Management</b>		
<b>60-FMS-002-20</b>	<b>Salt Spreader</b>	\$6,300
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 60-5-320-2020.000	
	<b>Description:</b> Professional Hopper Salt and Sand Spreader	
	<b>Justification:</b> This piece of equipment will be used throughout the city to sand and salt city owned parking lots and entryways into buildings. We are seeing the need for the equipment for the safety of citizens and guests during the winter months.	
	<b>Note:</b>	
<b>Service-Facilities Management Total</b>		<b>\$6,300</b>
<b>Service Fund Total</b>		<b>\$39,300</b>

<b>Airport Fund</b>		
<b>73-APT-004-20</b>	<b>Taxilanes (GRANT)</b>	\$33,600
	<b>Improvement Type:</b> Land & Land Improvement	
	<b>Account #:</b> 73-5-100-2010.000	
	<b>Description:</b> Addition services for the T-Hanger Taxilane Project	
	<b>Justification:</b> Additional professional services need in order to complete construction phase of the T-Hanger Taxilane Project	
	<b>Note:</b> Ordinance 5839	
<b>73-APT-005-20</b>	<b>Taxilanes and Sewer Relocate (GRANT)</b>	\$328,469
	<b>Improvement Type:</b> Grants-Capital Improvement	
	<b>Account #:</b> 73-5-100-4005.002	
	<b>Description:</b> Complete T-Hanger Taxilanes and Sanitary Sewer Relocation	
	<b>Justification:</b> Construct the t-hanger taxilanes and relocate the sanitary sewer lines.	
	<b>Note:</b> Ordinance 5840	
<b>01-APT-003-18</b>	<b>Runway Mill and Overlay Design (GRANT)</b>	\$2,023,930
	<b>Improvement Type:</b> Grants-Capital Improvement	
	<b>Account #:</b> 73-5-100-4005.002	
	<b>Description:</b> Engineering services for runway mill and overlay project design.	
	<b>Justification:</b> The current pavement condition index of 59 indicates the existing runway pavement is nearing the end of its service life. Engineering services are required to design a future mill and overlay project to address the rapidly deteriorating pavement conditions.	
	<b>Note:</b> This project began previous year	
<b>Airport Fund Total</b>		<b>\$2,385,999</b>

Project Number	Project Name	FY 2020 Budget
Parks Fund		
Parks-Operating		
22-PKD-005-17	Wallace Park	\$65,000
	Improvement Type: Machinery and Equipment	
	Account #: 79-5-500-2020.000	
	Description: Installation of new playground equipment and additional sidewalks	
	Justification: The master planning process identified items that would help to increase the patron experience.	
	Note:	
79-PKD-001-14	Vehicle and Motor Equipment	\$12,500
	Improvement Type: Machinery & Equipment	
	Account #: 79-5-500-2020.000	
	Description: Replacement of a 60 inch, zero turn, commercial grade mower with striping kit.	
	Justification: To replace vehicles & equipment as part of our scheduled replacement plan.	
	Note: Recurring expense	
79-PDA-004-19	Park Signs	\$40,000
	Improvement Type: Building & Improvements	
	Account #: 79-5-500-2010.000	
	Description: Signage to for the park office as well as the Winfrey property. Sign to replace the sign that was moved at Boswell Park during the Route 66 park improvements	
	Justification: Signs for the park office and Winfrey property will help address the visibility issues of the buildings and help visitors locate the facilities easier.	
	Note: This project began previous year	
79-PKD-001-21	Nelson Park-Parking Lot Improvements	\$200,000
	Improvement Type: Infrastructure	
	Account #: 79-5-500-2030.000	
	Description: Paving gravel street parking off Maple Lane, adding additional parking off the West end of the ball fields.	
	Justification: Additional parking is needed for the abundance of cars that utilize the ball fields during baseball/softball season.	
	Note:	
Parks-Operating Total		\$317,500
Parks Fund Total		\$317,500

Project Number	Project Name	FY 2020 Budget
Electric Fund		
Electric-Operating		
80-ELF-001-20	Replace Existing Computer Systems	\$9,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-200-2020.000	
	Description: Replacement of desktops or laptops that have Win 7 32-bit	
	Justification: Current systems will have reached their end of life based on usage and capitalization policy. As the Electric Division continues to operate in the field and develop and or use software suites, more computing power will be needed. The current systems were purchased in 2014 and 2015. Some were upgraded from XP to 7 and are slow processing across the newer network. Sophos also has some issues pushing virus protection.	
	Note:	
80-ELF-005-20	Drone	\$15,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-200-2020.000	
	Description: Purchase a drone	
	Justification: For use in electric/water grid inspections, right-of-way inspections, water tower inspections, etc.	
	Note:	
80-ELF-006-20	Stump Grinder	\$70,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-200-2020.000	
	Description: Purchase a stump grinder to be utilized by the tree crew	
	Justification: Utilizing a stump grinder will allow the tree crews to be more efficient and effective in providing an additional service to our customers.	
	Note:	
80-ELF-007-20	Infrared Camera	\$10,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-200-2020.000	
	Description: Purchase an infrared camera	
	Justification: This will add another layer of safety and service to our substation & electric grid inspections.	
	Note:	
80-ELF-008-20	New Bucket Truck	\$248,000
	Improvement Type: Vehicle	
	Account #: 80-5-200-2025.000	
	Description: Purchase a substation/service bucket truck	
	Justification: This will replace a bucket truck that was removed from service over 9 years ago and never replaced.	
	Note:	

Project Number	Project Name	FY 2020 Budget
80-ELF-006-15	Construction Truck Replacement	\$215,000
	Improvement Type: Vehicle	
	Account #: 80-5-200-2025.000	
	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: Carryover from previous year	
Electric-Operating Total		\$567,000
Electric-Reserve		
80-ELF-005-15	69kV Transmission Pole Replacements	\$145,000
	Improvement Type: Land & Land Improvements	
	Account #: 80-5-215-2005.000	
	Description: Replacement of ten wooden transmission poles and insulators installed in the early 1970's with new steel poles.	
	Justification: Existing wooden poles have been identified through system inspection program as requiring replacement to assure reliability. It is recommended to use steel poles in this application due to our ability to use them beyond their useful life of 35 years.	
	Note: Multi-year project	
80-ELF-008-14	Line Reconductor/Extensions	\$100,000
	Improvement Type: Land & Land Improvements	
	Account #: 80-5-215-2005.000	
	Description: Replacement of exist conductors due to capacity limits, or line extensions to serve future developments. This work will occur on Feeder 1020 which feeds the North Side of Commercial Street and into the residential area. The existing wire has been in place since the 1960's and has sustained damage due to lightning strikes and ice storms that has weakened its strength	
	Justification: Feeders that are at or near existing wire capacity, or the extension of lines to serve new customers. This feeder was identified through our system inspection, and determined that it is below industry standards.	
	Note: Multi-year project	
80-ELF-002-15	Wire Storage Building	\$160,000
	Improvement Type: Building & Building Improvements	
	Account #: 80-5-215-2010.000	
	Description: Build a 3,500 square feet building to store wire spools at Public Works.	
	Justification: Construct a building to store reels of wire inside. This will keep reels from rotting due to exposure, and protect from other damage to wire. Currently there is not enough inside storage available in warehouse located at Public Works.	
	Note: Carried over from previous year	



Project Number	Project Name	FY 2020 Budget
80-ELF-003-15	<b>LED Streetlight Conversion</b>	\$60,000
	<b>Improvement Type:</b> Machinery and Equipment	
	<b>Account #:</b> 80-5-215-2020.000	
	<b>Description:</b> Replace High Pressure Sodium with LED fixtures and have existing steel poles sandblasted and repainted	
	<b>Justification:</b> 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.	
	<b>Note:</b> Multi-year project	
80-ELF-004-15	<b>Distribution Pole Changes</b>	\$481,000
	<b>Improvement Type:</b> Building and Building Improvements	
	<b>Account #:</b> 80-5-215-2010.000	
	<b>Description:</b> Replacement of distribution poles due to age and condition	
	<b>Justification:</b> 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.	
	<b>Note:</b> Recurring expense	
80-ELF-002-20	<b>Battery Backups for Substation Reclosers</b>	\$30,000
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 80-5-215-2020.000	
	<b>Description:</b> Purchase and install battery backups for substation recloser controls. In the event of substation outages these backups will enable us to operate the reclosers and critical equipment within the substations.	
	<b>Justification:</b> This project will provide backup power to critical equipment in the event of a outage to the main substation power.	
	<b>Note:</b>	
80-ELF-009-20	<b>Aerial Cable</b>	\$100,000
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 80-5-215-2020.000	
	<b>Description:</b> Purchase and install overhead aerial cable system on single-phase power lines.	
	<b>Justification:</b> Install aerial cable systems on single-phase lines in areas that have higher volume of vegetation and animal caused outages.	
	<b>Note:</b>	
80-ELF-010-20	<b>Gang Operated Air Brake (GOAB) 69kv</b>	\$800,000
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 80-5-215-2020.000	
	<b>Description:</b> Replace three of the 69kV GOAB structures and possibly replace seven tangent 69kV poles.	
	<b>Justification:</b> Change out three 69kV GOAB structures due to the age of the tower and the GOAB switch. The complete 69kV structure was put in in the late 60's and no one has parts for these switches anymore.	
	<b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
80-ELF-011-20	Substation Improvements	\$870,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-215-2020.000	
	Description: Upgrade substations including communications	
	Justification: Work with engineer to bring substations up to industry standards.	
	Note:	
80-ELF-004-20	Distribution Switches	\$250,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-215-2020.000	
	Description: Replace existing Blade Type 600-amp switches with 1,200-amp Gang operated switches. This project will also change existing Gang operated switches that we can not repair due to age.	
	Justification: This project will provide backup power to critical equipment in the event of a outage to the main substation power.	
	Note:	
80-ELF-002-18	Downtown Power Outlet Replacements	\$65,000
	Improvement Type: Machinery & Equipment	
	Account #: 80-5-215-2020.000	
	Description: Replacement of the existing conduit and outlets in the islands for Christmas decorations.	
	Justification: The existing infrastructure has failed, wire and conduit has sustained damage over the years. Existing power outlets are also damaged beyond repair.	
	Note: Carried over from previous year	
Electric-Reserve Total		\$3,061,000
Electric Fund Total		\$3,628,000

Fiber Fund		
83-FBR-001-20	City Wide Fiber Nodes	\$20,000
	Improvement Type: Machinery & Equipment	
	Account #: 83-5-200-2020.000	
	Description: Purchase fiber patch panels, managed UPS, and converters at extended locations within the ring.	
	Justification: The current infrastructure is designed to be a ring. With the implementation of fiber in broader areas, the ring has too many arms and nodes need to be brought into the ring.	
	Note:	

Project Number	Project Name	FY 2020 Budget
83-FBR-002-20	<b>Cameras and Wireless Project Downtown Business District</b>	\$15,000
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 83-5-200-2020.000	
	<b>Description:</b> Purchase camera solution and wireless nodes.	
	<b>Justification:</b> In an effort to enhance the Downtown Business District, wireless nodes should extend past the phase one first block. Also, the camera solution should cover designated areas outlined in ESRI.	
	<b>Note:</b>	
83-FBR-003-20	<b>Network Switch for Wireless Downtown Business District</b>	\$12,000
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 83-5-200-2020.000	
	<b>Description:</b> Purchase a Meraki MS250 Switch for the new traffic in the Downtown Business District.	
	<b>Justification:</b> As fiber continues to grow, the hardware must match the current configuration for management functions and security. The switch will provide adequate coverage and redundancy on the ring.	
	<b>Note:</b>	
83-FBR-004-20	<b>Scale Nodes Expansion</b>	\$12,000
	<b>Improvement Type:</b> Machinery & Equipment	
	<b>Account #:</b> 83-5-200-2020.000	
	<b>Description:</b> Purchase SCALE nodes for current stack.	
	<b>Justification:</b> The SCALE nodes will provide additional capacity for the upcoming expansion projects to include: Atchley, Ag Barn, Downtown Business District, to name a few. The SCALE is what stores and allows the data to be manipulated.	
	<b>Note:</b>	
<b>Fiber Fund Total</b>		<b>\$59,000</b>

Wastewater Fund		
85-ENV-008-20	<b>Emerald Lane Gravity Sewer Main</b>	\$100,000
	<b>Improvement Type:</b> Land & Land Improvements	
	<b>Account #:</b> 85-5-200-2005.000	
	<b>Description:</b> 1700 Linear Feet of 8 inch PVC sewer line and remove the existing lift station.	
	<b>Justification:</b> The existing lift station is reaching the end of its useful service life. Removing it and installing gravity sewer will insure sufficient service to our customers in the future	
	<b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
85-WWO-007-19	North Hwy 5 Sewer Extension	\$35,000
	<b>Improvement Type:</b> Land & Land Improvements <b>Account #:</b> 85-5-200-2005.000 <b>Description:</b> Extend City Sewer to serve properties <b>Justification:</b> The City does not have sewer service in the area. This line extension will provide service to properties which are not currently served by the City's wastewater collection system. <b>Note:</b> Carried over from previous year	
85-ENV-001-14	Collection Improvements in the Goodwin Hollow Watershed	\$500,000
	<b>Improvement Type:</b> Land and Land Improvements <b>Account #:</b> 85-5-200-2005.000 <b>Description:</b> 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. <b>Justification:</b> This project will reduce the number and duration of sanitary sewer overflows in this watershed by repairing/replacing collection system pipes and manholes that have numerous defects that allow rainwater to exceed the capacity of the lines. <b>Note:</b> Carried over from previous year	
85-ENV-999-14	WWTP Improvements (Phase 2)	\$4,000,000
	<b>Improvement Type:</b> Building & Building Improvements <b>Account #:</b> 85-5-200-2010.000 <b>Description:</b> Filter and sludge improvements will include: new disc filters, conversion of backwash basin to a 30ft diameter 16ft deep waste basin providing 74k gallons of storage), bar screen upgrade at the head of plant, new sludge holding basin (80ft diameter 20ft deep holding 750k gallons), new electrical equipment control center, new bio-solids hauling truck, installation of mixers, and dissolved oxygen meters in the existing oxidation ditches. Note: Previously 85-WWT-001-14 <b>Justification:</b> The water quality regulations set by the Missouri Department of Natural Resources continue to get more stringent. The existing equipment has been in continuous service for 35 years and has exceeded their life cycles and is reaching design capacity. The sludge improvements are needed to continue to meet the 503 regulations set by the Environmental Protection Agency. By increasing the design capacity of the wastewater treatment plant it will allow quality treatment for many years to come. <b>Note:</b> Multi-year project	

Project Number	Project Name	FY 2020 Budget
85-ENV-004-18	Lift Station Improvements	\$100,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 85-5-200-2020.000 <b>Description:</b> Replacement of electrical control panels and installing access hatches and pump slide rails to approximately 15 lift stations. Conversion of 9 wet well mounted lift stations to submersible pump lift stations. <b>Justification:</b> The existing aged lift stations need improvements to maintain reliable service. By installing slide rails for the pumps it almost eliminates the need for a manned entry into the confined space to perform maintenance and repairs. <b>Note:</b> Recurring Expense	
85-ENV-003-19	75kw Portable Generator	\$60,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 85-5-200-2020.000 <b>Description:</b> Portable Generator <b>Justification:</b> This will enable the division to operate lift stations during a power outage and insure that there is not a sanitary sewer overflow. <b>Note:</b>	
85-ENV-007-15	Lift Station SCADA	\$20,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 85-5-200-2020.000 <b>Description:</b> Install wireless communication network and Programmable Logic Controllers (PLC) <b>Justification:</b> 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. <b>Note:</b>	
85-ENV-006-20	Equipment and Material Trailer	\$8,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 85-5-200-2020.000 <b>Description:</b> Equipment and Material Trailer <b>Justification:</b> This will replace an older lightweight utility trailer that is not rated to haul some of the materials and equipment used by the department. <b>Note:</b> Multi-year project due to lease/purchase financing	

Project Number	Project Name	FY 2020 Budget
85-ENV-006-16	Mechanical Bar Screen	\$650,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 85-5-200-2020.000 <b>Description:</b> Mechanical Bar Screen. <b>Justification:</b> The existing manual bar screen requires an operator to enter a pit 3 days a week to remove trash from the bar screen and put it into a bucket that has to be lifted out of the pit by a rope. By adding the mechanical bar screen it will increase employee safety and improve efficiencies. <b>Note:</b>	
85-ENV-003-18	Replace Existing Wastewater Computer Systems	\$5,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 85-5-200-2020.000 <b>Description:</b> Replacement of desktops, laptops, or tablets Win 7, 32 bit with Win 10 or greater. <b>Justification:</b> Current systems are at their end of life and were purchased in 2014 and 2015. Some were received from Jefferson City state program and were already a few years old. We would like to implement tablets in the field as well to become more mobile and digital. The new systems would be capable of handling current suites and or applications. The tablets will ensure field operations are streamlined into daily business functions and enhance efficiency. Training has been provided and users understand the VPN capabilities. <b>Note:</b> Recurring Expense	
<b>Wastewater Fund Total</b>		<b>\$5,478,000</b>

Water Fund		
87-WTR-006-17	Smith & Bluebird Water	\$10,000
	<b>Improvement Type:</b> Land and Land Improvements <b>Account #:</b> 87-5-200-2005.000 <b>Description:</b> Move 5 house services to the existing 8 inch water main eliminating the existing 2 inch galvanized <b>Justification:</b> The 2 inch galvanized has a history of leaks. <b>Note:</b>	
87-WTR-007-17	Cowan & 32 Water Tie	\$6,500
	<b>Improvement Type:</b> Land and Land Improvements <b>Account #:</b> 87-5-200-2005.000 <b>Description:</b> Install approximately 240' of 8 inch PVC <b>Justification:</b> This will eliminate a dead end water line, creating a loop feed improving the water distribution system in this area. <b>Note:</b>	

Project Number	Project Name	FY 2020 Budget
87-ENV-008-21	Water Distribution System Improvements	\$80,000
	Improvement Type: Land and Land Improvements	
	Account #: 87-5-200-2005.000	
	Description: Water Distribution System Improvements	
	Justification: This is for improvements that are identified in the water distribution system hydraulic study.	
	Note:	
87-WTR-003-17	Spiller Tower Renovation	\$300,000
	Improvement Type: Building and Improvements	
	Account #: 87-5-200-2010.000	
	Description: Renovation consisting of sandblasting the exterior and repainting interior and exterior. Perform minor repairs to the vents and hatches as needed	
	Justification: Renovation is required because the interior and exterior coating system has exceeded its life cycle. Failure of the coating system will lead to contamination and deterioration of the tank compromising the integrity of the structure.	
	Note:	
87-ENV-006-20	Glencastle Tower	\$500,000
	Improvement Type: Building and Improvements	
	Account #: 87-5-200-2010.000	
	Description: Renovation consisting of sandblasting the exterior and repainting interior and exterior. Perform minor repairs to the vents and hatches as needed.	
	Justification: Renovation is required because the interior and exterior coating system has exceeded its life cycle. Failure of the coating system will lead to contamination and deterioration of the tank compromising the integrity of the structure.	
	Note:	
87-ENV-003-19	Bowling Water Tower Top Coat	\$175,000
	Improvement Type: Building and Improvements	
	Account #: 87-5-200-2010.000	
	Description: Pressure wash and apply a top coat over the existing paint.	
	Justification: The paint on the water tower is 11 years old. By pressure washing and applying a top coat to the existing paint will extend the life of the paint without having to rig a containment curtain and sand blast all of the existing paint and then repaint.	
	Note:	

Project Number	Project Name	FY 2020 Budget
87-ENV-006-15	<b>Tower Modification</b>	\$75,000
	<b>Improvement Type:</b> Building & Improvements <b>Account #:</b> 87-5-200-2010.000 <b>Description:</b> Modify piping from wells and water towers to achieve recommended chlorine contact time at 301 Lawson Avenue, 643 Ohio Avenue, 539 Mayfield Street, Spiller and Washington Avenue, and Glencastle Lane. <b>Justification:</b> Modifying the piping at the water towers will achieve greater chlorine contact time. This is a recommendation from Missouri Department of Natural Resources during the latest sanitary inspection. <b>Note:</b> Multi-year project	
87-WTR-002-16	<b>Chlorine Leak Detectors in the Wells</b>	\$30,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 87-5-200-2020.000 <b>Description:</b> Install chlorine leak detectors in the wells <b>Justification:</b> Provide early warning of a chlorine leak protecting surrounding homes and limiting the damage to equipment. <b>Note:</b> Multi-year project due to lease/purchase financing	
87-ENV-008-20	<b>Water Critical Parts</b>	\$20,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 87-5-200-2020.000 <b>Description:</b> Keep in stock critical parts for the operation and maintenance of the water wells and towers. <b>Justification:</b> To keep the wells and towers in good operating condition <b>Note:</b> Recurring Expense	
87-ENV-004-19	<b>Water Wells: Chlorine Analyzers Replacements</b>	\$6,000
	<b>Improvement Type:</b> Machinery & Equipment <b>Account #:</b> 87-5-200-2020.000 <b>Description:</b> Replacement of the existing chlorine analyzers in the seven wells <b>Justification:</b> The existing chlorine analyzers have reached the end of their useful life. The analyzers are used to monitor the chlorine levels at the well. This is a useful tool to better manage the water system and insure safe drinking water is delivered to our customers. <b>Note:</b>	
87-ENV-004-18	<b>Service Truck</b>	\$85,000
	<b>Improvement Type:</b> Vehicle <b>Account #:</b> 87-5-200-2025.000 <b>Description:</b> Purchase of a one ton 4 x 4 pickup to replace 2006 model unit. <b>Justification:</b> One ton pickups are used to transport personnel, tools, and equipment to jobsites. Pickups being replaced are approaching the end of service life and in line with the City Capitalization policy. <b>Note:</b> Recurring Expense	



Project Number	Project Name	FY 2020 Budget
87-ENV-005-18	Replace Existing Water Computer Systems	\$5,000
	Improvement Type: Machinery & Equipment	
	Account #: 87-5-200-2020.000	
	Description: Replacement of desktops, laptops, or tablets with Win 7 32-bit to Win 10.	
	Justification: Current systems are at their end of life and were purchased in 2014 and 2015. Some were received from Jefferson City state program and were already a few years old. We would like to implement tablets in the field as well to become more mobile and digital. The new systems would be capable of handling current suites and or applications. The tablets will ensure field operations are streamlined into daily business functions and enhance efficiency. The IT Department has worked with a variety of tablets and field tested many. Training has been provided and users understand the VPN capabilities.	
	Note: Recurring Expense	
Water Fund Total		\$1,292,500

Multiple Fund		
Multiple Funding		
22-ITS-005-16	Tablets	\$40,500
	Improvement Type: Machinery and Equipment	
	Account #: Direct billed to departments/divisions	
	01-115 Police Department	\$9,000
	01-170 Finance Office	\$12,000
	08-500 Street Department	\$3,000
	50-305 Development & Compliance	\$6,000
	60-305 Garage	\$1,500
	80-200 Electric Operating	\$3,000
	85-200 Wastewater Operating	\$3,000
	87-200 Water Operating	\$3,000
	Description: Replacement of desktops, laptops, and tablets with Win 7 to Win 10 or greater.	
	Justification: Current systems will have reached the end of life and operate under Win 7, 32-bit. Win 10 or greater will be required to continue processing data in efficient manner. The tablets will be used for remote work or field operations.	
	Note: Recurring Expense	

Project Number	Project Name	FY 2020 Budget
99-ITS-001-16	Capital Hardware-Switches	\$86,903
	Improvement Type: Machinery and Equipment	
	Account #: Direct billed to departments/divisions	
	01-105 Municipal Court	\$1,204
	01-110 Fire Department	\$6,021
	01-115 Police Department	\$39,134
	01-130 Civic Center	\$1,806
	01-140 Mayor & Council	\$602
	01-145 City Administration	\$1,204
	01-150 City Clerk	\$2,239
	01-170 Finance Office	\$2,323
	01-175 Human Resource	\$1,806
	08-500 Street Department	\$3,010
	40-500 Tourism	\$1,204
	50-305 Development & Compliance	\$4,215
	60-305 Garage	\$602
	60-310 Warehouse	\$602
	60-315 IT Department	\$3,010
	60-320 Facilities Management	\$1,806
	73-100 Airport	\$1,204
	79-500 Parks Department	\$1,806
	80-200 Electric Operating	\$4,300
	85-200 Wastewater Operating	\$4,505
	87-200 Water	\$4,300
	Description: Upgrades of city wide computing infrastructure.	
	Justification: In FY19, the City of Lebanon entered an agreement with AOS to purchase city-wide Meraki switches and firewall. The council-approved agreement allotted direct billing to funds for FY19 and FY20. The switches are in place, but the second payment will be required in FY20. As fiber extends to city-owned facilities, new switches will be put in place to support data and voice communications.	
	Note:	
Multiple Funds Total		\$127,403
All Capital Improvements		\$16,268,127

## Statement of Budgeted Revenues and Expenditures and Changes in Fund Balance

	Estimated Beginning Balance	Revenues	Expenditures	Projected Ending Balance	Percent Change in Fund balance
General	\$2,478,185	\$6,692,024	\$7,527,521	\$1,642,688	-33.71%
Street	\$1,033,388	\$2,358,000	\$2,972,237	\$419,151	-59.44%
Capital	\$824,178	\$1,775,000	\$1,820,210	\$778,968	-5.49%
Tourism	\$179,742	\$225,070	\$314,183	\$90,629	-49.58%
Economic Development	\$550,273	\$1,065,220	\$1,129,693	\$485,800	-11.72%
Community Development	\$37,317	\$766,892	\$641,892	\$162,317	0.00%
Service	\$0	\$1,234,029	\$1,234,029	\$0	0.00%
Benefits	\$1,295,343	\$3,658,927	\$3,213,673	\$1,740,597	34.37%
Airport	\$0	\$2,830,353	\$2,830,352	\$0	0.00%
Downtown Business District	\$31,840	\$32,900	\$52,411	\$12,328	-61.28%
Parks	\$799,269	\$740,600	\$1,029,310	\$510,559	-36.12%
Electric	\$12,749,724	\$26,122,384	\$28,371,868	\$10,500,239	-17.64%
Fiber	\$173,647	\$90,000	\$146,079	\$117,568	-32.30%
Wastewater	\$1,001,567	\$7,994,500	\$8,021,316	\$974,751	-2.68%
Water	\$647,512	\$2,940,250	\$3,007,568	\$580,194	-10.40%
GRAND TOTAL	\$21,801,984	\$58,526,149	\$62,291,093	\$18,037,041	-17.27%

### Explanation of Changes in Fund Balance Greater than 10%:

The **General Fund** is scheduled to decrease by 33.71% due in part to investment in capital projects and other capital purchases, one time planned studies and professional services, and increased costs in the service funds.

The **Street Fund** is scheduled to decrease by 59.44% due to planned capital activity.

The **Tourism Fund** is scheduled to decrease by 49.58% due to additional investment in part-time staff, increased advertising and professional services.

The **Economic Development Fund** is scheduled to decrease by 11.72% as a result of planned investment in Airport, Codes Administration and the Copeland Building.

The **Benefits Fund** is scheduled to increase by 34.37% due to low claim utilization in the prior year.

The **Downtown Business District Fund** is scheduled to decrease by 61.28% due to investment in projects to include clean-up efforts, streetscapes, and tree removal.

The **Parks Fund** is scheduled to decrease by 36.12% due to planned spending of the Park Master Plan

projects.

The **Fiber Fund** is scheduled to decrease by 32.30% as a result of investment in a master plan for fiber.

The **Electric Fund** is scheduled to decrease by 17.64% due to increased investment in capital projects.

The **Water Fund** is scheduled to decrease 10.40% due to anticipating planned capital improvements and purchases.

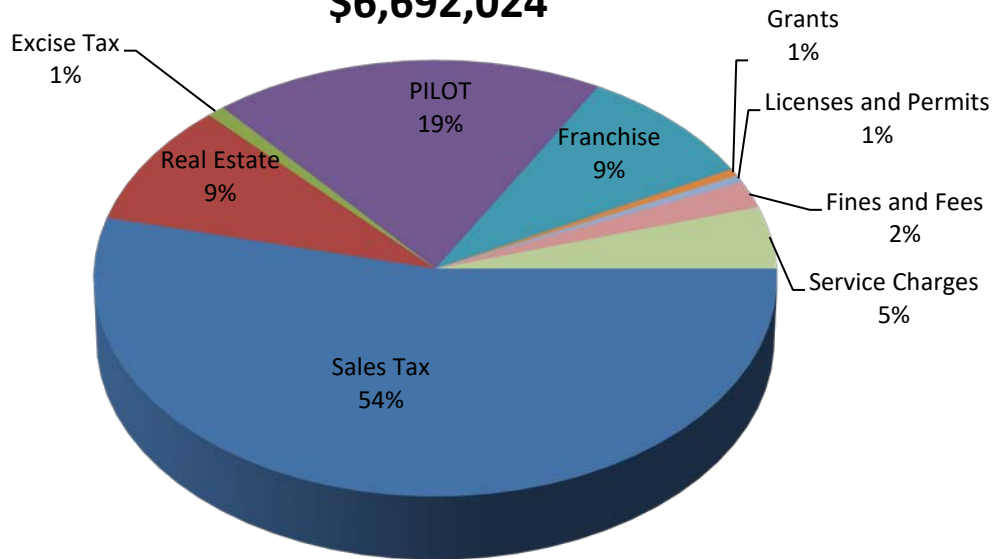
# Departmental Summaries



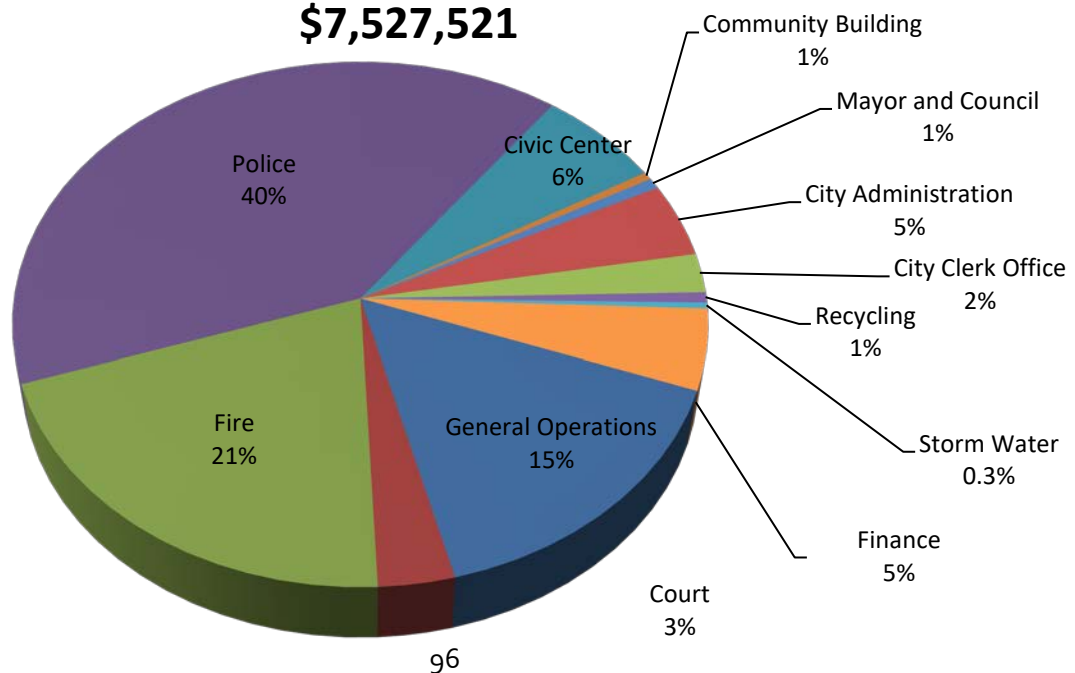
## General Fund

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

### General Funds Available by Category \$6,692,024



### General Fund Expense by Department \$7,527,521



## General Fund Revenue and Expenses by Category

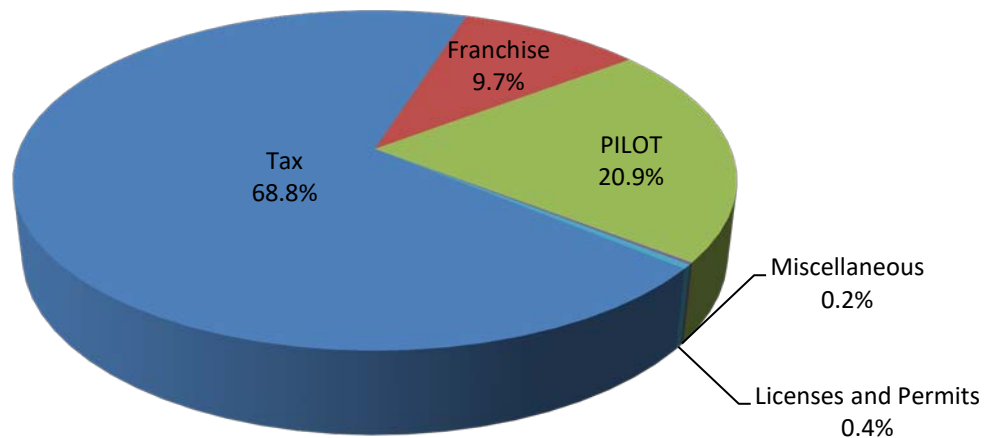
General Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$4,330,880	\$4,224,000	\$4,300,000	\$4,274,000
Franchise Fees	\$628,718	\$600,000	\$603,000	\$605,000
PILOTs	\$1,321,959	\$1,268,750	\$1,349,750	\$1,296,750
Intergovernmental	\$135,779	\$20,540	\$63,730	\$35,774
Service Charges	\$12,274	\$7,000	\$2,500	\$3,000
Rentals	\$230,744	\$229,000	\$231,800	\$230,000
Licenses and Permits	\$31,610	\$25,000	\$25,000	\$25,000
Fines	\$127,670	\$145,000	\$135,600	\$134,500
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$114,122	\$90,500	\$153,418	\$88,000
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$6,933,756</b>	<b>\$6,609,790</b>	<b>\$6,864,798</b>	<b>\$6,692,024</b>
<b>Expenses</b>				
Personnel	\$4,686,607	\$5,125,387	\$4,727,167	\$5,292,925
Capital	\$293,282	\$265,571	\$328,981	\$95,839
Grants	\$31,358	\$31,039	\$41,199	\$37,182
Utilities	\$297,676	\$280,605	\$270,166	\$277,580
Professional Services	\$815,013	\$876,941	\$884,565	\$828,719
Supplies and Materials	\$95,230	\$128,840	\$115,986	\$138,625
Tools, Equipment, and Vehicles	\$212,200	\$207,100	\$214,585	\$213,050
Internal Service Expense	\$624,493	\$761,190	\$640,000	\$643,601
<b>Total Expenses</b>	<b>\$7,055,860</b>	<b>\$7,676,672</b>	<b>\$7,222,650</b>	<b>\$7,527,521</b>

## General Administration

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

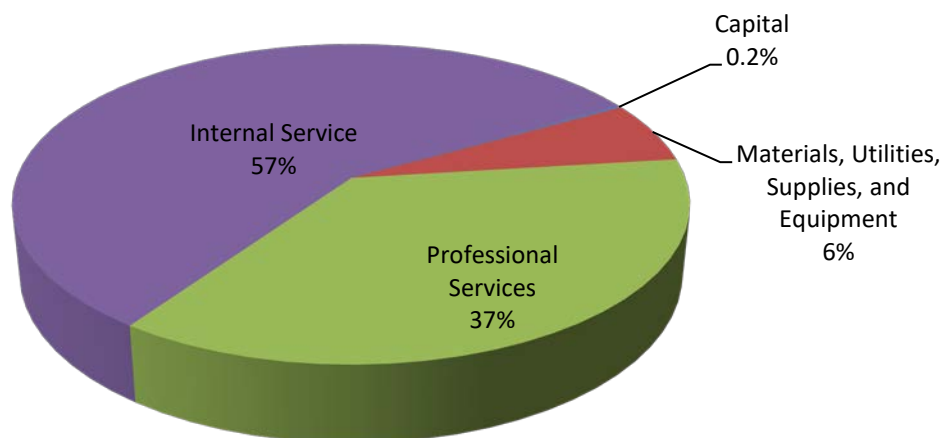
### General Revenue by Category

**\$6,212,250**



### General Expenses by Category

**\$1,129,781**





General Fund-General Revenues			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	4-100-1000.001	Tax-Sales 1%	\$3,550,000	\$3,550,000	\$3,625,000	\$3,600,000
01	4-100-1000.003	Tax-Real Estate	\$590,000	\$615,000	\$615,000	\$615,000
01	4-100-1000.004	Tax-Cigarette	\$60,000	\$59,000	\$60,000	\$59,000
01	4-100-1000.005	Tax-Financial Institute	\$0	\$0	\$0	\$0
	<b>Total Tax Revenue</b>		<b>\$4,200,000</b>	<b>\$4,224,000</b>	<b>\$4,300,000</b>	<b>\$4,274,000</b>
01	4-100-1005.001	Franchise-Telephone	\$26,500	\$20,000	\$20,000	\$20,000
01	4-100-1005.002	Franchise-Natural Gas	\$200,000	\$180,000	\$210,000	\$215,000
01	4-100-1005.003	Franchise-Cable Television	\$85,000	\$85,000	\$83,000	\$80,000
01	4-100-1005.004	Franchise-Cellular	\$230,500	\$215,000	\$180,000	\$180,000
01	4-100-1005.005	Franchise-Laclede Electric	\$98,000	\$100,000	\$110,000	\$110,000
01	4-100-1005.006	Franchise-Telephone Protest	\$0	\$0	\$0	\$0
	<b>Total Franchise Revenue</b>		<b>\$640,000</b>	<b>\$600,000</b>	<b>\$603,000</b>	<b>\$605,000</b>
01	4-100-1010.001	PILOT-Electric	\$1,272,500	\$1,180,000	\$1,250,000	\$1,197,250
01	4-100-1010.002	PILOT-Water	\$92,500	\$85,000	\$95,000	\$95,000
01	4-100-1010.003	PILOT-Fiber	\$4,350	\$3,750	\$4,750	\$4,500
	<b>Total PILOT Revenue</b>		<b>\$1,369,350</b>	<b>\$1,268,750</b>	<b>\$1,349,750</b>	<b>\$1,296,750</b>
	<b>Total Local Taxes</b>		<b>\$6,209,350</b>	<b>\$6,092,750</b>	<b>\$6,252,750</b>	<b>\$6,175,750</b>
01	4-100-3010.003	Misc.-Interest Income	\$6,500	\$8,000	\$10,000	\$8,000
01	4-100-3010.006	Misc.-Miscellaneous	\$5,000	\$4,500	\$2,500	\$2,500
01	4-100-3010.008	Misc. - Gain/Loss Asset Disposal	\$0	\$0	\$2,058	\$0
01	4-100-3010.012	Misc.-Purchasing Card	\$0	\$1,500	\$1,000	\$1,000
01	4-100-3010.014	Misc.-Insurance Recoveries	\$0	\$0	\$4,680	\$0
	<b>Total Miscellaneous Revenue</b>		<b>\$11,500</b>	<b>\$14,000</b>	<b>\$20,238</b>	<b>\$11,500</b>
	<b>Total Services Charges, Rentals, Miscellaneous</b>		<b>\$11,500</b>	<b>\$14,000</b>	<b>\$20,238</b>	<b>\$11,500</b>
01	4-100-4000.001	Licenses-Beverage	\$25,000	\$25,000	\$25,000	\$25,000
	<b>Total Licenses and Permits</b>		<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>
	<b>Total General Revenue</b>		<b>\$6,245,850</b>	<b>\$6,131,750</b>	<b>\$6,297,988</b>	<b>\$6,212,250</b>

General Fund-General Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-100-1025.002	Employee -Dues/Lic/Mem	\$90	\$45	\$45	\$45
	<b>Total Employee Expense</b>		<b>\$90</b>	<b>\$45</b>	<b>\$45</b>	<b>\$45</b>
01	5-100-2005.000	Capital Exp-Land and Improvements	\$25,000	\$0	\$0	\$0
01	5-100-2015.000	Capital Exp-Furniture and Fixture	\$13,000	\$9,000	\$12,834	\$2,000
01	5-100-2020.000	Capital Exp-Machinery and Equip	\$15,000	\$5,750	\$5,750	\$0
01	5-100-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$53,000</b>	<b>\$14,750</b>	<b>\$18,584</b>	<b>\$2,000</b>
01	5-100-4020.001	A.C.T. Transitional Housing	\$0	\$0	\$0	\$0
	<b>Total Grant Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01	5-100-5000.001	Utilities-Electric	\$54,000	\$50,000	\$46,495	\$49,000
01	5-100-5000.002	Utilities-Water	\$200	\$200	\$139	\$200
01	5-100-5000.003	Utilities-Sewer	\$250	\$200	\$146	\$200
01	5-100-5005.002	Utilities-Natural Gas	\$850	\$850	\$750	\$850
01	5-100-5010.001	Utilities-Landline and Fiber	\$12,000	\$11,500	\$7,850	\$9,000
01	5-100-5025.001	Utilities-Solid Waste	\$0	\$0	\$0	\$0
	<b>Total Utilities Expense</b>		<b>\$67,300</b>	<b>\$62,750</b>	<b>\$55,380</b>	<b>\$59,250</b>
01	5-100-6000.001	Prof Services-Legal	\$60,000	\$55,000	\$55,000	\$60,000
01	5-100-6000.002	Prof Services-Engineering	\$65,000	\$35,000	\$11,500	\$5,000
01	5-100-6000.006	Prof Services-Auditing	\$30,500	\$31,000	\$31,000	\$31,500
01	5-100-6000.009	Prof Services-Collection Agency	\$0	\$0	\$0	\$0
01	5-100-6000.011	Prof Services-Dues and License	\$ 1,000	\$7,000	\$6,450	\$7,000
01	5-100-6000.013	Prof Services - Studies	\$ -	\$26,730	\$26,730	\$0
01	5-100-6000.014	Prof Services-Events & Functions	\$ 40,000	\$40,000	\$25,000	\$40,000
01	5-100-6000.015	Prof Services-Service Contracts	\$ 31,000	\$43,000	\$55,000	\$77,790
01	5-100-6000.016	Prof Services-Taxes and Fees	\$450	\$200	\$0	\$0
01	5-100-6000.018	Prof Services-Damage Claims	\$1,000	\$1,000	\$500	\$1,000
01	5-100-6000.019	Prof Services - CC Fees	\$50	\$50	\$15	\$50
	<b>Total General Professional Service Expense</b>		<b>\$229,000</b>	<b>\$238,980</b>	<b>\$211,195</b>	<b>\$222,340</b>

General Fund-General Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-100-6005.001	Insurance - Vehicle	\$481	\$615	\$0	\$505
01	5-100-6005.003	Insurance-Building & Property	\$7,161	\$7,830	\$7,675	\$7,755
01	5-100-6005.004	Insurance-Boiler & Machinery	\$31,995	\$33,780	\$31,580	\$31,900
01	5-100-6005.006	Insurance-Terrorism	\$897	\$0	\$550	\$560
01	5-100-6005.007	Insurance-City Government	\$74,365	\$67,450	\$66,500	\$67,165
01	5-100-6005.008	Insurance-City Street	\$0	\$0	\$0	\$0
01	5-100-6005.009	Insurance-Directors and Officers	\$2,620	\$2,595	\$2,540	\$2,570
01	5-100-6005.010	Insurance-Umbrella	\$39,510	\$40,960	\$40,865	\$41,275
01	5-100-6005.011	Insurance-Uninsured	\$0	\$0	\$0	\$0
01	5-100-6005.017	Insurance-Employee Benefits	\$320	\$320	\$310	\$315
01	5-100-6005.018	Insurance-Employee Practices	\$5,640	\$5,585	\$5,475	\$5,530
01	5-100-6005.020	Insurance -Cyber Liability	\$5,380	\$5,380	\$13,530	\$13,670
	<b>Total Insurance Expense</b>		<b>\$168,369</b>	<b>\$164,515</b>	<b>\$169,025</b>	<b>\$171,245</b>
01	5-100-6010.003	Advertising-Print	\$200	\$200	\$500	\$500
01	5-100-6010.003	Advertising-Internet	\$0	\$0	\$45	\$50
	<b>Total Advertising Expense</b>		<b>\$200</b>	<b>\$200</b>	<b>\$545</b>	<b>\$550</b>
01	5-100-6015.000	Service Agreements-General	\$0	\$0	\$0	\$0
	<b>Total Service Agreement Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01	5-100-6020.000	Software-Annual Renewal/Maintenance	\$725	\$0	\$1,360	\$0
01	5-100-6020.001	Software - Purchase	\$17,750	\$17,750	\$0	\$17,750
01	5-100-6020.002	Software - Upgrade	\$0	\$0	\$0	\$0
01	5-100-6020.003	Software-Agreement	\$0	\$0	\$2,000	\$2,000
	<b>Total Software Expense</b>		<b>\$18,475</b>	<b>\$17,750</b>	<b>\$3,360</b>	<b>\$19,750</b>
	<b>Total Professional Service Expense</b>		<b>\$416,044</b>	<b>\$421,445</b>	<b>\$384,125</b>	<b>\$413,885</b>
01	5-100-7000.001	Supplies-Operational	\$2,500	\$2,500	\$2,500	\$2,500
01	5-100-7005.003	Supplies-Postage	\$200	\$250	\$250	\$250
01	5-100-7005.006	Supplies-Promo-Education	\$0	\$0	\$400	\$500
01	5-100-7010.003	Supplies-Breakroom	\$250	\$1,750	\$250	\$4,250

General Fund-General Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total General Office Supplies Expense</b>		<b>\$2,950</b>	<b>\$4,500</b>	<b>\$3,400</b>	<b>\$7,500</b>
01	5-100-7500.004	Materials-Landscaping	\$500	\$500	\$250	\$500
01	5-100-7510.005	Materials -Fixture	\$250	\$500	\$250	\$500
01	5-100-7525.001	Materials-Infrastructure	\$250	\$500	\$750	\$500
	<b>Total Materials Expense</b>		<b>\$1,000</b>	<b>\$1,500</b>	<b>\$1,250</b>	<b>\$1,500</b>
01	5-100-8300.001	Equipment-Repair	\$500	\$1,500	\$1,800	\$1,500
01	5-100-8300.002	Equipment-Maintenance	\$500	\$500	\$1,500	\$500
01	5-100-8300.005	Equipment-Fuel	\$0	\$0	\$0	\$0
01	5-100-8300.006	Equipment-Rental	\$0	\$0	\$0	\$0
	<b>Total Equipment Expense</b>		<b>\$1,000</b>	<b>\$2,000</b>	<b>\$3,300</b>	<b>\$2,000</b>
01	5-100-9910.000	Internal Service-Personnel	\$597,677	\$671,190	\$550,000	\$643,601
	<b>Total Internal Service-Personnel</b>		<b>\$597,677</b>	<b>\$671,190</b>	<b>\$550,000</b>	<b>\$643,601</b>
01	5-100-9999.000	Interfund Transfer	\$30,000	\$90,000	\$90,000	\$0
	<b>Total Interfund Transfer</b>		<b>\$30,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$0</b>
	<b>Total Internal Service</b>		<b>\$627,677</b>	<b>\$761,190</b>	<b>\$640,000</b>	<b>\$643,601</b>
	<b>Total General Expense</b>		<b>\$1,169,061</b>	<b>\$1,268,180</b>	<b>\$1,106,084</b>	<b>\$1,129,781</b>

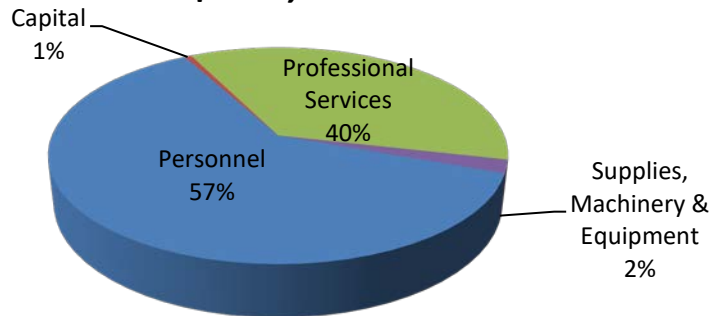
## Municipal Court

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

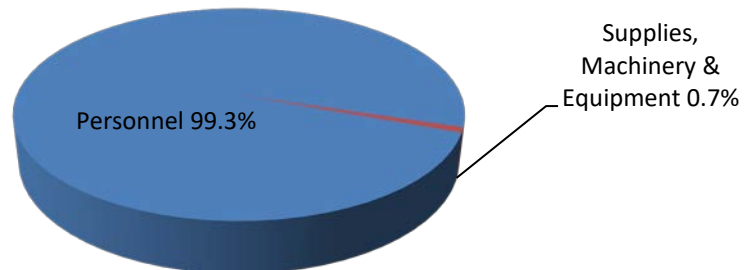
has the power to designate one or more deputy clerks to serve in absence of the clerk. The duties of the clerk and the deputy clerks include but are not limited to issuing warrants, collecting fines, taking oaths and affirmations,

accepting signed complaints, and signing and issuing subpoenas. A separate budget is allocated for the Prosecuting Attorney.

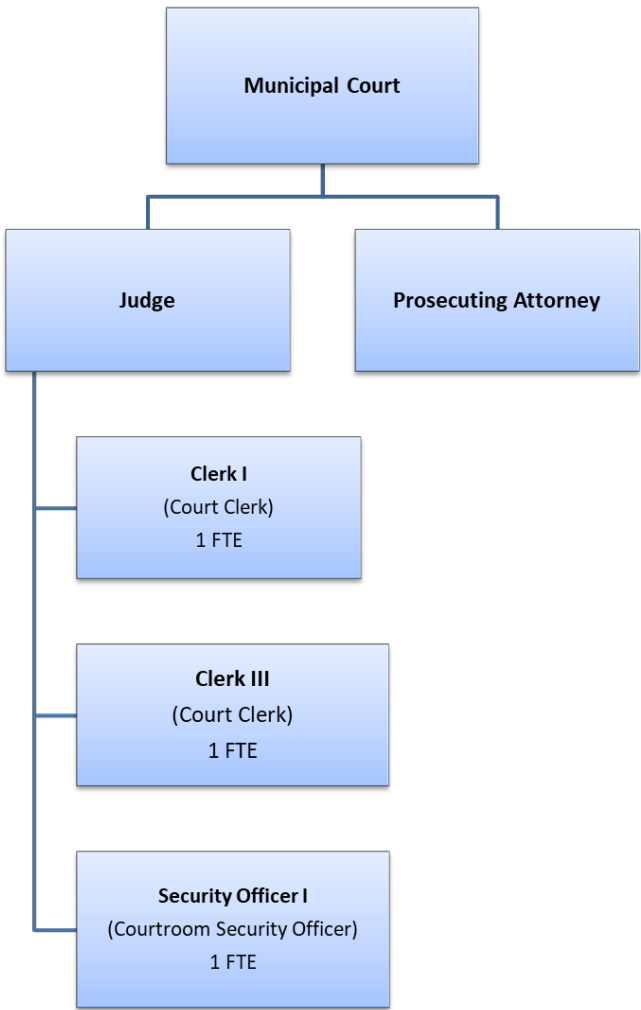
### Municipal Court Expense by Category \$213,485



### Prosecuting Attorney Expense by Category \$23,650



# Municipal Court Organizational Chart



General Fund-Municipal Court			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	4-105-3010.006	Misc. -Miscellaneous	\$0	\$0	\$0	\$0
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01	4-105-5000.001	Fines-Court Fines and Costs	\$145,500	\$110,000	\$105,000	\$105,000
01	4-105-5000.002	Fines-Court Ordered Payments	\$45,000	\$30,000	\$27,000	\$26,000
01	4-105-5000.007	Fines-Bonds Forfeited	\$1,000	\$0	\$0	\$0
	<b>Total Fines Revenue</b>		<b>\$191,500</b>	<b>\$140,000</b>	<b>\$132,000</b>	<b>\$131,000</b>
	<b>Total Municipal Court Revenues</b>		<b>\$191,500</b>	<b>\$140,000</b>	<b>\$132,000</b>	<b>\$131,000</b>

General Fund-Municipal Court Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-105-1000.001	Fulltime Salary	\$60,360	\$61,567	\$60,380	\$62,489
01	5-105-1000.002	Part Time Salary	\$60,380	\$38,779	\$32,000	\$39,901
01	5-105-1000.005	Fulltime Overtime	\$0	\$0	\$0	\$0
	<b>Total Salaries Expense</b>		<b>120,740</b>	<b>100,346</b>	<b>\$92,380</b>	<b>102,391</b>
01	5-105-1005.001	Health Premium-Employee	\$7,900	\$7,900	\$7,900	\$7,900
01	5-105-1005.003	Dental Premium-Employee	\$325	\$325	\$305	\$325
	<b>Total Insurance Expense</b>		<b>\$8,225</b>	<b>\$8,225</b>	<b>\$8,205</b>	<b>\$8,225</b>
01	5-105-1010.001	Life Insurance	\$130	\$130	\$125	\$130
	<b>Total Life Insurance Expense</b>		<b>\$130</b>	<b>\$130</b>	<b>\$125</b>	<b>\$130</b>
01	5-105-1015.001	Lagers-General	\$8,575	\$8,190	\$8,035	\$8,190
01	5-105-1015.004	Deferred Comp-Employer	\$650	\$1,300	\$1,300	\$1,300
	<b>Total Retirement Expense</b>		<b>\$9,225</b>	<b>\$9,490</b>	<b>\$9,335</b>	<b>\$9,490</b>
01	5-105-1020.001	FICA-Employer	\$7,490	\$6,225	\$6,000	\$6,350
01	5-105-1020.002	Medicare-Employer	\$1,755	\$1,460	\$1,350	\$1,485
01	5-105-1020.003	Unemployment Compensation	\$1,210	\$1,005	\$975	\$1,025
	<b>Total Payroll Taxes Expense</b>		<b>10,455</b>	<b>\$8,690</b>	<b>\$8,325</b>	<b>\$8,860</b>
01	5-105-1025.001	Employee-Uniforms	\$500	\$250	\$0	\$100

General Fund-Municipal Court Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-105-1025.002	Employee-Dues/License/Membership	\$400	\$400	\$450	\$450
01	5-105-1025.004	Employee-Travel/Hotel	\$500	\$650	\$650	\$650
01	5-105-1025.005	Employee-Training	\$750	\$900	\$900	\$900
	<b>Total Employee Expense</b>		<b>\$2,150</b>	<b>\$2,200</b>	<b>\$2,000</b>	<b>\$2,100</b>
	<b>Total Personnel Expense</b>		<b>\$150,925</b>	<b>\$129,081</b>	<b>\$120,370</b>	<b>\$131,196</b>
01	5-105-2020.000	Capital Exp-Machinery and Equipment	\$2,729	\$1,034	\$1,029	\$1,204
	<b>Total Capital Expense</b>		<b>\$2,729</b>	<b>\$1,034</b>	<b>\$1,029</b>	<b>\$1,204</b>
01	5-105-6000.005	Prof Services-Temporary Employees	\$1,500	\$1,000	\$500	\$500
01	5-105-6000.007	Prof services-Toxicology Test	\$100	\$100	\$50	\$50
01	5-105-6000.008	Prof Services - MSHP BA	\$26	\$26	\$25	\$25
01	5-105-6000.011	Prof Services-Dues and License	\$1,000	\$500	\$250	\$250
01	5-105-6000.015	Prof Services-Service Contracts	\$100,000	\$75,000	\$65,000	\$75,000
	<b>Total General Professional Service Expense</b>		<b>\$102,626</b>	<b>\$76,626</b>	<b>\$65,825</b>	<b>\$75,825</b>
01	5-105-6005.002	Insurance-Equipment	\$20	\$20	\$16	\$20
	<b>Total Insurance Expense</b>		<b>\$20</b>	<b>\$20</b>	<b>\$16</b>	<b>\$20</b>
01	5-105-6010.002	Advertising-Employee	\$0	\$0	\$0	\$0
	<b>Total Advertising Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01	5-105-6020.000	Software-Annual Renewal/Maintenance	\$390	\$3,400	\$0	\$0
01	5-105-6020.001	Software - Purchase	\$3,560	\$0	\$1,000	\$0
01	5-105-6020.002	Software - Upgrade	\$690	\$0	\$0	\$0
01	5-105-6020.003	Software-Agreement	\$0	\$3,400	\$0	\$990
	<b>Total Software Expense</b>		<b>\$4,640</b>	<b>\$6,800</b>	<b>\$1,000</b>	<b>\$990</b>
01	5-105-7000.001	Supplies-Operational	\$1,000	\$1,500	\$3,000	\$1,500
01	5-105-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$200	\$700	\$500	\$500
01	5-105-7005.001	Supplies-Printing	\$750	\$600	\$250	\$250
01	5-105-7005.002	Supplies-Mailing	\$500	\$400	\$100	\$250

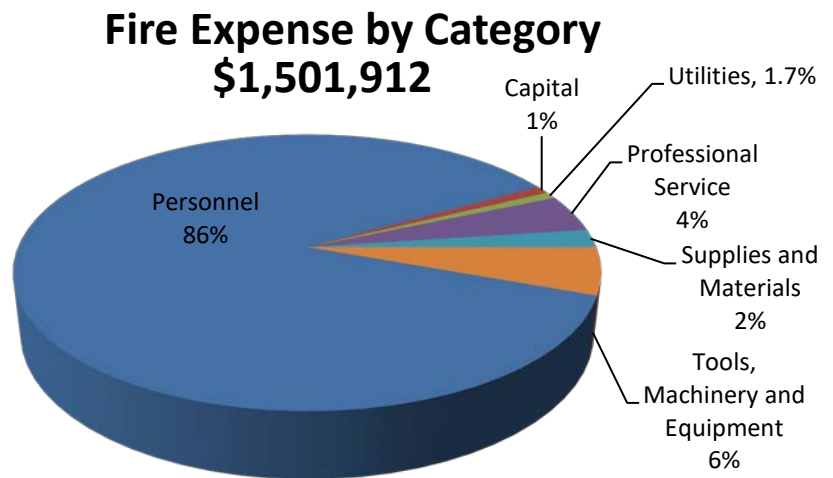


General Fund-Municipal Court Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-105-7005.003	Supplies-Postage	\$100	\$75	\$50	\$50
01	5-105-7005.004	Supplies-Paper	\$250	\$150	\$125	\$150
	<b>Total General Office Supplies Expense</b>		<b>\$2,800</b>	<b>\$3,425</b>	<b>\$4,025</b>	<b>\$2,700</b>
01	5-105-8300.002	Equipment-Maintenance	\$2,500	\$2,500	\$1,000	\$1,500
	<b>Total Machinery and Equipment Expense</b>		<b>\$2,500</b>	<b>\$2,500</b>	<b>\$1,000</b>	<b>\$1,500</b>
01	5-105-8600.005	Vehicle-Fuel	\$100	\$50	\$0	\$50
	<b>Total Vehicle Expense</b>		<b>\$100</b>	<b>\$50</b>	<b>\$0</b>	<b>\$50</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$2,600</b>	<b>\$2,550</b>	<b>\$1,000</b>	<b>\$1,550</b>
	<b>Total Municipal Court Expense</b>		<b>\$266,340</b>	<b>\$219,536</b>	<b>\$193,265</b>	<b>\$213,485</b>

General Fund- City Prosecutor Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-106-1000.002	Part Time Salary	\$0	21,600	\$21,600	\$21,600
	<b>Total Salaries Expense</b>		<b>\$0</b>	<b>\$21,600</b>	<b>\$21,600</b>	<b>\$21,600</b>
01	5-106-1020.001	FICA-Employer	\$0	\$1,340	\$1,340	\$1,340
01	5-106-1020.002	Medicare-Employer	\$0	\$315	\$315	\$315
01	5-106-1020.003	Unemployment Compensation	\$0	\$220	\$220	\$220
	<b>Total Payroll Taxes Expense</b>		<b>\$0</b>	<b>\$1,875</b>	<b>\$1,875</b>	<b>\$1,875</b>
	<b>Total Personnel Expense</b>		<b>\$0</b>	<b>\$23,475</b>	<b>\$23,475</b>	<b>\$23,475</b>
01	5-106-7005.001	Supplies-Printing	\$0	\$140	\$0	\$50
01	5-106-7005.002	Supplies-Mailing	\$0	\$100	\$0	\$50
01	5-106-7005.003	Supplies-Postage	\$0	\$25	\$0	\$25
01	5-106-7005.004	Supplies-Paper	\$0	\$50	\$0	\$50
	<b>Total General Office Supplies Expense</b>		<b>\$0</b>	<b>\$315</b>	<b>\$0</b>	<b>\$175</b>
	<b>Total Prosecuting Attorney Expense</b>		<b>\$0</b>	<b>23,790</b>	<b>\$23,475</b>	<b>23,650</b>

## Fire Department

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



### Fiscal Year 2018-2019 Accomplishments:

On June 6, 2018 tragedy struck the City of Lebanon when five young children perished in a residential fire. Out of this event the previously dormant smoke detector installation program was revitalized and expanded into a communitywide Life Safety Program. This initiative reinstated the installation of smoke detectors by fire department personnel. In addition, the program was expanded to include fire safety education, fire extinguishers, and carbon monoxide detectors. Several facility maintenance projects were completed. Station 1 received a new 15-year roof covering, eliminating several leaks. Fire Station 2 received a new concrete apron, replacing an aging one with multiple cracks and surface issues. The greatest accomplishment was the painting of the interior of both stations. Fire Department personnel took this project on themselves and made amazing improvements to the esthetics of the stations.

### Fiscal Year 2020 Goals:

- I. **Goal:** Improve community safety through citizen awareness and training. Our goal is to provide training to six businesses or manufacturing facilities with a secondary goal of reaching a minimum of 50 people in conjunction with the chosen locations.

**Strategy:** Utilizing our relationships with local businesses and manufacturing facilities, the Fire Department intends to provide citizens training in the proper use of fire extinguishers. The strategy will include meeting with local businesses and facilities to schedule appropriate times to deliver hands-on training. The Fire Department will provide an instructor, fire extinguishers, and other related material to participants at each location.

**Budgetary Factor:** This program, in FY2020, should have a minimum impact on the budget. Printed materials are available at little to no cost and can easily be reproduced by our fire

prevention personnel and staff members. The instructors for the program will be on-duty staff, most often our Inspector. As such, this is a sunk cost as our personnel are being compensated while on-duty.

II. **Goal:** Improve life safety directly related to residential structure fires within the City.

**Strategy:** Continue with the Life Safety initiative began in 2018. Through this program the Department goal is to install smoke detectors in a minimum of 150 residences within the City. Strategies include door-to-door canvassing of neighborhoods, utilization of social and traditional media releases, and public relation events during which participants can request installation of smoke detectors.

**Budgetary Factor:** With the donation of 5000 smoke detector in 2018 the Department does not anticipate the need to purchase additional smoke detectors. Expected financial impact from this program is minimal. The Fire Department has access to resources which are free or are annually planned through other fire prevention activities.

#### Performance Measurements:

Average Response Times	2014	2015	2016	2017	2018
North District	4:39	4:50	5:35	4:53	5:03
South District	5:32	5:18	5:52	5:47	5:51
Southwest District	7:15	7:24	8:13	7:30	7:28
Overall Within City	5:10	5:16	5:59	5:28	5:33

6 Minute 59 Second Response Time Percentage Within City of Lebanon				
2014	2015	2016	2017	2018
76.50%	78.50%	68.00%	76.50%	76.30%

Actual 90% Response Time (+) Within City of Lebanon				
2014	2015	2016	2017	2018
93.30%	92.60%	91.50%	91.10%	91.00%
8:59	8:59	9:59%	8:59	8:59

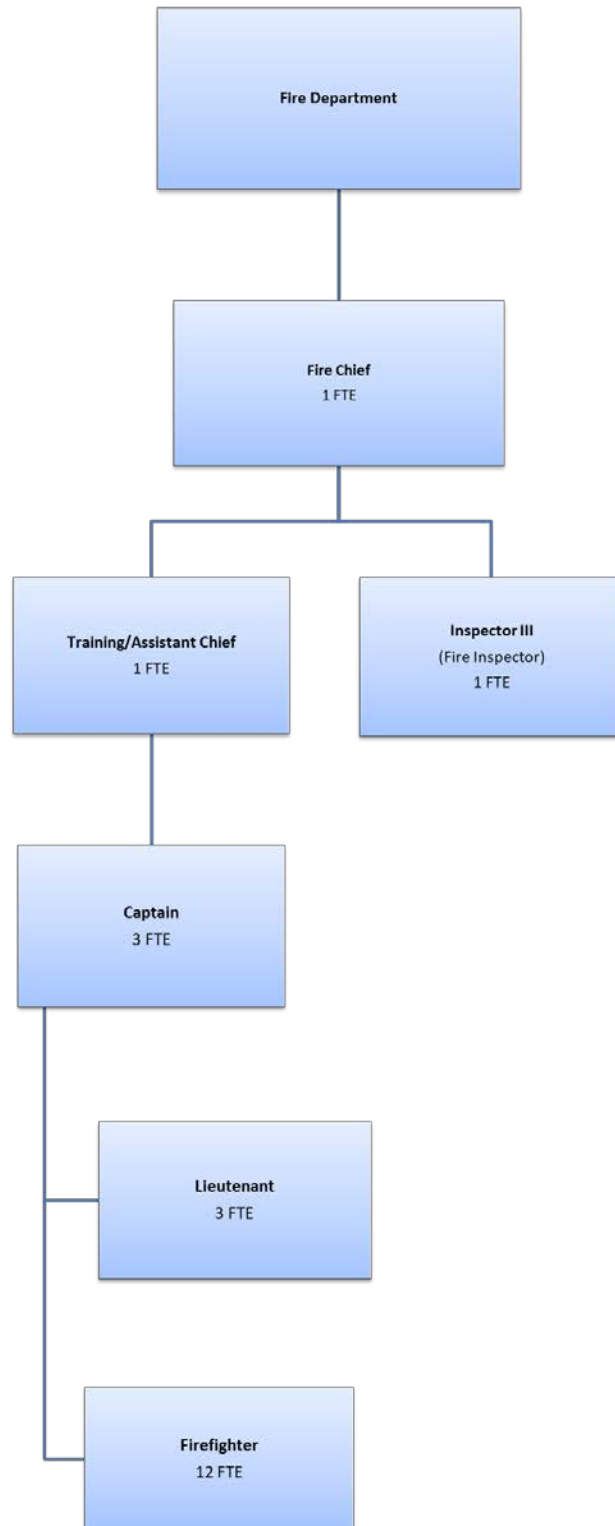
Life Safety Program	2018	2019 (Targets)
Smoke Detectors Installed	282	450
Number of Homes	79	150
CO Detectors Installed	0	10
Escape Ladders	0	5
Fire Extinguishers	0	10

Incident Type	2014		2015		2016		2017		2018	
	#	%	#	%	#	%	#	%	#	%
Fires	89	4.65	73	3.84	117	5.54	137	6.29	176	7.70
Over Pressure/Explosion	2	0.01	1	0.05	4	0.18	0	0	1	0.04
Rescue, MVA, EMS	1266	66.14	1346	70.8	1526	72.32	1500	68.96	1539	67.38
Hazardous Conditions	41	2.14	33	1.73	47	2.22	70	3.21	46	2.01
Service Calls	118	6.16	108	5.68	116	5.49	127	5.83	136	5.95
Good Intent	235	12.27	164	8.62	149	7.06	174	8	226	9.89
False Alarms	116	6.06	124	6.52	149	7.06	165	7.58	159	6.96
Weather Related	0	0	1	0.05	2	0.04	2	0.09	1	0.04
<b>Total</b>	<b>1914</b>		<b>1901</b>		<b>2110</b>		<b>2175</b>		<b>2284</b>	

#### Previous Years' Goals:

- I. Goal: Initiate pre-planning of target hazards in the city limits. Pre-planning provides fire personnel with vital information regarding a specific building prior to a fire. Such information includes nearest hydrant locations, fire load, utility locations, and special hazards such as chemicals which maybe in a facility. These pre-plans provide the Fire Department with information vital to mitigation of an emergency without spending time acquiring the information during an incident.  
Status: Pre-planning is a continuous process that is never completed. New buildings are built and existing target hazards such as large industrial facilities change frequently. When these changes are found through annual life and fire safety inspections or other contacts such as emergency incidents, pre-plans will be reevaluated. The Department was able to begin pre-planning in FY 2019. Pre-planning at three high hazard targets was initiated, however the technology to make these plans easily available continues to be a struggle.
- II. Goal: The timely delivery of fire services is vital to reducing property loss and increasing life safety. In efforts to provide a high level of initial response the Lebanon Fire Department strives to have the first arriving unit on scene of an incident within 6 minutes and 59 seconds from time of dispatch. Our goal is to meet this response matrix on 90% of our incidents within the corporate city limits of Lebanon.  
Status: The Department continues to strive to meet this goal. In 2018 we were able to remain consistent when compared to 2017. Our percentage in 2017 was 76.50% while in 2018 it was 76.30%. The Southwest District continues to be a challenge for response times. This district average response time was 7 minutes and 28 seconds. Only a two second improvement from 2017. The remaining districts, North and South, have average response times of 5:03 and 5:51. The addition of a third facility, allowing fire department resources to be better dispersed should improve response times in the Southwest District and assist in meeting our 6:59 goal 90% of the time.

