



# CITY OF LEBANON ADOPTED BUDGET



## FISCAL YEAR 2022





# End of Watch - Dec. 28, 2020



*This Budget is Dedicated  
to the Memory of:*

**Officer Kindle Blackburn**



BILL NO. 6083  
ORDINANCE NO. 6331

AN ORDINANCE BY THE CITY COUNCIL OF THE CITY OF LEBANON, LACLEDE COUNTY, MISSOURI, (HEREINAFTER REFERRED TO AS "CITY") ADOPTING THE FISCAL YEAR 2022 BUDGET FOR THE PERIOD BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.

*WHEREAS*, that the City Council held a Work Session regarding the Fiscal Year 2022 Proposed Budget on May 6, 2021; *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 2023-2027 was not discussed during the budget meeting, adoption is recommended to maintain the continuity of the City's budget process; *and*

*WHEREAS*, that the City held the Fiscal Year 2022 Budget Public Hearing on May 25, 2021; *and*

*WHEREAS*, that the Fiscal Year 2022 Budget and the Capital Improvement Plan 2023-2027 were submitted to the City Council, for approval, by Council Bill No. 6083 at the May 25, 2021 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 2022 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 2023-2027. Said CIP is hereby attached and incorporated herewithin as marked "Exhibit B."

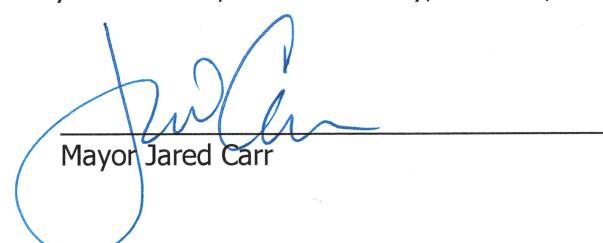
SECTION 3: That this Ordinance shall be in full force and effect from and after the date of its passage and approval.

Passed and approved by the City Council of the City of Lebanon, Laclede County, Missouri, on this 25th day of May 2021.

(Seal)

Attest:

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

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

1<sup>st</sup> Reading: May 25, 2021  
2<sup>nd</sup> Reading: May 25, 2021



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**City of Lebanon, Missouri**

# **Annual Operating Budget**

**July 1, 2021 – June 30, 2022**

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, 2020**

*Christopher P. Merrill*

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, 2020. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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





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

## To the Honorable Mayor 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 2022. 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 FY22 fund balances of twenty-six percent (26%) for the General Fund, twenty-five percent (25%) for the Street fund, and fifty-seven percent (57%) for the Capital Improvement fund.

### **Fiscal Year 2021 Accomplishments:**

- ❖ **Downtown Business District-(DTBD)** Our downtown business district has enjoyed a renewed focus with 13 new businesses opening in FY21. Our DTBD hired an Executive Director who is funded via donations from downtown businesses with the city matching these funds.
- ❖ **Police Patrol Cars**-Council approved the lease purchase of six additional police vehicles and associated equipment as part of an effort to reduce maintenance costs on the existing fleet and associated equipment which is well past end of life. Budget allowing, staff plans to replace police vehicles every three years.
- ❖ **Storm Water Projects**- Compliments of a land donation as well as a partnership with Lebanon R-3 a long-term flooding issue is being addressed near north 5 and 64 highways.
- ❖ **Boswell Park**- A new amphitheater was constructed in Boswell Park, delivering on the promise made to voters as part of the capitol improvement tax renewal.
- ❖ **Residential Development**- Council approved the waiving of permit fees for another 25 properties which now totals 75 permits with waived fees. Additionally, Council approved a cost sharing approach for new development where the city funds half of all infrastructure costs. It appears this will have a positive impact on efforts to increase available housing for our community.
- ❖ **Public Safety Building**-As promised to our voters, construction has begun on a new public safety building located at the intersection of Beck and Ivey. Completion is expected in January of 2022.
- ❖ **Cowan Civic Center**- As promised to our voters, an indoor walking track and covered entrance were added to the Cowan Civic Center. Also, the roof was replaced, and foundation repairs were made.

- ❖ **Tourism**- A new tourism Director, Rebecca Rupard, was hired this fiscal year and brings a great deal of experience to this department.
- ❖ **Weather Event**-The City suffered from a weather event from February 6<sup>th</sup>, 2021 to February 18<sup>th</sup> 2021 where the temperature never rose about 32 degrees, with low temperatures reaching single digits eight consecutive days. This, along with other national issues, resulted in increased costs for wholesale electric of an estimated \$3 million above normal.
- ❖ **Public Safety Personnel**- With the support of Council we shifted our minimum qualifications for the position of firefighter. This will allow for the hiring of firefighter candidates who will become certified firefighters while employed by the city and before performing traditional firefighting duties. Staff plans on requesting this same approach for the position of Police Officer.
- ❖ **Improvements to Electric Service**- Line reconductor pole change outs were completed at a cost of \$1.5 million as well as substation transformer upgrades at substation 5.
- ❖ **Wastewater Treatment Facility**- As part of the \$7.07 million of improvements to our wastewater treatment our new filtering system is now online. This system can process 14 million gallons a day and is a considerable upgrade from our previous capacity of 3 million gallons per day.
- ❖ **Streets**- Street improvements were made on Montrose, Hoover, Raef, Beckett, Perry, Van Buren realignment, Herndon, Kent, Vance, and sidewalk improvements were completed on North Adams and South Adams.

Fiscal Year 2021 was not short on challenges for our community or your organization. Sound and thoughtful decisions made by you, our elected officials, as well unforeseen and unpredictable market changes related to COVID19 placed Lebanon in a strong position for a successful year. To date, sales tax revenue is up 10% compared to last year.

With the majority of our planned large capital projects either completed our underway this proposed budget focuses on streets and infrastructure. With \$500,000 of additional funds being shifted from our capital improvement fund to Streets and a proposed lease purchase for repaving Elm Street and Commercial, coupled with MoDot's plan to resurface Jefferson, our community should see substantial improvements to our streets. This strategy is directly related to our customers input which places streets as the most important area of focus.

This proposed budget contemplates further salary adjustments which are yet undefined pending negotiations with organized labor. Additionally, staff hopes to implement a compensation strategy for employees who achieve certain training certifications which directly benefit the organization.

The proposed budget increases staffing by 2 full time equivalents in Parks.

### **Fiscal Year 2021 Continued Priorities:**

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 gaining insight from the business community.

The three priorities of this budget remain unchanged, 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-** Staff will continue to work on a 4<sup>th</sup> street and Beck connection in another attempt to remove pressure off Jefferson. As mentioned, we feel accelerating street projects through the shifting of funds from Capitol to Streets will have a positive impact for our customers.
- ❖ **Improving Code Enforcement Services-** Code Enforcement continues to be an area of focus. Issues related to their software have been addressed and should allow for a higher level of efficiency by our code enforcement officers.
- ❖ **Maintenance of City Streets and Buildings –** As Council is aware, several building maintenance projects have been completed. This proposed budget includes \$250,000 for improvements to fire station 1 and 2. Additionally, and as mentioned, the proposed budget focuses on street improvements.

The Capital Improvement Plan continues to be a valuable tool to assist you with financial planning. Compared to previous years, and Public Safety building aside, large projects slow with this proposed budget. Staff plans to present a new fire apparatus to replace our 75' ladder truck.

### **Fiscal Year 2022 Priorities:**

City staff will continue to focus on goals, objectives, and strategies as adopted by City Council and as incorporated into this document. A focus on successfully completing the numerous projects underway and beginning in Fiscal Year 2021 will be a priority.

This proposed budget focuses on residential development and street improvements at its core.

### **Financial Highlights:**

This budget has \$61,530,223 in appropriations; including \$10,723,710 in major projects and capital investment to meet the demands of our community. In contrast, the City, through taxes, fees, and utility rates, is projecting \$52,364,334 in new revenues. Fiscal Year 2022

appropriations break down to four major classifications: governmental activity at \$19,583,396, enterprise activity at \$32,341,524, internal funds at \$6,235,287, and special funds at \$3,369,476.

The revenues presented in this budget are projected to remain essentially flat. The expenditures are \$2,769,931 over projected revenues. This is substantially due to the planned \$10,723,710 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 \$7,767,650 of the governmental activity. The City is anticipating spending \$4,497,857, or fifty-nine percent (58 %) of this fund on police and fire programs.

The largest enterprise fund, Electric (Fund 80), makes up \$26,182,472 of the enterprise activity. The City is anticipating purchasing power for a cost of \$20,942,500 or eighty (80%) percent of the Electric Operating Fund budget.

The overall budget will see a decrease in the City Fund balance of \$2,769,931. The City continues to be conservative with both its anticipated revenues and planned operational expenditures during Fiscal Year 2022.

### **Conclusion:**

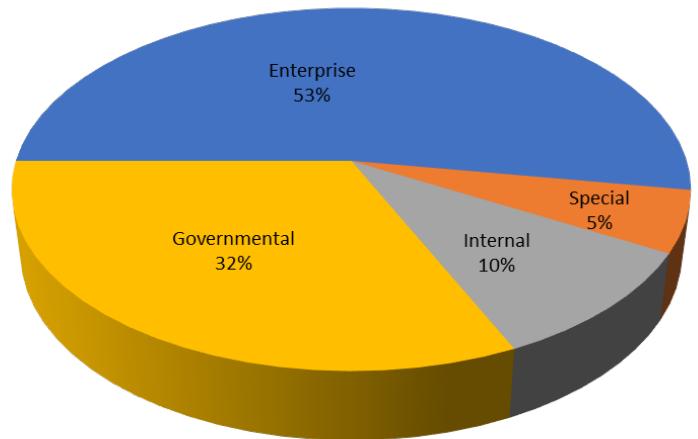
The hard work of our team, with your support and guidance, continues to move this organization forward for success. My heartfelt thanks to our team on how, as one team, they navigated 2020 and never faltered on delivering high quality services to our customers.

A special thanks to our Finance Department for once again putting together a budget document we can all be proud of.

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  
Josh Ray

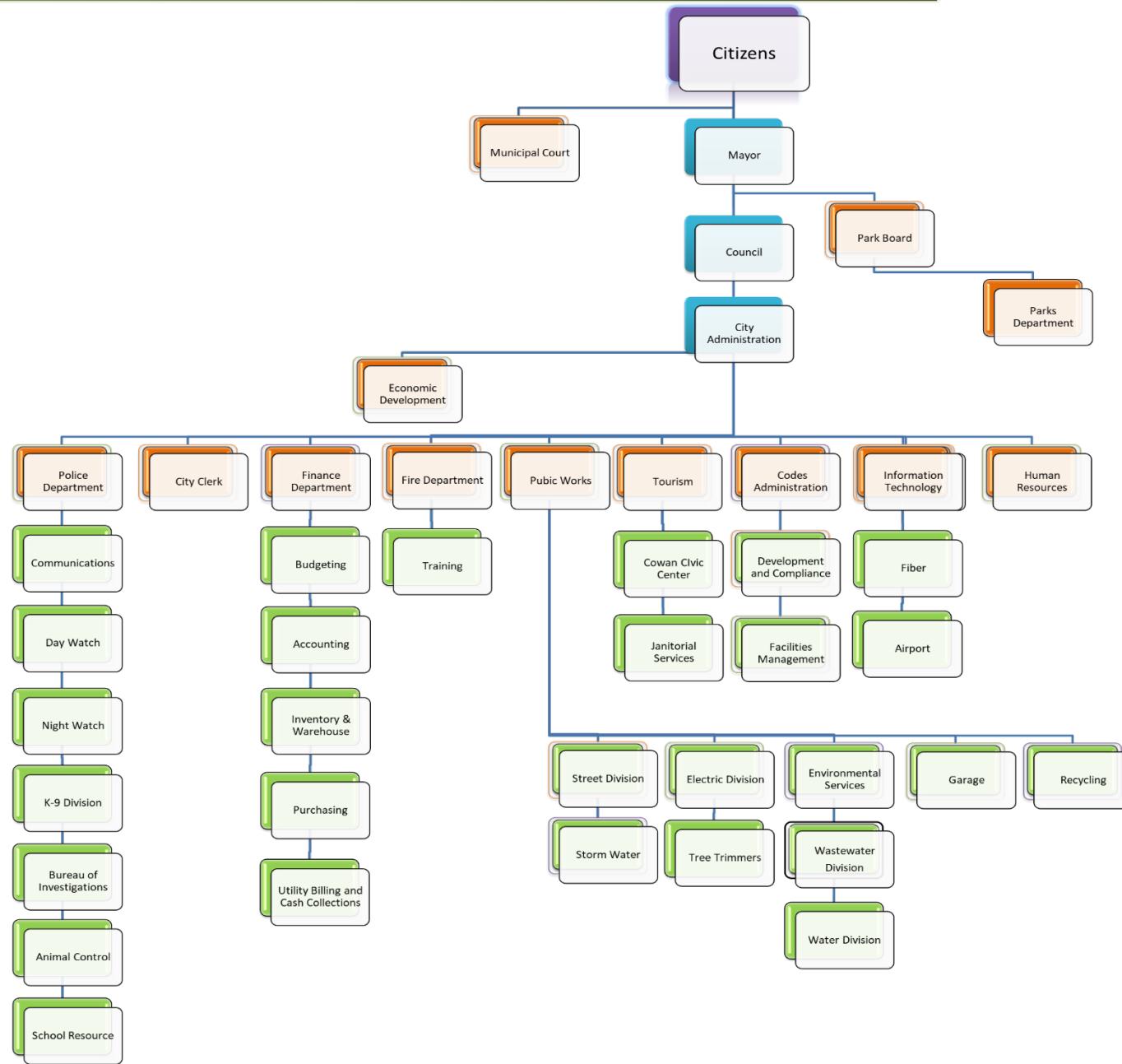
### **Ward 4**

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  
Bryan Arnold, Police Chief  
Sam Schneider, Fire Chief  
Joe Berkich, Codes Administrator  
John Shelton, Parks Director  
Kathy Milliken, Human Resource Director  
Jarrad Schomaker, IT Director  
Rebecca Rupard, Tourism Director

# Our Organization



# **City of Lebanon, Missouri**

## **Community Profile**

### **2020**

Date of Incorporation	1877
Form of Government	City of the third class; governed by a Mayor/Council form of government
2019 Estimated Population	14,798
Estimated Housing	6,722
Land Area	14.63 square miles
Mile of Street	112
Police Protection	
# of Stations	1
# of Police Officers	33
Fire Protection	
# of Stations	3
# of Firefighters	24
Public Education	Classified as "Accredited" by Department of Elementary and Secondary Education, serves approximately 4,274 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	10 parks cover over 137 acres
Number of Libraries	1
Median Household Income (2015-2019)	\$39,911

## 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	Year	Population	
1900	2,125		The racial makeup of the population is 92.9% Caucasian, 1.32% African American, 0.55% Asian, and 0.4% American Indian. Hispanic or Latino of any race is 3.45% 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.
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		
2011	14,571		
2012	14,526		
2013	14,644		
2014	14,597		
2015	14,573		
2016	14,581		
2017	14,576		
2018	14,731		
2019	14,798		

Source: Missouri Census Data Center & US Census Bureau



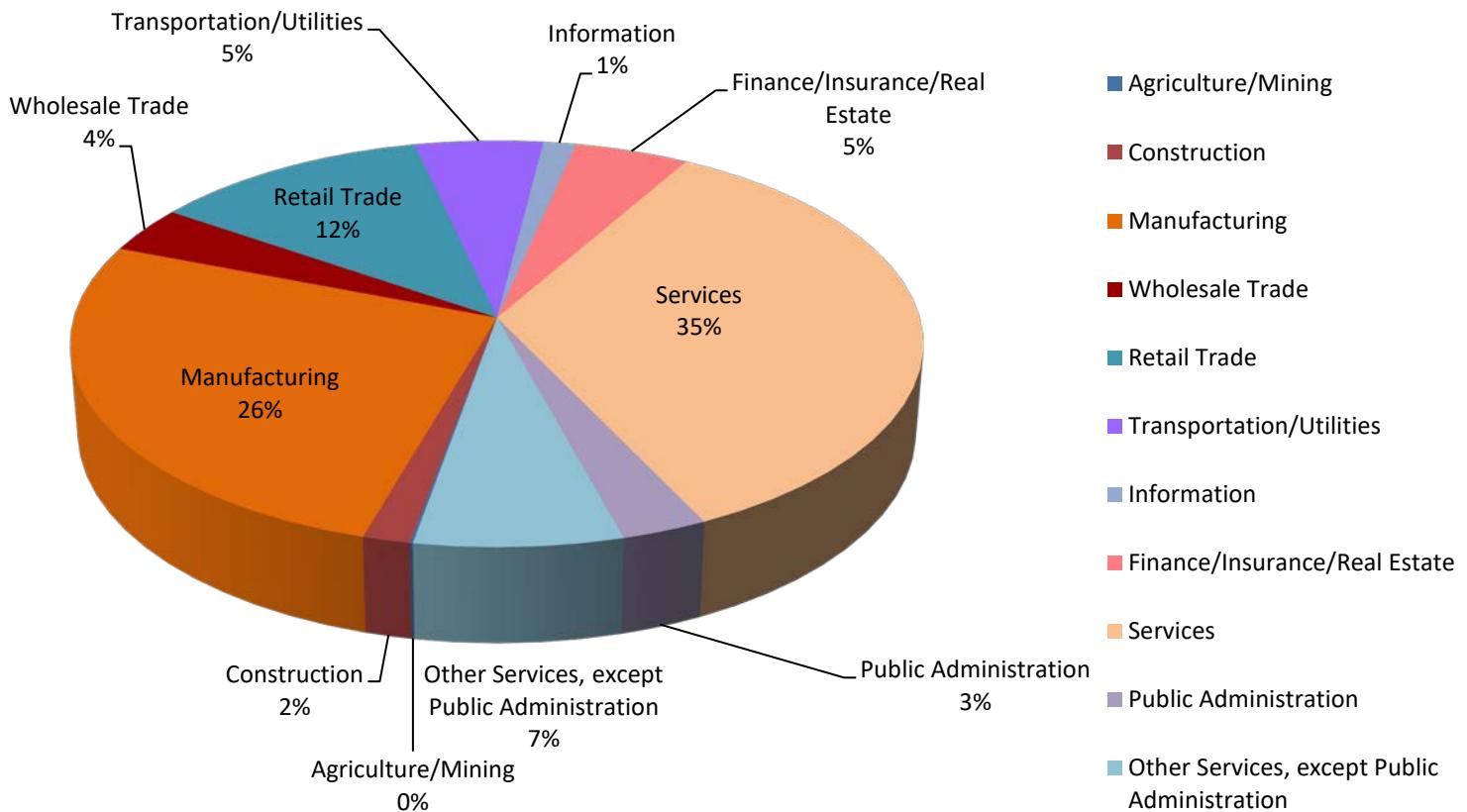
## Commerce, Industry and Employment

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	1100
2. Emerson Climate Technologies	Compressors for HVAC Industry	879
3. Lebanon R-III School District	School	696
4. Independent Stave	Barrel Manufacturing	600
5. Mercy Hospital	Healthcare	470
6. The Durham Company	Electrical Component Manufacturing	405
7. Lowe Boats	Boat Manufacturing	366
8. G-3 Boats	Boat Manufacturing	323
9. Marine Electrical Products	Marine Electrical Components	255
10. Detroit Tool Metal Products	Metal Fabrication	247

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

## 2019 Employed Population 16+ by Industry



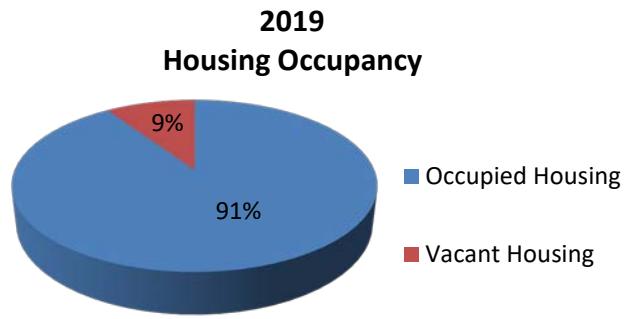
Source: American Community Survey

## 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
2019 Households	6,132
2019 Average Household Size	2.33

Source: American Community Survey



Source: American Community Survey

## Education

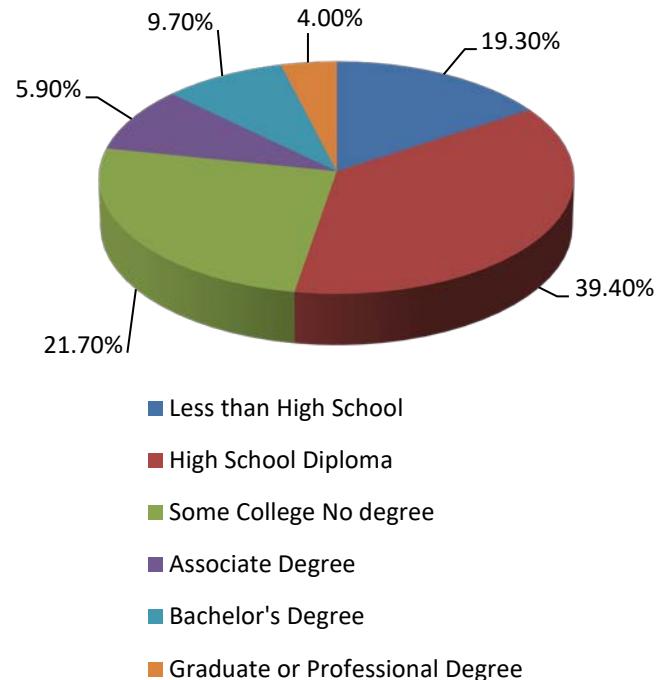
### College/University in Lebanon:

- 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 2022

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

Continue 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, incorporate at least 2 media events.
- Improve crime prevention awareness through the implementation of 2 Crime Neighborhood Watch groups in crime driven areas. While also saturating the city with crime prevention tips and strategies by way of social media, billboards, speakers, the local newspaper, and public radio (Police)
- Perform Crime Prevention Through Environmental Design (CPTED) inspections of all city parks. (Police, Parks)
- Enhance community engagement through the use of intermittent foot patrols in the business district and routine/special event Utility Vehicle (UTV) patrols in our parks. (Police and Parks)
- Increase direct interaction with our citizenry by having each police officer perform six hours of community outreach each year. Examples of this service would be, reading a book to a classroom of children; assisting at a food distribution point; or visiting an organization for troubled teenagers. (Police)
- Select a minimum of six businesses and conduct live hands-on fire extinguisher training by partnering with businesses and performing CPTED inspections (Police and Fire)
- Install smoke detectors in a minimum of 225 residences in the community each year. Improve awareness and availability of CO detectors and home fire extinguishers. (Fire)
- Present a minimum of twelve public service announcements focusing on public safety (Police and Fire)
- Partner with the Sheriff's office to share training opportunities, identify career criminals, and exchange information through a combined crime bulletin (Police)
- Improve training with mutual aid departments. Conduct two training sessions with the Lebanon Rural Fire Protection District.

#### Departmental Objectives and Strategies #2

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

- Identify and establish relationships with local and regional organizations that are available to assist citizens with drug addiction and mental health issues within our city. (Police and Fire)
- Participate in community forums and be represented at public meetings when they are held by organizations formed to educate citizens about the effects and impact of illegal drug use on our city. (Police and Fire)
- Support and work closely with the Lake Area Narcotics Enforcement Group (LANEG) drug task force as it combats the illegal drug trade in and around Lebanon through overt and covert drug investigations. (Police)
- Continue our Drug Take Back program to aid citizens in the proper disposal of their unwanted, unused, and expired prescription and over the counter medications (Police)
- Enhance law enforcement investigations using camera systems, and license plate recognition systems (IT and Police)
- Using data generated by our citizen survey identify a specific geographical area and identify areas of opportunity while engaging the residents in that area (Police)

#### Departmental Objectives and Strategies #3

Develop and implement a chronic nuisance, nuisance, and dangerous building inspection process (Police, Fire, CD)

- Identify and present best practices and ordinances for review and adoption to address code compliance needs with a focus on mobile homes and dangerous buildings (Codes Administration)
- Update and present for review and adoption an updated International Building Code (Codes Administration)
- Review rental property inspection program and recommend updates (Code Administration)
- Explore certificates of occupancy process and develop a business license component, including intermittent vendors, to include penalties for failure to comply (Codes Administration and CA)

## Infrastructure and Utilities

(Streets, Electric, Water, Wastewater)

#### Council Goal

Continue 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 and a focus on communication of the City's efforts and plans.

#### Departmental Objectives and Strategies #1

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

- Continue to monitor traffic counts and complete 20% of traffic studies on five-year cycle with the revision of Street Maintenance Master Plan (Streets)
- Identify and pursue grant and funding opportunities (All Departments)
- Study connector road from Beck lane to Fourth Street to create an internal West loop and present report to Council (Streets)
- Continue quarterly meetings with MoDOT to discuss traffic issues and develop strategies (Streets)

## Departmental Objectives and Strategies #2

Improve appearance of street rights of way.

- Continue routine street sweeping program by sweeping 112 miles of streets per quarter (Streets)
- Implement phase 2 of standard street signage plan including a minimum of one sign at a corner of each intersection where both streets are clearly marked (Streets)
- Continue implementation of adopted annual street striping program (Streets)
- Continue community outreach to encourage adoption of eligible streets resulting in improved cleanliness. (Streets)

## Departmental Objectives and Strategies #3

Expedite response to changing road conditions and customer concerns, including sidewalks.

- Evaluate existing sidewalk network for ADA improvements and update Lebanon ADA Transition Plan (Streets)
- Implement Sidewalk Master Plan as adopted by City Council and continue sidewalk inspections as part of master plan. (Streets)
- Continue implementation of Street Maintenance Master Plan with increased improvements on residential streets. (Streets)

## Departmental Objectives and Strategies #4

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

- Maintain and inspect utility infrastructure on five-year cycle and develop life cycle plan, 20 percent annually (Public Works)
- Review utility rates to assure adequate funding to maintain utility systems for reliable services. (Public Works)
- Update the capital improvement plan based upon utility infrastructure inspection data. (Public Works)
- Continue to implement infrastructure improvements identified in the water and electric master plans to improve service capacity and reliability. (Public Works)
- Report performance standards for utility outage times and frequencies to city council bi-annually, to include detail of most common failure points. (Public Works)
- Comply with Consent Decree by completing Phase II of Wastewater Treatment Plant Improvements. (Environmental)

## Departmental Objectives and Strategies #5

Improve utility customer service/communications.