## Fire Department Organizational Chart



General Fund-Fire			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	4-110-2005.001	Grant-Operational	\$142,858	\$0	\$0	\$0
	<b>Total Fire Revenues</b>		<b>\$142,858</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

General Fund-Fire Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-110-1000.001	Fulltime Salary	\$787,060	\$749,436	\$702,344	\$766,328
01	5-110-1000.002	Part Time Salary	\$0	\$0	\$0	\$0
01	5-110-1000.005	Fulltime Overtime	\$0	\$0	\$0	\$0
01	5-110-1000.008	Fire Call Back Pay	\$24,160	\$84,585	\$67,847	\$90,063
	<b>Total Salaries Expense</b>		<b>\$811,220</b>	<b>\$834,020</b>	<b>\$770,191</b>	<b>\$856,391</b>
01	5-110-1005.001	Health Premium-Employee	\$52,935	\$52,935	\$45,000	\$52,935
01	5-110-1005.002	Health Premium-Family	\$113,965	\$177,215	\$175,000	\$181,755
01	5-110-1005.003	Dental Premium-Employee	\$5,100	\$5,500	\$5,500	\$5,500
01	5-110-1005.004	Dental Premium-Family	\$600	\$600	\$450	\$600
	<b>Total Insurance Expense</b>		<b>\$172,600</b>	<b>\$236,250</b>	<b>\$225,950</b>	<b>\$240,790</b>
01	5-110-1010.001	Life Insurance	\$1,325	\$1,200	\$1,230	\$1,260
	<b>Total Life Insurance Expense</b>		<b>\$1,325</b>	<b>\$1,200</b>	<b>\$1,230</b>	<b>\$1,260</b>
01	5-110-1015.003	Lagers-Fire	\$52,729	\$36,700	\$34,300	\$35,970
01	5-110-1015.004	Deferred Comp-Employer	\$13,650	\$12,350	\$6,950	\$12,350
	<b>Total Retirement Expense</b>		<b>\$66,379</b>	<b>\$49,050</b>	<b>\$41,250</b>	<b>\$48,320</b>
01	5-110-1020.001	FICA-Employer	\$50,300	\$51,710	\$48,600	\$53,100
01	5-110-1020.002	Medicare-Employer	\$11,765	\$12,095	\$10,600	\$12,420
01	5-110-1020.003	Unemployment Compensation	\$8,115	\$8,345	\$8,060	\$8,565
01	5-110-1020.004	Workman's Compensation	\$29,958	\$29,959	\$29,300	\$37,706
	<b>Total Payroll Taxes Expense</b>		<b>\$100,138</b>	<b>\$102,109</b>	<b>\$96,560</b>	<b>\$111,791</b>
01	5-110-1025.001	Employee-Uniforms	\$7,500	\$7,000	\$8,500	\$8,500
01	5-110-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$750	\$600
01	5-110-1025.003	Employee-Books	\$0	\$0	\$174	\$200
01	5-110-1025.004	Employee-Travel/Hotel	\$1,000	\$1,000	\$1,500	\$1,500
01	5-110-1025.005	Employee-Training	\$15,000	\$10,000	\$10,000	\$10,000
01	5-110-1025.006	Employee-Recognition	\$1,500	\$1,750	\$1,750	\$1,750
01	5-110-1025.008	Employee-Hazmat Physicals	\$6,500	\$0	\$1,500	\$14,700
01	5-110-1025.009	Employee-Tuition Assistance	\$1,000	\$0	\$0	\$0
	<b>Total Employee Expense</b>		<b>\$33,000</b>	<b>\$20,250</b>	<b>\$24,174</b>	<b>\$37,250</b>
	<b>Total Personnel Expense</b>		<b>\$1,184,662</b>	<b>\$1,242,879</b>	<b>\$1,159,355</b>	<b>\$1,295,802</b>
01	5-110-2010.000	Capital Exp-Building and Improvement	\$10,000	\$24,500	\$4,680	\$0
01	5-110-2015.000	Capital Exp-Furniture and Fixtures	\$4,200	\$3,500	\$3,500	\$0
01	5-110-2020.000	Capital Exp-Machinery and Equipment	\$262,850	\$50,172	\$120,292	\$13,521
01	5-110-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$0

General Fund-Fire Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Capital Expense</b>		<b>\$277,050</b>	<b>\$78,172</b>	<b>\$128,472</b>	<b>\$13,521</b>
01	5-110-5000.001	Utilities-Electric	\$14,000	\$6,800	\$6,800	\$7,200
01	5-110-5000.002	Utilities-Water	\$125	\$140	\$150	\$150
01	5-110-5000.003	Utilities-Sewer	\$165	\$200	\$240	\$240
01	5-110-5010.001	Utilities-Landline and Fiber	\$1,100	\$750	\$700	\$700
01	5-110-5015.001	Utilities-Cell Phones	\$800	\$725	\$1,000	\$800
01	5-110-5020.002	Utilities-Internet Mobile	\$2,000	\$2,000	\$1,500	\$2,000
01	5-110-5025.001	Utilities-Solid Waste	\$900	\$725	\$725	\$725
	<b>Total Utilities Expense</b>		<b>\$19,090</b>	<b>\$11,340</b>	<b>\$11,115</b>	<b>\$11,815</b>
01	5-110-6000.001	Prof Services-Legal	\$5,000	\$20,000	\$10,000	\$10,000
01	5-110-6000.007	Prof Services-Toxicology Testing	\$1,000	\$700	\$500	\$500
01	5-110-6000.008	Prof Services-MSHP Background Checks	\$200	\$100	\$50	\$100
01	5-110-6000.011	Prof Services - Dues &	\$0	\$3,000	\$1,500	\$1,000
01	5-110-6000.015	Prof Services-Service Contracts	\$7,500	\$9,100	\$8,190	\$8,200
01	5-110-6000.018	Prof Services-Damage Claims	\$500	\$500	\$500	\$500
01	5-110-6000.019	Prof Services - CC Fees	\$100	\$60	\$30	\$30
	<b>Total General Professional Service Expense</b>		<b>\$14,300</b>	<b>\$33,460</b>	<b>\$20,770</b>	<b>\$20,330</b>
01	5-110-6005.001	Insurance-Vehicle	\$27,790	\$27,195	\$28,000	\$28,280
01	5-110-6005.002	Insurance-Equipment	\$2,175	\$2,340	\$2,400	\$2,425
01	5-110-6005.003	Insurance-Building & Property	\$1,095	\$875	\$1,000	\$1,010
	<b>Total Insurance Expense</b>		<b>\$31,060</b>	<b>\$30,410</b>	<b>\$31,400</b>	<b>\$31,715</b>
01	5-110-6010.002	Advertising-Employee Recruitment	\$100	\$0	\$0	\$0
01	5-110-6010.003	Advertising-Print	\$200	\$0	\$0	\$0
01	5-110-6010.006	Advertising-Radio	\$0	\$0	\$104	\$0
	<b>Total Advertising Expense</b>		<b>\$300</b>	<b>\$0</b>	<b>\$104</b>	<b>\$0</b>
01	5-110-6020.000	Software-Annual Renewal/Maintenance	\$2,145	\$8,938	\$5,614	\$2,500
01	5-110-6020.001	Software - Purchase	\$5,790	\$7,100	\$6,000	\$0
01	5-110-6020.002	Software - Upgrade	\$0	\$0	\$0	\$0
01	5-110-6020.003	Software-Agreement	\$5,040	\$0	\$5,039	\$11,129
	<b>Total Software Expense</b>		<b>\$12,975</b>	<b>\$16,038</b>	<b>\$16,653</b>	<b>\$13,629</b>
	<b>Total Professional Service Expense</b>		<b>\$58,635</b>	<b>\$79,908</b>	<b>\$68,927</b>	<b>\$65,674</b>
01	5-110-7000.001	Supplies-Operational	\$2,750	\$3,000	\$5,500	\$3,400
01	5-110-7000.002	Supplies-Computer Accessories	\$850	\$500	\$500	\$750
01	5-110-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$250	\$500	\$500	\$500
01	5-110-7005.001	Supplies-Printing	\$150	\$100	\$100	\$100
01	5-110-7005.002	Supplies-Mailing	\$100	\$100	\$100	\$100
01	5-110-7005.003	Supplies-Postage	\$300	\$200	\$100	\$100
01	5-110-7005.004	Supplies-Paper	\$150	\$100	\$100	\$100
01	5-110-7005.005	Supplies-Forms	\$100	\$100	\$50	\$100

General Fund-Fire Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-110-7005.006	Supplies-Promo-Education	\$2,500	\$2,500	\$6,095	\$3,000
01	5-110-7010.001	Supplies-Janitorial	\$2,500	\$2,000	\$2,000	\$2,000
01	5-110-7010.002	Supplies-Cleaning and Sanitation	\$250	\$250	\$250	\$250
01	5-110-7010.003	Supplies-Break Room	\$1,400	\$1,200	\$1,200	\$1,200
	<b>Total General Office Supplies Expense</b>		<b>\$11,300</b>	<b>\$10,550</b>	<b>\$16,495</b>	<b>\$11,600</b>
01	5-110-7015.001	Supplies-Medical	\$2,750	\$3,500	\$4,000	\$3,500
01	5-110-7015.002	Supplies-Hazmat	\$5,000	\$5,000	\$2,500	\$5,000
01	5-110-7015.004	Supplies-Safety	\$500	\$250	\$250	\$4,250
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$8,250</b>	<b>\$8,750</b>	<b>\$6,750</b>	<b>\$12,750</b>
	<b>Total Supplies Expense</b>		<b>\$19,550</b>	<b>\$19,300</b>	<b>\$23,245</b>	<b>\$24,350</b>
01	5-110-7510.004	Materials-Hardware	\$750	\$900	\$2,250	\$1,500
01	5-110-7510.005	Materials-Fixtures	\$1,000	\$500	\$600	\$500
01	5-110-7510.006	Materials-Wire	\$0	\$0	\$0	\$0
01	5-110-7525.001	Materials - Infrastructure	\$6,500	\$4,000	\$2,000	\$5,500
	<b>Total Material Expense</b>		<b>\$8,250</b>	<b>\$5,400</b>	<b>\$4,850</b>	<b>\$7,500</b>
01	5-110-8000.001	Tools-Repair	\$100	\$100	\$100	\$100
01	5-110-8000.002	Tools- Maintenance	\$100	\$100	\$100	\$100
01	5-110-8000.003	Tools-Supplies	\$1,000	\$750	\$500	\$500
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$1,200</b>	<b>\$950</b>	<b>\$700</b>	<b>\$700</b>
01	5-110-8300.001	Equipment-Repair	\$4,000	\$4,500	\$7,000	\$5,000
01	5-110-8300.002	Equipment-Maintenance	\$2,500	\$3,000	\$5,000	\$5,000
01	5-110-8300.003	Equipment-Supplies	\$1,500	\$1,500	\$500	\$1,000
01	5-110-8300.004	Equipment-Equipment	\$750	\$750	\$1,500	\$6,200
01	5-110-8300.005	Equipment-Fuel	\$100	\$0	\$0	\$0
	<b>Total Machinery and Equipment Expense</b>		<b>\$8,850</b>	<b>\$9,750</b>	<b>\$14,000</b>	<b>\$17,200</b>
01	5-110-8600.001	Vehicle-Repair	\$35,000	\$35,000	\$45,000	\$40,000
01	5-110-8600.002	Vehicle-Maintenance	\$5,000	\$4,500	\$4,500	\$4,500
01	5-110-8600.003	Vehicle-Supplies	\$1,000	\$750	\$750	\$750
01	5-110-8600.004	Vehicle-Equipment	\$100	\$100	\$100	\$100
01	5-110-8600.005	Vehicle-Fuel	\$17,000	\$17,000	\$20,000	\$20,000
	<b>Total Vehicle Expense</b>		<b>\$58,100</b>	<b>\$57,350</b>	<b>\$70,350</b>	<b>\$65,350</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$68,150</b>	<b>\$68,050</b>	<b>\$85,050</b>	<b>\$83,250</b>
	<b>Total Fire Department Expense</b>		<b>\$1,635,387</b>	<b>\$1,505,050</b>	<b>\$1,481,014</b>	<b>\$1,501,912</b>



## 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 2018-2019 Accomplishments:

Provided training for a current employee to become a Criminal Police Analyst. The employee completed training in the following fields: Development and Management of Analytical Units, Omnigo ITI Training, DDACT (Data Driven Approach to Crime and Traffic Safety) and Omnigo Crime Mapping. Additional training in Crime Analysis will be provided in 2019.

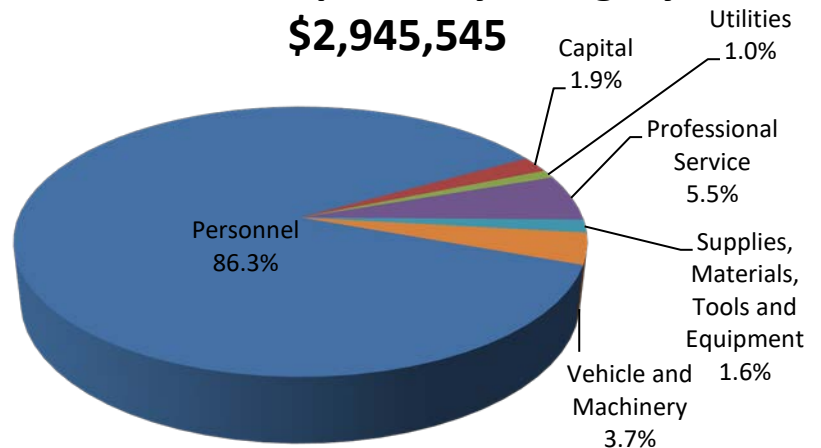
Utilized aggressive crime fighting methods and tactics that included the addition of a unit dedicated to handle traffic issues, accidents and traffic enforcement. Implemented the Neighborhood Watch Program that has currently formed one watch group. Advertised the Neighborhood Watch Program on the radio to increase awareness for the program while encouraging citizens to form groups in their neighborhoods.

Developed Business Check Cards that are provided to businesses after an officer performs a check of the premises. The police department has issued 4,587 cards between August 1, 2018 and March 1, 2019 and has currently stopped one trespassing incident in progress.

### Fiscal Year 2020 Goals:

- I. **Goal:** Deliver quality emergency and public safety services to citizens in an efficient, productive, and cost-effective method. Educate and protect citizens through various services and community outreach.  
**Strategy:** Develop and enhance partnerships with other agencies and citizens to improve community safety, services, and reduce cost.
  - ✓ Explore, develop, and implement bicycle/ATV police patrol to service the business district and parks.
  - ✓ Examine the incorporation of a monthly "Coffee with a Cop" or "Walk with a Cop" program to build positive relationships between the community and Police Department.
  - ✓ Develop a minimum of twelve (12) public service announcements that focus on public safety.

### Police Expense by Category \$2,945,545



- ✓ Require professional work ethics from offices that engage in routine patrol duties and follow-up investigations.
- ✓ Involve departmental personnel to provide ideas in planning and development processes.

**Budgetary Factor:** Availability of grants.

- II. **Goal:** Decrease the number of drug arrests, overdoses, and deaths in the community.  
**Strategy:** Reduce the impact of illegal drug use through treatment options, education, and enforcement.

- ✓ Work with local agency including Laclede County Sheriffs Office, local schools, EMS/Mercy, senior services, DFS, and the community to increase awareness on reporting drug usage and treatment options including mental health.
- ✓ Identify and implement programs that address the concern of drug activities in Lebanon.
- ✓ Maintain partnership with the Lake Area Narcotics Enforcement Group (LANEG).
- ✓ Continue promoting the "Drug Take Back" program.
- ✓ Promote education for offices on the uses of Narcan and signs of drug addiction.

**Budgetary Factor:** Availability of grants.

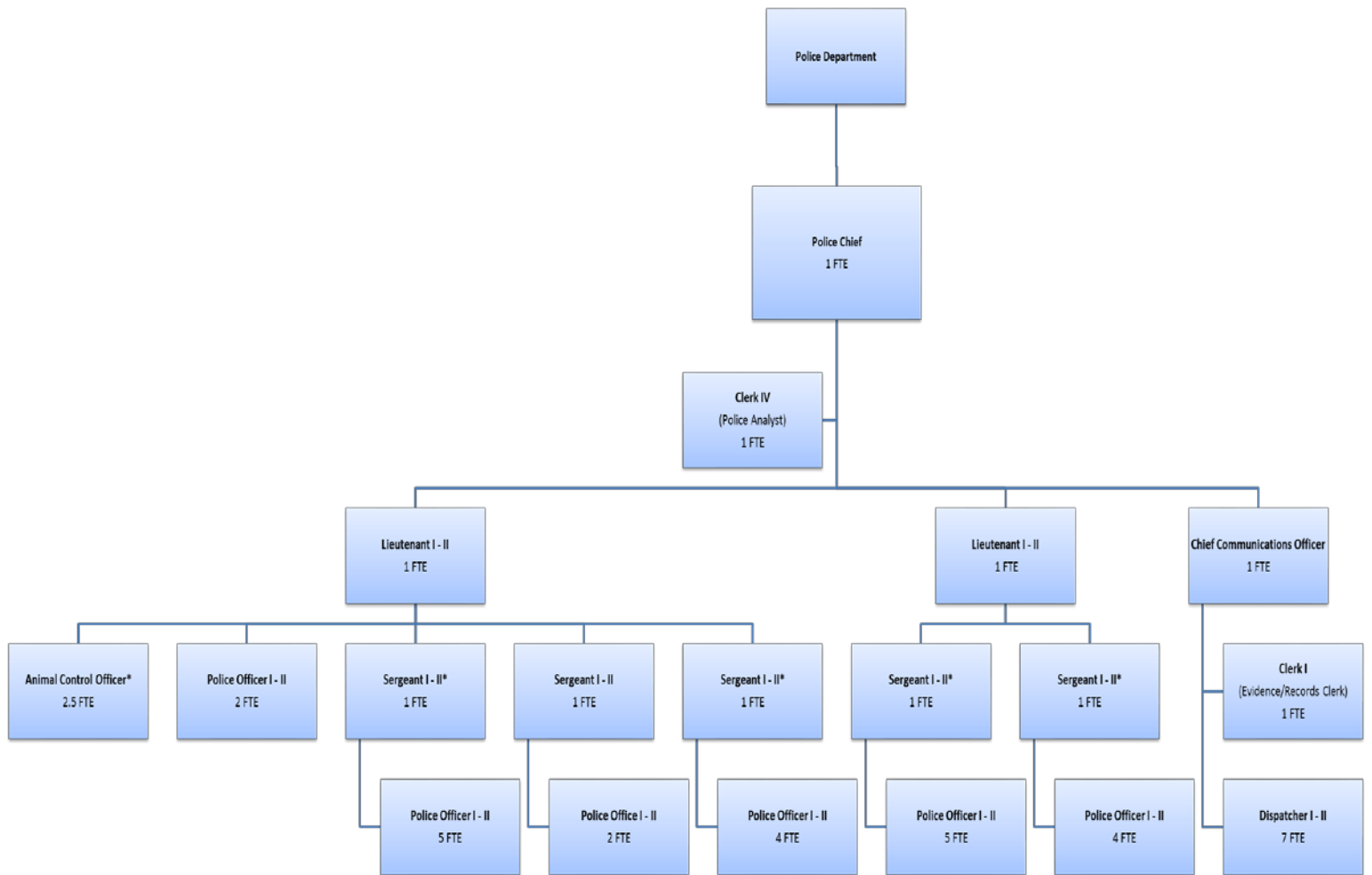
Performance Measures:

	2012	2013	2014	2015	2016	2017	2018
Total Arrests	3,479	3,886	4,470	4,640	4,735	4,917	4,790
Total Reports	2,709	2,967	3,292	3,297	3,302	3,456	3,685
Total Calls for Service (CAD)	23,807	24,796	24,252	24,832	24,464	25,032	25,032

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: On-going
- II. Build public trust through the proper use of social media. The utilization of social media by communicating directly to the public, build good relationships, confidence, involvement, accountability and transparency with community members.  
Status: On-going.

## Police Department Organizational Chart



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

General Fund-Police			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	4-115-2005.001	Grant-Operational	\$10,000	\$10,000	\$25,000	\$10,000
	<b>Total Grant Revenue</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$25,000</b>	<b>\$10,000</b>
01	4-115-3000.001	Impound Fees	\$500	\$850	\$200	\$200
01	4-115-3000.002	Animal Removal	\$700	\$1,000	\$800	\$800
	<b>Total Service Charges and Fees Revenue</b>		<b>\$1,200</b>	<b>\$1,850</b>	<b>\$1,000</b>	<b>\$1,000</b>
01	4-115-3010.006	Misc.-Miscellaneous	\$1,900	\$2,000	\$1,300	\$1,500
01	4-115-3010.008	Misc.-Gain/Loss Asset	\$0	\$0	\$0	\$0
01	4-115-3010.009	Misc.-Agreements	\$74,000	\$74,000	\$80,000	\$74,000
01	4-115-3010.013	Misc.-Legal Settlements	\$0	\$0	\$45,000	\$0
01	4-115-3010.014	Misc.-Insurance Recoveries	\$0	\$0	\$3,080	\$0
	<b>Total Miscellaneous Revenue</b>		<b>\$75,900</b>	<b>\$76,000</b>	<b>\$129,380</b>	<b>\$75,500</b>
	<b>Total Services Charges, Rentals, Miscellaneous</b>		<b>\$77,100</b>	<b>\$77,850</b>	<b>\$130,380</b>	<b>\$76,500</b>
01	4-115-5000.005	Fines-Recoupment Fees	\$2,300	\$2,000	\$1,600	\$1,500
01	4-115-5000.006	Fines-Fed Equitable Sharing Program	\$0	\$0	\$0	\$0
	<b>Total Fines Revenue</b>		<b>\$2,300</b>	<b>\$2,000</b>	<b>\$1,600</b>	<b>\$1,500</b>
	<b>Total Police Revenues</b>		<b>\$89,400</b>	<b>\$89,850</b>	<b>\$156,980</b>	<b>\$88,000</b>
01	4-120-5000.004	Fines-Police Training Fees	\$2,300	\$3,000	\$2,000	\$2,000
	<b>Total Fines Revenue</b>		<b>\$2,300</b>	<b>\$3,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
	<b>Total Police Officer Training Revenues</b>		<b>\$2,300</b>	<b>\$3,000</b>	<b>\$2,000</b>	<b>\$2,000</b>

General Fund-Police Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-115-1000.001	Fulltime Salary	\$1,513,435	\$1,543,219	\$1,480,000	\$1,553,156
01	5-115-1000.002	Part Time Salary	\$0	\$19,788	\$12,000	\$19,119
01	5-115-1000.005	Fulltime Overtime	\$35,840	\$36,580	\$29,000	\$38,612
	<b>Total Salaries Expense</b>		<b>\$1,549,275</b>	<b>\$1,599,587</b>	<b>\$1,521,000</b>	<b>\$1,610,887</b>
01	5-115-1005.001	Health Premium-Employee	\$144,565	\$174,590	\$165,000	\$182,485
01	5-115-1005.002	Health Premium-Family	\$225,045	\$220,990	\$215,000	\$227,920
01	5-115-1005.003	Dental Premium-Employee	\$11,700	\$11,700	\$10,500	\$11,700

General Fund-Police Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-115-1005.004	Dental Premium-Family	\$1,200	\$1,400	\$1,700	\$1,710
	<b>Total Insurance Expense</b>		<b>\$382,510</b>	<b>\$408,680</b>	<b>\$392,200</b>	<b>\$423,815</b>
01	5-115-1010.001	Life Insurance	\$2,650	\$2,650	\$2,500	\$2,650
	<b>Total Life Insurance Expense</b>		<b>\$2,650</b>	<b>\$2,650</b>	<b>\$2,500</b>	<b>\$2,650</b>
01	5-115-1015.001	Lagers-General	\$45,720	\$48,050	\$43,000	\$45,545
01	5-115-1015.002	Lagers-Police	\$170,060	\$206,355	\$165,000	\$213,380
01	5-115-1015.004	Deferred Comp-Employer	\$27,300	\$19,500	\$15,000	\$19,500
	<b>Total Retirement Expense</b>		<b>\$243,080</b>	<b>\$273,905</b>	<b>\$223,000</b>	<b>\$278,425</b>
01	5-115-1020.001	FICA-Employer	\$96,060	\$99,175	\$88,000	\$99,880
01	5-115-1020.002	Medicare-Employer	\$22,465	\$23,195	\$20,500	\$23,360
01	5-115-1020.003	Unemployment Compensation	\$15,495	\$16,000	\$14,550	\$16,110
01	5-115-1020.004	Workmans Compensation	\$33,748	\$33,748	\$34,680	\$38,520
	<b>Total Payroll Taxes Expense</b>		<b>\$167,768</b>	<b>\$172,118</b>	<b>\$157,730</b>	<b>\$177,870</b>
01	5-115-1025.001	Employee-Uniforms	\$16,000	\$15,000	\$19,500	\$18,000
01	5-115-1025.002	Employee-Dues/License/Membership	\$3,000	\$3,000	\$2,700	\$3,000
01	5-115-1025.004	Employee-Travel/Hotel	\$5,000	\$5,000	\$5,000	\$5,000
01	5-115-1025.005	Employee-Training	\$18,000	\$21,800	\$18,000	\$20,000
01	5-115-1025.006	Employee-Recognition	\$1,500	\$1,500	\$1,500	\$1,500
	<b>Total Employee Expense</b>		<b>\$43,500</b>	<b>\$46,300</b>	<b>\$46,700</b>	<b>\$47,500</b>
	<b>Total Personnel Expense</b>		<b>\$2,388,783</b>	<b>\$2,503,240</b>	<b>\$2,343,130</b>	<b>\$2,541,147</b>
01	5-115-2005.000	Capital Exp-Land and Improvement	\$0	\$0	\$0	\$0
01	5-115-2010.000	Capital Exp-Building and Improvement	\$21,000	\$0	\$0	\$0
01	5-115-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$0	\$0	\$0
01	5-115-2020.000	Capital Exp-Machinery and Equipment	\$103,787	\$46,821	\$54,062	\$48,134
01	5-115-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$124,787</b>	<b>\$46,821</b>	<b>\$54,062</b>	<b>\$48,134</b>
01	5-115-4005.001	Grant-Capital Equipment	\$1,000	\$1,000	\$15,757	\$1,000
01	5-115-4030.001	Forfeiture - Operational	\$0	\$7,739	\$0	\$7,739

General Fund-Police Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Grant Expense</b>		<b>\$1,000</b>	<b>\$8,739</b>	<b>\$15,757</b>	<b>\$8,739</b>
01	5-115-5000.001	Utilities-Electric	\$4,500	\$4,000	\$4,400	\$4,500
01	5-115-5000.002	Utilities-Water	\$500	\$500	\$170	\$250
01	5-115-5000.003	Utilities-Sewer	\$500	\$500	\$230	\$250
01	5-115-5005.001	Utilities-Propane	\$5,000	\$3,500	\$4,000	\$4,500
01	5-115-5010.001	Utilities-Landline and Fiber	\$500	\$500	\$325	\$350
01	5-115-5015.001	Utilities-Cell Phones	\$3,000	\$3,500	\$3,400	\$3,500
01	5-115-5020.001	Utilities-Internet	\$500	\$750	\$685	\$750
01	5-115-5020.002	Utilities-Internet Mobile	\$14,000	\$14,000	\$14,500	\$14,500
01	5-115-5025.001	Utilities-Solid Waste	\$300	\$300	\$240	\$250
	<b>Total Utilities Expense</b>		<b>\$28,800</b>	<b>\$27,550</b>	<b>\$27,950</b>	<b>\$28,850</b>
01	5-115-6000.001	Prof Services-Legal	\$25,000	\$20,000	\$20,000	\$20,000
01	5-115-6000.004	Prof Services-Data Processing	\$0	\$0	\$0	\$0
01	5-115-6000.007	Prof Services-Toxicology Testing	\$2,000	\$1,500	\$1,200	\$1,500
01	5-115-6000.008	Prof Services-MSHP Background Checks	\$150	\$150	\$100	\$150
01	5-115-6000.010	Prof Services-Animal Euthanization	\$1,500	\$1,000	\$750	\$1,000
01	5-115-6000.011	Prof Services-Dues-Fees	\$3,000	\$3,200	\$3,000	\$3,200
01	5-115-6000.015	Prof Services-Service Contract	\$4,500	\$4,500	\$2,000	\$3,500
01	5-115-6000.018	Prof Services-Damage Claims	\$0	\$0	\$0	\$0
01	5-115-6000.019	Prof Services - CC Fees	\$0	\$15	\$25	\$25
01	5-115-6000.020	Prof Services - Legal Settlement	\$0	\$0	\$90,000	\$0
	<b>Total General Professional Service Expense</b>		<b>\$36,150</b>	<b>\$30,365</b>	<b>\$117,075</b>	<b>\$29,375</b>
01	5-115-6005.001	Insurance-Vehicle	\$25,930	\$25,090	\$25,431	\$25,690
01	5-115-6005.002	Insurance-Equipment	\$130	\$1,045	\$150	\$155
01	5-115-6005.003	Insurance-Building & Property	\$195	\$200	\$205	\$210
01	5-115-6005.012	Insurance-Crime Insurance	\$1,090	\$1,080	\$1,450	\$1,465
01	5-115-6005.013	Insurance-Law Enforcement	\$26,535	\$26,275	\$29,195	\$29,490
01	5-115-6005.015	Insurance-Notary Bond	\$0	\$30	\$30	\$30
01	5-115-6005.023	Insurance-Drone Liability	\$0	\$0	\$1,294	\$1,310

General Fund-Police Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Insurance Expense</b>		<b>\$53,880</b>	<b>\$53,720</b>	<b>\$57,755</b>	<b>\$58,350</b>
01	5-115-6010.002	Advertising-Employee Recruitment	\$1,000	\$500	\$100	\$500
01	5-115-6010.003	Advertising-Print	\$1,000	\$500	\$250	\$500
01	5-115-6010.006	Advertising-Radio	\$0	\$0	\$250	\$0
	<b>Total Advertising Expense</b>		<b>\$2,000</b>	<b>\$1,000</b>	<b>\$600</b>	<b>\$1,000</b>
01	5-115-6015.000	Service Agreements-General	\$10,250	\$10,250	\$10,000	\$10,250
	<b>Total Service Agreement Expense</b>		<b>\$10,250</b>	<b>\$10,250</b>	<b>\$10,000</b>	<b>\$10,250</b>
01	5-115-6020.000	Software-Annual Renewal/Maintenance	\$5,085	\$15,965	\$0	\$0
01	5-115-6020.001	Software - Purchase	\$28,950	\$0	\$12,000	\$0
01	5-115-6020.002	Software - Upgrade	\$0	\$0	\$0	\$0
01	5-115-6020.003	Software-Agreement	\$76,550	\$76,550	\$66,550	\$63,850
	<b>Total Software Expense</b>		<b>\$110,585</b>	<b>\$92,515</b>	<b>\$78,550</b>	<b>\$63,850</b>
	<b>Total Professional Service Expense</b>		<b>\$212,865</b>	<b>\$187,850</b>	<b>\$263,980</b>	<b>\$162,825</b>
01	5-115-7000.001	Supplies-Operational	\$7,000	\$9,500	\$7,500	\$7,500
01	5-115-7000.002	Supplies-Computer Accessories	\$750	\$750	\$1,500	\$1,000
01	5-115-7000.003	Supplies-Desk Accessories-Small Office Equip	\$4,500	\$4,000	\$3,500	\$4,000
01	5-115-7005.001	Supplies-Printing	\$5,500	\$5,500	\$7,450	\$6,000
01	5-115-7005.002	Supplies-Mailing	\$1,250	\$1,250	\$350	\$750
01	5-115-7005.003	Supplies-Postage	\$1,000	\$1,000	\$750	\$850
01	5-115-7005.004	Supplies-Paper	\$1,300	\$1,000	\$550	\$1,000
01	5-115-7005.005	Supplies-Forms	\$1,000	\$1,000	\$1,500	\$1,000
01	5-115-7005.006	Supplies-Promo-Education	\$4,000	\$4,000	\$3,000	\$4,000
01	5-115-7010.002	Supplies-Cleaning and Sanitation	\$500	\$500	\$700	\$750
01	5-115-7010.003	Supplies-Break Room	\$1,800	\$1,800	\$1,800	\$1,800
	<b>Total General Office Supplies Expense</b>		<b>\$28,600</b>	<b>\$30,300</b>	<b>\$28,600</b>	<b>\$28,650</b>
01	5-115-7015.004	Supplies-Safety	\$6,000	\$5,000	\$6,500	\$10,200
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$6,000</b>	<b>\$5,000</b>	<b>\$6,500</b>	<b>\$10,200</b>
01	5-115-7020.001	Supplies-Animal Control	\$3,500	\$3,500	\$2,000	\$2,500

General Fund-Police Department Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-115-7020.002	Supplies-K-9	\$3,000	\$3,000	\$1,000	\$2,500
	Total Animal Supplies Expense		\$6,500	\$6,500	\$3,000	\$5,000
	Total Supplies Expense		\$41,100	\$41,800	\$38,100	\$43,850
01	5-115-7525.001	Materials-Infrastructure Maintenance	\$2,000	\$2,000	\$1,000	\$2,000
	Total Material Expense		\$2,000	\$2,000	\$1,000	\$2,000
01	5-115-8000.002	Tools- Maintenance	\$1,000	\$1,000	\$750	\$1,000
	Total Tools and Portable Equipment Expense		\$1,000	\$1,000	\$750	\$1,000
01	5-115-8300.002	Equipment-Maintenance	\$6,500	\$6,500	\$7,265	\$6,500
	Total Machinery and Equipment Expense		\$6,500	\$6,500	\$7,265	\$6,500
01	5-115-8600.001	Vehicle-Repair	\$26,000	\$26,000	\$20,000	\$20,000
01	5-115-8600.002	Vehicle-Maintenance	\$11,000	\$11,000	\$8,500	\$11,000
01	5-115-8600.003	Vehicle-Supplies	\$8,000	\$8,000	\$5,500	\$8,000
01	5-115-8600.004	Vehicle-Equipment	\$9,000	\$13,500	\$10,000	\$13,500
01	5-115-8600.005	Vehicle-Fuel	\$50,000	\$50,000	\$60,000	\$50,000
	Total Vehicle Expense		\$104,000	\$108,500	\$104,000	\$102,500
	Total Tools, Machinery, and Vehicle Expense		\$111,500	\$116,000	\$112,015	\$110,000
	Total Police Department Expense		\$2,910,835	\$2,934,000	\$2,855,994	\$2,945,545
General Fund-Police Officer Training Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-120-1025-005	Employee-Training	\$0	\$0	\$0	\$0
	Total Employee Expense		\$0	\$0	\$0	\$0
	Total Police Officer Training Expense		\$0	\$0	\$0	\$0



## Civic Center

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

Fiscal Year 2018-2019

Accomplishments:

- Added three new events - Taekwondo, Cross Fit and FBLA.

Fiscal Year 2020 Goals:

- Goal:** Increase the number of events.  
**Strategy:** Develop standards to maintain current customers contentment so that they promote the facility to other potential customers.  
**Budgetary Factor:** None.
- Goal:** Make aesthetic improvements to the facility.  
**Strategy:** Replace the carpet in meeting rooms, theater and foyer areas.  
**Budgetary Factor:** Requires CIP approval.

Performance Measurements:

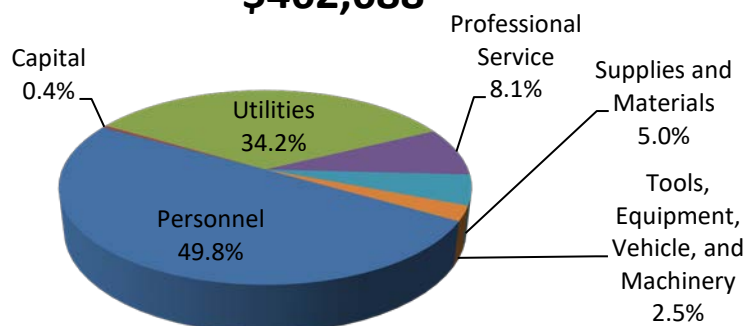
	2016	2017	2018	Estimated 2019
Number of Events	170	260	265	270
Free Events	85	70	22	25
CCC Revenue	\$180,000	\$200,000	\$200,000	\$200,000.00

Previous Years' Goals:

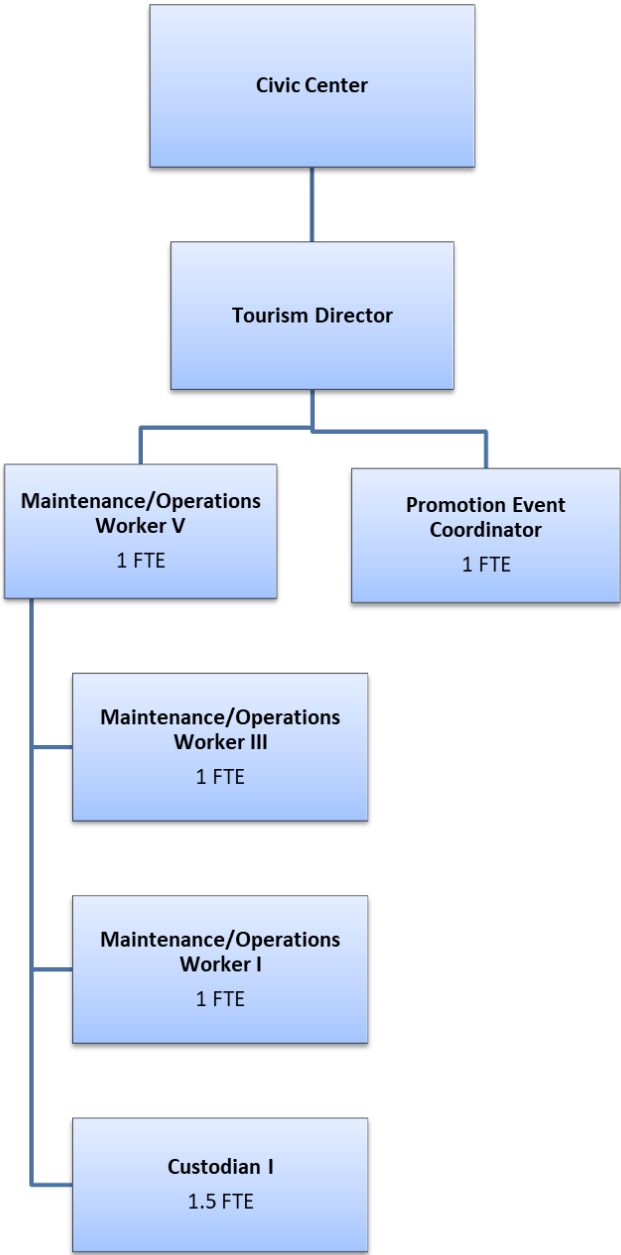
- Increase number of profitable events in the facility.  
 Status: On-going
- Stay within budget despite having more events and the facility aging  
 Status: Completed.

## Civic Center Expense by Category

**\$462,688**



Civic Center Organizational Chart



General Fund-Civic Center			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	4-130-3005.001	Rental-Buildings	\$90,000	\$90,000	\$90,000	\$90,000
01	4-130-3005.002	Rental-Contract Concessions	\$5,000	\$5,000	\$2,500	\$2,500
01	4-130-3005.003	Rental-Exhibition Hall	\$75,000	\$75,000	\$80,000	\$80,000
01	4-130-3005.004	Rental-Meeting Rooms	\$10,000	\$8,000	\$11,000	\$10,000
01	4-130-3005.005	Rental-Theatre	\$17,000	\$17,000	\$19,000	\$17,000
01	4-130-3005.006	Rentals-Gymnasium	\$1,000	\$500	\$300	\$500
	<b>Total Rental Revenue</b>		<b>\$198,000</b>	<b>\$195,500</b>	<b>\$202,800</b>	<b>\$200,000</b>
01	4-130-3010.006	Misc.-Miscellaneous	\$0	\$500	\$3,800	\$1,000
	<b>Total Civic Center Revenues</b>		<b>\$198,000</b>	<b>\$196,000</b>	<b>\$206,600</b>	<b>\$201,000</b>

General Fund-Civic Center Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-130-1000.001	Fulltime Salary	\$151,310	\$122,429	\$118,000	\$119,369
01	5-130-1000.002	Part Time Salary	\$16,235	\$16,724	\$24,000	\$27,282
01	5-130-1000.004	On Call	\$875	\$909	\$700	\$1,216
01	5-130-1000.005	Fulltime Overtime	\$0	\$0	\$0	\$0
01	5-130-1000.006	Part Time Overtime	\$0	\$0	\$0	\$0
	<b>Total Salaries Expense</b>		<b>\$168,420</b>	<b>\$140,062</b>	<b>\$142,700</b>	<b>\$147,867</b>
01	5-130-1005.001	Health Premium-Employee	\$34,590	\$23,688	\$24,070	\$31,194
01	5-130-1005.002	Health Premium- Family	\$0	\$0	\$0	\$17,325
01	5-130-1005.003	Dental Premium-Employee	\$1,500	\$1,500	\$1,000	\$1,500
	<b>Total Insurance Expense</b>		<b>\$36,090</b>	<b>\$25,188</b>	<b>\$25,070</b>	<b>\$50,019</b>
01	5-130-1010.001	Life Insurance	\$265	\$265	\$265	\$255
	<b>Total Life Insurance Expense</b>		<b>\$265</b>	<b>\$265</b>	<b>\$265</b>	<b>\$255</b>
01	5-130-1015.001	Lagers-General	\$19,785	\$16,405	\$15,900	\$15,800
01	5-130-1015.004	Deferred Comp-Employer	\$3,250	\$1,950	\$1,500	\$1,950
	<b>Total Retirement Expense</b>		<b>\$23,035</b>	<b>\$18,355</b>	<b>\$17,400</b>	<b>\$17,750</b>
01	5-130-1020.001	FICA-Employer	\$10,445	\$8,685	\$9,000	\$9,170
01	5-130-1020.002	Medicare-Employer	\$2,445	\$2,035	\$2,100	\$0

General Fund-Civic Center Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-130-1020.003	Unemployment Compensation	\$1,685	\$1,405	\$1,470	\$1,480
01	5-130-1020.004	Workmans Compensation	\$5,474	\$5,474	\$6,200	\$3,276
	<b>Total Payroll Taxes Expense</b>		<b>\$20,049</b>	<b>\$17,599</b>	<b>\$18,770</b>	<b>\$13,926</b>
01	5-130-1025.001	Employee-Uniforms	\$800	\$500	\$400	\$400
01	5-130-1025.002	Employee-Dues/License/Membership	\$100	\$0	\$0	\$100
01	5-130-1025.005	Employee-Training	\$100	\$100	\$0	\$100
	<b>Total Employee Expense</b>		<b>\$1,000</b>	<b>\$600</b>	<b>\$400</b>	<b>\$600</b>
	<b>Total Personnel Expense</b>		<b>\$248,859</b>	<b>\$202,069</b>	<b>\$204,605</b>	<b>\$230,417</b>
01	5-130-2010.000	Capital Exp-Building and Improvement	\$0	\$0	\$0	\$0
01	5-130-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$4,000	\$4,000	\$0
01	5-130-2020.000	Capital Exp-Machinery and Equipment	\$3,246	\$8,052	\$8,044	\$1,806
01	5-130-2025.000	Capital Exp-Vehicles	\$0	\$0	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$3,246</b>	<b>\$12,052</b>	<b>\$12,044</b>	<b>\$1,806</b>
01	5-130-5000.001	Utilities-Electric	\$100,000	\$90,000	\$110,000	\$105,000
01	5-130-5000.002	Utilities-Water	\$1,500	\$1,500	\$1,600	\$1,600
01	5-130-5000.003	Utilities-Sewer	\$1,700	\$1,800	\$2,000	\$2,200
01	5-130-5005.002	Utilities-Natural Gas	\$60,000	\$55,000	\$46,000	\$45,000
01	5-130-5010.001	Utilities-Landline and Fiber	\$2,100	\$2,000	\$2,000	\$2,000
01	5-130-5015.001	Utilities-Cell Phones	\$2,000	\$1,500	\$1,400	\$1,000
01	5-130-5020.001	Utilities-Internet	\$0	\$0	\$0	\$0
01	5-130-5020.002	Utilities-Internet Mobile	\$0	\$0	\$0	\$0
01	5-130-5025.001	Utilities-Solid Waste	\$1,900	\$1,600	\$1,500	\$1,600
	<b>Total Utilities Expense</b>		<b>\$169,200</b>	<b>\$153,400</b>	<b>\$164,500</b>	<b>\$158,400</b>
01	5-130-6000.001	Prof Services-Legal	\$100	\$0	\$0	\$100
01	5-130-6000.007	Prof Services-Toxicology Testing	\$150	\$100	\$100	\$100
01	5-130-6000.008	Prof Services-MSHP Background Checks	\$50	\$26	\$30	\$30
01	5-130-6000.011	Prof Services-Dues and License	\$1,100	\$1,000	\$1,000	\$1,200
01	5-130-6000.014	Prof Services-Events and Functions	\$3,500	\$1,800	\$1,000	\$1,200
01	5-130-6000.015	Prof Services-Service Contracts	\$12,000	\$13,000	\$13,000	\$13,000

General Fund-Civic Center Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-130-6000.019	Prof Services - CC Fees	\$0	\$350	\$120	\$120
	<b>Total General Professional Service Expense</b>		<b>\$16,900</b>	<b>\$16,276</b>	<b>\$15,250</b>	<b>\$15,750</b>
01	5-130-6005.001	Insurance-Vehicle	\$1,480	\$1,290	\$1,278	\$1,295
01	5-130-6005.002	Insurance-Equipment	\$1,250	\$1,270	\$1,189	\$1,205
01	5-130-6005.003	Insurance-Building & Property	\$13,630	\$14,360	\$14,677	\$14,825
	<b>Total Insurance Expense</b>		<b>\$16,360</b>	<b>\$16,920</b>	<b>\$17,144</b>	<b>\$17,325</b>
01	5-130-6010.003	Advertising-Print	\$500	\$475	\$120	\$120
01	5-130-6010.006	Advertising-Radio	\$500	\$475	\$120	\$120
	<b>Total Advertising Expense</b>		<b>\$1,000</b>	<b>\$950</b>	<b>\$240</b>	<b>\$240</b>
01	5-130-6020.000	Software-Annual Renewal/Maintenance	\$1,585	\$4,500	\$0	\$0
01	5-130-6020.001	Software-Purchase	\$2,316	\$0	\$4,500	\$0
01	5-130-6020.002	Software-Upgrade	\$0	\$0	\$0	\$0
01	5-130-6020.003	Software-Agreement	\$2,725	\$0	\$0	\$4,050
	<b>Total Software Expense</b>		<b>\$6,626</b>	<b>\$4,500</b>	<b>\$4,500</b>	<b>\$4,050</b>
	<b>Total Professional Service Expense</b>		<b>\$40,886</b>	<b>\$38,646</b>	<b>\$37,134</b>	<b>\$37,365</b>
01	5-130-7000.001	Supplies-Operational	\$2,000	\$1,500	\$700	\$1,000
01	5-130-7000.003	Supplies-Desk Accessories-Small Office Equip	\$1,200	\$350	\$500	\$500
01	5-130-7000.004	Supplies-Small Tools	\$350	\$300	\$350	\$300
01	5-130-7005.001	Supplies-Printing	\$100	\$100	\$0	\$0
01	5-130-7005.002	Supplies-Mailing	\$100	\$50	\$0	\$0
01	5-130-7005.003	Supplies-Postage	\$100	\$50	\$150	\$150
01	5-130-7005.004	Supplies-Paper	\$1,600	\$1,000	\$600	\$600
01	5-130-7010.001	Supplies-Janitorial	\$2,600	\$1,500	\$500	\$1,000
01	5-130-7010.002	Supplies-Cleaning and Sanitation	\$6,250	\$7,000	\$6,500	\$6,500
01	5-130-7010.004	Supplies-Chemicals	\$6,500	\$6,500	\$6,000	\$6,500
	<b>Total General Office Supplies Expense</b>		<b>\$20,800</b>	<b>\$18,350</b>	<b>\$15,300</b>	<b>\$16,550</b>
01	5-130-7015.003	Supplies-First Aid	\$100	\$50	\$50	\$50
01	5-130-7015.004	Supplies-Safety	\$100	\$50	\$50	\$50
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$200</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>

General Fund-Civic Center Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Supplies Expense</b>		<b>\$21,000</b>	<b>\$18,450</b>	<b>\$15,400</b>	<b>\$16,650</b>
01	5-130-7500.002	Materials-Rock	\$1,000	\$1,000	\$500	\$500
01	5-130-7500.003	Materials-Concrete	\$0	\$500	\$500	\$500
01	5-130-7500.004	Materials-Landscaping	\$2,000	\$1,500	\$500	\$500
01	5-130-7505.002	Materials-Pipe-PVC	\$100	\$50	\$100	\$100
01	5-130-7510.001	Materials-Paint	\$500	\$250	\$200	\$300
01	5-130-7510.006	Materials-Wire	\$100	\$100	\$100	\$100
01	5-130-7510.007	Materials-Lumber	\$100	\$50	\$50	\$100
01	5-130-7525.001	Materials-Infrastructure Maintenance	\$3,000	\$4,500	\$4,500	\$4,500
	<b>Total Material Expense</b>		<b>\$6,800</b>	<b>\$7,950</b>	<b>\$6,450</b>	<b>\$6,600</b>
01	5-130-8000.002	Tools- Maintenance	\$200	\$100	\$100	\$100
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$200</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>
01	5-130-8300.001	Equipment-Repair	\$5,000	\$8,000	\$6,000	\$5,000
01	5-130-8300.002	Equipment-Maintenance	\$4,000	\$2,500	\$3,000	\$3,000
01	5-130-8300.003	Equipment-Supplies	\$1,000	\$500	\$300	\$500
01	5-130-8300.005	Equipment-Fuel	\$1,200	\$500	\$200	\$400
01	5-130-8300.006	Equipment-Rental	\$0	\$0	\$100	\$200
	<b>Total Machinery and Equipment Expense</b>		<b>\$11,200</b>	<b>\$11,500</b>	<b>\$9,600</b>	<b>\$9,100</b>
01	5-130-8600.001	Vehicle-Repair	\$500	\$200	\$0	\$250
01	5-130-8600.002	Vehicle-Maintenance	\$350	\$350	\$300	\$300
01	5-130-8600.005	Vehicle-Fuel	\$2,500	\$1,500	\$1,600	\$1,700
	<b>Total Vehicle Expense</b>		<b>\$3,350</b>	<b>\$2,050</b>	<b>\$1,900</b>	<b>\$2,250</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$14,750</b>	<b>\$13,650</b>	<b>\$11,600</b>	<b>\$11,450</b>
	<b>Total Civic Center Expense</b>		<b>\$504,741</b>	<b>\$446,217</b>	<b>\$451,733</b>	<b>\$462,688</b>

## 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 2018-2019 Accomplishments:

Completion of a new agricultural arena

Fiscal Year 2019 Goals:

- I. **Goal:** Increase the number of events held in the new Ag arena.  
**Strategy:** Provide potential renters with a price break on the rental cost of the Ag arena to obtain new customers.  
**Budgetary Factor:** None.
- II. **Goal:** Continue to make aesthetic improvements to the buildings.  
**Strategy:** Add new flooring and paint in all buildings.  
**Budgetary Factor:** Cost of flooring and paint.

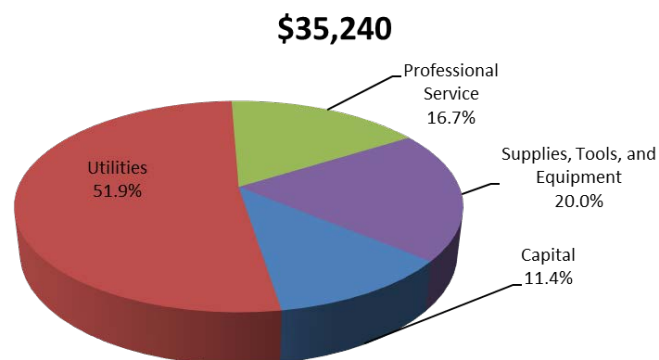
Performance Measurements:

Mills Center - Usage Days					
2014	2015	2016	2017	2018	Estimated 2019
139	190	145	134	130	130
Wallace Center - Usage Days					
2014	2015	2016	2017	2018	Estimated 2019
140	121	125	140	135	140
Ag Barn/Fairgrounds - Usage Days					
2014	2015	2016	2017	2018	Estimated 2019
54	52	51	54	54	54

Previous Years' Goals:

- I. Increase the number of events at Mills, Ag Barn, and Wallace buildings to create more revenue.  
Status: Complete.
- II. Stay within budget.  
Status: Complete

### Community Buildings Expense by Category



General Fund-Community Buildings			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	4-135-3005.001	Rental-Buildings	\$28,000	\$33,000	\$29,000	\$30,000
01	4-135-3005.002	Rental-Contract Concessions	\$0	\$500	\$0	\$0
<b>Total Community Buildings Revenues</b>			<b>\$28,000</b>	<b>\$33,500</b>	<b>\$29,000</b>	<b>\$30,000</b>

General Fund-Community Buildings Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-135-2010.000	Capital Exp-Building and Improvement	\$10,000	\$0	\$2,910	\$4,000
	<b>Total Capital Expense</b>		<b>\$10,000</b>	<b>\$0</b>	<b>\$2,910</b>	<b>\$4,000</b>
01	5-135-5000.001	Utilities-Electric	\$6,000	\$20,000	\$7,000	\$14,000
01	5-135-5000.002	Utilities-Water	\$250	\$600	\$1,000	\$1,400
01	5-135-5000.003	Utilities-Sewer	\$100	\$400	\$200	\$250
01	5-135-5005.001	Utilities-Propane	\$0	\$0	\$0	\$0
01	5-135-5005.002	Utilities-Natural Gas	\$400	\$2,000	\$500	\$1,000
01	5-135-5020.002	Utilities-Internet Mobile	\$0	\$480	\$0	\$250
01	5-135-5025.001	Utilities-Solid Waste	\$1,400	\$1,600	\$1,300	\$1,400
	<b>Total Utilities Expense</b>		<b>\$8,150</b>	<b>\$25,080</b>	<b>\$10,000</b>	<b>\$18,300</b>
01	5-135-6000.002	Prof Services-Engineering	\$0	\$0	\$0	\$0
01	5-135-6000.015	Prof Services-Service Contracts	\$2,000	\$2,000	\$1,900	\$2,000
01	5-135-6000.019	Prof Services-CC Fees	\$75	\$100	\$300	\$300
	<b>Total General Professional Services Expense</b>		<b>\$2,075</b>	<b>\$2,100</b>	<b>\$2,200</b>	<b>\$2,300</b>
01	5-135-6005.003	Insurance-Building & Property	\$1,495	\$3,570	\$3,552	\$3,590
	<b>Total Insurance Expense</b>		<b>\$1,495</b>	<b>\$3,570</b>	<b>\$3,552</b>	<b>\$3,590</b>
01	5-135-7000.001	Supplies-Operational	\$300	\$600	\$500	\$1,000
01	5-135-7010.001	Supplies-Janitorial	\$500	\$600	\$700	\$700
01	5-135-7010.002	Supplies-Cleaning and Sanitation	\$1,100	\$3,000	\$2,700	\$2,800
	<b>Total General Office Supplies Expense</b>		<b>\$1,900</b>	<b>\$4,200</b>	<b>\$3,900</b>	<b>\$4,500</b>
01	5-135-7500.004	Materials-Landscaping	\$100	\$250	\$0	\$100
01	5-135-7510.001	Materials-Paint	\$0	\$250	\$1,000	\$250
01	5-135-7510.005	Materials-Fixtures	\$1,000	\$500	\$100	\$200



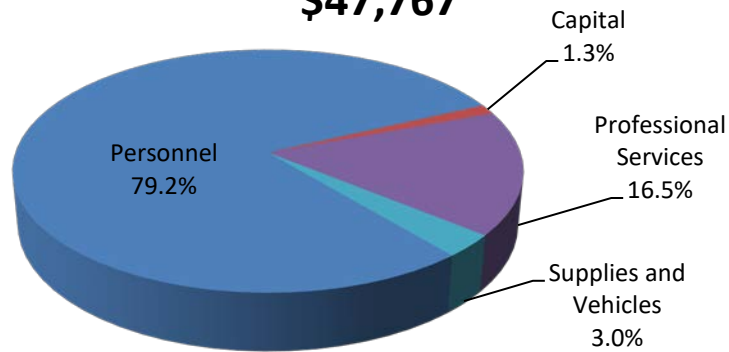
General Fund-Community Buildings Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-135-7525.001	Materials- Infrastructure	\$1,000	\$2,000	\$700	\$1,000
	<b>Total Materials Expense</b>		<b>\$2,100</b>	<b>\$3,000</b>	<b>\$1,800</b>	<b>\$1,550</b>
01	5-135-8000.003	Tools-Supplies	\$100	\$100	\$50	\$100
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$100</b>	<b>\$100</b>	<b>\$50</b>	<b>\$100</b>
01	5-135-8300.001	Equipment-Repair	\$750	\$750	\$500	\$600
01	5-135-8300.002	Equipment-Maint	\$200	\$300	\$250	\$300
01	5-135-8300.006	Equipment-Rental	\$0	\$0	\$120	\$0
	<b>Total Equipment Expense</b>		<b>\$950</b>	<b>\$1,050</b>	<b>\$870</b>	<b>\$900</b>
	<b>Total Community Buildings Expense</b>		<b>\$26,770</b>	<b>\$39,100</b>	<b>\$25,282</b>	<b>\$35,240</b>

## Mayor and Council

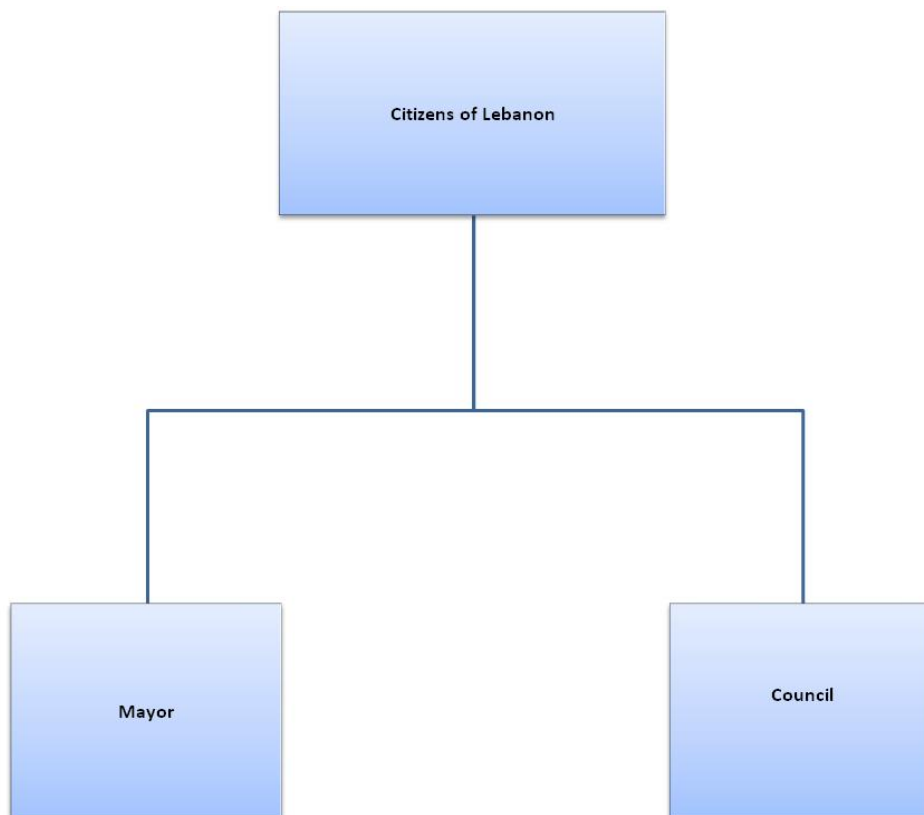
The Mayor and eight Councilmember's are elected at large with the Mayor serving a term of four and Council two years. The duties and responsibilities of the Mayor and Council are outlined in City Ordinances.

### Mayor Expense by Category

**\$47,767**



### Mayor and Council Organizational Chart

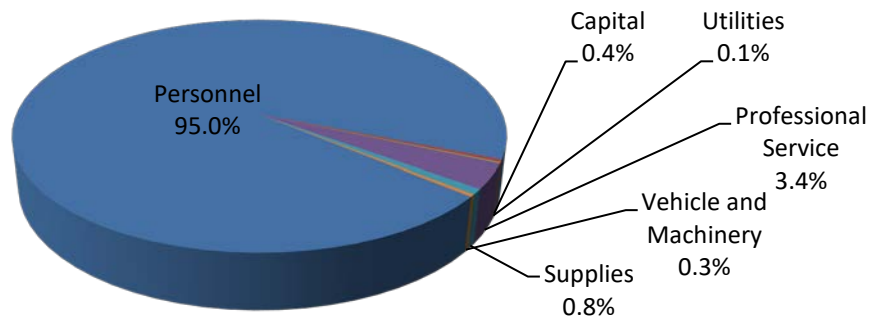


General Fund-Mayor & Council Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-140-1000.002	Part Time Salary	\$24,500	\$24,500	\$24,000	\$24,000
	<b>Total Salaries Expense</b>		<b>\$24,500</b>	<b>\$24,500</b>	<b>\$24,000</b>	<b>\$24,000</b>
01	5-140-1020.001	FICA-Employer	\$1,520	\$1,520	\$1,450	\$1,490
01	5-140-1020.002	Medicare-Employer	\$360	\$360	\$348	\$350
01	5-140-1020.003	Unemployment Compensation	\$250	\$245	\$240	\$240
	<b>Total Payroll Taxes Expense</b>		<b>\$2,130</b>	<b>\$2,125</b>	<b>\$2,038</b>	<b>\$2,080</b>
01	5-140-1025.001	Employee-Uniforms	\$100	\$100	\$50	\$100
01	5-140-1025.002	Employee-Dues/License/Membership	\$210	\$210	\$0	\$250
01	5-140-1025.003	Employee-Books	\$0	\$0	\$0	\$0
01	5-140-1025.004	Employee-Travel/Hotel	\$2,500	\$3,500	\$2,500	\$3,500
01	5-140-1025.005	Employee-Training	\$6,500	\$7,500	\$9,700	\$7,500
01	5-140-1025.007	Employee-Bonds	\$175	\$385	\$385	\$385
	<b>Total Employee Expense</b>		<b>\$9,485</b>	<b>\$11,695</b>	<b>\$12,635</b>	<b>\$11,735</b>
	<b>Total Personnel Expense</b>		<b>\$36,115</b>	<b>\$38,320</b>	<b>\$38,673</b>	<b>\$37,815</b>
01	5-105-2020.000	Capital Exp-Machinery and Equipment	\$1,084	\$1,517	\$1,324	\$602
	<b>Total Capital Expense</b>		<b>\$1,084</b>	<b>\$1,517</b>	<b>\$1,324</b>	<b>\$602</b>
01	5-140-5015.001	Utilities-Cell Phones	\$0	\$0	\$0	\$0
	<b>Total Utilities Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01	5-140-6000.014	Prof Services-Events and Functions	\$3,500	\$3,500	\$800	\$5,000
01	5-140-6000.015	Prof Services-Service	\$0	\$0	\$0	\$0
01	5-140-6010.006	Advertising-Radio	\$200	\$200	\$100	\$200
	<b>Total General Professional Service Expense</b>		<b>\$3,700</b>	<b>\$3,700</b>	<b>\$900</b>	<b>\$5,200</b>
01	5-140-6020.000	Software-Annual Renewal/Maintenance	\$0	\$0	\$0	\$0
01	5-140-6020.001	Software - Purchase	\$580	\$0	\$1,500	\$0
01	5-140-6020.002	Software - Upgrade	\$0	\$0	\$0	\$0
01	5-140-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,700
	<b>Total Software Expense</b>		<b>\$580</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$2,700</b>
	<b>Total Professional Service Expense</b>		<b>\$4,280</b>	<b>\$3,700</b>	<b>\$2,400</b>	<b>\$7,900</b>
01	5-140-7000.001	Supplies-Operational	\$250	\$250	\$150	\$250
01	5-140-7005.006	Supplies-Promo-Education	\$2,000	\$2,000	\$800	\$1,000
	<b>Total General Office Supplies Expense</b>		<b>\$2,250</b>	<b>\$2,250</b>	<b>\$950</b>	<b>\$1,250</b>
01	5-140-8600.001	Vehicle-Repair	\$150	\$150	\$0	\$150
01	5-140-8600.005	Vehicle-Fuel	\$50	\$50	\$0	\$50
	<b>Total Vehicle Expenses</b>		<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>\$200</b>
	<b>Total Mayor &amp; Council Expense</b>		<b>\$43,929</b>	<b>\$45,987</b>	<b>\$43,347</b>	<b>\$47,767</b>

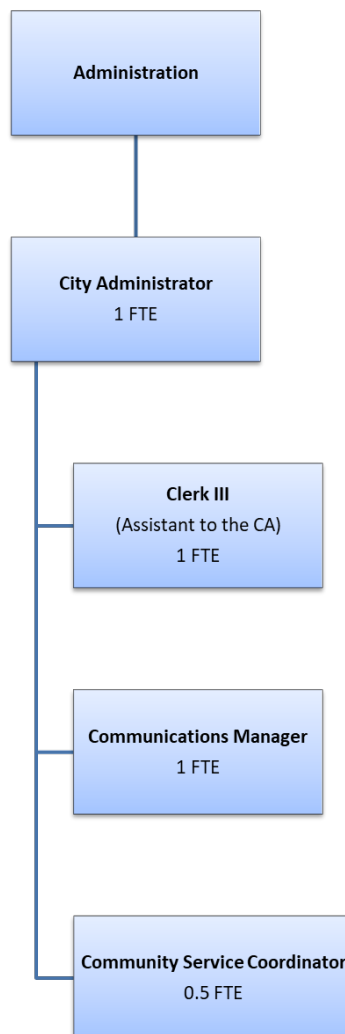
## City Administration

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.

### City Administration Expense by Category \$332,213



### City Administration Organizational Chart



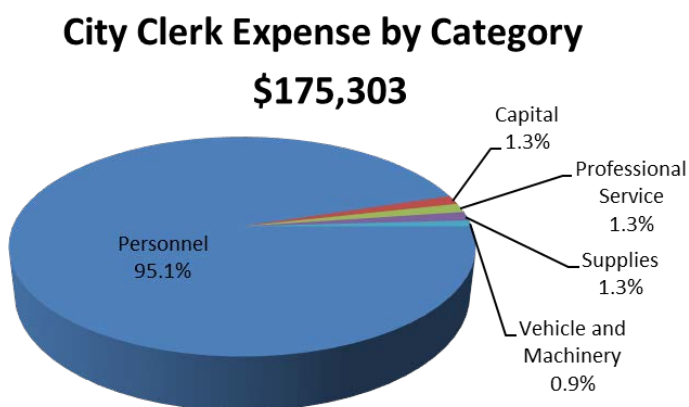
General Fund-City Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-145-1000.001	Fulltime Salary	\$291,990	\$299,451	\$281,836	\$192,887
01	5-145-1000.002	Part Time Salary	\$0	\$0	\$0	\$13,898
01	5-145-1000.005	Fulltime Overtime	\$0	\$580	\$6,010	\$501
01	5-145-1000.009	Employee - Allowance	\$0	\$4,800	\$4,800	\$4,800
	<b>Total Salaries Expense</b>		<b>\$291,990</b>	<b>\$304,830</b>	<b>\$292,646</b>	<b>\$212,086</b>
01	5-145-1005.001	Health Premium-Employee	\$22,910	\$31,194	\$10,210	\$0
01	5-145-1005.002	Health Premium-Family	\$11,765	\$10,494	\$32,806	\$41,631
01	5-145-1005.003	Dental Premium-Employee	\$900	\$900	\$755	\$900
01	5-145-1005.004	Dental Premium-Family	\$600	\$600	\$975	\$1,000
	<b>Total Insurance Expense</b>		<b>\$36,175</b>	<b>\$43,188</b>	<b>\$44,746</b>	<b>\$43,531</b>
01	5-145-1010.001	Life Insurance	\$255	\$255	\$300	\$190
	<b>Total Life Insurance Expense</b>		<b>\$255</b>	<b>\$255</b>	<b>\$300</b>	<b>\$190</b>
01	5-145-1015.001	Lagers-General	\$37,959	\$39,904	\$26,000	\$25,334
01	5-145-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,500	\$1,950
	<b>Total Retirement Expense</b>		<b>\$40,559</b>	<b>\$42,504</b>	<b>\$28,500</b>	<b>\$27,284</b>
01	5-145-1020.001	FICA-Employer	\$18,105	\$18,900	\$17,800	\$13,150
01	5-145-1020.002	Medicare-Employer	\$4,235	\$4,425	\$4,200	\$3,080
01	5-145-1020.003	Unemployment Compensation	\$2,920	\$3,050	\$2,980	\$2,125
01	5-145-1020.004	Workman's Compensation	\$326	\$438	\$350	\$483
	<b>Total Payroll Taxes Expense</b>		<b>\$25,586</b>	<b>\$26,813</b>	<b>\$25,330</b>	<b>\$18,838</b>
01	5-145-1025.001	Employee-Uniforms	\$200	\$200	\$200	\$200
01	5-145-1025.002	Employee-Dues/License/Membership	\$2,000	\$2,500	\$1,500	\$2,000
01	5-145-1025.003	Employee-Books	\$750	\$750	\$0	\$250
01	5-145-1025.004	Employee-Travel/Hotel	\$3,250	\$14,500	\$3,500	\$4,000
01	5-145-1025.005	Employee-Training	\$3,500	\$5,000	\$1,000	\$5,000
01	5-145-1025.006	Employee-Recognition	\$4,000	\$6,000	\$5,000	\$1,500
01	5-145-1025.007	Employee-Bonds	\$175	\$175	\$175	\$175
	<b>Total Employee Expense</b>		<b>\$13,875</b>	<b>\$29,125</b>	<b>\$11,375</b>	<b>\$13,125</b>
	<b>Total Personnel Expense</b>		<b>\$408,440</b>	<b>\$446,715</b>	<b>\$402,897</b>	<b>\$315,534</b>

General Fund-City Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-145-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$5,000	\$0	\$0
01	5-145-2020.000	Capital Exp-Machinery and Equipment	\$4,842	\$7,086	\$4,738	\$1,204
01	5-145-2025.000	Capital-Vehicles	\$0	\$40,000	\$21,703	\$0
01	5-145-2030.000	Capital Exp -Infrastructure	\$0	\$0	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$4,842</b>	<b>\$52,086</b>	<b>\$26,441</b>	<b>\$1,204</b>
01	5-145-5015.001	Utilities-Cell Phones	\$0	\$0	\$740	\$480
	<b>Total Utilities Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$740</b>	<b>\$480</b>
01	5-145-6000.007	Prof Services-Toxicology Testing	\$150	\$150	\$150	\$150
01	5-145-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$50	\$100
01	5-145-6000.014	Prof Services-Events and Functions	\$1,750	\$1,750	\$500	\$1,750
	<b>Total General Professional Expense</b>		<b>\$2,000</b>	<b>\$2,000</b>	<b>\$700</b>	<b>\$2,000</b>
01	5-145-6010.002	Advertising-Employee Recruitment	\$20,000	\$300	\$150	\$300
01	5-145-6010.004	Advertising-Internet	\$0	\$0	\$100	\$5,100
	<b>Total Advertising Expense</b>		<b>\$20,000</b>	<b>\$300</b>	<b>\$250</b>	<b>\$5,400</b>
01	5-145-6020.000	Software-Annual Renewal/Maintenance	\$2,620	\$3,906	\$3,906	\$0
01	5-145-6020.001	Software-Purchase	\$2,895	\$0	\$1,622	\$2,000
01	5-145-6020.002	Software-Upgrade	\$0	\$0	\$0	\$0
01	5-145-6020.003	Software-Agreement	\$0	\$0	\$0	\$1,995
	<b>Total Software Expense</b>		<b>\$5,515</b>	<b>\$3,906</b>	<b>\$5,528</b>	<b>\$3,995</b>
	<b>Total Professional Service Expense</b>		<b>\$27,515</b>	<b>\$6,206</b>	<b>\$6,478</b>	<b>\$11,395</b>
01	5-145-7000.001	Supplies-Operational	\$600	\$600	\$800	\$850
01	5-145-7000.002	Supplies-Computer Accessories	\$100	\$100	\$700	\$700
01	5-145-7005.001	Supplies-Printing	\$100	\$100	\$175	\$100
01	5-145-7005.002	Supplies-Mailing	\$100	\$300	\$50	\$300
01	5-145-7005.003	Supplies-Postage	\$250	\$50	\$65	\$50
01	5-145-7005.004	Supplies-Paper	\$200	\$100	\$50	\$100
01	5-145-7005.005	Supplies-Forms	\$0	\$0	\$0	\$0
01	5-145-7005.006	Supplies-Promo-Education	\$250	\$150	\$25	\$150
	<b>Total General Office Supplies Expense</b>		<b>\$1,600</b>	<b>\$1,400</b>	<b>\$1,865</b>	<b>\$2,250</b>

General Fund-City Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-145-7015.004	Supplies-Safety	\$250	\$250	\$0	\$250
	<b>Total Supplies Expense</b>		<b>\$1,850</b>	<b>\$1,650</b>	<b>\$1,865</b>	<b>\$2,500</b>
1	5-145-7510.005	Materials-Fixture	\$0	\$0	\$0	\$0
01	5-145-8300.001	Equipment-Repair	\$250	\$250	\$100	\$250
	<b>Total Machinery and Equipment Expense</b>		<b>\$250</b>	<b>\$250</b>	<b>\$100</b>	<b>\$250</b>
01	5-145-8600.001	Vehicle-Repair	\$250	\$250	\$0	\$250
01	5-145-8600.002	Vehicle-Maintenance	\$250	\$250	\$0	\$250
01	5-145-8600.003	Vehicle-Supplies	\$0	\$0	\$0	\$0
01	5-145-8600.005	Vehicle-Fuel	\$550	\$550	\$0	\$350
	<b>Total Vehicle Expense</b>		<b>\$1,050</b>	<b>\$1,050</b>	<b>\$0</b>	<b>\$850</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$1,300</b>	<b>\$1,300</b>	<b>\$100</b>	<b>\$1,100</b>
	<b>Total City Administration Expense</b>		<b>\$443,947</b>	<b>\$507,958</b>	<b>\$438,521</b>	<b>\$332,213</b>

## 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 Administration Section 2-98 Duties of the City Clerk, and Article VII Open Meetings and Records. The City Clerk serves at the pleasure of the Mayor and 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 the official election authority for the City and administers all oaths of office. The City Clerk also oversees the issuance of various licenses, serves as clerical support to the Mayor and City Council and various appointed boards/committees.



### Fiscal Year 2018-2019 Accomplishments:

The City Clerk currently sits on the Missouri City Clerks and Finance Officers Association's (MoCCFOA) board as a Director representing the Central Division for a two-year term and is the first Lebanon City Clerk to be a member of this association. MoCCFOA provides education, leadership and development skills which help increase the level of professionalism of the office. In doing so, it gives the City Clerk the tools she needs to do the job and allows her to be the best servant possible for the citizens of Lebanon.

### Fiscal Year 2020 Goals:

- I. **Goal:** Make the license application processes more efficient by placing fillable forms on our website. (Liquor Licenses, Itinerant Vendor Licenses, Peddler/Solicitors Licenses, etc.)  
**Strategy:** Review current license application forms, make any needed changes to ensure all information is being collected to assist in the approval process, and place fillable applications online for better accessibility.  
**Budgetary Factor:** Making license applications available on the City's website will have a minimal impact on the budget; however, it will improve the overall process for the customer as well as staff.

### Performance Measurements:

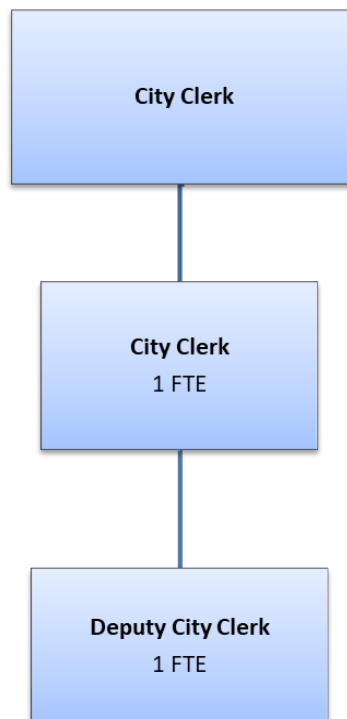
Calendar Year Performance Measurers					
Metrics	2014	2015	2016	2017	2018
Number of Ordinances Passed by City Council	128	127	133	140	180
Number of Resolutions Passed by City Council	7	3	4	12	7
Number of Liquor Licenses Issued	59	60	64	58	60
Number of Itinerant Vendor Licenses Issued	38	21	38	25	29
Number of Downtown Business District Licenses Issued	117	107	94	99	94



**Previous Years' Goals:**

- I. Goal: Enhance the overall customer service experience.  
Status: Ongoing. The City Clerk's office continues to look for ways to enhance the citizen's interaction with the City by attending training classes, interacting and learning from others in the same profession, and implementing effective ideas and processes of other municipalities without having to recreate the wheel.
- II. Goal: Destroy records that have met retention in a timely manner, and better organize records that have not met retention or are required to keep permanently.  
Status: Records are being destroyed on an annual basis; records are being organized on newer, more sturdy shelving, and staff members (archivists) from the Secretary of State's office are being engaged to assist with record management at no charge.

**City Clerk Organizational Chart**



General Fund-City Clerk Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-150-1000.001	Fulltime Salary	\$167,320	\$174,580	\$97,495	\$107,324
01	5-150-1000.002	Part Time Salary	\$0	\$0	\$315	\$0
01	5-150-1000.005	Fulltime Overtime	\$0	\$0	\$0	\$0
	<b>Total Salaries Expense</b>		<b>\$167,320</b>	<b>\$174,580</b>	<b>\$97,810</b>	<b>\$107,324</b>
01	5-150-1005.001	Health Premium-Employee	\$23,690	\$23,688	\$11,709	\$7,896
01	5-150-1005.002	Health Premium-Family	\$10,885	\$10,884	\$4,625	\$11,763
01	5-150-1005.003	Dental Premium-Employee	\$1,300	\$1,250	\$475	\$350
01	5-150-1005.004	Dental Premium-Family	\$600	\$600	\$710	\$450
	<b>Total Insurance Expense</b>		<b>\$36,475</b>	<b>\$36,422</b>	<b>\$17,519</b>	<b>\$20,459</b>
01	5-150-1010.001	Life Insurance	\$255	\$255	\$100	\$130
	<b>Total Life Insurance Expense</b>		<b>\$255</b>	<b>\$255</b>	<b>\$100</b>	<b>\$130</b>
01	5-150-1015.001	Lagers-General	\$21,755	\$23,219	\$12,900	\$14,059
01	5-150-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$1,025	\$1,300
	<b>Total Retirement Expense</b>		<b>\$24,355</b>	<b>\$25,819</b>	<b>\$13,925</b>	<b>\$15,359</b>
01	5-150-1020.001	FICA-Employer	\$10,375	\$10,825	\$6,400	\$6,655
01	5-150-1020.002	Medicare-Employer	\$2,430	\$2,535	\$1,475	\$1,560
01	5-150-1020.003	Unemployment Compensation	\$1,675	\$1,750	\$1,000	\$1,075
01	5-150-1020.004	Workman's Compensation	\$1,679	\$1,679	\$1,650	\$322
	<b>Total Payroll Taxes Expense</b>		<b>\$16,159</b>	<b>\$16,789</b>	<b>\$10,525</b>	<b>\$9,612</b>
01	5-150-1025.001	Employee-Uniforms	\$0	\$0	\$0	\$0
01	5-150-1025.002	Employee-Dues/License/Membership	\$400	\$500	\$502	\$700
01	5-150-1025.003	Employee-Books	\$0	\$0	\$0	\$0
01	5-150-1025.004	Employee-Travel/Hotel	\$5,000	\$5,500	\$3,190	\$4,000
01	5-150-1025.005	Employee-Training	\$5,000	\$5,500	\$1,741	\$3,500
01	5-150-1025.006	Employee-Recognition	\$200	\$200	\$0	\$200
01	5-150-1025.007	Employee-Bonds	\$200	\$200	\$50	\$100
	<b>Total Employee Expense</b>		<b>\$10,800</b>	<b>\$11,900</b>	<b>\$5,483</b>	<b>\$8,500</b>
	<b>Total Personnel Expense</b>		<b>\$255,364</b>	<b>\$265,765</b>	<b>\$145,361</b>	<b>\$161,384</b>
01	5-150-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$0	\$0	\$0

General Fund-City Clerk Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-150-2020.000	Capital Exp-Machinery and Equipment	\$4,330	\$2,069	\$2,058	\$2,239
	<b>Total Capital Expense</b>		<b>\$4,330</b>	<b>\$2,069</b>	<b>\$2,058</b>	<b>\$2,239</b>
01	5-150-6000.001	Prof Services-Legal	\$0	\$0	\$0	\$0
01	5-150-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$40	\$100
01	5-150-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$15	\$50
01	5-150-6000.015	Prof Services-Service Contracts	\$0	\$500	\$0	\$0
	<b>Total General Professional Service Expense</b>		<b>\$300</b>	<b>\$800</b>	<b>\$55</b>	<b>\$150</b>
01	5-150-6005.001	Insurance-Vehicle	\$865	\$860	\$413	\$0
01	5-150-6005.015	Insurance-Notary Public	\$50	\$50	\$100	\$100
	<b>Total Insurance Expense</b>		<b>\$915</b>	<b>\$910</b>	<b>\$513</b>	<b>\$100</b>
01	5-150-6010.001	Advertising-Public Notices	\$200	\$200	\$200	\$200
01	5-150-6010.002	Advertising-Employee Recruitment	\$200	\$200	\$100	\$200
01	5-150-6010.003	Advertising-Print	\$250	\$250	\$0	\$0
	<b>Total Advertising Expense</b>		<b>\$650</b>	<b>\$650</b>	<b>\$300</b>	<b>\$400</b>
01	5-150-6020.000	Software-Annual Renewal/Maintenance	\$1,830	\$3,030	\$0	\$0
01	5-150-6020.001	Software-Purchase	\$12,320	\$0	\$3,030	\$0
01	5-150-6020.002	Software-Upgrade	\$0	\$0	\$0	\$0
01	5-150-6020.003	Software-Agreement	\$0	\$0	\$0	\$7,280
	<b>Total Software Expense</b>		<b>\$14,150</b>	<b>\$3,030</b>	<b>\$3,030</b>	<b>\$7,280</b>
	<b>Total Professional Service Expense</b>		<b>\$16,015</b>	<b>\$5,390</b>	<b>\$3,898</b>	<b>\$7,930</b>
01	5-150-7000.001	Supplies-Operational	\$750	\$750	\$300	\$750
01	5-150-7000.002	Supplies-Computer Accessories	\$100	\$100	\$100	\$300
01	5-150-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$200	\$400	\$400	\$400
01	5-150-7000.004	Supplies-Small Tools	\$100	\$100	\$0	\$0
01	5-150-7005.001	Supplies-Printing	\$100	\$100	\$151	\$100
01	5-150-7005.002	Supplies-Mailing	\$300	\$300	\$300	\$300
01	5-150-7005.003	Supplies-Postage	\$200	\$200	\$100	\$200

General Fund-City Clerk Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-150-7005.004	Supplies-Paper	\$500	\$200	\$100	\$200
01	5-150-7005.005	Supplies-Forms	\$250	\$200	\$0	\$0
01	5-150-7005.006	Supplies-Promo-Education	\$1,000	\$500	\$0	\$0
	<b>Total General Office Supplies Expense</b>		<b>\$3,500</b>	<b>\$2,850</b>	<b>\$1,451</b>	<b>\$2,250</b>
01	5-150-8300.002	Equipment-Maintenance	\$0	\$0	\$0	\$0
	<b>Total Machinery and Equipment Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01	5-150-8600.001	Vehicle-Repair	\$500	\$500	\$50	\$500
01	5-150-8600.002	Vehicle-Maintenance	\$500	\$500	\$50	\$500
01	5-150-8600.005	Vehicle-Fuel	\$500	\$500	\$500	\$500
	<b>Total Vehicle Expense</b>		<b>\$1,500</b>	<b>\$1,500</b>	<b>\$600</b>	<b>\$1,500</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$1,500</b>	<b>\$1,500</b>	<b>\$600</b>	<b>\$1,500</b>
	<b>Total City Clerk Expense</b>		<b>\$280,709</b>	<b>\$277,574</b>	<b>\$153,369</b>	<b>\$175,303</b>

## Recycling

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

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

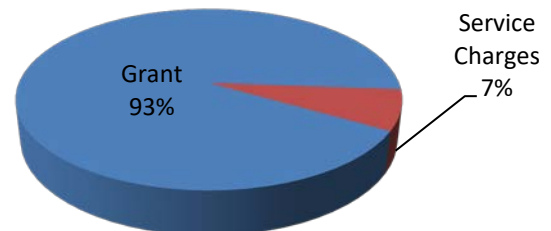
Fiscal Year 2018-2019 Accomplishments:

Due to a reduction in funding and per the request of MoDNR and Solid Waste Management District 'T', Lebanon's program had to change to accomplish its 2018-19 program period goals (between March 28, 2018 through March 27, 2019). The recycling program has changed in the following ways;

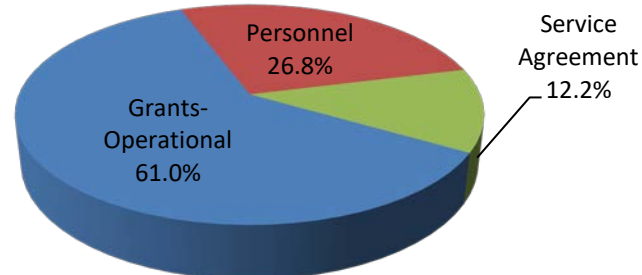
- Reduced its hours of operations to better accommodate the funding efforts. This seems to have had no affect on the community utilizing the program. The program has received material from 291 visitors (to-date) and the total number should be similar to that of the 2017-18 program period.
- Omitted Latex paint from the recycling waste stream as MoDNR no longer deems Latex paint as a hazardous waste. Instead of collecting this material, Lebanon is offering bags of saw dust to residents who wish to solidify Latex paint prior to disposing of it in their waste receptacle. The 2017-18 program period brought in over 10 tons of paint materials. For the 2018-19 program period, only 2.4 tons have been collected thus far. By the end of this program period, it is estimated that, overall, less than 5 tons of paint material will be collected.
- Lebanon implemented a puncturing system for aerosol cans. In doing so, Lebanon drastically reduced the cost of recycling aerosol cans by expelling and bulking the material in to 50 gallon drums rather than sending the material off in their existing cans. Once the material is expelled the cans become revenue in the form of scrap metal material.

This program typically anticipates the HHW to be cleared out 3 to 5 times per year. Taking the actions listed above has already had an affect on the program's budget. To date, only one pickup of the collected material has been required to clear out the HHW container. At this time, a second pickup is not expected prior to the end of this program period.

**Recycling Revenue by Category**  
**\$27,774**



**Recycling Expense by Category**  
**\$46,665**



Lebanon's recycling program included the 2<sup>nd</sup> Annual Citizen Appreciation Movie in the Park Night to be held in October 2018. This event was cancelled due to rained out. And we are currently working with District 'T' with hope to offer a movie in the spring of 2019.

Another highlight for this program period is the inclusion of a school recycling challenge. One school within District 'T' will receive a FREE movie viewing of Wall-E or Toy Story 3 as well as; popcorn, cotton candy and bottled water for up to 400 students. This is a month long challenge which is kicking off in February 2019. Accomplishment data will be available at a later date.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Increase participation numbers of Camden and Miller county citizens by three-fold and achieve a reduced diversion goal of 7 tons during the 2019-20 program period.

**Strategy:** Lebanon intends to improve participation numbers by;

1. Continuing to offer multi-waste stream FREE recycling service options for residents of SWMD'T'
2. Promoting and conducting 2 recycling events (Earth Day in April and a fall event in November).
3. Continuing to coordinate/conduct community recycling and other customer appreciation events pertaining to recycling and energy conservation. This will be accomplished by developing a full-scale yearlong public relations campaign while utilizing multiple media platforms which include;
  - ONLINE Media platforms - participating recycler(s) websites, websites of other District 'T' cities/communities, and Facebook social media.
  - NEWSPAPER - Utilize approximately 10 lake area newspapers to freely submit press releases concerning; announcements, event reminders and post-event news highlights of local environmental stewardship efforts.
  - LOCAL RADIO - utilize KJEL Radio's Smart Target and Business Spotlight marketing campaigns to reach District 'T' citizens via on-air advertisements as well as online efforts. Also, submit press releases for dissemination via radio broadcasts.
4. Sponsoring a FREE citizen appreciation movie night in the park, offer FREE food and drink as well as handout educational goodie bags concerning recycling and energy conservation.
5. Continuing to omit non-HHW material from being processed as HHW material, specifically Latex paint. On average, paint material makes up over 65% of all accepted HHW material. Yet, historically Latex (a non-HHW material) has made up more than half of the total paint materials accepted and processed as HHW items.
6. Continuing to condense and bulk Aerosol materials to further reduce processing cost factors. Previously aerosols were collected with the content still sealed in its original canister and placed into 55gallon drums for the collection services contractor to pick up. However, the accumulation of canned Aerosols takes up more space than necessary and costs more to process than if the contents were properly bulked into segregated vats/barrels. Lebanon will utilize tools and equipment, bought during the 2017-18 program period, to expel contents of aerosol cans into bulking segregation drums. The emptied metal cans are then considered

recyclable scrap metal material. Revenue from recycled materials will help to offset program costs.

**Budgetary Factor:** Total program costs are expected to be \$65,617.00 for 2019-20 (March'19 to March'20). MoDNR's solid waste management program has offered to cover \$25,773.70 via grant funding, with an expected match of \$39,844.03 from Lebanon.

Performance Measurements:

Data From	MEASURES	Actual					Estimate
		2014	2015	2016	2017	2018 TO-DATE	2019-20
Lebanon's Recycling Facility	# of visits	294	345	288	405	291	350
	HHW received (tonnage)	7.27	23.73	7.11	13.99	3.834	7
	# of yard debris loads dropped off	2580	3300	3296	4207	2906	3000
	Tire Reclamation (# of 40ft trailers)	0	3	X	X	X	0
	Electronic Waste (raw tonnage)	X	X	X	4.321	2.98	4
	Non-HHW (paper, plastic, etc. (# of 30ft trailers)	2	1	1	4	2	2
	Heavy Metals Collection (# of 30yd dumpsters	X	X	X	4	6	8
Satellite Event(s)	# of visitors		408				
	HHW Material received (tonnage)		10.5				
	Electronic Waste (raw tonnage)		8				
	Recyclable Metals (white goods)		6				
	Non-HHW (paper, plastic, etc. # of 30ft trailers		2				

Legend:

X Denotes NO DATA Available

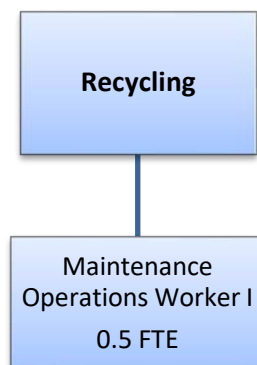
NO PARTICIPATION EFFORTS

Previous Years' Goals:

- I. Increase awareness and participation of Lebanon's recycling program.

Status: Increased expose for the 'A guide to Recycling' in District 'T'. Added a second residential recycling event in the fall (omitted due to reduced funding). Sponsored movie night in the park event and handout educational goodie bags concerning recycling and energy conservation. Purchased tools and equipment to better process and reduce the content of aerosol cans.

### Recycling Organizational Chart



General Fund-Recycling Revenues			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	4-155-2005.001	Grant-Operational	\$18,000	\$10,540	\$38,730	\$25,774
01	4-155-3000.004	Brush Drop-off & Scrap	\$1,500	\$5,150	\$1,500	\$2,000
<b>Total Recycling Revenues</b>			<b>\$19,500</b>	<b>\$15,690</b>	<b>\$40,230</b>	<b>\$27,774</b>

General Fund-Recycling Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-155-1000.002	Part Time Salary	\$10,595	\$5,673	\$4,545	\$11,517
<b>Total Salaries Expense</b>			<b>\$10,595</b>	<b>\$5,673</b>	<b>\$4,545</b>	<b>\$11,517</b>
01	5-155-1020.001	FICA-Employer	\$660	\$355	\$300	\$715
01	5-155-1020.002	Medicare-Employer	\$155	\$85	\$70	\$170
01	5-155-1020.003	Unemployment Compensation	\$110	\$60	\$50	\$120
01	5-155-1020.004	Workman's Compensation	\$0	\$0	\$0	\$0
<b>Total Payroll Taxes Expense</b>			<b>\$925</b>	<b>\$500</b>	<b>\$420</b>	<b>\$1,005</b>
<b>Total Personnel Expense</b>			<b>\$11,520</b>	<b>\$6,173</b>	<b>\$4,965</b>	<b>\$12,522</b>
01	5-155-4010.000	Grants-Operational	\$32,000	\$22,300	\$25,442	\$28,443
<b>Total Grant Expense</b>			<b>\$32,000</b>	<b>\$22,300</b>	<b>\$25,442</b>	<b>\$28,443</b>
01	5-155-6000.007	Prof Services -Toxicology	\$50	\$150	\$50	\$100
01	5-155-6000.008	Prof Services - Background	\$25	\$25	\$25	\$25
01	5-155-6000.015	Prof Services-Service Contracts	\$5,535	\$5,535	\$5,535	\$5,535
01	5-155-6000.019	Prof Services-CC Fees	\$25	\$50	\$25	\$40
<b>Total Professional Services Expense</b>			<b>\$5,635</b>	<b>\$5,760</b>	<b>\$5,635</b>	<b>\$5,700</b>
<b>Total Recycling Expense</b>			<b>\$49,155</b>	<b>\$34,233</b>	<b>\$36,042</b>	<b>\$46,665</b>



## Storm Water

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

Fiscal Year 2018-2019 Accomplishments:

Inspected ten detention facilities and restored capacity in two facilities.  
Completed preliminary engineering study on stormwater drainage basins in the Mountrose area. Completed engineering on stormwater conveyance at the intersection of Tower and Fremont.

Fiscal Year 2020 Goals:

- I. **Goal:** Continue maintaining current capacity in existing detention facilities.  
**Strategy:** Inspect and clean detention facilities as needed.  
**Budgetary Factor:** Funding from General Fund
- II. **Goal:** Obtain right of way and construct detention facility on Mountrose as proposed by consultant.  
**Strategy:** Work with property owner to secure right of way then engineer and construct improvement.  
**Budgetary Factor:** Capital funding from General Fund

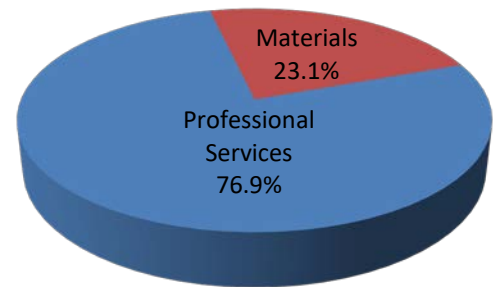
Performance Measurements:

Detention Facility Maintenance	2018	2019 Projected	2019 Estimated	2020 Projected
Inspection	4	10	10	10
Cleaning	4	5	2	2

Previous Years' Goals:

- I. **Goal:** Continue to improve capacity issues of stormwater conveyance causing street flooding.  
**Status:** On going.
- II. **Goal:** Improve stormwater conveyance in Radio Tower Branch watershed.  
**Status:** Securing temporary easement to remove excessive material build-up in efforts to restore drainageway capacity.

## Storm Water Expense by Category \$26,000

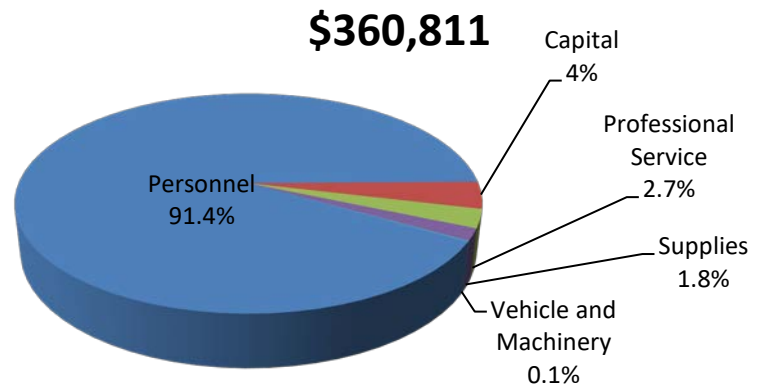


General Fund-Storm Water Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-165-2030.000	Capital Exp-Infrastructure	\$65,000	\$55,000	\$80,000	\$0
	<b>Total Capital Expense</b>		<b>\$65,000</b>	<b>\$55,000</b>	<b>\$80,000</b>	<b>\$0</b>
01	5-165-6000.003	Prof Services-Surveying	\$80,000	\$23,700	\$29,650	\$15,000
01	5-165-6000.015	Prof Services-Contracts	\$14,000	\$10,000	\$5,000	\$5,000
	<b>Total Professional Services Expense</b>		<b>\$94,000</b>	<b>\$33,700</b>	<b>\$34,650</b>	<b>\$20,000</b>
01	5-165-7500.002	Material-Rock	\$1,500	\$1,500	\$500	\$1,500
01	5-165-7500.003	Material-Concrete	\$2,000	\$2,000	\$500	\$2,000
01	5-165-7500.004	Material-Landscaping	\$500	\$500	\$1,000	\$500
01	5-165-7500.005	Material-Pipe Misc.	\$1,000	\$1,000	\$1,000	\$1,000
01	5-165-7500.006	Material-Precast	\$1,000	\$1,000	\$500	\$1,000
	<b>Total Material Expense</b>		<b>\$6,000</b>	<b>\$6,000</b>	<b>\$3,500</b>	<b>\$6,000</b>
	<b>Total Storm Water Expense</b>		<b>\$165,000</b>	<b>\$94,700</b>	<b>\$118,150</b>	<b>\$26,000</b>

## 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. The Finance Department also manages the Warehouse and Utility Billing and Cash Collections Operations.

### Finance Office Expense by Category



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

#### Fiscal Year 2018-2019 Accomplishments:

The City completed the identification of all assets City wide and is in the process of recording those to its financials before the end of Fiscal Year 2019.

Compiled our five-year financial history which includes budgeted and actual expenditures.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Promote sound financial management of the City of Lebanon and provide complete and informative financial information to the citizens of Lebanon and elected officials.  
**Strategy:** Develop an annual operating budget that meets the standards established by the GFOA for the budget award program.  
**Budgetary Factor:** Non-budgeted, no additional funding required
- II. **Goal:** Attain an unmodified opinion on the annual audit  
**Strategy:** Ensure that capital assets are booked on in compliance with GASB.  
**Budgetary Factor:** Non-budgeted, no additional funding required
- III. **Goal:** Develop written financial policies/accounting procedures manual  
**Strategy:** Review existing procedures/policies and put into written format all policies and practices.

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

IV. **Goal:** Training of Department staff.

**Strategy:** Provide continuing education for each staff member.

**Budgetary Factor:** Available training funds for each department employee.

V. **Goal:** Partner with City Departments to achieve the efficient use of City resources.

**Strategy:** Create a maintenance cost schedule for life cycle maintenance needs.

**Budgetary Factor:** Available staff time and resources.

VI. **Goal:** Develop measurement tools and performance standards for service delivery to internal customers.

**Strategy:** Create, develop and present our five-year financial history which includes budgeted amounts and actual expenditures as well as a five-year forecast that supports goals and objectives for the City.

**Budgetary Factor:** Available staff time and resources.

#### Performance Measurements:

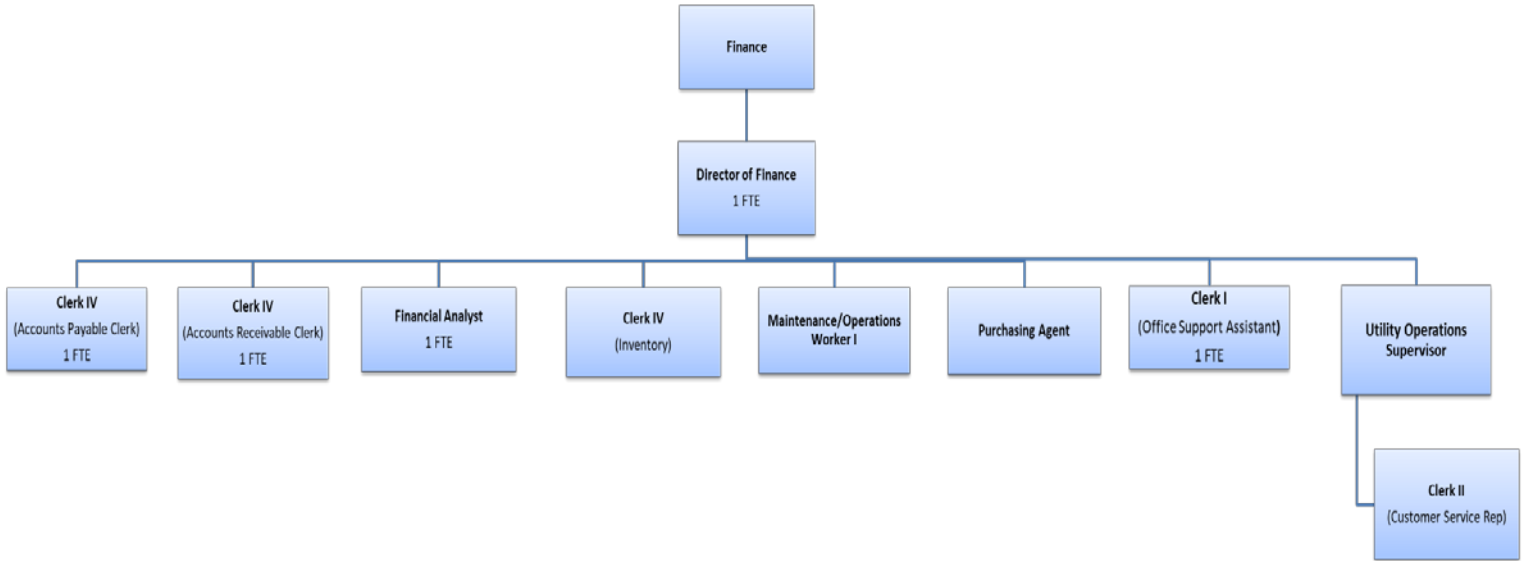
Fiscal Year Performance Measures						
Metrics	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018
Number of Initial Purchase Orders Issued	243	287	383	372	357	412
Number of Accounts Payable Checks Issued	3642	3687	3713	3959	3838	3636
Number of Payroll issued	4692	4753	4887	4932	5099	4868
Number of Accounts Receivable Invoices Issued	620	639	643	666	1545	2928
Amount of Payroll	5,951,300	5,998,091	5,963,727	6,171,320	6,721,585	6,721,871
Collection Rate	95.25%	97.02%	98.70%	98.47%	99.55%	99.32%
Number of Accounting Funds	17	17	17	17	17	17
Calendar Year Performance Measures						
Metrics	2013	2014	2015	2016	2017	2018
Average Return on Investments	0.50%	0.38%	0.36%	0.55%	0.55%	0.81%
Debt Ratings (Standard & Poors)	A-	A-	A-	A-	A-	A-
Debt Issues Outstanding	3	2	2	2	2	1
City of Lebanon Sales Tax Rate	2%	2%	2%	2%	2%	2%
Property Tax Rate (per \$100 Assessed Valuation)	\$0.5096	\$0.5138	\$0.5204	\$0.5214	\$0.5214	\$0.5214

#### Previous Years' Goals:

- I. **Goal:** Produce a quality budget document that is transparent and in conformity with the Government Finance Officers Association Standards  
**Status:** Completed. Received the GFOA Distinguished Budget Award
- II. **Goal:** Present audit of fiscal year 2018 by Nov 30, 2018  
**Status:** Audit was presented Dec 10, 2018 to council based on receipt of lagers information.
- III. **Goal:** Develop written financial policies/accounting procedures manual  
**Status:** In progress. Currently reviewing and researching other Cities policies/procedures.

- IV. Goal: Training of Finance Department staff  
 Status: On-going. Sufficient training opportunities were provided to staff throughout the budget year

### Finance Department Organizational Chart



General Fund-Finance Office Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-170-1000.001	Fulltime Salary	\$181,430	\$186,908	\$199,428	\$228,341
	<b>Total Salaries Expense</b>		<b>\$181,430</b>	<b>\$186,908</b>	<b>\$199,428</b>	<b>\$228,341</b>
01	5-170-1005.001	Health Premium-Employee	\$23,690	\$7,896	\$10,494	\$15,402
01	5-170-1005.002	Health Premium-Family	\$17,715	\$17,715	\$17,715	\$17,715
01	5-170-1005.003	Dental Premium-Employee	\$600	\$600	\$704	\$905
01	5-170-1005.004	Dental Premium-Family	\$450	\$450	\$430	\$445
	<b>Total Insurance Expense</b>		<b>\$42,455</b>	<b>\$26,661</b>	<b>\$29,343</b>	<b>\$34,467</b>
01	5-170-1010.001	Life Insurance	\$255	\$255	\$275	\$315
	<b>Total Life Insurance Expense</b>		<b>\$255</b>	<b>\$255</b>	<b>\$275</b>	<b>\$315</b>
01	5-170-1015.001	Lagers-General	\$23,590	\$24,860	\$26,525	\$29,915

General Fund-Finance Office Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-170-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,600	\$2,600
	<b>Total Retirement Expense</b>		<b>\$26,190</b>	<b>\$27,460</b>	<b>\$29,125</b>	<b>\$32,515</b>
01	5-170-1020.001	FICA-Employer	\$11,250	\$11,590	\$12,180	\$14,160
01	5-170-1020.002	Medicare-Employer	\$2,635	\$2,715	\$2,850	\$3,315
01	5-170-1020.003	Unemployment Compensation	\$1,815	\$1,870	\$1,965	\$2,285
01	5-170-1020.004	Workman's Compensation	\$326	\$265	\$350	\$805
	<b>Total Payroll Taxes Expense</b>		<b>\$16,026</b>	<b>\$16,440</b>	<b>\$17,345</b>	<b>\$20,565</b>
01	5-170-1025.001	Employee-Uniforms	\$200	\$200	\$200	\$500
01	5-170-1025.002	Employee-Dues/Lics/Membership	\$850	\$950	\$850	\$950
01	5-170-1025.003	Employee-Books	\$500	\$500	\$500	\$500
01	5-170-1025.004	Employee-Travel/Hotel	\$2,500	\$2,500	\$1,500	\$4,000
01	5-170-1025.005	Employee-Training	\$4,800	\$5,500	\$5,500	\$7,500
01	5-170-1025.007	Employee-Bonds	\$250	\$250	\$225	\$225
	<b>Total Employee Expense</b>		<b>\$9,100</b>	<b>\$9,900</b>	<b>\$8,775</b>	<b>\$13,675</b>
	<b>Total Personnel Expense</b>		<b>\$275,456</b>	<b>\$267,624</b>	<b>\$284,291</b>	<b>\$329,878</b>
01	5-170-2020.000	Capital Exp-Machinery and Equipment	\$5,013	\$2,069	\$2,058	\$14,323
	<b>Total Capital Expense</b>		<b>\$5,013</b>	<b>\$2,069</b>	<b>\$2,058</b>	<b>\$14,323</b>
01	5-170-5010.001	Utilities-Landline and Fiber	\$0	\$0	\$0	\$0
01	5-170-5015.001	Utilities-Cell Phones	\$485	\$485	\$481	\$485
	<b>Total Utilities Expense</b>		<b>\$485</b>	<b>\$485</b>	<b>\$481</b>	<b>\$485</b>
01	5-170-6000.007	Prof Services-Toxicology Testing	\$100	\$100	\$100	\$100
01	5-170-6000.008	Prof Services-MSHP Background Checks	\$75	\$75	\$50	\$50
01	5-170-6000.014	Prof Services-Events and Functions	\$150	\$150	\$0	\$150
01	5-170-6000.016	Prof Services-Taxes & Fees	\$425	\$425	\$425	\$425
	<b>Total General Professional Service Expense</b>		<b>\$750</b>	<b>\$750</b>	<b>\$575</b>	<b>\$725</b>
01	5-170-6005.015	Insurance-Notary Public	\$0	\$0	\$0	\$0
	<b>Total Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01	5-170-6010.002	Advertising-Employee Recruitment	\$100	\$100	\$0	\$100
01	5-170-6010.003	Advertising-Print	\$200	\$200	\$0	\$100
	<b>Total Advertising Expense</b>		<b>\$300</b>	<b>\$300</b>	<b>\$0</b>	<b>\$200</b>
01	5-170-6020.000	Software-Annual Renewal/Maintenance	\$2,970	\$4,170	\$0	\$0
01	5-170-6020.001	Software-Purchase	\$2,320	\$0	\$4,170	\$0
01	5-170-6020.002	Software-Upgrade	\$0	\$0	\$0	\$2,500
01	5-170-6020.003	Software-Agreement	\$0	\$0	\$0	\$5,900
	<b>Total Software Expense</b>		<b>\$5,290</b>	<b>\$4,170</b>	<b>\$4,170</b>	<b>\$8,400</b>
	<b>Total Professional Service Expense</b>		<b>\$6,340</b>	<b>\$5,220</b>	<b>\$4,745</b>	<b>\$9,325</b>
01	5-170-7000.001	Supplies-Operational	\$1,000	\$1,500	\$1,500	\$1,500
01	5-170-7000.002	Supplies-Computer Accessories	\$250	\$250	\$250	\$1,800

General Fund-Finance Office Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-170-7000.004	Supplies-Small Tools	\$0	\$0	\$0	\$0
01	5-170-7000.005	Supplies-Small Accessories	\$0	\$0	\$0	\$0
01	5-170-7005.001	Supplies-Printing	\$250	\$250	\$1,500	\$1,500
01	5-170-7005.002	Supplies-Mailing	\$750	\$1,000	\$750	\$600
01	5-170-7005.003	Supplies-Postage	\$150	\$150	\$100	\$100
01	5-170-7005.004	Supplies-Paper	\$100	\$100	\$50	\$100
01	5-170-7005.005	Supplies-Forms	\$1,000	\$1,000	\$650	\$750
	<b>Total General Office Supplies Expense</b>		<b>\$3,500</b>	<b>\$4,250</b>	<b>\$4,800</b>	<b>\$6,350</b>
	<b>Total Supplies</b>		<b>\$3,500</b>	<b>\$4,250</b>	<b>\$4,800</b>	<b>\$6,350</b>
01	5-170-8600.001	Vehicle-Repair	\$100	\$100	\$0	\$100
01	5-170-8600.002	Vehicle-Maintenance	\$100	\$100	\$0	\$100
01	5-170-8600.005	Vehicle-Fuel	\$500	\$500	\$0	\$250
	<b>Total Vehicle Expense</b>		<b>\$700</b>	<b>\$700</b>	<b>\$0</b>	<b>\$450</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$700</b>	<b>\$700</b>	<b>\$0</b>	<b>\$450</b>
	<b>Total Finance Office Expense</b>		<b>\$291,494</b>	<b>\$280,348</b>	<b>\$296,375</b>	<b>\$360,811</b>

## Human Resources

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 2018-2019

Accomplishments:

During this fiscal year, Paypoint HR was selected to perform a Compensation Philosophy and Study. The purpose of the study is to help the City to be recognized as an employer of choice in the area. Paypoint HR will objectively examine job roles and their placement in the City's hierarchy, the external market's pay ranges for the same positions, and give recommendations for adjustments as warranted by the findings. The study recommendations will be substantiated using quantitative evaluations, so the City may make informed decisions.

Additionally, the City of Lebanon introduced an Employee Assistance Program (EAP) through Aetna Resources for Living. The EAP provides confidential assessment, referral, counseling, and consultation services to help household members develop solutions for such as marital and family problems, emotional concerns (anxiety, depression, stress, etc.), substance use or misuse (drug, alcohol, etc.), and conflicts at work or home that could potentially affect an employee's health, relationships, and job performance.

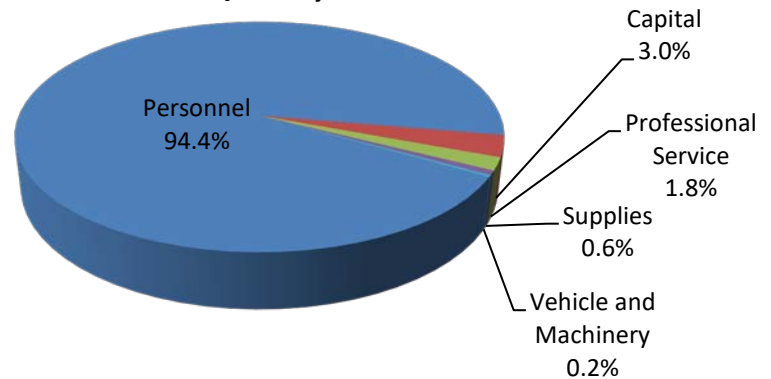
Fiscal Year 2020 Goals:

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

**Strategy:**

- Develop, educate, and implement, a mechanism to recognize employee contributions informally and formally.
- Improve employee recruitment, selection, retention, and training process; fill positions from vacancy to date of hire within 60 business days.
- Assess job performance based on meaningful standards and measures.
- Institute an Employee Engagement Committee in an effort to maintain open communication across the organization, increase employee morale and job satisfaction, increase retention, and brand the City of Lebanon as the "employer of choice".

### Human Resource Expense by Category \$226,461





- Develop, educate, and implement an employee suggestion program which includes multi-departmental review and feedback.
- Develop an employee-based survey tool to be used at least annually to gauge employee satisfaction.
- Develop and distribute an “explanation of benefits and compensation” information sheets and distribute annually.
- Develop a standard tool to conduct exit interview with separating employees.

**Budgetary Factor:** Funds and resources available.

Performance Measurements:

Calendar Year Performance Measures	2013	2014	2015	2016	2017	2018
Number of New Hires Processed (includes FT.PT, Temporary, and Seasonal)	38	57	80	78	58	74
Number of Retirements Processed	6	5	4	8	1	4

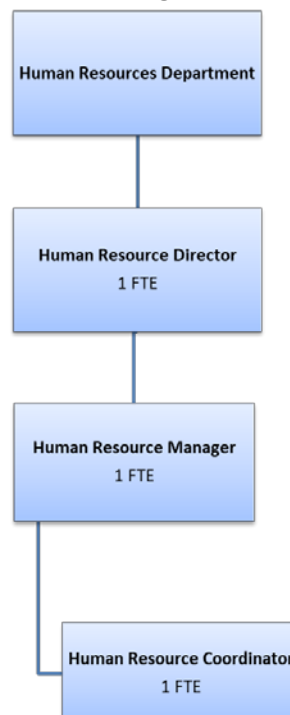
Previous Years’ Goals:

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

Status: Ongoing. Significant changes were made in the selection process in an effort to find highly qualified individuals and increase retention to support our mission, vision, and values.

Emphasis on training and mentoring lower to mid- management to increase and develop leadership skills and abilities.

### Human Resources Organizational Chart



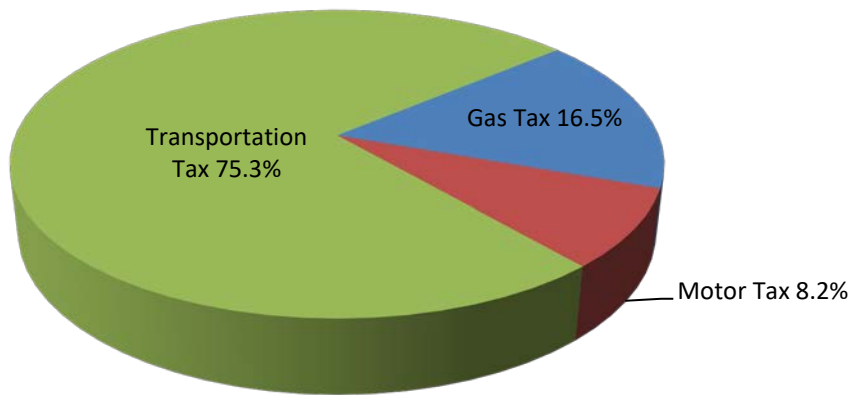
General Fund-Human Resources Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-175-1000.001	Fulltime Salary	\$0	\$0	\$0	\$140,686
01	5-175-1000.005	Fulltime Overtime	\$0	\$0	\$0	\$486
	<b>Total Salaries Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$141,172</b>
01	5-175-1005.001	Health Premium-Employee	\$0	\$0	\$0	\$7,896
01	5-175-1005.002	Health Premium-Family	\$0	\$0	\$0	\$17,325
01	5-175-1005.003	Dental Premium-Employee	\$0	\$0	\$0	\$300
01	5-175-1005.004	Dental Premium-Family	\$0	\$0	\$0	\$430
	<b>Total Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,951</b>
01	5-175-1010.001	Life Insurance	\$0	\$0	\$0	\$190
	<b>Total Life Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190</b>
01	5-175-1015.001	Lagers-General	\$0	\$0	\$0	\$18,494
01	5-175-1015.004	Deferred Comp-Employer	\$0	\$0	\$0	\$1,950
	<b>Total Retirement Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,444</b>
01	5-175-1020.001	FICA-Employer	\$0	\$0	\$0	\$8,755
01	5-175-1020.002	Medicare-Employer	\$0	\$0	\$0	\$2,050
01	5-175-1020.003	Unemployment Compensation	\$0	\$0	\$0	\$1,415
01	5-175-1020.004	Workman's Compensation	\$0	\$0	\$0	\$483
	<b>Total Payroll Taxes Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,703</b>
01	5-175-1025.001	Employee-Uniforms	\$0	\$0	\$0	\$150
01	5-175-1025.002	Employee-Dues/License/Membership	\$0	\$0	\$0	\$500
01	5-175-1025.003	Employee-Books	\$0	\$0	\$0	\$100
01	5-175-1025.004	Employee-Travel/Hotel	\$0	\$0	\$0	\$2,000
01	5-175-1025.005	Employee-Training	\$0	\$0	\$0	\$4,500
01	5-175-1025.006	Employee-Recognition	\$0	\$0	\$0	\$6,000
	<b>Total Employee Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,250</b>
	<b>Total Personnel Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$213,710</b>
01	5-175-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$0	\$0	\$5,000
01	5-175-2020.000	Capital Exp-Machinery and Equipment	\$0	\$0	\$0	\$1,806
	<b>Total Capital Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,806</b>

General Fund-Human Resources Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
01	5-175-6000.007	Prof Services-Toxicology Testing	\$0	\$0	\$0	\$150
01	5-175-6000.008	Prof Services-MSHP Background Checks	\$0	\$0	\$0	\$50
	<b>Total General Professional Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200</b>
01	5-175-6020.001	Software-Purchase	\$0	\$0	\$0	\$1,500
01	5-175-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,295
	<b>Total Software Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,795</b>
	<b>Total Professional Service Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,995</b>
01	5-175-7000.001	Supplies-Operational	\$0	\$0	\$0	\$350
01	5-175-7000.002	Supplies-Computer Accessories	\$0	\$0	\$0	\$300
01	5-175-7005.001	Supplies-Printing	\$0	\$0	\$0	\$100
01	5-175-7005.002	Supplies-Mailing	\$0	\$0	\$0	\$100
01	5-175-7005.003	Supplies-Postage	\$0	\$0	\$0	\$150
01	5-175-7005.004	Supplies-Paper	\$0	\$0	\$0	\$150
01	5-175-7005.006	Supplies-Promo-Education	\$0	\$0	\$0	\$150
	<b>Total General Office Supplies Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,300</b>
01	5-175-7015.004	Supplies-Safety	\$0		\$0	\$100
	<b>Total Supplies Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,400</b>
01	5-175-8600.001	Vehicle-Repair	\$0	\$0	\$0	\$100
01	5-175-8600.002	Vehicle-Maintenance	\$0	\$0	\$0	\$100
01	5-175-8600.003	Vehicle-Supplies	\$0	\$0	\$0	\$100
01	5-175-8600.005	Vehicle-Fuel	\$0	\$0	\$0	\$250
	<b>Total Vehicle Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550</b>
	<b>Total HR Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$226,461</b>
	<b>Total General Fund Expense</b>		<b>\$7,787,367</b>	<b>\$7,676,672</b>	<b>\$7,222,650</b>	<b>\$7,527,521</b>

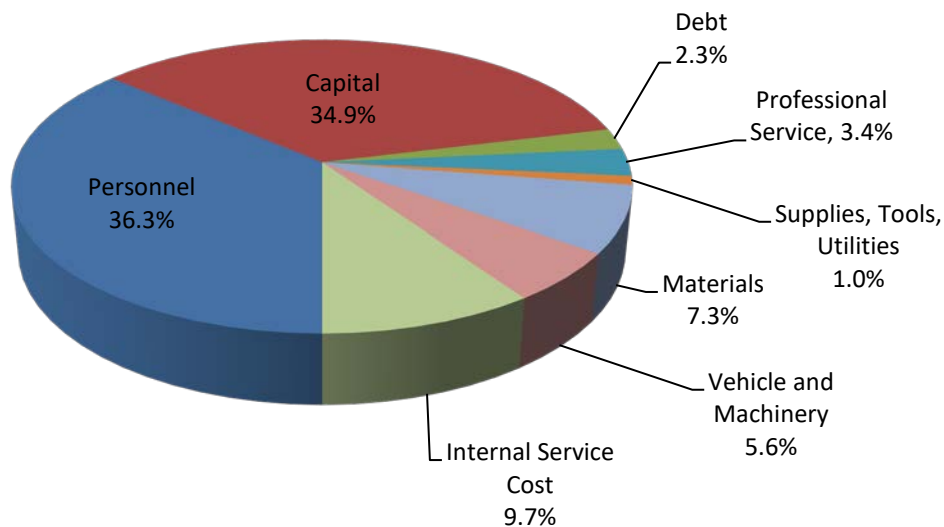
## Street Fund

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. The current City street network has approximately 111 miles of streets to serve the residents, commercial, and industrial segments within the City's incorporated limits. Revenue sources are transportation tax; state gas and motor vehicle tax; and funding grants for projects.

### Street Funds Available by Category \$2,358,000



### Street Expense by Category \$2,972,237



#### Fiscal Year 2018-2019 Accomplishments:

Completion of 5,100 linear feet of asphalt surface treatments and 1.8 miles of asphalt overlays have been completed to City streets. The construction of 470 linear feet of new sidewalk has been added to City streets. New parking and storm water infrastructure have been implemented at the Legacy Agricultural Facility and Laclede Industries. Additional projects planned to be completed before the end of the 2019 fiscal year include 2.3 miles of asphalt overlay, 1,590 linear feet of street reconstruction, and the addition of 2,300 linear feet of new sidewalk.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Develop solutions and identify funding strategies to address traffic flow in Lebanon  
**Strategy:** Develop solutions to address traffic flow by completing traffic counts, traffic studies, and intersection studies on a 5-year cycle to be reported with the revision of the Street Maintenance Master Plan. Study and scope alternative routes to Jefferson Avenue, and establishing traffic signal synchronization on Jefferson Avenue. Identify funding strategies by pursuing partnerships with MoDOT, Lebanon Special Road District, Laclede County, and possible grant opportunities as they become available. Establishing a street maintenance schedule based upon pavement conditions, traffic flow demands, and public input.  
**Budgetary Factor:** Availability of Funds. At the January 3, 2019 City Council Work Session, a presentation was given on re-routing of Van Buren Avenue near West Commercial with a project budget of \$175,000. As improvement projects are proposed funding will be needed for the proposed improvements.
- II. **Goal:** Improve appearance of street rights of way  
**Strategy:** Improve the appearance of street rights of way by establishing a right of way improvement and maintenance program to include modification of the city code. Continue with the routine street sweeping program sweeping 112 miles per quarter. Develop and implement a standard street signage plan including a minimum of one sign at the corner of each intersection with both streets clearly marked. Replacement of street name signs according to the street signage plan. Keep street markings in good condition. Improve the cleanliness of streets by promoting the Adopt a Street Program, using community service individuals and Street Division staff to clean street rights of way.  
**Budgetary Factor:** Availability of Funds. The proposed street name sign replacement program will require additional funding estimated at \$12,500 for street name sign materials. The proposed pavement marking program will require additional funding estimated at \$20,000 annually, for street marking materials.
- III. **Goal:** Expedite response to changing road conditions and customer concerns  
**Strategy:** Implement plans to improve response times to customer concerns and small maintenance tasks which include response time standards, creating categories of customer concerns, performance standards, and activity reports to City Council.

**Budgetary Factor:** No expected change. This will be accomplished with existing staff and resources.

- IV. **Goal:** Improve the Pavement Condition Index (PCI) score for the City of Lebanon street network.

**Strategy:** Perform street maintenance and re-construction on streets identified through street pavement inspections and recommended in the City of Lebanon Street Maintenance Plan. Fiscal year 2020 plans include performing activities to improve the asphalt surface on 1.6 miles of arterials streets, 1.2 miles of collector streets, and 0.7 miles of local streets for an overall total of 3.5 miles of street. Maintenance activities to preserve the asphalt surface on 8.8 miles of streets are also planned.

**Budgetary Factor:** Availability of funds. In fiscal year 2019, 57% of the asphalt maintenance budget and 88% of the capital budget was used for this purpose.

Performance Measurements:

Performance Measures	2016	2017	2018	2019 Estimate	2020 Projected
Blocks of City streets requiring pothole patching	101	199	166	200	150
Blocks of City streets in which tree trimming was performed	4	10	60	60	10
Blocks of City streets with new striping painted	27	4	40	84	84
Blocks of City streets crack sealed	71	77	160	57	110
Blocks of City streets in which asphalt surface was treated	28	0	11	5	6

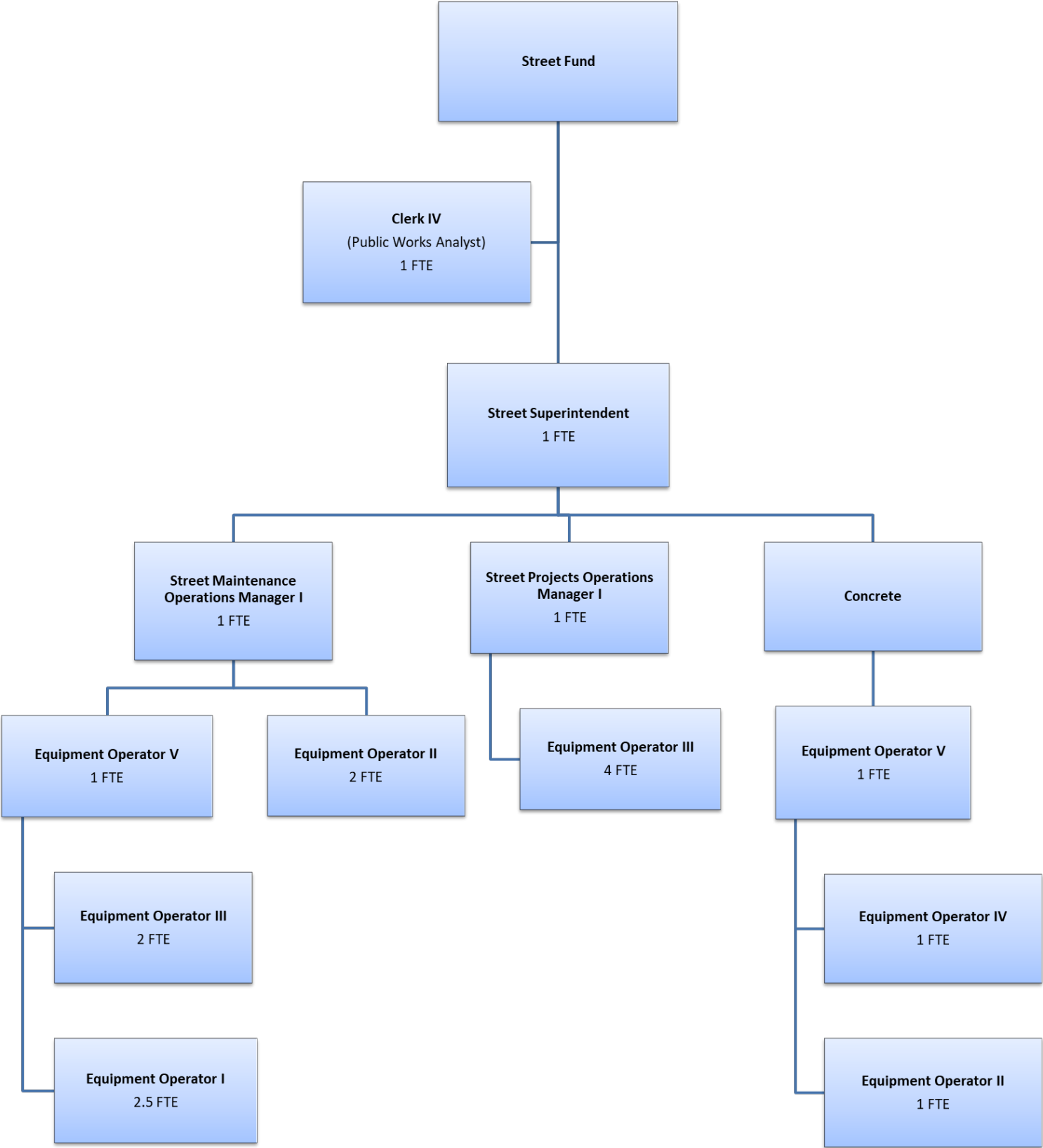
Previous Years' Goals:

- I. **Goal:** All regulatory signs within the City of Lebanon street network meet Federal Highway Department regulations concerning retro-reflectivity.  
**Status:** All regulatory signs on streets north of Interstate 44 have been completed. Currently working streets south of Interstate 44 planning to complete FY 2019.
- II. **Goal:** Improve the Pavement Condition Index (PCI) score for the City of Lebanon street network.  
**Status:** All classifications of streets currently are at the minimum average pavement condition index goal set for the classification of street, or above.

## Street Fund Revenue and Expense by Category

Street Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$1,767,279	\$1,750,000	\$1,775,000	\$1,775,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$889,108	\$688,000	\$749,815	\$583,000
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	\$148,574	\$0	\$9,784	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$2,804,960</b>	<b>\$2,438,000</b>	<b>\$2,534,599</b>	<b>\$2,358,000</b>
<b>Expenses</b>				
Personnel	\$984,601	\$1,043,500	\$1,027,600	\$1,078,674
Capital	\$889,633	\$772,186	\$1,022,903	\$1,035,895
Debt	\$38,034	\$69,357	\$69,357	\$69,357
Grants	\$209,393	\$180,000	\$180,000	\$0
Utilities	\$15,613	\$15,898	\$15,898	\$16,377
Professional Services	\$76,392	\$98,952	\$177,211	\$89,595
Supplies and Materials	\$145,489	\$230,800	\$270,800	\$221,428
Vehicles	\$166,067	\$198,280	\$163,850	\$173,335
Internal Service Expense	\$236,588	\$237,758	\$185,000	\$287,576
<b>Total Expenses</b>	<b>\$2,761,810</b>	<b>\$2,846,732</b>	<b>\$3,112,619</b>	<b>\$2,972,237</b>

Street Fund Organizational Chart





Street-Revenues			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
08	4-500-1000.002	Tax-Sales 0.5%	\$1,700,000	\$1,750,000	\$1,775,000	\$1,775,000
	<b>Total Tax Revenue</b>		<b>\$1,700,000</b>	<b>\$1,750,000</b>	<b>\$1,775,000</b>	<b>\$1,775,000</b>
08	4-500-2000.001	State Tax-Gas	\$385,000	\$390,000	\$385,000	\$390,000
08	4-500-2000.002	State Tax-Motor Vehicle	\$185,000	\$193,000	\$193,000	\$193,000
	<b>Total State Tax Revenue</b>		<b>\$570,000</b>	<b>\$583,000</b>	<b>\$578,000</b>	<b>\$583,000</b>
08	4-500-2005.002	Grant-Capital	\$335,058	\$105,000	\$171,815	\$0
	<b>Total Grant Revenue</b>		<b>\$335,058</b>	<b>\$105,000</b>	<b>\$171,815</b>	<b>\$0</b>
	<b>Total Intergovernmental Revenue</b>		<b>\$905,058</b>	<b>\$688,000</b>	<b>\$749,815</b>	<b>\$583,000</b>
08	4-500-3010.004	Misc.-Investment Income	\$0	\$0	\$565	\$0
08	4-500-3010.006	Misc.-Miscellaneous	\$0	\$0	\$846	\$0
08	4-500-3010.008	Misc.-Gain/Loss Asset Disposal	\$0	\$0	\$8,254	\$0
08	4-500-3010.012	Misc. Purchasing Card	\$0	\$0	\$119	\$0
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$0</b>	<b>\$9,784</b>	<b>\$0</b>
	<b>Total Street Revenues</b>		<b>\$2,605,058</b>	<b>\$2,438,000</b>	<b>\$2,534,599</b>	<b>\$2,358,000</b>

Street-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
08	5-500-1000.001	Fulltime Salary	\$577,100	\$622,593	\$625,000	\$633,895
08	5-500-1000.002	Part Time Salary	\$65,405	\$29,702	\$29,700	\$54,266
08	5-500-1000.005	Fulltime Overtime	\$10,720	\$12,108	\$5,000	\$12,911
08	5-500-1000.006	Part Time Overtime	\$650	\$594	\$250	\$603
	<b>Total Salaries Expense</b>		<b>\$653,875</b>	<b>\$664,996</b>	<b>\$659,950</b>	<b>\$701,675</b>
08	5-500-1005.001	Health Premium-Employee	\$61,610	\$69,114	\$65,000	\$61,608
08	5-500-1005.002	Health Premium-Family	\$98,540	\$105,369	\$105,500	\$105,369
08	5-500-1005.003	Dental Premium-Employee	\$3,900	\$4,280	\$4,100	\$4,250
08	5-500-1005.004	Dental Premium-Family	\$1,200	\$1,248	\$500	\$650
	<b>Total Insurance Expense</b>		<b>\$165,250</b>	<b>\$180,011</b>	<b>\$175,100</b>	<b>\$171,877</b>
08	5-500-1010.001	Life Insurance	\$945	\$945	\$875	\$945

Street-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Life Insurance Expense</b>		<b>\$945</b>	<b>\$945</b>	<b>\$875</b>	<b>\$945</b>
08	5-500-1015.001	Lagers-General	\$76,420	\$84,420	\$83,000	\$84,740
08	5-500-1015.004	Deferred Comp-Employer	\$9,750	\$10,400	\$8,225	\$10,400
	<b>Total Retirement Expense</b>		<b>\$86,170</b>	<b>\$94,820</b>	<b>\$91,225</b>	<b>\$95,140</b>
08	5-500-1020.001	FICA-Employer	\$40,545	\$41,230	\$38,000	\$43,510
08	5-500-1020.002	Medicare-Employer	\$9,485	\$9,650	\$9,000	\$10,180
08	5-500-1020.003	Unemployment Compensation	\$6,540	\$6,650	\$6,600	\$7,020
08	5-500-1020.004	Workman's Compensation	\$25,959	\$25,959	\$26,800	\$30,632
	<b>Total Payroll Taxes Expense</b>		<b>\$82,529</b>	<b>\$83,489</b>	<b>\$80,400</b>	<b>\$91,342</b>
08	5-500-1025.001	Employee-Uniforms	\$9,500	\$9,880	\$11,100	\$11,500
08	5-500-1025.002	Employee-Dues/License/Membership	\$836	\$869	\$650	\$895
08	5-500-1025.003	Employee-Books	\$279	\$290	\$100	\$300
08	5-500-1025.005	Employee-Training	\$2,800	\$8,200	\$8,200	\$5,000
	<b>Total Employee Expense</b>		<b>\$13,415</b>	<b>\$19,239</b>	<b>\$20,050</b>	<b>\$17,695</b>
	<b>Total Personnel Expense</b>		<b>\$1,002,184</b>	<b>\$1,043,500</b>	<b>\$1,027,600</b>	<b>\$1,078,674</b>
08	5-500-2005.000	Capital Exp-Land	\$610,700	\$686,000	\$868,156	\$779,485
08	5-500-2020.000	Capital Exp-Machinery & Equipment	\$44,847	\$44,586	\$39,067	\$151,010
08	5-500-2025.000	Capital Exp-Vehicles	\$0	\$35,000	\$36,980	\$75,000
08	5-500-2030.000	Capital Exp-Infrastructure	\$23,700	\$6,600	\$78,700	\$30,400
	<b>Total Capital Expense</b>		<b>\$679,247</b>	<b>\$772,186</b>	<b>\$1,022,903</b>	<b>\$1,035,895</b>
08	5-500-3020.000	Debt - Lease Purchase	\$68,972	\$69,357	\$69,357	\$69,357
	<b>Total Debt Expense</b>		<b>\$68,972</b>	<b>\$69,357</b>	<b>\$69,357</b>	<b>\$69,357</b>
08	5-500-4005.002	Grants-Capital Improvement	\$303,100	\$180,000	\$180,000	\$0
	<b>Total Grant Expense</b>		<b>\$303,100</b>	<b>\$180,000</b>	<b>\$180,000</b>	<b>\$0</b>
08	5-500-5005.001	Utilities-Propane	\$7,000	\$9,000	\$9,000	\$9,270
08	5-500-5010.001	Utilities-Landline and Fiber	\$1,100	\$1,100	\$1,100	\$1,135
08	5-500-5015.001	Utilities-Cell Phones	\$4,000	\$4,000	\$4,000	\$4,120

Street-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
08	5-500-5025.001	Utilities-Solid Waste	\$1,700	\$1,798	\$1,798	\$1,852
	<b>Total Utilities Expense</b>		<b>\$13,800</b>	<b>\$15,898</b>	<b>\$15,898</b>	<b>\$16,377</b>
08	5-500-6000.001	Prof Services-Legal	\$0	\$0	\$11	\$0
08	5-500-6000.002	Prof Services-Engineering	\$50,000	\$45,000	\$119,831	\$45,000
08	5-500-6000.003	Prof Services-Surveying	\$5,000	\$5,000	\$5,000	\$5,000
08	5-500-6000.007	Prof Services-Toxicology Test	\$1,270	\$1,270	\$1,000	\$1,270
08	5-500-6000.008	Prof Services-MSHP Background Check	\$1,270	\$1,270	\$500	\$500
08	5-500-6000.011	Prof Services - Dues &	\$20	\$20	\$20	\$20
08	5-100-6000.013	Prof Services - Studies	\$0	\$11,165	\$11,165	\$0
08	5-500-6000.015	Prof Services-Service Contracts	\$20,230	\$230	\$230	\$230
08	5-500-6000.018	Prof Services-Damage Claims	\$3,200	\$3,200	\$3,200	\$3,200
	<b>Total General Professional Service Expense</b>		<b>\$80,990</b>	<b>\$67,155</b>	<b>\$140,957</b>	<b>\$55,220</b>
08	5-500-6005.001	Insurance-Vehicle	\$12,585	\$14,295	\$15,725	\$15,885
08	5-500-6005.002	Insurance-Equipment	\$7,150	\$7,050	\$6,530	\$6,600
08	5-500-6005.003	Insurance-Building & Property	\$650	\$685	\$690	\$700
08	5-500-6005.008	Insurance-City Street	\$1,565	\$1,450	\$1,215	\$1,230
	<b>Total Insurance Expense</b>		<b>\$21,950</b>	<b>\$23,480</b>	<b>\$24,160</b>	<b>\$24,415</b>
08	5-500-6010.001	Advertising-Public Notices	\$0	\$0	\$500	\$500
08	5-500-6010.003	Advertising-Print	\$560	\$582	\$1,000	\$1,000
08	5-500-6010.006	Advertising-Radio	\$0	\$0	\$100	\$100
	<b>Total Advertising Expense</b>		<b>\$560</b>	<b>\$582</b>	<b>\$1,100</b>	<b>\$1,100</b>
08	5-500-6020.000	Software-Annual Renewal/Maintenance	\$2,535	\$7,735	\$3,259	\$0
08	5-500-6020.001	Software-Purchase	\$6,635	\$0	\$7,735	\$1,750
08	5-500-6020.002	Software-Upgrade	\$0	\$0.0	\$0	\$0
08	5-500-6020.003	Software-Agreement	\$0	\$0	\$0	\$7,110
	<b>Total Software Expense</b>		<b>\$9,170</b>	<b>\$7,735</b>	<b>\$10,994</b>	<b>\$8,860</b>

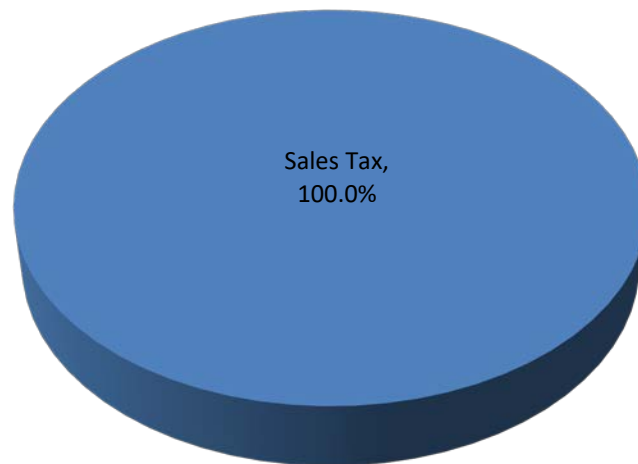
Street-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Professional Service Expense</b>		<b>\$112,670</b>	<b>\$98,952</b>	<b>\$177,211</b>	<b>\$89,595</b>
08	5-500-7000.001	Supplies-Operational	\$1,000	\$1,000	\$1,000	\$1,750
	<b>Total General Office Supplies Expense</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,750</b>
08	5-500-7015.004	Supplies-Safety	\$2,500	\$2,600	\$2,600	\$2,678
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$2,500</b>	<b>\$2,600</b>	<b>\$2,600</b>	<b>\$2,678</b>
	<b>Total Supplies</b>		<b>\$3,500</b>	<b>\$3,600</b>	<b>\$3,600</b>	<b>\$4,428</b>
08	5-500-7500.001	Materials-Asphalt	\$125,000	\$120,000	\$165,500	\$125,000
08	5-500-7500.002	Materials-Rock	\$10,000	\$15,000	\$8,000	\$10,000
08	5-500-7505.003	Materials-Pipe-Misc.	\$1,000	\$1,000	\$1,000	\$1,000
08	5-500-7510.001	Materials-Paint	\$14,000	\$14,000	\$15,500	\$25,000
08	5-500-7510.002	Materials-Signs	\$10,700	\$25,700	\$25,700	\$5,000
08	5-500-7525.001	Materials-Infrastructure Maintenance	\$51,500	\$51,500	\$51,500	\$51,000
	<b>Total Material Expense</b>		<b>\$212,200</b>	<b>\$227,200</b>	<b>\$267,200</b>	<b>\$217,000</b>
08	5-500-8000.001	Tools-Repair	\$1,300	\$1,300	\$650	\$1,300
08	5-500-8000.002	Tools- Maintenance	\$1,300	\$1,300	\$500	\$1,300
08	5-500-8000.003	Tools-Supplies	\$5,600	\$5,600	\$5,800	\$5,770
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$8,200</b>	<b>\$8,200</b>	<b>\$6,950</b>	<b>\$8,370</b>
08	5-500-8300.001	Equipment-Repair	\$41,000	\$42,640	\$29,560	\$30,500
08	5-500-8300.002	Equipment-Maintenance	\$33,700	\$33,700	\$25,600	\$26,400
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	\$10,900	\$5,616	\$5,616	\$5,785
08	5-500-8300.006	Equipment-Rental	\$5,500	\$5,500	\$5,500	\$5,500
	<b>Total Machinery and Equipment Expense</b>		<b>\$92,600</b>	<b>\$88,956</b>	<b>\$67,776</b>	<b>\$69,685</b>
08	5-500-8600.001	Vehicle-Repair	\$40,800	\$28,080	\$25,000	\$28,080
08	5-500-8600.002	Vehicle-Maintenance	\$31,920	\$31,920	\$23,000	\$24,000
08	5-500-8600.003	Vehicle-Supplies	\$500	\$500	\$500	\$500

Street-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
08	5-500-8600.004	Vehicle-Equipment	\$1,000	\$1,000	\$1,000	\$1,900
08	5-500-8600.005	Vehicle-Fuel	\$27,000	\$39,624	\$39,624	\$40,800
	<b>Total Vehicle Expense</b>		<b>\$101,220</b>	<b>\$101,124</b>	<b>\$89,124</b>	<b>\$95,280</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$202,020</b>	<b>\$198,280</b>	<b>\$163,850</b>	<b>\$173,335</b>
08	5-500-9910.000	Internal Service-Personnel	\$192,745	\$237,758	\$185,000	\$287,576
	<b>Total Internal Service-Personnel</b>		<b>\$192,745</b>	<b>\$237,758</b>	<b>\$185,000</b>	<b>\$287,576</b>
	<b>Total Internal Service</b>		<b>\$192,745</b>	<b>\$237,758</b>	<b>\$185,000</b>	<b>\$287,576</b>
	<b>Total Street Expense</b>		<b>\$2,790,438</b>	<b>\$2,846,732</b>	<b>\$3,112,619</b>	<b>\$2,972,237</b>

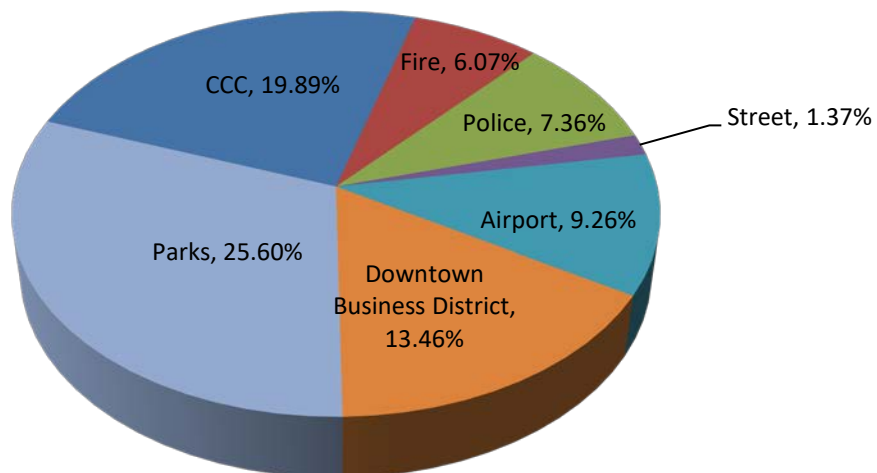
## Capital Fund

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 \$1,775,000



### Capital Expense by Category \$1,820,210



## Capital Fund Revenue and Expense by Category

Capital Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$1,766,631	\$1,725,000	\$1,775,000	\$1,775,000
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	\$221	\$0	\$338,696	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$1,766,853</b>	<b>\$1,725,000</b>	<b>\$2,113,696</b>	<b>\$1,775,000</b>
<b>Expenses</b>				
Personnel	\$0	\$0	\$0	\$0
Capital	\$1,178,568	\$1,661,900	\$1,958,194	\$1,820,210
Debt	\$737,013	\$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	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$1,915,581</b>	<b>\$1,661,900</b>	<b>\$1,958,194</b>	<b>\$1,820,210</b>

Capital-Administration Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
22	4-600-1000.002	Tax-Sales 0.5%	\$1,725,000	\$1,725,000	\$1,775,000	\$1,775,000
	<b>Total Tax Revenue</b>		<b>\$1,725,000</b>	<b>\$1,725,000</b>	<b>\$1,775,000</b>	<b>\$1,775,000</b>
22	4-600-3010.002	Misc.-Donations	\$0	\$0	\$43,200	\$0
22	4-600-3010.006	Misc.-Miscellaneous	\$0	\$0	\$150	\$0
22	4-600-3010.014	Misc.-Insurance Recoveries	\$0	\$0	\$295,346	\$0
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$0</b>	<b>\$338,696</b>	<b>\$0</b>
	<b>Total Administration Revenue</b>		<b>\$1,725,000</b>	<b>\$1,725,000</b>	<b>\$2,113,696</b>	<b>\$1,775,000</b>

Capital-Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
22	5-600-3005.000	Debt-COPS	\$737,915	\$0	\$0	\$0
	Total Debt Expense		\$737,915	\$0	\$0	\$0
	Total Administration Expense		\$737,915	\$0	\$0	\$0
Capital-General Expenses						
22	5-605-2005.000	Capital Exp-Land and Improvement	\$35,000	\$80,000	\$88,000	\$155,000
22	5-605-2010.000	Capital Exp-Building and Improvement	\$959,000	\$497,000	\$785,980	\$465,050
22	5-605-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$0	\$0	\$11,000
22	5-605-2020.000	Capital Exp-Machinery and Equipment	\$133,250	\$225,000	\$390,671	\$132,000
22	5-605-2025.000	Capital Exp-Vehicles	\$286,000	\$645,000	\$582,009	\$95,000
22	5-605-2030.000	Capital Exp-Infrastructure	\$4,900	\$84,900	\$4,900	\$6,000
	Total Capital-General Expense		\$1,418,150	\$1,531,900	\$1,851,560	\$864,050
22	5-605-7525.001	Materials-Infrastructure	\$0	\$0	\$0	\$6,500
	Total Materials-Capital Expense		\$0	\$0	\$0	\$6,500
22	5-605-6020.001	Software-Purchase	\$0	\$0	\$0	\$45,000
	Total Software-Capital Expense		\$0	\$0	\$0	\$45,000
	Total Capital Expense		\$1,418,150	\$1,531,900	\$1,851,560	\$915,550
Capital-Street Expenses						



Capital-Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
22	5-610-7510.002	Materials-Signs				\$25,000
	Total Materials-Street Expense			\$0	\$0	\$25,000
	Total Street Expense			\$0	\$0	\$25,000
Capital-Community Development Expenses						
22	5-630-2030.000	Capital Exp-Infrastructure	\$0	\$80,000	\$0	\$0
	Total Capital-Internal Service Expense		\$0	\$80,000	\$0	\$0
Capital-Airport Expenses						
22	5-640-2010.000	Capital Exp-Building & Improvement	\$0	\$0	\$0	\$168,600
	Total Capital-Airport Expense		\$0	\$0	\$0	\$168,600
Capital-Downtown Business District Expenses						
22	5-645-2005.000	Capital Exp-Land and Improvement	\$0	\$0	\$50,000	\$200,000
22	5-645-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$0	\$45,000
	Total Capital-Downtown Business District Expense		\$0	\$0	\$50,000	\$245,000
Capital-Park Expenses						
22	5-650-2005.000	Capital Exp-Land and Improvement	\$0	\$50,000	\$3,400	\$201,060
22	5-650-2010.000	Capital Exp-Building and Improvement	\$0	\$0	\$0	\$240,000
22	5-650-2030.000	Capital Exp-Infrastructure	\$140,000	\$0	\$53,234	\$25,000
	Total Capital-Park Expense		\$140,000	\$50,000	\$56,634	\$466,060
	Total Capital Expense		\$2,296,065	\$1,661,900	\$1,958,194	\$1,820,210

## Tourism Fund

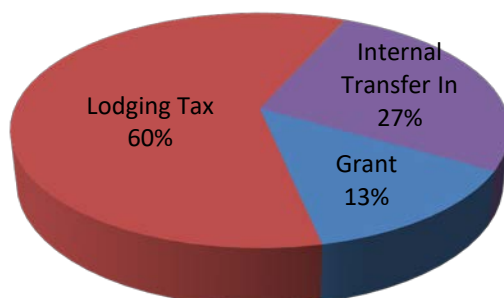
Tourism is responsible for properly positioning and branding the Lebanon and Laclede County area as a viable travel destination for targeted audiences in a way that will result in increased visitation, the extension of length a traveler stays and the increase of traveler expenditures in the Lebanon/Laclede County area. This is accomplished through both conventional and non-conventional marketing strategies. In addition, the Tourism Director attends trade shows throughout the state as well as local and surrounding community events during the year marketing all the resources available in Lebanon and the surrounding Laclede County area that are available to visitors during their stay. The Tourism Director stays engaged with the pulse of the community through various efforts that include being a member of Friends of the Fort, Rotary, an ex officio board member for the local Chamber of Commerce as well as the Lebanon-Laclede County Route 66 Society. On a state level, the Tourism Director is a member of the Missouri Association of CVB's as well as serves on the board for the Missouri Travel Council representing the Central Region of the State. All engagements serve as avenues for education and an increased awareness of Lebanon and Laclede County as a travel destination.