- Empower utility customers with real time data to properly manage utility consumption (Public Works)
- Expand use of existing software and Communications to inform utility customers during outages (Public Works)
- Develop and implement a centralized utility dispatching plan which removes utility calls to 911 (Public Works)
- Review and deploy Computerized Maintenance Management System to improve customer response and asset management (Public Works)

## Parks and Recreation

(Parks)

### Council Goal

Continue partnering 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

- FY20 Additional lights at Boswell and expand walking trail and add lighting.
- FY21 Additional lights WT Vernon park
- Plan to install park designation signs at park main entrances. Winfrey Property, Boswell Park and new Nelson to be completed by FY21.
- Work with Lebanon IT and Police to perform CPTED inspections and make recommendations for a comprehensive park's safety strategy. (Parks, IT and Police)
- Including cameras (IT) Adding new or additional camera at Vernon (2 new), Harke (additional 1), Wallace (2), changing Atchley's cameras to IP's and Nelson will have new IP camera's.
- Increased patrols (park gator supplied to police for use) (Police)
- Establish a park patrons' program (neighbor watch program) (Parks)
- Establish a communications plan to regularly inform our customers about Park plans and improvements (Parks and Communications)

### Departmental Objectives and Strategies #2

To provide a well maintained and aesthetically pleasing park system.

- Develop a funding strategy that will allow our present parks to be maintained (Parks)
- Develop and implement a customer comment card for use at concession stands and Boswell pool (Parks)
- Add a part time employee assigned to cleaning bathrooms during high use times (Parks)
- Improve park shelter appearance and safety by adding lights and replacing metal trash cans (Parks)
- Develop a replacement schedule for shelter and playgrounds to become part of the CIP (Parks)
- Develop a replacement schedule for concession stands and sports field lighting to become part of the CIP (Parks and Finance)
- Identify a location for new park land and a funding strategy (Parks and Finance)
- Use community input thru meeting and surveys (Parks)
- Ensure staff deployment is efficient and effective to achieve park inspections (Parks)
- Staff training to achieve appropriate certifications (CPSI, CPO/AFO, CYSA, CRCP)

### Departmental Objectives and Strategies #3

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

- Present at different service clubs and seek ideas from them as well as sending out surveys after meeting (Parks)
- Survey the different youth sports leagues after their seasons are complete (Parks)

- The Park Board will review individual parks at least annually (Parks)
- Review and update the Park Master plan and present to council (Parks)
- Maintain and expand employee training and certifications to stay current on best park practices set by MPRA and NPRA (Parks)
- Work with likeminded community organizations for park and programming development (Parks)
- Involve local youth through the student survey group developed by the Mayor (Parks) (Mayor and City Council) (School)
  - Sand volleyball courts (2 or 3) by summer of 2020 (Parks) (School)
  - Lighted skatepark by FY 21 (Parks) (School)
  - Develop plan and funding for BAC improvements if the future (Parks)

## Internal Services

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

### Council Goal

Continue to 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

Review customer facing and internal processes to determine if current practices are customer focused.

- Review all permitting processes, including customer input, to identify opportunities for improved services (multiple)
- Improve employee training provided by HR, focusing on high liability areas and leadership (HR, CA)
- Complete implementation of Financial Management Software to provide more efficient tools for the City for more informed financial decisions, including an accurate explanation of benefits (Finance and HR)
- Review cost allocations across all departments/funds to ensure expenses and activity reflect actual costs and are charged appropriately (Finance)
- Explore software options for boards, committees, commissions, and elected officials tracking (City Clerk)
- Continue recodification of City Code to update code, remove conflicts and ensure compliance with state law. (City Clerk)
- Develop and brand a business focused communication path to engage businesses (REDI, Communications, CA)

#### Departmental Objectives and Strategies #2

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

- Complete a maintenance cost schedule for large life cycle maintenance needs (Finance, Facilities)
- Explore the contracting of additional services including, but not limited to, snow removal at city facilities (Facilities, IT, Finance)
- Expand and incorporate IT services such as Wi-Fi and improved technology at the animal shelter and Winfrey House (IT and Facilities)

- Complete fiber optic cable master plan (IT)

#### Departmental Objectives and Strategies #3

Establish programming to address employee input, retention, and recruitment.

- Develop and distribute an “explanation of benefits and compensation” information sheet and distribute to employees annually (HR)
- Develop a pay strategy for employee certifications (All Departments)
- Develop and implement a recruitment plan to include a contract employment status strategy for difficult to fill positions (CA and HR)
- Complete 6 monthly front-line employee roundtables (CA)
- Complete 6 monthly supervisor level roundtables (CA and HR)
- Identify key positions within the organization and develop a succession plan strategy (CA and HR)

## Economic Development and Tourism

(Tourism, IT, and REDI)

#### Council Goal

Continue 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.

- Develop and implement an on-line ticketing system for CCC, marketing strategy, and promotional packets (Tourism and REDI)
- Install 3 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 and present to Council (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)
- Develop and implement a strategy for the attraction of military personnel, retired and active, to become Lebanon residents (Tourism, REDI, CA)
- Implement “splash page” for city owned wi-fi which is geographically focused (Tourism, DTBD, IT, Parks, CA)

#### Departmental Objectives and Strategies #2

Expand efforts to increase available workforce housing, quality of life amenities, and workforce development efforts.

- 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)
- Complete 2nd business survey, create goals, objectives, and strategies for Council guidance (CA)

- Continue the objectives as set forth in annual agreements with Lebanon Regional Economic Development, Inc. (CA and REDI)
- Develop and present to Council a “build to suit” strategy for targeted and desirable industry (REDI and CA)
- Strengthen partnerships with our education partners and employers and define a workforce development plan (REDI 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.

- Complete the installation of a self-service fueling station for regular fuel (Airport)
- Continue to promote community-wide events at the airport to allow citizens and potential users to see its campus (Tourism, REDI, Facilities)
- Complete a 10-year master plan which includes airport growth (Airport)
- Design and construct a hanger to comply with MoDot grant requirements, including exploring classroom space (Airport)
- Market available pad space for the construction of privately owned hangers (Airport)
- Incentivize usage of the airport to entice businesses to come to the City of Lebanon to review potential business sites (Airport, Communications, REDI)

#### **Additional City-Wide Efforts**

- Hold a community meeting with property owners who hold property which borders, or nearly borders, Lebanon city limits to discuss voluntary annexation (CA)
- Develop and implement a master plan for walking trails and sidewalks to improve connectivity, including connecting existing walking paths and the creation of a Rt. 66 walking path with historic markers (All)
- Produce measurable results from innovative efforts and partnerships to promote housing, jobs, and investment in the City of Lebanon.
- Design, bid, and present to Council a funding strategy for a Public Safety Building (CA, Finance, Fire, Police)
- Complete two post per month focusing on street work, codes administration, Park improvements, and facilities (Communications)

# 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 indentified 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 continues to target funds without a fund balance requirement per ordinance to maintain twenty percent (20%) of operating revenues which will 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. Currently General Fund is required to maintain a fund balance of twenty (20%) to thirty (30%) percent of operating expenditures and Electric, Wastewater and Water are required to maintain a fund balance of thirty (30%) to fifty (50%) of customer billing revenues.

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

Unreserved cash balances 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, 2020 is:

### Computation of Legal Debt Capacity

2019 Assessed Valuation	\$ 221,255,309
Constitutional Debt Limit	
(20% of assessed valuation)	\$ 44,251,061
Amount of debt applicable to debt limitation	\$ -
REMAINING LEGAL DEBT CAPACITY	\$ 44,251,061

## 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:

<b><u>Fiscal Year Ending *</u></b>	<b><u>Total Outstanding Debt</u></b>
June 30, 2020	-0-
June 30, 2019	-0-
June 30, 2018	-0-
June 30, 2017	-0-
June 30, 2016	-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.

In Fiscal Year 2020, the 2010 Certificates of Participation for improvements to the City's wastewater treatment plant and the City's waterworks system were refunded through Series 2020 Certificates of Participation. The revenues generated from the City's Wastewater fund – eighty-nine percent and Water Fund – eleven percent - are responsible for this portion of the debt service. In addition to the refunding 10,690,000 was issued for Series 2020 and 2021 to fund capital improvement projects from Water, Wastewater and improvements to the Cowan Civic Center. This brings the total financing to 12,600,000. In Fiscal Year 2021, a new Public Safety Building that will house another fire department was financed through Certificates of Participation in the amount of 3,025,000.

### Capital Leases

Capital leases are used to finance certain equipment on a short-term basis. The City has chosen to engage in financing various equipment/vehicles throughout the City to improve service standards and reliability to our Citizens.

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

# Debt Service: 2021-2022 Requirements

	Primary Funding Source	Principal Outstanding July 1, 2021	Principal and Interest Payment 2021-2022
<b><u>Certificates of Participation</u></b>			
Goodwin Hollow Project Series 2020-A	Wastewater Revenue	395,000	52,196
Goodwin Hollow Project Series 2020-B	Wastewater Revenue	125,000	13,859
Goodwin Hollow Project Series 2021	Wastewater Revenue	255,000	32,873
WWTP Phase II Improvements Series 2020-A	Wastewater Revenue	3,330,000	232,814
WWTP Phase II Improvements Series 2020-B	Wastewater Revenue	1,050,000	72,419
WWTP Phase II Improvements Series 2021	Wastewater Revenue	2,060,000	143,602
Spiller Water Tower Renovation Series 2020-A	Water Revenue	155,000	19,786
Spiller Water Tower Renovation Series 2020-B	Water Revenue	50,000	6,544
Spiller Water Tower Renovation Series 2021	Water Revenue	100,000	13,087
Bowling Water Tower Paint Series 2020-A	Water Revenue	85,000	7,624
Bowling Water Tower Paint Series 2020-B	Water Revenue	30,000	926
Bowling Water Tower Paint Series 2021	Water Revenue	50,000	6,544
Glencastle Water Tower Renovation Series 2020-A	Water Revenue	135,000	19,168
Glencastle Water Tower Renovation Series 2020-B	Water Revenue	50,000	6,544
Glencastle Water Tower Renovation Series 2021	Water Revenue	90,000	12,778
Cowan Civic Center Series 2020-A	Capital Improvement Tax	1,620,000	235,017
Cowan Civic Center Series 2020-B	Capital Improvement Tax	510,000	70,746
Refunding Series 2010 COPS - 2020A	Wastewater/Water Revenue	1,150,000	340,506
Refunding Series 2010 COPS - 2020B	Wastewater/Water Revenue	360,000	106,115
Public Safety Building - Series 2021	Capital Improvement Tax	3,025,000	179,642
<b>TOTAL CERTIFICATES OF PARTICIPATION</b>		<b>\$ 14,625,000</b>	<b>\$ 1,572,790</b>
<b><u>Capital Leases</u></b>			
2018 Mini Digger	Electric Revenue	58,323	30,436
Compact Track Loader	Water Revenue	19,895	10,382
Dump Truck	Street Revenue	60,135	31,381
Mini Excavator	Water Revenue	10,373	5,413
Police Vehicles (6) with equipment - 2020	Public Safety Sales Tax	185,234	92,617
Fire Truck	Public Safety Sales Tax	329,817	69,082
BioSolids Application Truck	Wastewater Revenue	145,124	25,760
Excavator	Wastewater Revenue	148,878	26,426
Combination Cleaning Truck	Wastewater Revenue	354,087	62,852
Dump Truck	Wastewater Revenue	143,187	25,416
Dump Truck	Street Revenue	143,187	25,416
Police Vehicles (6) with equipment - 2021	Public Safety Sales Tax	293,316	99,485
<b>TOTAL CAPITAL LEASES</b>		<b>\$ 663,776</b>	<b>\$ 354,349</b>

## 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.

The City is considering the issuance of capital leasing for several pieces of equipment and Elm Street improvements.

# Budget Process

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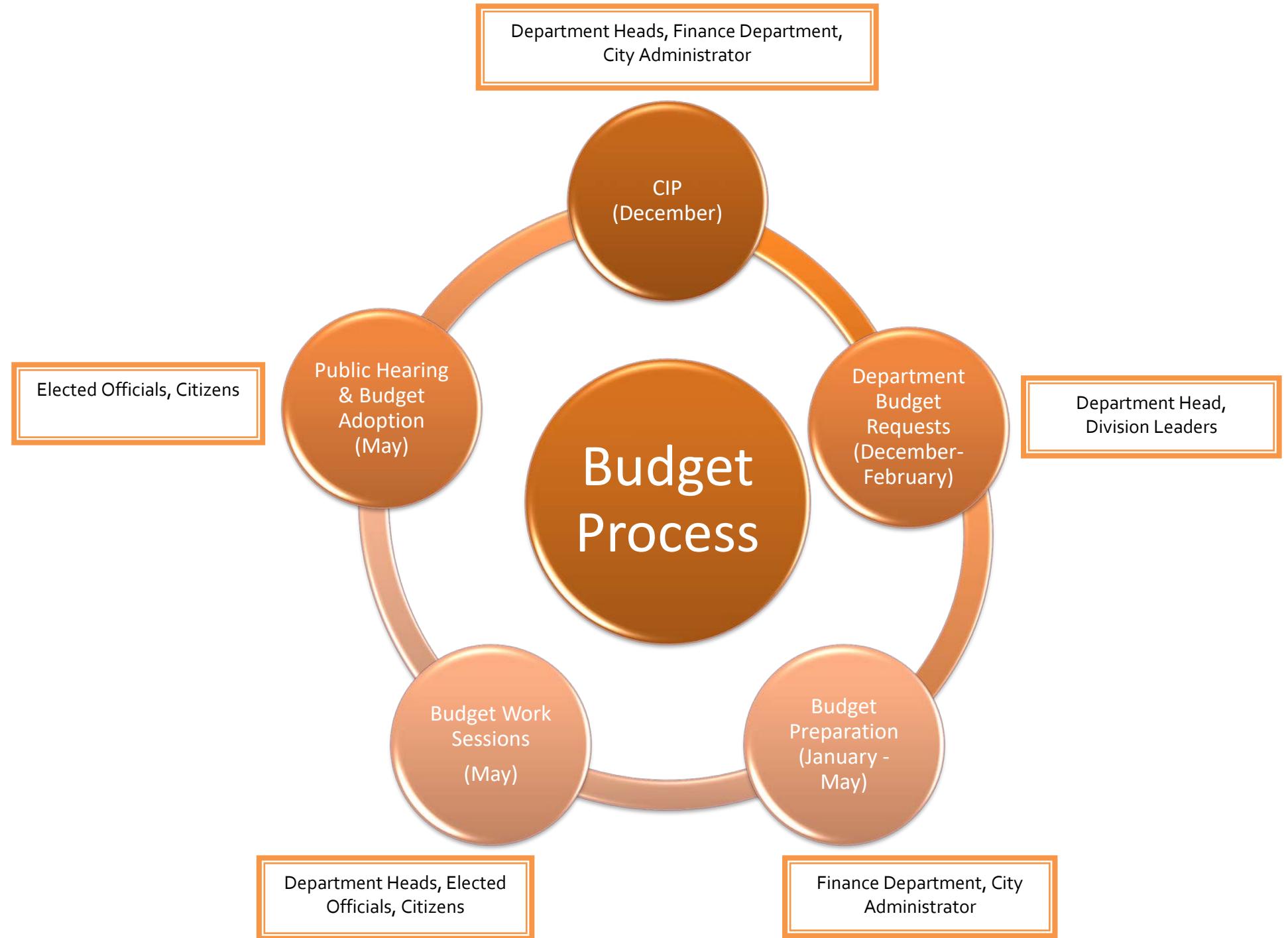
The City is required by law to prepare an annual budget of estimated receipts and disbursements for the coming fiscal year under the direction of the City Administrator, Director of Finance and Department Heads and which is presented to the City Council for approval before July 1. The City's fiscal year 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 Statues and local ordinances.
- 4) Execution of the Budget Plan – The actual implementation of the budget as adopted by the Mayor and City Council, effective July 1 of the fiscal year.

## Budget Amendments

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



Action Steps:	Responsibility:	Date:
CIP information due from departments	All Departments	March 12 2021
Distribute Instructions for Department Sheets (Ph 1)	Director of Finance	February 24 2021
Begin Revenue Projections, Debt Service & Salary Projection	Director of Finance	February 24 2021
CIP information Review	City Administrator & Director of Finance	March 2021
Line items, Org Charts, Department Sheets, Staff Plans due back to Finance	All Departments	March 12 2021
HR Review of Org Charts/Personnel FTE	Human Resources Director	April 2021
Compile budget and review items with departments	Director of Finance	March 15 - April 7 2021
Review Estimated Revenue & Projected Expenses	City Administrator & Director of Finance	March 15 - April 7 2021
Proposed Budget Draft to City Administrator	Director of Finance	April 30 2021
Proposed Budget to Mayor and City Council	City Administrator & Director of Finance	May 6 2021
Council Review of Budget	Mayor & City Council	May 2021
Set Public Hearing 10 days in advance of final Hearing	City Administration	May-21
Submit Budget Ordinance for Public Hearing and First and Second Reading	City Administrator & Director of Finance	May 24 2021
Adopted Budget published to website and printed copies to Council	Finance Department	May 31 2021

# All Funds



## Budget Overview

This summary provides an overview of the City's entire Fiscal Year 2021 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 detail sections of this budget.

The General Fund consists of the following departments/divisions: General, Municipal Court, Fire, Police, Civic Center, Community Buildings, Administration, Finance, Recycling, and Storm

<b>Carryover for Appropriation</b>	<b>\$20,767,226</b>
<b>New Revenue</b>	<b>\$52,364,334</b>
<b>Internal Service Cost</b>	<b>\$1,610,514</b>
<b>Total Funds Available</b>	<b>\$74,742,074</b>
<b>Interfund Transfer In</b>	<b>\$4,785,444</b>
<b>Appropriations</b>	<b>\$59,919,710</b>
<b>Internal Service Cost</b>	<b>\$1,610,513</b>
<b>Total Appropriations</b>	<b>\$61,530,223</b>
<b>Estimated Ending Fund Balance</b>	<b>\$17,997,295</b>

Water. These departments/divisions provide general services to the community. As a result, the fund balance for the General Fund is projected to remain flat at twenty-six percent (26%). The starting balance is projected to be \$2,766,017 and to end at an estimated amount of \$1,816,067. This fund balance reflects slightly stronger revenues.

This is the second proposed budget since voters approved a tax dedicated to public safety. We project the starting balance at \$1,318,227 and an ending balance estimated at \$912,363 or 52%. This fund balance includes \$450,000 to equip our new public safety building.

City crews continue to work on projects funded by the Street Fund. An asphalt overlay of 6.9 miles of streets, or 22.3 lane miles, including: Elm Street, Jessie, Farmers, Magnolia, Hilsdale, Cypress, Southlawn, Amy, Commercial, East Bland, Maple Lane, Lincoln, Bennett, Madison, and Seventh Street. This is an increase of from 3.7 miles last fiscal year. The projected fund balance is twenty-five (25%). The starting balance should start at an estimated \$1,583,468 and end at approximately \$577,910. This fund reflects a lease purchase of \$550,000 for repaving Elm Street and Commercial Street. The result is \$2 million dollars invested in street improvements this fiscal year.

The Capital Fund will again invest in our community. \$250,000 invested in updates to fire station 1 and fire station 2. We propose \$60,000 for radios which will enable our public work crews to communicate with each other as well as public safety personnel in times of emergency. The capital fund will also transfer the second of two transfers for a total of \$500,000 to streets. The starting balance is estimated to be \$710,734 with an ending estimated balance of \$1,006,474. This fund is positioned to address any additional costs associated with our Public Safety Building and expected new residential development.

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 the Parks Board appointed by the Mayor with the consent of the City Council. A new skatepark will be presented to Council this fiscal year at an expected cost of \$125,000. The starting balance will be \$541,070 and is projected to be \$320,926 by the end of Fiscal Year 2022.

Parks remains an unsustainable fund where additional revenue or cost reduction measures face the organization in an anticipated three years.

The Tourism Fund will see a decrease in its fund balance. This Fund has little to no capital expenses and has an internal transfer to offset employee cost, which was increased in this proposed budget. The starting balance should be \$79,467 and the ending balance is projected to be \$45,242.

The Downtown Business District will see a decrease to its fund balance, ending at \$45,716 or 90%. This fund balance includes monies raised by the Downtown Business District Board and are being matched with economic development dollars.

Our airport continues to be an important asset for our community and businesses. This budget includes funds for an airport master plan which we provide a vision for our facility. New T-hangers are also included in this budget to comply with a previously awarded taxiway grant. These T hangers will also provide space for a future meeting room with all utilities "stubbed" out in anticipation of future completion.

The Internal Funds are used to account for internal activities and programs. The three funds considered internal to operations are the Codes Administration, Internal Services, and Benefit funds.

Internal Service Funding								
50 Codes Administation			60 Service Fund					
	305 Development & Compliance	Total	305 Garage	310 Purchasing & Warehouse	315 Information Technology	320 Facilities Management	325 Janitorial	Total
01 General	\$247,546	\$247,546	\$30,085	\$16,961	\$144,269	\$135,753	\$48,675	\$375,743
08 Street	\$56,715	\$56,715	\$56,829	\$20,353	\$54,157	\$38,037	\$5,977	\$175,353
40 Tourism	\$0	\$0	\$13	\$1,696	\$7,224	\$391	\$0	\$9,324
45 Econ Dev	\$0	\$0	\$710	\$1,696	\$26,727	\$7,547	\$0	\$36,680
73 Airport	\$0	\$0	\$0	\$1,696	\$0	\$17,118	\$0	\$18,814
75 Downtown Business	\$0	\$0	\$0	\$0	\$0	\$20,094	\$0	\$20,094
79 Parks	\$2,936	\$2,936	\$1,823	\$3,392	\$25,898	\$896	\$0	\$32,009
80 Electric	\$69,126	\$69,126	\$40,003	\$54,275	\$38,386	\$10,518	\$5,977	\$149,159
83 Fiber	\$0	\$0	\$0	\$0	\$44,770	\$4,512	\$0	\$49,282
85 Wastewater	\$60,052	\$60,052	\$24,804	\$27,138	\$44,063	\$11,871	\$5,977	\$113,853
87 Water	\$60,052	\$60,052	\$41,097	\$42,402	\$37,745	\$6,558	\$5,977	\$133,779
Direct Cost	\$1,093,938	\$1,093,938	\$165	\$0	\$3,500	\$0	\$0	\$3,665
<b>Total</b>	<b>\$1,590,365</b>	<b>\$1,590,365</b>	<b>\$195,529</b>	<b>\$169,609</b>	<b>\$426,739</b>	<b>\$253,295</b>	<b>\$72,583</b>	<b>\$1,117,755</b>

The Internal Fund carries no fund balance. The activity in this fund is covered by services performed as operations to the City. The Codes Administration Fund 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 \$0. The Benefit Fund will see a slight decrease in its fund balance from \$1,652,035 to \$1,641,719. It is important to remember we are expecting an increase in worker compensation and health insurance expenses. Once these costs are known staff intends to rely upon this fund to address increases this fiscal year. Going forward, future increases may force additional funding conversations.

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 \$3,376,664 and will end the year around \$3,769,283. The reserve will start with a balance of \$4,895,366 and end with a balance of \$4,998,081. The total capital investment planned from this Fund for this fiscal year is \$538,530 of which \$340,000 is being expensed from the reserve fund. In comparison to a budgeted amount of \$2,081,000 in FY21, this is a significant decrease while the fund addresses significantly increased wholesale electric costs associated with the February of 2021 extreme cold.

Fiber Fund manages our fiber utility and will see a decrease in its fund balance by \$29,112, with no additional projects anticipated until completion of the fiber master plan.

The Wastewater Fund will start the year with a balance around \$1,719,512 and end with a balance of \$1,482,037, or thirty eight percent (38%) fund balance. This budget reflects \$1,172,924 investments to our wastewater system.

The Water Fund will start the year with a balance around \$718,323 and end with a balance of \$573,129. This budget reflects a \$257,734 investment to our water system. This fund continues to be strained and will need to identify additional revenues, or a decrease in expenses, in the future.

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 \$10,723,710 are separated from the budget, the City sees an operational surplus of \$7,953,779 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 interest to you.

###

# Budget Summary Governmental Activity

01 General Fund		08 Street Fund	
<b>Carryover for Appropriations-Operating</b>	<b>\$2,448,904</b>	<b>Carryover for Appropriations</b>	<b>\$1,583,468</b>
<b>Carryover for Appropriations-Reserve</b>	<b>\$317,112</b>	<b>New Revenues</b>	<b>\$2,860,300</b>
<b>New Revenues</b>	<b>\$6,817,700</b>	<b>Total Available for Appropriations</b>	<b>\$4,743,768</b>
<b>Total Available for Appropriations</b>	<b>\$9,583,717</b>	500 Street	\$4,165,858
100 General	\$1,115,168	<b>Total Street Fund Appropriations</b>	<b>\$4,165,858</b>
105 Municipal Court	\$244,783	<b>Estimated Ending Balance</b>	<b>\$577,910</b>
110 Fire Department	\$1,569,230	22 Capital Fund	
115 Police Department	\$2,928,627	<b>Carryover for Appropriations</b>	<b>\$711,033</b>
120 Police Officer Training	\$0	<b>New Revenues</b>	<b>\$4,790,000</b>
130 Civic Center	\$538,431	<b>Total Available for Appropriations</b>	<b>\$5,501,033</b>
135 Community Buildings/NEC	\$38,688	600 Capital	\$886,359
140 Mayor & Council	\$84,721	605 General	\$3,458,200
145 City Administration	\$383,124	610 Street	\$60,000
150 City Clerk Office	\$194,458	<b>Total Capital Fund Appropriations</b>	<b>\$4,494,559</b>
155 Recycling	\$63,915	<b>Estimated Ending Balance</b>	<b>\$1,006,474</b>
165 Storm Water	\$17,750		
170 Finance Office	\$362,692		
175 HR	\$226,063		
<b>Total General Fund Appropriations</b>	<b>\$7,767,650</b>		
<b>Estimated Ending Balance</b>	<b>\$1,816,067</b>		
03 Public Safety Fund		<b>Percent of Fund Balance</b>	
<b>Carryover for Appropriations</b>	<b>\$1,318,227</b>	General – 26%	
<b>New Revenues</b>	<b>\$2,750,005</b>	Public Safety – 52%	
<b>Total Available for Appropriations</b>	<b>\$4,068,232</b>	Street -25%	
03-510 Fire Department	\$2,041,863	Capital– 57%	
03-515 Police Department	\$1,114,006		
<b>Total Street Fund Appropriations</b>	<b>\$3,155,869</b>		
<b>Estimated Ending Balance</b>	<b>\$912,363</b>		

# Budget Summary Special and Internal Activity

## Percent of Fund Balance

Tourism – 27%  
 Economic Development -67%  
 Airport – 0%  
 Downtown Business – 90%  
 Parks – 40%

73 Airport Fund	
<i>Carryover for Appropriations</i>	\$0
<i>New Revenues</i>	\$297,770
<i>Interfund Transfer In</i>	\$332,867
<i>Total Available for Appropriations</i>	\$630,637
100 Airport General	\$630,637
<i>Total Airport Fund Appropriations</i>	\$630,637
<i>Estimated Ending Balance</i>	\$0
40 Tourism Fund	
75 Downtown Business District Fund	
<i>Carryover for Appropriations</i>	\$79,467
<i>New Revenues</i>	\$165,100
<i>Interfund Transfer In</i>	\$85,190
<i>Total Available for Appropriations</i>	\$329,757
500 Tourism	\$284,515
<i>Total Tourism Fund Appropriations</i>	\$284,515
<i>Estimated Ending Balance</i>	\$45,242
45 Economic Development Fund	
79 Parks Fund	
<i>Carryover for Appropriations</i>	\$985,429
<i>New Revenues</i>	\$1,136,568
<i>Total Available for Appropriations</i>	\$2,121,997
700 Economic General	\$810,805
715 Detroit Tool Metal Products	\$523,791
730 Copeland	\$21,501
750 Mercy	\$1,000
<i>Total Economic Development Fund Appropriations</i>	\$1,357,097
<i>Estimated Ending Balance</i>	\$764,900
<i>Carryover for Appropriations-Operating</i>	\$274,275
<i>Carryover for Appropriations-Reserve</i>	\$266,795
<i>New Revenues</i>	\$799,975
<i>Total Available for Appropriations</i>	\$1,341,045
500 Parks Operation and Administration	\$705,385
515 Boswell Aquatic Center	\$124,730
520 Parks Activities	\$190,004
<i>Total Parks Fund Appropriations</i>	\$1,020,119
<i>Estimated Ending Balance</i>	\$320,926

# Budget Summary Special and Internal Activity

## Percent of Fund Balance

Codes Administration – 0%  
 Service -0%  
 Benefits– 46%

<b>60 Service Fund</b>			
<i>Internal Service Cost Revenue</i>		<b>\$1,114,087</b>	
<i>New Revenue</i>		<b>\$3,665</b>	
<b>Total Available for Appropriations</b>		<b>\$1,117,752</b>	
305 Garage		\$195,528	
310 Purchasing & Warehouse		\$169,610	
315 Information Technology		\$426,738	
320 Facilities Management		\$253,294	
325 Janitorial Services		\$72,581	
<b>Total Internal Service Fund Appropriations</b>		<b>\$1,117,751</b>	
<i>Carryover for Appropriations</i>	<b>\$290,867</b>	<i>Estimated Ending Balance</i>	<b>\$0</b>
<b>70 Benefits Fund</b>			
<i>Interfund Transfer In</i>	<b>\$299,201</b>	<i>Carryover for Appropriations</i>	<b>\$1,652,035</b>
<i>Internal Service Cost Revenue</i>	<b>\$496,427</b>	<i>New Revenues</i>	<b>\$3,516,855</b>
<b>Total Available for Appropriations</b>	<b>\$1,590,365</b>	<b>Total Available for Appropriations</b>	<b>\$5,168,890</b>
305 Codes Administration	\$1,590,365	400 Benefits	\$3,527,171
310 Planning & Design	\$0	<b>Total Benefits Fund Appropriations</b>	<b>\$3,527,171</b>
<b>Total Codes Administration Appropriations</b>	<b>\$1,590,365</b>	<i>Estimated Ending Balance</i>	<b>\$1,641,719</b>
<b>Estimated Ending Balance</b>	<b>\$0</b>		

## Budget Summary Enterprise Activity

<b>80 Electric Fund</b>		<b>85 Wastewater Fund</b>	
<i>Carryover for Appropriations-Operating</i>	<b>\$3,376,664</b>	<i>Carryover for Appropriations-Operating</i>	<b>\$1,242,985</b>
<i>Carryover for Appropriations-Reserve</i>	<b>\$4,895,366</b>	<i>Carryover for Appropriations-Reserve</i>	<b>\$476,527</b>
<i>New Revenues-Operating</i>	<b>\$26,181,091</b>	<i>New Revenues</i>	<b>\$3,889,746</b>
<i>Interfund Transfer In-Reserve</i>	<b>\$496,715</b>	<i>Total Available for Appropriations</i>	<b>\$5,609,258</b>
<b>Total Available for Appropriations</b>	<b>\$34,949,836</b>	200 WWTP and Operation	<b>\$3,442,992</b>
200 Electric Operating	\$25,366,771	205 WW Maintenance	\$249,506
205 Electric Maintenance	\$421,701	215 Inflow & Infiltration	\$434,723
215 Electric Reserve	\$394,000	<b>Total Wastewater Fund Appropriations</b>	<b>\$4,127,221</b>
<b>Total Electric Fund Appropriations</b>	<b>\$26,182,472</b>	<b>Estimated Ending Balance</b>	<b>\$1,482,037</b>
<b>Estimated Ending Balance-Operating</b>	<b>\$3,769,283</b>	<b>87 Water Fund</b>	
<b>Estimated Ending Balance-Reserve</b>	<b>\$4,998,081</b>	<i>Carryover for Appropriations-Operating</i>	<b>\$401,116</b>
<b>83 Fiber Fund</b>		<i>Carryover for Appropriations-Reserve</i>	<b>\$317,207</b>
<i>Carryover for Appropriations</i>	<b>\$72,559</b>	<i>New Revenues</i>	<b>\$1,782,525</b>
<i>New Revenues</i>	<b>\$75,000</b>	<i>Total Available for Appropriations</i>	<b>\$2,500,848</b>
<b>Total Available for Appropriations</b>	<b>\$147,559</b>	200 Water Operation	<b>\$1,506,482</b>
200 Fiber Operating	\$104,112	205 Water Maint. & Distribution System	\$421,237
<b>Total Fiber Fund Appropriations</b>	<b>\$104,112</b>	<b>Total Water Fund Appropriations</b>	<b>\$1,927,719</b>
<b>Estimated Ending Balance</b>	<b>\$43,447</b>	<b>Estimated Ending Balance</b>	<b>\$573,129</b>

### Percent of Fund Balance

Electric – 36%  
 Fiber - 58%  
 Wastewater – 38%  
 Water – 32%

## 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 (20%) by business licenses; and
- ✓ Parks (79) has a property tax imposed on all real and personal property within the corporate limits of the City. This tax is used to manage and maintain a park system, consisting of ten parks and one outdoor pool.



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

## Major Revenues

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

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

Each revenue page is divided into three sections:

**Fund(s) and Account Code**

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

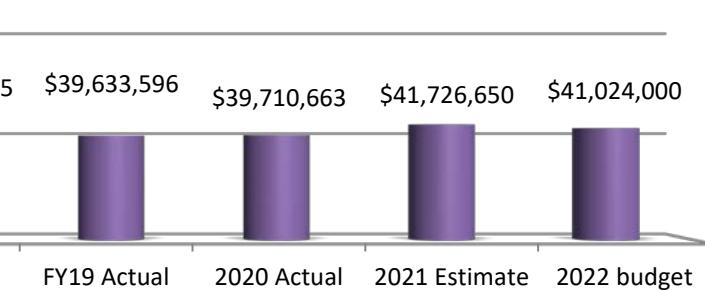
**Description**

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

**Financial Trend**

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

## Major Revenues



## Sales Tax 1%

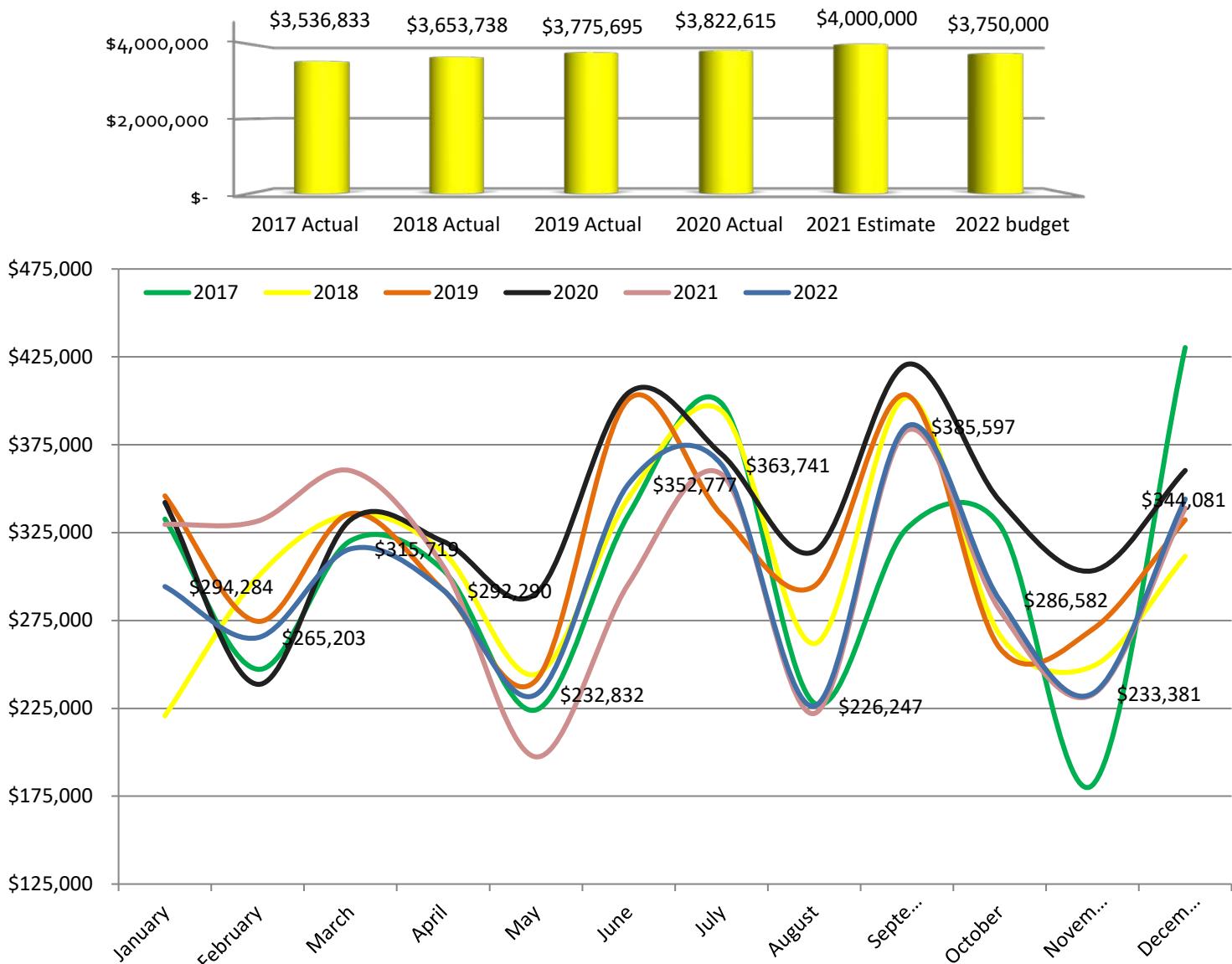
Revenue General Ledger Account:

General Fund 01-4-100-1000.001

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

The City of Lebanon rate of city sales tax is one percent (1%) on the receipts from the sale at retail tangible personal property or services. Sales tax revenue for FY2018 fiscal year is based on current receipts and historical trending.

## Sales Tax 1% Revenue History



## Customer Billing

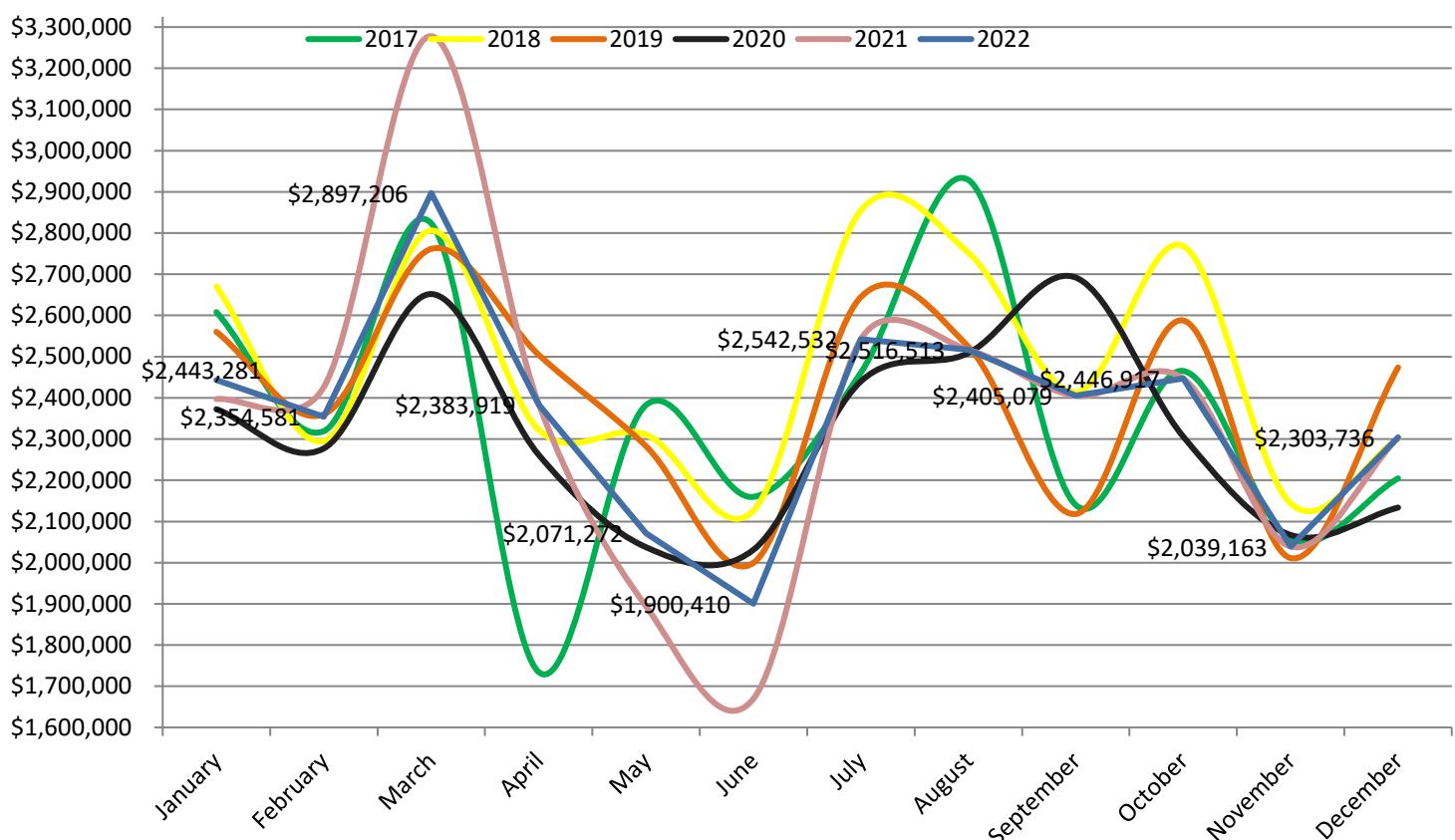
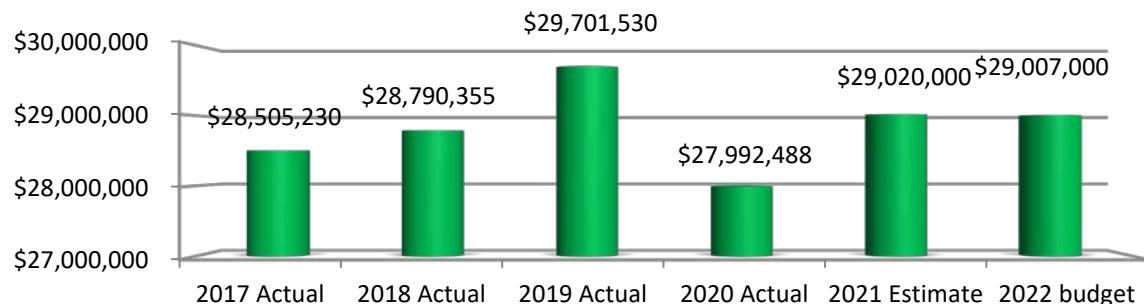
Revenue General Ledger Accounts:

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

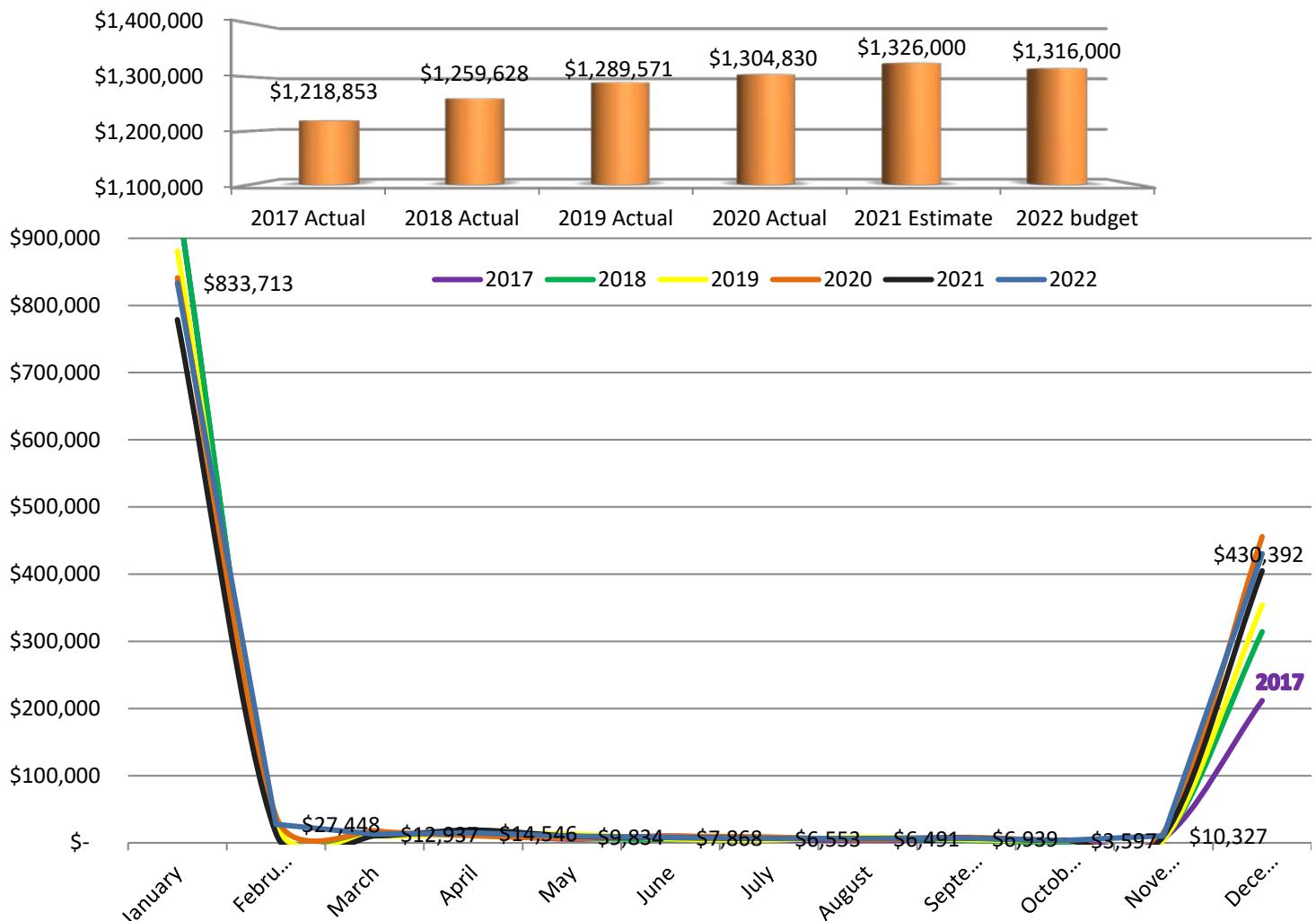
Real estate taxes levied according to the taxation districts are received from the city collector and recorded in the proper fund.

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:

Public Safety Fund	03-4-500-1000.002
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.

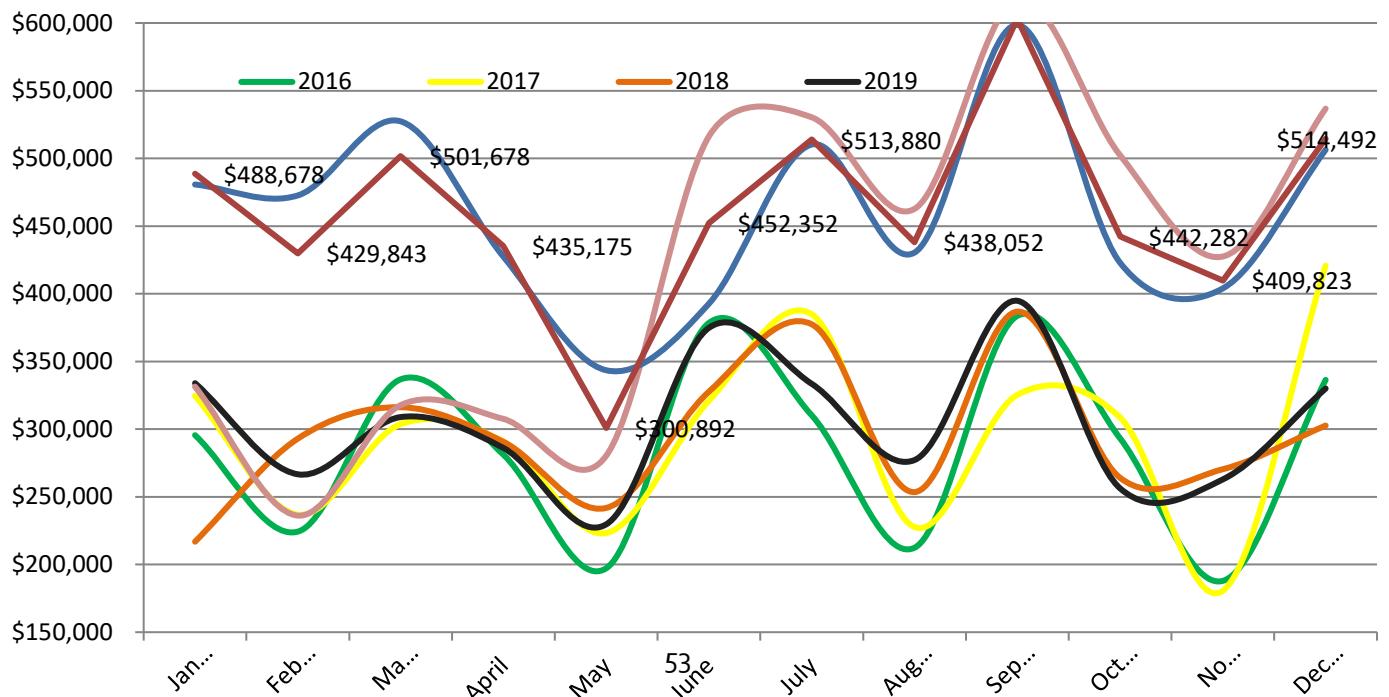
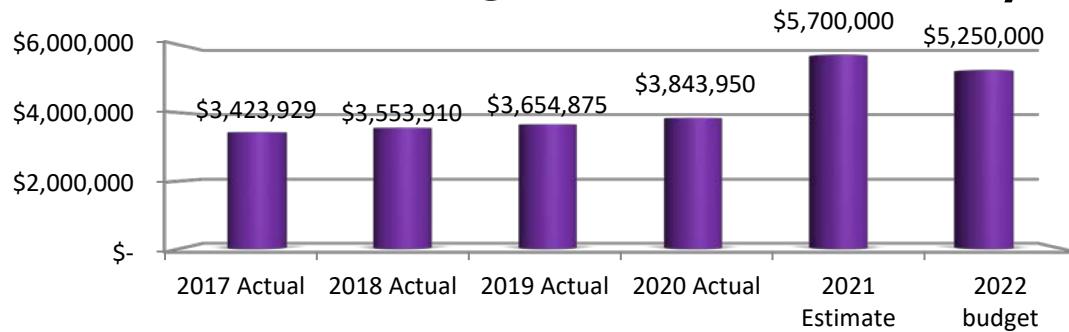
The voters of Lebanon elected to impose a local, one half of one percent, sales tax for the purpose of funding Public Safety beginning April 1, 2020. This tax has no expiration.

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. This tax remains effective until January 1, 2029.

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. This tax remains effective until January 1, 2030.

As these revenue streams are tied to the local sales prevailing economic factors impacting local residents can affect collections.