The main revenue source is the lodging tax paid by hoteliers located within the City limits at the current 2.5% rate with the addition of Bennett Spring participating in the voluntary assessment. This tax is solely utilized for marketing efforts.

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.

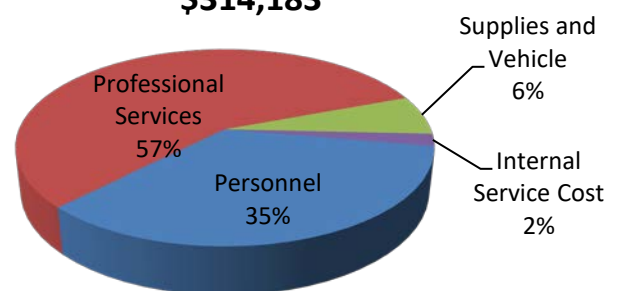
### Tourism Funds Available by Category

**\$225,070**



### Tourism Expense by Category

**\$314,183**



#### Fiscal Year 2018-2019 Accomplishments:

Increased visitation to the area as shown by lodging tax collections and Missouri Division of Tourism Standard Industry Code calculations. Designed a new Tourism website. Separated Tourism Social Media from City of Lebanon Social Media so the focus can be tourism and visitation related. Designed city-wide wayfinding signage.

#### Fiscal Year 2020 Goals:

- I. **Goal:** To increase economic impact of tourism to the area through increased visitation.  
**Strategy:** Maintain and update the website on a consistent basis. Work with a marketing firm to create and participate in a marketing study to see where Lebanon is at and where it needs to be. Create and implement a marketing plan that will focus on items identified in the marketing study.  
**Budgetary Factor:** The Tourism Website, on-going hosting and licensing fees were not budgeted for but will be paid for out of the Tourism Fund Balance.

#### Performance Measurements:

Metrics	2014	2015	2016	2017	2018
Laclede County Tourism Expenditures	\$49,448,868	\$52,229,119	\$54,675,941	\$55,946,723	\$57,149,685
Lodging Tax Contributors (Ord/Vol)	13- 12/1	12-11/1	12-11/1	12-11/1	12-11/1
Lodging Tax Revenue	\$114,073	\$124,361	\$127,215	\$136,811	\$139,855

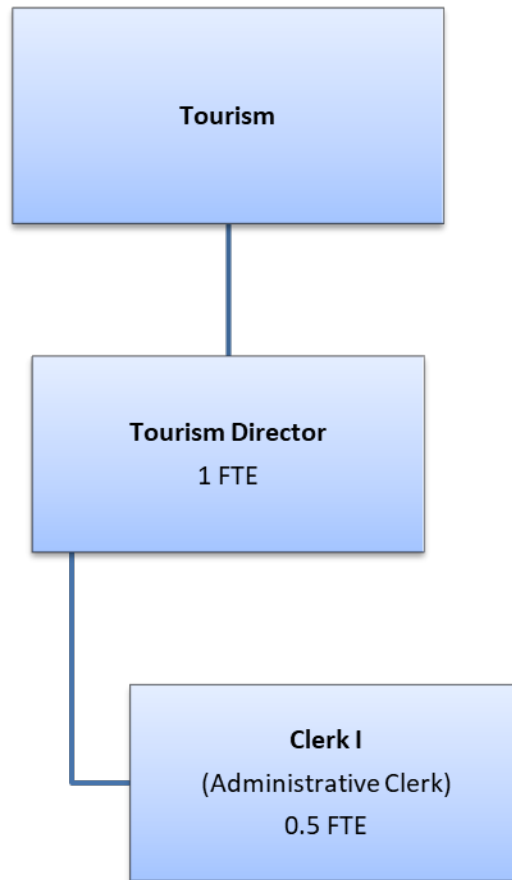
#### Previous Years' Goals:

- I. Goal: Increase the economic impact of tourism in Lebanon/ Laclede County Missouri through increased visitation.  
Status: Increased Lodging Tax collections by 2.2% as well as a 2.12% increase in Laclede County Tourism Expenditures as reported by the Missouri Division of Tourism.

## Tourism Fund Revenue and Expense by Category

Tourism Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$133,667	\$130,000	\$130,000	\$135,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$30,623	\$15,000	\$21,265	\$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	\$58	\$65	\$60	\$70
Internal Service Revenue	\$60,000	\$60,000	\$60,000	\$60,000
<b>Total Revenues</b>	<b>\$224,348</b>	<b>\$205,065</b>	<b>\$211,325</b>	<b>\$225,070</b>
<b>Expenses</b>				
Personnel	\$68,392	\$90,080	\$99,660	\$108,839
Capital	\$751	\$1,034	\$1,029	\$1,204
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$62	\$400	\$355	\$400
Professional Services	\$105,862	\$127,368	\$118,734	\$178,628
Supplies and Materials	\$6,833	\$15,703	\$8,198	\$18,490
Tools, Equipment, and Vehicles	-\$50	\$1,400	\$150	\$250
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$1,333	\$10,657	\$6,500	\$6,372
<b>Total Expenses</b>	<b>\$183,182</b>	<b>\$246,643</b>	<b>\$234,626</b>	<b>\$314,183</b>

## Tourism Organizational Chart



Tourism-Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
40	4-500-1000.006	Tax-Lodging	\$120,000	\$130,000	\$130,000	\$135,000
	<b>Total Tax Revenue</b>		<b>\$120,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$135,000</b>
40	4-500-2005.001	Grant-Operative	\$32,988	\$15,000	\$21,265	\$30,000
	<b>Total Grant Revenue</b>		<b>\$32,988</b>	<b>\$15,000</b>	<b>\$21,265</b>	<b>\$30,000</b>
40	4-500-3010.012	Misc. -Purchasing Card	\$0	\$65	\$60	\$70
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$65</b>	<b>\$60</b>	<b>\$70</b>
40	4-500-9999.001	Interfund Transfer	\$60,000	\$60,000	\$60,000	\$60,000
	<b>Total Interfund Transfer</b>		<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>
	<b>Total Tourism Revenue</b>		<b>\$212,988</b>	<b>\$205,065</b>	<b>\$211,325</b>	<b>\$225,070</b>

Tourism-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
40	5-500-1000.001	Fulltime Salary	\$47,220	\$49,130	\$49,130	\$77,308
40	5-500-1000.002	Parttime Salary	\$13,870	\$17,116	\$23,900	\$0
	<b>Total Salaries Expense</b>		<b>\$61,090</b>	<b>\$66,246</b>	<b>\$73,030</b>	<b>\$77,308</b>

Tourism-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
40	5-500-1005.001	Health Premium-Employee	\$7,510	\$7,506	\$7,765	\$7,506
40	5-500-1005.002	Health Premium-Family	\$0	\$0	\$0	\$0
40	5-500-1005.003	Dental Premium-Employee	\$300	\$300	\$310	\$650
	<b>Total Insurance Expense</b>		<b>\$7,810</b>	<b>\$7,806</b>	<b>\$8,075</b>	<b>\$8,156</b>
40	5-500-1010.001	Life Insurance	\$65	\$65	\$65	\$130
	<b>Total Life Insurance Expense</b>		<b>\$65</b>	<b>\$65</b>	<b>\$65</b>	<b>\$130</b>
40	5-500-1015.001	Lagers-General	\$6,139	\$6,534	\$7,350	\$10,127
40	5-500-1015.004	Deferred Comp-Employer	\$650	\$650	\$25	\$1,300
	<b>Total Retirement Expense</b>		<b>\$6,789</b>	<b>\$7,184</b>	<b>\$7,375</b>	<b>\$11,427</b>
40	5-500-1020.001	FICA-Employer	\$3,790	\$4,110	\$4,455	\$4,795
40	5-500-1020.002	Medicare-Employer	\$890	\$965	\$1,050	\$1,125
40	5-500-1020.003	Unemployment Compensation	\$615	\$665	\$730	\$775
40	5-500-1020.004	Workman's Compensation	\$121	\$92	\$80	\$322
	<b>Total Payroll Taxes Expense</b>		<b>\$5,416</b>	<b>\$5,832</b>	<b>\$6,315</b>	<b>\$7,017</b>
40	5-500-1025.002	Employee-Dues/License/Membership	\$750	\$900	\$1,200	\$1,200
40	5-500-1025.004	Employee-Travel/Hotel	\$1,450	\$1,068	\$3,000	\$3,000
40	5-500-1025.005	Employee-Training	\$750	\$979	\$600	\$600
	<b>Total Employee Expense</b>		<b>\$2,950</b>	<b>\$2,947</b>	<b>\$4,800</b>	<b>\$4,800</b>
	<b>Total Personnel Expense</b>		<b>\$84,120</b>	<b>\$90,080</b>	<b>\$99,660</b>	<b>\$108,839</b>
40	5-500-2020.000	Capital Exp-Machinery and Equipment	\$1,601	\$1,034	\$1,029	\$1,204
	<b>Total Capital Expense</b>		<b>\$1,601</b>	<b>\$1,034</b>	<b>\$1,029</b>	<b>\$1,204</b>
40	5-500-5020.002	Utilities-Internet Mobile	\$500	\$400	\$355	\$400
	<b>Total Utilities Expense</b>		<b>\$500</b>	<b>\$400</b>	<b>\$355</b>	<b>\$400</b>
40	5-500-6000.007	Prof Services-Toxicology Test	\$50	\$150	\$50	\$150
40	5-500-6000.008	Prof Services-MSHP Bkgrd Check	\$0	\$14	\$0	\$14
40	5-500-6000.013	Prof Services - Studies	\$ -	\$300	\$300	\$0
40	5-500-6000.014	Prof Services-Event Planning	\$15,950	\$15,000	\$8,000	\$15,000
40	5-500-6000.015	Prof Services - Service Contracts	\$0	\$0	\$0	\$30,000
40	5-500-6000.019	Prof Services-CC Fees	\$20	\$20	\$0	\$0
	<b>Total General Professional Service Expense</b>		<b>\$16,020</b>	<b>\$15,484</b>	<b>\$8,350</b>	<b>\$45,164</b>
40	5-500-6005.001	Insurance-Vehicle	\$0	\$0	\$0	\$0
	<b>Total Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
40	5-500-6010.003	Advertising-Print	\$46,039	\$56,042	\$50,000	\$56,042
40	5-500-6010.004	Advertising-Internet	\$25,696	\$31,548	\$30,000	\$32,150
40	5-500-6010.005	Advertising-Billboard	\$10,320	\$7,250	\$14,000	\$14,000
40	5-500-6010.006	Advertising-Radio	\$4,000	\$2,000	\$2,000	\$2,000
40	5-500-6010.007	Advertising-Television	\$12,945	\$12,000	\$12,500	\$25,062
	<b>Total Advertising Expense</b>		<b>\$99,000</b>	<b>\$108,840</b>	<b>\$108,500</b>	<b>\$129,254</b>
40	5-500-6020.000	Software-Annual Renewal/Maintenance	\$1,085	\$1,884	\$0	\$0

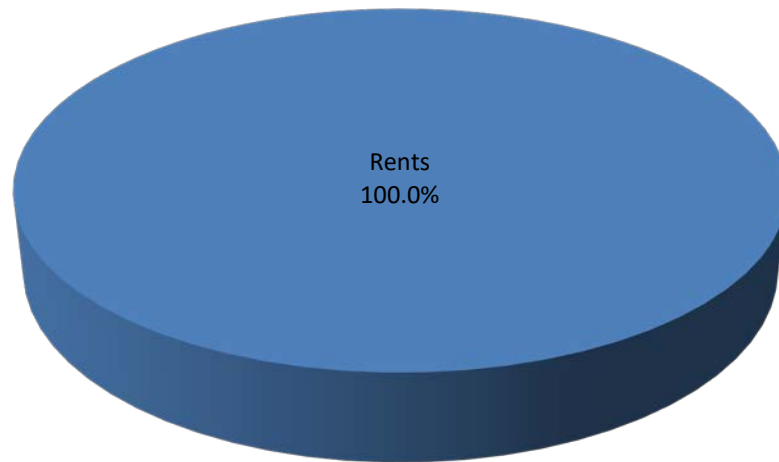
Tourism-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
40	5-500-6020.001	Software-Purchase	\$1,160	\$1,160	\$1,884	\$2,500
40	5-500-6020.002	Software-Upgrade	\$0	\$0	\$0	\$0
40	5-500-6020.003	Software-Agreement	\$0	\$0	\$0	\$1,710
	<b>Total Software Expense</b>		<b>\$2,245</b>	<b>\$3,044</b>	<b>\$1,884</b>	<b>\$4,210</b>
	<b>Total Professional Services Expense</b>		<b>\$117,265</b>	<b>\$127,368</b>	<b>\$118,734</b>	<b>\$178,628</b>
40	5-500-7000.001	Supplies-Operational	\$1,000	\$650	\$415	\$540
40	5-500-7000.002	Supplies-Computer Accessories	\$0	\$0	\$3,600	\$3,600
40	5-500-7005.002	Supplies-Mailing	\$150	\$100	\$35	\$100
40	5-500-7005.003	Supplies-Postage	\$4,000	\$953	\$608	\$750
40	5-500-7005.006	Supplies-Promo-Education	\$14,000	\$14,000	\$3,540	\$13,500
	<b>Total General Office Supplies Expense</b>		<b>\$19,150</b>	<b>\$15,703</b>	<b>\$8,198</b>	<b>\$18,490</b>
40	5-500-8600.002	Vehicle-Maintenance	\$500	\$400	\$0	\$0
40	5-500-8600.003	Vehicle-Supplies	\$500	\$400	\$0	\$0
40	5-500-8600.005	Vehicle-Fuel	\$800	\$600	\$150	\$250
	<b>Total Vehicle Expense</b>		<b>\$1,800</b>	<b>\$1,400</b>	<b>\$150</b>	<b>\$250</b>
40	5-500-9910.000	Internal Service-Personnel	\$14,589	\$10,657	\$6,500	\$6,372
	<b>Total Internal Service-Personnel</b>		<b>\$14,589</b>	<b>\$10,657</b>	<b>\$6,500</b>	<b>\$6,372</b>
	<b>Total Internal Service</b>		<b>\$14,589</b>	<b>\$10,657</b>	<b>\$6,500</b>	<b>\$6,372</b>
	<b>Total Tourism Expense</b>		<b>\$239,025</b>	<b>\$246,643</b>	<b>\$234,626</b>	<b>\$314,183</b>

## Economic Development

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

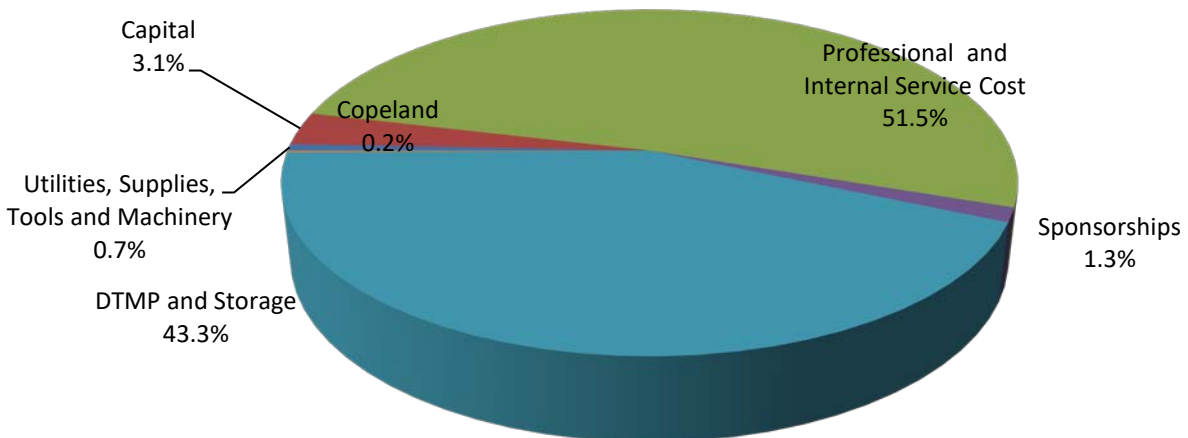
### Economic Development Sources of Revenue

**\$1,065,220**



### Economic Development Expense

**\$1,129,693**





Fiscal Year 2020 Goals:

- I. **Goal:** Develop an incentive policy and process to attract and retain businesses in the City.  
**Strategy:** Create and implement a vacant property list for the recruiting of new businesses . This list would incorporate existing data and potential sites that may not currently be on the market but may have property owners that are interested in selling.  
**Budgetary Factor:** Available staff time and resources.
- II. **Goal:** Continue to meet the objectives set forth in the annual agreement  
**Strategy:** Establish and maintain communication with potential business partners and provide them with updated information on potential available properties and incentives that would attract them to the City.  
**Budgetary Factor:** Non-budgeted, no additional funding required

Economic Development Fund Revenue and Expense by Category

Economic Development Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
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	\$1,179,420	\$1,179,420	\$1,034,220	\$1,065,220
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$75,534	\$6,000	\$122,221	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$1,254,954</b>	<b>\$1,185,420</b>	<b>\$1,156,441</b>	<b>\$1,065,220</b>
<b>Expenses</b>				
Personnel	\$15,117	\$15,000	\$15,000	\$15,000
Capital	\$14,167	\$250,000	\$74,100	\$35,000
Debt	\$483,963	\$484,000	\$483,966	\$483,966
Grants	\$0	\$0	\$0	\$0
Utilities	\$2,204	\$2,875	\$2,375	\$2,575
Professional Services	\$128,910	\$86,662	\$135,657	\$73,395
Supplies and Materials	\$2,041	\$9,825	\$8,985	\$9,345
Vehicles	\$473	\$2,250	\$1,000	\$2,250
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$665,052	\$331,740	\$286,442	\$508,162
<b>Total Expenses</b>	<b>\$1,311,926</b>	<b>\$1,182,352</b>	<b>\$1,007,525</b>	<b>\$1,129,693</b>

Economic Development-Revenues			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
45	4-700-3010.006	Misc-Miscellaneous	\$6,000	\$6,000	\$33,150	\$0
45	4-700-3010.008	Misc-Gain/Loss-Asset Disposal	\$0	\$0	\$89,071	\$0
	<b>Total Economic Development General Revenue</b>		<b>\$6,000</b>	<b>\$6,000</b>	<b>\$122,221</b>	<b>\$0</b>
	<b>Total Grant Revenue</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
45	4-715-3005.001	Rental-Buildings	\$557,325	\$557,325	\$557,325	\$557,325
	<b>Total Rental Revenue</b>		<b>\$557,325</b>	<b>\$557,325</b>	<b>\$557,325</b>	<b>\$557,325</b>
	<b>Total DTMP Revenues</b>		<b>\$557,325</b>	<b>\$557,325</b>	<b>\$557,325</b>	<b>\$557,325</b>
45	4-730-3005.001	Rental-Buildings	\$622,095	\$622,095	\$476,895	\$507,895
	<b>Total Rental Revenue</b>		<b>\$622,095</b>	<b>\$622,095</b>	<b>\$476,895</b>	<b>\$507,895</b>
	<b>Total Copeland Revenue</b>		<b>\$622,095</b>	<b>\$622,095</b>	<b>\$476,895</b>	<b>\$507,895</b>
	<b>Total Economic Development Revenue</b>		<b>\$1,185,420</b>	<b>\$1,185,420</b>	<b>\$1,156,441</b>	<b>\$1,065,220</b>

Economic Development-General Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
45	5-700-1025.002	Employee-Dues/License/Membership	\$0	\$15,000	\$15,000	\$15,000
	<b>Total Employee Expense</b>		<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>
45	5-700-2005.000	Capital Exp-Land & Improvements	0	35,000	43,100	35,000
45	5-700-2010.000	Capital Exp-Building and Improvement	\$0	\$5,000	\$11,000	\$0
	<b>Total Capital Expense</b>		<b>\$0</b>	<b>\$40,000</b>	<b>\$54,100</b>	<b>\$35,000</b>
45	5-700-5000.001	Utilities-Electric	\$1,500	\$1,500	\$1,100	\$1,200
45	5-700-5000.002	Utilities-Water	\$400	\$400	\$300	\$400
45	5-700-5000.003	Utilities-Sewer	\$450	\$450	\$450	\$450
45	5-700-5010.000	Utilities-Landline & Fiber	\$500	\$525	\$525	\$525
	<b>Total Utilities Expense</b>		<b>\$2,850</b>	<b>\$2,875</b>	<b>\$2,375</b>	<b>\$2,575</b>
45	5-700-6000.002	Prof Services-Engineering	\$26,500	\$0	\$0	\$0
45	5-700-6000.003	Prof Services - Surveying	\$0	\$0	\$850	\$0
45	5-700-6000.012	Prof Services-Planning	\$50,000	\$0	\$0	\$0

Economic Development-General Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
45	5-700-6000.013	Prof Services-Studies	\$0	\$13,487	\$49,487	\$0
45	5-700-6000.015	Prof Services-Service Contracts	\$0	\$0	\$12,000	\$0
45	5-700-6000.016	Prof Services- Taxes and Fees	\$10	\$1,000	\$1,000	\$1,000
	<b>Total General Professional Service Expense</b>		<b>\$76,510</b>	<b>\$14,487</b>	<b>\$63,337</b>	<b>\$1,000</b>
45	5-700-6005.003	Insurance-Building & Property	\$1,880	\$2,075	\$2,120	\$2,145
	<b>Total Insurance Expense</b>		<b>\$1,880</b>	<b>\$2,075</b>	<b>\$2,120</b>	<b>\$2,145</b>
45	5-700-6010.001	Advertising-Public Notices	\$100	\$100	\$200	\$250
	<b>Total Advertising Expense</b>		<b>\$100</b>	<b>\$100</b>	<b>\$200</b>	<b>\$250</b>
45	5-700-6015.000	Service Agreements-General	\$70,000	\$70,000	\$70,000	\$70,000
	<b>Total Service Agreement Expense</b>		<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>	<b>\$70,000</b>
	<b>Total Professional Service Expense</b>		<b>\$148,490</b>	<b>\$86,662</b>	<b>\$135,657</b>	<b>\$73,395</b>
45	5-700-7000.001	Supplies-Operational	\$250	\$250	\$100	\$250
45	5-700-7005.002	Supplies-Mailing	\$150	\$150	\$0	\$150
45	5-700-7005.003	Supplies-Postage	\$0	\$0	\$20	\$20
45	5-700-7005.004	Supplies-Paper	\$25	\$25	\$15	\$25
45	5-700-7005.006	Supplies-Promo-Education	\$2,500	\$2,500	\$2,000	\$2,000
	<b>Total General Office Supplies Expense</b>		<b>\$2,925</b>	<b>\$2,925</b>	<b>\$2,135</b>	<b>\$2,445</b>
45	5-700-7510.003	Materials-Fitting	\$150	\$150	\$0	\$150
45	5-700-7525.001	Materials-Infrastructure	\$1,000	\$1,000	\$0	\$1,000
	<b>Total Material Expense</b>		<b>\$1,150</b>	<b>\$1,150</b>	<b>\$0</b>	<b>\$1,150</b>
45	5-700-8300.001	Equipment-Repair	\$250	\$250	\$0	\$250
	<b>Total Equipment Expense</b>		<b>\$250</b>	<b>\$250</b>	<b>\$0</b>	<b>\$250</b>
45	5-700-8600.005	Vehicle-Fuel	\$500	\$500	\$0	\$500
	<b>Total Vehicle Expense</b>		<b>\$500</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>
45	5-700-9910.000	Internal Service-Personnel	\$9,118	\$6,559	\$8,000	\$46,658
45	5-700-9999.000	Interfund Transfer	\$60,000	\$325,181	\$278,442	\$461,504
	<b>Total Internal Service</b>		<b>\$69,118</b>	<b>\$331,740</b>	<b>\$286,442</b>	<b>\$508,162</b>
	<b>Total Economic Development General Expense</b>		<b>\$225,283</b>	<b>\$481,102</b>	<b>\$495,709</b>	<b>\$638,477</b>

# 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			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
45	5-715-3025.000	Debt-Internal Obligation	\$484,000	\$484,000	\$483,966	\$483,966
	<b>Total Debt Expense</b>		<b>\$484,000</b>	<b>\$484,000</b>	<b>\$483,966</b>	<b>\$483,966</b>
45	5-715-7000.001	Supplies-Operational	\$250	\$250	\$250	\$250
45	5-715-7000.004	Supplies-Small Tools	\$250	\$250	\$250	\$250
	<b>Total General Office Supplies Expense</b>		<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
45	5-715-7500.001	Materials-Asphalt	\$2,500	\$2,500	\$5,000	\$2,500
45	5-715-7500.003	Materials-Concrete	\$1,000	\$1,000	\$500	\$1,000
45	5-715-7510.003	Materials-Fittings	\$500	\$500	\$250	\$500
45	5-715-7510.004	Materials-Hardware	\$1,000	\$1,000	\$500	\$1,000
	<b>Total Material Expense</b>		<b>\$5,000</b>	<b>\$5,000</b>	<b>\$6,250</b>	<b>\$5,000</b>
	<b>Total Detroit Tool Metal Products Expense</b>		<b>\$489,500</b>	<b>\$489,500</b>	<b>\$490,716</b>	<b>\$489,466</b>

# Copeland

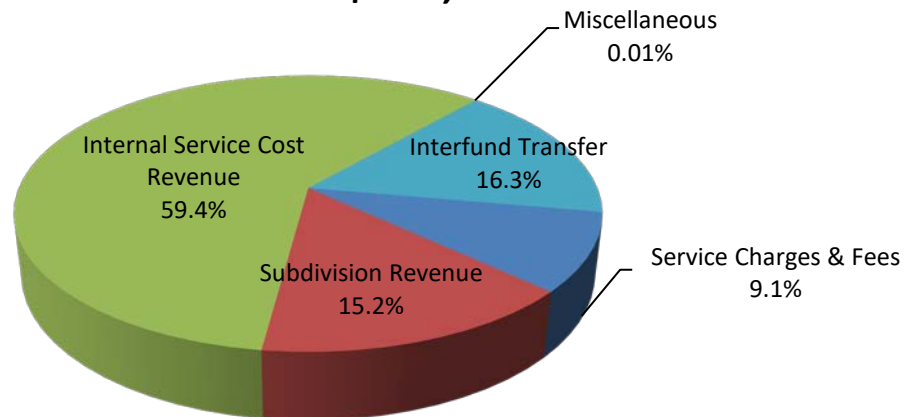
This program was established to manage the expenses for the lease agreement between Copeland and the City.

Economic Development-Copeland Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
45	5-730-2010.000	Capital Exp-Building and Improvement	\$210,000	\$210,000	\$20,000	\$0
	<b>Total Capital Expense</b>		<b>\$210,000</b>	<b>\$210,000</b>	<b>\$20,000</b>	<b>\$0</b>
45	5-730-7000.001	Supplies-Operational	\$250	\$250	\$100	\$250
	<b>Total General Office Supplies Expense</b>		<b>\$250</b>	<b>\$250</b>	<b>\$100</b>	<b>\$250</b>
45	5-730-8300.001	Equipment-Repair	\$500	\$500	\$500	\$500
45	5-730-8300.002	Equipment-Maintenance	\$1,000	\$1,000	\$500	\$1,000
	<b>Total Equipment Expense</b>		<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,000</b>	<b>\$1,500</b>
	<b>Total Copeland Expense</b>		<b>\$211,750</b>	<b>\$211,750</b>	<b>\$21,100</b>	<b>\$1,750</b>
	<b>Total Economic Development Expense</b>		<b>\$926,533</b>	<b>\$1,182,352</b>	<b>\$1,007,525</b>	<b>\$1,129,693</b>

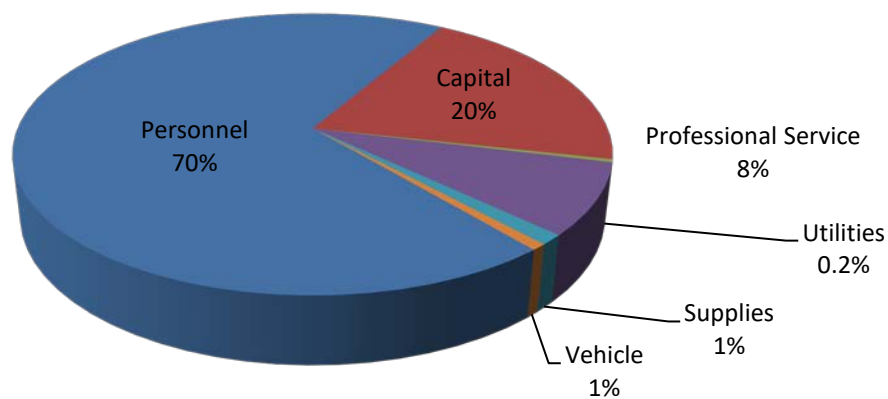
## Code Administration Fund

Code Administration 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.

### Code Administration Revenue by Category \$766,892



### Code Administration Expense by Category \$631,892



#### Fiscal Year 2018-2019 Accomplishments:

The Code Administration Department has implemented the EnerGov permitting software and has its first full year of building inspection for all new residential and commercial projects along with registration of all contractors with limited staff this past year.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Develop and implement a chronic nuisance ordinance.  
**Strategy:** Draft a chronic nuisance ordinance to help enforce compliance of city codes.  
**Budgetary Factor:** Staff labor.
- II. **Goal:** Revise and update our existing nuisance ordinance.  
**Strategy:** Implement the addition of a nuisance code to the current ordinance that previously prevented enforcement of the ordinance.  
**Budgetary Factor:** Cost of staff labor.
- III. **Goal:** Assist in the formation of a community assistance program.  
**Strategy:** Develop a program to help assist and aide those who are unable to comply with city code requirements.  
**Budgetary Factor:** Cost of staff labor.  
  
**Goal:** Develop and implement a compliance ordinance that would focus on motels, chronic offenders, mobile homes and dangerous buildings.  
**Strategy:** Draft an ordinance to help enforce compliance with motels, chronic offenders, mobile homes and dangerous buildings.  
**Budgetary Factor:** Cost of staff labor

#### Performance Measurements:

Performance Measures	2012 Actual	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 *Projected
Number of building permits issued	11	16	27	40	42	48	50	
Number of Housing Inspections	1524	1559	1480	1471	1490	1350	*1400	
Number of Compliances	362	222	205	197	219	248	*250	
Number of Demolitions	8	18	30	18	34	27	20	
Number of Planning & Zoning meetings	8	8	11	11	11	12	12	

#### Previous Years' Goals:

- I. Continuing to strive for excellence in the Community Development Department as far as customer satisfaction and a well-balanced working relationship with the Community.  
Status: The Community Development Department has developed a good relationship with our customers.

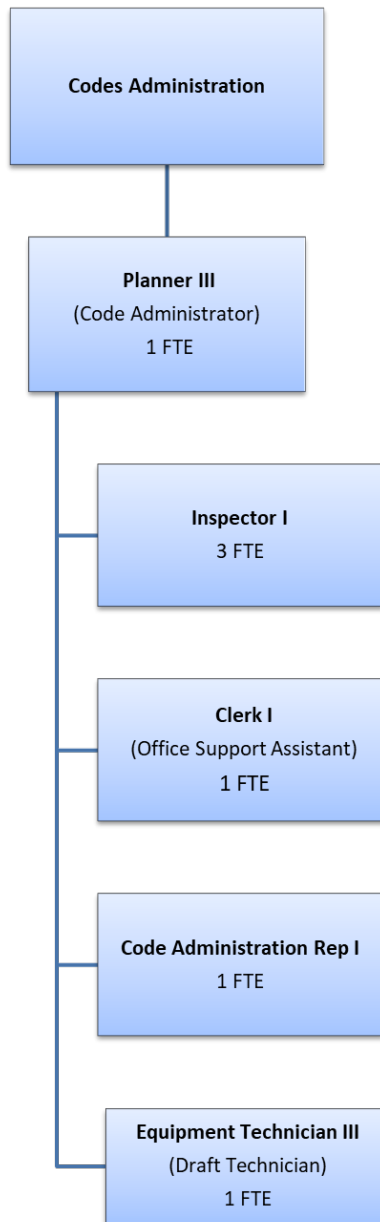
- II. Continuing education for both inspectors in all fields of the code.  
Status: Staff has attended training this past year to extend their knowledge of the building codes.
- III. Maximize and perfect the use of the EnerGov permitting system.  
Status: The EnerGov software is in place and staff is using it for our permitting and inspections.

### Code Administration Revenue and Expense by Category

Code Administration	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$131,937	\$245,000	\$148,014	\$186,580
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$188	\$0	\$60	\$60
Internal Service Revenue	\$447,188	\$5,000	\$329,034	\$580,252
<b>Total Revenues</b>	<b>\$579,313</b>	<b>\$250,000</b>	<b>\$477,108</b>	<b>\$766,892</b>
<b>Expenses</b>				
Personnel	\$365,559	\$430,081	\$315,409	\$439,498
Capital	\$204,086	\$264,621	\$82,639	\$126,795
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$2,674	\$3,000	\$3,685	\$2,000
Professional Services	\$17,881	\$53,530	\$32,395	\$51,800
Supplies and Materials	\$11,988	\$16,000	\$17,550	\$17,300
Tools, Equipment, and Vehicles	\$1,523	\$6,600	\$3,650	\$4,500
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$603,711</b>	<b>\$773,831</b>	<b>\$455,328</b>	<b>\$641,892</b>



## Code Administration Organizational Chart



Code Administration Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
50	4-300-3000.003	Material Sales	\$10,000	\$0	\$0	\$0
50	4-300-3000.005	Building Permits and Inspections	\$40,000	\$50,000	\$65,000	\$45,000
50	4-300-3000.006	Development & Compliance	\$8,500	\$10,000	\$8,000	\$10,000
50	4-300-3000.008	Subdivision Design & Construction	\$215,071	\$170,000	\$61,604	\$116,580
50	4-300-3000.014	Meter Box Sales	\$0	\$12,000	\$11,010	\$12,000
50	4-300-3000.029	Knox Box Sales	\$0	\$3,000	\$2,400	\$3,000
	<b>Total Service Charges and Fees Revenue</b>		<b>\$273,571</b>	<b>\$245,000</b>	<b>\$148,014</b>	<b>\$186,580</b>
50	4-300-3010.012	Misc.-Purchasing Card	\$0	\$0	\$60	\$60
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$0</b>	<b>\$60</b>	<b>\$60</b>
50	4-300-9910.000	Internal Service-Personnel	\$0	\$0	\$329,034	\$455,252
50	4-300-9999.001	Interfund Transfer	\$0	\$5,000	\$0	\$125,000
	<b>Total Interfund Transfer</b>		<b>\$0</b>	<b>\$5,000</b>	<b>\$329,034</b>	<b>\$580,252</b>
	<b>Total Administration Revenue</b>		<b>\$273,571</b>	<b>\$250,000</b>	<b>\$477,108</b>	<b>\$766,892</b>

Code Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
50	5-305-1000.001	Fulltime Salary	\$163,535	\$191,892	\$150,000	\$277,749
	<b>Total Salaries Expense</b>		<b>\$163,535</b>	<b>\$191,892</b>	<b>\$150,000</b>	<b>\$277,749</b>
50	5-305-1005.001	Health Premium-Employee	\$0	\$0	\$6,900	\$23,688
50	5-305-1005.002	Health Premium-Family	\$42,025	\$59,346	\$35,950	\$58,077
50	5-305-1005.003	Dental Premium-Employee	\$1,200	\$905	\$855	\$1,500
50	5-305-1005.004	Dental Premium-EFamily	\$0	\$0	\$265	\$950
	<b>Total Insurance Expense</b>		<b>\$43,225</b>	<b>\$60,251</b>	<b>\$43,970</b>	<b>\$83,265</b>
50	5-305-1010.001	Life Insurance	\$255	\$255	\$185	\$445
	<b>Total Life Insurance Expense</b>		<b>\$255</b>	<b>\$255</b>	<b>\$185</b>	<b>\$445</b>
50	5-305-1015.001	Lagers-General	\$21,260	\$25,525	\$20,000	\$36,390
50	5-305-1015.004	Deferred Comp-Employer	\$2,600	\$2,600	\$2,200	\$2,600
	<b>Total Retirement Expense</b>		<b>\$23,860</b>	<b>\$28,125</b>	<b>\$22,200</b>	<b>\$38,990</b>

Code Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
50	5-305-1020.001	FICA-Employer	\$10,140	\$11,900	\$9,000	\$17,225
50	5-305-1020.002	Medicare-Employer	\$2,375	\$2,785	\$2,100	\$4,030
50	5-305-1020.003	Unemployment Compensation	\$1,635	\$1,919	\$655	\$2,777
50	5-305-1020.004	Workman's Compensation	\$827	\$827	\$900	\$966
	<b>Total Payroll Taxes Expense</b>		<b>\$14,977</b>	<b>\$17,431</b>	<b>\$12,655</b>	<b>\$24,998</b>
50	5-305-1025.001	Employee-Uniforms	\$2,000	\$1,000	\$500	\$1,800
50	5-305-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$150	\$750
50	5-305-1025.003	Employee-Books	\$500	\$1,000	\$350	\$1,500
50	5-305-1025.004	Employee-Travel/Hotel	\$2,000	\$4,000	\$600	\$5,000
50	5-305-1025.005	Employee-Training	\$2,000	\$3,000	\$3,000	\$5,000
	<b>Total Employee Expense</b>		<b>\$7,000</b>	<b>\$9,500</b>	<b>\$4,600</b>	<b>\$14,050</b>
	<b>Total Personnel Expense</b>		<b>\$252,852</b>	<b>\$307,454</b>	<b>\$233,610</b>	<b>\$439,498</b>
50	5-305-2020.000	Capital Exp-Machinery and Equipment	\$3,246	\$5,000	\$3,709	\$10,215
50	5-305-2025.000	Capital Exp-Vehicle	\$35,000	\$22,552	\$45,292	\$0
50	5-305-2030.000	Capital Exp-Infrastructure	\$338,790	\$235,000	\$31,580	\$116,580
	<b>Total Capital Expense</b>		<b>\$377,036</b>	<b>\$262,552</b>	<b>\$80,581</b>	<b>\$126,795</b>
50	5-305-5015.001	Utilities-Cell Phones	\$1,500	\$2,000	\$3,200	\$2,000
	<b>Total Utilities Expense</b>		<b>\$1,500</b>	<b>\$2,000</b>	<b>\$3,200</b>	<b>\$2,000</b>
50	5-305-6000.001	Prof Services-Legal	\$0	\$1,000	\$600	\$1,000
50	5-305-6000.003	Prof Services-Surveying	\$3,000	\$3,000	\$1,500	\$3,000
50	5-305-6000.007	Prof Services-Toxicology Testing	\$200	\$200	\$150	\$200
50	5-350-6000.008	Prof Services-MSHP BA	\$0	\$0	\$20	\$50
50	5-350-6000.011	Prof Services-Dues/	\$0	\$0	\$15	\$50
50	5-305-6000.013	Prof Services - Studies	\$0	\$900	\$800	\$900
50	5-305-6000.015	Prof Services-Service Contract	\$20,000	\$20,000	\$5,000	\$20,000
50	5-305-6000.019	Prof Services-CC Fees	\$150	\$150	\$650	\$750
	<b>Total General Professional Service Expense</b>		<b>\$23,350</b>	<b>\$25,250</b>	<b>\$8,735</b>	<b>\$25,950</b>
50	5-305-6005.001	Insurance-Vehicle	\$915	\$910	\$1,500	\$1,500
	<b>Total Insurance Expense</b>		<b>\$915</b>	<b>\$910</b>	<b>\$1,500</b>	<b>\$1,500</b>

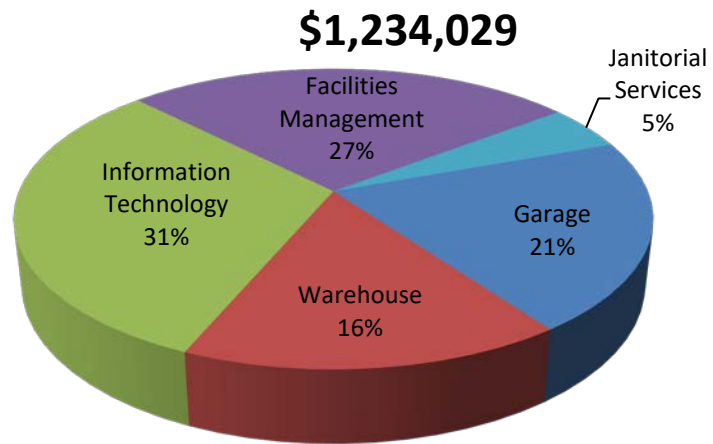
Code Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
50	5-305-6010.001	Advertising-Public Notices	\$1,500	\$2,000	\$1,500	\$2,000
50	5-305-6010.002	Advertising-Employees Recruitment	\$100	\$100	\$50	\$100
50	5-305-6010.006	Advertising-Radio	\$0	\$0	\$200	\$250
	<b>Total Advertising Expense</b>		<b>\$1,600</b>	<b>\$2,100</b>	<b>\$1,750</b>	<b>\$2,350</b>
50	5-305-6020.000	Software-Annual Renewal/Maintenance	\$0	\$16,230	\$14,500	\$0
50	5-305-6020.001	Software-Purchase	\$0	\$0	\$2,230	\$0
50	5-305-6020.003	Software-Agreement	\$0	\$0	\$0	\$22,000
	<b>Total Software Expense</b>		<b>\$0</b>	<b>\$16,230</b>	<b>\$16,730</b>	<b>\$22,000</b>
	<b>Total Professional Service Expense</b>		<b>\$25,865</b>	<b>\$44,490</b>	<b>\$28,715</b>	<b>\$51,800</b>
50	5-305-7000.001	Supplies-Operational	\$1,500	\$2,000	\$1,250	\$3,100
50	5-305-7000.002	Supplies-Computer Accessories	\$1,000	\$1,000	\$850	\$1,800
50	5-305-7000.004	Supplies-Small Tools	\$1,000	\$500	\$400	\$750
50	5-305-7005.001	Supplies-Printing	\$200	\$200	\$300	\$350
50	5-305-7005.002	Supplies-Mailing	\$100	\$100	\$50	\$200
50	5-305-7005.003	Supplies-Postage	\$200	\$100	\$350	\$800
50	5-305-7005.004	Supplies-Paper	\$500	\$500	\$250	\$300
	<b>Total General Office Supplies Expense</b>		<b>\$4,500</b>	<b>\$4,400</b>	<b>\$3,450</b>	<b>\$7,300</b>
50	5-305-7015.04	Supplies-Safety	\$100	\$100	\$0	\$0
	<b>Total Safety Supplies Expense</b>		<b>\$100</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>
50	5-305-7999.006	Cost of Goods Sold-Meter Boxes	0	\$8,000	\$10,900	\$8,000
50	5-305-7999.006	Cost of Goods Sold-Knox Boxes	\$0	\$2,000	\$2,400	\$2,000
	<b>Total Cost of Goods Sold Expense</b>		<b>\$0</b>	<b>\$10,000</b>	<b>\$13,300</b>	<b>\$10,000</b>
	<b>Total Supplies Expense</b>		<b>\$4,600</b>	<b>\$14,500</b>	<b>\$16,750</b>	<b>\$17,300</b>
50	5-305-8600.001	Vehicle-Repair	\$2,000	\$2,000	\$1,500	\$2,000
50	5-305-8600.002	Vehicle-Maintenance	\$1,000	\$1,000	\$500	\$1,000
50	5-305-8600.005	Vehicle-Fuel	\$1,000	\$1,500	\$1,400	\$1,500
	<b>Total Vehicle Expense</b>		<b>\$4,000</b>	<b>\$4,500</b>	<b>\$3,400</b>	<b>\$4,500</b>
	<b>Total Code Administration Expense</b>		<b>\$665,853</b>	<b>\$635,496</b>	<b>\$366,256</b>	<b>\$641,892</b>
	<b>Total Planning and Design Expense</b>		<b>\$141,078</b>	<b>\$138,335</b>	<b>\$89,072</b>	<b>\$0</b>

Code Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Expense</b>		<b>\$806,932</b>	<b>\$773,831</b>	<b>\$455,328</b>	<b>\$641,892</b>

## 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	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$798,342	\$1,077,284	\$929,322	\$1,234,029
<b>Total Revenues</b>	<b>\$798,342</b>	<b>\$1,077,284</b>	<b>\$929,322</b>	<b>\$1,234,029</b>
<b>Expenses</b>				
Personnel	\$618,916	\$854,905	\$758,108	\$943,128
Capital	\$18,266	\$40,772	\$19,754	\$46,821
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$22,737	\$22,113	\$21,393	\$25,718
Professional Services	\$86,812	\$93,508	\$68,645	\$154,527
Supplies and Materials	\$18,084	\$24,235	\$21,610	\$24,235
Vehicles	\$33,528	\$41,750	\$39,812	\$39,600
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0 <sup>102</sup>	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$798,342</b>	<b>\$1,077,284</b>	<b>\$929,322</b>	<b>\$1,234,029</b>

## Garage

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.

Fiscal Year 2020 Goals:

- I. **Goal:** Install a new truck lift to better service units.  
**Strategy:** Purchase a new truck lift.  
**Budgetary Factor:** Budgeted \$18,000 in the 2020-2024 CIP
- II. **Goal:** Replace the 1999 ¾ ton service truck with a new truck that has a utility bed.  
**Strategy:** Purchase a new service truck.  
**Budgetary Factor:** Budgeted \$60,000 in the 2020-2024 CIP
- III. **Goal:** Add one (1) fulltime equipment technician III  
**Strategy:** Hire one (1) fulltime qualified technician.  
**Budgetary Factor:** Availability of funds.

Performance Measurements:

Performance Measures	2015	2016	2017	2018	2019 Estimated	2020 Projected
Repair work orders completed*	822	868	800	850		
Vehicles Maintained**	101	124	129	129		
Equipment Maintained***	105	115	72	72		
Number of Vehicles and Equipment	206	239	201	201		
Work Order Hours per Year	1,895	1,989	4,069	2,000		
Vehicles Retained from Previous FY	200	203	190	190		
Average Age of Vehicles	10	10	11	11		
Average Repair Cost	\$123	\$124	\$100	\$100		
Total Miles Fleet-wide	2,375,000	2,500,000	2,375,000	2,500,000		
Total Fleet Repair Costs	\$100,752	\$107,892	\$79,240	\$85,000		
Vehicle/Mechanic Ratio	100:1	100:1	100:1	100:1		

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

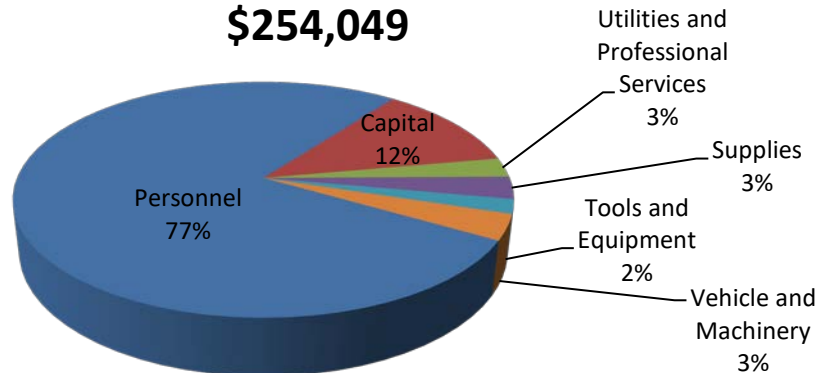
\*\* Passenger vehicles only

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

Previous Years' Goals:

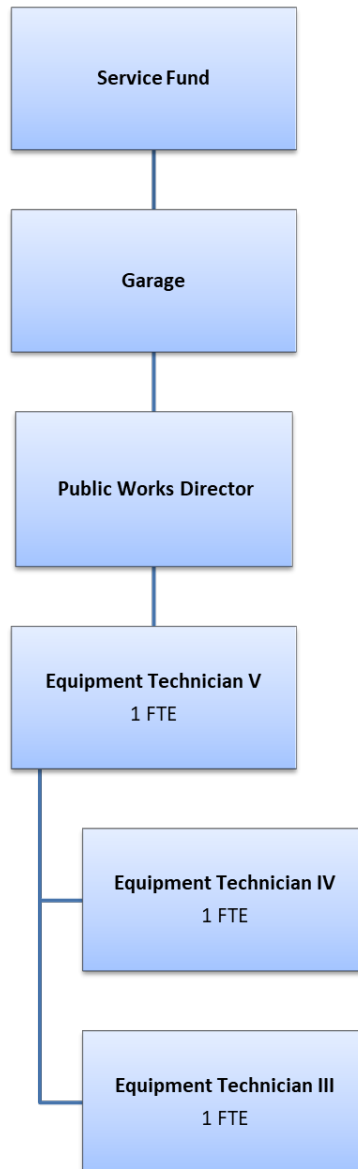
- I. **Goal:** Continue to improve fuel and asset maintenance tracking system  
**Status:** Work in progress
- II. **Goal:** Improve tracking of bulk petroleum, oils and lubricants (oil, antifreeze, and grease).

## Garage Expense by Category \$254,049



- Status: Work in progress
- III. Goal: Improve diagnostic capabilities on large and heavy truck fleet.  
Status: Work in progress
- IV. Goal: Improve fuel pumping system.  
Status: Work in progress

### Garage Organizational Chart





Service-Administration Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	4-300-3010.008	Misc-Gain/Loss-Asset	\$0	\$0	\$4,346	\$0
60	4-300-3010.012	Misc.-Purchasing Card	\$0	\$1,500	\$1,500	\$1,500
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$1,500</b>	<b>\$5,846</b>	<b>\$1,500</b>
	<b>Total Administration Revenue</b>		<b>\$0</b>	<b>\$1,500</b>	<b>\$5,846</b>	<b>\$1,500</b>

Service-Garage Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-305-1000.001	Fulltime Salary	\$111,830	\$159,052	\$145,000	\$113,604
60	5-305-1000.002	Part Time Salary	\$11,430	\$11,690	\$10,000	\$0
60	5-305-1000.005	Fulltime Overtime	\$5,485	\$5,619	\$2,500	\$5,761
	<b>Total Salaries Expense</b>		<b>\$128,745</b>	<b>\$176,361</b>	<b>\$157,500</b>	<b>\$119,364</b>
60	5-305-1005.001	Health Premium-Employee	\$15,405	\$22,908	\$20,325	\$7,896
60	5-305-1005.002	Health Premium-Family	\$17,715	\$17,715	\$17,715	\$29,478
60	5-305-1005.003	Dental Premium-Employee	\$750	\$750	\$800	\$905
60	5-305-1005.004	Dental Premium-Family	\$600	\$600	\$710	\$1,280
	<b>Total Insurance Expense</b>		<b>\$34,470</b>	<b>\$41,973</b>	<b>\$39,550</b>	<b>\$39,559</b>
60	5-305-1010.001	Life Insurance	\$190	\$255	\$230	\$190
	<b>Total Life Insurance Expense</b>		<b>\$190</b>	<b>\$255</b>	<b>\$230</b>	<b>\$190</b>
60	5-305-1015.001	Lagers-General	\$15,255	\$21,905	\$18,500	\$15,640
60	5-305-1015.004	Deferred Comp-Employer	\$1,950	\$2,600	\$1,950	\$1,950
	<b>Total Retirement Expense</b>		<b>\$17,205</b>	<b>\$24,505</b>	<b>\$20,450</b>	<b>\$17,590</b>
60	5-305-1020.001	FICA-Employer	\$7,985	\$10,935	\$9,000	\$7,405
60	5-305-1020.002	Medicare-Employer	\$1,870	\$2,560	\$2,200	\$1,735
60	5-305-1020.003	Unemployment Compensation	\$1,290	\$1,765	\$1,600	\$1,195
60	5-305-1020.004	Workman's Compensation	\$1,520	\$1,520	\$1,640	\$1,951
	<b>Total Payroll Taxes Expense</b>		<b>\$12,665</b>	<b>\$16,780</b>	<b>\$14,440</b>	<b>\$12,286</b>
60	5-305-1025.001	Employee-Uniforms	\$2,500	\$3,350	\$3,500	\$3,900
60	5-305-1025.002	Employee-Dues/Lic/Mem	\$100	\$105	\$143	\$105
60	5-305-1025.003	Employee-Books	\$400	\$400	\$0	\$100
60	5-305-1025.004	Employee-Travel/Hotel	\$1,000	\$1,000	\$1,000	\$1,000
60	5-305-1025.005	Employee-Training	\$1,800	\$2,500	\$1,200	\$1,500
	<b>Total Employee Expense</b>		<b>\$5,800</b>	<b>\$7,355</b>	<b>\$5,843</b>	<b>\$6,605</b>
	<b>Total Personnel Expense</b>		<b>\$199,075</b>	<b>\$267,229</b>	<b>\$238,013</b>	<b>\$195,594</b>
60	5-305-2010.000	Capital Exp-Building & Improvements	\$10,000	\$6,000	\$0	\$10,000
60	5-305-2020.000	Capital-Machinery & Equipment	\$23,979	\$1,034	\$3,194	\$20,102
	<b>Total Capital Expense</b>		<b>\$33,979</b>	<b>\$7,034</b>	<b>\$3,194</b>	<b>\$30,102</b>
60	5-305-5010.001	Utilities-Landline and Fiber	\$220	\$225	\$0	\$225
60	5-305-5015.001	Utilities-Cell Phones	\$720	\$1,488	\$1,488	\$1,488
	<b>Total Utilities Expense</b>		<b>\$940</b>	<b>\$1,713</b>	<b>\$1,488</b>	<b>\$1,713</b>

Service-Garage Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-305-6000.007	Prof Services-Toxicology	\$200	\$200	\$200	\$200
60	5-305-6005.008	Prof Services-MSHP Background Check	\$20	\$20	\$20	\$20
60	5-305-6000.013	Prof Services - Studies	\$0	\$675	\$675	\$0
	<b>Total General Professional Service Expense</b>		<b>\$220</b>	<b>\$895</b>	<b>\$895</b>	<b>\$220</b>
60	5-305-6005.001	Insurance-Vehicle	\$1,010	\$970	\$940	\$950
60	5-305-6005.002	Insurance-Equipment	\$135	\$135	\$130	\$135
	5-305-6005.003	Insurance-Building & Property	\$2,295	\$2,400	\$2,440	\$2,465
	<b>Total Insurance Expense</b>		<b>\$3,440</b>	<b>\$3,505</b>	<b>\$3,510</b>	<b>\$3,550</b>
60	5-305-6010.003	Advertising-Print	\$200	\$200	\$0	\$200
	<b>Total Advertising Expense</b>		<b>\$200</b>	<b>\$200</b>	<b>\$0</b>	<b>\$200</b>
60	5-305-6020.000	Software-Annual Renewal/Maintenance	\$1,155	\$1,155	\$0	\$0
60	5-305-6020.001	Software-Purchase	\$9,740	\$16,000	\$900	\$0
60	5-305-6020.002	Software-Upgrade	\$785	\$0	\$0	\$0
60	5-305-6020.003	Software-Agreement	\$0	\$0	\$0	\$1,045
	<b>Total Software Expense</b>		<b>\$11,680</b>	<b>\$17,155</b>	<b>\$900</b>	<b>\$1,045</b>
	<b>Total Professional Service Expense</b>		<b>\$15,540</b>	<b>\$21,755</b>	<b>\$5,305</b>	<b>\$5,015</b>
60	5-305-7000.001	Supplies-Operational	\$6,500	\$6,500	\$6,500	\$5,500
60	5-305-7000.002	Supplies-Computer Accessories	\$500	\$500	\$1,500	\$500
60	5-305-7000.003	Supplies-Small Office Equipment	\$0	\$575	\$0	\$575
60	5-305-7000.004	Supplies-Small Tools	\$500	\$500	\$130	\$500
60	5-305-7005.003	Supplies-Postage	\$50	\$0	\$0	\$0
60	5-305-7010.004	Supplies-Chemicals	\$600	\$600	\$0	\$600
60	5-305-7015.004	Supplies-Safety	\$0	\$100	\$0	\$100
	<b>Total General Office Supplies Expense</b>		<b>\$8,150</b>	<b>\$8,775</b>	<b>\$8,130</b>	<b>\$7,775</b>
60	5-305-8000.001	Tools-Repair	\$2,000	\$2,000	\$1,200	\$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	\$1,835	\$2,000
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$5,000</b>	<b>\$5,000</b>	<b>\$3,535</b>	<b>\$5,000</b>
60	5-305-8300.001	Equipment-Repair	\$1,000	\$5,000	\$6,000	\$2,500
60	5-305-8300.002	Equipment-Maintenance	\$500	\$1,500	\$2,000	\$1,500
60	5-305-8300.003	Equipment-Supplies	\$100	\$100	\$127	\$150
60	5-305-8300.005	Equipment-Fuel	\$1,000	\$1,000	\$300	\$500
	<b>Total Machinery and Equipment Expense</b>		<b>\$2,600</b>	<b>\$7,600</b>	<b>\$8,427</b>	<b>\$4,650</b>
60	5-305-8600.001	Vehicle-Repair	\$1,000	\$1,000	\$800	\$1,000
60	5-305-8600.002	Vehicle-Maintenance	\$1,000	\$1,000	\$1,000	\$1,000
60	5-305-8600.005	Vehicle-Fuel	\$2,000	\$2,200	\$2,200	\$2,200
	<b>Total Vehicle Expense</b>		<b>\$4,000</b>	<b>\$4,200</b>	<b>\$4,000</b>	<b>\$4,200</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$11,600</b>	<b>\$16,800</b>	<b>\$15,962</b>	<b>\$13,850</b>
	<b>Total Garage and Warehouse Expense</b>		<b>\$269,284</b>	<b>\$323,307</b>	<b>\$272,092</b>	<b>\$254,049</b>

## Purchasing and Warehouse

Purchasing provides for goods and services for all departments in the City of Lebanon to provide the City with the highest quality in the most cost effective, timely and fiscally responsible manner in compliance with applicable regulations and policies using a fair and transparent process. The warehouse provides for the receiving of freight deliveries, as well as stocking and maintaining the inventory of parts for water, sewer, electric, construction and street departments.

Fiscal Year 2020 Goals:

I. **Warehouse Goal:**

Improve inventory procedures/processes

**Strategy:** Once clean up has finalized the first quarter of the new fiscal year, a plan to implement locking down warehouse access in coordination with maintaining the ability to handle the workflow will commence. This includes an increase of a 0.5FTE to 1 FTE, implementing emergency after hours procedures, deployment of software and re-aligning access to the warehouse.

**Budgetary Factor:** Availability of funds for the increase in FTE, a one-time investment of improvements to the warehouse, and funds for the purchase of software.

II. **Purchasing Goal:** Ensure timely, effective and compliant procurement bids and contracts issued for major projects.

**Strategy:** Develop a set schedule of the amount of time it will take to complete verbal, written, and formal procurement bids after the receipt of the request by the department. And establish an efficient and accurate way to manage the status of contracts.

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

III. **Purchasing Goal:** Explore the contracting of services

**Strategy:** Review services to determine if efficiencies are gained by doing the work in-house or contracting out.

**Budgetary Factor:** Funds are one factor and will be considered based on our current cost as well as our abilities to perform the work in-house in a timely and efficient manner.

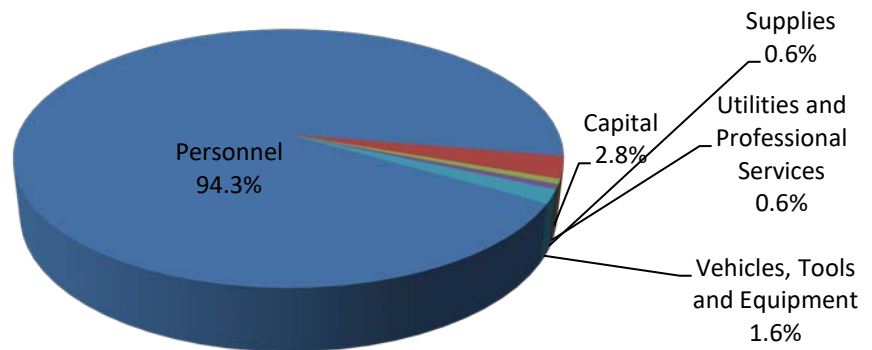
IV. **Purchasing Goal:** Partner with City Departments to achieve the efficient use of City resources.

**Strategy:** Improve processing time for contracts by implementing a standard contract review template. Also provide training on the attachment elements and requirements for all contracts.

**Budgetary Factor:** Available training funds for each department employee.

### Purchasing and Warehouse Expense by Category

**\$202,174**



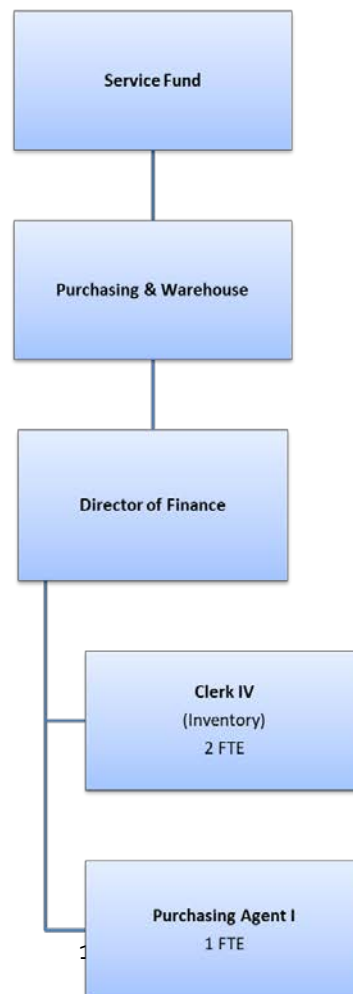
## Performance Measurements:

Performance Measures	2014	2015	2016	2017	2018
Number of Written Bids	25	18	22	25	16
Number of Formal Bids	25	24	27	31	46
Number of New Contracts	76	71	71	73	87
Rejection/Rebid % Per Year	4%	10%	4%	16%	13%

## Previous Years' Goals:

- I. Goal: Continue improving inventory procedures/processes  
Status: On-going – Working on getting the inventory module to track inventory. This has been delayed due to limited Finance Staff and the undertaking of fixed assets. We are working on ensuring counts are accurate so that we can deploy the new module when fixed assets are complete.
- II. Goal: Increase efficiency and the turnaround times of the purchasing process by adding one FTE.  
Status: Completed. Added on full-time employee dedicated to the purchasing function for the entire City.

## Purchasing and Warehouse Organizational Chart



Service-Purchsing and Warehouse Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-310-1000.001	Fulltime Salary	\$0	\$0	\$0	\$115,362
60	5-310-1000.004	On Call	\$0	\$0	\$0	\$5,377
	<b>Total Salaries Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,739</b>
60	5-310-1005.001	Health Premium-Employee	\$0	\$0	\$0	\$15,402
60	5-310-1005.002	Health Premium-Family	\$0	\$0	\$0	\$17,325
60	5-310-1005.003	Dental Premium-Employee	\$0	\$0	\$0	\$905
60	5-310-1005.004	Dental Premium-Family	\$0	\$0	\$0	\$1,280
	<b>Total Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$34,912</b>
60	5-310-1010.001	Life Insurance	\$0	\$0	\$0	\$190
	<b>Total Life Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190</b>
60	5-310-1015.001	Lagers-General	\$0	\$0	\$0	\$15,820
60	5-310-1015.004	Deferred Comp-Employer	\$0	\$0	\$0	\$1,950
	<b>Total Retirement Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,770</b>
60	5-310-1020.001	FICA-Employer	\$0	\$0	\$0	\$7,490
60	5-310-1020.002	Medicare-Employer	\$0	\$0	\$0	\$1,755
60	5-310-1020.003	Unemployment Compensation	\$0	\$0	\$0	\$1,210
60	5-310-1020.004	Workman's Compensation	\$0	\$0	\$0	\$161
	<b>Total Payroll Taxes Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,616</b>
60	5-310-1025.001	Employee-Uniforms	\$0	\$0	\$0	\$2,600
60	5-310-1025.003	Employee-Books	\$0	\$0	\$0	\$150
60	5-310-1025.004	Employee-Travel/Hotel	\$0	\$0	\$0	\$250
60	5-310-1025.005	Employee-Training	\$0	\$0	\$0	\$3,500
	<b>Total Employee Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,500</b>
	<b>Total Personnel Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$190,727</b>
60	5-310-2010.000	Capital Exp-Building & Improvements	\$0	\$0	\$0	\$5,000
60	5-310-2020.000	Capital Exp-Machinery & Equipment	\$0	\$0	\$0	\$602
	<b>Total Capital Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,602</b>
60	5-310-6000.007	Prof Services-Toxicology	\$0	\$0	\$0	\$100
60	5-310-6000.008	Prof Services-MSHP Background Checks	\$0	\$0	\$0	\$50
	<b>Total General Professional Service Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$150</b>
60	5-310-6005.002	Insurance-Equipment	\$0	\$0	\$0	\$100
	<b>Total Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100</b>
60	5-310-6020.003	Software-Agreement	\$0	\$0	\$0	\$1,045
	<b>Total Software Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,045</b>
	<b>Total Professional Service Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,295</b>
60	5-310-7000.001	Supplies-Operational	\$0	\$0	\$0	\$750
60	5-310-7000.002	Supplies-Computer Accessories		\$0	\$0	\$250
60	5-310-7000.004	Supplies-Small Tools	\$0	\$0	\$0	\$100
60	5-310-7005.003	Supplies-Postage	\$0	\$0	\$0	\$50

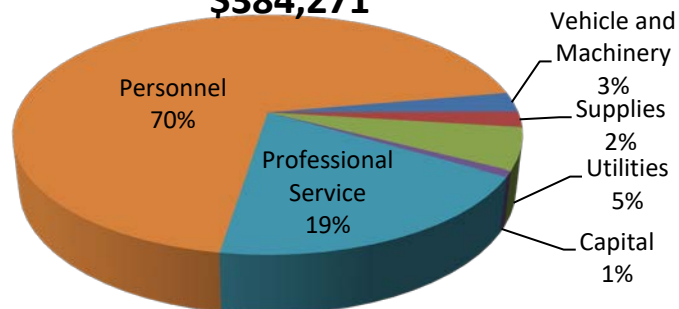
Service-Purchsing and Warehouse Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-310-7005.004	Supplies-Paper	\$0	\$0	\$0	\$100
	<b>Total General Office Supplies Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,250</b>
60	5-310-8300.001	Equipment-Repair	\$0	\$0	\$0	\$1,800
60	5-310-8300.002	Equipment-Maintenance	\$0	\$0	\$0	\$1,000
60	5-310-8300.002	Equipment-Fuel	\$0	\$0	\$0	\$500
	<b>Total Machinery and Equipment Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,300</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,300</b>
	<b>Total Purchasing and Warehouse Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$202,174</b>

# 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**  
**\$384,271**



## Fiscal Year 2018-2019 Accomplishments:

The IT Department migrated the network from a 1Gb switch environment to a 10Gb environment, enabling quicker processing times for data. To engage the Lebanon public, the IT Department integrated WorkStraight allowing public concerns to be addressed from initial point of concern to the final solution. With aging radio equipment in the Police Department, the IT Department installed a complete radio solution from the mobiles to the portables allowing full MOSWIN capabilities.

## Fiscal Year 2020 Goals:

- I. **Goal:** Expand and incorporate IT services such as WiFi, License Plate Readers (LPRs), and camera solutions throughout strategic locations in the City of Lebanon and city-owned facilities.  
**Strategy:** To expand WiFi and camera activities, solutions vary from LTE to fiber housed units. The electric department will play a critical role in the project. LPRs will continue to draw attention as safety and security concerns grow. In Fy20, the IT Department would place the fixed unit close to a school zone to enhance safety.  
**Budgetary Factor:** The Electric Department part will play a factor as their manning, planning, and scheduling will dictate our pace. The projects have been in past CIPs, but never approved to move forward. With the expansion of such devices, 2 more SCALE devices will need to be purchased to support the demand. If we migrate to additional buildings (Ag bldg.), hardware will need to be purchased to process data (switch, phones, etc.).
- II. **Goal:** Develop and manage a performance standard for core functions such as helpdesk ticket operations, network management, firewall activities, and safety/security functions (dash cameras, CAD, Firehouse, Omnigo).  
**Strategy:** Create an attainable timetable for ticket solutions with customer feedback. Manage upgraded network with more preventative activities through Intrusion Detection System logs and firewall monitoring. Train and manage officer/firefighter development as it relates to technologies within their respected departments.

**Budgetary Factor:** The cost of a true ticketing system or manipulation of the WorkStraight platform to incorporate the IT Department will determine the overall direction.

- III. **Goal:** Assist multiple departments to implement an employee suggestion program which includes review and feedback and develop an employee-based survey tool to be used at least annually to gauge employee satisfaction.

**Strategy:** Development and feedback are essential components for retention and overall job satisfaction. The IT Department will continue to leverage technologies through form creation or online tools to assist divisions/departments in achieving higher standards.

**Budgetary Factor:** The online tools may require an annual subscription, which will need to be incorporated into line item budgeting. The form creation will be used through Adobe, which divisions have been identified to purchase over the next budget year.

Performance Measurements:

	2014	2015	2016	2017	2018	2019	2020
<b>Number of Computers Added/Upgraded</b>	138	142	147	155	159	159	159
<b>Number of Software Modifications/Upgrades</b>	80	40	11	12	8	45	*50

\* indicates planned additions

	2014	2015	2016	2017	2018	2019	2020
<b>Number of Trouble Tickets</b>	378	433	448	455	742	738	**850

\* indicates on pace for amount

\*\* indicates an increase as more tech

	2014	2015	2016	2017	2018	2019	2020
<b>Network Uptime</b>	95%	98%	97%	96%	97%	98%	98.50%

\* indicates expected increase due to new switches

	2014	2015	2016	2017	2018	2019	2020
<b>Security Violations</b>	2	1	1	3	2	0	0

\*\* expect zero due to software purchase

Trouble Tickets by Department	2014	2015	2016	2017	2018	2019
Police	157	175	155	165	169	189
Fire	39	48	70	78	85	74
Human Resource	11	15	15	15	55	62
Public Works	88	98	96	93	128	138
Administration	11	7	7	7	35	31
Finance	9	15	22	20	45	48
Parks	22	27	33	25	48	42
Codes Administration	18	25	30	25	94	92
Clerk Staff	8	10	12	10	27	18
Tourism	6	5	3	5	25	16
Facilities Management	9	8	5	7	31	28
Total	378	433	448	455	742	738



	2014	2015	2016	2017	2018	2019
Desktops Maintained	100	90	85	85	67	67
Laptops Maintained	25	37	53	68	92	82
VOIP Phones	85	87	87	87	115	125
Digital Phones	12	10	10	10	8	8
Cell Accounts	22	28	32	32	32	42
MiFi or USB Data	30	38	42	45	48	48
Tablets	0	3	6	36	38	48
Servers	8	7	7	7	8	9
Switches	12	15	18	18	20	23
Routers	4	5	6	6	6	6
Networked Printers	12	15	18	20	21	24
Mobile Data Terminals	25	30	24	0	0	0
Mobile Data Tablets	0	0	6	30	30	35
Open Mesh Networks	0	1	2	4	5	7

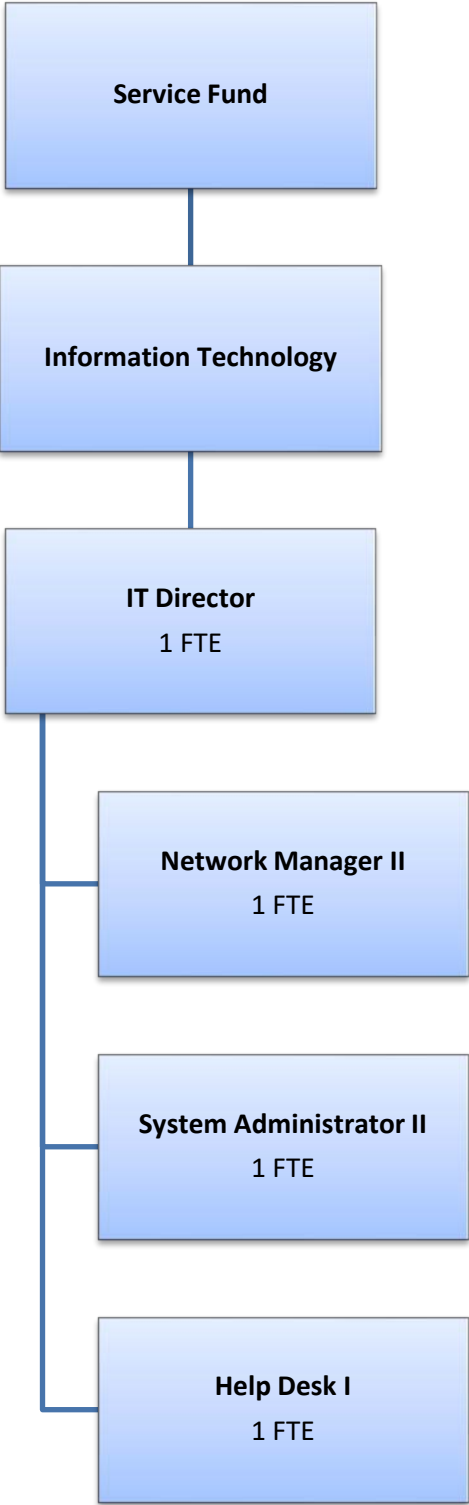
	2020
<b>WorkStraight Citizen-Engaged Tickets</b>	<b>*120</b>

\* On pace with new system

#### Previous Years' Goals:

- I. Goal: Purchase supported switches to migrate the City of Lebanon to a 10Gb ring versus 1 Gb ring. All the current switches are legacy and not supported by CISCO (about 8-10 years old).  
Status: The project was completed, and the fiber ring is actively using 10Gb.
- II. Goal: Move the City away from a .local network to lebanonmo.gov.  
Status: The move from .local to lebanonmo.org has been started and as systems are replaced the lebanonmo.org is incorporated.
- III. Goal: Extend wireless open mesh network to the downtown business district.  
Status: The wireless solution has been phased in and will continue to grow as money is available.