## Sales Tax .5% Revenue History



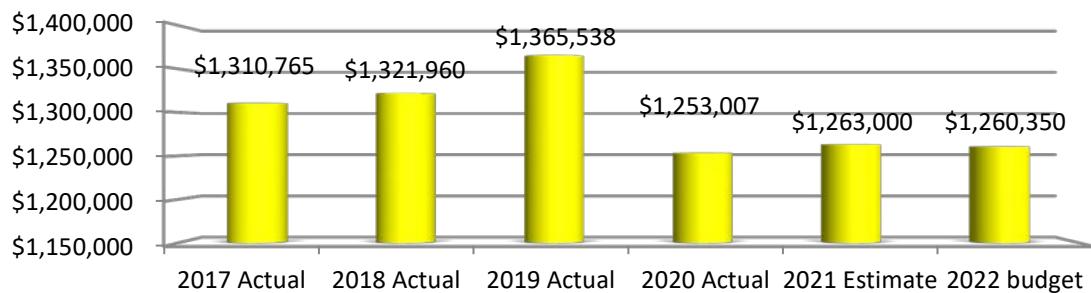
## PILOT

### 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:

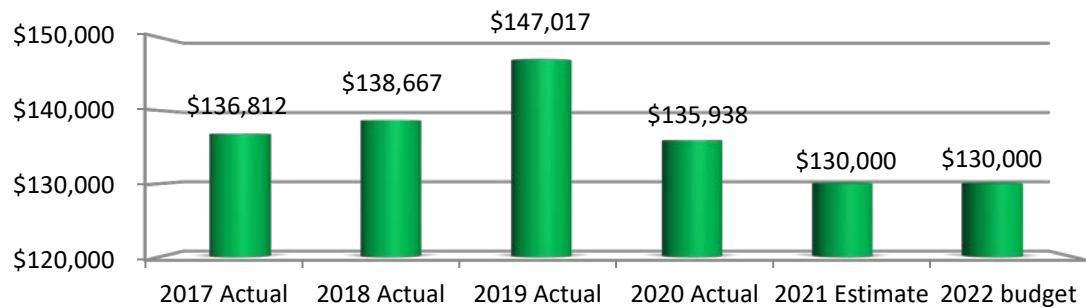
Tourism 40-4-500-1000.006

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



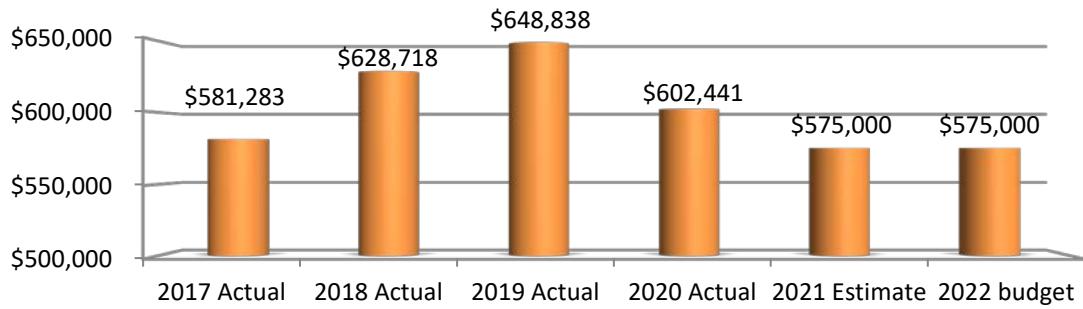
## Franchise

### 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 2020 Budget	FY 2021 Budget	FY 2022 Proposed
<b><i>Municipal Court</i></b>				
Clerk I (Court Clerk)	L05	1	1	1
Clerk III (Court Clerk)	L07	1	1	1
Security Officer I (Courtroom Security Officer)	L06	1	1	1
<b><i>Total Municipal Court</i></b>		<b>3</b>	<b>3</b>	<b>3</b>
<b><i>Fire</i></b>				
Captain	F06 - F07	3	3	3
Deputy Chief	L14	1	1	1
Fire Chief	L16	1	1	1
Firefighter	F02 - F03	12	12	12
Inspector III (Fire Inspector)	L10	1	1	1
Lieutenant	F04 - F05	3	3	3
<b><i>Total Fire</i></b>		<b>21</b>	<b>21</b>	<b>21</b>
<b><i>Police</i></b>				
Animal Control Officer	L04	2.5	2.5	2.5
Chief Communications Officer	L10	1	1	1
Clerk I ( Evidence/Records Clerk)	L05	1	1	1
Clerk IV (Police Analyst)	L08	1	1	1
Dispatcher I - II	L04	7	7	7
Lieutenant	L11	2	2	2
Police Chief	L16	1	1	1
Police Officer I - II	L07 - L08	22	22	20
Police Sergeant I - II	L09 - L10	5	5	5
<b><i>Total Police</i></b>		<b>42.5</b>	<b>42.5</b>	<b>40.5</b>
<b><i>Civic Center</i></b>				
Custodian	L01	1	1	0.5
Maintenance/Operations Worker I	L02	1	1	1
Maintenance/Operations Worker III	L04	1	1	1
Maintenance/Operations Worker V	L07	1	1	1
Office Support Assistant	L05	0	0	1
Promotion Event Coordinator	L07	1	1	1
<b><i>Total Civic Center</i></b>		<b>5</b>	<b>5</b>	<b>5.5</b>

	Salary Grade	FY 2020 Budget	FY 2021 Budget	FY 2022 Proposed
<b>Administration</b>				
Assistant City Administrator		0	0	0
City Administrator	Contract	1	1	1
Clerk III (Assistant to the CA)	L07	1	1	1
Community Service Coordinator Liaison	L06	0.5	0.5	0.5
Public Information Officer	L10	1	1	1
<b>Total Administration</b>		<b>3.5</b>	<b>3.5</b>	<b>3.5</b>
<b>City Clerk</b>				
City Clerk	L15	1	1	1
Deputy City Clerk	L10	1	1	1
<b>Total City Clerk</b>		<b>2</b>	<b>2</b>	<b>2</b>
<b>Recycling</b>				
Maintenance/Operations Worker I	L02	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>				
Accounting Technician II	L09	1	1	1
Accounting Technician I	L08	1	1	1
Accounting Technician III	L10	1	1	1
Director of Finance	L16	1	1	1
Office Support Assistant	L05	1	1	1
<b>Total Finance</b>		<b>5</b>	<b>5</b>	<b>5</b>
<b>Human Resources</b>				
Human Resource Coordinator	L07	1	1	1
Human Resource Director	L15	1	1	1
Human Resource Manager	L11	1	1	1
<b>Total Human Resources</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>Total General Fund</b>		<b>85.5</b>	<b>85.5</b>	<b>84</b>
<b>Public Safety</b>				
Clerk I	L05	0	1	1
Fire Lieutenant	F04 - F05	0	3	3
Firefighter	F02 - F03	0	3	3
Police Deputy Chief	L14	0	1	0
Police Lieutenant	L11	0	0	1
Police Officer I - II	L07 - L08	0	2	4

	Salary Grade	FY 2020 Budget	FY 2021 Budget	FY 2022 Proposed
System Analyst	L7	0	0	1
<b>Total Public Safety</b>		<b>0</b>	<b>10</b>	<b>13</b>
<b>Street Division</b>				
Clerk IV (Public Works Analyst)	L8	1	1	1
Concrete Finisher IV	L8	0	2	2
Concrete Finisher V	L9	0	1	1
Equipment Operator I	L5	2.5	3.5	1
Equipment Operator II	L6	3	2	2
Equipment Operator III	L7	6	5	5
Equipment Operator IV	L8	1	0	0
Equipment Operator V	L9	2	1	1
Equipment Technician I	L5	0	0	2
Operations Manager (Street Maintenance)	L12	1	1	1
Operations Manager (Street Projects)	L12	1	1	1
Street Superintendent	L14	1	1	1
<b>Total Street Division</b>		<b>18.5</b>	<b>18.5</b>	<b>18</b>
<b>Tourism</b>				
Office Support Assistant	L5	0.5	1	0
Tourism Director	L13	1	1	1
<b>Total Tourism</b>		<b>1.5</b>	<b>2</b>	<b>1</b>
<b>Codes Administration</b>				
Code Administrator	L14	1	1	1
Codes Administration Representative	L9	1	1	1
Equipment Technician III (Draft Technician)	L7	1	1	1
Inspector I	L7	3	3	3
Office Support Assistant	L5	1	1	1
Planning and Zoning Manager	L11	1	1	1
<b>Total Codes Administration</b>		<b>8</b>	<b>8</b>	<b>8</b>
<b>Garage</b>				
Equipment Technician II	L6	1	1	0
Equipment Technician IV	L8	1	1	1
Equipment Technician V	L9	1	1	1
<b>Total Garage</b>		<b>3</b>	<b>3</b>	<b>2</b>

	Salary Grade	FY 2020 Budget	FY 2021 Budget	FY 2022 Proposed
<b>Purchasing &amp; Warehouse</b>				
Inventory Specialist	L07	2	2	2
Maintenance/Operations Worker I	L02	0	0	0
Purchasing Agent	L09	1	1	1
<b>Total Purchasing &amp; Warehouse</b>		<b>3</b>	<b>3</b>	<b>3</b>
<b>Information Technology</b>				
Help Desk Administrator	L06	1	1	0
IT Director	L15	1	1	1
Network Manager	L11	1	1	1
System Administrator	L08	1	1	1
System Analyst	L07	0	0	1
<b>Total Information Technology</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b>Facilities Management</b>				
Maintenance/Operations Worker I	L02	0	1	1
Maintenance/Operations Worker III	L04	1	0	0
Maintenance/Operations Worker V	L07	1	1	1
Operations Manager	L12	1	1	1
Seasonal Maintenance Worker	L00	1	1	1
<b>Total Facilities Management</b>		<b>4</b>	<b>4</b>	<b>4</b>
<b>Janitorial Services</b>				
Custodian	L01	2.5	2.5	2.5
<b>Total Janitorial Services</b>		<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>Total Service Fund</b>		<b>16.5</b>	<b>16.5</b>	<b>15.5</b>
<b>Airport</b>				
Airport Supervisor	L10	1	1	1
Maintenance/Operations Worker I	L02	0.5	0.5	0.5
Maintenance/Operations Worker V	L07	1	1	1
<b>Total Airport</b>		<b>2.5</b>	<b>2.5</b>	<b>2.5</b>
<b>Parks</b>				
Assistant Park Director	L08	1	1	1
Front Desk/Concession Attendant	L00	7	5	7.5
Lifeguard I	L00	6	6	6.5
Lifeguard II	L01	1.5	1.5	1

	Salary Grade	FY 2020 Budget	FY 2021 Budget	FY 2022 Proposed
Maintenance/Operations Worker I	Lo2	3.5	1	1
Maintenance/Operations Worker II	Lo3	1	1	1
Maintenance/Operations Worker III	Lo7	0	1	1
Parks Director	L15	1	1	1
Pool Manager	Lo2	0.5	0.5	0.5
Seasonal Maintenance Worker	Lo0	1.5	3.5	3
<b>Total Parks</b>		<b>23</b>	<b>21.5</b>	<b>23.5</b>
<b>Electric</b>				
Apprentice Lineman I	Lo9	5	2	2
Apprentice Lineman III	L11	0	4	4
Customer Service Representative	Lo6	1	1	1
Electric Superintendent	L15	1	1	1
Equipment Operator I - II	Lo5 - Lo6	3	4	5
Equipment Operator III	Lo7	2	2	2
Equipment Technician III	Lo7	1	1	1
Journeyman Lineman I	L13	4	3	3
Journeyman Lineman II	L14	4	4	4
Operations Manager	L12	2	2	2
Operations Specialist	L14	1	1	1
Utility Operations Supervisor	L10	1	1	1
<b>Total Electric</b>		<b>25</b>	<b>26</b>	<b>27</b>
<b>Wastewater</b>				
Customer Service Representative	Lo6	1	1	1.5
Environmental Services Superintendent	L14	1	1	1
Equipment Operator I	Lo5	1.5	0.5	0.5
Equipment Operator II	Lo6	3	1	2
Equipment Operator III	Lo7	1	1	1
Equipment Operator IV	Lo8	0	0	1
Equipment Technician I	Lo5	0	1	1
Equipment Technician II	Lo6	1	2	3
Equipment Technician III	Lo7	2	3	2
Equipment Technician IV	Lo8	2	1	1
Equipment Technician V	Lo9	2	2	2
Maintenance/Operations Worker II	Lo3	1.5	1.5	0
Operations Manager	L12	1	1	1
<b>Total Wastewater</b>		<b>17</b>	<b>16</b>	<b>17</b>

	Salary Grade	FY 2020 Budget	FY 2021 Budget	FY 2022 Proposed
<b>Water</b>				
Customer Service Representative	Lo6	1	1	1
Equipment Operator I	Lo5	0.5	0.5	0.5
Equipment Operator II	Lo6	1	1	1
Equipment Operator III	Lo7	1	1	1
Equipment Operator IV	Lo8	2	2	1
Equipment Technician II	Lo6	1	2	2
Equipment Technician III	Lo7	1	1	1
Equipment Technician IV	Lo8	1	0	0
Operations Manager	L12	1	1	1
Public Works Director	L16	1	1	1
<b>Total Water</b>		<b>10.5</b>	<b>10.5</b>	<b>9.5</b>
<b>All City</b>		<b>208</b>	<b>217</b>	<b>219</b>

## Personnel Changes

The City has an overall staffing increase of 2 FTE's. Below is the explanation by department:

Overall, the net change to the Police Department between General Fund and Public Safety Fund is a net 0 as part of a gradual shift to lessen the burden on General Fund.

The Public Safety Fund did see an increase by moving a Systems Analyst personnel from IT. This position has been dedicated to support Police Information Technology functions.

Civic Center saw a net increase of 0.5 FTE while Tourism will see a decrease of 0.5 FTE. These two are related and a result of moving the Office Support Assistant to the Civic Center as the duties of this personnel have changed to cover Civic Center activities.

Street saw a decrease of 0.5 FTE due to eliminating a seasonal position.

Garage saw a decrease of 1 FTE as a result of re-evaluation of operations.

Parks will see an overall increase of 2 FTEs in direct relation to their concession and pool activities.

Electric will see an overall increase of 1 FTE from adding two internships.

Wastewater will see an increase of 1 FTE while Water will see a decrease of 1 FTE as a result of evaluating operations needs between the two departments.

## 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 2022 is estimated to be lower than FY 2021 due to bond proceeds received during the fiscal year 21. Overall sales tax revenue shows an overall increase that is related to a decline in projection from FY21 due to the unknown impacts of COVID-19. While the City has not seen a downturn due to it's impact on the economy, the City remains conservative in its approach due to the unknown long term economic impacts. The variance in expenses is largely due to the amount of capital improvements completed in a given year. In this current fiscal year, personnel will see an increase due a planned COLA. Debt has increased due to completion of several improvement projects throughout the City as well as a new Public Safety Building. One notable category is supplies and materials, this is where our wholesale power is expensed.

City of Lebanon	2020	2021 Budget	2021	2022
	Actuals		Estimated	Proposed
<b>Revenues</b>				
Taxes	\$9,169,107	\$10,154,500	\$11,211,285	\$10,501,285
Franchise Fees	\$602,441	\$565,000	\$575,000	\$575,000
PILOTs	\$1,253,007	\$1,166,275	\$1,263,000	\$1,260,350
Intergovernmental	\$1,148,686	\$2,766,000	\$2,436,820	\$2,063,228
Service Charges	\$29,890,292	\$29,053,080	\$30,974,766	\$31,245,385
Rentals	\$1,410,917	\$1,399,191	\$1,428,172	\$1,419,872
Licenses and Permits	\$64,327	\$50,000	\$66,000	\$66,000
Fines	\$122,380	\$112,500	\$62,200	\$98,200
Benefit Revenue	\$3,540,891	\$3,885,105	\$3,901,588	\$3,516,470
Other	\$851,157	\$9,348,197	\$12,769,506	\$5,371,730
Internal Service Revenue	\$1,921,344	\$2,216,816	\$2,123,165	\$2,642,772
<b>Total Revenues</b>	<b>\$49,974,549</b>	<b>\$60,716,664</b>	<b>\$66,811,502</b>	<b>\$58,760,292</b>
<b>Expenses</b>				
Personnel	\$11,245,511	\$12,845,082	\$11,652,414	\$13,309,976
Capital	\$6,524,227	\$17,373,254	\$20,300,532	\$10,893,825
Debt	\$453,030	\$2,239,150	\$2,054,235	\$2,761,651
Grant Capital	\$502,691	\$1,000	\$14,070	\$32,934
Utilities	\$796,958	\$890,337	\$879,826	\$894,635
Professional Services	\$3,341,278	\$3,663,577	\$4,291,507	\$4,162,839
Supplies and Materials	\$21,715,528	\$20,606,151	\$22,135,638	\$22,502,251
Tools, Equipment, and Vehicles	\$692,227	\$707,605	\$745,873	\$803,174
Benefit Expense	\$3,454,574	\$3,597,098	\$3,529,288	\$3,526,171
Other	\$245,705	\$265,000	\$0	\$0
Internal Service Expense	\$1,483,401	\$1,953,149	\$2,054,533	\$2,642,771
<b>Total Expenses</b>	<b>\$50,455,130</b>	<b>\$64,141,403</b>	<b>\$67,657,916</b>	<b>\$61,530,227</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 FY22 budget includes \$10,723,710 worth of capital Expenses

FY 2022 Capital Schedule

Project Number	Project Information		FY 22 Budget
<b>01 - General Fund</b>			
<b>01-CCC-001-19</b>	<b>01 - 130 - Civic Center</b>	<b>Replace Computer Systems/Wireless</b>	<b>\$4,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Replacement of existing desktops and laptops with Win 7	
	<b>Justification</b>	Current computers have reached end of life. Normal life due to technology is 4-5 years. CCC computers will be 8 years old and were upgraded in 2014 to Win 7. The City is migrating to Win 10, and most systems will have a harder time computing as applications evolve. The new 64-bit Win 10 systems will run quicker and process data across the network in a more efficient manner. The wireless nodes will be 5 years old as well and will need to be upgraded and expanded	
<b>01 - General Fund - Total</b>			<b>\$4,000</b>
<b>03 - Public Safety</b>			
<b>03-FDE-001-22</b>	<b>03 - 510 - Fire Public Safety</b>	<b>75 ft Ladder truck</b>	<b>\$1,000,000</b>
	<b>Improvement Type</b>	Vehicles	
	<b>Description</b>	Purchase	
	<b>Justification</b>	Replacing the 2008 ladder truck	
<b>03-FDX-002-21</b>	<b>03 - 510 - Fire Public Safety</b>	<b>Public Safety Building Equipment/Furniture</b>	<b>\$450,000</b>
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Equip the new Public Safety Building	
	<b>Justification</b>	New equipment and furniture for the new fire station 3	
<b>01-FDE-003-017</b>	<b>03 - 510 - Fire Public Safety</b>	<b>Radio Communication</b>	<b>\$25,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Purchase	
	<b>Justification</b>	Fire Department provides all personnel a individual portable radio. This purchase will provide new personnel with such radio.	
<b>99-PDX-007-22</b>	<b>03 - 515 - Police Public Safety</b>	<b>DSX Access</b>	<b>\$7,500</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Replace access server which is end-of-life, end-of-service.	
	<b>Justification</b>	Access server must be upgraded as it is maintained on Win 7 machine.	
<b>99-ITS-005-22</b>	<b>03 - 515 - Police Public Safety</b>	<b>Printer</b>	<b>\$7,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Printer Dispatch	
	<b>Justification</b>	Older printer is at eol, eos	
<b>01-PDA-001-19</b>	<b>03 - 515 - Police Public Safety</b>	<b>Field Investigation Hardware and Software</b>	<b>\$9,000</b>
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase of Point Cloud Module for FARO software 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 software and 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. FY20 will consist of hardware nodes for crash recreation and FY21 for crime zone recreation.	

Project Number		Project Information	FY 22 Budget
01-PDA-003-18	03 - 515 - Police Public Safety	Replace Existing Computer Systems	\$16,000
	Improvement Type	Furniture & Office Equipment	
	Description	Replacement of desktops or laptops with Win 7 32-bit OS with Win 10 or greater	
	Justification	Current desktops and in-car tablets are at end of life and most were already years old since they were received from DoD free program. Through DoD the department will continue to stay on the list, but some systems are not compatible with .NET framework 4.5, which is required by CJIS and Omniligo (application manager). Without Omniligo the officers have no digital way to communicate with dispatch and all calls will be OTAR, versus silent dispatch. As cars are replaced, so should the tablets.	
03-PDA-006-22	03 - 515 - Police Public Safety	Access Server Federal Protection	\$8,200
	Improvement Type	Machinery & Equipment	
	Description	Replace access server for building access	
	Justification	The server is past end of life and end of service	
03-PDX-001-21	03 - 515 - Police Public Safety	IP Camera Solution	\$24,000
	Improvement Type	Machinery & Equipment	
	Description	IP cameras through locations within city	
	Justification	Cameras will be instrumental in solving crimes and apprehending suspects	
03-PDX-001-22	03 - 515 - Police Public Safety	Computer Voice Stress Analyzer (CVSA)	\$6,000
	Improvement Type	Machinery & Equipment	
	Description	Purchase a CVSA III to replace a ten year old model	
	Justification	Update is needed to enhance detective's capabilities	
03-PDX-002-22	03 - 515 - Police Public Safety	Animal Control Truck	\$45,000
	Improvement Type	Vehicles	
	Description	Replacement of the Animal Control Truck	
	Justification	The current vehicle is 9 years old and is experiencing mechanical issues.	
03-PDX-003-22	03 - 515 - Police Public Safety	Radar Speed Trailer	\$10,000
	Improvement Type	Machinery & Equipment	
	Description	Purchase a Radar Speed Trailer to improve safety on city roads.	
	Justification	The speed trailer will promote safety on city roadways	
04-PDX-001-22	03 - 515 - Police Public Safety	Animal Control Network Hardware	\$10,000
	Improvement Type	Machinery & Equipment	
	Description	Network System and Verkada	
	Justification	When AC becomes a node on the network they will need a network system and associated peripherals	
05-PDX-001-22	03 - 515 - Police Public Safety	License Plate Readers	\$66,000
	Improvement Type	Machinery & Equipment	
	Description	LPR equipment in strategic locations	
	Justification	Continue to build LPR network within city to enhance safety and security for officers and citizens	
03 Public Safety - Total			\$1,683,700
08 - Streets			
08-STR-001-20	08 - 500 - Street Operation	Madison Avenue Overlay	\$10,059
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 176' of Madison Avenue from Bennett Street to Seventh Street.	
	Justification	The majority of the pavement on Madison Avenue is in very good 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.	
08-STR-001-22	08 - 500 - Street Operation	Elm Street Asphalt Overlay	\$800,000
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 14,956 linear feet of Elm Street from Ivey Lane to Seminole, finance over 8 years	
	Justification	The majority of the pavement on Elm Street is in very good condition on the Pavement Condition Index. An asphalt overlay will be needed to protect the paved surface on Elm Street. Finance over 8 years, cost shown does not include finance charges.	

Project Number		Project Information	FY 22 Budget
08-STR-006-24	08 - 500 - Street Operation	<b>Lincoln Avenue</b>	<b>\$76,954</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Asphalt pavement overlay of 1500' of Lincoln Avenue from Millcreek Road to South Street	
	<b>Justification</b>	The pavement on Lincoln Avenue 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	
08-STR-012-25	08 - 500 - Street Operation	<b>Commercial Street Improvements</b>	<b>\$250,000</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Replacement of 1,383' of asphalt pavement on Commercial Street between Jefferson and Jackson.	
	<b>Justification</b>	The pavement on Commercial Street is in good to fair condition on the Pavement Condition Index. This approach to rehabilitation will reduce pavement distresses and increase the useful life of the roadway.	
08-STR-017-21	08 - 500 - Street Operation	<b>East Bland Road Asphalt Overlay</b>	<b>\$144,666</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Asphalt overlay of 3,894 linear feet of East Bland Road from King James to Tower Road	
	<b>Justification</b>	The pavement on East Bland Road 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.	
08-STR-017-22	08 - 500 - Street Operation	<b>Beck Lane Extension</b>	<b>\$122,500</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Extension of Beck Lane 370' and improvements to the intersection of Beck Lane and Ivey Lane	
	<b>Justification</b>	Extension of Beck Lane is needed for the construction of the new Public Safety Facility as well as improvements to the intersection of Beck Lane and Ivey Lane	
08-STR-018-22	08 - 500 - Street Operation	<b>Jessie Street</b>	<b>\$88,683</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Asphalt overlay of 2,586' of Jessie Street from Jefferson Avenue to Amy Drive	
	<b>Justification</b>	The pavement on Jessie 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.	
08-STR-019-22	08 - 500 - Street Operation	<b>Farmers Lane</b>	<b>\$44,071</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Asphalt overlay of 1,285' of Farmers Lane from King James to Amy Drive	
	<b>Justification</b>	The pavement on Farmers Lane is in very 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.	
08-STR-020-22	08 - 500 - Street Operation	<b>Magnolia Drive</b>	<b>\$29,972</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Asphalt overlay of 874' of Magnolia Drive from Southlawn to Jessie.	
	<b>Justification</b>	The pavement on Magnolia Drive 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.	

Project Number	Project Information		FY 22 Budget
08-STR-021-20	08 - 500 - Street Operation	New Street Improvements	\$65,000
	Improvement Type	Land & Land Improvements	
	Description	Approved by City Council August 12, 2019	
	Justification	reconstruction of 450 ' of asphalt & storm drainage	
08-STR-021-22	08 - 500 - Street Operation	Hilsdale Street	\$49,537
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 1,333' of Hilsdale Street from Planeview to end of street.	
	Justification	The pavement on Hilsdale 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.	
08-STR-022-22	08 - 500 - Street Operation	Cypress Drive	\$51,234
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 1494' of Cypress Drive from Mountrose to Jessie.	
	Justification	The pavement on Cypress Drive is in very 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.	
08-STR-023-22	08 - 500 - Street Operation	New Buffalo Road Sidewalk	\$55,000
	Improvement Type	Land & Land Improvements	
	Description	Construction of sidewalk along one side of New Buffalo Road, 2,700', from Taylor to Apartments on New Buffalo Road.	
	Justification	An ADA compliant sidewalk along New Buffalo Road is needed to meet pedestrian traffic and safety issues.	
08-STR-024-22	08 - 500 - Street Operation	ADA Sidewalk Ramp Replacements	\$10,000
	Improvement Type	Land & Land Improvements	
	Description	Construction of ADA compliant sidewalk ramps at intersections in the existing sidewalk network identified as needed by sidewalk inspections .	
	Justification	ADA compliant sidewalk ramps are needed to meet pedestrian traffic and safety issues.	
08-STR-025-22	08 - 500 - Street Operation	Computer Systems	\$5,000
	Improvement Type	Machinery & Equipment	
	Description	Replacement of existing computers	
	Justification	Current computers are older and in need of replacement.	
08-STR-025-22A	08 - 500 - Street Operation	Southlawn Avenue	\$39,948
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 1165' of Southlawn Avenue from King James to Cypress.	
	Justification	The pavement on Southlawn Avenue 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.	
08-STR-025-23	08 - 500 - Street Operation	Maple Lane	\$116,700
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 3,403' of Maple Lane from Madison to end of street.	
	Justification	The pavement on Maple Lane is in good 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.	

Project Number		Project Information	FY 22 Budget
08-STR-026-22	08 - 500 - Street Operation	Wireless Headphone System for Street Maintenance	\$7,000
	Improvement Type	Machinery & Equipment	
	Description	Purchase of 4 sets of wireless headphones for street maintenance for communication and hearing protection.	
	Justification	Wireless headphones are needed for hearing protection and communication on projects,	
08-STR-026-22A	08 - 500 - Street Operation	Amy Drive	\$39,091
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 1140' of Amy Drive from East Bland to Jessie.	
	Justification	The pavement on Amy Drive 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.	
08-STR-026-23	08 - 500 - Street Operation	Bennett Avenue	\$26,929
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 589' of Bennett Avenue from Madison to Jefferson.	
	Justification	The pavement on Bennett Avenue is in good to fair 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.	
08-STR-027-23	08 - 500 - Street Operation	Seventh Street	\$23,034
	Improvement Type	Land & Land Improvements	
	Description	Asphalt overlay of 403' of Seventh Street from Madison to Jefferson.	
	Justification	The pavement on Seventh Street is in very good 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.	
08 Streets - Total			\$2,055,378
22 - Capital			
22-CAO-001-22	22 - 605 - General	Conference Room Projector	\$5,600
	Improvement Type	Machinery & Equipment	
	Description	City Hall conference room projector	
	Justification	Replace current projector which is at its end of life	
01-FDE-001-21	22 - 605 - General	Firefighting Helmets	\$2,100
	Improvement Type	Machinery & Equipment	
	Description	Purchase	
	Justification	The helmets worn by fire personnel during fires, MVAs, and other emergency incidents have reached their end of life cycle. They are all ten years old. At this age NFPA recommends the replacement of helmets.	
01-FDE-002-18	22 - 605 - General	Mobile Tablets	\$15,000
	Improvement Type	Machinery & Equipment	
	Description	Provide computer tablets to replace Toughbook computers. Devices are more mobile and are replacing laptop computers across the nation. Tablets are used to complete pre-plans, hydrant testing, and other mobile functions including report writing. Devices can also provide additional GIS data through City system. Tablets are less expensive than laptop computers	
	Justification	Fire Stations 1 and 2	
01-FDE-012-17	22 - 605 - General	Station 1 Improvements	\$125,000
	Improvement Type	Building & Building Improvements	
	Description	Concrete, paint exterior, gutters, trim, fascia, personal closets, bay floor, appliances, alerting sys, heaters, tables/chairs	
	Justification	Replacement of damaged concrete at rear entrance of Sta. 1. Replacement of complete apron and parking lot area of Sta. 1. Concrete is cracked, rebar visible, severe pitting of surface.	
01-FDE-012-17A	22 - 605 - General	Station 2 Improvements	\$125,000

Project Number	Project Information		FY 22 Budget
	<b>Improvement Type</b> Building & Building Improvements		
	<b>Description</b> interior remodel, paint, gutters, trim, fascia, personal, closets, ,appliances, ,update alerting sys, electric heaters, tables and chairs, concrete		
	<b>Justification</b> Replacement of damaged concrete at rear entrance of Sta. 1. Replacement of complete apron and parking lot area of Sta. 1. Concrete is cracked, rebar visible, severe pitting of surface.		
99-FDE-001-16	22 - 605 - General	<b>Fire Station #3</b>	<b>\$3,040,000</b>
	<b>Improvement Type</b> Building & Building Improvements		
	<b>Description</b> Construction and staffing of a third fire station in the Beck and Ivey Lane area		
	<b>Justification</b> A third fire station will improve response times to the southwest district of the City where current response times are nearly two to three minutes longer than the other two response districts. Additional on-duty firefighters will improve effectiveness during emergency incidents and could reduce the number of off-duty callbacks. This will allow a portion of the labor costs to be absorbed by the existing budget. The additional on-duty personnel and improved coverage should assist in lowering our ISO rating from a 4 to a 3. Call volume in the southwest district continues to increase. This portion of the City has more open area for development in both commercial and residential lots. This project could take a phased in approach. Phase One, would include land purchase and architectural design of the facility. The current target area for Station 3 is Beck Lane and Ivey Lane. Pricing for land in this area was determined from conversations with local realtors. Sufficient land should be purchased to locate a training facility at the same location. Costs are projected at \$70,000 for 3 acres of land. Phase Two is construction. Cost estimates have been determined from a local contractor and the City of West Plains who just constructed a similar fire station. Construction cost is based on 9000 square feet at \$135.00 per square foot. An additional \$15,000 from the General Fund is allocated for furniture, appliances, and other needs of the station		
22-CCC-001-22	22 - 605 - General	<b>Replacement of Gas Fired Pool Heater</b>	<b>\$30,000</b>
	<b>Improvement Type</b> Machinery & Equipment		
	<b>Description</b> Replacement of gas fired pool heater for indoor pool		
	<b>Justification</b> Existing pool heater will be eight years old in 2022. Normal life expectancy is 7 years. Replacement is necessary to maintain water temperature and energy conservation		
22-CCC-002-22	22 - 605 - General	<b>Upgrade of UV System of CCC Pool</b>	<b>\$15,000</b>
	<b>Improvement Type</b> Machinery & Equipment		
	<b>Description</b> Replacement of UV system for indoor pool.		
	<b>Justification</b> Existing UV system will be eight years old in 2022. UV systems are fairly new to the pool industry, so life expectancy is uncertain. Replacement is necessary to maintain chemical balance and water quality of pool.		
22-CCC-003-22	22 - 605 - General	<b>Rebuild Paddock Water Filter for CCC Pool</b>	<b>\$40,000</b>
	<b>Improvement Type</b> Machinery & Equipment		
	<b>Description</b> Replacement of filter system for indoor pool.		
	<b>Justification</b> Filtration system will need to be rebuilt in 2022 when it will be 8 years old. The current high quality system could last longer than expected but anything can happen. The system has been problem free since installation and it is recommended to rebuild rather than replace this system.		
22-CCC-004-22	22 - 605 - General	<b>Forklift</b>	<b>\$40,000</b>
	<b>Improvement Type</b> Machinery & Equipment		
	<b>Description</b> Replacement of 1999 Forklift		
	<b>Justification</b> Replace existing 1999 forklift which has reached its end of life		

Project Number	Project Information		FY 22 Budget
22-FDE-001-17	22 - 605 - General	Bunker Gear	\$14,000
	Improvement Type	Machinery & Equipment	
	Description	Purchase of new bunker pants, coats, and boots	
	Justification	The Fire Department has established a bunker gear program which provides each firefighter two set of gear. This allows personnel to wash and repair a set of gear as needed and have a second set to wear. The process also provides a rotation in which no gear is ever 10 years old or older. NFPA recommends replacing gear every 10 years. Quality well maintained bunker gear maintains a high level of firefighter safety	
22-FMS-005-20	22 - 605 - General	Elm Street Christmas Decorations	\$6,500
	Improvement Type	Land & Land Improvements	
	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 (candy canes) would provide a decoration on poles past Booten and Springfield Road in 2018 and additional decorations the future years to go the entire length of Elm Street.	
01-SWC-004-14	22 - 605 - General	Assessment and Restoration of Detention Facilities	\$5,000
	Improvement Type	Land & Land Improvements	
	Description	Assess existing detention facilities throughout the City for adequate capacity and review existing flow control structure, then perform maintenance. Improvement needs to restore capacity and assure correct flow release. Note: Formally 01-ENV-004-14	
	Justification	Many detention facilities have been in operation several years without evaluations or maintenance that can be improved to storm water control.	
99-ITS-001-21	22 - 605 - General	City-wide Cameras	\$22,000
	Improvement Type	Machinery & Equipment	
	Description	Verkada VOIP	
	Justification	Continues safety and security throughout city facilities and parks	
80-ELF-005-22	22 - 610 - Street	Radio	\$60,000
	Improvement Type	Machinery & Equipment	
	Description	Update current radio system.	
	Justification	Updating current truck radios will allow for better communication between City departments and crews during emergency events and switching procedures.	
22 - Capital - Total			\$3,545,200
45-Economic Development			
45-XXX-001-22	45 - 715 - Detroit Tool Metal Prod DTMP Roof Project		\$35,000
	Improvement Type	Building & Building Improvements	
	Description	Repair roof on DTMP Building	
	Justification	The roof on the building the City owns that Detroit Tool Metal Products currently occupies is failing and is in need of repair	
45-Economic Development- Total			\$35,000
50 - Code Administration			
22-CDC-002-21	50 - 305 - Codes Administration	Replacement of Network System	\$3,000
	Improvement Type	Machinery & Equipment	
	Description	Replace Aging Desktop Computers	
	Justification	Rotation of current systems as they reach end of life and will need to be replaced to maintain appropriate processing speeds associated with software.	
50-CDC-001-22	50 - 305 - Codes Administration	Grandview Subdivision	\$159,149
	Improvement Type	Infrastructure	
	Description	Subdivision	
	Justification	New Housing Development	
50-CDC-002-22	50 - 305 - Codes Administration	Jones Subdivision	\$38,564
	Improvement Type	Infrastructure	
	Description	Subdivision	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	New Housing Development	
50-CDC-003-22	<b>50 - 305 - Codes Administration</b>	<b>Flatwoods subdivision</b>	<b>\$438,510</b>
	<b>Improvement Type</b>	Infrastructure	
	<b>Description</b>	Subdivision	
	<b>Justification</b>	New Housing Development	
50-CDC-004-22	<b>50 - 305 - Codes Administration</b>	<b>Lexington Square</b>	<b>\$284,900</b>
	<b>Improvement Type</b>	Infrastructure	
	<b>Description</b>	1,000 LF New Street	
	<b>Justification</b>	New Housing Development	
<b>50 - Code Administration- Total</b>			<b>\$924,123</b>
<b>60 - Internal Services</b>			
60-GFM-001-18	<b>60 - 305 - Garage</b>	<b>Garage Exhaust Fan (Phase 2)</b>	<b>\$10,000</b>
	<b>Improvement Type</b>	Building & Building Improvements	
	<b>Description</b>	Exhaust fan for service area	
	<b>Justification</b>	Fumes from welding, cutting, vehicles, and equipment cause an unhealthy work environment.	
60-GFM-001-21	<b>60 - 305 - Garage</b>	<b>Enclose Existing Garage Space</b>	<b>\$6,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Enclose existing Garage office	
	<b>Justification</b>	Currently it is difficult to hold phone conversations with vendors and manufacturer representatives while running vehicles/equipment and shop work is performed close by. Enclosing the office space will help keep all paperwork dust/debris free and better organized. This will provide for a cleaner, quieter work space in which to conduct Garage business	
22-ITS-005-16	<b>60 - 315 - Information Technology</b>	<b>Mobile Data Tablets</b>	<b>\$5,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Purchase of tablet devices for use by staff	
	<b>Justification</b>	The current Mobile Data Terminals or laptops throughout the field divisions are approximately 5-7 years old. Some were DoD systems and state surplus systems. These computers are out of warranty and are subject to rough conditions and harsh environments. These computers will need to be replaced as soon as possible. Tablets are available and have been field tested based on the department or division; therefore, the migration will begin towards those versus Toughbooks or laptops. The tablets will provide a mobile networked environment to process data through our Local Area Network (LAN) and connect to our vast application suites, such as ITI, Incode, FH, FARO, and ESRI. In FY18, Parks (79), Facilities (63), Fleet/Garage (60-305), Finance (01-170), and Fire Department (01-110) will have the tablet capabilities. In FY19, Civic (01-130), Human Resource (01-145), Information Technology (60-315), Electric (80), Environmental/Waste Water (85-200), and Environmental/Water (87- 200) will be the final departments or divisions to receive tablets. Throughout the FY22 and so forth, the request will be for replacements from tablets purchased in FY16 and beyond	
<b>60 - Internal Services - Total</b>			<b>\$21,000</b>
<b>73 - Airport</b>			
73-APT-001-21	<b>73 - 100 - Airport General</b>	<b>Airport Master Plan</b>	<b>\$150,000</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Airport Master Plan development	
	<b>Justification</b>	The FAA recommends a master plan update every 20 years or at the end of its useful life. The current master plan was published in 2003 and planned through 2021. By 2017 it had already reached the end of its useful life. A master plan would allow community members, city staff, and elected officials to participate in planning the airport's future and serve to guide city staff in the development of the airport.	
73-APT-001-24	<b>73 - 100 - Airport General</b>	<b>Replace Existing Computer Systems/Printer</b>	<b>\$900</b>
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Replacement of desktops or laptops that are on Win 7, 32-bit.	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	Current systems will have reached the end of life as they were purchased in 2016 and 2017. The 2016 systems were upgrade options and not suitable for Win10. As the airport continues to use applications and software suites, the systems must meet the demand. Modifications were made in FY17, which will keep current systems applicable until FY20.	
73-APT-003-21	<b>73 - 100 - Airport General</b>	<b>Ramp and Parking Lot Repair</b>	\$25,000
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	The removal and repair of failing sections of the Parking lot and aircraft ramp	
	<b>Justification</b>	Both the public parking lot and aircraft ramp adjacent to the city t-hangars have undergone patch work and crack seal coats. Additional heaving and cracking have proven the continuous deterioration of the surfaces. Repairs are needed to ensure the safety of airport users and prevent damage to their vehicles and aircraft.	
<b>73 - Airport - Total</b>			<b>\$175,900</b>
<b>79 - Parks</b>			
79-PKX-001-22	<b>79 - 500 - Parks Operation and Adr Irrigation System Field 3 at Atchley Park</b>		\$25,000
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Install irrigation for Atchley Park field 3	
	<b>Justification</b>	This would complete all 4 fields at Atchley Park now having irrigation and keeping fields in the best condition to host tournaments	
79-PKX-002-22	<b>79 - 500 - Parks Operation and Adr Purchase of new mower</b>		\$10,000
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	60 inch zero turn mower	
	<b>Justification</b>	Equipment purchase for park board's equipment replacement schedule	
22-PKD-001-19	<b>79 - 500 - Parks Operation and Adr Skate Park Improvements</b>		\$125,000
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Upgrades to existing skate park, purchasing of new equipment and expanding of concrete surfacing	
	<b>Justification</b>	Skate boarding is a growing sport and with only one small skate park in the area it needs to be expanded to allow more kids use of the facility	
79-PKX-003-22	<b>79 - 500 - Parks Operation and Adr WT Vernon Park Improvements</b>		\$5,000
	<b>Improvement Type</b>	Building & Building Improvements	
	<b>Description</b>	Updates to restrooms and playground equipment	
	<b>Justification</b>	Park Board's master plan has identified WT Vernon as a park that needs to be upgraded with new equipment, shelter, and restroom	
79-PKX-004-24	<b>79 - 500 - Parks Operation and Adr Purchase of new vehicle</b>		\$25,000
	<b>Improvement Type</b>	Vehicles	
	<b>Description</b>	Replacement of current vehicles	
	<b>Justification</b>	Replacement of vehicles based on the equipment replacement schedule	
<b>79 - Parks - Total</b>			<b>\$190,000</b>
<b>80 - Electric</b>			
80-ELF-001-20	<b>80 - 200 - Electric Operating</b>	<b>Replace Existing Computer Systems</b>	\$6,500
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Replacement of desktops or laptops	
	<b>Justification</b>	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 2016 and 2017	
80-ELF-004-22	<b>80 - 200 - Electric Operating</b>	<b>Transformers</b>	\$150,000
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Purchase of various sizes of transformers	
	<b>Justification</b>	Replenish transformer inventory to prepare for future projects	
80-ELF-005-22A	<b>80 - 215 - Electric Reserve</b>	<b>Radio</b>	\$74,000
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Update current radio system.	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	Updating current truck radios will allow for better communication between City departments and crews during emergency events and switching procedures.	
22-FMS-002-20	<b>80 - 200 - Electric Operating</b>	<b>Replace HVAC Units as Public Works</b>	<b>\$16,500</b>
	<b>Improvement Type</b>	Building & Building Improvements	
	<b>Description</b>	Replacement of HVAC units at Public Works	
	<b>Justification</b>	Public Works was built in 2005. The rooftop units as well as the units that take care of the bathrooms, break room, and electrical department offices will be 15 years old in 2020. Most units were undersized because of value engineering and are working at maximum capacity during high heat or very cold conditions. In 2020, Federal government has stated that they will phase out R22 refrigerant, making all our units obsolete. Hopefully by 2020 natural gas will be installed at PW building and similar sized units can be installed thanks to energy efficiency improvements. The rooftop units will be replaced in 2021 and 2022 along with one ground unit in each of those years.	
80-ELF-006-22	<b>80 - 215 - Electric Reserve</b>	<b>Allen Building</b>	<b>\$20,000</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Install underground utilities and transformer for the Allen building project.	
	<b>Justification</b>	To provide affordable housing, reliable electric service, and promote growth within the community.	
80-ELF-008-21	<b>80 - 215 - Electric Reserve</b>	<b>Overhead Aerial Cable Project - Woodhill Drive</b>	<b>\$70,000</b>
	<b>Improvement Type</b>	Building & Building Improvements	
	<b>Description</b>	Replace 9,263 linear feet of existing overhead lines with aerial cable in areas that we have right of way restrictions. We plan on having the overhead single-phase lines engineered for cost estimates and replacement in previously identified locations.	
	<b>Justification</b>	Many of these lines are costly to maintain due to yard fences and vegetative growth. Replacement will add reliability while lowering maintenance costs.	
80-ELF-009-21	<b>80 - 215 - Electric Reserve</b>	<b>Overhead Aerial Cable project - Krudwig Avenue, Walser and Dc</b>	<b>\$50,000</b>
	<b>Improvement Type</b>	Building & Building Improvements	
	<b>Description</b>	Replace 7,525 linear feet of existing overhead lines with aerial cable in areas that we have right of way restrictions. We plan on having the overhead single-phase lines engineered for cost estimates and replacement in previously identified locations.	
	<b>Justification</b>	Many of these lines are costly to maintain due to yard fences and vegetative growth. Replacement will add reliability while lowering maintenance costs.	
<b>80 - Electric - Total</b>			<b>\$387,000</b>
<b>85 - Waste Water</b>			
80-ELF-005-22	<b>85 - 200 - WWTP and Operation</b>	<b>Radio</b>	<b>\$38,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Update current radio system.	
	<b>Justification</b>	Updating current truck radios will allow for better communication between City departments and crews during emergency events and switching procedures.	
85-WWO-001-14	<b>85 - 200 - WWTP and Operation</b>	<b>Collection Improvements- Goodwin Hollow Watershed</b>	<b>\$500,000</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Sanitary Sewer Evaluation Study (SSES) of Goodwin Hollow watershed and rehabilitation/improvements identified within report (MULTIYEAR FUNDING). Improvements anticipated include lining of pipes and manholes, creation of new design standards, and other best management practices. Note: Formerly 85-ENV-001-14	
	<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	

Project Number	Project Information		FY 22 Budget
85-WWO-001-19	85 - 200 - WWTP and Operation	Lift Station Improvements	\$60,000
	Improvement Type	Land & Land Improvements	
	Description	Replacement of electrical control panels and installing access hatches and pump slide rails to approximately 15 current lift stations. Conversion of 9 wet well mounted lift stations to submersible pump lift stations. Replace/Rebuild pumps and motors on the existing 43 lift stations. Note: Formerly 85-ENV-001-19	
	Justification	The existing aged lift stations need improvements to maintain reliable service. By installing slide rails for the pumps it almost eliminates the need for a manned entry into the confined space to perform maintenance and repairs	
85-WWO-002-22	85 - 200 - WWTP and Operation	Sewer Main: Stave Mill Easement	\$30,000
	Improvement Type	Land & Land Improvements	
	Description	Dig up and replace 4 manholes and 805 linear feet of 8-inch diameter Clay Tile pipe and 400 linear feet of 10-inch diameter clay with 8-inch and 10-inch diameter PVC. Note: Formerly 85-ENV-002-22	
	Justification	Existing sewer mains that have countless defects identified during routine collection system inspections considered failed infrastructure. These lines allow inflow and infiltration into the collection system during rain events contributing to wet-weather peak flows and sanitary sewer overflows.	
85-WWO-003-18	85 - 200 - WWTP and Operation	Replace Existing Wastewater Computer Systems	\$5,000
	Improvement Type	Furniture & Office Equipment	
	Description	Replacement of desktops, laptops, or tablets Win 7, 32 bit with Win 10 or greater. Note: Formerly 85-ENV-003-18	
	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. A new printer will need to be installed at WWTP	
85-WWO-004-22	85 - 200 - WWTP and Operation	Emerald Gate Liftstation Replacement ( Install Gravity Main)	\$20,000
	Improvement Type	Land & Land Improvements	
	Description	Replacing with a gravity sewer 1700 ft to replace liftstation	
	Justification	lift station is reaching the end of lift	
85-WWO-005-21	85 - 200 - WWTP and Operation	IDEX	\$5,500
	Improvement Type	Machinery & Equipment	
	Description	Replacement of EPA compliant E. coli testing equipment. Note: Formerly 85-ENV005-21	
	Justification	This will replace the existing testing equipment that is used in weekly DNR compliance testing. The existing equipment will have reached the end of its useful service life.	
85-WWO-005-22	85 - 200 - WWTP and Operation	North 5 Sewer Extension	\$35,000
	Improvement Type	Land & Land Improvements	
	Description	extend city sewer line for four properties	
	Justification	currently no sewer is available for these properties	
85-WWO-006-22	85 - 200 - WWTP and Operation	Lake Regional Sewer Extension	\$100,000
	Improvement Type	Land & Land Improvements	
	Description	New hospital being built	
	Justification	new hospital	
85-WWO-007-21	85 - 200 - WWTP and Operation	WWTP Perimeter Fence	\$100,000
	Improvement Type	Building & Building Improvements	
	Description	Install 2,500 feet of 6 foot chain link fence around the WWTP	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	This will keep us in compliance with Department of Natural Resources regulations by securing the facility and limiting access	
85-WWO-008-21	<b>85 - 200 - WWTP and Operation</b>	<b>Wastewater Equipment Repairs</b>	<b>\$100,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Replacement/Rebuild of Wastewater Pumps, Motors, and Equipment	
	<b>Justification</b>	Maintain equipment to insure reliability and to help reduce wastewater backups/overflows	
85-WWO-008-21A	<b>85 - 200 - WWTP and Operation</b>	<b>WWTP Phase II SCADA Programming &amp; Install</b>	<b>\$35,000</b>
	<b>Improvement Type</b>	Building & Building Improvements	
	<b>Description</b>	extensive system of water production & distribution	
	<b>Justification</b>	upgrades & maintenance to current SCADA system	
85-WWO-009-19	<b>85 - 200 - WWTP and Operation</b>	<b>Liftstation Critical Parts</b>	<b>\$25,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Critical parts to keep the 43 liftstations operational	
	<b>Justification</b>	Purchasing Critical parts and having them on hand will help eliminate a wastewater backup and/or overflow	
85-WWX-002-21	<b>85 - 200 - WWTP and Operation</b>	<b>Clarifiers #1,#2 and #3 Rehabilitation</b>	<b>\$90,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Sandblast and repaint 3 54 foot diameter clarifiers with epoxy paint	
	<b>Justification</b>	The existing paint is flaking off and causing buildup of algae which affects the quality of treatment	
<b>85 - Wastewater - Total</b>			<b>\$1,143,500</b>
<b>87 - Water</b>			
80-ELF-005-22B	<b>87 - 200 - Water Operation</b>	<b>Radio</b>	<b>\$28,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Update current radio system.	
	<b>Justification</b>	Updating current truck radios will allow for better communication between City departments and crews during emergency events and switching procedures.	
87-WTR-001-21	<b>87 - 200 - Water Operation</b>	<b>Water Tie Line: Twin Oaks &amp; Tower</b>	<b>\$16,000</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Install approximately 650 linear feet of 6-inch and 350 linear feet of 8-inch water line and 1 fire hydrant. Note: Formerly 87-ENV-001-21	
	<b>Justification</b>	This will eliminate a dead end water line, creating a loop feed improving the water distribution system in this area of the distribution system.	
87-WTR-001-22	<b>87 - 200 - Water Operation</b>	<b>Water Main: Owens</b>	<b>\$22,000</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	Install 650 linear feet of 6-inch PVC water line along Owens Drive between Springfield and Elm Street. Note: Formerly 87-ENV-001-22	
	<b>Justification</b>	This will create a loop feed improving the water distribution system in this area of the distribution system. This is being done in conjunction with the street improvements	
87-WTR-003-22	<b>87 - 200 - Water Operation</b>	<b>Maple Lane Water Line Improvements</b>	<b>\$120,000</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	extend 12" water line	
	<b>Justification</b>	improve fire flow and water flow	
87-WTR-004-19	<b>87 - 200 - Water Operation</b>	<b>Water Wells: Chlorine Analyzer Replacements</b>	<b>\$10,000</b>
	<b>Improvement Type</b>	Machinery & Equipment	
	<b>Description</b>	Replacement of the existing chlorine analyzers in the seven wells. Note: Formerly 87-ENV-004-19	
	<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.	
87-WTR-004-22	<b>87 - 200 - Water Operation</b>	<b>Cypress- Jessie to Southlawn Water Services</b>	<b>\$3,500</b>
	<b>Improvement Type</b>	Land & Land Improvements	
	<b>Description</b>	replacing the services before street paves road	
	<b>Justification</b>	replacing 2 tandem long side services	