Information Technology Organizational Chart



Service-Information Technology Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-315-1000.001	Fulltime Salary	\$128,825	\$167,462	\$168,750	\$178,016
60	5-315-1000.002	Part Time Salary	\$16,035	\$0	\$0	\$0
60	5-315-1000.004	On Call	\$3,835	\$1,752	\$1,500	\$1,500
60	5-315-1000.005	Fulltime Overtime	\$3,225	\$1,643	\$1,600	\$1,406
	<b>Total Salaries Expense</b>		<b>\$151,920</b>	<b>\$170,857</b>	<b>\$171,850</b>	<b>\$180,922</b>
60	5-315-1005.001	Health Premium-Employee	\$15,405	\$22,518	\$22,300	\$22,518
60	5-315-1005.002	Health Premium-Family	\$10,495	\$17,325	\$17,325	\$17,325
60	5-315-1005.003	Dental Premium-Employee	\$900	\$900	\$1,200	\$1,200
	<b>Total Insurance Expense</b>		<b>\$26,800</b>	<b>\$40,743</b>	<b>\$40,825</b>	<b>\$41,043</b>
60	5-315-1010.001	Life Insurance	\$190	\$255	\$250	\$255
	<b>Total Life Insurance Expense</b>		<b>\$190</b>	<b>\$255</b>	<b>\$250</b>	<b>\$255</b>
60	5-315-1015.001	Lagers-General	\$17,670	\$22,725	\$21,000	\$23,705
60	5-315-1015.004	Deferred Comp-Employer	\$1,950	\$1,950	\$1,925	\$1,950
	<b>Total Retirement Expense</b>		<b>\$19,620</b>	<b>\$24,675</b>	<b>\$22,925</b>	<b>\$25,655</b>
60	5-315-1020.001	FICA-Employer	\$9,420	\$10,595	\$10,000	\$11,220
60	5-315-1020.002	Medicare-Employer	\$2,205	\$2,480	\$2,340	\$2,625
60	5-315-1020.003	Unemployment Compensation	\$1,520	\$1,520	\$1,700	\$1,810
60	5-315-1020.004	Workman's Compensation	\$0	\$224	\$350	\$644
	<b>Total Payroll Taxes Expense</b>		<b>\$13,145</b>	<b>\$14,819</b>	<b>\$14,390</b>	<b>\$16,299</b>
60	5-315-1025.001	Employee-Uniforms	\$600	\$0	\$425	\$0
60	5-315-1025.003	Employee-Books	\$500	\$500	\$200	\$200
60	5-315-1025.004	Employee-Travel/Hotel	\$1,000	\$1,000	\$1,000	\$1,000
60	5-315-1025.005	Employee-Training	\$5,000	\$8,500	\$8,500	\$2,500
	<b>Total Employee Expense</b>		<b>\$7,100</b>	<b>\$10,000</b>	<b>\$10,125</b>	<b>\$3,700</b>
	<b>Total Personnel Expense</b>		<b>\$218,775</b>	<b>\$261,349</b>	<b>\$260,365</b>	<b>\$267,874</b>
60	5-315-2020.000	Capital Exp-Machinery & Equipment	\$5,409	\$4,586	\$5,242	\$3,010
	<b>Total Capital Expense</b>		<b>\$5,409</b>	<b>\$4,586</b>	<b>\$5,242</b>	<b>\$3,010</b>
60	5-315-5015.001	Utilities-Cell Phones	\$950	\$3,000	\$3,205	\$3,205
60	5-315-5020.001	Utilities-Internet	\$15,600	\$12,600	\$12,600	\$16,000

Service-Information Technology Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-315-5020.002	Utilities-Internet Mobile	\$2,100	\$2,400	\$2,400	\$2,400
	<b>Total Utilities Expense</b>		<b>\$18,650</b>	<b>\$18,000</b>	<b>\$18,205</b>	<b>\$21,605</b>
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	5-315-6000.013	Prof Services - Studies	\$0	\$900	\$900	\$900
60	5-315-6000.015	Prof Services-Service Contracts	\$25,000	\$15,500	\$15,500	\$31,700
	<b>Total General Professional Service Expense</b>		<b>\$25,230</b>	<b>\$16,630</b>	<b>\$16,630</b>	<b>\$32,830</b>
60	5-315-6005.002	Insurance-Equipment	\$600	\$615	\$0	\$0
	<b>Total Insurance Expense</b>		<b>\$600</b>	<b>\$615</b>	<b>\$0</b>	<b>\$0</b>
60	5-315-6010.002	Advertising-Employee	\$0	\$0	\$1,492	\$1,492
	<b>Total Advertising Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$1,492</b>	<b>\$1,492</b>
60	5-315-6020.000	Software-Annual Renewal/Maintenance	\$46,165	\$37,900	\$37,900	\$0
60	5-315-6020.001	Software-Purchase	\$4,635	\$6,000	\$1,600	\$0
60	5-315-6020.003	Software-Agreement	\$0	\$0	\$0	\$39,100
	<b>Total Software Expense</b>		<b>\$50,800</b>	<b>\$43,900</b>	<b>\$39,500</b>	<b>\$39,100</b>
	<b>Total Professional Service Expense</b>		<b>\$76,630</b>	<b>\$61,145</b>	<b>\$57,622</b>	<b>\$73,422</b>
60	5-315-7000.001	Supplies-Operational	\$6,000	\$6,000	\$6,000	\$6,000
60	5-315-7000.004	Supplies-Small Tools	\$2,000	\$2,000	\$2,000	\$2,000
60	5-315-7005.002	Supplies-Mailing	\$250	\$250	\$100	\$100
60	5-315-7005.004	Supplies-Paper	\$0	\$10	\$10	\$10
	<b>Total General Office Supplies Expense</b>		<b>\$8,250</b>	<b>\$8,260</b>	<b>\$8,110</b>	<b>\$8,110</b>
60	5-315-8300.001	Equipment-Repair	\$5,000	\$5,000	\$5,000	\$5,000
60	5-315-8300.002	Equipment-Maintenance	\$5,000	\$5,000	\$5,000	\$5,000
	<b>Total Machinery and Equipment Expense</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
60	5-315-8600.005	Vehicle-Fuel	\$250	\$250	\$250	\$250
	<b>Total Vehicle Expense</b>		<b>\$250</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$10,250</b>	<b>\$10,250</b>	<b>\$10,250</b>	<b>\$10,250</b>
	<b>Total Information Technology Expense</b>		<b>\$337,964</b>	<b>\$363,591</b>	<b>\$359,794</b>	<b>\$384,271</b>

# Facilities Management

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

Fiscal Year 2018-2019 Accomplishments:

- Remodel of the FBO at airport
- Remodel of Dog pound

Fiscal Year 2020 Goals:

- I. **Goal:** Provide ongoing maintenance to all City of Lebanon buildings and grounds.  
**Strategy:** Develop and implement a maintenance schedule for all buildings and grounds that will ensure all properties are maintained to the highest standards. Increase the number of staff or contract out the work to keep areas neat and manicured for visitors and citizens.  
**Budgetary Factor:** Availability of funds to employ or retain quality staff.
- II. **Goal:** Develop a plan to ensure proper maintenance of City assets  
**Strategy:** Create a execute a maintenance schedule document for each asset based on the assets value  
**Budgetary Factor:** Available staff time and resources.

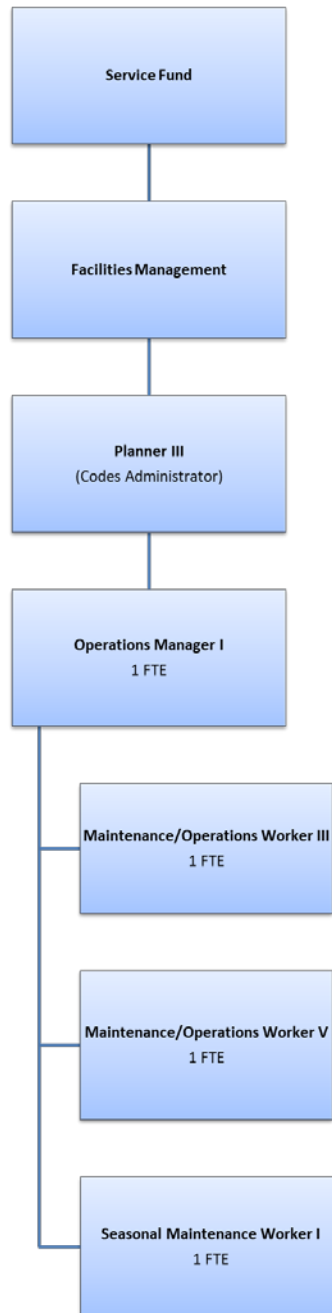
Performance Measurements:

	2014	2015	2016	2017	2018	Estimated 2019
Work Orders Completed	150	200	200	308	360	350
Acres Mowed	350	440	440	250	250	250
Christmas Decorations	110	190	130	150	200	210

Previous Years' Goals:

- I. Goal: Increase staff to provide better coverage and preventative maintenance.  
Status: On going.
- II. Goal: Stay within budget.  
Status: Complete.

## Facilities Management Organizational Chart



Service-Facilities Management Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-320-1000.001	Fulltime Salary	\$137,545	\$140,957	\$125,000	\$118,930
60	5-320-1000.002	Part Time Salary	\$33,125	\$50,674	\$28,000	\$17,488
60	5-320-1000.004	On Call	\$2,995	\$3,075	\$2,300	\$2,251
60	5-320-1000.005	Fulltime Overtime	\$0	\$0	\$250	\$2,030
	<b>Total Salaries Expense</b>		<b>\$173,665</b>	<b>\$194,705</b>	<b>\$155,550</b>	<b>\$140,699</b>
60	5-320-1005.001	Health Premium-Employee	\$7,900	\$15,402	\$12,000	\$7,506
60	5-320-1005.002	Health Premium-Family	\$28,210	\$17,715	\$25,200	\$47,193
60	5-320-1005.003	Dental Premium-Employee	\$900	\$650	\$500	\$1,200
60	5-320-1005.004	Dental Premium-Family	\$600	\$875	\$675	\$900
	<b>Total Insurance Expense</b>		<b>\$37,610</b>	<b>\$34,642</b>	<b>\$38,375</b>	<b>\$56,799</b>
60	5-320-1010.001	Life Insurance	\$255	\$190	\$165	\$255
	<b>Total Life Insurance Expense</b>		<b>\$255</b>	<b>\$190</b>	<b>\$165</b>	<b>\$255</b>
60	5-320-1015.001	Lagers-General	\$18,275	\$19,160	\$16,000	\$16,145
60	5-320-1015.004	Deferred Comp-Employer	\$2,600	\$1,950	\$1,675	\$2,600
	<b>Total Retirement Expense</b>		<b>\$20,875</b>	<b>\$21,110</b>	<b>\$17,675</b>	<b>\$18,745</b>
60	5-320-1020.001	FICA-Employer	\$10,770	\$12,075	\$7,500	\$8,725
60	5-320-1020.002	Medicare-Employer	\$2,520	\$2,825	\$1,825	\$2,045
60	5-320-1020.003	Unemployment Compensation	\$1,740	\$1,950	\$1,250	\$1,410
60	5-320-1020.004	Workman's Compensation	\$6,109	\$6,109	\$6,400	\$4,270
	<b>Total Payroll Taxes Expense</b>		<b>\$21,139</b>	<b>\$22,959</b>	<b>\$16,975</b>	<b>\$16,450</b>
60	5-320-1025.001	Employee-Uniforms	\$2,000	\$2,200	\$850	\$2,200
60	5-320-1025.002	Employee-Dues/License/Membership	\$150	\$150	\$90	\$150
60	5-320-1025.005	Employee-Training	\$150	\$100	\$50	\$100
	<b>Total Employee Expense</b>		<b>\$2,300</b>	<b>\$2,450</b>	<b>\$990</b>	<b>\$2,450</b>
	<b>Total Personnel Expense</b>		<b>\$255,844</b>	<b>\$276,056</b>	<b>\$229,730</b>	<b>\$235,398</b>
60	5-320-2020.000	Capital Exp-Machinery and Equipment	\$19,796	\$3,152	\$11,319	\$8,106
60	5-320-2025.000	Capital Exp-Vehicles	\$0	\$26,000	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$19,796</b>	<b>\$29,152</b>	<b>\$11,319</b>	<b>\$8,106</b>
60	5-320-5015.001	Utilities-Cell Phones	\$2,400	\$2,400	\$1,700	\$2,400

Service-Facilities Management Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Utilities Expense</b>		<b>\$2,400</b>	<b>\$2,400</b>	<b>\$1,700</b>	<b>\$2,400</b>
60	5-320-6000.001	Pro Services-Legal	\$1,000	\$250	\$0	\$0
60	5-320-6000.007	Prof Services-Toxicology Testing	\$500	\$400	\$300	\$400
60	5-320-6000.008	Prof Services-MSHP Background Checks	\$150	\$150	\$100	\$150
60	5-320-6000.011	Prof Services - Dues & Licenses	\$100	\$100	\$0	\$100
60	5-320-6000.015	Prof Services-Service Contract	\$250	\$200	\$200	\$65,500
60	5-320-6000.013	Prof Services - Studies	\$0	\$1,350	\$250	\$1,000
60	5-320-6000.018	Prof Services-Damage Claims	\$500	\$250	\$600	\$1,200
	<b>Total General Professional Service Expense</b>		<b>\$2,500</b>	<b>\$2,700</b>	<b>\$1,450</b>	<b>\$68,350</b>
60	5-320-6005.001	Insurance-Vehicle	\$4,105	\$3,875	\$3,613	\$3,650
60	5-320-6005.002	Insurance-Equipment	\$420	\$335	\$585	\$595
	<b>Total Insurance Expense</b>		<b>\$4,525</b>	<b>\$4,210</b>	<b>\$4,198</b>	<b>\$4,245</b>
60	5-320-6010.002	Advertising-Employee Recruitment	\$50	\$50	\$50	\$50
	<b>Total Advertising Expense</b>		<b>\$50</b>	<b>\$50</b>	<b>\$50</b>	<b>\$50</b>
60	5-320-6020.000	Software-Annual Renewal/Maintenance	\$1,130	\$2,028	\$0	\$0
60	5-320-6020.001	Software-Purchase	\$1,740	\$1,500	\$0	\$0
60	5-320-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,030
	<b>Total Software Expense</b>		<b>\$2,870</b>	<b>\$3,528</b>	<b>\$0</b>	<b>\$2,030</b>
	<b>Total Professional Service Expense</b>		<b>\$9,945</b>	<b>\$10,488</b>	<b>\$5,698</b>	<b>\$74,675</b>
60	5-320-7000.001	Supplies-Operational	\$1,200	\$500	\$200	\$500
60	5-320-7000.004	Supplies-Small Tools	\$750	\$500	\$350	\$400
	<b>Total General Office Supplies Expense</b>		<b>\$1,950</b>	<b>\$1,000</b>	<b>\$550</b>	<b>\$900</b>
60	5-320-7015.004	Supplies-Safety	\$500	\$500	\$300	\$500
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$500</b>	<b>\$500</b>	<b>\$300</b>	<b>\$500</b>
	<b>Total Supplies Expense</b>		<b>\$2,450</b>	<b>\$1,500</b>	<b>\$850</b>	<b>\$1,400</b>
60	5-320-7525.001	Materials-Infrastructure Maintenance	\$100	\$0	\$0	\$0
	<b>Total Material Expense</b>		<b>\$100</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
60	5-320-8000.002	Tools- Maintenance	\$500	\$500	\$200	\$400
60	5-320-8000.003	Tools-Supplies	\$1,000	\$1,000	\$250	\$300



Service-Facilities Management Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$1,500</b>	<b>\$1,500</b>	<b>\$450</b>	<b>\$700</b>
60	5-320-8300.001	Equipment-Repair	\$4,000	\$3,000	\$1,000	\$1,500
60	5-320-8300.002	Equipment-Maintenance	\$1,500	\$1,500	\$1,500	\$1,000
60	5-320-8300.003	Equipment-Supplies	\$2,000	\$1,700	\$1,200	\$1,000
	<b>Total Machinery and Equipment Expense</b>		<b>\$7,500</b>	<b>\$6,200</b>	<b>\$3,700</b>	<b>\$3,500</b>
60	5-320-8600.001	Vehicle-Repair	\$1,000	\$1,000	\$500	\$1,000
60	5-320-8600.002	Vehicle-Maintenance	\$500	\$500	\$250	\$500
60	5-320-8600.004	Vehicle-Equipment	\$500	\$500	\$1,700	\$1,500
60	5-320-8600.005	Vehicle-Fuel	\$5,000	\$5,000	\$7,000	\$5,000
	<b>Total Vehicle Expense</b>		<b>\$7,000</b>	<b>\$7,000</b>	<b>\$9,450</b>	<b>\$8,000</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$16,000</b>	<b>\$14,700</b>	<b>\$13,600</b>	<b>\$12,200</b>
	<b>Total Facilities Management Expense</b>		<b>\$306,534</b>	<b>\$334,296</b>	<b>\$262,897</b>	<b>\$334,180</b>

## Janitorial Services

This program was established to ensure a sanitary working environment.

Fiscal Year 2018-2019

Accomplishments:

While providing quality services, Janitorial Services was able to stay within the budgeted amount and still maintain minimal quantiles of chemicals used to clean the buildings.

Fiscal Year 2020 Goals:

- I. **Goal:** Provide quality services while staying within budgeted amount.  
**Strategy:** Maintain each building's chemical usage to a minimum quantity while still providing quality results.  
**Budgetary Factor:** None.
- II. **Goal:** Continue to provide maintenance of the floors and fixtures.  
**Strategy:** Ensure the floors are buffed on a regular basis.  
**Budgetary Factor:** None.

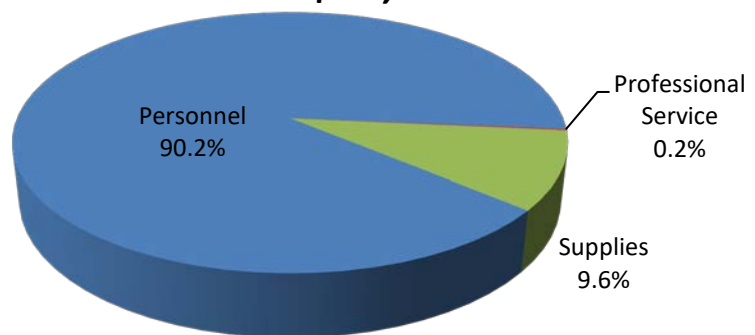
Performance Measures:

	2014	2015	2016	2017	2018	Estimated 2019
Cleanliness Quality	70%	70%	75%	80%	80%	90%
Customer Satisfaction	85%	85%	85%	90%	90%	90%
Financial Metrics	85%	85%	90%	90%	90%	90%

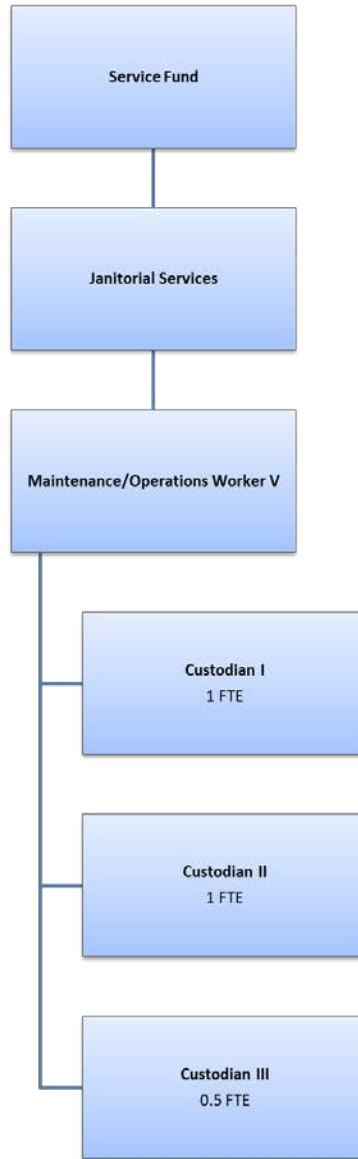
Previous Years' Goals:

- I. To maintain areas to the quality supervisor requires.  
Status: Complete:
- II. Maintain cleanliness of city buildings.  
Status: Ongoing.

### Janitorial Service Expense by Category \$59,355



## Janitorial Service Organizational Chart



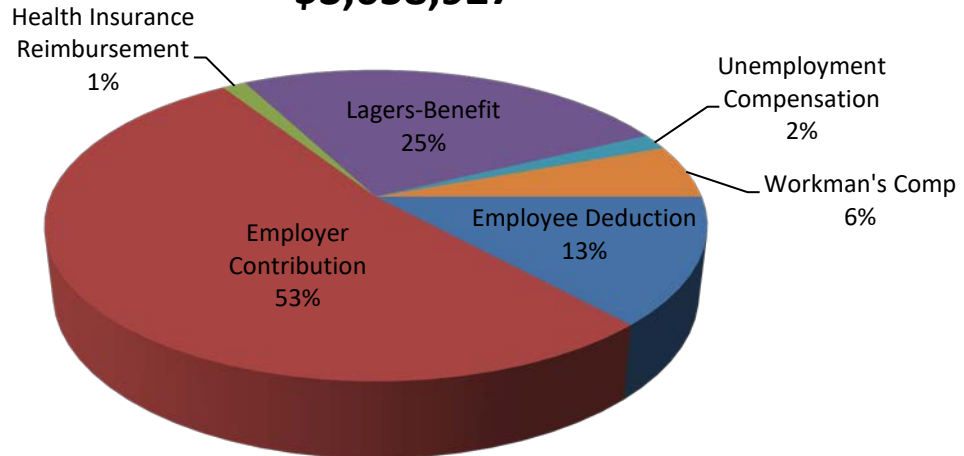
Service-Janitorial Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
60	5-325-1000.002	Part Time Salary	\$44,745	\$45,805	\$27,000	\$48,805
60	5-325-1000.006	Part Time Overtime	\$0	\$0	\$200	\$0
	<b>Total Salaries Expense</b>		<b>\$44,745</b>	<b>\$45,805</b>	<b>\$27,200</b>	<b>\$48,805</b>
60	5-325-1020.001	FICA-Employer	\$2,775	\$2,840	\$1,650	\$3,030
60	5-325-1020.002	Medicare-Employer	\$650	\$665	\$385	\$710
60	5-325-1020.003	Unemployment Compensation	\$450	\$460	\$265	\$490
	<b>Total Payroll Taxes Expense</b>		<b>\$3,875</b>	<b>\$3,965</b>	<b>\$2,300</b>	<b>\$4,230</b>
60	5-325-1025.001	Employee-Uniforms	\$500	\$500	\$500	\$500
	<b>Total Employee Expense</b>		<b>\$500</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
	<b>Total Personnel Expense</b>		<b>\$49,120</b>	<b>\$50,270</b>	<b>\$30,000</b>	<b>\$53,535</b>
60	5-325-6000.007	Prof Services-Toxicology Testing	\$50	\$70	\$20	\$70
60	5-325-6000.008	Prof Services-MSHP Background Checks	\$50	\$50	\$0	\$50
	<b>Total General Professional Service Expense</b>		<b>\$100</b>	<b>\$120</b>	<b>\$20</b>	<b>\$120</b>
60	5-325-7010.001	Supplies-Janitorial	\$1,500	\$1,000	\$300	\$1,000
60	5-325-7010.002	Supplies-Cleaning and Sanitation	\$4,000	\$4,500	\$4,200	\$4,500
	<b>Total General Office Supplies Expense</b>		<b>\$5,500</b>	<b>\$5,500</b>	<b>\$4,500</b>	<b>\$5,500</b>
60	5-325-7015.003	Supplies-First Aid	\$100	\$100	\$0	\$100
60	5-325-7015.004	Supplies-Safety	\$100	\$100	\$20	\$100
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$200</b>	<b>\$200</b>	<b>\$20</b>	<b>\$200</b>
	<b>Total Supplies Expense</b>		<b>\$5,700</b>	<b>\$5,700</b>	<b>\$4,520</b>	<b>\$5,700</b>
	<b>Total Janitorial Service Expense</b>		<b>\$54,920</b>	<b>\$56,090</b>	<b>\$34,540</b>	<b>\$59,355</b>
	<b>Total Internal Service Fund Expenses</b>		<b>\$968,702</b>	<b>\$1,077,284</b>	<b>\$929,322</b>	<b>\$1,234,029</b>

## Benefits

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

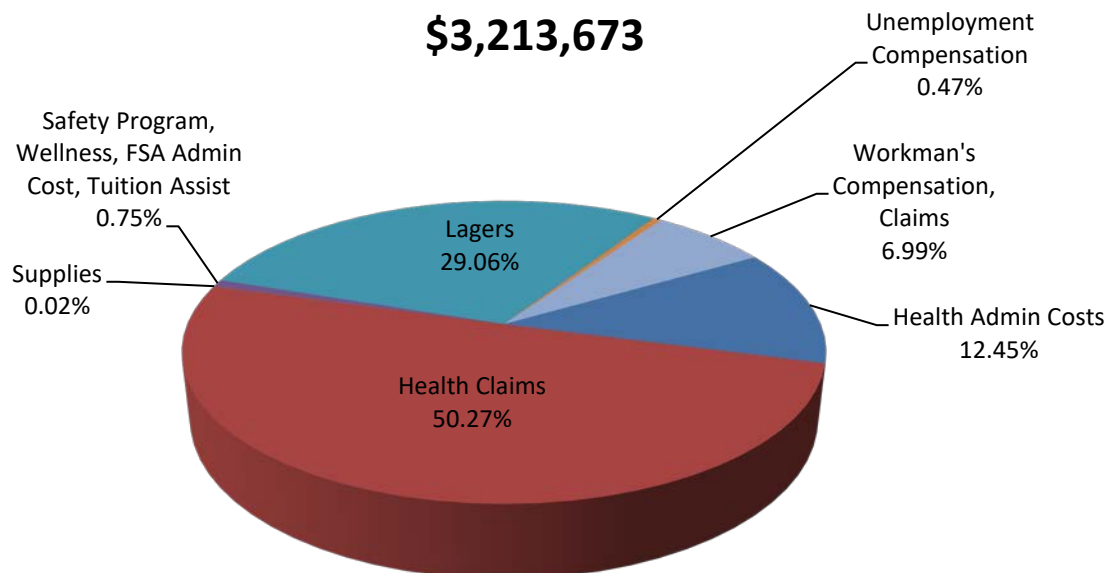
### Benefits Funds Available by Category

**\$3,658,927**



### Benefits Expense by Category

**\$3,213,673**



#### Fiscal Year 2018-2019 Accomplishments:

Implemented the Meritain Pre-Certification Model effective 1/1/2019. This precertification model is proven to drive down utilization costs by eliminating unnecessary services or that are of value in early identification of Case Management needs.

#### Fiscal Year 2020 Goals:

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

**Strategy:**

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

**Budgetary Factor:** None.

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

**Strategy:**

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

**Budgetary Factor:** Availability of funding.

#### Performance Measurements:

	9/19/2013	9/19/2014	7/01/2015	7/01/2016	7/01/2017	7/01/2018
Worker's Compensation (by policy year)	9/10/2014	7/01/2015	7/01/2016	7/01/2017	7/01/2018	7/01/2019
Number of Claims	34	20	27	39	50	14
Total Claims	\$67,081	\$47,937	\$62,669	\$181,155	\$99,530	\$50

	7/01/2013	7/01/2014	7/01/2015	7/01/2016	7/01/2017	7/01/2018
Health Insurance (by policy year)	6/30/2014	6/30/2015	6/30/2016	6/30/2017	6/30/2018	6/30/2019
Total Claims	\$1,260,875	\$1,085,441	\$1,425,554	\$1,640,611	\$1,375,187	\$578,906
Specific Deductible	\$70,000	\$70,000	\$70,000*	\$70,000*	\$70,000	\$70,000
Number of Enrollees 50% of Specific	7	2	5	7	5	2

Previous Years' Goals:

- I. Goal: The Employee Wellness Program will strive to increase the well-being and productivity of all employees by enhancing all aspects of health.  
Status: Deferred. The primary focus continues to be on plan design, maintaining affordable premiums, and ensuring an adequate fund balance.
- II. Goal: Maintain financial stability of the City's partially self-funded health insurance fund.  
Status: Ongoing. City staff continues to monitor overall plan performance on a regular basis. Efforts to increase Case Management is currently on-going with staff working to get updated contact information from all participants.

Benefits Fund Revenue and Expense by Category

Benefits Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
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	\$3,239,204	\$3,438,840	\$3,406,087	\$3,658,927
Other	\$0	\$0	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$3,239,204</b>	<b>\$3,438,840</b>	<b>\$3,406,087</b>	<b>\$3,658,927</b>
<b>Expenses</b>				
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	\$2,681,703	\$3,118,092	\$2,550,304	\$3,213,673
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$2,681,703</b>	<b>\$3,118,092</b>	<b>\$2,550,304</b>	<b>\$3,213,673</b>

Benefits-Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
70	4-400-9500.001	Health-Health Deductions	\$368,987	\$413,932	\$410,000	\$482,719
70	4-400-9500.002	Health-Employee Benefits	\$1,592,706	\$1,771,701	\$1,700,000	\$1,927,770
70	4-400-9500.003	Health-Health Insurance Reimb.	\$150,000	\$100,000	\$262,000	\$50,000
	<b>Total Health Revenue</b>		<b>\$2,111,693</b>	<b>\$2,285,633</b>	<b>\$2,372,000</b>	<b>\$2,460,489</b>
70	4-400-9505.001	Retirement-LAGERS	\$864,674	\$920,048	\$797,675	\$933,764
	<b>Total Retirement Revenue</b>		<b>\$864,674</b>	<b>\$920,048</b>	<b>\$797,675</b>	<b>\$933,764</b>
70	4-400-9510.001	Work Comp-Unemployment Comp.	\$74,150	\$60,000	\$65,000	\$60,000
70	4-400-9510.002	Work Comp-Workmans Comp.	\$173,158	\$173,160	\$171,412	\$204,675
	<b>Total Work Comp Revenue</b>		<b>\$247,308</b>	<b>\$233,160</b>	<b>\$236,412</b>	<b>\$264,675</b>
	<b>Total Benefits Revenues</b>		<b>\$3,223,675</b>	<b>\$3,438,840</b>	<b>\$3,406,087</b>	<b>\$3,658,927</b>

Benefits-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
70	5-400-7000.001	Supplies-Operational	\$1,000	\$1,000	\$1,000	\$500
	<b>Total General Office Supplies Expense</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$500</b>
70	5-400-9500.001	Health-Health Admin	\$331,000	\$357,150	\$385,000	\$400,000
70	5-400-9500.003	Health-Employee Claims	\$1,619,311	\$1,615,534	\$1,150,000	\$1,615,534
70	5-400-9500.004	Health-FSA Admin Cost	\$1,200	\$1,200	\$1,200	\$1,200
	<b>Total Health Expense</b>		<b>\$1,951,511</b>	<b>\$1,973,884</b>	<b>\$1,536,200</b>	<b>\$2,016,734</b>
70	5-400-9505.001	Retirement-LAGERS	\$864,674	\$920,048	\$797,675	\$933,764
	<b>Total Retirement Expense</b>		<b>\$864,674</b>	<b>\$920,048</b>	<b>\$797,675</b>	<b>\$933,764</b>
70	5-400-9510.001	Work Comp-Unemploy. Comp.	\$15,000	\$15,000	\$12,720	\$15,000
70	5-400-9510.002	Work Comp-Workmans Comp.	\$173,158	\$173,160	\$171,412	\$204,675
70	5-400-9510.003	Work Comp-Workmans Comp. Claims	\$9,000	\$12,000	\$19,191	\$20,000
	<b>Total Work Comp Expense</b>		<b>\$197,158</b>	<b>\$200,160</b>	<b>\$203,323</b>	<b>\$239,675</b>
70	5-400-9515.001	Emp Relations-Tuition	\$10,000	\$7,000	\$2,606	\$7,000
70	5-400-9515.002	Emp Relations-Safety	\$7,000	\$8,000	\$5,500	\$8,000
70	5-400-9515.003	Emp Relations-Wellness	\$7,000	\$8,000	\$4,000	\$8,000
	<b>Total Employee Relations Expense</b>		<b>\$24,000</b>	<b>\$23,000</b>	<b>\$12,106</b>	<b>\$23,000</b>

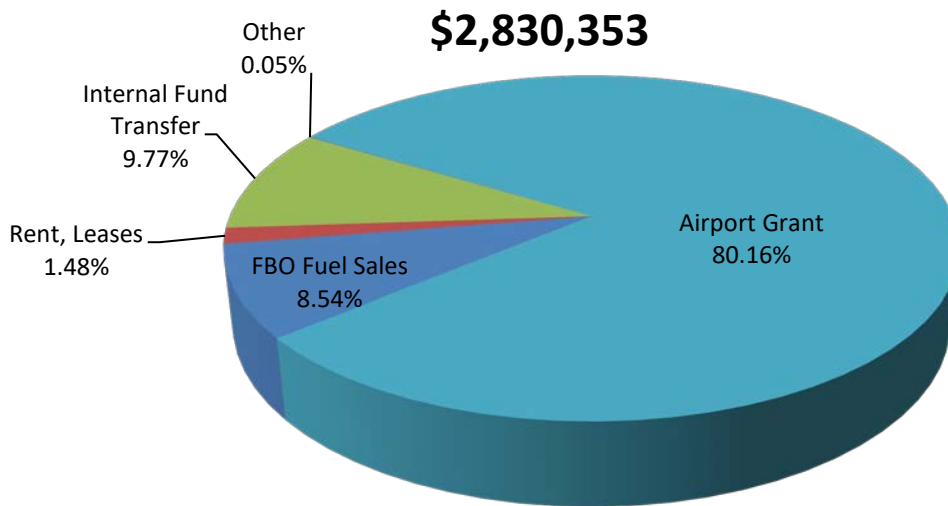


Benefits-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Benefits Expenses</b>		<b>\$3,038,343</b>	<b>\$3,118,092</b>	<b>\$2,550,304</b>	<b>\$3,213,673</b>

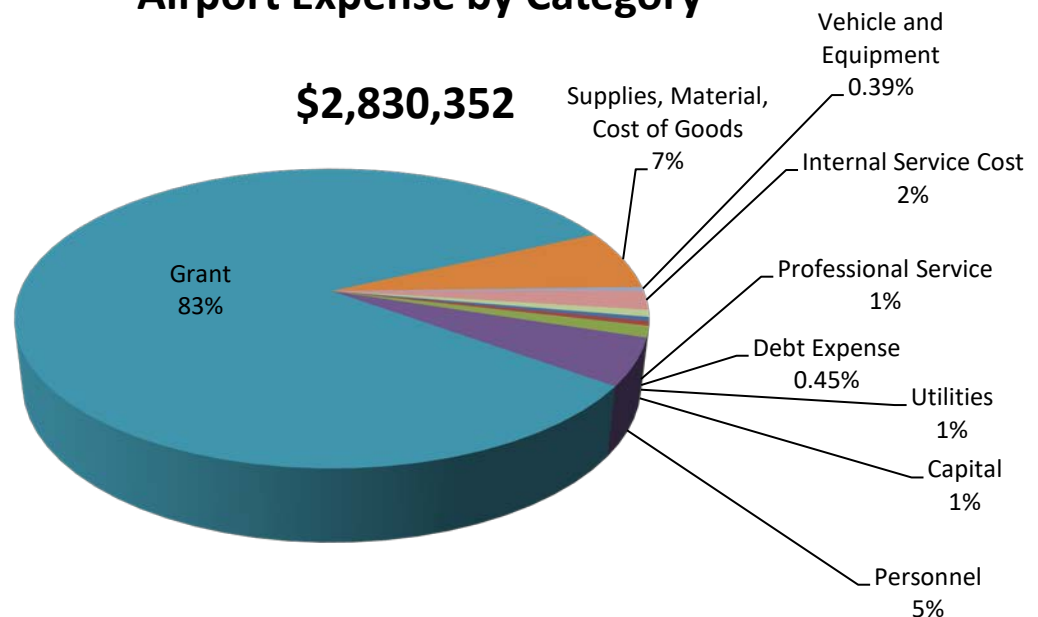
## Airport Fund

The Airport Fund is responsible for the maintenance, operation, and development of the Floyd W. Jones, Lebanon Airport. Expenditures from this fund provide materials, labor, and services that allow for staff to maintain the airport and ensure the safety of its patrons and users. Expenditures include the maintenance of and improvements to landside and airside pavement surfaces, hangars, navigational aids, and fueling facilities. Revenue sources include hangar and ground leases; aviation fuel sales; and state and federal grants. The Airport Advisory Board is a group of citizens and City Council members that oversees staff and helps communicate the airport's current and future needs to city administration and City Council.

### Airport Revenue by Category



### Airport Expense by Category



#### Fiscal Year 2018-2019 Accomplishments:

During the FY2018 and FY2019 the old FBO building was remodeled to allow the OTC flight school to provide accredited aviation classes to the public.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Remove 100LL fuel pumps and replace with self-serve pumps.  
**Strategy:** Purchase and install new self-serve pumps.  
**Budget Factor:** Cost of new pumps.
- II. **Goal:** Provide improvements to the runway through mill and overlay work.  
**Strategy:** Apply and receive funds from MoDOT to cover 90% of the cost to improve the runway. Contract with a vendor to perform the mill and overlay work.  
**Budgetary Factor:** The City is required to cover 10% of the cost that MoDOT does not provide.
- III. **Goal:** Promote the Floyd W. Jones Airport as an asset to the community.  
**Strategy:** Update the airport website to provide information on services offered through the airport while also advertising community-wide events that are held at the airport, including the new OTC Lebanon aviation program.  
**Budgetary Factor:** Availability of funds to advertise services and events held at the airport.

#### Performance Measures:

	2016	2017	2018	2019	Estimated 2020
Jet Fuel Sales	37,000 gallons	41,000 gallons	33,000 gallons		
100LL Sales	16,000 gallons	14,000 gallons	14,000 gallons		
Hangar occupancy rates	90%	95%	100%		
Customer service rating	85%	90%	95%		

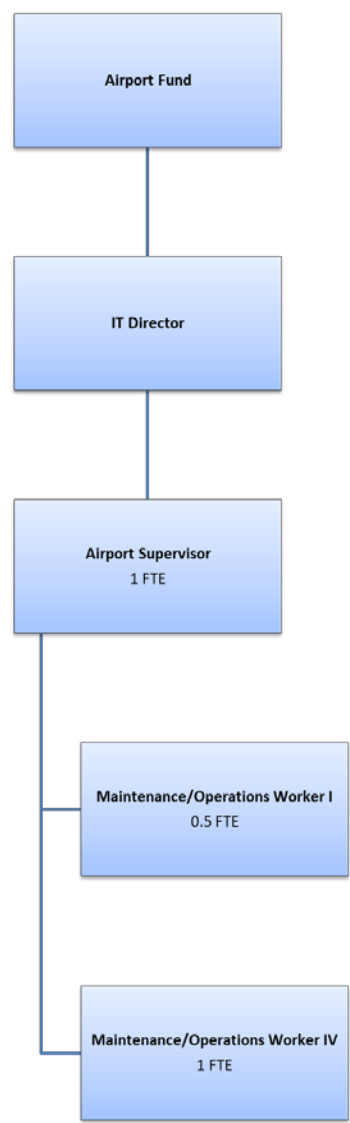
#### Previous Years' Goals:

- I. I Goal: Work towards a more favorable fund balance by increasing revenues.  
Status: On going.
- II. Goal. Address the declining PCI of Runway18/36.  
Status: The scheduled overlay project will eliminate the problem.

I. Airport Fund Revenue and Expense by Category

Airport Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTS	\$0	\$0	\$0	\$0
Intergovernmental	\$55,435	\$535,517	\$160,200	\$2,268,899
Service Charges	\$235,235	\$271,700	\$242,274	\$241,600
Rentals	\$34,700	\$42,570	\$42,000	\$42,000
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$2,866	\$10,315	\$1,480	\$1,350
Internal Service Revenue	\$390,648	\$350,181	\$308,442	\$276,504
<b>Total Revenues</b>	<b>\$718,883</b>	<b>\$1,210,283</b>	<b>\$754,396</b>	<b>\$2,830,353</b>
<b>Expenses</b>				
Personnel	\$165,514	\$175,365	\$158,977	\$143,434
Capital	\$11,768	\$184,034	\$146,779	\$34,804
Debt	\$12,750	\$12,750	\$12,750	\$12,750
Grants	\$0	\$581,700	\$176,000	\$2,352,399
Utilities	\$12,771	\$12,950	\$11,725	\$13,150
Professional Services	\$19,323	\$27,555	\$22,628	\$21,080
Supplies and Materials	\$168,857	\$199,120	\$182,132	\$182,870
Vehicles	\$9,279	\$10,250	\$8,405	\$11,050
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$7,114	\$6,559	\$35,000	\$58,816
<b>Total Expenses</b>	<b>\$407,377</b>	<b>\$1,210,283</b>	<b>\$754,396</b>	<b>\$2,830,352</b>

Airport Organizational Chart



Airport-Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
73	4-100-2005.002	Grant-Capital	\$158,400	\$535,517	\$160,200	\$2,268,899
	<b>Total Grant Revenue</b>		<b>\$158,400</b>	<b>\$535,517</b>	<b>\$160,200</b>	<b>\$2,268,899</b>
73	4-100-3000.009	FBO Fuel Sales	\$220,000	\$0	\$974	\$0
73	4-100-3000.022	Lubricant Sales	\$1,250	\$2,800	\$1,200	\$1,500
73	4-100-3000.026	Merchandise Sales	\$0	\$450	\$100	\$100
73	4-100-3000.027	Jet Fuel Sales	\$0	\$167,400	\$150,000	\$150,000
73	4-100-3000.028	100LL Fuel Sales	\$0	\$101,050	\$90,000	\$90,000
	<b>Total Service Charges and Fees Revenue</b>		<b>\$221,250</b>	<b>\$271,700</b>	<b>\$242,274</b>	<b>\$241,600</b>
73	4-100-3005.001	Rental-Buildings	\$41,470	\$42,570	\$42,000	\$42,000
	<b>Total Rental Revenue</b>		<b>\$41,470</b>	<b>\$42,570</b>	<b>\$42,000</b>	<b>\$42,000</b>
	<b>Total Service Charges, Fees, &amp; Rental Revenue</b>		<b>\$262,720</b>	<b>\$314,270</b>	<b>\$284,274</b>	<b>\$283,600</b>
73	4-100-3010.002	Misc.-Donations	\$0	\$5,000	\$0	\$0
73	4-100-3010.006	Misc.-Miscellaneous	\$250	\$250	\$130	\$200
73	4-100-3010.008	Misc.-Gain/Loss Asset Disposal	\$0	\$5,000	\$1,200	\$1,000
73	4-100-3010.012	Misc.-Purchasing Card	\$0	\$65	\$150	\$150
	<b>Total Miscellaneous Revenue</b>		<b>\$250</b>	<b>\$10,315</b>	<b>\$1,480</b>	<b>\$1,350</b>
73	4-100-9999.001	Interfund Transfer	\$30,000	\$350,181	\$308,442	\$276,504
	<b>Total Airport Revenues</b>		<b>\$451,370</b>	<b>\$1,210,283</b>	<b>\$754,396</b>	<b>\$2,830,353</b>

Airport-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
73	5-100-1000.001	Fulltime Salary	\$92,360	\$94,758	\$86,982	\$72,153
73	5-100-1000.002	Part Time Salary	\$16,050	\$16,366	\$16,000	\$11,865
73	5-100-1000.004	On Call	\$6,715	\$2,264	\$4,000	\$2,349
	<b>Total Salaries Expense</b>		<b>\$115,125</b>	<b>\$113,388</b>	<b>\$106,982</b>	<b>\$86,368</b>
73	5-100-1005.001	Health Premium-Employee	\$12,010	\$15,012	\$10,000	\$0
73	5-100-1005.002	Health Premium-Family	\$11,765	\$11,763	\$16,000	\$29,088
73	5-100-1005.003	Dental Premium-Employee	\$325	\$772	\$700	\$600

Airport-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
73	5-100-1005.004	Dental Premium-Family	\$600	\$0	\$300	\$600
	<b>Total Insurance Expense</b>		<b>\$24,700</b>	<b>\$27,547</b>	<b>\$27,000</b>	<b>\$30,288</b>
73	5-100-1010.001	Life Insurance	\$180	\$180	\$180	\$190
	<b>Total Life Insurance Expense</b>		<b>\$180</b>	<b>\$180</b>	<b>\$180</b>	<b>\$190</b>
73	5-100-1015.001	Lagers-General	\$12,880	\$12,905	\$10,100	\$9,760
73	5-100-1015.004	Deferred Comp-Employer	\$1,820	\$650	\$450	\$650
	<b>Total Retirement Expense</b>		<b>\$14,700</b>	<b>\$13,555</b>	<b>\$10,550</b>	<b>\$10,410</b>
73	5-100-1020.001	FICA-Employer	\$7,140	\$7,035	\$6,000	\$5,355
73	5-100-1020.002	Medicare-Employer	\$1,670	\$1,645	\$1,315	\$1,255
73	5-100-1020.003	Unemployment Compensation	\$1,155	\$1,135	\$975	\$865
73	5-100-1020.004	Workman's Compensation	\$4,505	\$4,505	\$4,475	\$7,253
	<b>Total Payroll Taxes Expense</b>		<b>\$14,470</b>	<b>\$14,320</b>	<b>\$12,765</b>	<b>\$14,728</b>
73	5-100-1025.001	Employee-Uniforms	\$500	\$250	\$400	\$250
73	5-100-1025.002	Empolyee-Dues/Lic/Mem	\$0	\$375	\$100	\$200
73	5-100-1025.004	Employee-Travel/Hotel	\$750	\$5,000	\$1,000	\$1,000
73	5-100-1025.005	Employee-Training	\$300	\$750	\$0	\$0
73	5-100-1025.008	Employee-Hazmat Physicals	\$100	\$0	\$0	\$0
	<b>Total Employee Expense</b>		<b>\$1,650</b>	<b>\$6,375</b>	<b>\$1,500</b>	<b>\$1,450</b>
	<b>Total Personnel Expense</b>		<b>\$170,825</b>	<b>\$175,365</b>	<b>\$158,977</b>	<b>\$143,434</b>
73	5-100-2010.000	Capital Exp-Building & Improvements	\$75,000	\$63,000	\$145,750	\$33,600
73	5-100-2020.000	Capital Exp - Machinery & Equip	\$2,162	\$121,034	\$1,029	\$1,204
	<b>Total Capital Expense</b>		<b>\$77,162</b>	<b>\$184,034</b>	<b>\$146,779</b>	<b>\$34,804</b>
73	5-100-3025.000	Debt-Internal Obligation	\$12,750	\$12,750	\$12,750	\$12,750
	<b>Total Debt Expense</b>		<b>\$12,750</b>	<b>\$12,750</b>	<b>\$12,750</b>	<b>\$12,750</b>
73	5-100-4005.002	Grants-Capital Improvement	\$176,000	\$581,700	\$176,000	\$2,352,399
	<b>Total Grant Expense</b>		<b>\$176,000</b>	<b>\$581,700</b>	<b>\$176,000</b>	<b>\$2,352,399</b>
73	5-100-5000.001	Utilities-Electric	\$7,500	\$7,000	\$7,500	\$8,000
73	5-100-5000.002	Utilities-Water	\$200	\$100	\$50	\$100
73	5-100-5000.003	Utilities-Sewer	\$250	\$150	\$75	\$150

Airport-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
73	5-100-5005.002	Utilities - Natural Gas	\$500	\$350	\$450	\$500
73	5-100-5010.001	Utilities-Landline and Fiber	\$3,250	\$3,500	\$2,500	\$2,800
73	5-100-5015.001	Utilities-Cell Phones	\$1,000	\$1,250	\$600	\$1,000
73	5-100-5025.001	Utilities-Solid Waste	\$550	\$600	\$550	\$600
	<b>Total Utilities Expense</b>		<b>\$13,250</b>	<b>\$12,950</b>	<b>\$11,725</b>	<b>\$13,150</b>
73	5-100-6000.003	Prof Services-Surveying	\$0	\$0	\$1,000	\$1,000
73	5-100-6000.007	Prof Services-Toxicology Testing	\$100	\$100	\$100	\$100
73	5-100-6000.008	Prof Services-MSHP Background Check	\$100	\$100	\$25	\$50
73	5-100-6000.011	Prof Services-Dues & Fees	\$325	\$0	\$200	\$200
73	5-100-6000.013	Prof Services - Studies	\$0	\$900	\$150	\$200
73	5-100-6000.014	Prof Services-Event & Functions	\$5,000	\$5,000	\$0	\$1,000
73	5-100-6000.015	Prof Services-Service Contracts	\$4,500	\$3,500	\$3,200	\$0
73	5-100-6000.018	Prof Services-Damage Claims	\$1,000	\$1,000	\$0	\$500
73	5-100-6000.019	Prof Services-Credit Card Fees	\$5,000	\$5,000	\$5,000	\$5,000
	<b>Total General Professional Service Expense</b>		<b>\$16,025</b>	<b>\$15,600</b>	<b>\$9,675</b>	<b>\$8,050</b>
73	5-100-6005.001	Insurance-Vehicle	\$2,605	\$2,775	\$2,883	\$2,915
73	5-100-6005.002	Insurance-Equipment	\$535	\$555	\$545	\$555
73	5-100-6005.003	Insurance-Building & Property	\$1,530	\$1,590	\$1,550	\$1,570
73	5-100-6005.006	Insurance-Terrorism	\$380	\$0	\$0	\$0
73	5-100-6005.007	Insurance-City Government	\$3,760	\$4,100	\$4,015	\$4,060
	<b>Total Insurance Expense</b>		<b>\$8,810</b>	<b>\$9,020</b>	<b>\$8,993</b>	<b>\$9,100</b>
73	5-100-6010.001	Advertising-Public Notices	\$0	\$0	\$0	\$75
73	5-100-6010.002	Advertising-Employee Recruitment	\$0	\$0	\$25	\$50
73	5-100-6010.003	Advertising-Print	\$350	\$0	\$1,500	\$1,500
73	5-100-6010.004	Advertising-Internet	\$50	\$100	\$250	\$250
73	5-100-6010.006	Advertising-Radio	\$350	\$750	\$100	\$100
	<b>Total Advertising Expense</b>		<b>\$750</b>	<b>\$850</b>	<b>\$1,875</b>	<b>\$1,900</b>
73	5-100-6020.000	Software-Annual Renewal/Maintenance	\$1,185	\$2,085	\$0	\$0



Airport-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
73	5-100-6020.001	Software-Purchase	\$1,740	\$0	\$2,085	\$0
73	5-100-6020.003	Software-Agreement	\$0	\$0	\$0	\$2,030
	<b>Total Software Expense</b>		<b>\$2,925</b>	<b>\$2,085</b>	<b>\$2,085</b>	<b>\$2,030</b>
	<b>Total Professional Service Expense</b>		<b>\$28,510</b>	<b>\$27,555</b>	<b>\$22,628</b>	<b>\$21,080</b>
73	5-100-7000.001	Supplies-Operational	\$1,000	\$2,500	\$1,000	\$2,000
73	5-100-7000.003	Supplies-Desk Accessories Office Equipment	\$500	\$500	\$500	\$500
73	5-100-7000.004	Supplies-Small Tool	\$500	\$250	\$300	\$300
73	5-100-7005.001	Supplies-Printing	\$250	\$150	\$50	\$150
73	5-100-7005.003	Supplies-Postage	\$50	\$20	\$12	\$20
73	5-100-7005.004	Supplies-Paper	\$100	\$100	\$20	\$100
73	5-100-7010.02	Supplies-Cleaning & Sanitation	\$550	\$500	\$300	\$400
73	5-100-7010.003	Supplies-Breakroom	\$1,500	\$1,200	\$1,000	\$1,200
	<b>Total Supplies Expense</b>		<b>\$4,450</b>	<b>\$5,220</b>	<b>\$3,182</b>	<b>\$4,670</b>
73	5-100-7500.001	Materials-Asphalt	\$250	\$0	\$0	\$0
73	5-100-7500.003	Materials-Concrete	\$500	\$0	\$0	\$0
73	5-100-7500.004	Materials-Landscaping	\$250	\$250	\$350	\$250
73	5-100-7510.001	Materials-Paint	\$100	\$1,000	\$1,000	\$250
73	5-100-7510.004	Materials-Hardware	\$150	\$500	\$200	\$300
73	5-100-7525.001	Materials-Infrastructure	\$1,500	\$1,000	\$1,000	\$1,000
73	5-100-7999.001	Cost of Goods Sold	\$145,000	\$0	\$0	\$0
73	5-100-7999.002	Cost of Goods Sold-Jet Fuel Sales	\$0	\$112,000	\$110,000	\$110,000
73	5-100-7999.003	Cost of Goods Sold-100LL Fuel Sales	\$0	\$76,750	\$65,000	\$65,000
73	5-100-7999.004	Cost of Goods Sold-Lubricants Sales	\$0	\$2,100	\$1,300	\$1,300
73	5-100-7999.005	Cost of Goods Sold-Merchandise Sales	\$0	\$300	\$100	\$100
	<b>Total Material Expense</b>		<b>\$147,750</b>	<b>\$193,900</b>	<b>\$178,950</b>	<b>\$178,200</b>
73	5-100-8300.001	Equipment-Repair	\$5,000	\$5,000	\$4,000	\$5,000
73	5-100-8300.002	Equipment-Maintenance	\$1,500	\$1,500	\$750	\$1,300
73	5-100-8300.006	Equipment-Rental	\$0	\$0	\$255	\$250

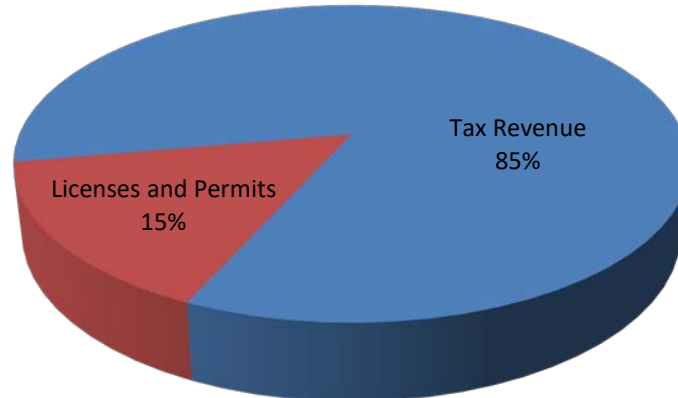
Airport-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Machinery and Equipment Expense</b>		<b>\$6,500</b>	<b>\$6,500</b>	<b>\$5,005</b>	<b>\$6,550</b>
73	5-100-8600.001	Vehicle-Repair	\$1,500	\$1,000	\$500	\$1,000
73	5-100-8600.002	Vehicle-Maintenance	\$1,000	\$2,000	\$1,500	\$2,000
73	5-100-8600.005	Vehicle-Fuel	\$750	\$750	\$1,400	\$1,500
	<b>Total Vehicle Expense</b>		<b>\$3,250</b>	<b>\$3,750</b>	<b>\$3,400</b>	<b>\$4,500</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$9,750</b>	<b>\$10,250</b>	<b>\$8,405</b>	<b>\$11,050</b>
73	5-100-9910.000	Internal Service-Personnel	\$8,660	\$6,559	\$35,000	\$58,816
	<b>Total Internal Service</b>		<b>\$8,660</b>	<b>\$6,559</b>	<b>\$35,000</b>	<b>\$58,816</b>
	<b>Total Airport Expense</b>		<b>\$649,107</b>	<b>\$1,210,283</b>	<b>\$754,396</b>	<b>\$2,830,352</b>

## 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 .

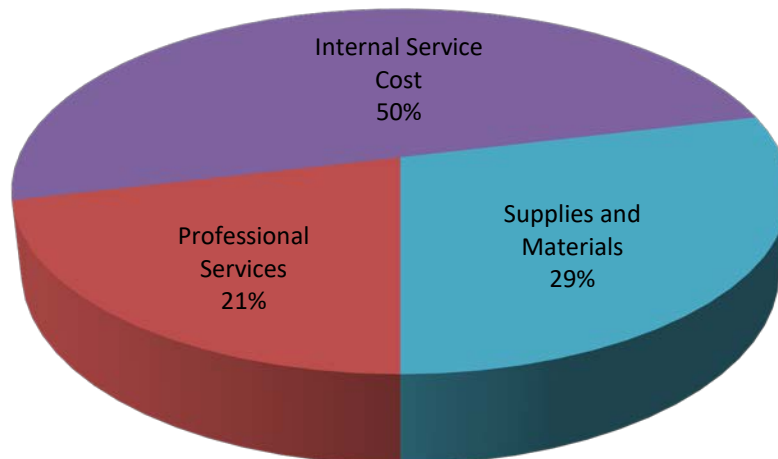
### Downtown Business Funds Available by Category

**\$32,900**



### Downtown Business Expense by Category

**\$52,411**



#### Fiscal Year 2018-2019 Accomplishments:

The DTBD saw continuing accomplishments in the form of physical enhancements within the district in FY18. The DTBD purchased new Christmas décor to attract attention to the area.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Create and advertise a vacant properties list to inform new businesses of potential sites that may not currently be on the market but with property owners with interest in selling.  
**Strategy:** Develop a list of vacant properties and discuss with the owner if they would be interested in selling. Continue to update the list as properties are bought or sold to provide current information to businesses. Additionally, provided new businesses with the DTBD welcome packet.  
**Budgetary Factor:** Minimal. Possible low dollar cost to promote or advertise vacant properties.
- II. **Goal:** Expand Downtown event offerings.  
**Strategy:** Work with various stakeholders to create, move, or improve events Downtown and increase overall foot traffic and visibility for local businesses.  
**Budgetary Factor:** Minimal. Possible that low dollar sponsorship of events would be required.
- III. **Goal:** Achieve 100% remittance of business license taxes from eligible businesses.  
**Strategy:** Work with the Office of the City Clerk and Finance Department 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 Measures:

	2013	2014	2015	2016	2017	2018
Number of Tree Canopies Lit at Christmas	*	0	0	4	6	10
Number of Downtown Events	*	*	*	4	4	1
Number of Business Licenses Issued	116	112	118	108	105	88***
Number of Welcome Packets Issued**	*	*	*	*	*	

\* No data available

\*\* Program beginning in FY 2019

\*\*\* Data as of 04/01/18

#### Previous Years' Goals:

- I. **Goal:** Expand Downtown event offerings.  
**Status:** Ongoing.
- II. **Goal:** Achieve 100% remittance of business license taxes from eligible businesses.  
**Status:** Staff continue to work with local merchants to ensure 100% remittance.
- III. **Goal:** Enhance relationship between the DTBD Board and new businesses by providing new businesses with the DTBD welcome packet created as part of the DREAM Initiative.  
**Status:** Ongoing. The program will begin in fiscal year 2019.

## Downtown Business District Fund Revenue and Expense by Category

Downtown Business District Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$29,955	\$28,400	\$27,391	\$27,900
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	\$4,923	\$5,200	\$5,000	\$5,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$1,200	\$0	\$0	\$0
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$36,078</b>	<b>\$33,600</b>	<b>\$32,391</b>	<b>\$32,900</b>
<b>Expenses</b>				
Personnel	\$0	\$0	\$0	\$0
Capital	\$50	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$3,796	\$2,252	\$11,190	\$11,145
Supplies and Materials	\$3,133	\$15,200	\$8,100	\$15,100
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$0
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$28,200	\$23,160	\$14,400	\$26,166
<b>Total Expenses</b>	<b>\$35,179</b>	<b>\$40,612</b>	<b>\$33,690</b>	<b>\$52,411</b>

Downtown Business District-Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
75	4-500-1000.003	Tax-Real Estate	\$26,000	\$26,000	\$25,300	\$25,500
75	4-500-1000.005	Tax-Financial Institute	\$2,400	\$2,400	\$2,091	\$2,400
	<b>Total Tax Revenue</b>		<b>\$28,400</b>	<b>\$28,400</b>	<b>\$27,391</b>	<b>\$27,900</b>
75	4-500-4000.002	Licenses-Merchant	\$5,800	\$5,200	\$5,000	\$5,000
	<b>Total Licenses Revenue</b>		<b>\$5,800</b>	<b>\$5,200</b>	<b>\$5,000</b>	<b>\$5,000</b>
	<b>Total Downtown Business District Revenue</b>		<b>\$34,200</b>	<b>\$33,600</b>	<b>\$32,391</b>	<b>\$32,900</b>

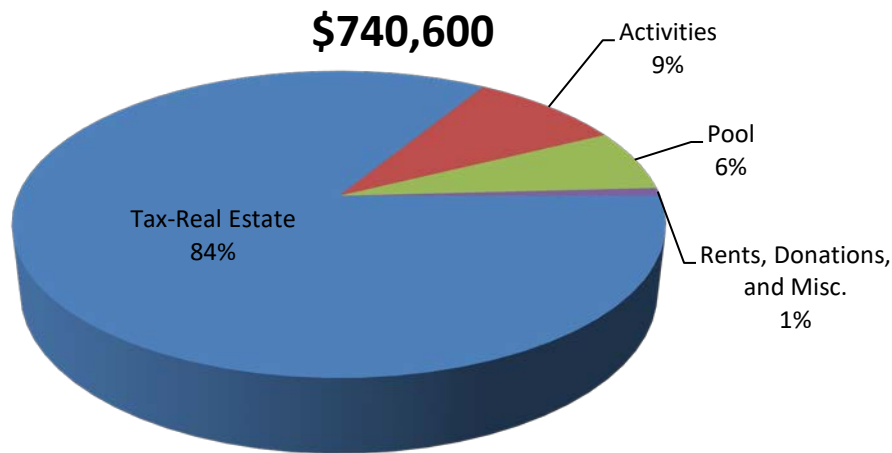
Downtown Business District-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
75	5-500-2030.000	Capital Exp-Infrastructure	\$4,000	\$0	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
75	5-500-6000.001	Prof Services-Legal	\$0	\$72	\$150	\$150
75	5-500-6000.011	Prof Services-Dues/Licenses	\$0	\$0	\$575	\$0
75	5-500-6000.014	Prof Services-Events and Functions	\$1,200	\$1,200	\$700	\$1,200
75	5-500-6000.015	Prof Services-Service Contract	\$2,500	\$200	\$9,700	\$9,700
75	5-500-6000.019	Prof Services-Credit Card Fees	\$0	\$30	\$65	\$65
	<b>Total General Professional Service Expense</b>		<b>\$3,700</b>	<b>\$1,502</b>	<b>\$11,190</b>	<b>\$11,115</b>
75	5-500-6020.000	Software-Annual Renewal/Maintenance	\$750	\$750	\$0	\$0
75	5-500-6020.003	Software-Agreements	\$0	\$0	\$0	\$30
	<b>Total Software Expense</b>		<b>\$750</b>	<b>\$750</b>	<b>\$0</b>	<b>\$30</b>
	<b>Total Professional Service Expense</b>		<b>\$4,450</b>	<b>\$2,252</b>	<b>\$11,190</b>	<b>\$11,145</b>
75	5-500-7000.001	Supplies-Operational	\$200	\$200	\$100	\$100
	<b>Total Supplies Expense</b>		<b>\$200</b>	<b>\$200</b>	<b>\$100</b>	<b>\$100</b>
75	5-500-7500.004	Materials-Landscaping	\$5,000	\$5,000	\$4,000	\$5,000
75	5-500-7510.002	Materials-Signs	\$5,000	\$5,000	\$2,500	\$5,000
75	5-500-7510.005	Materials-Fixtures	\$6,000	\$5,000	\$1,500	\$5,000
	<b>Total Material Expense</b>		<b>\$16,000</b>	<b>\$15,000</b>	<b>\$8,000</b>	<b>\$15,000</b>
75	5-500-9910.000	Internal Service-Personnel	\$12,151	\$23,160	\$14,400	\$26,166
	<b>Total Internal Service Expense</b>		<b>\$12,151</b>	<b>\$23,160</b>	<b>\$14,400</b>	<b>\$26,166</b>

Downtown Business District-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Downtown Business District Expense</b>		<b>\$36,801</b>	<b>\$40,612</b>	<b>\$33,690</b>	<b>\$52,411</b>

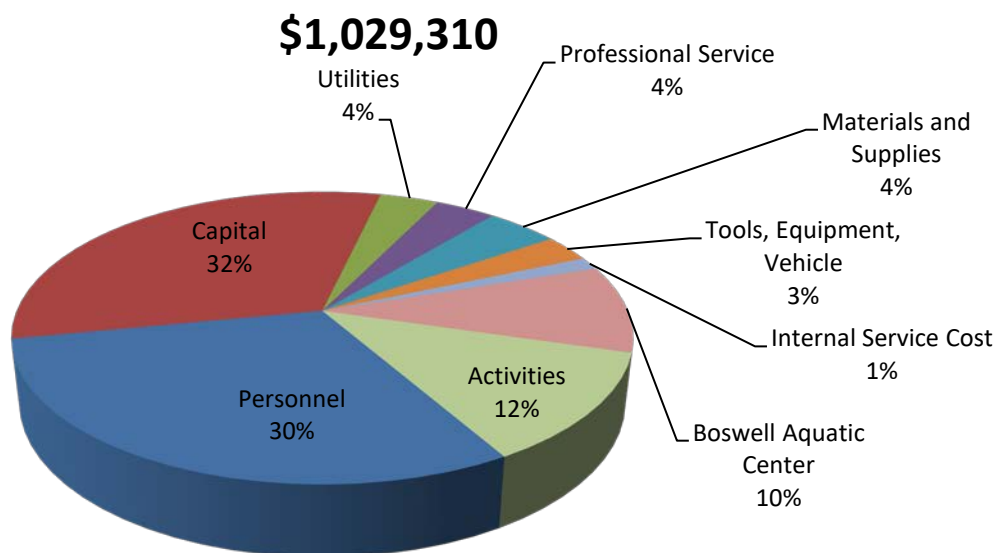
## Parks Fund

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 \$0.2607 ad valorem tax levy per \$100.00 of the assessed valuation of all taxable, tangible property within the City limits in addition to user fees. The Parks and Recreation Department is responsible for maintaining nine parks that cover over 185 acres. Located within these parks are 45 in holes of disc golf, nine baseball/softball fields, 10 playground areas which include 2 inclusive play areas and 6 accessible areas, 3 paved walking trails, 12 shelters, the Winfrey Enrichment Center, the Boswell Aquatic Center, Nelson Pond, and a skate park.

### Parks Funds Available by Category



### Parks Expense by Category





#### Fiscal Year 2018-2019 Accomplishments:

- I. New playground equipment, shelter with restroom, sidewalks, and head-in parking at Spiller Park.
- II. Major renovation at Gasconade park to include new shelter with restroom, playground equipment, lighting, entryway sign and walking trail.
- III. On-line shelter and league registrations.
- IV. Installed new inclusive playground at Harke park.
- V. Moved soccer leagues from Maplecrest school to Atchley Park

#### Fiscal Year 2020 Goals:

- I. **Goal:** To improve customer perception and feeling of safety in our park system.  
**Strategy:** Increase the lighting in parks, create and install park signage that includes park hours. Develop a park patrons' strategy while engaging the community and those living near parks on the park safety guidelines. Improve the safety of parks by preforming safety inspections, adding cameras, increasing police patrols, and establishing controlled access based off the recommendations of the Lebanon Police Department.  
**Budgetary Factor:** The main factors are cost of installation of lighting, camera equipment and the operation cost after installation.
- II. **Goal:** To provide a well maintained and aesthetically pleasing park system.  
**Strategy:** Develop and implement a maintenance and inspection schedule of park facilities. Ensure staffing is efficient and effective to maintain the implementation of park inspections.  
**Budgetary Factor:** The increasing cost of labor.
- III. **Goal:** Continue to develop an adequately equipped park system for all visitors with the focus on the youth.  
**Strategy:** Increase community involvement by holding two or more community engagement meetings per year. Review and update the parks master plan and present to Council. Annual review of individual parks will be conducted by the Park Board. Provide continuing education for staff members.  
**Budgetary Factor:** The main factor is the substantial cost of park equipment

#### Performance Measurements:

	2014	2015	2016	2017	2018
Baseball/Softball Tournaments	12	9	7	8	7
Shelter Usage	11,203	10,758	9,800	9,685	9,675
BAC Attendance	10,530	11,342	10,276	9,999	9,412,
Youth League Participants*	NA	NA	555	583	551

\*Numbers from USSSA league

#### Previous Years' Goals:

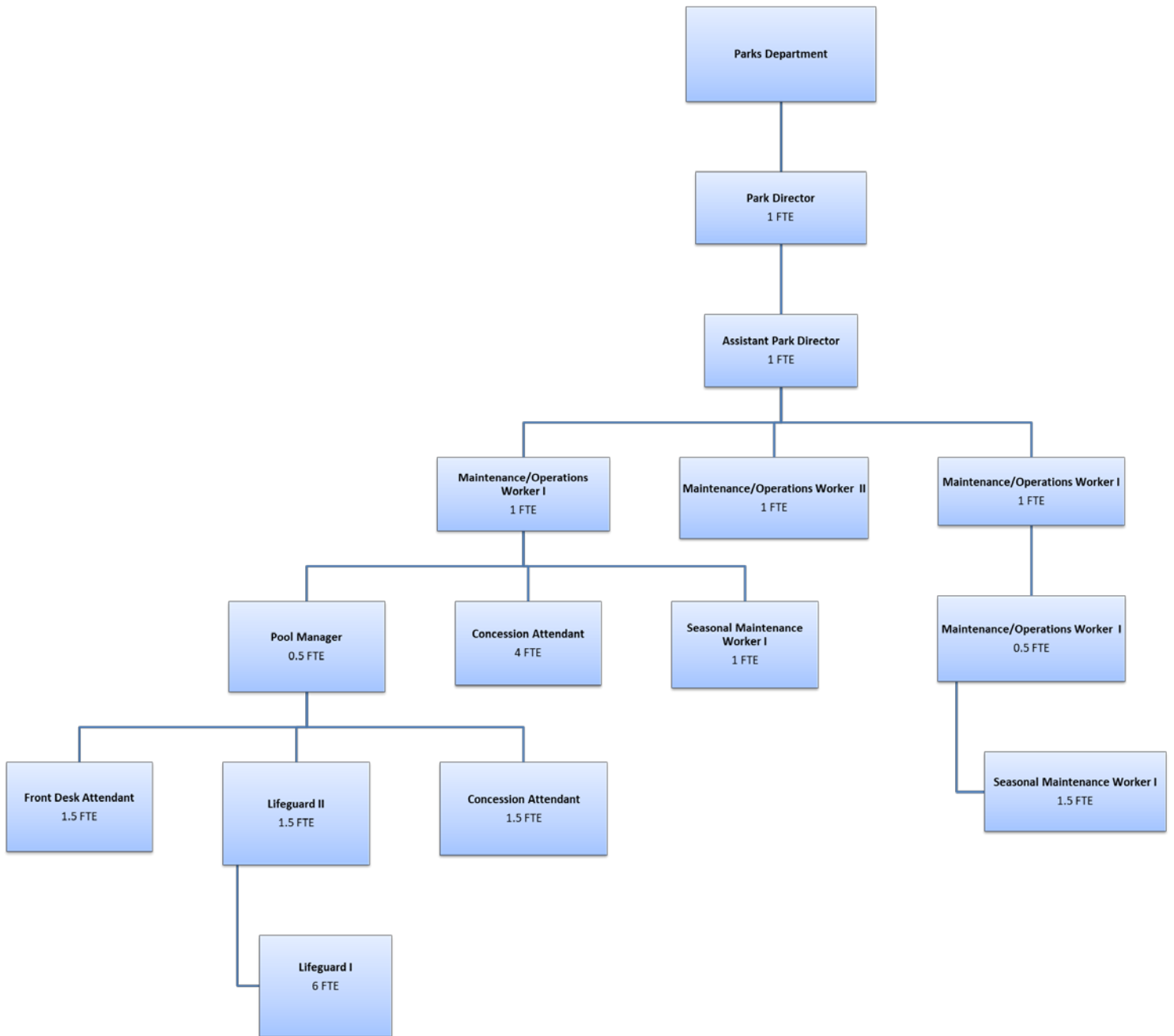
- I. **Goal:** To expand the recreational leagues in youth sports.  
**Status:** The parks now operates the youth softball and part of youth baseball leagues. We are working very closely with youth soccer and are looking at other youth leagues.