Project Number	Project Information		FY 22 Budget
87-WTR-005-22	87 - 200 - Water Operation	Jessie- Hwy 5 to Amy Water Services	\$8,500
	Improvement Type	Land & Land Improvements	
	Description	replacing the services before street paves road in subdivision	
	Justification	2 tandem and 7 single long side services	
	87 - 200 - Water Operation	Replace Existing Water Computer Systems	\$5,000
	Improvement Type	Furniture & Office Equipment	
	Description	Replacement of desktops, laptops, or tablets with Win 7 32-bit to Win 10. Note: Formerly 87-ENV-005-18	
	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	
87-WTR-007-21	87 - 200 - Water Operation	Water Services: New Buffalo Road	\$6,000
	Improvement Type	Land & Land Improvements	
	Description	Move 6 customers from the 4-inch cast iron water line to the 12-inch PVC water line along New Buffalo Road between Marvin and Dickinson Avenue. Note: Formerly 87-ENV007-21	
	Justification	This will eliminate approximately 450' of aged 4-inch cast iron water main line, improving the water distribution system in this area of the distribution system.	
87-WTR-008-20	87 - 200 - Water Operation	Water Well Critical Parts	\$10,000
	Improvement Type	Machinery & Equipment	
	Description	Keep in stock critical parts for the operation and maintenance of the water wells and towers.	
	Justification	To keep the wells and towers in good operating condition	
87 - Water - Total			\$229,000
Multiple Departments / Funds			
99-ITS-002022	80 - 200 - Electric Operating	SCALE Nodes	\$2,538
	Improvement Type	Furniture & Office Equipment	
	Description	Purchase additional SCALE nodes	
	Justification	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-21	01 - 105 - Municipal Court	Switches	\$110
	Improvement Type	Furniture & Office Equipment	
	Description	Purchase switches for expansion	
	Justification	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21A	01 - 140 - Mayor & Council	Switches	\$56
	Improvement Type	Furniture & Office Equipment	
	Description	Purchase switches for expansion	
	Justification	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21B	01 - 145 - City Administration	Switches	\$166
	Improvement Type	Furniture & Office Equipment	
	Description	Purchase switches for expansion	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21C	<b>01 - 145 - City Administration</b>	<b>Switches</b>	\$110
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21D	<b>01 - 150 - City Clerk Office</b>	<b>Switches</b>	\$110
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21E	<b>01 - 170 - Finance Department</b>	<b>Switches</b>	\$166
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21F	<b>40 - 500 - Tourism</b>	<b>Switches</b>	\$110
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21G	<b>50 - 305 - Codes Administration</b>	<b>Switches</b>	\$386
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21H	<b>01 - 130 - Civic Center</b>	<b>Switches</b>	\$166
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21I	<b>60 - 305 - Garage</b>	<b>Switches</b>	\$110
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21J	<b>60 - 315 - Information Technology</b>	<b>Switches</b>	\$276
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21K	<b>60 - 320 - Facilities Management</b>	<b>Switches</b>	\$166
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21L	<b>79 - 500 - Parks Operation and Adr Switches</b>	<b>Switches</b>	\$166
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21M	<b>73 - 100 - Airport General</b>	<b>Switches</b>	\$110
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21N	<b>80 - 200 - Electric Operating</b>	<b>Switches</b>	\$442
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21O	<b>03 - 510 - Fire Public Safety</b>	<b>Switches</b>	\$552
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21P	<b>03 - 515 - Police Public Safety</b>	<b>Switches</b>	\$3,584
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21Q	<b>08 - 500 - Street Operation</b>	<b>Switches</b>	\$276
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21R	<b>85 - 200 - WWTP and Operation</b>	<b>Switches</b>	\$496
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-21S	<b>87 - 200 - Water Operation</b>	<b>Switches</b>	\$442
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase switches for expansion	
	<b>Justification</b>	With the Ag Barn and Palmer additions to the fiber ring, the switches will enable network access and communication. Both buildings do not have City of Lebanon access. Fiber is located at both buildings but has yet to be terminated	
99-ITS-002-22	<b>01 - 105 - Municipal Court</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22A	<b>01 - 110 - Fire Department</b>	<b>SCALE Nodes</b>	\$3,172
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22B	<b>01 - 130 - Civic Center</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22C	<b>01 - 140 - Mayor &amp; Council</b>	<b>SCALE Nodes</b>	\$318
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22D	<b>01 - 145 - City Administration</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22E	<b>01 - 145 - City Administration</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22F	01 - 150 - City Clerk Office	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22G	01 - 170 - Finance Department	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22H	03 - 515 - Police Public Safety	<b>SCALE Nodes</b>	\$20,620
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22I	08 - 500 - Street Operation	<b>SCALE Nodes</b>	\$1,586
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22J	40 - 500 - Tourism	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22K	40 - 500 - Tourism	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22L	50 - 305 - Codes Administration	<b>SCALE Nodes</b>	\$2,220
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22M	<b>60 - 305 - Garage</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22N	<b>01 - 175 - HR</b>	<b>Domain Rebuild</b>	\$3,204
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22O	<b>50 - 305 - Codes Administration</b>	<b>Domain Rebuild</b>	\$1,068
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22P	<b>60 - 310 - Warehouse</b>	<b>Domain Rebuild</b>	\$1,068
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22Q	<b>01 - 105 - Municipal Court</b>	<b>Domain Rebuild</b>	\$4,272
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22R	<b>01 - 140 - Mayor &amp; Council</b>	<b>Domain Rebuild</b>	\$9,612
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22S	<b>01 - 145 - City Administration</b>	<b>Domain Rebuild</b>	\$2,136
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22T	<b>01 - 150 - City Clerk Office</b>	<b>Domain Rebuild</b>	\$3,204
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22U	<b>01 - 170 - Finance Department</b>	<b>Domain Rebuild</b>	\$4,272
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22V	<b>01 - 130 - Civic Center</b>	<b>Domain Rebuild</b>	\$6,408
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22W	<b>60 - 305 - Garage</b>	<b>Domain Rebuild</b>	\$3,204
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22X	<b>60 - 315 - Information Technology</b>	<b>Domain Rebuild</b>	\$8,544

Project Number	Project Information		FY 22 Budget
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22Y	<b>60 - 320 - Facilities Management</b>	<b>Domain Rebuild</b>	\$2,136
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22Y	<b>73 - 100 - Airport General</b>	<b>Domain Rebuild</b>	\$4,272
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AA	<b>79 - 500 - Parks Operation and Adr</b>	<b>Domain Rebuild</b>	\$3,204
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AB	<b>50 - 305 - Codes Administration</b>	<b>Domain Rebuild</b>	\$5,340
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AC	<b>03 - 510 - Fire Public Safety</b>	<b>Domain Rebuild</b>	\$32,039
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AD	<b>80 - 200 - Electric Operating</b>	<b>Domain Rebuild</b>	\$18,155
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AE	<b>03 - 515 - Police Public Safety</b>	<b>Domain Rebuild</b>	\$50,194
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AF	<b>87 - 200 - Water Operation</b>	<b>Domain Rebuild</b>	\$21,359
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AG	<b>85 - 200 - WWTP and Operation</b>	<b>Domain Rebuild</b>	\$21,359
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AH	<b>08 - 500 - Street Operation</b>	<b>Domain Rebuild</b>	\$12,815
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase new virtual and change .local	
	<b>Justification</b>	Need to migrate from .local to .org and provide more robust online atmosphere	
99-ITS-002-22AI	<b>60 - 320 - Facilities Management</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22AJ	<b>73 - 100 - Airport General</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22AK	<b>79 - 500 - Parks Operation and Adr</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22AL	<b>85 - 200 - WWTP and Operation</b>	<b>SCALE Nodes</b>	\$2,856
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-002-22AM	<b>87 - 200 - Water Operation</b>	<b>SCALE Nodes</b>	\$2,538
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITS-005-22A	<b>83 - 200 - Fiber Operating</b>	<b>GIS Build</b>	\$1,857
	<b>Improvement Type</b>	Software - Purchase	
	<b>Description</b>	Puch GIS to Pro Version from Acrmap	
	<b>Justification</b>	Arcmap is end of life end of service.	
99-ITS-005-22B	<b>50 - 315 - Mapping &amp; GIS</b>	<b>GIS Build</b>	\$1,858
	<b>Improvement Type</b>	Software - Purchase	
	<b>Description</b>	Puch GIS to Pro Version from Acrmap	
	<b>Justification</b>	Arcmap is end of life end of service.	
99-ITS-005-22C	<b>03 - 515 - Police Public Safety</b>	<b>GIS Build</b>	\$1,857
	<b>Improvement Type</b>	Software - Purchase	
	<b>Description</b>	Puch GIS to Pro Version from Acrmap	
	<b>Justification</b>	Arcmap is end of life end of service.	
99-ITS-005-22D	<b>80 - 200 - Electric Operating</b>	<b>GIS Build</b>	\$1,857
	<b>Improvement Type</b>	Software - Purchase	
	<b>Description</b>	Puch GIS to Pro Version from Acrmap	
	<b>Justification</b>	Arcmap is end of life end of service.	
99-ITS-005-22E	<b>87 - 200 - Water Operation</b>	<b>GIS Build</b>	\$1,857
	<b>Improvement Type</b>	Software - Purchase	
	<b>Description</b>	Puch GIS to Pro Version from Acrmap	
	<b>Justification</b>	Arcmap is end of life end of service.	
99-ITS-005-22F	<b>85 - 200 - WWTP and Operation</b>	<b>GIS Build</b>	\$1,857
	<b>Improvement Type</b>	Software - Purchase	
	<b>Description</b>	Puch GIS to Pro Version from Acrmap	
	<b>Justification</b>	Arcmap is end of life end of service.	
99-ITS-005-22G	<b>08 - 500 - Street Operation</b>	<b>GIS Build</b>	\$1,857
	<b>Improvement Type</b>	Software - Purchase	
	<b>Description</b>	Puch GIS to Pro Version from Acrmap	
	<b>Justification</b>	Arcmap is end of life end of service.	
99-ITX-001-21	<b>01 - 105 - Municipal Court</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21A	<b>01 - 140 - Mayor &amp; Council</b>	<b>SCALE Nodes</b>	\$318
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21B	<b>01 - 145 - City Administration</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21C	<b>40 - 500 - Tourism</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21D	<b>01 - 145 - City Administration</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21E	<b>01 - 150 - City Clerk Office</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21F	<b>01 - 170 - Finance Department</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21G	<b>50 - 305 - Codes Administration</b>	<b>SCALE Nodes</b>	\$2,220
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21H	<b>01 - 130 - Civic Center</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21I	<b>60 - 305 - Garage</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21J	<b>60 - 315 - Information Technology</b>	<b>SCALE Nodes</b>	\$1,586
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21K	<b>60 - 320 - Facilities Management</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21L	<b>79 - 500 - Parks Operation and Adr</b>	<b>SCALE Nodes</b>	\$952
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21M	<b>73 - 100 - Airport General</b>	<b>SCALE Nodes</b>	\$634
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21N	<b>80 - 200 - Electric Operating</b>	<b>SCALE Nodes</b>	\$2,538
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	

Project Number	Project Information		FY 22 Budget
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21O	03 - 510 - Fire Public Safety	<b>SCALE Nodes</b>	\$3,172
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21P	03 - 515 - Police Public Safety	<b>SCALE Nodes</b>	\$20,620
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21Q	08 - 500 - Street Operation	<b>SCALE Nodes</b>	\$1,586
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21R	85 - 200 - WWTP and Operation	<b>SCALE Nodes</b>	\$2,856
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
99-ITX-001-21S	87 - 200 - Water Operation	<b>SCALE Nodes</b>	\$2,538
	<b>Improvement Type</b>	Furniture & Office Equipment	
	<b>Description</b>	Purchase additional SCALE nodes	
	<b>Justification</b>	With the Ag Barn, Atchley Park, Palmer, and Downtown Business District additions to the network, the SCALE will be overworked. Two additional hardware devices will ensure the routing and storage of information is seamless. The cost will be spread across departments as they will become data access points for the closest processing point	
<b>Multiple Departments / Funds</b>			\$329,909
<b>Total City</b>			\$10,723,710

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

	Estimated Beginning Balance	Revenues	Expenditures	Projected Ending Balance	Percent Change in Fund balance	Dollar Change in Fund balance
General	\$2,766,016	\$6,817,700	\$7,767,650	\$1,816,066	-34.34%	(\$949,950)
Public Safety	\$1,318,227	\$2,750,005	\$3,155,869	\$912,363	-30.79%	(\$405,864)
Street	\$1,583,468	\$3,160,300	\$4,165,858	\$577,910	-63.50%	(\$1,005,558)
Capital	\$711,032	\$4,790,000	\$4,494,559	\$1,006,473	41.55%	\$295,441
Tourism	\$79,467	\$250,290	\$284,515	\$45,242	-43.07%	(\$34,225)
Economic Development	\$985,429	\$1,136,568	\$1,357,097	\$764,900	-22.38%	(\$220,529)
Codes Administration	\$290,867	\$1,299,498	\$1,590,365	\$0	-100.00%	(\$290,867)
Service	\$0	\$1,117,752	\$1,117,751	\$1	0.00%	\$1
Benefits	\$1,652,035	\$3,516,855	\$3,527,171	\$1,641,719	-0.62%	(\$10,316)
Airport	\$0	\$630,637	\$630,637	\$0	0.00%	\$0
Downtown Business District	\$57,189	\$65,635	\$77,108	\$45,716	-20.06%	(\$11,473)
Parks	\$541,070	\$799,975	\$1,020,119	\$320,926	-40.69%	(\$220,144)
Electric	\$8,272,030	\$26,677,806	\$26,182,472	\$8,767,364	5.99%	\$495,334
Fiber	\$72,559	\$75,000	\$104,112	\$43,447	-40.12%	(\$29,112)
Wastewater	\$1,719,512	\$3,889,746	\$4,127,221	\$1,482,037	-13.81%	(\$237,475)
Water	\$718,323	\$1,782,525	\$1,927,719	\$573,129	-20.21%	(\$145,194)
<b>GRAND TOTAL</b>	<b>\$20,767,224</b>	<b>\$58,760,292</b>	<b>\$61,530,223</b>	<b>\$17,997,293</b>	<b>-13.34%</b>	<b>(\$2,769,931)</b>

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

The **General Fund** is scheduled to decrease by 34.34% due to a slight reduction in normal revenues related to COVID-19, increase in personnel costs and increased costs in the service funds.

The **Public Safety Fund** is scheduled to decrease by 30.79%. This is due to planned investment in Capital and an increase in personnel costs related to increased services.

The **Street Fund** is scheduled to decrease by 63.50% due to planned increase in Streets impovement related to the results of our Citizen survey.

The **Capital Fund**, scheduled to increase by 41.55%. Although Capital investment is high, the planned increase is related to unforseen costs associated with the construction of the new Public Safety building.

The **Tourism Fund** is scheduled to decrease by 43.07% due increased advertising and professional services.

The **Economic Development Fund** is scheduled to decrease by 22.38% as a result of planned subdivision development. This fund helps offset Codes Administration where subdivision costs are

expended.

The **Codes Administration Fund** is scheduled to decrease due to planned investment in new subdivisions. This fund is an internal service fund and should net 0. Prior fund balance was provided for by Economic Development in an attempt to offset housing growth.

The **Downton Business District Fund** is scheduled to decrease by 20.06% due to investment in projects to include clean-up efforts and partial funding of a contract employee.

The **Parks Fund** is scheduled to decrease by 40.69% due to planned spending of the Park Master Plan projects and an increase in personnel costs.

The **Fiber Fund** is scheduled to decrease by 40.12% as a result of investment in projects for expanding our fiber network.

The **Wastewater Fund** is scheduled to decrease by 13.88% due to increased personnel costs and planned capital improvements to our wastewater treatment plant.

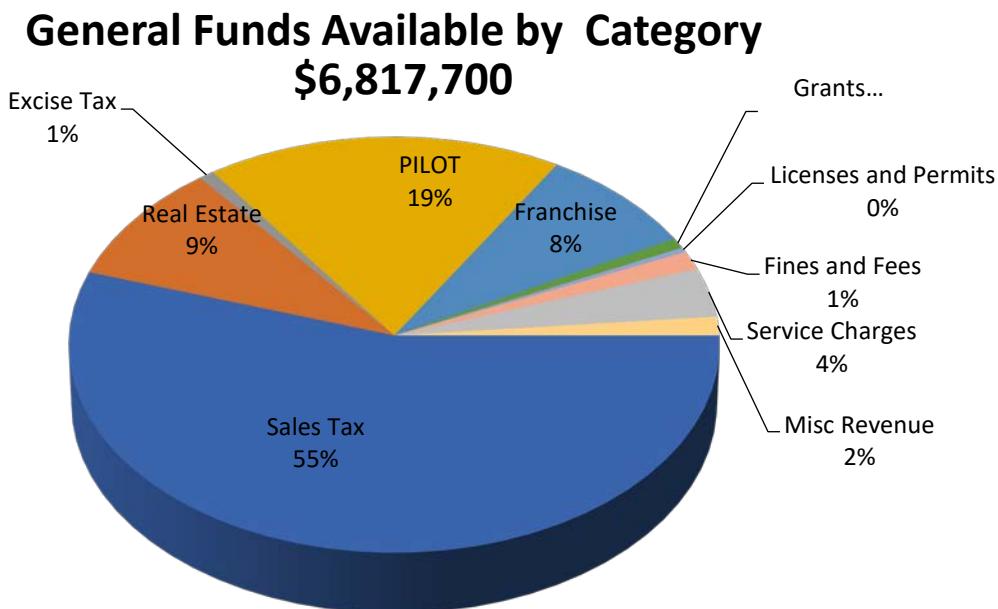
The **Water Fund** is scheduled to decrease 20.21% due to an investment of capital improvements and purchases.

# 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 finance and 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 Fund Revenue and Expenses by Category

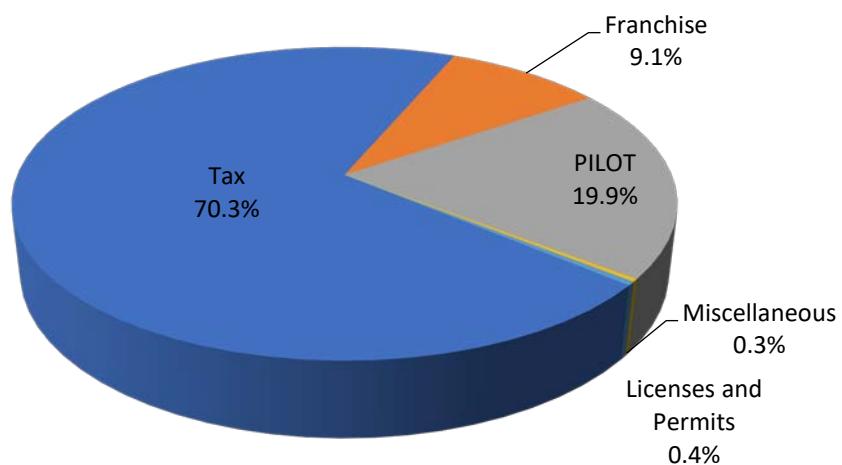
General Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$4,522,449	\$4,263,000	\$4,705,000	\$4,445,000
Franchise Fees	\$602,441	\$565,000	\$575,000	\$575,000
PILOTs	\$1,253,007	\$1,166,275	\$1,263,000	\$1,260,350
Intergovernmental	\$21,211	\$31,000	\$42,300	\$54,000
Service Charges	\$5,846	\$1,900	\$2,400	\$1,900
Rentals	\$195,947	\$257,550	\$264,800	\$259,000
Licenses and Permits	\$16,188	\$25,000	\$25,000	\$25,000
Fines	\$122,380	\$112,500	\$62,200	\$98,200
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$144,869	\$102,000	\$351,370	\$99,250
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$6,884,338</b>	<b>\$6,524,225</b>	<b>\$7,291,070</b>	<b>\$6,817,700</b>
<b>Expenses</b>				
Personnel	\$4,835,716	\$5,394,706	\$5,019,983	\$5,511,013
Capital	\$148,070	\$43,476	\$247,006	\$51,316
Grants	\$19,837	\$1,000	\$14,070	\$32,934
Utilities	\$274,465	\$305,320	\$293,800	\$302,100
Professional Services	\$800,404	\$788,795	\$879,658	\$850,082
Supplies and Materials	\$130,653	\$123,241	\$135,310	\$136,976
Tools, Equipment, and Vehicles	\$216,297	\$219,300	\$247,704	\$259,940
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$531,723	\$598,512	\$543,547	\$623,290
<b>Total Expenses</b>	<b>\$6,957,165</b>	<b>\$7,474,350</b>	<b>\$7,381,078</b>	<b>\$7,767,651</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.

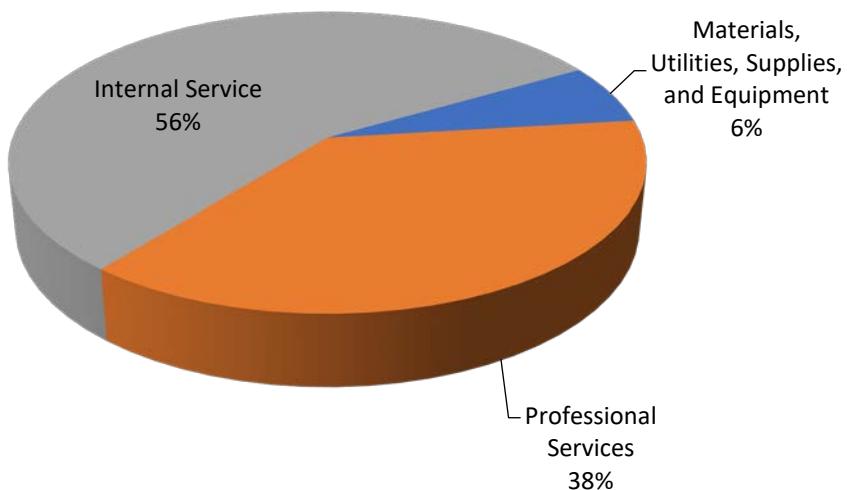
### General Revenue by Category

**\$6,321,350**



### General Expenses by Category

**\$1,115,169**



01 - 100 - General			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
014_1000_001	Tax-Sales 1%		3,600,000	3,580,000	3,750,000	3,750,000
014_1000_003	Tax-Real Estate		615,000	625,000	640,000	640,000
014_1000_004	Tax-Cigarette		59,000	58,000	55,000	55,000
014_1005_001	Franchise-Telephone		20,000	20,000	50,000	50,000
014_1005_002	Franchise-Natural Gas		215,000	215,000	215,000	215,000
014_1005_003	Franchise-Cable Television		80,000	60,000	40,000	40,000
014_1005_004	Franchise-Cellular		180,000	165,000	165,000	165,000
014_1005_005	Franchise-Laclede Electric		110,000	105,000	105,000	105,000
014_1010_001	PILOT-Electric		1,197,250	1,077,525	1,171,600	1,171,600
014_1010_002	PILOT-Water		95,000	85,000	85,000	85,000
014_1010_003	PILOT-Fiber		4,500	3,750	3,750	3,750
014_3010_002	Misc-Donations		0	15,000	0	0
014_3010_003	Misc-Interest Income		8,000	0	12,000	12,000
014_3010_006	Misc-Miscellaneous		2,500	2,500	3,000	3,000
014_3010_012	Misc-Purchasing Card Rebate		1,000	1,000	1,000	1,000
014_4000_001	Licenses-Beverage		25,000	25,000	25,000	25,000
<b>Total Fines</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Revenues</b>			<b>6,212,250</b>	<b>6,037,775</b>	<b>6,321,350</b>	<b>6,321,350</b>
015_1025_002	Employee-		45	45	45	45
<b>Total Employee</b>			<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>
<b>Total</b>			<b>45</b>	<b>45</b>	<b>45</b>	<b>45</b>
015_2015_000	Capital Exp-Furniture and Fixtures		2,000	0	12,494	0
015_2020_000	Capital Exp-Machinery and		0	0	0	0
<b>Total Capital</b>			<b>2,000</b>	<b>0</b>	<b>12,494</b>	<b>0</b>
015_4020_001	A.C.T. Transitional Housing		0	0	1,720	0
<b>Total Other</b>			<b>0</b>	<b>0</b>	<b>1,720</b>	<b>0</b>
<b>Total Grants</b>			<b>0</b>	<b>0</b>	<b>1,720</b>	<b>0</b>
015_5000_001	Utilities-Electric		49,000	52,000	51,000	51,000
015_5000_002	Utilities-Water		200	150	150	150
015_5000_003	Utilities-Sewer		200	175	175	175
015_5005_002	Utilities-Natural Gas		850	1,200	4,000	2,500
015_5010_001	Utilities-Landline and Fiber		9,000	10,000	9,200	9,200
<b>Total Utilities</b>			<b>59,250</b>	<b>63,525</b>	<b>64,525</b>	<b>63,025</b>
015_6000_001	Prof Services-Legal		60,000	57,000	60,000	60,000