- II. Goal. To have uniform signs through the park system that include the Park Office, Nelson, Boswell, Harke, and the Winfrey Enhancement Center.  
Status: With some of the other opportunities that arose during the year, signs have not been addressed but should be completed in 2019.
- III. Goal. Developing soccer fields for the youth soccer leagues.  
Status: The soccer leagues have been moved from Maplecrest school to Atchley park. The parks are taking a bigger role in soccer operations. The fields are in the process of being seeded and fertilized. Irrigation and a fence are being discussed and should be completed before the fall soccer season.

#### .Parks Fund Revenue and Expense by Category

Parks Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$617,193	\$615,000	\$620,000	\$620,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$70,678	\$0	\$55,000	\$104,250
Rentals	\$11,162	\$75,800	\$17,350	\$13,750
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$9,975	\$2,500	\$4,000	\$2,600
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$709,008</b>	<b>\$693,300</b>	<b>\$696,350</b>	<b>\$740,600</b>
<b>Expenses</b>				
Personnel	\$397,393	\$448,539	\$418,894	\$425,423
Capital	\$183,008	\$175,152	\$130,313	\$319,306
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$35,717	\$40,700	\$47,000	\$50,100
Professional Services	\$81,721	\$81,356	\$104,949	\$78,735
Supplies and Materials	\$67,446	\$58,050	\$65,750	\$97,000
Vehicles	\$35,989	\$38,000	\$37,650	\$44,850
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$14,788	\$36,050	\$20,000	\$13,896
<b>Total Expenses</b>	<b>\$816,063</b>	<b>\$877,847</b>	<b>\$824,555</b>	<b>\$1,029,310</b>

## Parks Organizational Chart



Parks-Operations and Administration Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	4-500-1000.003	Tax-Real Estate	\$585,000	\$615,000	\$620,000	\$620,000
	<b>Total Tax Revenue</b>		<b>\$585,000</b>	<b>\$615,000</b>	<b>\$620,000</b>	<b>\$620,000</b>
79	4-500-3000.010	Park Activities	\$51,000	\$0	\$0	\$0
	<b>Total Service Charges and Fees Revenue</b>		<b>\$51,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
79	4-500-3005.001	Rental-Buildings	\$4,000	\$4,000	\$4,000	\$4,250
79	4-500-3005.002	Rental-Contract Concessions	\$5,500	\$0	\$0	\$0
	<b>Total Rental Revenue</b>		<b>\$9,500</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,250</b>
79	4-500-3010.002	Misc.-Donations	\$0	\$500	\$1,900	\$500
79	4-500-3010.006	Misc.-Miscellaneous	\$0	\$250	\$100	\$100
79	4-500-3010.008	Misc.-Gain/Loss Asset Disposal	\$0	\$1,000	\$1,000	\$1,000
79	4-500-3010.012	Misc.-Purchasing Card	\$0	\$750	\$500	\$500
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$2,500</b>	<b>\$3,500</b>	<b>\$2,100</b>
	<b>Total Parks Operation Revenue</b>		<b>\$645,500</b>	<b>\$621,500</b>	<b>\$627,500</b>	<b>\$626,350</b>

Parks-Operations and Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	5-500-1000.001	Fulltime Salary	\$175,365	\$207,978	\$207,000	\$153,307
79	5-500-1000.002	Part Time Salary	\$60,830	\$31,021	\$32,000	\$43,339
79	5-500-1000.005	Fulltime Overtime	\$2,590	\$3,195	\$2,000	\$1,993
79	5-500-1000.006	Part Time Overtime	\$1,070	\$607	\$500	\$756
	<b>Total Salaries Expense</b>		<b>\$239,855</b>	<b>\$242,802</b>	<b>\$241,500</b>	<b>\$199,395</b>
79	5-500-1005.001	Health Premium-Employee	\$15,795	\$15,402	\$8,500	\$0
79	5-500-1005.002	Health Premium-Family	\$47,195	\$50,856	\$43,200	\$45,684
79	5-500-1005.003	Dental Premium-Employee	\$1,500	\$1,500	\$1,500	\$1,500
79	5-500-1005.004	Dental Premium-Family	\$250	\$250	\$450	\$450
	<b>Total Insurance Expense</b>		<b>\$64,740</b>	<b>\$68,008</b>	<b>\$53,650</b>	<b>\$47,634</b>
79	5-500-1010.001	Life Insurance	\$315	\$315	\$315	\$255
	<b>Total Life Insurance Expense</b>		<b>\$315</b>	<b>\$315</b>	<b>\$315</b>	<b>\$255</b>
79	5-500-1015.001	Lagers-General	\$23,135	\$28,090	\$18,450	\$20,345

Parks-Operations and Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	5-500-1015.004	Deferred Comp-Employer	\$3,250	\$2,600	\$1,475	\$2,600
	<b>Total Retirement Expense</b>		<b>\$26,385</b>	<b>\$30,690</b>	<b>\$19,925</b>	<b>\$22,945</b>
79	5-500-1020.001	FICA-Employer	\$14,875	\$15,055	\$13,000	\$12,365
79	5-500-1020.002	Medicare-Employer	\$3,480	\$3,525	\$2,900	\$2,895
79	5-500-1020.003	Unemployment Compensation	\$2,400	\$2,430	\$2,200	\$1,995
79	5-500-1020.004	Workman's Compensation	\$7,211	\$7,211	\$3,200	\$8,558
	<b>Total Payroll Taxes Expense</b>		<b>\$27,966</b>	<b>\$28,221</b>	<b>\$21,300</b>	<b>\$25,813</b>
79	5-500-1025.001	Employee-Uniforms	\$2,500	\$2,500	\$2,500	\$2,500
79	5-500-1025.002	Employee-Dues/License/Membership	\$1,000	\$1,000	\$375	\$1,500
79	5-500-1025.004	Employee-Travel/Hotel	\$1,750	\$2,250	\$2,250	\$2,750
79	5-500-1025.005	Employee-Training	\$1,500	\$2,500	\$2,500	\$2,500
	<b>Total Employee Expense</b>		<b>\$6,750</b>	<b>\$8,250</b>	<b>\$7,625</b>	<b>\$9,250</b>
	<b>Total Personnel Expense</b>		<b>\$366,011</b>	<b>\$378,286</b>	<b>\$344,315</b>	<b>\$305,292</b>
79	5-500-2005.000	Capital Exp-Land and Improvement	\$10,000	\$20,000	\$20,000	\$0
79	5-500-2010.000	Capital Exp-Building and Improvements	\$0	\$45,000	\$25,000	\$40,000
79	5-500-2015.000	Capital Exp-Furniture and Fixture	\$0	\$5,000	\$500	\$0
79	5-500-2020.000	Capital Exp-Machinery and Equipment	\$129,496	\$76,152	\$55,713	\$79,306
79	5-500-2025.000	Capital Exp-Vehicles	\$23,000	\$24,000	\$24,100	\$0
79	5-500-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$0	\$200,000
	<b>Total Capital Expense</b>		<b>\$162,496</b>	<b>\$170,152</b>	<b>\$125,313</b>	<b>\$319,306</b>
79	5-500-5000.001	Utilities-Electric	\$15,000	\$12,500	\$12,500	\$12,500
79	5-500-5000.002	Utilities-Water	\$3,500	\$3,000	\$5,000	\$7,500
79	5-500-5000.003	Utilities-Sewer	\$2,400	\$2,500	\$4,500	\$4,500
79	5-500-5005.001	Utilities-Propane	\$1,700	\$1,500	\$1,500	\$1,500
79	5-500-5010.001	Utilities-Landline and Fiber	\$1,400	\$1,500	\$2,000	\$2,000
79	5-500-5015.001	Utilities-Cell Phones	\$2,750	\$2,750	\$2,750	\$3,000
79	5-500-5020.001	Utilities-Internet	\$1,400	\$1,400	\$1,400	\$1,500
79	5-500-5020.002	Utilities-Internet Mobile	\$0	\$600	\$600	\$600
79	5-500-5025.001	Utilities-Solid Waste	\$3,200	\$3,500	\$3,500	\$3,500

Parks-Operations and Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Utilities Expense</b>		<b>\$31,350</b>	<b>\$29,250</b>	<b>\$33,750</b>	<b>\$36,600</b>
79	5-500-6000.001	Prof Services-Legal	\$2,500	\$1,000	\$1,000	\$1,000
79	5-500-6000.002	Prof Services-Engineering	\$0	\$0	\$30,000	\$5,000
79	5-500-6000.007	Prof Services-Toxicology Test	\$400	\$300	\$500	\$500
79	5-500-6000.008	Prof Services- MSHP Background Checks	\$100	\$100	\$100	\$100
79	5-500-6000.011	Prof Services-Dues & Fees	\$250	\$250	\$250	\$250
79	5-500-6000.013	Prof Services - Studies	\$0	\$6,480	\$5,000	\$5,000
79	5-500-6000.015	Prof Services-Service Contracts	\$25,000	\$20,000	\$10,000	\$10,000
79	5-500-6000.018	Prof Services-Damage Claim	\$0	\$0	\$250	\$250
79	5-500-6000.019	Prof Services - CC Fees	\$250	\$100	\$100	\$100
	<b>Total General Professional Service Expense</b>		<b>\$28,500</b>	<b>\$28,230</b>	<b>\$47,200</b>	<b>\$22,200</b>
79	5-500-6005.001	Insurance-Vehicle	\$2,950	\$3,010	\$3,144	\$3,180
79	5-500-6005.002	Insurance-Equipment	\$675	\$690	\$690	\$700
79	5-500-6005.003	Insurance-Building & Property	\$2,130	\$2,175	\$2,625	\$2,655
	<b>Total Insurance Expense</b>		<b>\$5,755</b>	<b>\$5,875</b>	<b>\$6,459</b>	<b>\$6,535</b>
79	5-500-6010.003	Advertising-Print	\$1,000	\$1,000	\$750	\$750
	<b>Total Advertising Expense</b>		<b>\$1,000</b>	<b>\$1,000</b>	<b>\$750</b>	<b>\$750</b>
79	5-500-6020.000	Software-Annual Renewal/Maintenance	\$1,420	\$7,236	\$2,800	\$0
79	5-500-6020.001	Software-Purchase	\$2,320	\$15,000	\$4,440	\$0
79	5-500-6020.003	Software-Agreement	\$540	\$0	\$0	\$8,190
	<b>Total Software Expense</b>		<b>\$4,280</b>	<b>\$22,236</b>	<b>\$7,240</b>	<b>\$8,190</b>
	<b>Total Professional Service Expense</b>		<b>\$39,535</b>	<b>\$57,341</b>	<b>\$61,649</b>	<b>\$37,675</b>
79	5-500-7000.001	Supplies-Operational	\$2,500	\$2,500	\$2,500	\$3,000
79	5-500-7000.002	Supplies-Computer Accessories	\$400	\$300	\$300	\$300
79	5-500-7000.003	Supplies-Desk Accessories-Small Office Equipment	\$300	\$300	\$750	\$750
79	5-500-7000.004	Supplies-Small Tools	\$2,500	\$2,500	\$2,500	\$2,500
79	5-500-7005.001	Supplies-Printing	\$250	\$250	\$250	\$250
79	5-500-7005.002	Supplies-Mailing	\$125	\$100	\$100	\$100

Parks-Operations and Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	5-500-7005.003	Supplies-Postage	\$125	\$100	\$100	\$100
79	5-500-7005.004	Supplies-Paper	\$250	\$100	\$100	\$100
79	5-500-7010.001	Supplies-Janitorial	\$3,000	\$3,500	\$3,200	\$3,500
79	5-500-7010.002	Supplies-Cleaning and Sanitation	\$500	\$500	\$500	<b>\$500</b>
79	5-500-7010.004	Supplies-Chemicals	\$500	\$750	\$750	\$750
	<b>Total General Office Supplies Expense</b>		<b>\$10,450</b>	<b>\$10,900</b>	<b>\$11,050</b>	<b>\$11,850</b>
79	5-500-7015.001	Supplies-Medical	\$100	\$100	\$100	\$100
79	5-500-7015.003	Supplies-First Aid	\$100	\$100	\$100	\$100
79	5-500-7015.004	Supplies-Safety	\$250	\$500	\$500	\$500
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$450</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>
	<b>Total Supplies Expense</b>		<b>\$10,900</b>	<b>\$11,600</b>	<b>\$11,750</b>	<b>\$12,550</b>
79	5-500-7500.002	Materials-Rock	\$2,500	\$1,500	\$750	\$750
79	5-500-7500.003	Materials-Concrete	\$2,000	\$2,000	\$1,500	\$1,500
79	5-500-7500.004	Materials-Landscaping	\$3,000	\$5,000	\$5,000	\$5,000
79	5-500-7505.002	Materials-Pipe-PVC	\$500	\$500	\$750	\$750
79	5-500-7505.003	Materials-Pipe-Misc.	\$250	\$500	\$500	\$500
79	5-500-7505.004	Materials-Pipe-Conduit	\$500	\$500	\$500	\$500
79	5-500-7510.001	Materials-Paint	\$3,000	\$3,000	\$3,000	\$3,000
79	5-500-7510.002	Materials-Signs	\$500	\$750	\$1,300	\$1,000
79	5-500-7510.004	Materials-Hardware	\$1,000	\$1,500	\$1,500	\$1,500
79	5-500-7510.006	Materials-Wire	\$1,800	\$1,800	\$2,500	\$2,500
79	5-500-7510.007	Materials-Lumber	\$2,200	\$2,200	\$4,500	\$4,000
79	5-500-7510.008	Materials-Steel	\$1,000	\$1,000	\$500	\$500
79	5-500-7525.001	Materials-Infrastructure	\$0	\$0	\$0	\$10,000
79	5-500-7999.005	Cost of Goods Sold-Merchandise Sales	\$0	\$1,200	\$1,200	\$1,200
	<b>Total Material Expense</b>		<b>\$18,250</b>	<b>\$21,450</b>	<b>\$23,500</b>	<b>\$32,700</b>
79	5-500-8000.001	Tools-Repair	\$500	\$500	\$250	\$250
79	5-500-8000.002	Tools- Maintenance	\$250	\$100	\$100	\$100
79	5-500-8000.003	Tools-Supplies	\$2,500	\$2,500	\$2,500	\$2,500

Parks-Operations and Administration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$3,250</b>	<b>\$3,100</b>	<b>\$2,850</b>	<b>\$2,850</b>
79	5-500-8300.001	Equipment-Repair	\$4,500	\$4,500	\$2,500	\$2,500
79	5-500-8300.002	Equipment-Maintenance	\$3,500	\$3,500	\$2,500	\$2,500
79	5-500-8300.003	Equipment-Supplies	\$500	\$1,200	\$1,000	\$1,000
79	5-500-8300.004	Equipment-Equipment	\$2,000	\$1,500	\$1,500	\$1,500
79	5-500-8300.005	Equipment-Fuel	\$5,000	\$5,000	\$6,000	\$6,000
79	5-500-8300.006	Equipment-Rental	\$1,200	\$1,200	\$1,000	\$1,000
	<b>Total Machinery and Equipment Expense</b>		<b>\$16,700</b>	<b>\$16,900</b>	<b>\$14,500</b>	<b>\$14,500</b>
79	5-500-8600.001	Vehicle-Repair	\$1,800	\$1,200	\$1,200	\$1,200
79	5-500-8600.002	Vehicle-Maintenance	\$500	\$1,000	\$1,000	\$1,000
79	5-500-8600.003	Vehicle-Supplies	\$300	\$300	\$300	\$300
79	5-500-8600.004	Vehicle-Equipment	\$250	\$250	\$250	\$250
79	5-500-8600.005	Vehicle-Fuel	\$7,500	\$10,000	\$10,000	\$10,000
	<b>Total Vehicle Expense</b>		<b>\$10,350</b>	<b>\$12,750</b>	<b>\$12,750</b>	<b>\$12,750</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$30,300</b>	<b>\$32,750</b>	<b>\$30,100</b>	<b>\$30,100</b>
79	5-500-9910.000	Internal Service-Personnel	\$28,387	\$36,050	\$20,000	\$13,896
	<b>Total Internal Service-Vehicle</b>		<b>\$28,387</b>	<b>\$36,050</b>	<b>\$20,000</b>	<b>\$13,896</b>
	<b>Total Internal Service</b>		<b>\$28,387</b>	<b>\$36,050</b>	<b>\$20,000</b>	<b>\$13,896</b>
	<b>Total Parks Expense</b>		<b>\$687,229</b>	<b>\$736,879</b>	<b>\$650,376</b>	<b>\$788,119</b>



# 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-BAC Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	4-515-3000.023	Concession Sales	\$0	\$1,500	\$1,500	\$20,500
79	4-515-3000.025	Pool Admissions	\$0	\$25,000	\$20,000	\$20,000
	<b>Total Service Charges and Fees Revenue</b>		<b>\$0</b>	<b>\$26,500</b>	<b>\$21,500</b>	<b>\$40,500</b>
79	4-515-3005.007	Rental-Contract Concessions	\$0	\$0	\$850	\$0
79	4-515-3005.007	Rental-Parties	\$0	\$3,000	\$7,500	\$7,500
	<b>Total Rental Revenue</b>		<b>\$0</b>	<b>\$3,000</b>	<b>\$8,350</b>	<b>\$7,500</b>
	<b>Total BAC Revenue</b>		<b>\$0</b>	<b>\$29,500</b>	<b>\$29,850</b>	<b>\$48,000</b>

Parks-Boswell Aquatic Center Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	5-515-1000.002	Part Time Salary	\$43,655	\$44,608	\$45,000	\$52,557
79	5-515-1000.006	Part Time Overtime	\$545	\$557	\$1,000	\$948
	<b>Total Salaries Expense</b>		<b>\$44,200</b>	<b>\$45,165</b>	<b>\$46,000</b>	<b>\$53,506</b>
79	5-515-1020.001	FICA-Employer	\$2,745	\$2,805	\$2,300	\$3,320
79	5-515-1020.002	Medicare-Employer	\$645	\$655	\$600	\$780
79	5-515-1020.003	Unemployment Compensation	\$445	\$455	\$400	\$540
79	5-515-1020.004	Workman's Compensation	\$0	\$0	\$3,016	\$1,761
	<b>Total Payroll Taxes Expense</b>		<b>\$3,835</b>	<b>\$3,915</b>	<b>\$6,316</b>	<b>\$6,401</b>
79	5-515-1025.001	Employee-Uniforms	\$1,250	\$1,200	\$1,200	\$1,500
79	5-515-1025.005	Employee-Training	\$0	\$2,000	\$2,000	\$2,000
	<b>Total Employee Expense</b>		<b>\$1,250</b>	<b>\$3,200</b>	<b>\$3,200</b>	<b>\$3,500</b>
	<b>Total Personnel Expense</b>		<b>\$49,285</b>	<b>\$52,280</b>	<b>\$55,516</b>	<b>\$63,406</b>
79	5-515-2020.000	Capital Exp-Machinery and Equipment	\$0	\$5,000	\$5,000	\$0
	<b>Total Capital Expense</b>		<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$0</b>
79	5-515-5000.001	Utilities-Electric	\$6,000	\$6,000	\$6,000	\$6,000
79	5-515-5000.002	Utilities-Water	\$2,500	\$3,000	\$5,000	\$5,000

Parks-Boswell Aquatic Center Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	5-515-5000.003	Utilities-Sewer	\$500	\$500	\$0	\$0
79	5-515-5010.001	Utilities-Landline and Fiber	\$100	\$200	\$250	\$500
79	5-515-5020.001	Utilities-Internet	\$550	\$750	\$1,000	\$1,000
79	5-515-5025.001	Utilities-Solid Waste	\$0	\$500	\$500	\$500
	<b>Total Utilities Expense</b>		<b>\$9,650</b>	<b>\$10,950</b>	<b>\$12,750</b>	<b>\$13,000</b>
79	5-515-6000.007	Prof Services-Toxicology Testing	\$500	\$750	\$750	\$750
79	5-515-6000.008	Prof Services-MSHP Background Chk	\$300	\$500	\$500	\$500
	<b>Total Professional Expense</b>		<b>\$800</b>	<b>\$1,250</b>	<b>\$1,250</b>	<b>\$1,250</b>
79	5-515-6005.003	Insurance-Building & Property	\$6,040	\$6,165	\$5,900	\$5,960
	<b>Total Insurance Expense</b>		<b>\$6,040</b>	<b>\$6,165</b>	<b>\$5,900</b>	<b>\$5,960</b>
79	5-515-6010.002	Advertising-Employee Recruitment	\$500	\$500	\$500	<b>\$500</b>
79	5-515-6010.006	Advertising-Radio	\$750	\$500	\$5,800	\$500
	<b>Total Advertising Expense</b>		<b>\$1,250</b>	<b>\$1,000</b>	<b>\$6,300</b>	<b>\$1,000</b>
	<b>Total Professional Service Expense</b>		<b>\$8,090</b>	<b>\$8,415</b>	<b>\$13,450</b>	<b>\$8,210</b>
79	5-515-7010.004	Supplies-Chemicals	\$3,000	\$3,000	\$6,000	\$6,000
	<b>Total General Office Supplies Expense</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$6,000</b>	<b>\$6,000</b>
79	5-500-7999.001	Cost of Goods Sold Concessions	\$0	\$0	\$0	\$12,750
	<b>Total Material Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$12,750</b>
79	5-515-8300.001	Equipment-Repair	\$1,500	\$1,500	\$1,500	\$1,500
79	5-515-8300.002	Equipment-Maintenance	\$1,500	\$1,000	\$1,000	\$1,000
79	5-515-8300.003	Equipment-Supplies	\$2,000	\$2,000	\$2,000	\$2,000
79	5-515-8300.004	Equipment-Equipment	\$0	\$0	\$2,500	\$2,500
79	5-515-8300.006	Equipment-Rental	\$250	\$250	\$250	\$250
	<b>Total Machinery and Equipment Expense</b>		<b>\$5,250</b>	<b>\$4,750</b>	<b>\$7,250</b>	<b>\$7,250</b>
	<b>Total Boswell Aquatic Center Expense</b>		<b>\$75,275</b>	<b>\$84,395</b>	<b>\$99,966</b>	<b>\$110,616</b>

# Park Activities

This program was established to manage expenses for recreational activities

Parks-Activities Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	4-520-3000.010	Park Activities	\$0	\$28,500	\$28,500	\$35,000
79	4-520-3000.023	Concession Sales	\$0	\$1,000	\$5,000	\$28,750
	<b>Total Service Charges and Fees Revenue</b>		<b>\$0</b>	<b>\$29,500</b>	<b>\$33,500</b>	<b>\$63,750</b>
79	4-520-3005.001	Rental-Building/Land	\$0	\$2,300	\$2,000	\$2,000
79	4-520-3005.002	Rental-Contract Concessions	\$0	\$3,000	\$3,000	\$0
	<b>Total Rental Revenue</b>		<b>\$0</b>	<b>\$5,300</b>	<b>\$5,000</b>	<b>\$2,000</b>
79	4-520-3010.006	Misc - Sponsorships	\$0	\$7,500	\$500	\$500
	<b>Total Miscellaneous Revenue</b>		<b>\$0</b>	<b>\$7,500</b>	<b>\$500</b>	<b>\$500</b>
	<b>Total Park Activities Revenue</b>		<b>\$0</b>	<b>\$42,300</b>	<b>\$39,000</b>	<b>\$66,250</b>
	<b>Total Parks Revenues</b>		<b>\$645,500</b>	<b>\$693,300</b>	<b>\$696,350</b>	<b>\$740,600</b>

Parks-Parks Activities Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	5-520-1000.001	Fulltime Salary	\$0	\$0	\$0	\$23,263
79	5-520-1000.	Full Time Overtime	\$0	\$0	\$0	\$168
79	5-520-1000.002	Part Time Salary	\$0	\$15,819	\$15,315	\$23,172
79	5-520-1000.006	Part Time Overtime	\$0	\$164	\$250	\$0
	<b>Total Salaries Expense</b>		<b>\$0</b>	<b>\$15,983</b>	<b>\$15,565</b>	<b>\$46,603</b>
79	5-500-1005.001	Health Premium-Employee	\$0	\$0	\$0	\$7,506
79	5-500-1005.003	Dental Premium-Employee	\$0	\$0	\$0	\$325
	<b>Total Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,831</b>
79	5-500-1010.001	Life Insurance	\$0	\$0	\$0	\$65
	<b>Total Life Insurance Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65</b>
79	5-500-1015.001	Lagers-General	\$0	\$0	\$0	\$3,070
79	5-520-1015.004	Deferred Comp-Employer	\$0	\$0	\$0	\$650
	<b>Total Retirement Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,720</b>

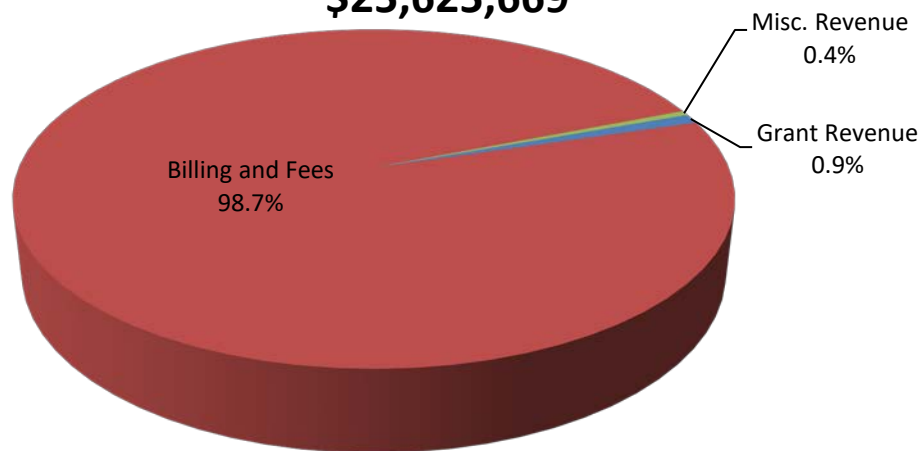
Parks-Parks Activities Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
79	5-520-1020.001	FICA-Employer	\$0	\$995	\$995	\$2,890
79	5-520-1020.002	Medicare-Employer	\$0	\$235	\$235	\$680
79	5-520-1020.003	Unemployment Compensation	\$0	\$160	\$160	\$470
79	5-520-1020.004	Workman's Compensation	\$0	\$0	\$1,508	\$1,761
	<b>Total Payroll Taxes Expense</b>		<b>\$0</b>	<b>\$1,390</b>	<b>\$2,898</b>	<b>\$5,801</b>
79	5-520-1025.001	Employee-Uniforms	\$0	\$500	\$500	\$500
79	5-520-1025.005	Employee-Training	\$0	\$100	\$100	\$100
	<b>Total Employee Expense</b>		<b>\$0</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>
	<b>Total Personnel Expense</b>		<b>\$0</b>	<b>\$17,973</b>	<b>\$19,063</b>	<b>\$56,724</b>
79	5-520-5010.001	Utilities-Landline and Fiber	\$360	\$500	\$500	\$500
	<b>Total Utilities Expense</b>		<b>\$360</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
79	5-520-6000.005	Prof Services-Temporary Employees	\$10,000	\$15,500	\$22,000	\$25,000
79	5-520-6000.011	Prof Services-Dues-Fees	\$1,000	\$100	\$100	\$100
79	5-520-6005.019	Insurance-Agency Fees	\$0	\$0	\$250	\$250
79	5-520-6005.022	Insurance-Park Activities	\$0	\$0	\$7,500	\$7,500
	<b>Total General Professional Service Expense</b>		<b>\$11,000</b>	<b>\$15,600</b>	<b>\$29,850</b>	<b>\$32,850</b>
79	5-520-7000.001	Supplies-Operational	\$20,000	\$22,000	\$22,000	\$22,000
79	5-520-7000.006	Supplies-Uniforms	\$0	\$0	\$2,500	\$2,500
	<b>Total General Office Supplies Expense</b>		<b>\$20,000</b>	<b>\$22,000</b>	<b>\$24,500</b>	<b>\$24,500</b>
79	5-500-7999.001	Cost of Goods Sold Concessions	\$0	\$0	\$0	\$8,500
	<b>Total Material Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,500</b>
79	5-520-8300.001	Equipment-Repair	\$0	\$0	\$0	\$500
79	5-520-8300.004	Equipment-Equipment	\$0	\$0	\$0	\$6,500
79	5-515-8300.006	Equipment-Rental	\$500	\$500	\$300	\$500
	<b>Total Machinery and Equipment Expense</b>		<b>\$500</b>	<b>\$500</b>	<b>\$300</b>	<b>\$7,500</b>
	<b>Total Park Activities Expense</b>		<b>\$31,860</b>	<b>\$56,573</b>	<b>\$74,213</b>	<b>\$130,574</b>
	<b>Total Park Expense</b>		<b>\$794,364</b>	<b>\$877,847</b>	<b>\$824,555</b>	<b>\$1,029,310</b>

## 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.

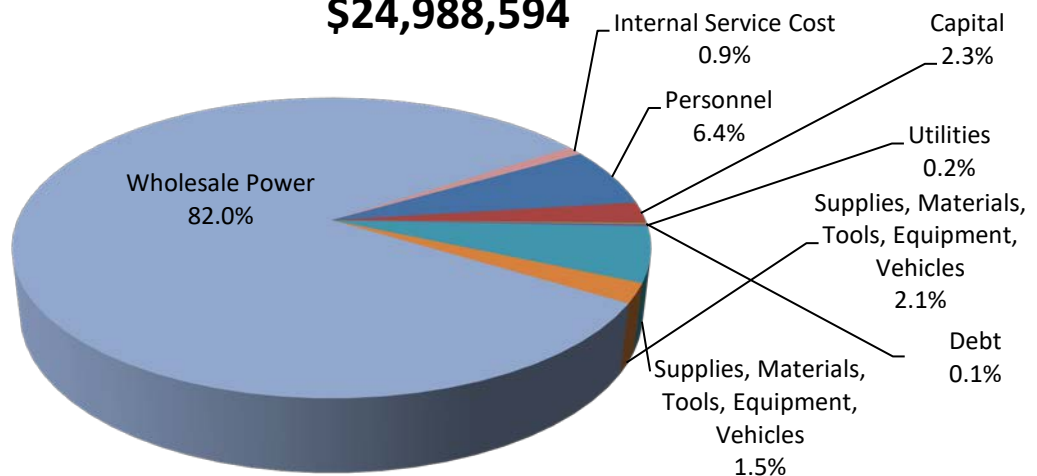
### Electric Operating Funds Available by Category

**\$25,625,669**



### Electric Operating Expense by Category

**\$24,988,594**



#### Fiscal Year 2018-2019 Accomplishments:

Automated meter installs have been completed. Our system inspection was finished in the 2018 fiscal year, and we identified 83 poles for replacement; 58 of those poles will be replaced in the 2019 fiscal year. This inspection also identified 92 structures needing minor repairs; approximately 58 of those will be repaired in the 2019 fiscal year. The rebuild and reconductor of feeder 1020 was completed. Finished the upgrade on four (4) separate services to accommodate Independent State's continued growth. Completed the installation of wildlife protection at three (3) substations. Improvements were made to substation grounding, signage and lightning arresters to comply with industry standards. Installation of breakers on eight (8) identified single phase areas. Multiple improvements to SCADA software and hardware were finalized.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Decrease system outages.  
**Strategy:** Develop plans for improvement to the distribution system, substations and an aggressive tree trimming program. Create performance standards for utility outage time and frequency. Address the retention of employees in high turnover positions.  
**Budgetary Factor:** Availability of funds, materials, and employees. Capital for engineering and material from the reserves.
- II. **Goal:** Complete a load flow study modeling the electrical system that will identify future capacity and operation improvements.  
**Strategy:** Contract with an engineering firm to perform the study.  
**Budgetary Factor:** Availability of funds with the capital for engineering from reserves.
- III. **Goal:** Continue collecting data on customer owned fixed generators and net metered customers.  
**Strategy:** Work with Community Development to collect information and create a database.  
**Budgetary Factor:** None. Will develop as work load permits.

#### Performance Measurements:

Calendar Year Performance	2015	2016	2017	2018	Estimated 2019
Number of LED fixtures installed	200	200	200	576	350
Number of HPS fixtures replaced	200	200	200	576	350
Transformers resized to match load	33	1	5	0	0
Number of AMR meters installed	242	3500	7500	7500	0
Number of Distribution Poles replaced	82	53	65	0	58
New Services Installed	70	61	75	45	75
Number of Service Work Orders	1612	3272	3800	2400	2000
Streetlight Installed or Repaired	307	231	325	233	200

#### Previous Years' Goals:

- I. **Goal:** Provide training to tree trimming crew members to become certified arborists.  
**Status:** Three (3) tree trimming crew members are now certified arborists.

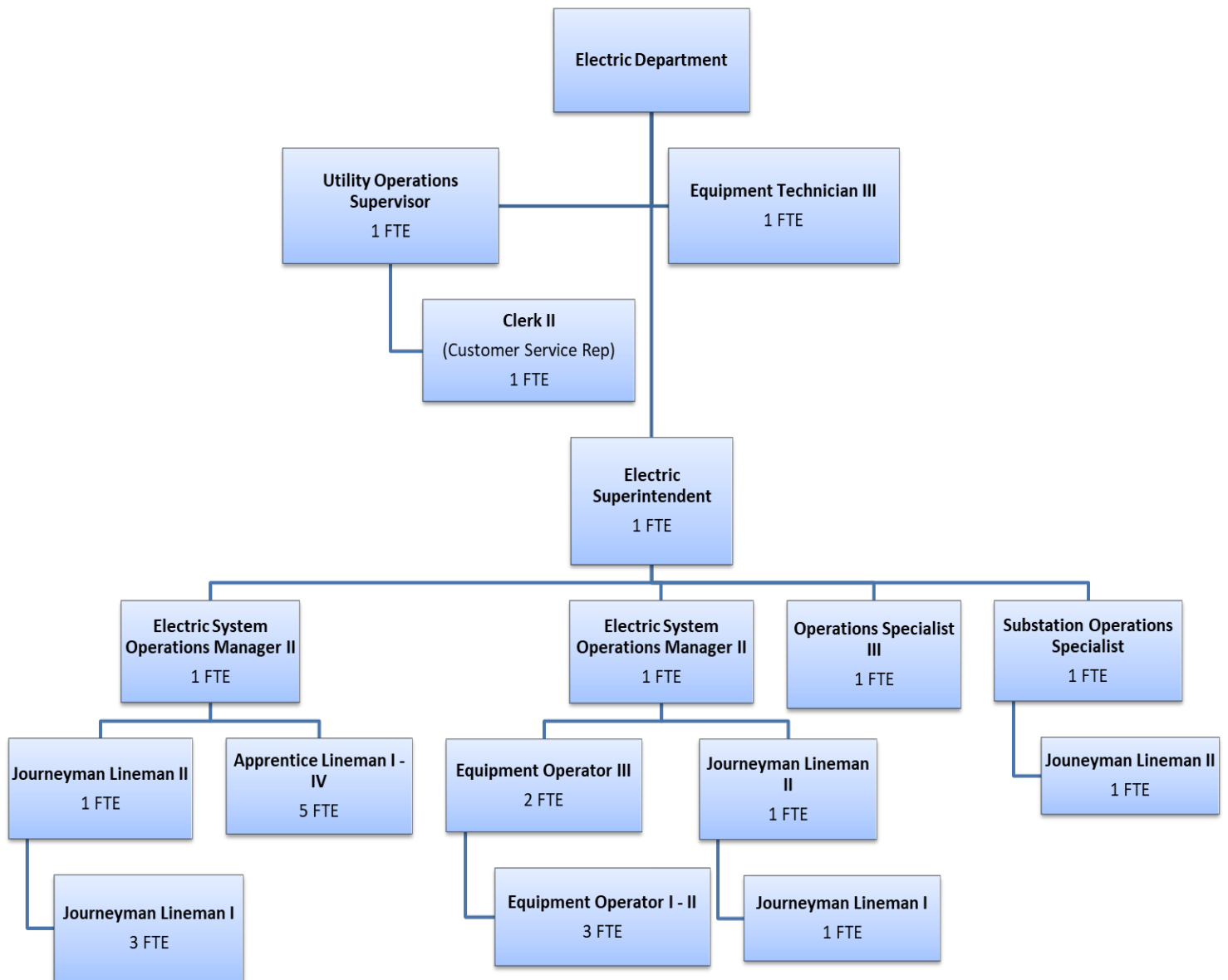
- II. Goal: Finish collecting system information by obtaining serial numbers and locations of all transformers. Take oil samples on all transformers larger than 500 kVa.

Status: Work in progress.

### Electric Fund Revenue and Expense by Category

Electric Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$476,741	\$0	\$221,369
Service Charges	\$24,999,162	\$24,835,000	\$25,289,377	\$25,289,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$647,230	\$611,042	\$573,407	\$612,015
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$25,646,392</b>	<b>\$25,922,783</b>	<b>\$25,862,784</b>	<b>\$26,122,384</b>
<b>Expenses</b>				
Personnel	\$1,309,060	\$1,713,212	\$1,596,395	\$1,856,180
Capital	\$981,530	\$1,154,371	\$1,077,822	\$3,635,300
Debt	\$63	\$30,440	\$30,440	\$30,440
Grants	\$0	\$476,741	\$284,040	\$0
Utilities	\$48,832	\$57,000	\$60,500	\$58,000
Professional Services	\$1,425,393	\$1,430,306	\$1,509,341	\$1,482,245
Supplies and Materials	\$20,802,919	\$21,157,850	\$19,881,604	\$20,945,200
Tools, Equipment, and Vehicles	\$84,528	\$107,650	\$107,800	\$132,500
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$182,886	\$155,255	\$150,000	\$232,003
<b>Total Expenses</b>	<b>\$24,835,211</b>	<b>\$26,282,825</b>	<b>\$24,697,941</b>	<b>\$28,371,869</b>

## Electric Department Organizational Chart





Electric-Operating Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	4-200-2005.002	Grant-Capital	\$0	\$476,741	\$0	\$221,369
	<b>Total Grant Revenue</b>		<b>\$0</b>	<b>\$476,741</b>	<b>\$0</b>	<b>\$221,369</b>
80	4-200-3000.011	Turn On Fees	\$19,000	\$22,000	\$10,000	\$10,000
80	4-200-3000.012	Customer Billing	\$25,450,000	\$23,600,000	\$25,000,000	\$23,945,000
80	4-200-3000.013	Penalties	\$210,000	\$250,000	\$200,000	\$200,000
80	4-200-3000.014	Meter Base Sales	\$20,000	\$0	\$0	\$0
80	4-200-3000.015	Meter Base Installation	\$20,000	\$35,000	\$35,000	\$35,000
80	4-200-3000.018	Telephone Pole Agreement	\$10,020	\$10,000	\$10,000	\$10,000
80	4-200-3000.019	Cable Pole Agreement	\$18,000	\$18,000	\$18,000	\$18,000
80	4-200-3000.030	Service Availability	\$0	\$900,000	\$0	\$1,055,000
80	4-200-3000.031	Utility Administration	\$0	\$0	\$16,377	\$16,000
	<b>Total Service Charges and Fees Revenue</b>		<b>\$25,747,020</b>	<b>\$24,835,000</b>	<b>\$25,289,377</b>	<b>\$25,289,000</b>
80	4-200-3010.004	Misc.-Investment Income	\$25,000	\$90,000	\$75,000	\$75,000
80	4-200-3010.006	Misc.-Miscellaneous	\$10,000	\$15,000	\$15,000	\$15,000
80	4-200-3010.008	Misc Gain/Loss Asset Disposal	\$0	\$25,000	\$0	\$25,000
80	4-200-3010.012	Misc.-Purchasing Card	\$0	\$300	\$300	\$300
80	4-200-3010.014	Misc.-Insurance Recoveries	\$0	\$0	\$2,365	\$0
	<b>Total Miscellaneous Revenue</b>		<b>\$35,000</b>	<b>\$130,300</b>	<b>\$92,665</b>	<b>\$115,300</b>
	<b>Total Service Charges, Fees, and Miscellaneous Revenue</b>		<b>\$25,782,020</b>	<b>\$24,965,300</b>	<b>\$25,382,042</b>	<b>\$25,404,300</b>
	<b>Total Electric-Operating Revenue</b>		<b>\$25,782,020</b>	<b>\$25,442,041</b>	<b>\$25,382,042</b>	<b>\$25,625,669</b>

Electric-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-200-1000.001	Fulltime Salary	\$1,025,860	\$869,567	\$765,000	\$938,080
80	5-200-1000.004	On Call	\$59,540	\$28,834	\$28,000	\$31,361
80	5-200-1000.005	Fulltime Overtime	\$53,950	\$33,670	\$72,000	\$36,326
	<b>Total Salaries Expense</b>		<b>\$1,139,350</b>	<b>\$932,071</b>	<b>\$865,000</b>	<b>\$1,005,767</b>
80	5-200-1005.001	Health Premium-Employee	\$54,105	\$45,816	\$44,000	\$46,206

Electric-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-200-1005.002	Health Premium-Family	\$204,730	\$198,627	\$185,000	\$220,884
80	5-200-1005.003	Dental Premium-Employee	\$5,100	\$3,900	\$4,410	\$4,500
80	5-200-1005.004	Dental Premium-Family	\$1,000	\$550	\$640	\$750
	<b>Total Insurance Expense</b>		<b>\$264,935</b>	<b>\$248,893</b>	<b>\$234,050</b>	<b>\$272,340</b>
80	5-200-1010.001	Life Insurance	\$1,450	\$1,135	\$1,100	\$1,135
	<b>Total Life Insurance Expense</b>		<b>\$1,450</b>	<b>\$1,135</b>	<b>\$1,100</b>	<b>\$1,135</b>
80	5-200-1015.001	Lagers-General	\$148,120	\$123,970	\$118,000	\$131,760
80	5-200-1015.004	Deferred Comp-Employer	\$11,050	\$10,400	\$6,400	\$11,700
	<b>Total Retirement Expense</b>		<b>\$159,170</b>	<b>\$134,370</b>	<b>\$124,400</b>	<b>\$143,460</b>
80	5-200-1020.001	FICA-Employer	\$70,640	\$57,790	\$52,000	\$62,360
80	5-200-1020.002	Medicare-Employer	\$16,525	\$13,520	\$12,000	\$14,585
80	5-200-1020.003	Unemployment Compensation	\$11,395	\$9,325	\$8,800	\$10,060
80	5-200-1020.004	Workman's Compensation	\$25,275	\$25,275	\$20,000	\$22,298
	<b>Total Payroll Taxes Expense</b>		<b>\$123,835</b>	<b>\$105,910</b>	<b>\$92,800</b>	<b>\$109,303</b>
80	5-200-1025.001	Employee-Uniforms	\$15,500	\$26,000	\$19,900	\$29,200
80	5-200-1025.002	Employee-Dues/License/Membership	\$6,000	\$1,000	\$22,557	\$1,000
80	5-200-1025.003	Employee-Books	\$500	\$500	\$0	\$500
80	5-200-1025.004	Employee-Travel/Hotel	\$4,500	\$6,000	\$2,466	\$7,000
80	5-200-1025.005	Employee-Training	\$5,000	\$17,500	\$4,000	\$17,500
	<b>Total Employee Expense</b>		<b>\$31,500</b>	<b>\$51,000</b>	<b>\$48,923</b>	<b>\$55,200</b>
	<b>Total Personnel Expense</b>		<b>\$1,720,240</b>	<b>\$1,473,379</b>	<b>\$1,366,273</b>	<b>\$1,587,206</b>
80	5-200-2020.000	Capital Exp-Machinery and Equipment	\$0	\$0	\$80,000	\$111,300
80	5-200-2025.000	Capital Exp-Vehicles	\$0	\$253,000	\$28,000	\$463,000
	<b>Total Capital Expense</b>		<b>\$0</b>	<b>\$253,000</b>	<b>\$108,000</b>	<b>\$574,300</b>
80	5-200-3020.000	Debt-Lease Purchase	\$0	\$30,440	\$30,440	\$30,440
	<b>Total Debt Expense</b>		<b>\$0</b>	<b>\$30,440</b>	<b>\$30,440</b>	<b>\$30,440</b>
80	5-200-4005.002	Grants-Capital Improvement	\$0	\$476,741	\$284,040	\$0
	<b>Total Grant Expense</b>		<b>\$0</b>	<b>\$476,741</b>	<b>\$284,040</b>	<b>\$0</b>

Electric-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-200-5000.001	Utilities-Electric	\$31,000	\$45,000	\$49,050	\$45,000
80	5-200-5000.002	Utilities-Water	\$250	\$250	\$250	\$250
80	5-200-5000.003	Utilities-Sewer	\$250	\$250	\$250	\$250
80	5-200-5015.001	Utilities-Cell Phones	\$4,600	\$7,000	\$7,000	\$7,000
80	5-200-5020.002	Utilities-Internet Mobile	\$1,400	\$4,500	\$3,200	\$4,500
	<b>Total Utilities Expense</b>		<b>\$37,500</b>	<b>\$57,000</b>	<b>\$59,750</b>	<b>\$57,000</b>
80	5-200-6000.001	Prof Services-Legal	\$6,000	\$6,000	\$1,385	\$6,000
80	5-200-6000.002	Prof Services-Engineering	\$40,000	\$50,000	\$50,000	\$50,000
80	5-200-6000.003	Prof Services-Surveying	\$1,500	\$1,500	\$0	\$1,500
80	5-200-6000.007	Prof Services-Toxicology Testing	\$500	\$500	\$151	\$500
80	5-200-6000.008	Prof Services-Background Check	\$75	\$100	\$0	\$100
80	5-200-6000.009	Prof Services-Collection Agency	\$1,500	\$1,500	\$600	\$1,500
80	5-200-6000.011	Prof Services-Dues-Fees	\$7,000	\$10,000	\$10,000	\$10,000
80	5-200-6000.013	Prof Services - Studies	\$0	\$29,625	\$29,625	\$0
80	5-200-6000.015	Prof Services-Service Contracts	\$180,000	\$25,000	\$25,000	\$25,000
80	5-200-6000.017	Prof Services-PILOT	\$1,272,500	\$1,180,000	\$1,250,000	\$1,197,250
80	5-200-6000.018	Prof Services-Damage Claims	\$3,000	\$3,000	\$0	\$3,000
80	5-200-6000.019	Prof Services-Credit Card Fees	\$35,000	\$50,000	\$62,000	\$65,000
	<b>Total General Professional Service Expense</b>		<b>\$1,547,075</b>	<b>\$1,357,225</b>	<b>\$1,428,761</b>	<b>\$1,359,850</b>
80	5-200-6005.001	Insurance-Vehicle	\$23,160	\$23,955	\$23,800	\$24,040
80	5-200-6005.002	Insurance-Equipment	\$2,335	\$2,385	\$2,677	\$2,705
80	5-200-6005.003	Insurance-Building & Property	\$6,960	\$7,100	\$7,227	\$7,300
80	5-200-6005.007	Insurance-City Government	\$26,440	\$26,970	\$24,287	\$24,530
	<b>Total Insurance Expense</b>		<b>\$58,895</b>	<b>\$60,410</b>	<b>\$57,991</b>	<b>\$58,575</b>
80	5-200-6010.002	Advertising -Employee	\$0	\$1,200	\$0	\$1,200
81	5-200-6010.003	Advertising -Print	\$500	\$500	\$1,000	\$500
80	5-200-6010.006	Advertising-Radio	\$1,100	\$0	\$39	\$0
	<b>Total Advertising Expense</b>		<b>\$1,600</b>	<b>\$1,700</b>	<b>\$1,039</b>	<b>\$1,700</b>
80	5-200-6020.000	Software-Annual Renewal/Maintenance	\$18,375	\$10,971	\$15,000	\$0

Electric-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-200-6020.001	Software-Purchase	\$5,635	\$0	\$6,200	0
80	5-200-6020.002	Software-Upgrade	\$0	\$0	\$0	\$50,000
80	5-200-6020.003	Software-Agreement	\$0	\$0	\$0	\$11,820
	<b>Total Software Expense</b>		<b>\$24,010</b>	<b>\$10,971</b>	<b>\$21,200</b>	<b>\$61,820</b>
	<b>Total Professional Service Expense</b>		<b>\$1,631,580</b>	<b>\$1,430,306</b>	<b>\$1,508,991</b>	<b>\$1,481,945</b>
80	5-200-7000.001	Supplies-Operational	\$7,200	\$7,500	\$9,000	\$8,000
80	5-200-7000.003	Supplies-Small Equipment	\$0	\$200	\$550	\$1,000
80	5-200-7000.004	Supplies-Small Tools	\$4,000	\$4,000	\$4,000	\$5,000
80	5-200-7005.001	Supplies-Printing	\$0	\$0	\$33	\$50
80	5-200-7005.002	Supplies-Mailing	\$2,200	\$2,200	\$2,200	\$2,200
80	5-200-7005.003	Supplies-Postage	\$11,000	\$12,000	\$12,000	\$12,000
80	5-200-7005.004	Supplies-Paper	\$450	\$450	\$250	\$450
80	5-200-7005.005	Supplies-Forms	\$1,000	\$1,000	\$1,307	\$1,000
80	5-200-7005.006	Supplies-Promo-Education	\$37,000	\$40,000	\$10,000	\$40,000
	<b>Total General Office Supplies Expense</b>		<b>\$62,850</b>	<b>\$67,350</b>	<b>\$39,340</b>	<b>\$69,700</b>
80	5-200-7015.004	Supplies-Safety	\$10,000	\$10,000	\$10,000	\$35,000
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$35,000</b>
80	5-200-7025.001	Supplies-Wholesale Power-Demand Charge	\$5,500,000	\$6,006,000	\$5,360,392	\$5,200,000
80	5-200-7025.002	Supplies-Wholesale Power-Energy Charge	\$15,000,000	\$13,400,000	\$13,000,000	\$13,950,000
80	5-200-7025.003	Supplies-Wholesale Power-Transmission Charge	\$1,350,000	\$1,350,000	\$1,200,000	\$1,350,000
	<b>Total Wholesale Power</b>		<b>\$21,850,000</b>	<b>\$20,756,000</b>	<b>\$19,560,392</b>	<b>\$20,500,000</b>
	<b>Total Supplies Expense</b>		<b>\$21,922,850</b>	<b>\$20,833,350</b>	<b>\$19,609,732</b>	<b>\$20,604,700</b>
80	5-200-7500.001	Materials-Asphalt	\$12,000	\$2,000	\$54	\$2,000
80	5-200-7500.002	Materials-Rock	\$0	\$3,500	\$3,500	\$3,500
80	5-200-7500.003	Materials-Concrete	\$3,500	\$3,500	\$2,000	\$3,500
80	5-200-7505.004	Materials-Pipe-Conduit	\$15,000	\$15,000	\$15,000	\$15,000
80	5-200-7505.005	Materials-Poles	\$5,000	\$5,000	\$500	\$5,000
80	5-200-7510.003	Materials-Fittings	\$7,000	\$5,000	\$6,300	\$5,000

Electric-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-200-7510.004	Materials-Hardware	\$20,000	\$20,000	\$25,000	\$35,000
80	5-200-7510.006	Materials-Wire	\$12,000	\$20,000	\$20,000	\$20,000
80	5-200-7515.001	Materials-Transformers	\$75,000	\$150,000	\$150,000	\$100,000
80	5-200-7515.002	Materials-Substation	\$10,000	\$10,000	\$15,302	\$29,000
80	5-200-7520.001	Materials-Meters	\$15,000	\$35,000	\$216	\$35,000
80	5-200-7525.001	Materials-Infrastructure Maintenance	\$30,000	\$30,000	\$30,000	\$30,000
80	5-200-7530.001	Materials-SCADA	\$12,000	\$25,000	\$1,500	\$25,000
	<b>Total Material Expense</b>		<b>\$216,500</b>	<b>\$324,000</b>	<b>\$269,372</b>	<b>\$308,000</b>
80	5-200-8000.001	Tools-Repair	\$1,500	\$500	\$500	\$500
80	5-200-8000.002	Tools- Maintenance	\$1,500	\$1,500	\$1,500	\$1,500
80	5-200-8000.003	Tools-Supplies	\$3,000	\$10,000	\$10,000	\$10,000
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$6,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>
80	5-200-8300.001	Equipment-Repair	\$0	\$5,000	\$8,000	\$12,500
80	5-200-8300.002	Equipment-Maintenance	\$20,000	\$20,000	\$18,000	\$20,000
80	5-200-8300.003	Equipment-Supplies	\$1,500	\$5,000	\$5,000	\$7,500
80	5-200-8300.005	Equipment-Fuel	\$0	\$2,000	\$2,000	\$2,000
80	5-200-8300.006	Equipment-Rental	\$10,000	\$10,000	\$1,500	\$10,000
	<b>Total Machinery and Equipment Expense</b>		<b>\$31,500</b>	<b>\$42,000</b>	<b>\$34,500</b>	<b>\$52,000</b>
80	5-200-8600.001	Vehicle-Repair	\$5,000	\$2,000	\$4,000	\$4,000
80	5-200-8600.002	Vehicle-Maintenance	\$20,000	\$12,000	\$15,000	\$15,000
80	5-200-8600.004	Vehicle-Equipment	\$5,000	\$5,000	\$5,000	\$5,000
80	5-200-8600.005	Vehicle-Fuel	\$30,000	\$22,000	\$25,000	\$25,000
	<b>Total Vehicle Expense</b>		<b>\$60,000</b>	<b>\$41,000</b>	<b>\$49,000</b>	<b>\$49,000</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$97,500</b>	<b>\$95,000</b>	<b>\$95,500</b>	<b>\$113,000</b>
80	5-200-9910.000	Internal Service-Personnel	\$135,384	\$155,255	\$150,000	\$232,003
	<b>Total Internal Service-Personnel</b>		<b>\$135,384</b>	<b>\$155,255</b>	<b>\$150,000</b>	<b>\$232,003</b>
	<b>Total Internal Service</b>		<b>\$135,384</b>	<b>\$155,255</b>	<b>\$150,000</b>	<b>\$232,003</b>
	<b>Total Electric-Operating Expense</b>		<b>\$25,761,554</b>	<b>\$25,128,471</b>	<b>\$23,482,098</b>	<b>\$24,988,594</b>

## Electric Maintenance

This division manages the expenses of utility right-of-way maintenance throughout the 135 miles of 7.2 Kv distribution and 40 miles of 69 Kv transmission electric system.

Fiscal Year 2018-2019

Accomplishments:

Cleared 2 feeders on the north side of town causing repeated outages, adding reliability to the system. Trimmed and removed trees on single phase lines throughout town providing improved service.

Fiscal Year 2020 Goals:

- I. **Goal:** Expand scope of tree trimming services to include stump grinding.  
**Strategy:** Purchase a stump grinder.  
**Budgetary Factor:** Included in the FY20 budget.
- II. **Goal:** Expand our herbicide application program to decrease the frequency of mechanical trimming and removal.  
**Strategy:** Purchase herbicide spray equipment.  
**Budgetary Factor:** Included in the FY20 budget.
- III. **Goal:** Reduce the number of tree related outages by 50 percent.  
**Strategy:** Continue with dedicating a crew to complete identified feeder clearing.  
**Budgetary Factor:** None existing personnel will be utilized.

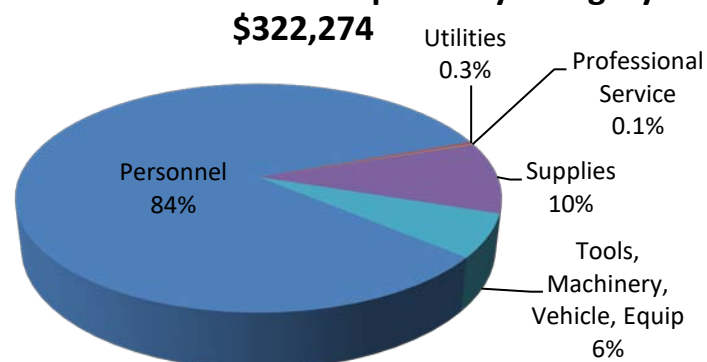
Performance Measurements

Calendar Year Performance	Estimated 2019
Feet of Cleared Lines	41,079
Number of Trees Removed	171
Cubic Yards Chipped	3,744
x	111,272
Number of Tree Related Outages	30

Previous Years' Goals:

- I. **Goal:** Improve the reliability of the electric systems through a more proactive tree trimming program.  
**Status:** Reduced outages on two feeders.
- II. **Goal:** Utilize chemicals to maintain vegetative growth in utility right-of-way.  
**Status:** Work in progress.

### Electric Maintenance Expense by Category



Electric-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-205-1000.001	Fulltime Salary	\$0	\$128,507	\$128,507	\$130,478
80	5-205-1000.002	Part time Salary	\$0	\$21,121	\$21,121	\$32,645
80	5-205-1000.005	Fulltime Overtime	\$0	\$7,414	\$2,000	\$7,528
80	5-205-1000.006	Part Time Overtime	\$0	\$792	\$0	\$816
	<b>Total Salaries Expense</b>		<b>\$0</b>	<b>\$157,835</b>	<b>\$151,628</b>	<b>\$171,467</b>
80	5-205-1005.001	Health Premium-Employee	\$0	\$30,804	\$30,804	\$23,298
80	5-205-1005.002	Health Premium-Family	\$0	\$0	\$0	\$11,763
80	5-205-1005.003	Dental Premium-Employee	\$0	\$1,250	\$1,250	\$1,250
80	5-205-1005.004	Dental Premium-Family	\$0	\$600	\$600	\$600
	<b>Total Insurance Expense</b>		<b>\$0</b>	<b>\$32,654</b>	<b>\$32,654</b>	<b>\$36,911</b>
80	5-205-1010.001	Life Insurance	\$0	\$255	\$255	\$255
	<b>Total Life Insurance Expense</b>		<b>\$0</b>	<b>\$255</b>	<b>\$255</b>	<b>\$255</b>
80	5-205-1015.001	Lagers-General	\$0	\$18,080	\$17,360	\$18,080
80	5-205-1015.004	Deferred Comp-Employer	\$0	\$9,100	\$9,100	\$9,100
	<b>Total Retirement Expense</b>		<b>\$0</b>	<b>\$27,180</b>	<b>\$26,460</b>	<b>\$27,180</b>
80	5-205-1020.001	FICA-Employer	\$0	\$9,790	\$9,405	\$10,635
80	5-205-1020.002	Medicare-Employer	\$0	\$2,290	\$2,200	\$2,490
80	5-205-1020.003	Unemployment Compensation	\$0	\$1,580	\$1,520	\$1,715
80	5-205-1020.004	Workman's Compensation	\$0	\$0	\$0	\$8,071
	<b>Total Payroll Taxes Expense</b>		<b>\$0</b>	<b>\$13,660</b>	<b>\$13,125</b>	<b>\$22,911</b>
80	5-205-1025.001	Employee-Uniforms	\$0	\$6,000	\$4,000	\$6,000
80	5-205-1025.002	Employee-Dues/License/Membership	\$0	\$150	\$0	\$150
80	5-205-1025.003	Employee-Books	\$0	\$100	\$0	\$100
80	5-205-1025.005	Employee-Training	\$0	\$2,000	\$2,000	\$4,000
	<b>Total Employee Expense</b>		<b>\$0</b>	<b>\$8,250</b>	<b>\$6,000</b>	<b>\$10,250</b>
	<b>Total Personnel Expense</b>		<b>\$0</b>	<b>\$239,834</b>	<b>\$230,122</b>	<b>\$268,974</b>
80	5-205-5015.001	Utilities-Cell Phones	\$0	\$0	\$200	\$0
80	5-205-5020.002	Utilities-Internet Mobile	\$0	\$0	\$550	\$1,000
	<b>Total Utilities Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$750</b>	<b>\$1,000</b>

Electric-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-205-6000.007	Prof Services-Toxicology Testing	\$0	\$0	\$250	\$200
80	5-205-6000.008	Prof Services-Background Check	\$0	\$0	\$100	\$100
	<b>Total General Professional Service Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$350</b>	<b>\$300</b>
80	5-205-7000.004	Supplies-Small Tools	\$0	\$0	\$0	\$5,000
80	5-205-7010.004	Supplies-Chemicals	\$0	\$0	\$0	\$5,000
	<b>Total Supplies Expense</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
80	5-205-7015.004	Supplies-Safety	\$0	\$500	\$2,500	\$2,500
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$0</b>	<b>\$500</b>	<b>\$2,500</b>	<b>\$22,500</b>
	<b>Total Supplies Expense</b>		<b>\$0</b>	<b>\$500</b>	<b>\$2,500</b>	<b>\$32,500</b>
80	5-205-8000.001	Tools-Repair	\$0	\$250	\$500	\$500
80	5-205-8000.002	Tools- Maintenance	\$0	\$500	\$300	\$500
80	5-205-8000.003	Tools-Supplies	\$0	\$1,000	\$1,000	\$1,000
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$0</b>	<b>\$1,750</b>	<b>\$1,800</b>	<b>\$2,000</b>
80	5-205-8300.001	Equipment-Repair	\$0	\$2,500	\$4,000	\$4,000
80	5-205-8300.002	Equipment-Maintenance	\$0	\$1,000	\$1,000	\$1,000
80	5-205-8300.005	Equipment-Fuel	\$0	\$500	\$0	\$1,000
80	5-205-8300.006	Equipment-Rental	\$0	\$0	\$0	\$500
	<b>Total Machinery and Equipment Expense</b>		<b>\$0</b>	<b>\$4,000</b>	<b>\$5,000</b>	<b>\$6,500</b>
80	5-205-8600.001	Vehicle-Repair	\$0	\$500	\$4,500	\$4,500
80	5-205-8600.002	Vehicle-Maintenance	\$0	\$1,500	\$0	\$1,000
80	5-205-8600.004	Vehicle-Equipment	\$0	\$400	\$1,000	\$1,000
80	5-205-8600.005	Vehicle-Fuel	\$0	\$4,500	\$0	\$4,500
	<b>Total Vehicle Expense</b>		<b>\$0</b>	<b>\$6,900</b>	<b>\$5,500</b>	<b>\$11,000</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$0</b>	<b>\$12,650</b>	<b>\$12,300</b>	<b>\$19,500</b>
	<b>Total Electric Maintenance Expense</b>		<b>\$0</b>	<b>\$252,984</b>	<b>\$246,022</b>	<b>\$322,274</b>



## 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.

### Fiscal Year 2019 Goals:

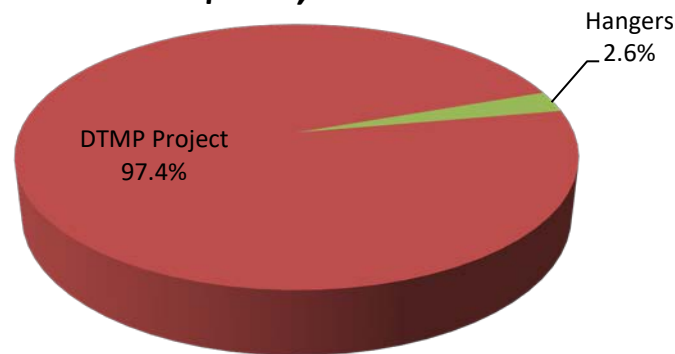
- I. **Goal:** Maintain no less than 30% and no more than 50% of the electric utility's income.  
**Strategy:** Continue to monitor fund and adjust funding levels/sources as necessary.  
**Budgetary Factor:** None.

### 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.

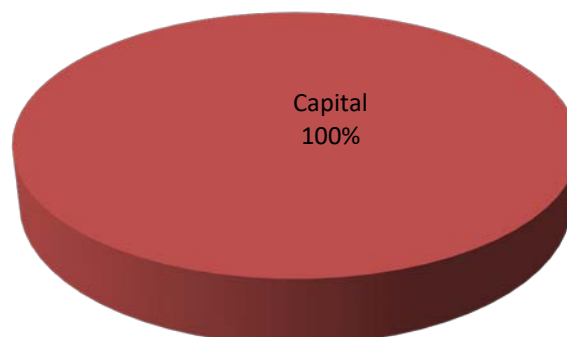
## Electric Reserve Debt Service Repayment

**\$496,715**



## Electric Reserve Expense by Category

**\$3,061,000**



Electric-Reserve Transfer In			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	4-215-3010.000	Misc. -General	\$496,720	\$480,742	\$480,742	\$496,715
	<b>Total Miscellaneous Transfer In</b>		<b>\$496,720</b>	<b>\$480,742</b>	<b>\$480,742</b>	<b>\$496,715</b>
	<b>Total Electric-Reserve Transfer in</b>		<b>\$496,720</b>	<b>\$480,742</b>	<b>\$480,742</b>	<b>\$496,715</b>

Electric-Reserve Expense			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
80	5-215-2005.000	Capital Exp-Land and Improvement	\$747,000	\$425,000	\$485,000	\$245,000
80	5-215-2010.000	Capital Exp-Building and Improvement	\$235,000	\$225,000	\$118,000	\$641,000
80	5-215-2020.000	Capital Exp-Machinery and Equipment	\$471,443	\$251,371	\$366,822	\$2,175,000
	<b>Total Capital Expense</b>		<b>\$1,453,443</b>	<b>\$901,371</b>	<b>\$969,822</b>	<b>\$3,061,000</b>
	<b>Total Electric-Reserve Expense</b>		<b>\$1,453,443</b>	<b>\$901,371</b>	<b>\$969,822</b>	<b>\$3,061,000</b>
	<b>Total Electric Fund Expense</b>		<b>\$27,214,997</b>	<b>\$26,282,825</b>	<b>\$24,697,941</b>	<b>\$28,371,868</b>

## Fiber Fund

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

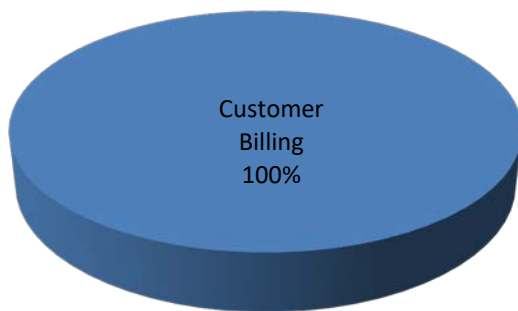
Fiscal Year 2018-2019 Accomplishments:

Successfully completed installation of fiber line to Atchley Park to enable Park administrative building to connect to City computer network.

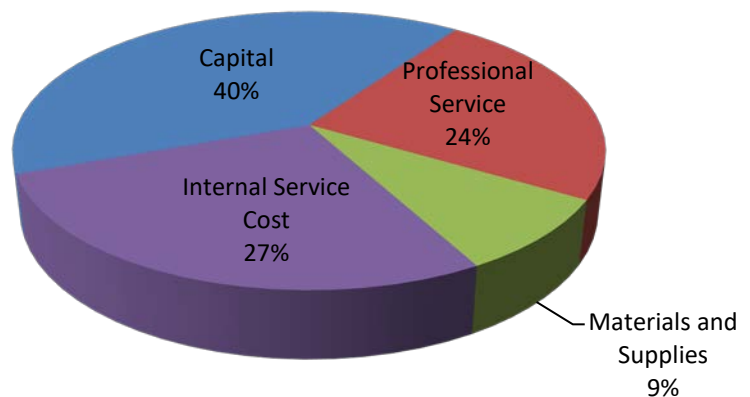
Performance Measurements:

	2016	2017	Estimated 2018	Estimated 2019
Feet of fiber installed	5,000	5,000	6,800	5,000
New Customers	2	2	1	3
Percentage of Fiber Used	82%	82%	82%	85%

## Fiber Funds Available by Category \$90,000



## Fiber Expense by Category \$146,079



### Fiber Fund Revenue and Expense by Category

Fiber Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$90,886	\$75,000	\$95,000	\$90,000
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
<b>Total Revenues</b>	<b>\$90,886</b>	<b>\$75,000</b>	<b>\$95,000</b>	<b>\$90,000</b>
<b>Expenses</b>				
Personnel	\$0	\$0	\$0	\$0
Capital	\$46,295	\$50,000	\$83,252	\$59,000
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$4,544	\$3,750	\$4,750	\$34,500
Supplies and Materials	\$0	\$12,500	\$4,002	\$12,500
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$0
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$46,925	\$45,357	\$32,800	\$40,079
<b>Total Expenses</b>	<b>\$97,764</b>	<b>\$111,607</b>	<b>\$124,804</b>	<b>\$146,079</b>

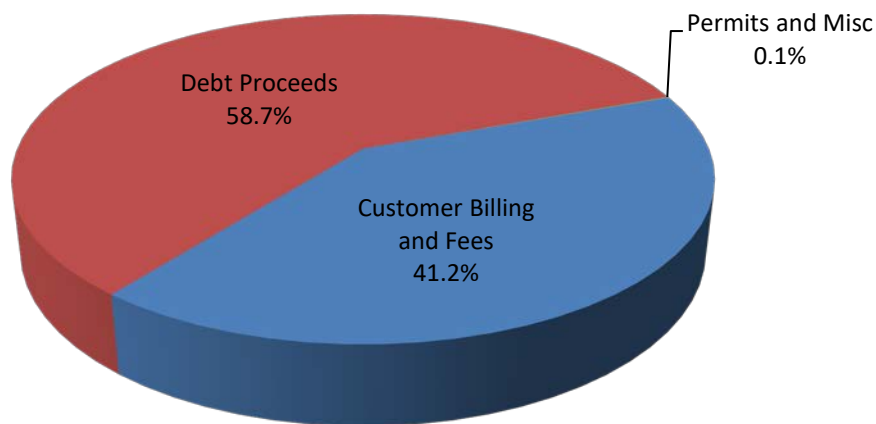
Fiber-Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
83	4-200-3000.012	Customer Billing	\$87,000	\$75,000	\$95,000	\$90,000
	<b>Total Service Charges and Fees Revenue</b>		<b>\$87,000</b>	<b>\$75,000</b>	<b>\$95,000</b>	<b>\$90,000</b>
	<b>Total Fiber Revenues</b>		<b>\$87,000</b>	<b>\$75,000</b>	<b>\$95,000</b>	<b>\$90,000</b>

Fiber-Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Proposed	Budget	Est Ending	Proposed
83	5-200-2005.000	Capital Exp-Land & Improvements	\$42,000	\$0	\$21,372	\$0
83	5-200-2015.000	Capital Exp-Furniture & Fixtures	\$0	\$0	\$0	\$0
83	5-200-2020.000	Capital Exp-Machinery & Equipment	\$55,000	\$50,000	\$61,880	\$59,000
83	5-200-2030.000	Capital Exp-Infrastructure	\$0	\$0	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$97,000</b>	<b>\$50,000</b>	<b>\$83,252</b>	<b>\$59,000</b>
83	5-200-6000.013	Prof Services-Studies	\$0	\$0	\$0	\$30,000
83	5-200-6000.017	Prof Services-PILOT	\$4,350	\$3,750	\$4,750	\$4,500
	<b>Total Professional Service Expense</b>		<b>\$4,350</b>	<b>\$3,750</b>	<b>\$4,750</b>	<b>\$34,500</b>
83	5-200-7510.004	Materials-Hardware	\$5,000	\$5,000	\$1,000	\$5,000
83	5-200-7510.006	Materials-Wire	\$0	\$7,500	\$3,000	\$7,500
	<b>Total Material Expense</b>		<b>\$5,000</b>	<b>\$12,500</b>	<b>\$4,000</b>	<b>\$12,500</b>
83	5-200-9910.000	Internal Service-Personnel Services	\$51,426	\$45,357	\$32,800	\$40,079
	<b>Total Internal Service</b>		<b>\$51,426</b>	<b>\$45,357</b>	<b>\$32,800</b>	<b>\$40,079</b>
	<b>Total Fiber Expense</b>		<b>\$157,776</b>	<b>\$111,607</b>	<b>\$124,804</b>	<b>\$146,079</b>

## Wastewater

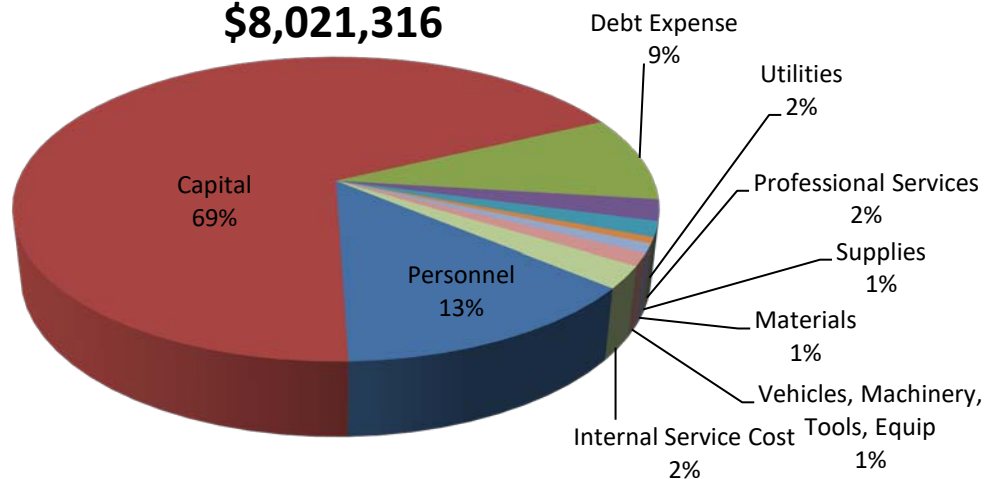
This program was established to prevent the introduction of pollutants into the municipality Wastewater system which will interfere with the operation of the system or contaminate the resulting sludge; to prevent the introduction of pollutants into the municipal Wastewater system which will pass through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

### Wastewater Funds Available by Category



### Wastewater Expense by Category

**\$8,021,316**



#### Fiscal Year 2018-2019 Accomplishments:

Replacement of the standby generator at Goodwin Hollow lift station. Replacement of one Pipe Laser, and the Benchtop Spectrophotometer at the Wastewater Treatment Plant.

#### Fiscal Year 2020 Goals:

- I. **Goal:** Increase the capacity of the wastewater treatment plant from 2.6 million gallons a day to 3.5 million gallons a day.  
**Strategy:** Construct the Missouri Department of Natural Resources approved filter and sludge improvements including: new disk filters, conversion of the backwash basin to a 30 feet diameter 16 feet deep waste basin providing 74,000 gallons of storage, bar screen upgrade at the head of the plant, new sludge holding basin 80 feet diameter 20 feet deep holding 750,000 gallons, new electrical equipment control center, installation of mixers and dissolved oxygen meters in the existing oxidation ditches.  
**Budgetary Factor:** Availability of funds.
- II. **Goal:** Improve the reliability of wastewater utilities through inspections, maintenance, capital improvement projects, and performance standards.  
**Strategy:** Create a categorized list of customer concerns and develop performance standards that will also address utility outage times, frequency, and ways to improve those response times. Develop, inspect, and maintain the wastewater infrastructures on a five-year cycle.  
**Budgetary Factor:** Availability of staff time and resources.
- III. **Goal:** Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant.  
**Strategy:** Purchase and replace specialized equipment used in daily operations. Provide employee training to ensure current regulations and processes are in compliance.  
**Budgetary Factor:** Availability of funds.

#### Performance Measurements:

	2015	2016	2017	2018	Estimated 2019
Pipeline Video Inspections	129,240.70	130,836	167,820	35,519.5	135,000
Cleaning (linear feet)	136,709	165,028	203,077	113,350	160,000
Manhole Inspections	414	425	456	453	450
Deflection Testing (linear feet)	409.5	2,261	326	1,743	1,000
Vacuum Testing Manholes	18	10	1	7	10
Pressure Testing Lines	11	8	0	6	10
Manhole Rehabilitation	22	11	0	10	10
Pipeline Rehabilitation (linear feet)	4,504	2,267	9,909	2,000	2,000
Smoke Testing ( linear feet)	122,264	160,147	164,036	37,295	140,000
Service Calls (linear feet)	9,578	10,682	14,591	4,936	8,000
GIS Manhole Locations	0	50	0	0	450
NPDES Permit Violations	1	1	1	1	0

Previous Years' Goals:

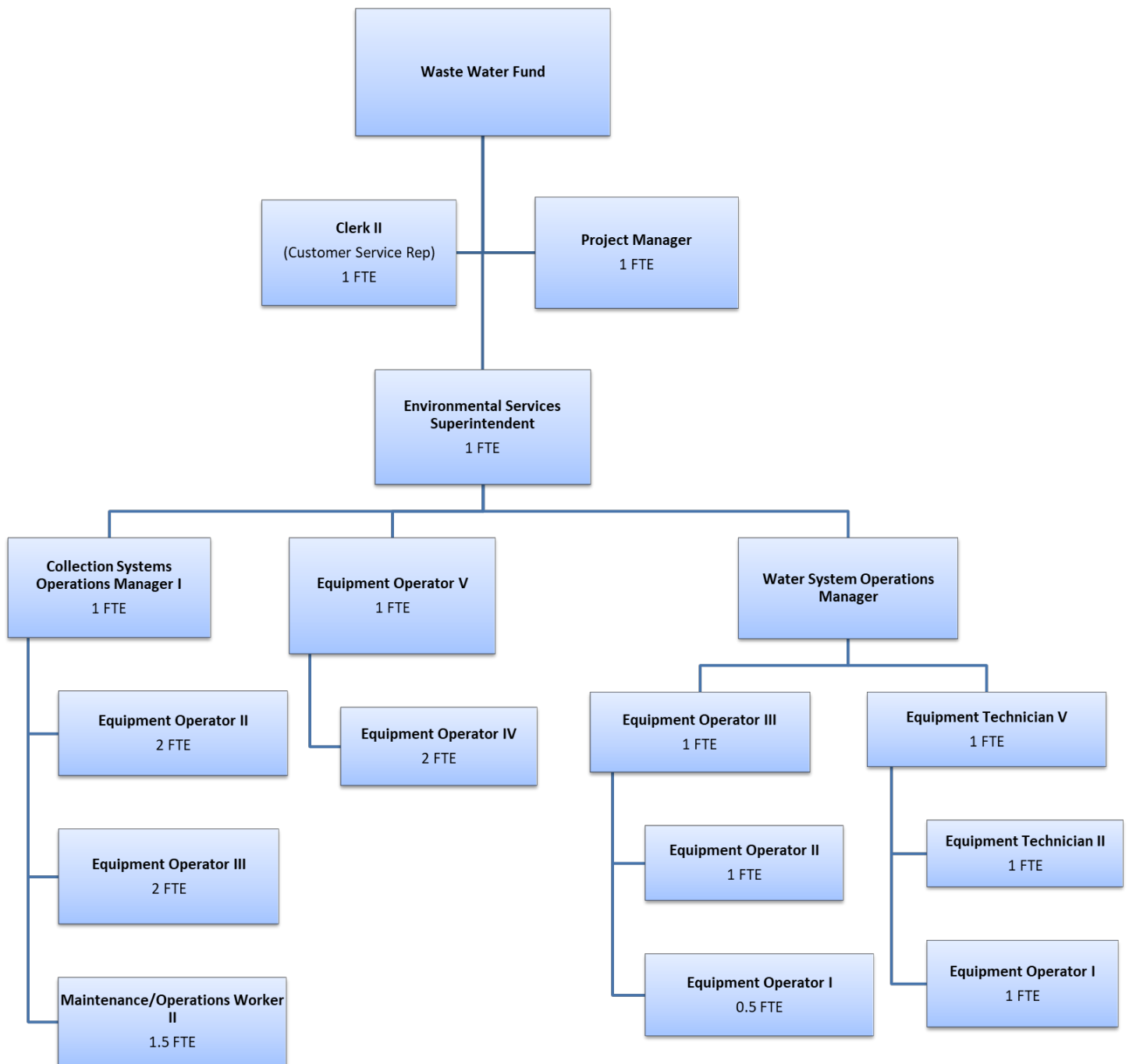
- I. Goal: Increase the capacity of the wastewater treatment plant from 2.6 million gallons a day to 3.5 million gallons a day.  
Status: Ongoing.
- II. Goal: Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant.  
Status: Ongoing.

Wastewater Fund Revenue and Expense by Category

Wastewater Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$2,376,163	\$2,930,000	\$2,545,000	\$3,285,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$47,250	\$60,000	\$7,200	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$86,882	\$1,060,900	\$59,400	\$4,709,500
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$2,510,295</b>	<b>\$4,050,900</b>	<b>\$2,611,600</b>	<b>\$7,994,500</b>
<b>Expenses</b>				
Personnel	\$911,269	\$1,026,599	\$982,651	\$1,072,963
Capital	\$281,199	\$2,086,388	\$1,151,880	\$5,485,505
Debt	\$531,328	\$848,000	\$529,274	\$729,274
Grants	\$0	\$0	\$0	\$0
Utilities	\$188,314	\$179,400	\$180,600	\$180,900
Professional Services	\$72,313	\$192,170	\$185,399	\$130,209
Supplies and Materials	\$97,837	\$130,150	\$136,450	\$128,950
Tools, Equipment, and Vehicles	\$74,448	\$98,250	\$106,250	\$104,750
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$158,459	\$140,567	\$120,000	\$188,765
<b>Total Expenses</b>	<b>\$2,315,165</b>	<b>\$4,701,524</b>	<b>\$3,392,504</b>	<b>\$8,021,316</b>



## Wastewater Organizational Chart



Waste Water-Operating Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	4-200-3000.012	Customer Billing	\$2,800,000	\$2,880,000	\$2,500,000	\$3,250,000
85	4-200-3000.013	Penalties	\$30,000	\$30,000	\$30,000	\$30,000
85	4-200-3000.16	Facility Impact	\$25,000	\$20,000	\$15,000	\$5,000
	<b>Total Service Charges and Fees Revenue</b>		<b>\$2,855,000</b>	<b>\$2,930,000</b>	<b>\$2,545,000</b>	<b>\$3,285,000</b>
85	4-200-3010.001	Misc.-Bond Proceeds	\$400,000	\$1,046,400	\$42,000	\$4,692,000
85	4-200-3010.004	Misc.-Investment Income	\$5,000	\$6,000	\$10,500	\$10,500
85	4-200-3010.006	Misc.-Miscellaneous	\$4,000	\$3,000	\$1,500	\$1,500
85	4-200-3010.008	Misc-Gain/Loss Asset Disposal	\$5,000	\$5,000	\$5,000	\$5,000
85	4-200-3010.012	Misc.-Purchasing Card	\$0	\$500	\$400	\$500
	<b>Total Miscellaneous Revenue</b>		<b>\$414,000</b>	<b>\$1,060,900</b>	<b>\$59,400</b>	<b>\$4,709,500</b>
	<b>Total Services Charges, Fees, and Miscellaneous Revenue</b>		<b>\$3,269,000</b>	<b>\$3,990,900</b>	<b>\$2,604,400</b>	<b>\$7,994,500</b>
85	4-200-4005.002	Permits-Sewer	\$20,000	\$60,000	\$7,200	\$0
	<b>Total Permits Revenue</b>		<b>\$20,000</b>	<b>\$60,000</b>	<b>\$7,200</b>	<b>\$0</b>
	<b>Total Waste Water Revenue</b>		<b>\$3,289,000</b>	<b>\$4,050,900</b>	<b>\$2,611,600</b>	<b>\$7,994,500</b>

Waste Water-Operating Expense			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	5-200-1000.001	Fulltime Salary	\$307,010	\$317,544	\$317,544	\$348,439
85	5-200-1000.002	Parttime Salary	\$0	\$0	\$12,000	\$0
85	5-200-1000.004	On Call	\$7,475	\$7,077	\$8,500	\$7,471
85	5-200-1000.005	Fulltime Overtime	\$16,760	\$19,094	\$19,094	\$20,231
	<b>Total Salaries Expense</b>		<b>\$331,245</b>	<b>\$343,715</b>	<b>\$357,138</b>	<b>\$376,140</b>
85	5-200-1005.001	Health Premium-Employee	\$39,480	\$39,480	\$39,480	\$31,584
85	5-200-1005.002	Health Premium-Family	\$35,040	\$52,365	\$52,365	\$81,453
85	5-200-1005.003	Dental Premium-Employee	\$2,100	\$1,700	\$1,700	\$1,700
85	5-200-1005.004	Dental Premium-Family	\$600	\$450	\$450	\$450
	<b>Total Insurance Expense</b>		<b>\$77,220</b>	<b>\$93,995</b>	<b>\$93,995</b>	<b>\$115,187</b>
85	5-200-1010.001	Life Insurance	\$505	\$505	\$505	\$505

Waste Water-Operating Expense			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Life Insurance Expense</b>		<b>\$505</b>	<b>\$505</b>	<b>\$505</b>	<b>\$505</b>
85	5-200-1015.001	Lagers-General	\$43,062	\$45,715	\$45,905	\$49,275
85	5-200-1015.004	Deferred Comp-Employer	\$5,200	\$4,225	\$4,225	\$4,225
	<b>Total Retirement Expense</b>		<b>\$48,262</b>	<b>\$49,940</b>	<b>\$50,130</b>	<b>\$53,500</b>
85	5-200-1020.001	FICA-Employer	\$20,540	\$21,315	\$21,315	\$19,425
85	5-200-1020.002	Medicare-Employer	\$4,805	\$4,985	\$4,985	\$4,545
85	5-200-1020.003	Unemployment Compensation	\$3,315	\$3,440	\$3,440	\$3,135
85	5-200-1020.004	Workman's Compensation	\$8,222	\$8,222	\$8,222	\$9,722
	<b>Total Payroll Taxes Expense</b>		<b>\$36,882</b>	<b>\$37,962</b>	<b>\$37,962</b>	<b>\$36,827</b>
85	5-200-1025.001	Employee-Uniforms	\$4,500	\$5,000	\$5,000	\$5,000
85	5-200-1025.002	Employee-Dues/License/Membership	\$500	\$750	\$750	\$750
85	5-200-1025.004	Employee-Travel/Hotel	\$1,500	\$2,500	\$2,500	\$2,500
85	5-200-1025.005	Employee-Training	\$5,000	\$5,000	\$5,000	\$5,000
85	5-200-1025.009	Employee-Tuition Assistance	\$0	\$0	\$750	\$750
	<b>Total Employee Expense</b>		<b>\$11,500</b>	<b>\$13,250</b>	<b>\$14,000</b>	<b>\$14,000</b>
	<b>Total Personnel Expense</b>		<b>\$505,614</b>	<b>\$539,367</b>	<b>\$553,730</b>	<b>\$596,159</b>
85	5-200-2005.000	Capital Exp-Land and Improvement	\$611,500	\$960,000	\$815,000	\$635,000
85	5-200-2010.000	Capital Exp-Building and Improvement	\$765,000	\$1,000,000	\$0	\$4,000,000
85	5-200-2015.000	Capital Exp-Furniture and Fixtures	\$0	\$5,000	\$0	\$0
85	5-200-2020.000	Capital Exp-Machinery and Equipment	\$322,960	\$121,388	\$336,880	\$850,505
85	5-200-2025.000	Capital Exp-Vehicles	\$27,445	\$0	\$0	\$0
	<b>Total Capital Expense</b>		<b>\$1,726,905</b>	<b>\$2,086,388</b>	<b>\$1,151,880</b>	<b>\$5,485,505</b>
85	5-200-3005.000	Debt-COPS	\$406,000	\$750,000	\$450,000	\$650,000
85	5-200-3020.000	Debt-Lease Obligation	\$80,000	\$98,000	\$79,274	\$79,274
	<b>Total Debt Expense</b>		<b>\$486,000</b>	<b>\$848,000</b>	<b>\$529,274</b>	<b>\$729,274</b>
85	5-200-5000.001	Utilities-Electric	\$140,000	\$160,000	\$160,000	\$160,000

Waste Water-Operating Expense			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
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	\$750	\$750	\$750	\$750
85	5-200-5020.002	Utilities-Internet Mobile	\$500	\$2,000	\$2,200	\$2,500
85	5-200-5025.001	Utilities-Solid Waste	\$2,000	\$2,000	\$3,000	\$3,000
	<b>Total Utilities Expense</b>		<b>\$155,250</b>	<b>\$176,750</b>	<b>\$177,950</b>	<b>\$178,250</b>
85	5-200-6000.001	Prof Services-Legal	\$5,000	\$5,000	\$1,000	\$5,000
85	5-200-6000.002	Prof Services-Engineering	\$20,000	\$15,000	\$25,000	\$25,000
85	5-200-6000.003	Prof Services-Surveying	\$2,000	\$500	\$0	\$0
85	5-200-6000.007	Prof Services-Toxicology Testing	\$250	\$250	\$250	\$250
85	5-200-6000.008	Prof Services-Background Check	\$100	\$100	\$100	\$100
85	5-200-6000.009	Prof Services-Collection Agency	\$1,700	\$1,500	\$1,500	\$1,000
85	5-200-6000.011	Prof Services-Dues and License	\$5,000	\$5,000	\$5,000	\$5,000
85	5-200-6000.013	Prof Services-Studies	\$0	\$45,650	\$45,650	\$10,000
85	5-200-6000.015	Prof Services-Service Contracts	\$15,000	\$15,000	\$15,000	\$15,000
85	5-200-6000.016	Prof Services-Taxes and Fees	\$7,500	\$7,500	\$7,554	\$7,554
85	5-200-6000.018	Prof Services-Damage Claims	\$4,000	\$4,000	\$4,000	\$4,000
85	5-200-6000.019	Prof Services-Credit Card Fees	\$5,000	\$5,000	\$6,500	\$6,500
	<b>Total General Professional Service Expense</b>		<b>\$65,550</b>	<b>\$104,500</b>	<b>\$111,554</b>	<b>\$79,404</b>
85	5-200-6005.001	Insurance-Vehicle	\$6,850	\$4,590	\$4,400	\$4,445
85	5-200-6005.002	Insurance-Equipment	\$415	\$480	\$450	\$455
85	5-200-6005.003	Insurance-Building & Property	\$4,855	\$5,170	\$5,184	\$5,240
	<b>Total Insurance Expense</b>		<b>\$12,120</b>	<b>\$10,240</b>	<b>\$10,034</b>	<b>\$10,140</b>
85	5-200-6010.002	Advertising- Employee Recruitment	\$500	\$100	\$100	\$100
85	5-200-6010.003	Advertising- Print	\$100	\$500	\$500	\$500
85	5-200-6010.006	Advertising- Radio	\$100	\$100	\$100	\$100
	<b>Total Advertising Expense</b>		<b>\$700</b>	<b>\$700</b>	<b>\$700</b>	<b>\$700</b>
85	5-200-6020.000	Software-Annual Renewal/Maintenance	\$9,135	\$9,330	\$9,330	\$0

Waste Water-Operating Expense			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	5-200-6020.001	Software-Purchase	\$13,550	\$13,550	\$6,200	\$0
85	5-200-6020.003	Software-Agreement	\$2,700	\$2,700	\$2,700	\$10,050
	<b>Total Software Expense</b>		<b>\$25,385</b>	<b>\$25,580</b>	<b>\$18,230</b>	<b>\$10,050</b>
	<b>Total Professional Service expense</b>		<b>\$103,755</b>	<b>\$141,020</b>	<b>\$140,518</b>	<b>\$100,294</b>
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	\$500	\$500	\$1,000	\$1,000
85	5-200-7005.001	Supplies-Printing	\$2,500	\$2,500	\$1,000	\$1,000
85	5-200-7005.002	Supplies-Mailing	\$3,500	\$2,500	\$2,500	\$2,500
85	5-200-7005.003	Supplies-Postage	\$15,000	\$12,000	\$12,000	\$10,000
85	5-200-7005.004	Supplies-Paper	\$500	\$500	\$500	\$500
85	5-200-7005.005	Supplies-Forms	\$250	\$200	\$1,500	\$1,500
85	5-200-7010.001	Supplies-Janitorial	\$500	\$500	\$500	\$500
85	5-200-7010.004	Supplies-Chemicals	\$13,000	\$13,000	\$13,000	\$13,000
	<b>Total General Office Supplies Expense</b>		<b>\$47,750</b>	<b>\$43,700</b>	<b>\$44,000</b>	<b>\$42,000</b>
85	5-200-7015.003	Supplies-First Aid	\$100	\$100	\$100	\$100
85	5-200-7015.004	Supplies-Safety	\$2,000	\$2,000	\$2,000	\$2,000
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>	<b>\$2,100</b>
	<b>Total Supplies Expense</b>		<b>\$49,850</b>	<b>\$45,800</b>	<b>\$46,100</b>	<b>\$44,100</b>
85	5-200-7510.001	Materials-Paint	\$500	\$250	\$250	\$250
85	5-200-7510.003	Materials-Fittings	\$2,500	\$2,000	\$2,000	\$2,000
85	5-200-7510.004	Materials-Hardware	\$3,000	\$3,000	\$3,000	\$3,000
85	5-200-7510.005	Materials-Fixtures	\$10,000	\$8,000	\$8,000	\$8,000
85	5-200-7510.006	Materials-Wire	\$250	\$250	\$250	\$250
85	5-200-7525.001	Materials-Infrastructure Maintenance	\$12,000	\$3,000	\$3,000	\$3,000
	<b>Total Material Expense</b>		<b>\$28,250</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$16,500</b>
85	5-200-8000.003	Tools-Supplies	\$3,500	\$3,500	\$3,500	\$3,500
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>

Waste Water-Operating Expense			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	5-200-8300.001	Equipment-Repair	\$8,000	\$5,000	\$5,000	\$4,000
85	5-200-8300.002	Equipment-Maintenance	\$2,500	\$2,000	\$2,000	\$2,000
85	5-200-8300.005	Equipment-Fuel	\$500	\$750	\$750	\$750
	<b>Total Machinery and Equipment Expense</b>		<b>\$11,000</b>	<b>\$7,750</b>	<b>\$7,750</b>	<b>\$6,750</b>
85	5-200-8600.001	Vehicle-Repair	\$2,000	\$2,000	\$2,000	\$2,000
85	5-200-8600.002	Vehicle-Maintenance	\$5,000	\$2,500	\$5,000	\$4,000
85	5-200-8600.005	Vehicle-Fuel	\$13,000	\$13,000	\$22,000	\$20,000
	<b>Total Vehicle Expense</b>		<b>\$20,000</b>	<b>\$17,500</b>	<b>\$29,000</b>	<b>\$26,000</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$34,500</b>	<b>\$28,750</b>	<b>\$40,250</b>	<b>\$36,250</b>
85	5-200-9910.000	Internal Service-Personnel	\$131,399	\$140,567	\$120,000	\$188,765
	<b>Total Internal Service-Personnel</b>		<b>\$131,399</b>	<b>\$140,567</b>	<b>\$120,000</b>	<b>\$188,765</b>
	<b>Total Internal Service Expense</b>		<b>\$131,399</b>	<b>\$140,567</b>	<b>\$120,000</b>	<b>\$188,765</b>
	<b>Total Waste Water Operating Expense</b>		<b>\$3,221,524</b>	<b>\$4,023,142</b>	<b>\$2,776,202</b>	<b>\$7,375,097</b>

## Wastewater Maintenance

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

Fiscal Year 2018-2019 Accomplishments:

Replacement of the sewer main east of Frank Street. Upgrades to the Marathon lift station.

Fiscal Year 2020 Goals:

- I. **Goal:** Provide adequate infrastructure to meet the needs of our citizens and members of our business community.  
**Strategy:** Accomplish capital projects needed within the wastewater collection system. This will be a multiyear project to rehabilitate and replace deficiencies in the wastewater collection system as recommended in the Sanitary Sewer Evaluation Study (SSES).  
**Budgetary Factor:** Availability of operational and capital funds.
- II. **Goal:** Continue to 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.

Previous Years' Goals:

- I. Goal: Identify and improve the operation and maintenance of the critical-parts inventory for the lift stations  
Status: Ongoing.
- II. Goal: Provide adequate infrastructure to meet the needs of our citizens and members of our business community.  
Status: Ongoing

Waste Water-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	5-205-1000.001	Fulltime Salary	\$63,085	\$64,036	\$64,036	\$65,333
85	5-205-1000.002	Part Time Salary	\$19,990	\$20,387	\$12,000	\$20,286
85	5-205-1000.004	On Call	\$3,035	\$2,143	\$1,000	\$2,185
85	5-205-1000.005	Fulltime Overtime	\$3,580	\$3,625	\$1,500	\$3,689
85	5-205-1000.006	Part Time Overtime	\$405	\$408	\$200	\$406
	<b>Total Salaries Expense</b>		<b>\$90,095</b>	<b>\$90,600</b>	<b>\$78,736</b>	<b>\$91,899</b>
85	5-205-1005.001	Health Premium-Employee	\$7,510	\$15,012	\$7,510	\$7,506
85	5-205-1005.002	Health Premium-Family	\$12,155	\$0	\$11,769	\$11,763
85	5-205-1005.003	Dental Premium-Employee	\$750	\$625	\$625	\$625
	<b>Total Insurance Expense</b>		<b>\$20,415</b>	<b>\$15,637</b>	<b>\$19,904</b>	<b>\$19,894</b>
85	5-205-1010.001	Life Insurance	\$130	\$130	\$130	\$130
	<b>Total Life Insurance Expense</b>		<b>\$130</b>	<b>\$130</b>	<b>\$130</b>	<b>\$130</b>
85	5-205-1015.001	Lagers-General	\$9,065	\$9,285	\$8,850	\$9,330
85	5-205-1015.004	Deferred Comp-Employer	\$1,300	\$650	\$650	\$650
	<b>Total Retirement Expense</b>		<b>\$10,365</b>	<b>\$9,935</b>	<b>\$9,500</b>	<b>\$9,980</b>
85	5-205-1020.001	FICA-Employer	\$5,590	\$5,620	\$4,885	\$5,700
85	5-205-1020.002	Medicare-Employer	\$1,310	\$1,315	\$1,145	\$1,335
85	5-205-1020.003	Unemployment Compensation	\$905	\$910	\$790	\$920
85	5-205-1020.004	Workman's Compensation	\$2,946	\$2,946	\$2,946	\$3,375
	<b>Total Payroll Taxes Expense</b>		<b>\$10,751</b>	<b>\$10,791</b>	<b>\$9,766</b>	<b>\$11,330</b>
85	5-205-1025.001	Employee-Uniforms	\$2,200	\$2,200	\$2,200	\$2,200
85	5-205-1025.002	Employee-Dues/License/Membership	\$500	\$100	\$100	\$100
85	5-205-1025.004	Employee-Travel/hotel	\$0	\$0	\$105	\$500
85	5-205-1025.005	Employee-Training	\$500	\$250	\$250	\$250
	<b>Total Employee Expense</b>		<b>\$3,200</b>	<b>\$2,550</b>	<b>\$2,655</b>	<b>\$3,050</b>
	<b>Total Personnel Expense</b>		<b>\$134,956</b>	<b>\$129,643</b>	<b>\$120,691</b>	<b>\$136,284</b>
85	5-205-5015.001	Utilities-Cell Phones	\$400	\$400	\$400	\$400
85	5-200-5020.002	Utilities-Internet Mobile	\$500	\$500	\$500	\$500
	<b>Total Utilities Expense</b>		<b>\$900</b>	<b>\$900</b>	<b>\$900</b>	<b>\$900</b>



Waste Water-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	5-205-6000.007	Prof Services-Toxicology Testing	\$150	\$150	\$150	\$150
85	5-205-6000.008	Prof Services-MSHP Background Chk	\$150	\$150	\$150	\$150
	<b>Total General Professional Service Expense</b>		<b>\$300</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>
85	5-205-6005.001	Insurance-Vehicle	\$330	\$340	\$0	\$0
85	5-205-6005.002	Insurance-Equipment	\$590	\$605	\$566	\$575
	<b>Total Insurance Expense</b>		<b>\$920</b>	<b>\$945</b>	<b>\$566</b>	<b>\$575</b>
85	5-205-6010.003	Advertising-Print	\$150	\$100	\$0	\$0
	<b>Total Software Expense</b>		<b>\$150</b>	<b>\$100</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total Professional Service Expense</b>		<b>\$1,370</b>	<b>\$1,345</b>	<b>\$866</b>	<b>\$875</b>
85	5-205-7000.001	Supplies-Operational	\$100	\$100	\$100	\$100
85	5-205-7000.004	Supplies-Small Tools	\$1,000	\$1,000	\$500	\$500
85	5-205-7005.003	Supplies-Postage	\$0	\$0	\$0	\$0
	<b>Total General Supplies Expense</b>		<b>\$1,100</b>	<b>\$1,100</b>	<b>\$600</b>	<b>\$600</b>
85	5-205-7015.004	Supplies-Safety	\$3,000	\$3,000	\$3,000	\$3,000
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
	<b>Total Supplies Expense</b>		<b>\$4,100</b>	<b>\$4,100</b>	<b>\$3,600</b>	<b>\$3,600</b>
85	5-205-7500.001	Materials-Asphalt	\$17,500	\$7,500	\$7,500	\$7,500
85	5-205-7500.002	Materials-Rock	\$8,000	\$3,000	\$7,500	\$4,000
85	5-205-7500.003	Materials-Concrete	\$3,000	\$2,000	\$3,000	\$2,000
85	5-205-7500.004	Materials-Landscaping	\$1,500	\$1,500	\$2,500	\$1,500
85	5-205-7505.002	Materials-Pipe-PVC	\$2,500	\$2,000	\$2,000	\$2,000
85	5-205-7505.003	Materials-Pipe-Misc.	\$1,500	\$1,500	\$1,500	\$1,500
85	5-205-7505.006	Materials-Precast	\$7,500	\$7,500	\$7,500	\$7,500
85	5-205-7510.003	Materials-Fittings	\$6,000	\$5,000	\$5,000	\$5,000
85	5-205-7525.001	Materials-Infrastructure Maintenance	\$6,000	\$3,000	\$3,000	\$3,000
	<b>Total Material Expense</b>		<b>\$53,500</b>	<b>\$33,000</b>	<b>\$39,500</b>	<b>\$34,000</b>
85	5-205-8300.001	Equipment-Repair	\$7,500	\$5,000	\$5,000	\$5,000
85	5-205-8300.002	Equipment-Maintenance	\$7,500	\$5,000	\$5,000	\$5,000
85	5-205-8300.005	Equipment-Fuel	\$11,000	\$11,000	\$7,500	\$10,000

Waste Water-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	5-205-8300.006	Equipment-Rental	\$5,000	\$2,500	\$2,500	\$2,500
	<b>Total Machinery and Equipment Expense</b>		<b>\$31,000</b>	<b>\$23,500</b>	<b>\$20,000</b>	<b>\$22,500</b>
85	5-205-8600.001	Vehicle-Repair	\$500	\$500	\$500	\$500
85	5-205-8600.002	Vehicle-Maintenance	\$1,000	\$1,000	\$1,000	\$1,000
85	5-205-8600.005	Vehicle-Fuel	\$3,000	\$7,000	\$7,000	\$7,000
	<b>Total Vehicle Expense</b>		<b>\$4,500</b>	<b>\$8,500</b>	<b>\$8,500</b>	<b>\$8,500</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$35,500</b>	<b>\$32,000</b>	<b>\$28,500</b>	<b>\$31,000</b>
	<b>Total Waste Water-Maintenance Expense</b>		<b>\$230,326</b>	<b>\$200,988</b>	<b>\$194,057</b>	<b>\$206,659</b>

## Inflow & Infiltration

This program 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 45 lift stations.

Fiscal Year 2018-2019 Accomplishments:

Completion of Goodwin Hollow Watershed number two (GH02) Phase 2 rehabilitation plan.  
Replacement of Portable Area Velocity Meter and replacement of the Easement Cleaning Machine.

Fiscal Year 2020 Goals:

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

Previous Years' Goals:

- I. Goal: Maintain, identify and improve the efficiency of collecting inspection data for manholes.  
Status: Ongoing.
- II. Goal: Reduce the number of wastewater backup service calls.  
Status: Ongoing.

Waste Water-Inflow and Infiltration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
85	5-215-1000.001	Fulltime Salary	\$189,250	\$194,010	\$177,000	\$187,730
85	5-215-1000.002	Part Time Salary	\$18,830	\$21,121	\$21,121	\$21,438
85	5-215-1000.004	On Call	\$6,370	\$6,542	\$6,000	\$6,580
85	5-215-1000.005	Fulltime Overtime	\$6,945	\$7,038	\$7,038	\$7,063
85	5-215-1000.006	Part Time Overtime	\$530	\$594	\$300	\$603
	<b>Total Salaries Expense</b>		<b>\$221,925</b>	<b>\$229,305</b>	<b>\$211,459</b>	<b>\$223,415</b>
85	5-215-1005.001	Health Premium-Employee	\$7,510	\$7,506	\$7,506	\$15,012
85	5-215-1005.002	Health Premium-Family	\$50,860	\$56,418	\$38,900	\$39,093
85	5-215-1005.003	Dental Premium-Employee	\$1,500	\$1,550	\$1,100	\$1,500
	<b>Total Insurance Expense</b>		<b>\$59,870</b>	<b>\$65,474</b>	<b>\$47,506</b>	<b>\$55,605</b>
85	5-215-1010.001	Life Insurance	\$315	\$315	\$220	\$315

Waste Water-Inflow and Infiltration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Life Insurance Expense</b>		<b>\$315</b>	<b>\$315</b>	<b>\$220</b>	<b>\$315</b>
85	5-215-1015.001	Lagers-General	\$26,333	\$27,609	\$19,000	\$26,380
85	5-215-1015.004	Deferred Comp-Employer	\$3,250	\$2,600	\$1,900	\$2,600
	<b>Total Retirement Expense</b>		<b>\$29,583</b>	<b>\$30,209</b>	<b>\$20,900</b>	<b>\$28,980</b>
85	5-215-1020.001	FICA-Employer	\$13,760	\$14,220	\$11,000	\$13,855
85	5-215-1020.002	Medicare-Employer	\$3,220	\$3,325	\$2,600	\$3,240
85	5-215-1020.003	Unemployment Compensation	\$2,220	\$2,295	\$2,100	\$2,235
85	5-215-1020.004	Workmans Compensation	\$2,945	\$2,945	\$2,945	\$3,375
	<b>Total Payroll Taxes Expense</b>		<b>\$22,145</b>	<b>\$22,785</b>	<b>\$18,645</b>	<b>\$22,705</b>
85	5-215-1025.001	Employee-Uniforms	\$5,500	\$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	\$3,500	\$3,500	\$3,500	\$3,500
	<b>Total Employee Expense</b>		<b>\$9,500</b>	<b>\$9,500</b>	<b>\$9,500</b>	<b>\$9,500</b>
	<b>Total Personnel Expense</b>		<b>\$343,338</b>	<b>\$357,589</b>	<b>\$308,230</b>	<b>\$340,520</b>
85	5-215-5015.001	Utilities-Cell Phones	\$750	\$750	\$750	\$750
85	5-215-5020.002	Utilities-Internet Mobile	\$1,000	\$1,000	\$1,000	\$1,000
	<b>Total Utilities Expense</b>		<b>\$1,750</b>	<b>\$1,750</b>	<b>\$1,750</b>	<b>\$1,750</b>
85	5-215-6000.001	Prof Services-Legal	\$5,000	\$5,000	\$2,500	\$5,000
85	5-215-6000.002	Prof Services-Engineering	\$5,000	\$5,000	\$2,000	\$5,000
85	5-215-6000.007	Prof Services-Toxicology Testing	\$400	\$400	\$400	\$400
85	5-215-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$100	\$100
85	5-215-6000.015	Prof Services-Service Contracts	\$5,000	\$5,000	\$5,000	\$5,000
	<b>Total General Professional Service Expense</b>		<b>\$15,500</b>	<b>\$15,500</b>	<b>\$10,000</b>	<b>\$15,500</b>
85	5-215-6005.001	Insurance-Vehicle	\$8,330	\$12,090	\$11,800	\$11,920
85	5-215-6005.002	Insurance-Equipment	\$110	\$115	\$115	\$120
	<b>Total Insurance Expense</b>		<b>\$8,440</b>	<b>\$12,205</b>	<b>\$11,915</b>	<b>\$12,040</b>
85	5-215-6020-000	Software-Annual Renewal/Maintenance	\$1,500	\$1,500	\$1,500	\$1,500
85	5-215-6020-002	Software-Upgrade	\$20,600	\$20,600	\$20,600	\$0
	<b>Total Software Expense</b>		<b>\$22,100</b>	<b>\$22,100</b>	<b>\$22,100</b>	<b>\$1,500</b>

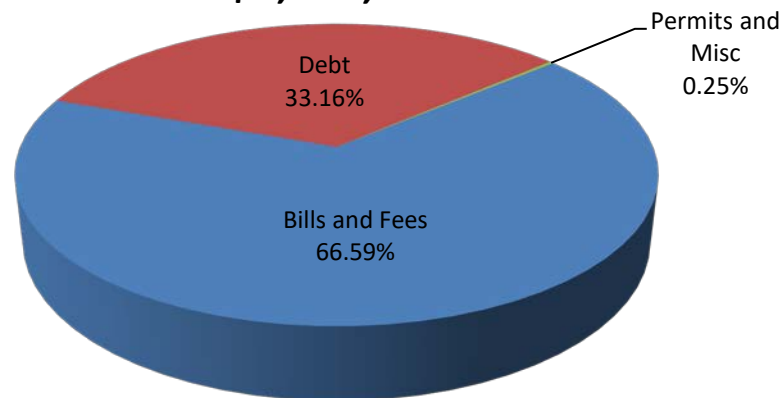
Waste Water-Inflow and Infiltration Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Professional Service Expense</b>		<b>\$46,040</b>	<b>\$49,805</b>	<b>\$44,015</b>	<b>\$29,040</b>
85	5-215-7000.001	Supplies-Operational	\$500	\$500	\$500	\$500
85	5-215-7000.004	Supplies-Small Tools	\$1,000	\$1,000	\$1,000	\$1,000
85	5-215-7005.003	Supplies-Postage	\$1,000	\$500	\$500	\$500
	<b>Total General Office Supplies Expense</b>		<b>\$2,500</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
85	5-215-7015.004	Supplies-Safety	\$2,800	\$2,000	\$2,000	\$2,000
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$2,800</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
	<b>Total Supplies Expense</b>		<b>\$5,300</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>
85	5-215-7510.001	Materials-Paint	\$500	\$500	\$500	\$500
85	5-215-7510.003	Materials-Fittings	\$500	\$500	\$500	\$500
85	5-215-7510.004	Materials-Hardware	\$7,500	\$7,500	\$7,500	\$7,500
85	5-215-7510.005	Materials-Fixtures	\$10,000	\$10,000	\$10,000	\$10,000
85	5-215-7510.006	Materials-Wire	\$750	\$750	\$750	\$750
85	5-215-7525.001	Materials-Infrastructure Maintenance	\$7,500	\$7,500	\$7,500	\$7,500
	<b>Total Material Expense</b>		<b>\$26,750</b>	<b>\$26,750</b>	<b>\$26,750</b>	<b>\$26,750</b>
85	5-215-8300.001	Equipment-Repair	\$7,500	\$7,500	\$7,500	\$7,500
85	5-215-8300.002	Equipment-Maintenance	\$4,000	\$4,000	\$4,000	\$4,000
85	5-215-8300.006	Equipment-Rental	\$4,000	\$2,000	\$2,000	\$2,000
	<b>Total Machinery and Equipment Expense</b>		<b>\$15,500</b>	<b>\$13,500</b>	<b>\$13,500</b>	<b>\$13,500</b>
85	5-215-8600.001	Vehicle-Repair	\$4,000	\$2,000	\$2,000	\$2,000
85	5-215-8600.002	Vehicle-Maintenance	\$8,000	\$5,000	\$5,000	\$5,000
85	5-215-8600.005	Vehicle-Fuel	\$17,000	\$17,000	\$17,000	\$17,000
	<b>Total Vehicle Expense</b>		<b>\$29,000</b>	<b>\$24,000</b>	<b>\$24,000</b>	<b>\$24,000</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$44,500</b>	<b>\$37,500</b>	<b>\$37,500</b>	<b>\$37,500</b>
	<b>Total Waste Water-Inflow and Infiltration Expense</b>		<b>\$467,678</b>	<b>\$477,394</b>	<b>\$422,245</b>	<b>\$439,560</b>
	<b>Total Waste Water Fund Expense</b>		<b>\$3,919,528</b>	<b>\$4,701,524</b>	<b>\$3,392,504</b>	<b>\$8,021,316</b>

## Water

The City water distribution system is made up of approximately 120 miles of distribution lines ranging from 6" to 12" in size, 1,685 water valves and 1,275 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.

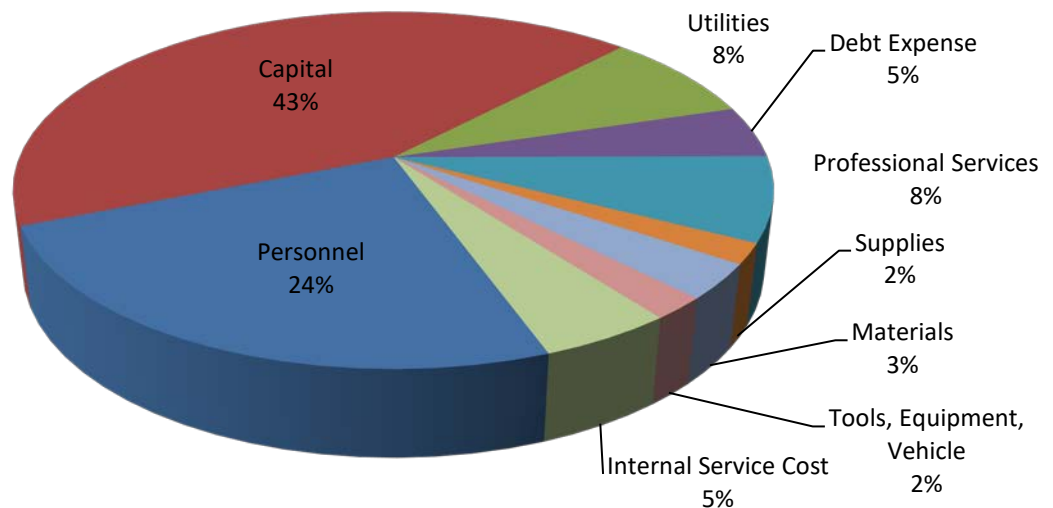
### Water Funds Available by Category

**\$2,940,250**



### Water Expense by Category

**\$3,007,568**



Fiscal Year 2018-2019 Accomplishments:

Performed a Water System Hydraulic study. Finished modifications to Glencastle Water Tower piping. Replacement of Well Chlorine Analyzers. Installing Fiber to the water wells to improve communications to the SCADA system.

Fiscal Year 2020 Goals:

- I. **Goal:** Perform a Water System Leak Detection Study.  
**Strategy:** Contract with a company to perform a systemwide leak study on the water distribution system.  
**Budgetary Factor:** Availability of funds.
- II. **Goal:** Improve customer satisfaction and increase system reliability.  
**Strategy:** Continue to implement the systematic hydrant flushing program in conjunction with inspection and exercising all water valves. Create performance standards to address customer concerns and improve response times to those concerns.  
**Budgetary Factor:** Availability of funds.

Performance Measurements:

Performance Measures	2016	2017	2018	2019 Estimated	2020 Projected
Meter Change out	1797	3788	780	135	0
Meter Repairs	8	34	40	293	50
Valve Exercising	50	0	50	546	1000
Monthly Hydrant Flushing	10	21	21	20	20
Hydrant Repairs	30	25	30	46	40
One Call Locates	1340	1461	1450	1550	1550
Water Leak Repairs	88	70	80	44	50
Complaint Calls	232	250	300	1031	1000

Previous Years' Goals:

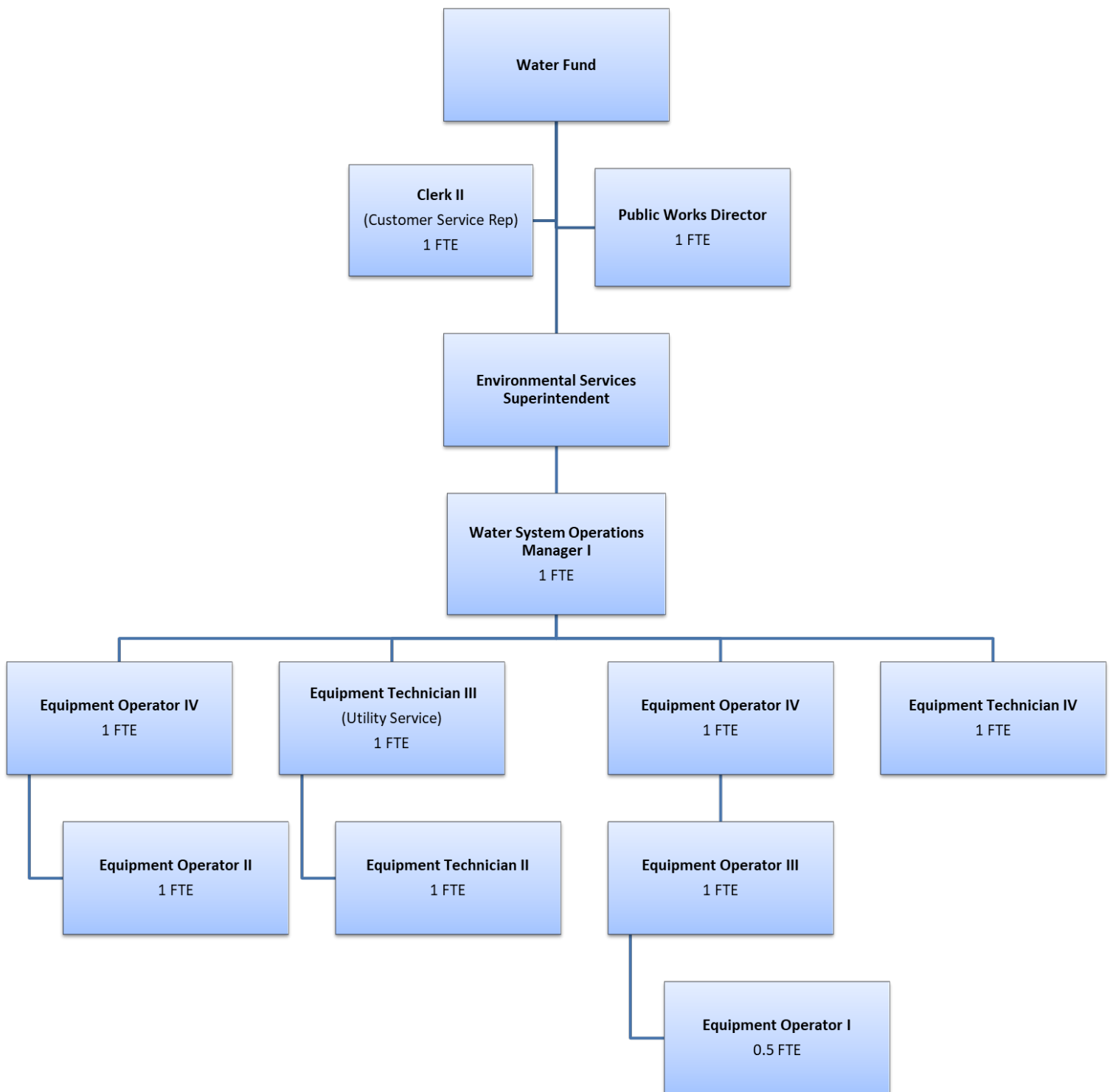
- I. **Goal:** Water System Hydraulic Model and Master Plan.  
**Status:** Ongoing, should be complete by June 30<sup>th</sup>, 2019.
- II. **Goal:** Improve customer satisfaction and increase system reliability  
**Status:** Ongoing.

## Water Fund Revenue and Expense by Category

Water Fund	2018 Actual	2019 Budget	2019 Estimated	2020 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$1,761,730	\$1,783,000	\$1,964,000	\$1,958,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$41,425	\$50,000	\$20,000	\$2,500
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$36,001	\$8,100	\$74,055	\$979,750
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$1,839,155</b>	<b>\$1,841,100</b>	<b>\$2,058,055</b>	<b>\$2,940,250</b>
<b>Expenses</b>				
Personnel	\$654,352	\$710,767	\$707,752	\$736,263
Capital	\$704,436	\$320,871	\$428,877	\$1,299,800
Debt	\$53,978	\$94,395	\$69,395	\$140,395
Grants	\$0	\$0	\$0	\$0
Utilities	\$244,057	\$243,850	\$243,500	\$243,500
Professional Services	\$170,380	\$292,565	\$349,749	\$230,410
Supplies and Materials	\$114,720	\$157,750	\$190,307	\$150,950
Tools, Equipment, and Vehicles	\$43,114	\$66,800	\$65,900	\$60,900
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$149,186	\$158,857	\$120,000	\$145,349
<b>Total Expenses</b>	<b>\$2,134,224</b>	<b>\$2,045,855</b>	<b>\$2,175,480</b>	<b>\$3,007,568</b>



## Water Organizational Chart



Water-Operating Revenue			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
87	4-200-3000.011	Turn On Fees	\$14,000	\$14,000	\$10,000	\$12,000
87	4-200-3000.012	Customer Billing	\$1,850,000	\$1,700,000	\$1,900,000	\$1,900,000
87	4-200-3000.013	Penalties	\$25,000	\$20,000	\$20,000	\$20,000
87	4-200-3000.016	Facility Impact	\$20,000	\$20,000	\$10,000	\$2,000
87	4-200-3000.020	Lease Agreements-Towers	\$28,000	\$29,000	\$24,000	\$24,000
	<b>Total Service Charges and Fees Revenue</b>		<b>\$1,937,000</b>	<b>\$1,783,000</b>	<b>\$1,964,000</b>	<b>\$1,958,000</b>
87	4-200-3010.001	Misc.-Bond Proceeds	\$0	\$5,000	\$5,000	\$975,000
87	4-200-3010.004	Misc.-Investment Income	\$1,200	\$2,500	\$4,000	\$4,000
87	4-200-3010.006	Misc.-Miscellaneous	\$1,000	\$500	\$1,000	\$500
87	4-200-3010.012	Misc.-Purchasing Card	\$0	\$100	\$250	\$250
87	4-200-3010.014	Insurance Recoveries	\$0	\$0	\$63,805	\$0
	<b>Total Miscellaneous Revenue</b>		<b>\$2,200</b>	<b>\$8,100</b>	<b>\$74,055</b>	<b>\$979,750</b>
	<b>Total Service Charges, Fees, and Miscellaneous Revenue</b>		<b>\$1,939,200</b>	<b>\$1,791,100</b>	<b>\$2,038,055</b>	<b>\$2,937,750</b>
87	4-200-4005.003	Permits-Water	\$25,000	\$50,000	\$20,000	\$2,500
	<b>Total Permits Revenue</b>		<b>\$25,000</b>	<b>\$50,000</b>	<b>\$20,000</b>	<b>\$2,500</b>
	<b>Total Water-Operating Revenue</b>		<b>\$1,964,200</b>	<b>\$1,841,100</b>	<b>\$2,058,055</b>	<b>\$2,940,250</b>

Water-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
87	5-200-1000.001	Fulltime Salary	\$261,685	\$270,627	\$260,000	\$275,490
87	5-200-1000.004	On Call	\$5,725	\$5,918	\$5,918	\$6,090
87	5-200-1000.005	Fulltime Overtime	\$6,165	\$7,939	\$7,939	\$8,148
	<b>Total Salaries Expense</b>		<b>\$273,575</b>	<b>\$284,483</b>	<b>\$273,857</b>	<b>\$289,729</b>
87	5-200-1005.001	Health Premium-Employee	\$0	\$7,506	\$7,506	\$7,506
87	5-200-1005.002	Health Premium-Family	\$50,860	\$51,246	\$63,500	\$63,399
87	5-200-1005.003	Dental Premium-Employee	\$1,200	\$1,820	\$1,820	\$1,820
87	5-200-1005.004	Dental Premium-Family	\$600	\$600	\$0	\$600
	<b>Total Insurance Expense</b>		<b>\$52,660</b>	<b>\$61,172</b>	<b>\$72,826</b>	<b>\$73,325</b>
87	5-200-1010.001	Life Insurance	\$380	\$380	\$380	\$380
	<b>Total Life Insurance Expense</b>		<b>\$380</b>	<b>\$380</b>	<b>\$380</b>	<b>\$380</b>
87	5-200-1015.001	Lagers-General	\$35,565	\$37,840	\$37,000	\$37,955
87	5-200-1015.004	Deferred Comp-Employer	\$3,900	\$3,900	\$1,950	\$3,900
	<b>Total Retirement Expense</b>		<b>\$39,465</b>	<b>\$41,740</b>	<b>\$38,950</b>	<b>\$41,855</b>
87	5-200-1020.001	FICA-Employer	\$16,965	\$17,640	\$16,500	\$17,965
87	5-200-1020.002	Medicare-Employer	\$3,970	\$4,130	\$4,000	\$4,205
87	5-200-1020.003	Unemployment Compensation	\$2,740	\$2,845	\$2,845	\$2,900
87	5-200-1020.004	Workman's Compensation	\$7,881	\$7,881	\$8,200	\$8,980
	<b>Total Payroll Taxes Expense</b>		<b>\$31,556</b>	<b>\$32,496</b>	<b>\$31,545</b>	<b>\$34,050</b>
87	5-200-1025.001	Employee-Uniforms	\$4,100	\$3,850	\$3,850	\$3,850

Water-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
87	5-200-1025.002	Employee-Dues/License/Membership	\$500	\$500	\$500	\$500
87	5-200-1025.004	Employee-Travel/Hotel	\$1,200	\$1,500	\$1,500	\$1,500
87	5-200-1025.005	Employee-Training	\$3,000	\$3,000	\$3,000	\$3,000
87	5-200-1025.007	Employee-Bonds	\$200	\$200	\$200	\$200
	<b>Total Employee Expense</b>		<b>\$9,000</b>	<b>\$9,050</b>	<b>\$9,050</b>	<b>\$9,050</b>
	<b>Total Personnel Expense</b>		<b>\$406,636</b>	<b>\$429,321</b>	<b>\$426,608</b>	<b>\$448,389</b>
87	5-200-2005.000	Capital Exp-Land and Improvement	\$99,000	\$165,000	\$164,000	\$96,500
87	5-200-2010.000	Capital Exp-Building and Improvement	\$50,000	\$75,000	\$75,000	\$1,050,000
87	5-200-2015.00	Capital Exp-Furniture and Fixtures	\$0	\$5,000	\$0	\$0
87	5-200-2020.000	Capital Exp-Machinery and Equipment	\$413,881	\$45,871	\$158,477	\$68,300
87	5-200-2025.000	Capital Exp-Vehicles	\$0	\$30,000	\$31,400	\$85,000
	<b>Total Capital Expense</b>		<b>\$562,881</b>	<b>\$320,871</b>	<b>\$428,877</b>	<b>\$1,299,800</b>
87	5-200-3005.000	Debt-COPS	\$53,600	\$53,600	\$53,600	\$124,600
87	5-200-3020.000	Debt-Lease Purchase	\$15,000	\$40,795	\$15,795	\$15,795
	<b>Total Debt Expense</b>		<b>\$68,600</b>	<b>\$94,395</b>	<b>\$69,395</b>	<b>\$140,395</b>
87	5-200-5000.001	Utilities-Electric	\$220,000	\$240,000	\$240,000	\$240,000
87	5-200-5015.001	Utilities-Cell Phones	\$1,350	\$1,350	\$1,000	\$1,000
87	5-200-5020.002	Utilities-Internet Mobile	\$1,500	\$1,500	\$1,500	\$1,500
	<b>Total Utilities Expense</b>		<b>\$222,850</b>	<b>\$242,850</b>	<b>\$242,500</b>	<b>\$242,500</b>
87	5-200-6000.001	Prof Services-Legal	\$5,000	\$5,000	\$5,000	\$5,000
87	5-200-6000.002	Prof Services-Engineering	\$40,000	\$0	\$50,000	\$45,000
87	5-200-6000.003	Prof Services-Surveying	\$2,500	\$500	\$0	\$0
87	5-200-6000.007	Prof Services-Toxicology Testing	\$400	\$400	\$0	\$100
87	5-200-6000.008	Prof Services-MSHP Background	\$150	\$150	\$150	\$150
87	5-200-6000.009	Prof Services-Collection Agency	\$2,000	\$1,500	\$1,500	\$1,500
87	5-200-6000.011	Prof Services-Dues and Licenses	\$8,500	\$8,500	\$8,500	\$8,500
87	5-200-6000.013	Prof Service-Studies	\$0	\$104,500	\$104,500	\$5,000
87	5-200-6000.015	Prof Services-Service Contracts	\$22,500	\$15,000	\$15,000	\$5,000
87	5-200-6000.016	Prof Service-Taxes and Fees	\$26,000	\$26,000	\$25,229	\$26,000
87	5-200-6000.017	Prof Services-PILOT	\$92,500	\$85,000	\$95,000	\$95,000
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	\$3,500	\$4,000	\$4,000	\$4,000
	<b>Total General Professional Service Expense</b>		<b>\$205,550</b>	<b>\$253,050</b>	<b>\$311,379</b>	<b>\$197,750</b>
87	5-200-6005.001	Insurance-Vehicle	\$2,335	\$3,145	\$2,600	\$2,630
87	5-200-6005.002	Insurance-Equipment	\$0	\$120	\$4	\$5
87	5-200-6005.003	Insurance-Building & Property	\$8,550	\$8,980	\$8,980	\$9,070
87	5-200-6005.007	Insurance-City Government	\$7,225	\$4,130	\$4,866	\$4,915
	<b>Total Insurance Expense</b>		<b>\$18,110</b>	<b>\$16,375</b>	<b>\$16,450</b>	<b>\$16,620</b>
87	5-200-6010.002	Advertising- Employee Recruitment	\$0	\$250	\$250	\$250

Water-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
87	5-200-6010.003	Advertising- Print	\$0	\$0	\$350	\$700
87	5-200-6010.006	Advertising- Radio	\$150	\$150	\$150	\$150
	<b>Total Advertising Expense</b>		<b>\$150</b>	<b>\$400</b>	<b>\$750</b>	<b>\$1,100</b>
87	5-200-6020.000	Software-Annual Renewal/Maintenance	\$7,455	\$9,150	\$9,150	\$0
87	5-200-6020.001	Software-Purchase	\$13,450	\$5,000	\$7,000	\$0
87	5-200-6020.003	Software-Agreement	\$2,700	\$2,700	\$0	\$9,870
	<b>Total Software Expense</b>		<b>\$23,605</b>	<b>\$16,850</b>	<b>\$16,150</b>	<b>\$9,870</b>
	<b>Total Professional Service Expense</b>		<b>\$247,415</b>	<b>\$286,675</b>	<b>\$344,729</b>	<b>\$225,340</b>
87	5-200-7000.001	Supplies-Operational	\$5,000	\$2,500	\$3,000	\$5,000
87	5-200-7000.003	Supplies-Small Office Equipment	\$1,000	\$1,000	\$1,500	\$1,500
87	5-200-7000.004	Supplies-Small Tools	\$0	\$0	\$0	\$3,000
87	5-200-7005.001	Supplies-Printing	\$2,000	\$2,500	\$2,500	\$2,500
87	5-200-7005.002	Supplies-Mailing	\$3,500	\$2,500	\$2,500	\$2,500
87	5-200-7005.003	Supplies-Postage	\$15,000	\$12,500	\$12,500	\$12,500
87	5-200-7005.004	Supplies-Paper	\$500	\$500	\$500	\$500
87	5-200-7005.005	Supplies-Forms	\$1,000	\$750	\$1,307	\$1,500
87	5-200-7005.006	Supplies- Promotional	\$1,500	\$1,500	\$1,000	\$1,500
87	5-200-7010.003	Supplies-Break Room	\$2,500	\$2,500	\$2,500	\$2,500
87	5-200-7010.004	Supplies-Chemicals	\$20,000	\$15,000	\$15,000	\$15,000
	<b>Total General Office Supplies Expense</b>		<b>\$52,000</b>	<b>\$41,250</b>	<b>\$42,307</b>	<b>\$48,000</b>
87	5-200-7015.004	Supplies-Safety	\$2,250	\$2,250	\$2,600	\$2,700
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$2,250</b>	<b>\$2,250</b>	<b>\$2,600</b>	<b>\$2,700</b>
	<b>Total Supplies Expense</b>		<b>\$54,250</b>	<b>\$43,500</b>	<b>\$44,907</b>	<b>\$50,700</b>
87	5-200-7500.001	Materials-Asphalt	\$10,000	\$0	\$1,000	\$5,000
87	5-200-7525.001	Materials-Infrastructure Maintenance	\$0	\$0	\$150	\$0
	<b>Total Material Expense</b>		<b>\$10,000</b>	<b>\$0</b>	<b>\$1,150</b>	<b>\$5,000</b>
87	5-200-8000.003	Tools-Supplies	\$2,300	\$2,300	\$2,300	\$2,300
	<b>Total Tools and Portable Equipment Expense</b>		<b>\$2,300</b>	<b>\$2,300</b>	<b>\$2,300</b>	<b>\$2,300</b>
87	5-200-8300.001	Equipment-Repair	\$10,000	\$6,000	\$2,300	\$2,300
87	5-200-8300.002	Equipment-Maintenance	\$3,000	\$1,500	\$2,300	\$2,300
	<b>Total Machinery and Equipment Expense</b>		<b>\$13,000</b>	<b>\$7,500</b>	<b>\$4,600</b>	<b>\$4,600</b>
87	5-200-8600.001	Vehicle-Repair	\$1,000	\$1,000	\$1,000	\$1,000
87	5-200-8600.002	Vehicle-Maintenance	\$1,000	\$2,000	\$3,000	\$3,000
87	5-200-8600.005	Vehicle-Fuel	\$12,000	\$7,500	\$7,500	\$7,500
	<b>Total Vehicle Expense</b>		<b>\$14,000</b>	<b>\$10,500</b>	<b>\$11,500</b>	<b>\$11,500</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$29,300</b>	<b>\$20,300</b>	<b>\$18,400</b>	<b>\$18,400</b>
87	5-200-9910.000	Internal Service-Personnel	\$143,035	\$158,857	\$120,000	\$145,349
	<b>Total Internal Service-Personnel</b>		<b>\$143,035</b>	<b>\$158,857</b>	<b>\$120,000</b>	<b>\$145,349</b>
	<b>Total Internal Service</b>		<b>\$143,035</b>	<b>\$158,857</b>	<b>\$120,000</b>	<b>\$145,349</b>

Water-Operating Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Water-Operating Expense</b>		<b>\$1,744,968</b>	<b>\$1,596,769</b>	<b>\$1,696,566</b>	<b>\$2,575,874</b>

# Water Maintenance and Distribution System

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

Fiscal Year 2018-2019 Accomplishments:

Replacement of 1,250 linear feet of 6 inch cast iron water main on West Bland. Replacement and construction of 3,500 linear feet of water main along the following streets Iowa, Crisp, Texas, and Kansas. Purchase of a Vibratory Soil Screener.

Fiscal Year 2020 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 funds
- II. **Goal:** Increase system reliability.  
**Strategy:** Rehabilitate or replace water valves and fire hydrants identified as deficient through flushing and valve exercising program. Sustain and review infrastructures on a five year cycle.  
**Budgetary Factor:** Availability of funds

Previous Years' Goals:

- I. Goal: Manage and decrease distribution system water loss.  
Status: On-going.
- II. Goal: Increase system reliability.  
Status: On-going.

Water-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
87	5-205-1000.001	Fulltime Salary	\$134,770	\$137,770	\$137,770	\$140,150
87	5-205-1000.002	Part Time Salary	\$19,990	\$19,788	\$26,000	\$20,286
87	5-205-1000.004	On Call	\$5,185	\$5,299	\$5,299	\$5,390
87	5-205-1000.005	Fulltime Overtime	\$20,910	\$19,230	\$10,000	\$19,532
87	5-205-1000.006	Part Time Overtime	\$405	\$396	\$500	\$406
	<b>Total Salaries Expense</b>		<b>\$181,260</b>	<b>\$182,483</b>	<b>\$179,569</b>	<b>\$185,764</b>
87	5-205-1005.001	Health Premium-Employee	\$15,795	\$15,792	\$14,600	\$15,792
87	5-205-1005.002	Health Premium-Family	\$17,715	\$28,209	\$37,900	\$28,209
87	5-205-1005.003	Dental Premium-Employee	\$1,300	\$1,250	\$1,440	\$1,475
	<b>Total Insurance Expense</b>		<b>\$34,810</b>	<b>\$45,251</b>	<b>\$53,940</b>	<b>\$45,476</b>

Water-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
87	5-205-1010.001	Life Insurance	\$255	\$255	\$230	\$255
	<b>Total Life Insurance Expense</b>		<b>\$255</b>	<b>\$255</b>	<b>\$230</b>	<b>\$255</b>
87	5-205-1015.001	Lagers-General	\$20,912	\$21,586	\$18,000	\$21,624
87	5-205-1015.004	Deferred Comp-Employer	\$2,600	\$1,950	\$1,850	\$1,950
	<b>Total Retirement Expense</b>		<b>\$23,512</b>	<b>\$23,536</b>	<b>\$19,850</b>	<b>\$23,574</b>
87	5-205-1020.001	FICA-Employer	\$11,240	\$11,315	\$9,500	\$11,520
87	5-205-1020.002	Medicare-Employer	\$2,630	\$2,650	\$2,300	\$2,695
87	5-205-1020.003	Unemployment Compensation	\$1,815	\$1,825	\$1,200	\$1,860
87	5-205-1020.004	Workman's Compensation	\$7,881	\$7,881	\$8,200	\$8,980
	<b>Total Payroll Taxes Expense</b>		<b>\$23,566</b>	<b>\$23,671</b>	<b>\$21,200</b>	<b>\$25,055</b>
87	5-205-1025.001	Employee-Uniforms	\$4,500	\$4,500	\$4,500	\$4,500
87	5-205-1025.002	Employee-Dues/License/Membership	\$250	\$250	\$250	\$250
87	5-205-1025.004	Employee-Travel/Hotel	\$0	\$0	\$105	\$1,500
87	5-205-1025.005	Employee-Training	\$1,500	\$1,500	\$1,500	\$1,500
	<b>Total Employee Expense</b>		<b>\$6,250</b>	<b>\$6,250</b>	<b>\$6,355</b>	<b>\$7,750</b>
	<b>Total Personnel Expense</b>		<b>\$269,653</b>	<b>\$281,446</b>	<b>\$281,144</b>	<b>\$287,874</b>
87	5-205-5015.001	Utilities-Cell Phones	\$750	\$500	\$500	\$500
87	5-205-5020.002	Utilities-Internet Mobile	\$500	\$500	\$500	\$500
	<b>Total Utilities Expense</b>		<b>\$1,250</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
87	5-205-6000.007	Prof Services-Toxicology Testing	\$350	\$150	\$150	\$150
87	5-205-6000.008	Prof Services-MSHP Background Checks	\$100	\$100	\$100	\$100
	<b>Total General Professional Services Expense</b>		<b>\$450</b>	<b>\$250</b>	<b>\$250</b>	<b>\$250</b>
87	5-205-6005.001	Insurance-Vehicle	\$5,140	\$5,045	\$4,000	\$4,040
87	5-205-6005.002	Insurance-Equipment	\$480	\$595	\$770	\$780
	<b>Total Insurance Expense</b>		<b>\$5,620</b>	<b>\$5,640</b>	<b>\$4,770</b>	<b>\$4,820</b>
	<b>Total Professional Service Expense</b>		<b>\$6,070</b>	<b>\$5,890</b>	<b>\$5,020</b>	<b>\$5,070</b>
87	5-205-7000.001	Supplies-Operational	\$250	\$250	\$250	\$250
87	5-205-7000.004	Supplies-Small Tools	\$2,500	\$2,500	\$2,500	\$2,500

Water-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total General Office Supplies Expense</b>		<b>\$2,750</b>	<b>\$2,750</b>	<b>\$2,750</b>	<b>\$2,750</b>
87	5-205-7015.004	Supplies-Safety	\$2,000	\$2,000	\$2,000	\$2,000
	<b>Total Medical and Safety Supplies Expense</b>		<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
	<b>Total Supplies Expense</b>		<b>\$4,750</b>	<b>\$4,750</b>	<b>\$4,750</b>	<b>\$4,750</b>
87	5-205-7500.001	Materials-Asphalt	\$25,000	\$15,000	\$45,000	\$20,000
87	5-205-7500.002	Materials-Rock	\$12,000	\$6,000	\$6,000	\$6,000
87	5-205-7500.003	Materials-Concrete	\$5,000	\$5,000	\$5,000	\$5,000
87	5-205-7500.004	Materials-Landscaping	\$1,500	\$5,000	\$5,000	\$5,000
87	5-205-7505.001	Materials-Pipe-HDPE	\$500	\$0	\$0	\$0
87	5-205-7505.002	Materials-Pipe-PVC	\$5,000	\$2,500	\$2,500	\$2,500
87	5-205-7505.003	Materials-Pipe-Misc.	\$1,000	\$1,500	\$1,500	\$1,500
87	5-205-7510.003	Materials-Fittings	\$15,000	\$14,500	\$14,500	\$14,500
87	5-205-7510.005	Materials-Fixtures	\$15,000	\$15,000	\$15,000	\$15,000
87	5-205-7520.001	Materials-Meters	\$52,000	\$34,000	\$34,000	\$10,000
87	5-205-7525.001	Materials-Infrastructure Maintenance	\$10,000	\$10,000	\$10,000	\$10,000
87	5-205-7530.001	Materials-SCADA	\$1,000	\$1,000	\$1,000	\$1,000
	<b>Total Material Expense</b>		<b>\$143,000</b>	<b>\$109,500</b>	<b>\$139,500</b>	<b>\$90,500</b>
87	5-205-8300.001	Equipment-Repair	\$10,000	\$10,000	\$10,000	\$7,500
87	5-205-8300.002	Equipment-Maintenance	\$7,500	\$7,500	\$7,500	\$5,000
87	5-205-8300.005	Equipment-Fuel	\$6,500	\$6,500	\$6,500	\$6,500
87	5-205-8300.006	Equipment-Rental	\$5,000	\$2,500	\$2,500	\$2,500
	<b>Total Machinery and Equipment Expense</b>		<b>\$29,000</b>	<b>\$26,500</b>	<b>\$26,500</b>	<b>\$21,500</b>
87	5-205-8600.001	Vehicle-Repair	\$7,000	\$7,000	\$7,000	\$7,000
87	5-205-8600.002	Vehicle-Maintenance	\$5,000	\$5,000	\$6,000	\$6,000
87	5-205-8600.005	Vehicle-Fuel	\$16,000	\$8,000	\$8,000	\$8,000
	<b>Total Vehicle Expense</b>		<b>\$28,000</b>	<b>\$20,000</b>	<b>\$21,000</b>	<b>\$21,000</b>
	<b>Total Tools, Machinery, and Vehicle Expense</b>		<b>\$57,000</b>	<b>\$46,500</b>	<b>\$47,500</b>	<b>\$42,500</b>
	<b>Total Water-Maintenance Expense</b>		<b>\$481,723</b>	<b>\$449,086</b>	<b>\$478,914</b>	<b>\$431,694</b>



Water-Maintenance Expenses			FY18	FY19	FY19	FY20
Fund	Account	Account Name	Budget	Budget	Est Ending	Proposed
	<b>Total Water Fund Expense</b>		<b>\$2,226,691</b>	<b>\$2,045,855</b>	<b>\$2,175,480</b>	<b>\$3,007,568</b>