01 - 100 - General		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	015_6000_002	Prof Services-Engineering	5,000	0	0	0
	015_6000_006	Prof Services-Auditing	31,500	32,000	31,500	31,500
	015_6000_011	Prof Services-Dues/License	7,000	7,000	7,000	7,000
	015_6000_014	Prof Service-Events and Functions	40,000	25,000	10,000	22,500
	015_6000_015	Prof Service-Service Contracts	77,790	107,950	75,000	90,000
	015_6000_018	Prof Service-Damage Claims	1,000	500	500	500
	015_6000_019	Prof Service-Credit Card Fee	50	50	50	50
	<b>Total</b>		<b>222,340</b>	<b>229,500</b>	<b>184,050</b>	<b>211,550</b>
	015_6005_001	Insurance-Vehicle	505	1,000	1,034	1,075
	015_6005_002	Insurance-Equipment	0	500	351	365
	015_6005_003	Insurance-Building & Property	7,755	7,850	8,037	8,359
	015_6005_004	Insurance-Boiler & Machinery	31,900	31,900	32,839	34,153
	015_6005_006	Insurance-Terrorism	560	450	449	467
	015_6005_007	Insurance-City Government	67,165	67,000	69,323	72,096
	015_6005_009	Insurance-Directors and Officers	2,570	2,750	2,807	2,919
	015_6005_010	Insurance-Umbrella	41,275	44,000	44,862	46,657
	015_6005_017	Insurance-Employee Benefits	315	315	327	340
	015_6005_018	Insurance-Employee Practices	5,530	5,400	5,498	5,718
	015_6005_020	Insurance-Cyber Liability	13,670	13,750	14,234	14,804
	<b>Total Insurance</b>		<b>171,245</b>	<b>174,915</b>	<b>179,761</b>	<b>186,953</b>
	015_6010_001	Advertising-Public Notices	0	550	1,000	1,000
	015_6010_003	Advertising-Print	550	50	50	2,530
	015_6010_004	Advertising-Internet	0	50	50	50
	015_6010_006	Advertising-Radio	0	0	165	200
	<b>Total</b>		<b>550</b>	<b>650</b>	<b>1,265</b>	<b>3,780</b>
	015_6015_001	Agreements-User Agreements	0	0	0	0
	015_6015_002	Agreements - Service Agreements	0	0	0	0
	015_6015_004	Agreements 1	0	0	0	0
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	015_6020_001	Software-Purchase	17,750	17,750	17,750	17,750
	015_6020_003	Software-Agreement	2,000	0	100	100
	<b>Total Software</b>		<b>19,750</b>	<b>17,750</b>	<b>17,850</b>	<b>17,850</b>
	<b>Total</b>		<b>413,885</b>	<b>422,815</b>	<b>382,926</b>	<b>420,133</b>
	015_7000_001	Supplies-Operational	2,500	2,100	3,000	3,000
	015_7005_003	Supplies-Postage	250	250	1,000	300

01 - 100 - General		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_7005_006	Supplies-Promo-Education		500	0		400
015_7010_001	Supplies-Janitorial		0	300	400	400
015_7010_003	Supplies-Break Room		4,250	300	300	300
015_7010_004	Supplies-Chemicals		0	0	100	150
015_7015_004	Supplies-Safety		0	0	600	600
<b>Total Supplies</b>			<b>7,500</b>	<b>2,950</b>	<b>5,400</b>	<b>5,150</b>
015_7500_004	Materials-Landscaping		500	550	550	550
015_7510_001	Materials-Paint		0	0	426	426
015_7510_004	Materials-Hardware		0	0	50	0
015_7510_005	Materials-Fixtures		500	250	400	400
015_7525_001	Materials-Infrastructure		500	350	350	350
<b>Total Materials</b>			<b>1,500</b>	<b>1,150</b>	<b>1,776</b>	<b>1,726</b>
015_8300_001	Equipment-Repair		1,500	1,400	2,500	1,500
015_8300_002	Equipment-Maintenance		500	700	300	300
<b>Total</b>			<b>2,000</b>	<b>2,100</b>	<b>2,800</b>	<b>1,800</b>
<b>Total Vehicles</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
015_9910_000	Internal Service-Personnel		643,601	0	0	0
01CommDev_In	Code Administration Allocation In		0	374,087	369,360	420,361
01Engineering_In	Code Administration Revenue		0	(146,035)	(172,815)	(172,815)
01Garage_In	Garage Allocation In		0	39,743	38,776	30,085
01IT_In	IT Allocation In		0	143,860	118,621	144,269
01Facility_In	Facility Mgmt Allocation In		0	127,008	123,626	135,753
01Janitorial_In	Janitorial Allocation In		0	39,221	44,738	48,675
01Purchasing_In	Purchasing / Warehouse Allocation		0	20,627	21,242	16,961
01Purchasing_Out	Purchasing / Warehouse Allocation		0	0	0	0
<b>Total Internal</b>			<b>643,601</b>	<b>598,511</b>	<b>543,548</b>	<b>623,290</b>
015_9999_000	Interfund Transfer		0	0	0	0
<b>Total Interfund</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Other</b>			<b>643,601</b>	<b>598,511</b>	<b>543,548</b>	<b>623,290</b>
<b>Total Expenses</b>			<b>1,129,781</b>	<b>1,091,096</b>	<b>1,015,234</b>	<b>1,115,168</b>
<b>Change in</b>			<b>5,082,469</b>	<b>4,946,679</b>	<b>5,306,116</b>	<b>5,206,182</b>

## Municipal Court

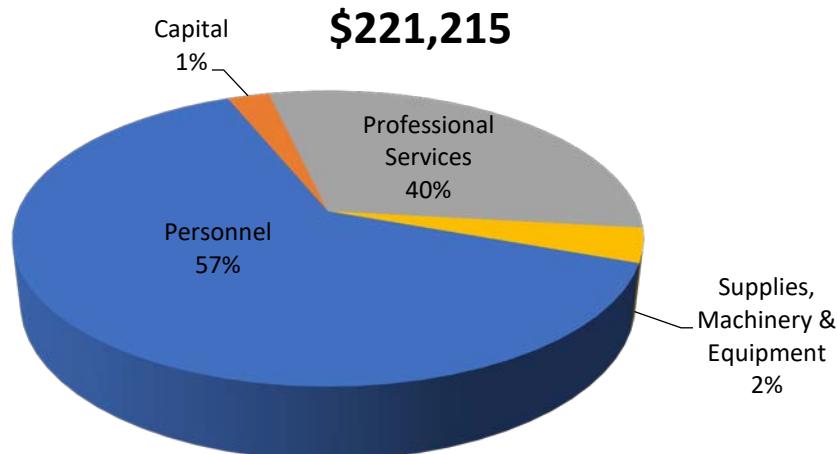
The Court is the judicial branch of City government. The municipal court has original jurisdiction to hear and determine all cases involving alleged violations of the Code of Ordinances and other ordinances of the city. The municipal court is subject to the general administrative authority of the presiding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

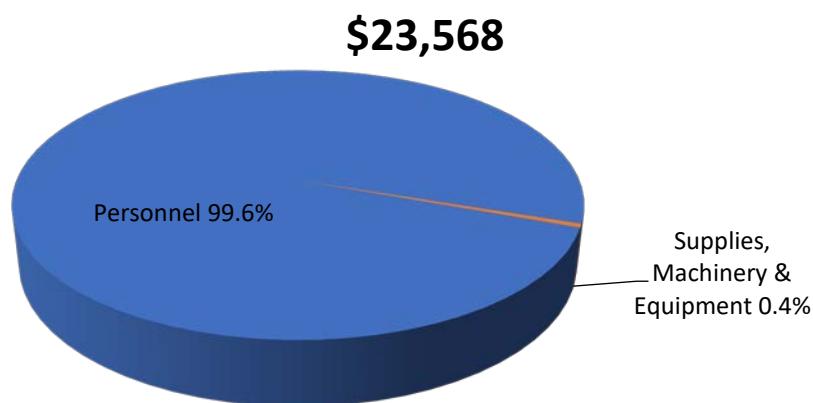
clerk of the municipal court and has the power to designate one or more deputy clerks to serve in absence of the clerk. The duties of the clerk and the deputy clerks include but are not limited to issuing warrants, collecting fines, taking oaths and affirmations, accepting signed complaints, and signing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

A separate budget is allocated for the Prosecuting Attorney.

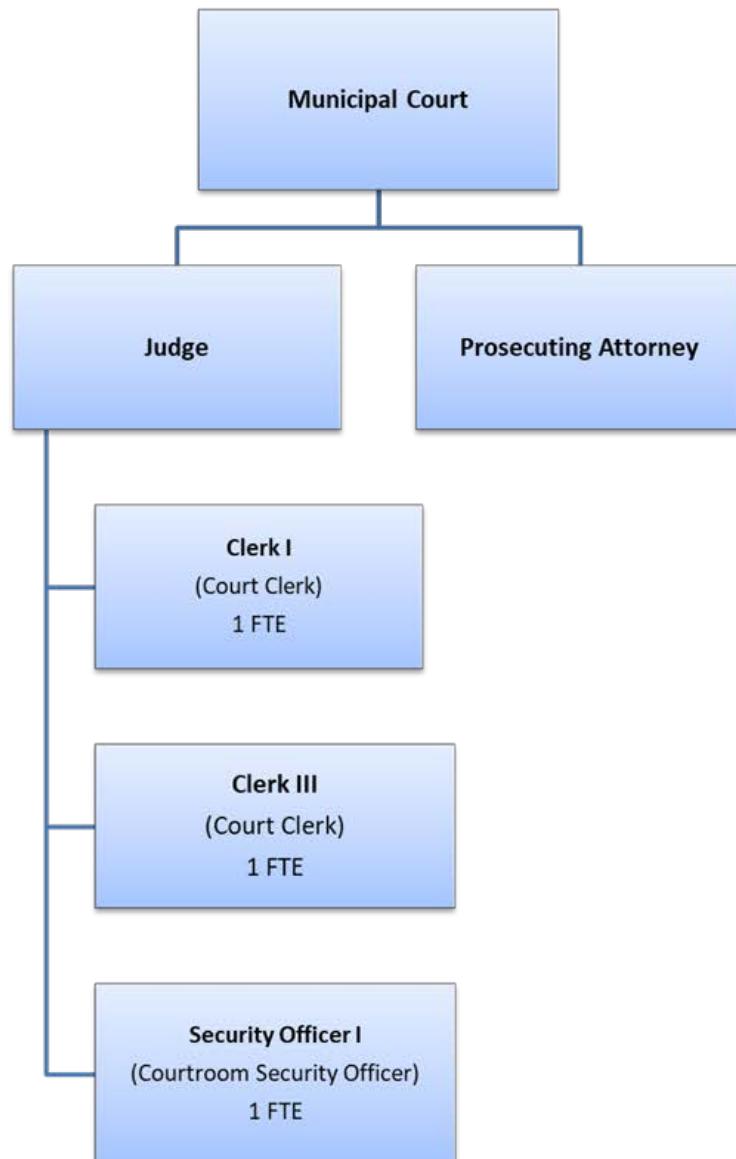
### Municipal Court Expense by Category



### Prosecuting Attorney Expense by Category



## Municipal Court Organizational Chart



01 - 105 - Municipal Court		FY2020	FY2021	FY2022	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
014_5000_001	Fines-Court Fines and Costs	105,000	90,000	80,000	80,000	
014_5000_002	Fines-Court Ordered Payments	26,000	19,000	15,000	15,000	
<b>Total Fines</b>		<b>131,000</b>	<b>109,000</b>	<b>95,000</b>	<b>95,000</b>	
<b>Total Revenues</b>		<b>131,000</b>	<b>109,000</b>	<b>95,000</b>	<b>95,000</b>	
015_1000_001	Fulltime Salary	62,489	93,392	67,472	69,496	
015_1000_002	Part Time Salary	39,901	13,700	40,869	40,808	
<b>Total Salaries -</b>		<b>102,390</b>	<b>107,091</b>	<b>108,341</b>	<b>110,304</b>	
015_1005_001	Health Premium-Employee	0	7,896	7,896	7,896	
015_1005_002	Health Premium-Family	7,900	0	0	0	
015_1005_003	Dental Premium-Employee	0	300	300	300	
015_1005_004	Dental Premium-Family	325	0	0	0	
015_1010_001	Life Insurance	130	278	111	111	
<b>Total Benefits -</b>		<b>8,355</b>	<b>8,474</b>	<b>8,307</b>	<b>8,307</b>	
015_1015_001	Lagers-General	8,190	8,839	8,839	9,312	
015_1015_004	Deferred Comp-Employer	1,300	1,300	1,300	1,300	
<b>Total Benefits -</b>		<b>9,490</b>	<b>10,139</b>	<b>10,139</b>	<b>10,612</b>	
015_1020_001	FICA-Employer	6,350	5,301	6,668	6,790	
015_1020_001IMP	FICA-Employer - Imported	6,350	0	0	0	
015_1020_002	Medicare-Employer	1,485	1,240	1,559	1,588	
015_1020_002IMP	Medicare-Employer - Imported	1,485	0	0	0	
015_1020_003	Unemployment Compensation	1,025	575	1,068	1,095	
015_1020_003IMP	Unemployment Compensation -	1,025	0	0	0	
<b>Total Payroll</b>		<b>8,860</b>	<b>7,115</b>	<b>9,295</b>	<b>9,473</b>	
015_1025_001	Employee-Uniforms	100	0	0	0	
015_1025_002	Employee-	450	450	450	450	
015_1025_004	Employee-Travel/Hotel	650	0	0	0	
015_1025_005	Employee-Training	900	800	800	800	
<b>Total Employee</b>		<b>2,100</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>	
<b>Total Personnel</b>		<b>131,195</b>	<b>134,070</b>	<b>137,332</b>	<b>139,947</b>	
015_2015_000	Capital Exp-Furniture and Fixtures	0	538	1,490	5,650	
015_2020_000	Capital Exp-Machinery and	1,204	0	0	0	
<b>Total Capital</b>		<b>1,204</b>	<b>538</b>	<b>1,490</b>	<b>5,650</b>	

01 - 105 - Municipal Court		FY2020	FY2021	FY2022	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	015_6000_005	Prof Services-Temporary	500	25	25	25
	015_6000_007	Prof Services-Toxicology Testing	50	25	25	25
	015_6000_008	Prof Services-MSHP Background	25	25	25	25
	015_6000_011	Prof Services-Dues/License	250	50	50	50
	015_6000_015	Prof Service-Service Contracts	75,000	64,000	60,000	60,000
	<b>Total</b>		<b>75,825</b>	<b>64,125</b>	<b>60,125</b>	<b>60,125</b>
	015_6005_002	Insurance-Equipment	20	20	18	18
	<b>Total Insurance</b>		<b>20</b>	<b>20</b>	<b>18</b>	<b>18</b>
	015_6020_001	Software-Purchase	0	0	833	1,200
	015_6020_003	Software-Agreement	990	4,000	4,000	6,000
	<b>Total Software -</b>		<b>990</b>	<b>4,000</b>	<b>4,833</b>	<b>7,200</b>
	<b>Total</b>		<b>76,835</b>	<b>68,145</b>	<b>64,976</b>	<b>67,343</b>
	015_7000_001	Supplies-Operational	1,500	2,500	2,500	2,500
	015_7000_002	Supplies-Computer Accessories	0	250	250	500
	015_7000_003	Supplies-Desk Accessories-Small	500	0	0	0
	015_7005_001	Supplies-Printing	250	50	50	50
	015_7005_002	Supplies-Mailing	250	50	50	50
	015_7005_003	Supplies-Postage	50	50	50	50
	015_7005_004	Supplies-Paper	150	125	125	125
	<b>Total Supplies</b>		<b>2,700</b>	<b>3,025</b>	<b>3,025</b>	<b>3,275</b>
	015_8300_002	Equipment-Maintenance	1,500	500	5,000	5,000
	<b>Total</b>		<b>1,500</b>	<b>500</b>	<b>5,000</b>	<b>5,000</b>
	015_8600_005	Vehicle-Fuel	50	50	0	0
	<b>Total Vehicles</b>		<b>50</b>	<b>50</b>	<b>0</b>	<b>0</b>
	<b>Total Expenses</b>		<b>213,484</b>	<b>206,328</b>	<b>211,823</b>	<b>221,215</b>
	<b>Change in</b>		<b>(82,484)</b>	<b>(97,328)</b>	<b>(116,823)</b>	<b>(126,215)</b>

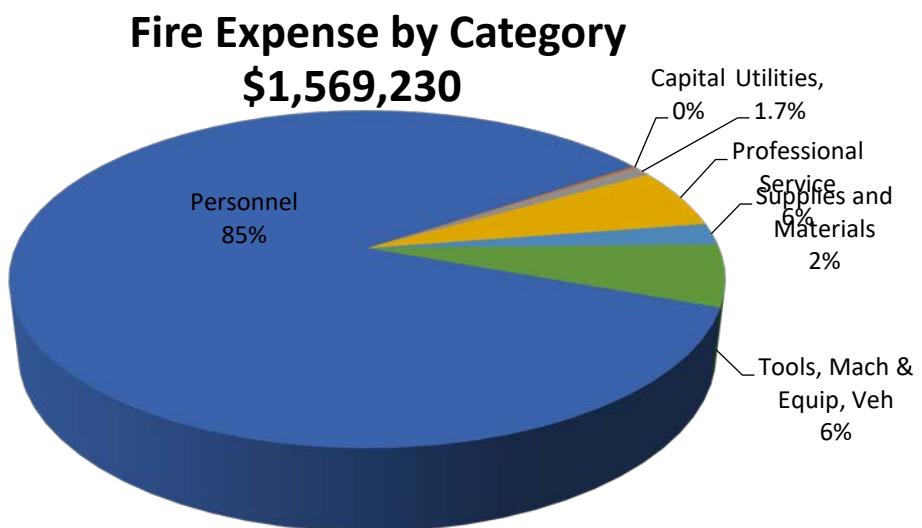
01 - 106 – Prosecuting Attorney		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
01	5_1000_001	Fulltime Salary	0	21,600	0	0
01	5_1000_001	Fulltime Salary	0	21,600	0	0
01	5_1000_002	Part Time Salary	21,600	0	22,641	21,600
<b>Total Salaries - General</b>			<b>21,600</b>	<b>21,600</b>	<b>22,641</b>	<b>21,600</b>
01	5_1010_001	Life Insurance	0	56	0	0
01	5_1010_001	Life Insurance	0	56	0	0
<b>Total Benefits - Insurance</b>			<b>0</b>	<b>56</b>	<b>0</b>	<b>0</b>
01	5_1020_001	FICA-Employer	1,340	1,339	1,404	1,339
01	5_1020_002	Medicare-Employer	315	313	328	313
01	5_1020_003	Unemployment Compensation	220	115	226	216
01	5_1020_004	Workman's Compensation	0	0	0	0
<b>Total Payroll Taxes - General</b>			<b>1,875</b>	<b>1,767</b>	<b>1,958</b>	<b>1,868</b>
<b>Total Personnel Costs</b>			<b>23,475</b>	<b>23,423</b>	<b>24,599</b>	<b>23,468</b>
01	5_7005_001	Supplies-Printing	50	25	25	25
01	5_7005_002	Supplies-Mailing	50	25	25	25
01	5_7005_003	Supplies-Postage	25	25	25	25
01	5_7005_004	Supplies-Paper	50	25	25	25
<b>Total Supplies</b>			<b>175</b>	<b>100</b>	<b>100</b>	<b>100</b>
<b>Total Expenses</b>			<b>23,650</b>	<b>23,523</b>	<b>24,699</b>	<b>23,568</b>
<b>Change in Department Balance</b>			<b>(23,650)</b>	<b>(23,523)</b>	<b>(24,699)</b>	<b>(23,568)</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 our 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.

### FY 2020-2021 Accomplishments:

During FY21 the Lebanon Fire Department completed a number of smaller projects including SCBA mask fit testing of all personnel, flow testing of all breathing apparatus, and expanding our online training to include fire service courses through Career Cert.



The Department also replaced our aging hydraulic rescue tools with new tools which incorporate new technology. The new tools are battery powered which all but eliminates setup time and can be used under water.

### Fiscal Year 2022 Goals:

- I. **Goal:** Further enhance the Lebanon Fire Department Safety and Education program by adding home gas detection devices to the list of items available from the Fire Department.  
**Strategy:** Re-establish activities including the installation of smoke and CO detectors in homes throughout the community. In FY22 introduce the addition of home gas detectors. Remind the community that escape ladders and small home fire extinguishers are also available. Strategies include door-to-door canvassing of neighborhoods, utilization of social and traditional media releases, monthly utility billing

messages, and public relation events during which participants can request installation of smoke detectors.

**Budgetary Factor:** For FY22 the budgetary impact should be minimal to zero. As a result of the suspension of the program due to COVID-19 in 2020, there are sufficient funds available in the account managed by the Lebanon Area Foundation to finance this program in FY22.

II. **Goal:** Improve operational relationships with Laclede County fire departments.

**Strategy:** Schedule and conduct a minimum of three hands-on-training sessions with county fire departments, focusing on fire suppression and technical rescue.

**Budgetary Factor:** The impact on the FY22 Budget is anticipated to be an additional \$2500 added to the training line item. The additional funds are sufficient to meet the needs of this training such as the replacement consumable supplies like foam solution or purchase materials such as wood for use during hands-on drills.

### Performance Measurements:

Average Response Times	2016	2017	2018	2019	2020
North District	5:35	4:53	5:03	5:35	5:26
South District	5:52	5:47	5:51	6:18	6:29
Southwest District	8:13	7:30	7:28	8:10	8:40
Over-All Within City	5:59	5:28	5:33	6:05	6:04

6 Minute 59 Second Response Time Percentage Within City of Lebanon				
2016	2017	2018	2019	2020
68.00%	76.50%	76.30%	70.10%	71.40%

Actual 90% Response Time (+) Within City of Lebanon				
2016	2017	2018	2019	2020
91.50%	91.10%	91.00%	93.30%	90.50%
9:59	8:59	8:59	9:59	8:59

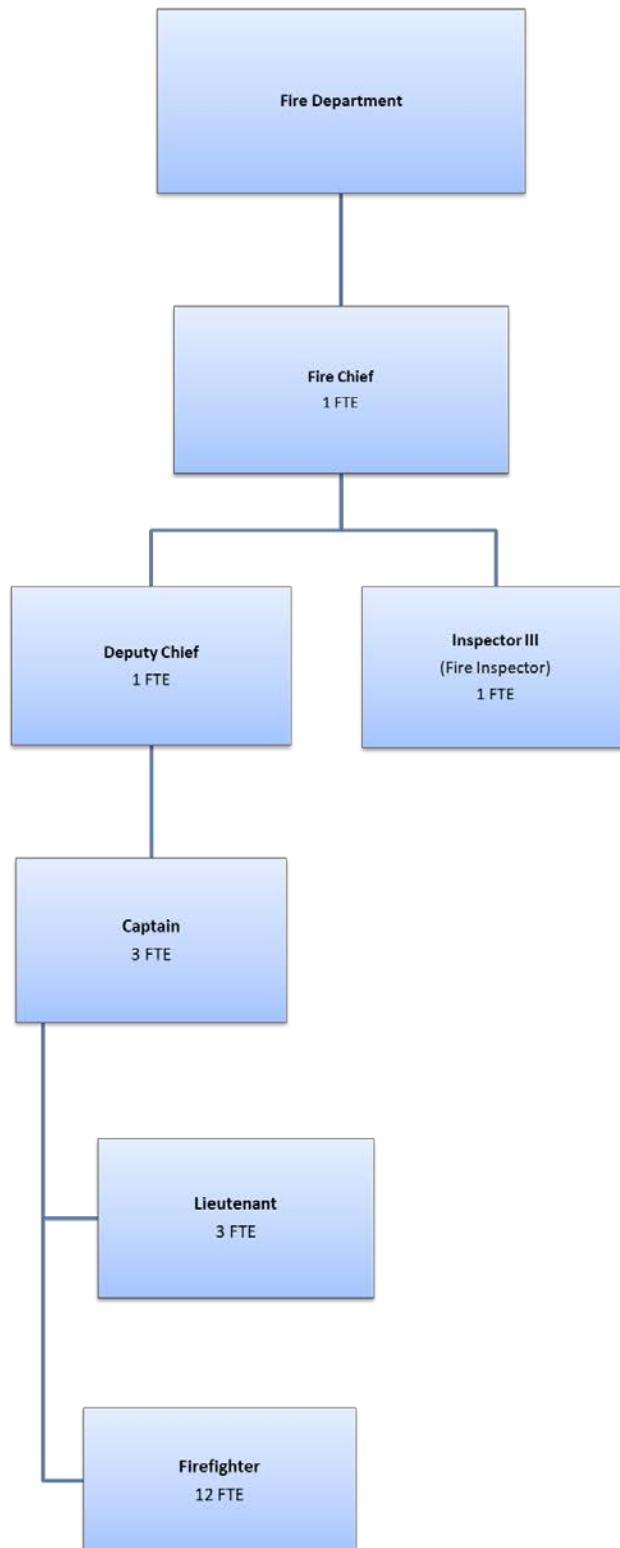
FD Safety & Education Program	2018	2019	2020
Homes Receiving Item	79	191	25
Smoke Detectors Installed	282	863	133
CO Detectors Installed	0	0	0
Escape Ladders Provided	0	0	0
Fire Extinguishers Provided	0	0	0
Fire Extinguisher Training Classes	0	3	0

Call Volumes	2016		2017		2018		2019		2020	
Incident Type	#	%	#	%	#	%	#	%	#	%
Fires	117	5.54	137	6.29	176	7.70	153	7.03%	117	5.74%
Over Pressure/Explosion	4	0.18	0	0	1	0.04	1	0.05%	2	0.10%
Rescue, MVA, EMS	1526	72.32	1500	68.96	1539	67.38	1442	66.24%	1263	61.97%
Hazardous Conditions	47	2.22	70	3.21	46	2.01	41	1.88%	49	2.40%
Service Calls	116	5.49	127	5.83	136	5.95	139	6.38%	191	9.37%
Good Intent	149	7.06	174	8	226	9.89	271	12.45%	290	14.23%
False Alarms	149	7.06	165	7.58	159	6.96	119	5.47%	123	6.04%
Weather Related	2	0.04	2	0.09	1	0.04	11	0.51%	3	0.15%
<b>Total</b>	<b>2110</b>		<b>2175</b>		<b>2284</b>		<b>2177</b>		<b>2038</b>	

### Previous Years' Goals:

- I. Goal: Reduce Fire Fighter exposure to cancer causing products of combustion.  
 Status: The department was successful in purchasing bunker gear and hoods specifically designed to reduce the amounts of toxic materials a Firefighter is exposed to. The Department continues to pursue operational procedures and cancer screenings in the future.
- III. Goal: Continue to improve life safety directly related to residential structure fires within the City.  
 Status: Due to COVID-19 Pandemic the Department suspended our smoke detector program for over a year, as a result we did not meet our stated goal. It is our hopes to aggressively pursue this program in the next fiscal year.