# Appendix



# Fiscal Year 2020 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	Concession Attendant	Annual	\$ 17,049.18	\$ 17,219.67	\$ 17,391.87	\$ 17,565.78	\$ 17,741.44	\$ 17,918.86	\$ 18,098.05	\$ 18,279.03	\$ 18,461.82	\$ 18,646.43	\$ 18,832.90	\$ 19,021.23	\$ 19,211.44	\$ 19,403.55	\$ 19,597.59	\$ 19,793.57	\$ 19,991.50	\$ 20,191.42	\$ 20,393.33	\$ 20,597.26
	Custodian I	Monthly	\$ 1,420.76	\$ 1,434.97	\$ 1,449.32	\$ 1,463.82	\$ 1,478.45	\$ 1,493.24	\$ 1,508.17	\$ 1,523.25	\$ 1,538.48	\$ 1,553.87	\$ 1,569.41	\$ 1,585.10	\$ 1,600.95	\$ 1,616.96	\$ 1,633.13	\$ 1,649.46	\$ 1,665.96	\$ 1,682.62	\$ 1,699.44	\$ 1,716.44
	Front Desk Attendant	Bi-weekly	\$ 655.74	\$ 662.29	\$ 668.92	\$ 675.61	\$ 682.36	\$ 689.19	\$ 696.08	\$ 703.04	\$ 710.07	\$ 717.17	\$ 724.34	\$ 731.59	\$ 738.90	\$ 746.29	\$ 753.75	\$ 761.29	\$ 768.90	\$ 776.59	\$ 784.36	\$ 792.20
	Lifeguard I	Hourly	\$ 8.197	\$ 8.279	\$ 8.361	\$ 8.445	\$ 8.530	\$ 8.615	\$ 8.701	\$ 8.788	\$ 8.876	\$ 8.965	\$ 9.054	\$ 9.145	\$ 9.236	\$ 9.329	\$ 9.422	\$ 9.516	\$ 9.611	\$ 9.707	\$ 9.804	\$ 9.903
	Seasonal Maintenance Worker I	Overtime	\$ 12.295	\$ 12.418	\$ 12.542	\$ 12.668	\$ 12.794	\$ 12.922	\$ 13.051	\$ 13.182	\$ 13.314	\$ 13.447	\$ 13.581	\$ 13.717	\$ 13.854	\$ 13.993	\$ 14.133	\$ 14.274	\$ 14.417	\$ 14.561	\$ 14.707	\$ 14.854
Grade 2	Custodian II	Annual	\$ 18,754.10	\$ 18,941.64	\$ 19,131.05	\$ 19,322.36	\$ 19,515.59	\$ 19,710.74	\$ 19,907.85	\$ 20,106.93	\$ 20,308.00	\$ 20,511.08	\$ 20,716.19	\$ 20,923.35	\$ 21,132.58	\$ 21,343.91	\$ 21,557.35	\$ 21,772.92	\$ 21,990.65	\$ 22,210.56	\$ 22,432.66	\$ 22,656.99
	Seasonal Maintenance Worker II	Monthly	\$ 1,562.84	\$ 1,578.47	\$ 1,594.25	\$ 1,610.20	\$ 1,626.30	\$ 1,642.56	\$ 1,658.99	\$ 1,675.58	\$ 1,692.33	\$ 1,709.26	\$ 1,726.35	\$ 1,743.61	\$ 1,761.05	\$ 1,778.66	\$ 1,796.45	\$ 1,814.41	\$ 1,832.55	\$ 1,850.88	\$ 1,869.39	\$ 1,888.08
		Bi-weekly	\$ 721.31	\$ 728.52	\$ 735.81	\$ 743.17	\$ 750.60	\$ 758.11	\$ 765.69	\$ 773.34	\$ 781.08	\$ 788.89	\$ 796.78	\$ 804.74	\$ 812.79	\$ 820.92	\$ 829.13	\$ 837.42	\$ 845.79	\$ 854.25	\$ 862.79	\$ 871.42
		Hourly	\$ 9.016	\$ 9.107	\$ 9.198	\$ 9.290	\$ 9.382	\$ 9.476	\$ 9.571	\$ 9.667	\$ 9.763	\$ 9.861	\$ 9.960	\$ 10.059	\$ 10.160	\$ 10.261	\$ 10.364	\$ 10.468	\$ 10.572	\$ 10.678	\$ 10.785	\$ 10.893
		Overtime	\$ 13.525	\$ 13.660	\$ 13.796	\$ 13.934	\$ 14.074	\$ 14.214	\$ 14.357	\$ 14.500	\$ 14.645	\$ 14.792	\$ 14.940	\$ 15.089	\$ 15.240	\$ 15.392	\$ 15.546	\$ 15.702	\$ 15.859	\$ 16.017	\$ 16.177	\$ 16.339
Grade 3	Custodian III	Annual	\$ 20,629.50	\$ 20,835.80	\$ 21,044.16	\$ 21,254.60	\$ 21,467.15	\$ 21,681.82	\$ 21,898.64	\$ 22,117.62	\$ 22,338.80	\$ 22,562.19	\$ 22,787.81	\$ 23,015.69	\$ 23,245.84	\$ 23,478.30	\$ 23,713.08	\$ 23,950.21	\$ 24,189.72	\$ 24,431.61	\$ 24,675.93	\$ 24,922.69
	Firefighter Candidate I	Monthly	\$ 1,719.13	\$ 1,736.32	\$ 1,753.68	\$ 1,771.22	\$ 1,788.93	\$ 1,806.82	\$ 1,824.89	\$ 1,843.14	\$ 1,861.57	\$ 1,880.18	\$ 1,898.98	\$ 1,917.97	\$ 1,937.15	\$ 1,956.53	\$ 1,976.09	\$ 1,995.85	\$ 2,015.81	\$ 2,035.97	\$ 2,056.33	\$ 2,076.89
	Lifeguard II	Bi-weekly	\$ 793.44	\$ 801.38	\$ 809.39	\$ 817.48	\$ 825.66	\$ 833.92	\$ 842.26	\$ 850.68	\$ 859.18	\$ 867.78	\$ 876.45	\$ 885.22	\$ 894.07	\$ 903.01	\$ 912.04	\$ 921.16	\$ 930.37	\$ 939.68	\$ 949.07	\$ 958.56
	Seasonal Maintenance Worker III	Hourly	\$ 9.918	\$ 10.017	\$ 10.117	\$ 10.219	\$ 10.321	\$ 10.424	\$ 10.528	\$ 10.633	\$ 10.740	\$ 10.847	\$ 10.956	\$ 11.065	\$ 11.176	\$ 11.288	\$ 11.401	\$ 11.515	\$ 11.630	\$ 11.746	\$ 11.863	\$ 11.982
		Overtime	\$ 14.877	\$ 15.026	\$ 15.176	\$ 15.328	\$ 15.481	\$ 15.636	\$ 15.792	\$ 15.950	\$ 16.110	\$ 16.271	\$ 16.434	\$ 16.598	\$ 16.764	\$ 16.931	\$ 17.101	\$ 17.272	\$ 17.445	\$ 17.619	\$ 17.795	\$ 17.973
Grade 4	Firefighter Candidate II	Annual	\$ 22,692.46	\$ 22,919.38	\$ 23,148.57	\$ 23,380.06	\$ 23,613.86	\$ 23,850.00	\$ 24,088.50	\$ 24,329.38	\$ 24,572.68	\$ 24,818.40	\$ 25,066.59	\$ 25,317.25	\$ 25,570.43	\$ 25,826.13	\$ 26,084.39	\$ 26,345.24	\$ 26,608.69	\$ 26,874.78	\$ 27,143.52	\$ 27,414.96
	Maintenance/Operations Worker I	Monthly	\$ 1,891.04	\$ 1,909.95	\$ 1,929.05	\$ 1,948.34	\$ 1,967.82	\$ 1,987.50	\$ 2,007.37	\$ 2,027.45	\$ 2,047.72	\$ 2,068.20	\$ 2,088.88	\$ 2,109.77	\$ 2,130.87	\$ 2,152.18	\$ 2,173.70	\$ 2,195.44	\$ 2,217.39	\$ 2,239.56	\$ 2,261.96	\$ 2,284.58
	Pool Manager	Bi-weekly	\$ 872.79	\$ 881.51	\$ 890.33	\$ 899.23	\$ 908.23	\$ 917.31	\$ 926.48	\$ 935.75	\$ 945.10	\$ 954.55	\$ 964.10	\$ 973.74	\$ 983.48	\$ 993.31	\$ 1,003.25	\$ 1,013.28	\$ 1,023.41	\$ 1,033.65	\$ 1,043.98	\$ 1,054.42
		Hourly	\$ 10.910	\$ 11.019	\$ 11.129	\$ 11.240	\$ 11.353	\$ 11.466	\$ 11.581	\$ 11.697	\$ 11.814	\$ 11.932	\$ 12.051	\$ 12.172	\$ 12.293	\$ 12.416	\$ 12.541	\$ 12.666	\$ 12.793	\$ 12.921	\$ 13.050	\$ 13.180
		Overtime	\$ 16.365	\$ 16.528	\$ 16.694	\$ 16.861	\$ 17.029	\$ 17.200	\$ 17.372	\$ 17.545	\$ 17.721	\$ 17.898	\$ 18.077	\$ 18.258	\$ 18.440	\$ 18.625	\$ 18.811	\$ 18.999	\$ 19.189	\$ 19.381	\$ 19.575	\$ 19.770
Grade 5	Maintenance/Operations Worker II	Annual	\$ 24,961.70	\$ 25,211.32	\$ 25,463.43	\$ 25,718.07	\$ 25,975.25	\$ 26,235.00	\$ 26,497.35	\$ 26,762.32	\$ 27,029.95	\$ 27,300.24	\$ 27,573.25	\$ 27,848.98	\$ 28,127.47	\$ 28,408.74	\$ 28,692.83	\$ 28,979.76	\$ 29,269.56	\$ 29,562.25	\$ 29,857.88	\$ 30,156.45
		Monthly	\$ 2,080.14	\$ 2,100.94	\$ 2,121.95	\$ 2,143.17	\$ 2,164.60	\$ 2,186.25	\$ 2,208.11	\$ 2,230.19	\$ 2,252.50	\$ 2,275.02	\$ 2,297.77	\$ 2,320.75	\$ 2,343.96	\$ 2,367.40	\$ 2,391.07	\$ 2,414.98	\$ 2,439.13	\$ 2,463.52	\$ 2,488.16	\$ 2,513.04
		Bi-weekly	\$ 960.07	\$ 969.67	\$ 979.36	\$ 989.16	\$ 999.05	\$ 1,009.04	\$ 1,019.13	\$ 1,029.32	\$ 1,039.61	\$ 1,050.01	\$ 1,060.51	\$ 1,071.11	\$ 1,081.83	\$ 1,092.64	\$ 1,103.57	\$ 1,114.61	\$ 1,125.75	\$ 1,137.01	\$ 1,148.38	\$ 1,159.86
		Hourly	\$ 12.001	\$ 12.121	\$ 12.242	\$ 12.364	\$ 12.488	\$ 12.613	\$ 12.739	\$ 12.867	\$ 12.995	\$ 13.125	\$ 13.256	\$ 13.389	\$ 13.523	\$ 13.658	\$ 13.795	\$ 13.933	\$ 14.072	\$ 14.213	\$ 14.355	\$ 14.498
		Overtime	\$ 18.001	\$ 18.181	\$ 18.363	\$ 18.547	\$ 18.732	\$ 18.919	\$ 19.109	\$ 19.300	\$ 19.493	\$ 19.688	\$ 19.885	\$ 20.083	\$ 20.284	\$ 20.487	\$ 20.692	\$ 20.899	\$ 21.108	\$ 21.319	\$ 21.532	\$ 21.747
Grade 6	Animal Control Officer	Annual	\$ 27,457.87	\$ 27,732.45	\$ 28,009.77	\$ 28,289.87	\$ 28,572.77	\$ 28,858.50	\$ 29,147.08	\$ 29,438.55	\$ 29,732.94	\$ 30,030.27	\$ 30,330.57	\$ 30,633.88	\$ 30,940.22	\$ 31,249.62	\$ 31,562.11	\$ 31,877.74	\$ 32,196.51	\$ 32,518.48	\$ 32,843.66	\$ 33,172.10
	Clerk I	Monthly	\$ 2,288.16	\$ 2,311.04	\$ 2,334.15	\$ 2,357.49	\$ 2,381.06	\$ 2,404.87	\$ 2,428.92	\$ 2,453.21	\$ 2,477.74	\$ 2,502.52	\$ 2,527.55	\$ 2,552.82	\$ 2,578.35	\$ 2,604.13	\$ 2,630.18	\$ 2,656.48	\$ 2,683.04	\$ 2,709.87	\$ 2,736.92	\$ 2,764.34
	Dispatcher I	Bi-weekly	\$ 1,056.07	\$ 1,066.63	\$ 1,077.30	\$ 1,088.07	\$ 1,098.95	\$ 1,109.94	\$ 1,121.04	\$ 1,132.25	\$ 1,143.57	\$ 1,155.01	\$ 1,166.56	\$ 1,178.23	\$ 1,190.01	\$ 1,201.91	\$ 1,213.93	\$ 1,226.07	\$ 1,238.33	\$ 1,250.71	\$ 1,263.22	\$ 1,275.85
	Equipment Operator I	Hourly	\$ 13.201	\$ 13.333	\$ 13.466	\$ 13.601	\$ 13.737	\$ 13.874	\$ 14.013	\$ 14.153	\$ 14.295	\$ 14.438	\$ 14.582	\$ 14.728	\$ 14.875	\$ 15.024	\$ 15.174	\$ 15.326	\$ 15.479	\$ 15.634	\$ 15.790	\$ 15.948
	Equipment Technician I	Overtime	\$ 19.801	\$ 19.999	\$ 20.199	\$ 20.401	\$ 20.605	\$ 20.811	\$ 21.020	\$ 21.230	\$ 21.442	\$ 21.656	\$ 21.873	\$ 22.092	\$ 22.313	\$ 22.536	\$ 22.761	\$ 22.989	\$ 23.219	\$ 23.451	\$ 23.685	\$ 23.922
Grade 7	Maintenance/Operations Worker III																					
	Clerk II	Annual	\$ 30,203.66	\$ 30,505.69	\$ 30,810.75	\$ 31,118.86	\$ 31,430.05	\$ 31,744.35	\$ 32,061.79	\$ 32,382.41	\$ 32,706.23	\$ 33,033.30	\$ 33,363.63	\$ 33,697.27	\$ 34,034.24	\$ 34,374.58	\$ 34,718.33	\$ 35,065.51	\$ 35,416.16	\$ 35,770.33	\$ 36,128.03	\$ 36,489.31
	Dispatcher II	Monthly	\$ 2,521.97	\$ 2,542.14	\$ 2,562.56	\$ 2,583.24	\$ 2,604.17	\$ 2,625.36	\$ 2,646.81	\$ 2,668.53	\$ 2,690.52	\$ 2,712.77	\$ 2,735.28	\$ 2,758.04	\$ 2,781.06	\$ 2,804.33	\$ 2,827.86	\$ 2,851.65	\$ 2,875.70	\$ 2,900.01	\$ 2,924.58	\$ 2,949.41
	Equipment Operator II	Bi-weekly	\$ 1,161.68	\$ 1,173.30	\$ 1,185.03	\$ 1,196.88	\$ 1,208.85	\$ 1,220.94	\$ 1,233.15	\$ 1,245.48	\$ 1,257.93	\$ 1,270.51	\$ 1,283.22	\$ 1,296.05	\$ 1,309.01	\$ 1,322.10	\$ 1,335.32	\$ 1,348.67	\$ 1,362.16	\$ 1,375.78	\$ 1,389.54	\$ 1,403.43
	Equipment Technician II	Hourly	\$ 14.521	\$ 14.666	\$ 14.813	\$ 14.961	\$ 15.111	\$ 15.262	\$ 15.414	\$ 15.568	\$ 15.724	\$ 15.881	\$ 16.040	\$ 16.201	\$ 16.363	\$ 16.526	\$ 16.692	\$ 16.858	\$ 17.027	\$ 17.197	\$ 17.369	\$ 17.543
Grade 8	Help Desk I	Overtime	\$ 21.781	\$																		

## Fiscal Year 2020 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	Network Manager II	Annual	\$ 44,221.18	\$ 44,663.39	\$ 45,110.02	\$ 45,561.12	\$ 46,016.73	\$ 46,476.90	\$ 46,941.67	\$ 47,411.09	\$ 47,885.20	\$ 48,364.05	\$ 48,847.69	\$ 49,336.17	\$ 49,829.53	\$ 50,327.82	\$ 50,831.10	\$ 51,339.41	\$ 51,852.81	\$ 52,371.33	\$ 52,895.05	\$ 53,424.00
	Operations Specialist I	Monthly	\$ 3,685.10	\$ 3,721.95	\$ 3,759.17	\$ 3,796.76	\$ 3,834.73	\$ 3,873.08	\$ 3,911.81	\$ 3,950.92	\$ 3,990.43	\$ 4,030.34	\$ 4,070.64	\$ 4,111.35	\$ 4,152.46	\$ 4,193.99	\$ 4,235.93	\$ 4,278.28	\$ 4,321.07	\$ 4,364.28	\$ 4,407.92	\$ 4,452.00
	Planner I	Bi-weekly	\$ 1,700.81	\$ 1,717.82	\$ 1,735.00	\$ 1,752.35	\$ 1,769.87	\$ 1,787.57	\$ 1,805.45	\$ 1,823.50	\$ 1,841.74	\$ 1,860.16	\$ 1,878.76	\$ 1,897.54	\$ 1,916.52	\$ 1,935.69	\$ 1,955.04	\$ 1,974.59	\$ 1,994.34	\$ 2,014.28	\$ 2,034.42	\$ 2,054.77
	Police Lieutenant II	Hourly	\$ 21.260	\$ 21.473	\$ 21.688	\$ 21.904	\$ 22.123	\$ 22.345	\$ 22.568	\$ 22.794	\$ 23.022	\$ 23.252	\$ 23.484	\$ 23.719	\$ 23.957	\$ 24.196	\$ 24.438	\$ 24.682	\$ 24.929	\$ 25.179	\$ 25.430	\$ 25.685
	Purchasing Agent/Buyer	Overtime	\$ 31.890	\$ 32.209	\$ 32.531	\$ 32.857	\$ 33.185	\$ 33.517	\$ 33.852	\$ 34.191	\$ 34.533	\$ 34.878	\$ 35.227	\$ 35.579	\$ 35.935	\$ 36.294	\$ 36.657	\$ 37.024	\$ 37.394	\$ 37.768	\$ 38.145	\$ 38.527
Grade 12	Assistant City Administrator	Annual	\$ 48,643.29	\$ 49,129.73	\$ 49,621.02	\$ 50,117.23	\$ 50,618.41	\$ 51,124.59	\$ 51,635.84	\$ 52,152.19	\$ 52,673.72	\$ 53,200.45	\$ 53,732.46	\$ 54,269.78	\$ 54,812.48	\$ 55,360.61	\$ 55,914.21	\$ 56,473.35	\$ 57,038.09	\$ 57,608.47	\$ 58,184.55	\$ 58,766.40
	Financial Analyst	Monthly	\$ 4,053.61	\$ 4,094.14	\$ 4,135.09	\$ 4,176.44	\$ 4,218.20	\$ 4,260.38	\$ 4,302.99	\$ 4,346.02	\$ 4,389.48	\$ 4,433.37	\$ 4,477.70	\$ 4,522.48	\$ 4,567.71	\$ 4,613.38	\$ 4,659.52	\$ 4,706.11	\$ 4,753.17	\$ 4,800.71	\$ 4,848.71	\$ 4,897.20
	Journeyman Lineman I	Bi-weekly	\$ 1,870.90	\$ 1,889.60	\$ 1,908.50	\$ 1,927.59	\$ 1,946.86	\$ 1,966.33	\$ 1,985.99	\$ 2,005.85	\$ 2,025.91	\$ 2,046.17	\$ 2,066.63	\$ 2,087.30	\$ 2,108.17	\$ 2,129.25	\$ 2,150.55	\$ 2,172.05	\$ 2,193.77	\$ 2,215.71	\$ 2,237.87	\$ 2,260.25
	Operations Manager I	Hourly	\$ 23.386	\$ 23.620	\$ 23.856	\$ 24.095	\$ 24.336	\$ 24.579	\$ 24.825	\$ 25.073	\$ 25.324	\$ 25.577	\$ 25.833	\$ 26.091	\$ 26.352	\$ 26.616	\$ 26.882	\$ 27.151	\$ 27.422	\$ 27.696	\$ 27.973	\$ 28.253
	Operations Specialist II	Overtime	\$ 35.079	\$ 35.430	\$ 35.784	\$ 36.142	\$ 36.504	\$ 36.869	\$ 37.237	\$ 37.610	\$ 37.986	\$ 38.366	\$ 38.749	\$ 39.137	\$ 39.528	\$ 39.924	\$ 40.323	\$ 40.726	\$ 41.133	\$ 41.545	\$ 41.960	\$ 42.380
	Planner II																					
	Tourism Director																					
Grade 13	Environmental Services Superintendent	Annual	\$ 53,507.62	\$ 54,042.70	\$ 54,583.13	\$ 55,128.96	\$ 55,680.25	\$ 56,237.05	\$ 56,799.42	\$ 57,367.41	\$ 57,941.09	\$ 58,520.50	\$ 59,105.70	\$ 59,696.76	\$ 60,293.73	\$ 60,896.67	\$ 61,505.63	\$ 62,120.69	\$ 62,741.90	\$ 63,369.31	\$ 64,003.01	\$ 64,643.04
	Human Resource Director	Monthly	\$ 4,458.97	\$ 4,503.56	\$ 4,548.59	\$ 4,594.08	\$ 4,640.02	\$ 4,686.42	\$ 4,733.28	\$ 4,780.62	\$ 4,828.42	\$ 4,876.71	\$ 4,925.48	\$ 4,974.73	\$ 5,024.48	\$ 5,074.72	\$ 5,125.47	\$ 5,176.72	\$ 5,228.49	\$ 5,280.78	\$ 5,333.58	\$ 5,386.92
	IT Director	Bi-weekly	\$ 2,057.99	\$ 2,078.57	\$ 2,099.35	\$ 2,120.34	\$ 2,141.55	\$ 2,162.96	\$ 2,184.59	\$ 2,206.44	\$ 2,228.50	\$ 2,250.79	\$ 2,273.30	\$ 2,296.03	\$ 2,318.99	\$ 2,342.18	\$ 2,365.60	\$ 2,389.26	\$ 2,413.15	\$ 2,437.28	\$ 2,461.65	\$ 2,486.27
	Journeyman Lineman II	Hourly	\$ 25.725	\$ 25.982	\$ 26.242	\$ 26.504	\$ 26.769	\$ 27.037	\$ 27.307	\$ 27.580	\$ 27.856	\$ 28.135	\$ 28.416	\$ 28.700	\$ 28.987	\$ 29.277	\$ 29.570	\$ 29.866	\$ 30.164	\$ 30.466	\$ 30.771	\$ 31.078
	Operations Manager II	Overtime	\$ 38.587	\$ 38.973	\$ 39.363	\$ 39.756	\$ 40.154	\$ 40.556	\$ 40.961	\$ 41.371	\$ 41.784	\$ 42.202	\$ 42.624	\$ 43.051	\$ 43.481	\$ 43.916	\$ 44.355	\$ 44.799	\$ 45.247	\$ 45.699	\$ 46.156	\$ 46.618
	Operations Specialist III																					
	Parks Director																					
	Planner III																					
	Street Superintendent																					
Grade 14	City Clerk	Annual	\$ 58,858.39	\$ 59,446.97	\$ 60,041.44	\$ 60,641.85	\$ 61,248.27	\$ 61,860.75	\$ 62,479.36	\$ 63,104.16	\$ 63,735.20	\$ 64,372.55	\$ 65,016.27	\$ 65,666.44	\$ 66,323.10	\$ 66,986.33	\$ 67,656.20	\$ 68,332.76	\$ 69,016.09	\$ 69,706.25	\$ 70,403.31	\$ 71,107.34
	Community Development Director	Monthly	\$ 4,904.87	\$ 4,953.91	\$ 5,003.45	\$ 5,053.49	\$ 5,104.02	\$ 5,155.06	\$ 5,206.61	\$ 5,258.68	\$ 5,311.27	\$ 5,364.38	\$ 5,418.02	\$ 5,472.20	\$ 5,526.93	\$ 5,582.19	\$ 5,638.02	\$ 5,694.40	\$ 5,751.34	\$ 5,808.85	\$ 5,866.94	\$ 5,925.61
	Director of Finance	Bi-weekly	\$ 2,263.78	\$ 2,286.42	\$ 2,309.29	\$ 2,332.38	\$ 2,355.70	\$ 2,379.26	\$ 2,403.05	\$ 2,427.08	\$ 2,451.35	\$ 2,475.87	\$ 2,500.63	\$ 2,525.63	\$ 2,550.89	\$ 2,576.40	\$ 2,602.16	\$ 2,628.18	\$ 2,654.46	\$ 2,681.01	\$ 2,707.82	\$ 2,734.90
	Fire Chief	Hourly	\$ 28.297	\$ 28.580	\$ 28.866	\$ 29.155	\$ 29.446	\$ 29.741	\$ 30.038	\$ 30.339	\$ 30.642	\$ 30.948	\$ 31.258	\$ 31.570	\$ 31.886	\$ 32.205	\$ 32.527	\$ 32.852	\$ 33.181	\$ 33.513	\$ 33.848	\$ 34.186
	Operations Director	Overtime	\$ 42.446	\$ 42.870	\$ 43.299	\$ 43.732	\$ 44.169	\$ 44.611	\$ 45.057	\$ 45.508	\$ 45.963	\$ 46.423	\$ 46.887	\$ 47.356	\$ 47.829	\$ 48.307	\$ 48.791	\$ 49.278	\$ 49.771	\$ 50.269	\$ 50.772	\$ 51.279
	Police Chief																					
Grade 15	Electric Superintendent	Annual	\$ 64,744.22	\$ 65,391.67	\$ 66,045.58	\$ 66,706.04	\$ 67,373.10	\$ 68,046.83	\$ 68,727.30	\$ 69,414.57	\$ 70,108.72	\$ 70,809.80	\$ 71,517.90	\$ 72,233.08	\$ 72,955.41	\$ 73,684.97	\$ 74,421.82	\$ 75,166.03	\$ 75,917.69	\$ 76,676.87	\$ 77,443.64	\$ 78,218.08
		Monthly	\$ 5,395.35	\$ 5,449.31	\$ 5,503.80	\$ 5,558.84	\$ 5,614.42	\$ 5,670.57	\$ 5,727.27	\$ 5,784.55	\$ 5,842.39	\$ 5,900.82	\$ 5,959.83	\$ 6,019.42	\$ 6,079.62	\$ 6,140.41	\$ 6,201.82	\$ 6,263.84	\$ 6,326.47	\$ 6,389.74	\$ 6,453.64	\$ 6,518.17
		Bi-weekly	\$ 2,490.16	\$ 2,515.06	\$ 2,540.21	\$ 2,565.62	\$ 2,591.27	\$ 2,617.19	\$ 2,643.36	\$ 2,669.79	\$ 2,696.49	\$ 2,723.45	\$ 2,750.69	\$ 2,778.20	\$ 2,805.98	\$ 2,834.04	\$ 2,862.38	\$ 2,891.00	\$ 2,919.91	\$ 2,949.11	\$ 2,978.60	\$ 3,008.39
		Hourly	\$ 31.127	\$ 31.438	\$ 31.753	\$ 32.070	\$ 32.391	\$ 32.715	\$ 33.042	\$ 33.372	\$ 33.706	\$ 34.043	\$ 34.384	\$ 34.727	\$ 35.075	\$ 35.425	\$ 35.780	\$ 36.138	\$ 36.499	\$ 36.864	\$ 37.233	\$ 37.605
		Overtime	\$ 46.691	\$ 47.157	\$ 47.629	\$ 48.105	\$ 48.586	\$ 49.072	\$ 49.563	\$ 50.059	\$ 50.559	\$ 51.065	\$ 51.575	\$ 52.091	\$ 52.612	\$ 53.138	\$ 53.670	\$ 54.206	\$ 54.748	\$ 55.296	\$ 55.849	\$ 56.407
Grade 16	Public Works Director	Annual	\$ 71,218.65	\$ 71,930.83	\$ 72,650.14	\$ 73,376.64	\$ 74,110.41	\$ 74,851.51	\$ 75,600.03	\$ 76,356.03	\$ 77,119.59	\$ 77,890.78	\$ 78,669.69	\$ 79,456.39	\$ 80,250.95	\$ 81,053.46	\$ 81,864.00	\$ 82,682.64	\$ 83,509.46	\$ 84,344.56	\$ 85,188.00	\$ 86,039.88
		Monthly	\$ 5,934.89	\$ 5,994.24	\$ 6,054.18	\$ 6,114.72	\$ 6,175.87	\$ 6,237.63	\$ 6,300.00	\$ 6,363.00	\$ 6,426.63	\$ 6,490.90	\$ 6,555.81	\$ 6,621.37	\$ 6,687.58	\$ 6,754.46	\$ 6,822.00	\$ 6,890.22	\$ 6,959.12	\$ 7,028.71	\$ 7,099.00	\$ 7,169.99
		Bi-weekly	\$ 2,739.18	\$ 2,766.57	\$ 2,794.24	\$ 2,822.18	\$ 2,850.40	\$ 2,878.90	\$ 2,907.69	\$ 2,936.77	\$ 2,966.14	\$ 2,995.80	\$ 3,025.76	\$ 3,056.01	\$ 3,086.58	\$ 3,117.44	\$ 3,148.62	\$ 3,180.10	\$ 3,211.90	\$ 3,244.02	\$ 3,276.46	\$ 3,309.23
		Hourly	\$ 34.240	\$ 34.582	\$ 34.928	\$ 35.277	\$ 35.630	\$ 35.986	\$ 36.346	\$ 36.710	\$ 37.077	\$ 37.447	\$ 37.822	\$ 38.200	\$ 38.582	\$ 38.968	\$ 39.358	\$ 39.751	\$ 40.149	\$ 40.550	\$ 40.956	\$ 41.365
		Overtime	\$ 51.360	\$ 51.873	\$ 52.392	\$ 52.916	\$ 53.445	\$ 53.979	\$ 54.519	\$ 55.064	\$ 55.615	\$ 56.171	\$ 56.733	\$ 57.300	\$ 57.873	\$ 58.452	\$ 59.037	\$ 59.627	\$ 60.223	\$ 60.825	\$ 61.434	\$ 62.048
Grade 17	City Engineer	Annual	\$ 78,340.51	\$ 79,123.92	\$ 79,915.15	\$ 80,714.31	\$ 81,521.45	\$ 82,336.66	\$ 83,160.03	\$ 83,991.63	\$ 84,831.55	\$ 85,679.86	\$ 86,536.66	\$ 87,402.03	\$ 88,276.05	\$ 89,158.81	\$ 90,050.40	\$ 90,950.90	\$ 91,860.41	\$ 92,779.01	\$ 93,706.80	\$ 94,643.87
		Monthly	\$ 6,528.38	\$ 6,593.66	\$ 6,659.60	\$ 6,726.19	\$ 6,793.45	\$ 6,861.39	\$ 6,930.00	\$ 7,000.00	\$ 7,069.30	\$ 7,139.99	\$ 7,211.39	\$ 7,283.50	\$ 7,356.34	\$ 7,429.90	\$ 7,504.20	\$ 7,57				

## Fiscal Year 2020 Fire Salary Schedule

Grade	Position	Compensation	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Grade 1	Firefighter/EMT	Annual	\$ 33,677.95	\$ 34,014.73	\$ 34,354.88	\$ 34,698.43	\$ 35,045.41	\$ 35,395.87	\$ 35,749.83	\$ 36,107.32	\$ 36,468.40	\$ 36,833.08	\$ 37,201.41	\$ 37,573.43	\$ 37,949.16	\$ 38,328.65	\$ 38,711.94	\$ 39,099.06	\$ 39,490.05	\$ 39,884.95	\$ 40,283.80	\$40,686.64
	Firefighter/EMT - I	Monthly	\$ 2,806.50	\$ 2,834.56	\$ 2,862.91	\$ 2,891.54	\$ 2,920.45	\$ 2,949.66	\$ 2,979.15	\$ 3,008.94	\$ 3,039.03	\$ 3,069.42	\$ 3,100.12	\$ 3,131.12	\$ 3,162.43	\$ 3,194.05	\$ 3,225.99	\$ 3,258.25	\$ 3,290.84	\$ 3,323.75	\$ 3,356.98	\$ 3,390.55
		Bi-weekly	\$ 1,295.31	\$ 1,308.26	\$ 1,321.34	\$ 1,334.55	\$ 1,347.90	\$ 1,361.38	\$ 1,374.99	\$ 1,388.74	\$ 1,402.63	\$ 1,416.66	\$ 1,430.82	\$ 1,445.13	\$ 1,459.58	\$ 1,474.18	\$ 1,488.92	\$ 1,503.81	\$ 1,518.85	\$ 1,534.04	\$ 1,549.38	\$ 1,564.87
		Hourly	\$ 11.174	\$ 11.286	\$ 11.398	\$ 11.512	\$ 11.628	\$ 11.744	\$ 11.861	\$ 11.980	\$ 12.100	\$ 12.221	\$ 12.343	\$ 12.466	\$ 12.591	\$ 12.717	\$ 12.844	\$ 12.972	\$ 13.102	\$ 13.233	\$ 13.366	\$ 13.499
		Overtime	\$ 16.761	\$ 16.928	\$ 17.098	\$ 17.269	\$ 17.441	\$ 17.616	\$ 17.792	\$ 17.970	\$ 18.150	\$ 18.331	\$ 18.514	\$ 18.699	\$ 18.886	\$ 19.075	\$ 19.266	\$ 19.459	\$ 19.653	\$ 19.850	\$ 20.048	\$ 20.249
Grade 2	Firefighter/Paramedic	Annual	\$ 37,045.75	\$ 37,416.21	\$ 37,790.37	\$ 38,168.27	\$ 38,549.96	\$ 38,935.45	\$ 39,324.81	\$ 39,718.06	\$ 40,115.24	\$ 40,516.39	\$ 40,921.55	\$ 41,330.77	\$ 41,744.08	\$ 42,161.52	\$ 42,583.13	\$ 43,008.96	\$ 43,439.05	\$ 43,873.44	\$ 44,312.18	\$44,755.30
	Lieutenant/EMT	Monthly	\$ 3,087.15	\$ 3,118.02	\$ 3,149.20	\$ 3,180.69	\$ 3,212.50	\$ 3,244.62	\$ 3,277.07	\$ 3,309.84	\$ 3,342.94	\$ 3,376.37	\$ 3,410.13	\$ 3,444.23	\$ 3,478.67	\$ 3,513.46	\$ 3,548.59	\$ 3,584.08	\$ 3,619.92	\$ 3,656.12	\$ 3,692.68	\$ 3,729.61
	Lieutenant/EMT - I	Bi-weekly	\$ 1,424.84	\$ 1,439.08	\$ 1,453.48	\$ 1,468.01	\$ 1,482.69	\$ 1,497.52	\$ 1,512.49	\$ 1,527.62	\$ 1,542.89	\$ 1,558.32	\$ 1,573.91	\$ 1,589.64	\$ 1,605.54	\$ 1,621.60	\$ 1,637.81	\$ 1,654.19	\$ 1,670.73	\$ 1,687.44	\$ 1,704.31	\$ 1,721.36
		Hourly	\$ 12.291	\$ 12.414	\$ 12.538	\$ 12.664	\$ 12.790	\$ 12.918	\$ 13.047	\$ 13.178	\$ 13.310	\$ 13.443	\$ 13.577	\$ 13.713	\$ 13.850	\$ 13.989	\$ 14.128	\$ 14.270	\$ 14.412	\$ 14.557	\$ 14.702	\$ 14.849
		Overtime	\$ 18.437	\$ 18.621	\$ 18.807	\$ 18.995	\$ 19.185	\$ 19.377	\$ 19.571	\$ 19.767	\$ 19.964	\$ 20.164	\$ 20.366	\$ 20.569	\$ 20.775	\$ 20.983	\$ 21.193	\$ 21.405	\$ 21.619	\$ 21.835	\$ 22.053	\$ 22.274
Grade 3	Lieutenant/Paramedic	Annual	\$ 40,750.32	\$ 41,157.83	\$ 41,569.41	\$ 41,985.10	\$ 42,404.95	\$ 42,829.00	\$ 43,257.29	\$ 43,689.86	\$ 44,126.76	\$ 44,568.03	\$ 45,013.71	\$ 45,463.85	\$ 45,918.49	\$ 46,377.67	\$ 46,841.45	\$ 47,309.86	\$ 47,782.96	\$ 48,260.79	\$ 48,743.40	\$49,230.83
	Captain/EMT	Monthly	\$ 3,395.86	\$ 3,429.82	\$ 3,464.12	\$ 3,498.76	\$ 3,533.75	\$ 3,569.08	\$ 3,604.77	\$ 3,640.82	\$ 3,677.23	\$ 3,714.00	\$ 3,751.14	\$ 3,788.65	\$ 3,826.54	\$ 3,864.81	\$ 3,903.45	\$ 3,942.49	\$ 3,981.91	\$ 4,021.73	\$ 4,061.95	\$ 4,102.57
	Captain/EMT - I	Bi-weekly	\$ 1,567.32	\$ 1,582.99	\$ 1,598.82	\$ 1,614.81	\$ 1,630.96	\$ 1,647.27	\$ 1,663.74	\$ 1,680.38	\$ 1,697.18	\$ 1,714.15	\$ 1,731.30	\$ 1,748.61	\$ 1,766.10	\$ 1,783.76	\$ 1,801.59	\$ 1,819.61	\$ 1,837.81	\$ 1,856.18	\$ 1,874.75	\$ 1,893.49
		Hourly	\$ 13.520	\$ 13.656	\$ 13.792	\$ 13.930	\$ 14.069	\$ 14.210	\$ 14.352	\$ 14.496	\$ 14.641	\$ 14.787	\$ 14.935	\$ 15.084	\$ 15.235	\$ 15.387	\$ 15.541	\$ 15.697	\$ 15.854	\$ 16.012	\$ 16.172	\$ 16.334
		Overtime	\$ 20.281	\$ 20.483	\$ 20.688	\$ 20.895	\$ 21.104	\$ 21.315	\$ 21.528	\$ 21.743	\$ 21.961	\$ 22.181	\$ 22.402	\$ 22.626	\$ 22.853	\$ 23.081	\$ 23.312	\$ 23.545	\$ 23.781	\$ 24.018	\$ 24.258	\$ 24.501
Grade 4	Captain/Paramedic	Annual	\$ 44,825.36	\$ 45,273.61	\$ 45,726.35	\$ 46,183.61	\$ 46,645.45	\$ 47,111.90	\$ 47,583.02	\$ 48,058.85	\$ 48,539.44	\$ 49,024.83	\$ 49,515.08	\$ 50,010.23	\$ 50,510.33	\$ 51,015.44	\$ 51,525.59	\$ 52,040.85	\$ 52,561.26	\$ 53,086.87	\$ 53,617.74	\$54,153.91
		Monthly	\$ 3,735.45	\$ 3,772.80	\$ 3,810.53	\$ 3,848.63	\$ 3,887.12	\$ 3,925.99	\$ 3,965.25	\$ 4,004.90	\$ 4,044.95	\$ 4,085.40	\$ 4,126.26	\$ 4,167.52	\$ 4,209.19	\$ 4,251.29	\$ 4,293.80	\$ 4,336.74	\$ 4,380.10	\$ 4,423.91	\$ 4,468.14	\$ 4,512.83
		Bi-weekly	\$ 1,724.05	\$ 1,741.29	\$ 1,758.71	\$ 1,776.29	\$ 1,794.06	\$ 1,812.00	\$ 1,830.12	\$ 1,848.42	\$ 1,866.90	\$ 1,885.57	\$ 1,904.43	\$ 1,923.47	\$ 1,942.71	\$ 1,962.13	\$ 1,981.75	\$ 2,001.57	\$ 2,021.59	\$ 2,041.80	\$ 2,062.22	\$ 2,082.84
		Hourly	\$ 14.872	\$ 15.021	\$ 15.171	\$ 15.323	\$ 15.476	\$ 15.631	\$ 15.787	\$ 15.945	\$ 16.105	\$ 16.266	\$ 16.428	\$ 16.593	\$ 16.759	\$ 16.926	\$ 17.095	\$ 17.266	\$ 17.439	\$ 17.613	\$ 17.790	\$ 17.967
		Overtime	\$ 22.309	\$ 22.532	\$ 22.757	\$ 22.985	\$ 23.214	\$ 23.447	\$ 23.681	\$ 23.918	\$ 24.157	\$ 24.399	\$ 24.643	\$ 24.889	\$ 25.138	\$ 25.389	\$ 25.643	\$ 25.900	\$ 26.159	\$ 26.420	\$ 26.684	\$ 26.951
Grade 5		Annual	\$ 49,307.89	\$ 49,800.97	\$ 50,298.98	\$ 50,801.97	\$ 51,309.99	\$ 51,823.09	\$ 52,341.32	\$ 52,864.73	\$ 53,393.38	\$ 53,927.32	\$ 54,466.59	\$ 55,011.25	\$ 55,561.37	\$ 56,116.98	\$ 56,678.15	\$ 57,244.93	\$ 57,817.38	\$ 58,395.56	\$ 58,979.51	\$59,569.31
		Monthly	\$ 4,108.99	\$ 4,150.08	\$ 4,191.58	\$ 4,233.50	\$ 4,275.83	\$ 4,318.59	\$ 4,361.78	\$ 4,405.39	\$ 4,449.45	\$ 4,493.94	\$ 4,538.88	\$ 4,584.27	\$ 4,630.11	\$ 4,676.42	\$ 4,723.18	\$ 4,770.41	\$ 4,818.12	\$ 4,866.30	\$ 4,914.96	\$ 4,964.11
		Bi-weekly	\$ 1,896.46	\$ 1,915.42	\$ 1,934.58	\$ 1,953.92	\$ 1,973.46	\$ 1,993.20	\$ 2,013.13	\$ 2,033.26	\$ 2,053.59	\$ 2,074.13	\$ 2,094.87	\$ 2,115.82	\$ 2,136.98	\$ 2,158.35	\$ 2,179.93	\$ 2,201.73	\$ 2,223.75	\$ 2,245.98	\$ 2,268.44	\$ 2,291.13
		Hourly	\$ 16.360	\$ 16.523	\$ 16.688	\$ 16.855	\$ 17.024	\$ 17.194	\$ 17.366	\$ 17.540	\$ 17.715	\$ 17.892	\$ 18.071	\$ 18.252	\$ 18.434	\$ 18.619	\$ 18.805	\$ 18.993	\$ 19.183	\$ 19.375	\$ 19.569	\$ 19.764
		Overtime	\$ 24.539	\$ 24.785	\$ 25.033	\$ 25.283	\$ 25.536	\$ 25.791	\$ 26.049	\$ 26.310	\$ 26.573	\$ 26.838	\$ 27.107	\$ 27.378	\$ 27.652	\$ 27.928	\$ 28.207	\$ 28.490	\$ 28.774	\$ 29.062	\$ 29.353	\$ 29.646
Grade 6		Annual	\$ 54,238.68	\$ 54,781.07	\$ 55,328.88	\$ 55,882.17	\$ 56,440.99	\$ 57,005.40	\$ 57,575.45	\$ 58,151.21	\$ 58,732.72	\$ 59,320.05	\$ 59,913.25	\$ 60,512.38	\$ 61,117.50	\$ 61,728.68	\$ 62,345.97	\$ 62,969.43	\$ 63,599.12	\$ 64,235.11	\$ 64,877.46	\$65,526.24
		Monthly	\$4,519.89	\$4,565.09	\$4,610.74	\$4,656.85	\$4,703.42	\$4,750.45	\$4,797.95	\$4,845.93	\$4,894.39	\$4,943.34	\$4,992.77	\$5,042.70	\$5,093.13	\$5,144.06	\$5,195.50	\$5,247.45	\$5,299.93	\$5,352.93	\$5,406.46	\$5,460.52
		Bi-weekly	\$ 2,086.10	\$ 2,106.96	\$ 2,128.03	\$ 2,149.31	\$ 2,170.81	\$ 2,192.52	\$ 2,214.44	\$ 2,236.58	\$ 2,258.95	\$ 2,281.54	\$ 2,304.36	\$ 2,327.40	\$ 2,350.67	\$ 2,374.18	\$ 2,397.92	\$ 2,421.90	\$ 2,446.12	\$ 2,470.58	\$ 2,495.29	\$ 2,520.24
		Hourly	\$ 17.996	\$ 18.176	\$ 18.357	\$ 18.541	\$ 18.726	\$ 18.914	\$ 19.103	\$ 19.294	\$ 19.487	\$ 19.682	\$ 19.878	\$ 20.077	\$ 20.278	\$ 20.481	\$ 20.685	\$ 20.892	\$ 21.101	\$ 21.312	\$ 21.525	\$ 21.741
		Overtime	\$ 26.993	\$ 27.263	\$ 27.536	\$ 27.811	\$ 28.089	\$ 28.370	\$ 28.654	\$ 28.941	\$ 29.230	\$ 29.522	\$ 29.817	\$ 30.116	\$ 30.417	\$ 30.721	\$ 31.028	\$ 31.338	\$ 31.652	\$ 31.968	\$ 32.288	\$ 32.611
Grade 7		Annual	\$ 59,662.55	\$ 60,259.17	\$ 60,861.77	\$ 61,470.38	\$ 62,085.09	\$ 62,705.94	\$ 63,333.00	\$ 63,966.33	\$ 64,605.99	\$ 65,252.05	\$ 65,904.57	\$ 66,563.62	\$ 67,229.25	\$ 67,901.55	\$ 68,580.56	\$ 69,266.37	\$ 69,959.03	\$ 70,658.62	\$ 71,365.21	\$72,078.86
		Monthly	\$ 4,971.88	\$ 5,021.60	\$ 5,071.81	\$ 5,122.53	\$ 5,173.76	\$ 5,225.49	\$ 5,277.75	\$ 5,330.53	\$ 5,383.83	\$ 5,437.67	\$ 5,492.05	\$ 5,546.97	\$ 5,602.44	\$ 5,658.46	\$ 5,715.05	\$ 5,772.20	\$ 5,829.92	\$ 5,888.22	\$ 5,947.10	\$ 6,006.57
		Bi-weekly	\$ 2,294.71	\$ 2,317.66	\$ 2,340.84	\$ 2,364.25	\$ 2,387.89	\$ 2,411.77	\$ 2,435.88	\$ 2,460.24	\$ 2,484.85	\$ 2,509.69	\$ 2,534.79	\$ 2,560.14	\$ 2,585.74	\$ 2,611.60	\$ 2,637.71	\$ 2,664.09	\$ 2,690.73	\$ 2,717.64	\$ 2,744.82	\$ 2,772.26
		Hourly	\$ 19.795	\$ 19.993	\$ 20.193	\$ 20.395	\$ 20.599	\$ 20.805	\$ 21.013	\$ 21.223	\$ 21.435	\$ 21.650	\$ 21.866	\$ 22.085	\$ 22.306	\$ 22.529	\$ 22.754	\$ 22.982	\$ 23.211	\$ 23.443	\$ 23.678	\$ 23.915
		Overtime	\$ 29.693	\$ 29.990	\$ 30.290	\$ 30.592	\$ 30.898	\$ 31.207	\$ 31.519	\$ 31.835	\$ 32.153	\$ 32.474	\$ 32.799	\$ 33.127	\$ 33.458	\$ 33.793	\$ 34.131	\$ 34.472	\$ 34.817	\$ 35.165	\$ 35.517	\$ 35.872
Grade 8		Annual	\$ 65,628.80	\$ 66,285.09	\$ 66,947.94	\$ 67,617.42	\$ 68,293.60	\$ 68,976.53	\$ 69,666.30	\$ 70,362.96	\$ 71,066.59	\$ 71,777.26	\$ 72,495.03	\$ 73,219.98	\$ 73,952.18	\$ 74,691.70	\$ 75,438.62	\$ 76,193.00	\$ 76,954.93	\$ 77,724.48	\$ 78,501.73	\$79,286.75
		Monthly	\$ 5,469.07	\$ 5,523.76	\$ 5,579.00	\$ 5,634.79	\$ 5,691.13	\$ 5,748.04	\$ 5,805.52	\$ 5,863.58	\$ 5,922.22	\$ 5,981.44	\$ 6,041.25	\$ 6,101.66	\$ 6,162.68	\$ 6,224.31	\$ 6,286.55	\$ 6,349.42	\$ 6,412.91	\$ 6,477.04	\$ 6,541.81	\$ 6,607.23
		Bi-weekly	\$ 2,524.18	\$ 2,549.43	\$ 2,574.92	\$ 2,600.67	\$ 2,626.68	\$ 2,652.94	\$ 2,679.47	\$ 2,706.27	\$ 2,733.33	\$ 2,760.66	\$ 2,788.27	\$ 2,816.15	\$ 2,844.31	\$ 2,872.76	\$ 2,901.49	\$ 2,930.50	\$ 2,959.81	\$ 2,989.40	\$ 3,019.30	\$ 3,049.49
		Hourly	\$ 21.775	\$ 21.992	\$ 22.212	\$ 22.434	\$ 22.659	\$ 22.885	\$ 23.114	\$ 23.345	\$ 23.579	\$ 23.815	\$ 24.053	\$ 24.293	\$ 24.536	\$ 24.782	\$ 25.029	\$ 25.280	\$ 25.532	\$ 25.788	\$ 26.046	\$ 26.306
		Overtime	\$ 32.662	\$ 32.989	\$ 33.318	\$ 33.652	\$ 33.988	\$ 34.328	\$ 34.671	\$ 35.018	\$ 35.368	\$ 35.722	\$ 36.079	\$ 36.440	\$ 36.806	\$ 37.172	\$ 37.544	\$ 37.920	\$ 38.299	\$ 38.682	\$ 39.069	\$ 39.459

This Salary Schedule is subject to negotiations.

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
73-APT-001-21	Airport Master Plan	\$300,000					\$300,000
73-APT-003-21	Ramp and Parking Lot Repair	\$25,000					\$25,000
73-APT-001-24	Replace Exisiting Computer Systems/Printer	\$5,000				\$5,000	\$10,000
73-APT-001-22	Airport Tractor		\$52,000				\$52,000
73-APT-002-22	Rotary Cutters		\$12,800				\$12,800
73-APT-001-23	Taxiway Rehabilitation			\$683,500			\$683,500
73-APT-002-21	Aviation Fuel Truck				\$95,000		\$95,000
73-APT-001-24	Utility Vehicle				\$7,000		\$7,000
73-APT-002-20	Hangar Remodel					\$30,000	\$30,000
	<b>Airport Total</b>	<b>\$330,000</b>	<b>\$64,800</b>	<b>\$683,500</b>	<b>\$102,000</b>	<b>\$35,000</b>	<b>\$1,215,300</b>
01-CCK-001-19	Replace Exisiting Computer Systems	\$5,000			\$5,000		\$10,000
	<b>City Clerk Total</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$10,000</b>
01-CCC-001-19	Replace Computer Systems/Wireless	\$8,000					\$8,000
01-CCC-001-21	Exhibition Hall Chairs	\$12,000		\$12,000			\$24,000
01-CCC-002-22	Replacement of CCC Office Furniture		\$60,000				\$60,000
01-CCC-003-22	Replace 2005 Boom Lift		\$150,000				\$150,000
01-CCC-004-23	In Line Booking			\$30,000			\$30,000
01-CCC-001-24	Half Ton Pickup				\$30,000		\$30,000
22-CCC-006-14	Replacement of HVAC Units	\$50,000					\$50,000
22-CCC-002-15	Mill, Overlay, and Restripe CCC Parking Lots	\$20,000	\$15,000				\$35,000
22-CCC-002-17	Comprehensive Repair Plan for CCC Roof	\$80,000					\$80,000
22-CCC-005-17	Upgrade Theater Stage Lights	\$20,000					\$20,000
22-CCC-001-20	Addition of Dressing Rooms and Concesssion Area for CCC Exhibition Hall	\$3,100,000					\$3,100,000
22-CCC-001-21	Repair Gym Floor	\$25,000					\$25,000
22-CCC-002-21	Replace Multi Prupose Flooring	\$100,000					\$100,000
22-CCC-001-22	Replacement of Gas Fired Pool Heater		\$30,000				\$30,000
22-CCC-002-22	Upgrade of UV System of CCC Pool		\$15,000				\$15,000
22-CCC-003-22	Rebuild Paddock Water Filter for CCC Pool		\$40,000				\$40,000
22-CCC-004-22	Rider Autoscrubber	\$20,000					\$20,000
01-CCC-001-21	New Table and Chairs for Community Building	\$20,000				\$20,000	\$40,000
	<b>Civic Center Total</b>	<b>\$3,455,000</b>	<b>\$310,000</b>	<b>\$42,000</b>	<b>\$30,000</b>	<b>\$20,000</b>	<b>\$3,857,000</b>
22-CDC-001-20	Replacement of Staff Fleet Vehicles	\$26,000		\$26,000			\$52,000

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
22-CDC-002-21	Replacement of Network System	\$5,000	\$3,000	\$3,000	\$5,000	\$5,000	\$21,000
22-CDC-004-25	Replacement of Xerox Work Center					\$800	\$800
22-CDC-001-21	Replacement of Network Systems	\$2,550		\$2,550		\$2,550	\$7,650
22-CDC-001-22	Replacement of Cannon Plotter/Scanner		\$12,500				\$12,500
	<b>Code Administration Total</b>	<b>\$33,550</b>	<b>\$15,500</b>	<b>\$31,550</b>	<b>\$5,000</b>	<b>\$8,350</b>	<b>\$93,950</b>
75-DBD-001-18	Downtown Business District Signage Upgrades	\$125,000					\$125,000
99-DBD-001-10	Fiber Camera Project	\$30,000					\$30,000
	<b>Downtown Business District Total</b>	<b>\$155,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$155,000</b>
80-ELF-007-14	161 Substations and Transmission	\$5,000,000	\$5,000,000	\$5,000,000			\$15,000,000
80-ELF-008-14	Line Reconductor/Extensions	\$600,000	\$600,000	\$600,000	\$600,000		\$2,400,000
80-ELF-003-21	Forestry Truck and Brush Chipper	\$325,000					\$325,000
80-ELF-004-21	Overhead Aerial Cable Project-North & South Side of Birchbark Lane	\$40,000					\$40,000
80-ELF-005-21	Overhead Aerial Cable Project-South Side of Hunters Creek Drive	\$30,000					\$30,000
80-ELF-006-21	Overhead Aerial Cable Project-Stanwood Drive and Belwood Road			\$30,000			\$30,000
80-ELF-007-21	Overhead Aerial Cable Project-Arbour Drive and Northbrook Street	\$15,000					\$15,000
80-ELF-008-21	Overhead Aerial Cable Project-Woodhill Drive		\$50,000				\$50,000
80-ELF-009-21	Overhead Aerial Cable Project-Kudwig Avenue, Walser and Donnalee Avenue		\$50,000				\$50,000
80-ELF-010-21	Overhead Aerial Cable Project-Osage Street, Parkway and Highland Street			\$30,000			\$30,000
80-ELF-011-21	Overhead Aerial Cable Project-Holly Street, Pine Street and Zachary Drive				\$30,000		\$30,000
80-ELF-012-21	Overhead Aerial Cable Project-Polk Avenue, Taylor Street and 5th Street				\$30,000		\$30,000
80-ELF-013-21	Cable Reel Pulling Trailer	\$100,000					\$100,000
80-ELF-003-15	LED Streetlight Conversion	\$60,000	\$60,000				\$120,000
80-ELF-004-15	Distribution Pole Changes	\$250,000	\$250,000	\$250,000	\$250,000		\$1,000,000
80-ELF-014-21	Substation Recloser Upgrade	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
80-ELF-015-21	Material Handler Bucket Truck	\$250,000					\$250,000



Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
80-ELF-003-17	Department Pickups			\$40,000	\$40,000		\$80,000
80-ELF-001-20	Replace Existing Computer Systems	\$10,000	\$10,000		\$8,000		\$28,000
80-ELF-002-20	Battery Backup for Substation Reclosers	\$30,000					\$30,000
80-ELF-016-21	80 Ft. Bucket Truck			\$350,000			\$350,000
80-ELF-004-20	Automated Sectionalizing Switches	\$150,000	\$150,000	\$150,000	\$100,000	\$100,000	\$650,000
80-ELF-001-21	69k High Voltage Tie Line – Substations #6 and #8	\$1,000,000					\$1,000,000
80-ELF-002-21	Line Reconductor/Extensions- Michigan/Monroe	\$600,000					\$600,000
80-ELF-003-23	New Substation #4			\$250,000	\$550,000		\$800,000
80-ELF-002-23	Line Reconductor/Extensions – South			\$1,000,000			\$1,000,000
80-ELF-001-22	Reconductor/Extensions Subs. #7 and #8 69kV		\$1,500,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,500,000
80-ELF-017-21	Update Substation Bays	\$300,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,300,000
80-ELF-018-21	Insulator Upgrades	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
80-ELF-019-21	Substation Transformer Upgrades	\$600,000	\$600,000	\$600,000	\$600,000		\$2,400,000
80-ELF-020-21	Backyard Machine	\$150,000					\$150,000
80-ELF-021-21	69kV Breaker Install in Substations #5 & #6	\$300,000					\$300,000
80-ELF-022-21	Install Polymer 69kV and 7200 Arresters Substations #1, #2, #3, #5, #7 & #8	\$200,000					\$200,000
80-ELF-023-21	Single Phase Reclosers	\$15,000	\$15,000	\$15,000			\$45,000
	<b>Electric Total</b>	<b>\$10,355,000</b>	<b>\$9,615,000</b>	<b>\$10,645,000</b>	<b>\$4,538,000</b>	<b>\$2,430,000</b>	<b>\$37,583,000</b>
01-FMS-002-19	60" Zero Turn Mower		\$12,000	\$12,500	\$13,000		\$37,500
01-FMS-002-16	Half Ton Pickup		\$24,000		\$30,000		\$54,000
01-FMS-001-23	Backhoe			\$98,000			\$98,000
22-FMS-001-18	Replace HVAC Units at City Hall		\$16,000			\$17,000	\$33,000
22-FMS-002-20	Replace HVAC Units as Public Works	\$16,500	\$16,500				\$33,000
22-FMS-003-20	Repair Fire Station #1 Parking Lot		\$15,000				\$15,000
22-FMS-004-21	Repair Fire Station #2 Parking Lot	\$15,000					\$15,000
22-FMS-005-20	Elm Street Christmas Decorations	\$6,000	\$6,500	\$6,000	\$6,000		\$24,500
	<b>Facilities Management Total</b>	<b>\$37,500</b>	<b>\$90,000</b>	<b>\$116,500</b>	<b>\$49,000</b>	<b>\$17,000</b>	<b>\$310,000</b>
01-FIN-001-19	Replace Existing Computer Systems				\$8,200		\$8,200
	<b>Finance Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,200</b>	<b>\$0</b>	<b>\$8,200</b>



Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
01-FDE-002-16	Replacement of Cardiac Monitors	\$20,000	\$20,000				\$40,000
01-FDE-005-16	Hazardous Materials Identification & Air Monitoring		\$25,000				\$25,000
01-FDE-006-16	Storage Addition Station 2		\$20,000				\$20,000
01-FDE-007-16	Replace HVAC Units at Fire Station 1 and 2		\$8,000				\$8,000
01-FDE-013-16	Traffic Control Signal Light Station 2			\$30,000			\$30,000
01-FDE-002-17	Fire Safety Trailer		\$60,000				\$60,000
01-FDE-005-17	Improvements to Fire Station 1 Roof					\$15,000	\$15,000
01-FDE-002-18	Mobile Tablets		\$10,000				\$10,000
01-FDE-001-21	Confined Space Rescue Breathing System	\$18,000					\$18,000
01-FDE-003-21	Update Station Alerting System	\$10,000					\$10,000
01-FDE-002-22	LUCAS CPR Device		\$30,000				\$30,000
22-FDE-003-14	Replacement of Staff Fleet Vehicles	\$33,000					\$33,000
22-FDE-001-17	Bunker Gear			\$72,000			\$72,000
22-FDE-002-17	Mobile Traffic Light Controll	\$18,000	\$18,000	\$18,000	\$18,000		\$72,000
22-FDE-002-19	Bay Floors of Fire Station 1				\$16,000		\$16,000
99-FDE-001-16	Faire Station #3			\$1,230,000			\$1,230,000
99-FDE-002-16	Training Facility			\$1,500,000			\$1,500,000
01-FDE-006-21	Fire Station LED Signage	\$30,000	\$30,000				\$60,000
	<b>Fire Total</b>	<b>\$129,000</b>	<b>\$221,000</b>	<b>\$2,850,000</b>	<b>\$34,000</b>	<b>\$15,000</b>	<b>\$3,249,000</b>
60-GFM-002-21	Vehicle Lift (Warehouse)	\$18,000					\$18,000
60-GFM-005-19	Heavy Truck Scan Tool				\$5,000		\$5,000
60-GFM-001-20	Service Truck		\$60,000				\$60,000
60-GFM-001-21	Fleet Fuel Dispensers & Diesel Exhaust Fluid (DEF) Fuel Pump System	\$46,800					\$46,800
60-GFM-002-22	Garage Office		\$6,000				\$6,000
60-GFM-001-23	Refrigerant Management System			\$7,000			\$7,000
	<b>Garage Total</b>	<b>\$64,800</b>	<b>\$66,000</b>	<b>\$7,000</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$142,800</b>
01-ITS-001-20	Replace Existing Computer Systems	\$5,000				\$2,500	\$7,500
22-ITS-005-16	Mobile Data Tablets		\$5,000		\$5,000		\$10,000
99-ITS-001-16	Capital Hardware/Software Purchase	\$70,000					\$70,000
99-ITS-003-20	Printer Replacement Konica	\$4,000		\$7,500			\$11,500
99-ITS-001-21	SCALE Nodes	\$23,000					\$23,000

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
99-ITS-002-21	Switches	\$14,000					\$14,000
	<b>Information Technology Total</b>	<b>\$116,000</b>	<b>\$5,000</b>	<b>\$7,500</b>	<b>\$5,000</b>	<b>\$2,500</b>	<b>\$136,000</b>
22-PKD-012-14	Boswell Aquatic Center	\$20,000	\$250,000			\$15,000	\$285,000
22-PKD-001-19	Skate Park Improvements		\$125,000				\$125,000
22-PKD-001-20	Walking and Bicycle Trail		\$250,000		\$250,000		\$500,000
79-PKD-001-14	Vehicle and Motor Equipment	\$25,000	\$48,500	\$40,000	\$40,500	\$55,000	\$209,000
79-PKD-010-14	WT Vernon Park	\$100,000					\$100,000
79-PKD-001-15	Harke Park		\$25,000				\$25,000
79-PKD-010-16	Infield Surface Material	\$5,000	\$5,000	\$5,000	\$12,500	\$5,000	\$32,500
79-PKD-002-17	Walking Trail Maintenance		\$14,000			\$15,000	\$29,000
79-PKD-001-19	Replace Existing Computer Systems				\$5,000		\$5,000
79-PKD-002-19	Sprinkler System at Atchley Park Fields	\$25,000					\$25,000
99-PKD-003-19	Winfrey Property			\$290,000			\$290,000
99-PKD-001-24	Pierce Street Park Development				\$125,000		\$125,000
99-PKD-001-22	Parking Lot Resurfacing		\$100,000		\$100,000		\$200,000
	<b>Parks Total</b>	<b>\$175,000</b>	<b>\$817,500</b>	<b>\$335,000</b>	<b>\$533,000</b>	<b>\$90,000</b>	<b>\$1,950,500</b>
01-PDA-003-18	Replace Existing Computer Systems	\$16,000	\$16,000	\$16,000			\$48,000
01-PDA-001-19	Field Investigation Hardware and Software	\$15,000					\$15,000
01-PDA-002-19	911 Hardware			\$4,000	\$4,000		\$8,000
22-PDA-004-14	Patrol Car (Dash) Camera	\$3,000				\$27,000	\$30,000
22-PDA-003-15	Patrol Cars	\$117,000	\$117,000	\$117,000	\$117,000	\$117,000	\$585,000
22-PDA-001-17	Dispatch Zetron Radio Upgrade	\$42,000			\$15,000		\$57,000
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				\$5,000		\$5,000
22-PDA-002-18	Automatic License Plate Reader (APLR)	\$24,000	\$24,000	\$24,000			\$72,000
22-PDA-001-21	Vehicle Siren Boxes	\$15,400					\$15,400
22-PDA-002-21	Body Cameras	\$32,000					\$32,000
	<b>Police Total</b>	<b>\$291,400</b>	<b>\$157,000</b>	<b>\$161,000</b>	<b>\$141,000</b>	<b>\$144,000</b>	<b>\$894,400</b>
60-PRW-002-22	Warehouse Forklift		\$40,000				\$40,000
60-PRW-003-21	Pickup Truck (Warehouse)	\$38,000					\$38,000
	<b>Purchasing &amp; Warehouse Total</b>	<b>\$38,000</b>	<b>\$40,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$78,000</b>

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
01-SWC-004-14	Assessment and Restoration of Detention Facilities	\$5,000	\$5,000				\$10,000
01-SWC-003-18	Stormwater: Waterman Drive and Windsor Drive	\$25,000					\$25,000
01-SWC-001-19	Stormwater: Mountrose Beacon Branch	\$55,000	\$50,000				\$105,000
01-SWC-002-19	Stormwater: Springfield and Jackson		\$25,000				\$25,000
01-SWC-006-19	Stormwater: Hydraulic Engineering Study	\$50,000	\$50,000	\$50,000			\$150,000
01-SWC-001-20	Stormwater: Washington and North Park Manor			\$50,000			\$50,000
01-SWC-001-21	Stormwater: Brook and Indian Creek Improvements	\$30,000					\$30,000
01-SWC-002-21	Stormwater: Springfield and Jackson	\$25,000					\$25,000
01-SWC-001-22	Stormwater: Quail Valley Improvements		\$15,000				\$15,000
01-SWC-002-22	Stormwater: Highway YY and Raef Road Improvements		\$10,000				\$10,000
01-SWC-003-22	Stormwater: Washington and Park Manor		\$60,000				\$60,000
01-SWC-001-23	Stormwater: West Fremont Improvements			\$10,000			\$10,000
01-SWC-002-23	Stormwater: Evergreen Improvements			\$25,000			\$25,000
01-SWC-003-23	Stormwater: Flatwoods			\$25,000			\$25,000
	<b>Stormwater Total</b>	<b>\$190,000</b>	<b>\$215,000</b>	<b>\$160,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$565,000</b>
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
08-STR-008-16	Truck Mounted Striping Machine			\$35,000			\$35,000
08-STR-008-17	Tandem Axle Dump Truck			\$155,000			\$155,000
08-STR-017-17	Single Axle Dump Truck	\$120,000					\$120,000
08-STR-018-17	Mowing Tractor			\$35,000			\$35,000
08-STR-020-17	Track Loader		\$250,000				\$250,000
08-STR-007-18	Crack Sealer Machine				\$50,000		\$50,000
08-STR-003-19	Hoover Avenue	\$32,500					\$32,500
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

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
08-STR-005-20	Half Ton 4X4 Pickup Trucks	\$50,000	\$25,000				\$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-001-21	Mountrose Street Improvements	\$210,500					\$210,500
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 Road Improvements	\$426,000					\$426,000
08-STR-006-21	Adams Avenue Improvements	\$35,800					\$35,800
08-STR-008-21	Harris Lane Surface Treatment		\$17,000				\$17,000
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-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-020-21	Fowler Drive	\$48,960					\$48,960
08-STR-021-21	Tractor and Boom Mower Attachment	\$150,000					\$150,000
08-STR-001-22	Elm Street Surface Treatments		\$220,000				\$220,000
08-STR-002-22	Roller Compactor				\$85,000		\$85,000
08-STR-004-22	Hydro Seeder			\$10,000			\$10,000
08-STR-011-22	North Park Manor Boulevard		\$24,985				\$24,985
08-STR-012-22	East Park Manor Boulevard		\$28,875				\$28,875
08-STR-013-22	South Park Manor Boulevard		\$18,540				\$18,540
08-STR-014-22	West Park Manor Boulevard		\$18,540				\$18,540
08-STR-015-22	Monroe Avenue		\$50,600				\$50,600
08-STR-016-22	Jefferson Avenue Sidewalk Improvements		\$310,000				\$310,000

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
08-STR-001-23	Elm Street Surface Treatment			\$136,350			\$136,350
08-STR-005-23	West Bland Asphalt Overlay			\$71,950			\$71,950
08-STR-006-23	Hospital Drive Asphalt Overlay			\$118,400			\$118,400
08-STR-007-23	Albert Street Improvements			\$22,500			\$22,500
08-STR-008-23	Marvin Avenue Improvements			\$47,900			\$47,900
08-STR-009-23	Mizer Street Improvements			\$31,600			\$31,600
08-STR-010-23	Barlow Street Improvements			\$31,600			\$31,600
08-STR-011-23	Dickinson Avenue Improvements			\$52,200			\$52,200
08-STR-001-24	Beck Lane				\$68,200		\$68,200
08-STR-002-24	Lake Drive				\$42,650		\$42,650
08-STR-003-24	Sherman Avenue				\$74,175		\$74,175
08-STR-004-24	Jefferson Avenue Sidewalk Improvements				\$330,000		\$330,000
08-STR-005-24	Green Street				\$17,950		\$17,950
08-STR-006-24	Lincoln Avenue				\$91,900		\$91,900
08-STR-007-24	Bland Avenue				\$110,110		\$110,110
08-STR-001-25	Lawson Road					\$121,000	\$121,000
08-STR-002-25	Tower Road					\$113,000	\$113,000
08-STR-003-25	Tuscumbia Road					\$59,000	\$59,000
08-STR-004-25	Jefferson Avenue Sidewalk Improvements					\$492,000	\$492,000
08-STR-005-25	Fourth Street					\$655,000	\$655,000
08-STR-006-25	Street Sweeper					\$250,000	\$250,000
08-STR-007-25	Skid Steer Loader					\$70,000	\$70,000
08-STR-008-25	Backhoe					\$105,000	\$105,000
08-STR-009-25	Salt Storage Building					\$75,000	\$75,000
08-STR-010-25	Springfield Road Sidewalk Improvements					\$20,000	\$20,000
	<b>Street Total</b>	<b>\$1,229,710</b>	<b>\$1,514,640</b>	<b>\$897,500</b>	<b>\$1,139,985</b>	<b>\$2,185,000</b>	<b>\$6,966,835</b>
40-TRM-001-21	Replace Computer Systems/Printer	\$3,500					\$3,500
40-TRM-001-22	New Tourism Website		\$70,000				\$70,000
	<b>Tourism Total</b>	<b>\$3,500</b>	<b>\$70,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,500</b>
85-WWO-001-14	Collection Improvements- Goodwin Hollow Watershed	\$650,000	\$700,000	\$750,000	\$750,000	\$750,000	\$3,600,000
85-WWO-002-14	WWTP Improvements Phase 2	\$2,000,000					\$2,000,000
85-WWO-007-15	Lift Station SCADA	\$20,000				\$20,000	\$40,000

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
85-WWO-007-16	Pickup Trucks	\$30,000		\$30,000			\$60,000
85-WWO-004-19	Dump Truck	\$150,000					\$150,000
85-WWO-001-17	Wastewater Treatment Plant Driveway Overlay	\$40,000					\$40,000
85-WWO-001-18	Backhoe	\$130,000					\$130,000
85-WWO-003-18	Replace Existing Wastewater Computer Systems	\$5,000	\$5,000	\$5,000	\$5,000	\$7,500	\$27,500
85-WWO-001-19	Lift Station Improvements	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
85-WWO-002-19	Benchtop Spectrophotometer					\$6,500	\$6,500
85-WWO-005-19	Standby Generator	\$80,000					\$80,000
85-WWO-006-20	Equipment and Material Trailer					\$13,000	\$13,000
85-WWO-007-20	Combination Cleaning Unit	\$80,000	\$80,000	\$80,000	\$80,000		\$320,000
85-WWO-001-21	Sewer Main: Mizer Street	\$15,000					\$15,000
85-WWO-002-21	Sewer Main: Barlow Street	\$12,000					\$12,000
85-WWO-003-21	Sewer Main: Marvin Avenue	\$27,000					\$27,000
85-WWO-004-21	Sewer Main: Perry Street	\$40,000					\$40,000
85-WWO-005-21	IDEX	\$6,000					\$6,000
85-WWO-006-21	Mechanical Convection Oven	\$5,000					\$5,000
85-WWO-001-22	Sewer Main: Hayes Street		\$16,000				\$16,000
85-WWO-002-22	Sewer Main: Stave Mill Easement		\$25,000				\$25,000
85-WWO-001-23	South Highway 5 Lift Station					\$200,000	\$200,000
85-WWO-001-24	Orion Camera (CCTV)				\$25,000		\$25,000
85-WWO-005-15	Building (WWTP) Improvements	\$40,000					\$40,000
85-WWO-005-20	Biosolids Application Truck	\$185,000					\$185,000
85-WWO-005-20	Excavator	\$350,000					\$350,000
85-WWO-001-16	Oxidation Ditch Rehabilitation (North and South)	\$30,000					\$30,000
	<b>Wastewater Total</b>	<b>\$3,995,000</b>	<b>\$926,000</b>	<b>\$965,000</b>	<b>\$960,000</b>	<b>\$1,097,000</b>	<b>\$7,943,000</b>
87-WTR-007-15	Dump Truck		\$135,000				\$135,000
87-WTR-002-17	Park Manor Water Line Replacement	\$55,000					\$55,000
87-WTR-002-18	New Well and Tower	\$3,000,000					\$3,000,000
87-WTR-003-18	Pickup Trucks	\$30,000		\$30,000			\$60,000
87-WTR-004-18	Service Truck					\$90,000	\$90,000
87-WTR-007-18	Replace Existing Water Computer Systems	\$5,000	\$5,000	\$5,000	\$5,000	\$7,500	\$27,500

Capital Improvement Program 2021-2024							
Project Number	Project Name	2021	2022	2023	2024	2025	Total
87-WTR-001-17	Rosenthal Woodhill North 5 Water Tie-In	\$120,000					\$120,000
87-WTR-001-18	Nathaniel and Steel Water Tie-In	\$60,000					\$60,000
87-WTR-004-19	Water Wells: Chlorine Analyzer Replacements	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
87-WTR-008-20	Water Well Critical Parts	\$10,000	\$10,000	\$10,000	\$10,000		\$40,000
87-WTR-001-21	Water Tie Line: Twin Oaks & Tower	\$16,000					\$16,000
87-WTR-002-21	Water Main: Mizer	\$16,000					\$16,000
87-WTR-003-21	Water Main: Barlow	\$17,000					\$17,000
87-WTR-004-21	Water Main: Marvin	\$32,000					\$32,000
87-WTR-005-21	Water Main: Albert	\$13,000					\$13,000
87-WTR-006-21	Water Main: Dickinson	\$13,000					\$13,000
87-WTR-007-21	Water Services: New Buffalo Road	\$7,500					\$7,500
87-WTR-008-21	Water Distribution System Improvements	\$500,000	\$500,000	\$500,000	\$500,000		\$2,000,000
87-WTR-001-22	Water Main: Owens		\$22,000				\$22,000
87-WTR-002-22	Water Tie Line: New Buffalo Road to Public Works		\$140,000				\$140,000
87-WTR-001-23	Water Main: Frank			\$25,000			\$25,000
87-WTR-002-23	Water Main: Hunters Creek			\$20,000			\$20,000
87-WTR-003-23	Water Main: Manors and South Highway 5			\$21,000			\$21,000
87-WTR-001-16	East Fremont Water Line			\$100,000			\$100,000
87-WTR-008-16	Directional Drill Equipment	\$100,000					\$100,000
87-WTR-009-21	Tapping Machine	\$35,000					\$35,000
87-WTR-002-23	Water Main: Ronald Drive					\$10,000	\$10,000
87-WTR-004-25	Water Main: Sunrise Drive Tie Line			\$20,000			\$20,000
87-WTR-002-25	Water Main: Gateway Road					\$75,000	\$75,000
	<b>Water Total</b>	<b>\$4,035,500</b>	<b>\$818,000</b>	<b>\$737,000</b>	<b>\$521,000</b>	<b>\$188,500</b>	<b>\$6,300,000</b>
	<b>Grand Total</b>	<b>\$24,638,960</b>	<b>\$14,945,440</b>	<b>\$17,638,550</b>	<b>\$8,076,185</b>	<b>\$6,232,350</b>	<b>\$71,531,485</b>

## Glossary of Frequently Used Terms

### A

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

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

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

### B

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

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

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

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

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

### C

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

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

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

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



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

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

Cash Basis- A basis of accounting in which transactions are recognized when cash is received or spent.

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

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

## **D**

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

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

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

## **E**

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

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

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

## **F**

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

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

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

**Franchise Fee** – An ongoing fee charged to a franchisee (utility company) for operating and providing service within the City of Lebanon. The fee is based on a percentage of gross receipts, and utility companies often pass these fees along to their customers in the form of a gross receipts tax which is collected by the utility company and paid to the City on a monthly or quarterly basis.

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

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

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

## **G**

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

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

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

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

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

## **I**

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

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

## **L**

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

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

## **M**

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

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

## **O**

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

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

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

## **P**

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

## **Q**

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

## **R**

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

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

## **S**

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

## **T**

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