## Fire Department Organizational Chart



01 - 110 - Fire Department		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
014_3010_002	Misc-Donations		0	0	17,000	0
014_3010_006	Misc-Miscellaneous		0	0	20	0
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>17,020</b>	<b>0</b>
	<b>Total Service</b>		<b>0</b>	<b>0</b>	<b>17,020</b>	<b>0</b>
	<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>17,020</b>	<b>0</b>
015_1000_001	Fulltime Salary		766,328	829,566	743,708	861,064
015_1000_001IMP	FPT Salary - Imported		766,328	0	0	0
015_1000_005	Fulltime Overtime		0	105,103	92,144	95,670
015_1000_008	Fire Call Back Pay		90,063	0	0	0
	<b>Total Salaries -</b>		<b>856,391</b>	<b>934,669</b>	<b>835,852</b>	<b>956,734</b>
015_1005_001	Health Premium-Employee		0	15,792	31,584	31,584
015_1005_002	Health Premium-Family		234,690	199,179	155,449	185,517
015_1005_003	Dental Premium-Employee		0	300	1,200	1,200
015_1005_004	Dental Premium-Family		6,100	7,359	1,100	5,779
015_1010_001	Life Insurance		1,260	1,166	1,049	1,166
015_1010_001IMP	Life Insurance - Imported		1,260	0	0	0
	<b>Total Benefits -</b>		<b>242,050</b>	<b>223,796</b>	<b>190,382</b>	<b>225,246</b>
015_1015_003	Lagers-Fire		35,970	28,040	25,058	15,308
015_1015_003IMP	Lagers-Fire - Imported		35,970	0	0	0
015_1015_004	Deferred Comp-Employer		12,350	7,800	8,326	8,450
015_1015_004IMP	Deferred Comp-Employer -		12,350	0	0	0
	<b>Total Benefits -</b>		<b>48,320</b>	<b>35,840</b>	<b>33,384</b>	<b>23,758</b>
015_1020_001	FICA-Employer		53,100	38,105	48,216	55,002
015_1020_002	Medicare-Employer		12,420	8,912	11,276	12,863
015_1020_003	Unemployment Compensation		8,565	4,475	7,202	8,871
015_1020_004	Workman's Compensation		37,706	47,446	47,446	47,804
	<b>Total Payroll</b>		<b>111,791</b>	<b>98,937</b>	<b>114,140</b>	<b>124,541</b>
015_1025_001	Employee-Uniforms		8,500	7,250	9,000	0
015_1025_002	Employee-		600	600	2,000	3,500
015_1025_003	Employee-Books		200	500	500	500
015_1025_004	Employee-Travel/Hotel		1,500	0	500	0
015_1025_005	Employee-Training		10,000	0	6,500	0
015_1025_006	Employee-Recognition		1,750	1,750	1,500	2,000
015_1025_008	Employee-Hazmat Physicals		14,700	15,000	10,000	0

01 - 110 - Fire Department		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	<b>Total Employee</b>		<b>37,250</b>	<b>25,100</b>	<b>30,000</b>	<b>6,000</b>
	<b>Total Personnel</b>		<b>1,295,802</b>	<b>1,318,342</b>	<b>1,203,758</b>	<b>1,336,279</b>
015_2010_000	Capital Exp-Building and	0	0	195,132	0	
015_2015_000	Capital Exp-Furniture and Fixtures	0	2,690	3,172	3,172	
015_2020_000	Capital Exp-Machinery and	13,521	0	7,000	0	
	<b>Total Capital</b>	<b>13,521</b>	<b>2,690</b>	<b>205,304</b>	<b>3,172</b>	
015_5000_001	Utilities-Electric	7,200	8,900	8,900	8,900	
015_5000_002	Utilities-Water	150	180	180	180	
015_5000_003	Utilities-Sewer	240	250	250	250	
015_5010_001	Utilities-Landline and Fiber	700	700	700	700	
015_5015_001	Utilities-Cell Phones	800	800	800	800	
015_5020_002	Utilities-Internet Mobile	2,000	2,000	2,000	2,000	
015_5025_001	Utilities-Solid Waste	725	700	1,000	1,500	
	<b>Total Utilities</b>	<b>11,815</b>	<b>13,530</b>	<b>13,830</b>	<b>14,330</b>	
015_6000_001	Prof Services-Legal	10,000	10,000	5,000	5,000	
015_6000_007	Prof Services-Toxicology Testing	500	500	2,000	500	
015_6000_008	Prof Services-MSHP Background	100	100	100	100	
015_6000_011	Prof Services-Dues/License	1,000	750	100	750	
015_6000_015	Prof Service-Service Contracts	8,200	5,500	11,000	12,000	
015_6000_018	Prof Service-Damage Claims	500	500	500	500	
015_6000_019	Prof Service-Credit Card Fee	30	30	0	0	
	<b>Total</b>	<b>20,330</b>	<b>17,380</b>	<b>18,700</b>	<b>18,850</b>	
015_6005_001	Insurance-Vehicle	28,280	26,000	25,152	26,158	
015_6005_002	Insurance-Equipment	2,425	1,800	2,698	2,833	
015_6005_003	Insurance-Building & Property	1,010	3,650	3,278	3,409	
	<b>Total Insurance</b>	<b>31,715</b>	<b>31,450</b>	<b>31,128</b>	<b>32,400</b>	
015_6010_001	Advertising-Public Notices	0	0	750	0	
015_6010_002	Advertising-Employee	0	100	100	100	
015_6010_003	Advertising-Print	0	100	100	100	
015_6010_006	Advertising-Radio	0	624	624	624	
	<b>Total</b>	<b>0</b>	<b>824</b>	<b>1,574</b>	<b>824</b>	
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
015_6020_001	Software-Purchase	2,500	7,300	7,300	25,000	

01 - 110 - Fire Department		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_6020_002	Software-Upgrade		0	0	6,000	0
015_6020_003	Software-Agreement		11,129	7,000	9,900	13,000
<b>Total Software -</b>			<b>13,629</b>	<b>14,300</b>	<b>23,200</b>	<b>38,000</b>
<b>Total</b>			<b>65,674</b>	<b>63,954</b>	<b>74,602</b>	<b>90,074</b>
015_7000_001	Supplies-Operational		3,400	3,500	3,000	4,500
015_7000_002	Supplies-Computer Accessories		750	500	500	1,000
015_7000_003	Supplies-Desk Accessories-Small		500	248	619	3,000
015_7000_005	Supplies-Small Accessories		0	248	100	250
015_7005_001	Supplies-Printing		100	100	200	300
015_7005_002	Supplies-Mailing		100	100	25	25
015_7005_003	Supplies-Postage		100	100	150	100
015_7005_004	Supplies-Paper		100	100	100	100
015_7005_005	Supplies-Forms		100	100	0	25
015_7005_006	Supplies-Promo-Education		3,000	1,000	6,500	500
015_7010_001	Supplies-Janitorial		2,000	2,000	2,000	1,850
015_7010_002	Supplies-Cleaning and Sanitation		250	400	400	575
015_7010_003	Supplies-Break Room		1,200	1,200	1,200	1,200
015_7015_001	Supplies-Medical		3,500	6,000	8,500	8,500
015_7015_002	Supplies-Hazmat		5,000	2,500	6,170	5,000
015_7015_004	Supplies-Safety		4,250	500	935	500
<b>Total Supplies</b>			<b>24,350</b>	<b>18,596</b>	<b>30,399</b>	<b>27,425</b>
015_7510_004	Materials-Hardware		1,500	1,000	1,000	1,500
015_7510_005	Materials-Fixtures		500	1,000	1,000	1,500
015_7510_006	Materials-Wire		0	0	0	100
015_7525_001	Materials-Infrastructure		5,500	1,250	1,000	1,750
<b>Total Materials</b>			<b>7,500</b>	<b>3,250</b>	<b>3,000</b>	<b>4,850</b>
015_8000_001	Tools-Repair		100	100	100	100
015_8000_002	Tools- Maintenance		100	100	250	250
015_8000_003	Tools-Supplies		500	2,250	2,250	1,000
<b>Total Tools &amp;</b>			<b>700</b>	<b>2,450</b>	<b>2,600</b>	<b>1,350</b>
015_8300_001	Equipment-Repair		5,000	4,500	6,000	6,000
015_8300_002	Equipment-Maintenance		5,000	5,600	5,600	5,000
015_8300_003	Equipment-Supplies		1,000	750	750	750
015_8300_004	Equipment-Equipment		6,200	6,200	5,000	2,000
<b>Total</b>			<b>17,200</b>	<b>17,050</b>	<b>17,350</b>	<b>13,750</b>

01 - 110 - Fire Department		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending Proposed
015	8600_001	Vehicle-Repair	40,000	52,000	45,000 50,000
015	8600_002	Vehicle-Maintenance	4,500	4,500	7,500 8,000
015	8600_003	Vehicle-Supplies	750	750	500 750
015	8600_004	Vehicle-Equipment	100	250	250 250
015	8600_005	Vehicle-Fuel	20,000	19,000	17,000 19,000
<b>Total Vehicles</b>		<b>65,350</b>	<b>76,500</b>	<b>70,250</b>	<b>78,000</b>
<b>Total Expenses</b>		<b>1,501,912</b>	<b>1,516,362</b>	<b>1,621,093</b>	<b>1,569,230</b>
<b>Change in</b>		<b>(1,501,912)</b>	<b>(1,516,362)</b>	<b>(1,604,073)</b>	<b>(1,569,230)</b>

## Police Department

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

### FY 2020-2021 Accomplishments:

The department continued to focus on crime reduction and public service by investing in its personnel and equipment.

The department's membership with the Missouri State University Public Safety Training Center afforded opportunities to receive excellent training in law enforcement related subjects to include, De-escalation and Crisis Management, Ethics and Professionalism, and Response to Incidents Involving Juveniles.

The installation of ten Watchguard In Car Camera systems was completed to replace outdated equipment. These Watchguard systems will seamlessly integrate with our new Watchguard body cameras to provide officers with the most modern video capturing capabilities.

The Animal Control facility and grounds were improved with the installation of new fixtures, interior surface repairs and paint, changes to exterior fencing, and the purchase of a storage shed. These upgrades were needed to ensure proper care of all animals, improve customer service, and provide a good working environment for our Animal Control Officers.

### Fiscal Year 2022 Goals:

- I. **Goal:** Improve crime awareness and prevention by assisting citizens with establishing two Crime Neighborhood Watch Groups.  
**Strategy:** Reestablish an existing Crime Neighborhood Watch Group that is currently inactive, and canvass problem areas to educate citizens about the benefits of establishing a Crime Neighborhood Watch Group.

**Budgetary Factor:** No impact.

II. **Goal:** Develop and enhance partnerships with other agencies and residents to improve community safety, services, and reduce costs.  
**Strategy:** Utilize a team approach with other city and state departments to improve a wide range of issues that are affecting a specific section of our city. Among other things, the Police Department will increase its interaction with citizens, provide crime and safety tips, increase traffic enforcement, and assist other entities as they strive to make differences in their areas of responsibility.  
**Budgetary Factor:** Minor impact on overtime funding for intermittent special projects.

## Performance Measures

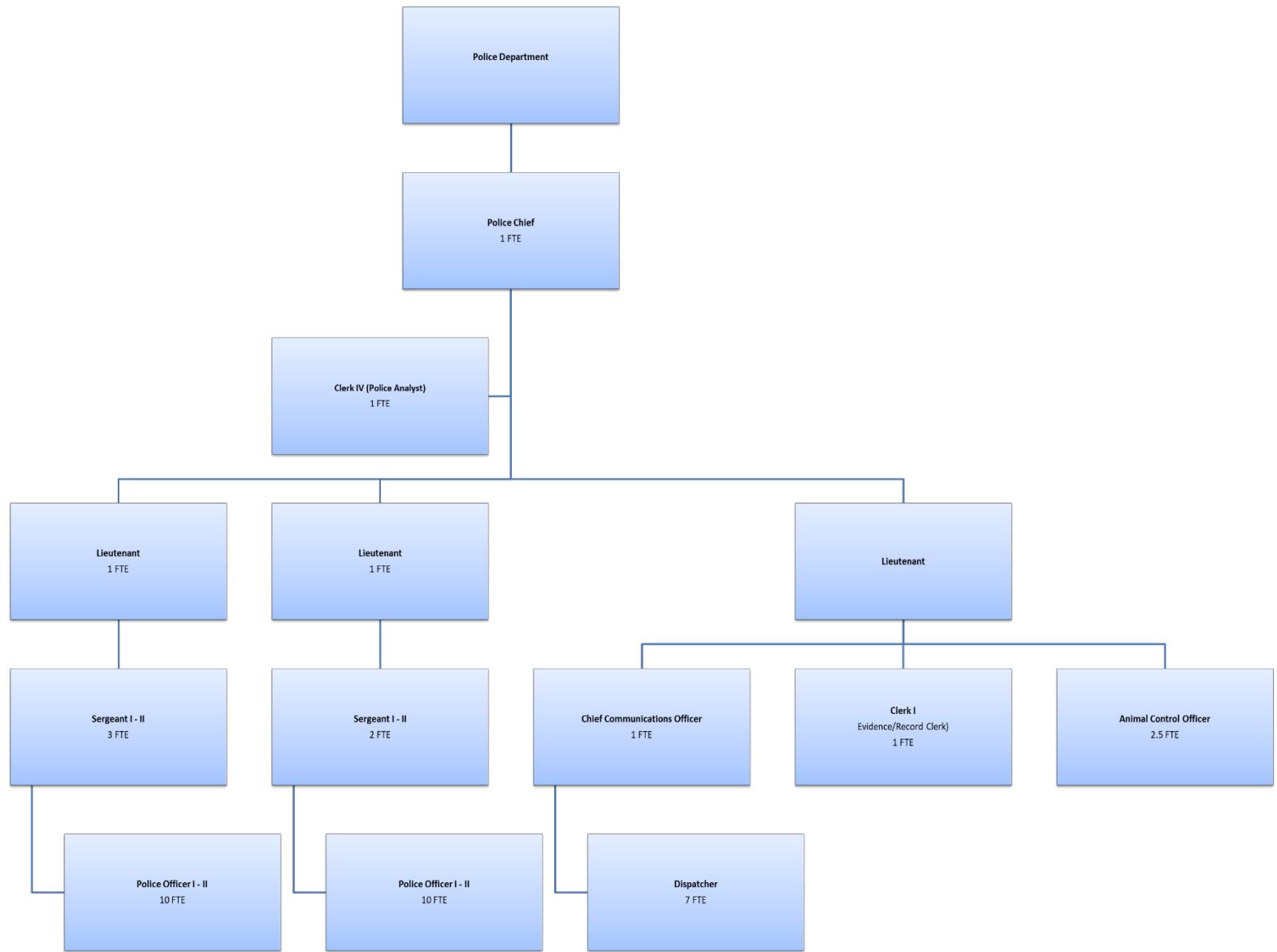
	2014	2015	2016	2017	2018	2019	2020
Total Arrests	4470	4640	4735	4917	4791	4662	4479
Total Reports	3292	3297	3302	3456	3685	3689	3299
Total Calls for Service (CAD)	24796	23807	21875	24464	25032	37603	38730

## Previous Years' Goals

I. **Goal:** Develop and enhance partnerships with other agencies and residents to improve community safety, services, and reduce costs.  
**Status:** This is an ongoing effort that was slowed due to restrictions during the pandemic. This goal will receive increased emphasis in FY22.

II. **Goal.** Reduce the impact of illegal drug use through treatment options, education, and enforcement.  
**Status:** This is an ongoing effort. We are establishing and strengthening our relationships with outside agencies to gain additional resources for people affected by substance abuse and other mental health issues.

## Police Department Organizational Chart



01 - 115 - Police Department		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
014_2005_001	Grants-Operative Rev		10,000	7,000	18,300	30,000
<b>Total Grant</b>			<b>10,000</b>	<b>7,000</b>	<b>18,300</b>	<b>30,000</b>
<b>Total</b>			<b>10,000</b>	<b>7,000</b>	<b>18,300</b>	<b>30,000</b>
014_3000_001	Impound Fees		200	500	1,000	500
014_3000_002	Animal Removal		800	400	400	400
<b>Total Service</b>			<b>1,000</b>	<b>900</b>	<b>1,400</b>	<b>900</b>
014_3010_002	Misc-Donations		0	0	5,500	3,000
014_3010_006	Misc-Miscellaneous		1,500	1,250	1,250	1,250
014_3010_009	Misc-Agreements		74,000	74,000	74,000	74,000
<b>Total</b>			<b>75,500</b>	<b>75,250</b>	<b>80,750</b>	<b>78,250</b>
<b>Total Service</b>			<b>76,500</b>	<b>76,150</b>	<b>82,150</b>	<b>79,150</b>
014_5000_005	Fines-Recoupment Fees		1,500	1,500	1,500	1,500
<b>Total Fines</b>			<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total Revenues</b>			<b>88,000</b>	<b>84,650</b>	<b>101,950</b>	<b>110,650</b>
015_1000_001	Fulltime Salary		1,553,156	1,718,955	1,533,020	1,652,670
015_1000_001IMP	FT Salary - Imported		1,553,156	0	0	0
015_1000_002	Part Time Salary		19,119	20,075	20,075	20,677
015_1000_002IMP	Part Time Salary - Imported		19,119	0	0	0
015_1000_005	Fulltime Overtime		38,612	45,712	40,288	41,087
015_1000_005IMP	Fulltime Overtime -		38,612	0	0	0
015_1000_007	On Call Overtime		0	0	0	10,400
<b>Total Salaries -</b>			<b>1,610,887</b>	<b>1,784,742</b>	<b>1,593,383</b>	<b>1,724,834</b>
015_1005_001	Health Premium-Employee		0	150,024	167,132	173,712
015_1005_002	Health Premium-Family		410,405	230,023	172,496	167,554
015_1005_003	Dental Premium-Employee		0	5,700	6,175	6,300
015_1005_004	Dental Premium-Family		13,410	9,238	1,800	7,485
015_1010_001	Life Insurance		2,650	2,387	2,085	2,220
015_1010_001IMP	Life Insurance - Imported		0	0	0	0
<b>Total Benefits -</b>			<b>426,465</b>	<b>397,373</b>	<b>349,688</b>	<b>357,271</b>
015_1015_001	Lagers-General		45,545	52,296	47,826	50,953
015_1015_002	Lagers-Police		213,380	184,337	161,292	179,854
015_1015_004	Deferred Comp-Employer		19,500	14,300	13,732	14,300
<b>Total Benefits -</b>			<b>278,425</b>	<b>250,933</b>	<b>222,850</b>	<b>245,107</b>

01 - 115 - Police Department		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	015_1020_001	FICA-Employer	99,880	83,012	94,082	101,565
	015_1020_001IMP	FICA-Employer - Imported	0	0	0	0
	015_1020_002	Medicare-Employer	23,360	19,414	22,003	23,753
	015_1020_002IMP	Medicare-Employer -	0	0	0	0
	015_1020_003	Unemployment	16,110	9,383	14,192	16,381
	015_1020_003IMP	Unemployment	0	0	0	0
	015_1020_004	Workman's Compensation	38,520	54,895	54,895	55,310
	015_1020_004	Workman's Compensation	0	0	0	0
	015_1020_004IMP	Workman's Compensation -	0	0	0	0
	<b>Total Payroll Taxes</b>		<b>177,870</b>	<b>166,704</b>	<b>185,172</b>	<b>197,009</b>
	015_1025_001	Employee-Uniforms	18,000	20,000	20,000	25,000
	015_1025_002	Employee-	3,000	5,500	5,500	8,800
	015_1025_004	Employee-Travel/Hotel	5,000	0	0	0
	015_1025_005	Employee-Training	20,000	0	0	0
	015_1025_006	Employee-Recognition	1,500	2,500	2,500	2,500
	<b>Total Employee -</b>		<b>47,500</b>	<b>28,000</b>	<b>28,000</b>	<b>36,300</b>
	<b>Total Personnel</b>		<b>2,541,147</b>	<b>2,627,752</b>	<b>2,379,093</b>	<b>2,560,522</b>
	015_2015_000	Capital Exp-Furniture and	0	27,483	10,310	0
	015_2020_000	Capital Exp-Machinery and	48,134	0	0	0
	015_2020_001IMP	Capital Exp - Machinery and	48,134	0	0	0
	<b>Total Capital</b>		<b>48,134</b>	<b>27,483</b>	<b>10,310</b>	<b>0</b>
	015_4005_001	Grants-Capital Equipment	1,000	1,000	0	0
	<b>Total Grants -</b>		<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
	015_4030_001	Forfeiture-Operational	7,739	0	0	0
	<b>Total Other Grants</b>		<b>7,739</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Grants</b>		<b>8,739</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
	015_5000_001	Utilities-Electric	4,500	4,500	5,500	5,500
	015_5000_002	Utilities-Water	250	250	250	250
	015_5000_003	Utilities-Sewer	250	250	250	250
	015_5005_001	Utilities-Propane	4,500	4,500	4,500	4,500
	015_5010_001	Utilities-Landline and Fiber	350	350	350	350
	015_5015_001	Utilities-Cell Phones	3,500	3,500	3,500	3,500
	015_5020_001	Utilities-Internet	750	750	750	750
	015_5020_002	Utilities-Internet Mobile	14,500	27,000	27,000	27,000

01 - 115 - Police Department		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_5025_001	Utilities-Solid Waste		250	250	250	250
<b>Total Utilities</b>			<b>28,850</b>	<b>41,350</b>	<b>42,350</b>	<b>42,350</b>
015_6000_001	Prof Services-Legal		20,000	10,000	10,000	10,000
015_6000_007	Prof Services-Toxicology		1,500	1,500	1,500	1,500
015_6000_008	Prof Services-MSHP		150	150	150	150
015_6000_010	Prof Services-Animal		1,000	1,000	1,000	1,000
015_6000_011	Prof Services-Dues/License		3,200	3,200	3,200	3,200
015_6000_015	Prof Service-Service		3,500	17,500	17,500	17,500
015_6000_019	Prof Service-Credit Card Fee		25	25	25	25
<b>Total Professional</b>			<b>29,375</b>	<b>33,375</b>	<b>33,375</b>	<b>33,375</b>
015_6005_001	Insurance-Vehicle		25,690	19,000	26,662	27,729
015_6005_002	Insurance-Equipment		155	1,500	0	0
015_6005_003	Insurance-Building &		210	350	394	410
015_6005_012	Insurance-Crime Insurance		1,465	1,465	1,334	1,388
015_6005_013	Insurance-Law Enforcement		29,490	30,287	31,500	32,760
015_6005_015	Insurance-Notary Public		30	50	52	54
015_6005_023	Insurance-Drone Liability		1,310	1,310	1,345	1,399
<b>Total Insurance -</b>			<b>58,350</b>	<b>53,962</b>	<b>61,287</b>	<b>63,739</b>
015_6010_001	Advertising-Public Notices		0	0	92	92
015_6010_002	Advertising-Employee		500	500	500	500
015_6010_003	Advertising-Print		500	500	500	500
015_6010_006	Advertising-Radio		0	624	750	750
<b>Total Advertising -</b>			<b>1,000</b>	<b>1,624</b>	<b>1,842</b>	<b>1,842</b>
015_6015_002	Agreements - Service		10,250	10,250	10,000	12,250
<b>Total Agreements</b>			<b>10,250</b>	<b>10,250</b>	<b>10,000</b>	<b>12,250</b>
015_6020_001	Software-Purchase		0	0	17,000	17,000
015_6020_003	Software-Agreement		63,850	0	72,000	0
<b>Total Software -</b>			<b>63,850</b>	<b>0</b>	<b>89,000</b>	<b>17,000</b>
<b>Total Professional</b>			<b>162,825</b>	<b>99,211</b>	<b>195,504</b>	<b>128,205</b>
015_7000_001	Supplies-Operational		7,500	10,000	10,000	10,000
015_7000_002	Supplies-Computer		1,000	4,000	4,000	5,000
015_7000_003	Supplies-Desk Accessories-		4,000	4,000	4,000	4,000
015_7005_001	Supplies-Printing		6,000	8,500	8,500	8,500
015_7005_002	Supplies-Mailing		750	500	1,000	500

01 - 115 - Police Department		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_7005_003	Supplies-Postage		850	500	500	500
015_7005_004	Supplies-Paper		1,000	1,000	1,000	1,000
015_7005_005	Supplies-Forms		1,000	2,000	2,000	2,000
015_7005_006	Supplies-Promo-Education		4,000	4,000	4,000	4,000
015_7010_002	Supplies-Cleaning and		750	750	750	750
015_7010_003	Supplies-Break Room		1,800	1,800	1,800	1,800
015_7015_004	Supplies-Safety		10,200	6,000	6,000	8,000
015_7020_001	Supplies-Animal Control		2,500	3,500	3,500	4,500
015_7020_002	Supplies-K-9		2,500	1,000	0	0
<b>Total Supplies</b>			<b>43,850</b>	<b>47,550</b>	<b>47,050</b>	<b>50,550</b>
015_7525_001	Materials-Infrastructure		2,000	2,000	2,000	2,000
<b>Total Materials</b>			<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
015_8000_002	Tools- Maintenance		1,000	1,000	1,000	1,000
<b>Total Tools &amp;</b>			<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
015_8300_002	Equipment-Maintenance		6,500	6,500	8,500	6,500
015_8300_004	Equipment-Equipment		0	0	5,689	35,000
<b>Total Machinery &amp;</b>			<b>6,500</b>	<b>6,500</b>	<b>14,189</b>	<b>41,500</b>
015_8600_001	Vehicle-Repair		20,000	20,000	20,000	20,000
015_8600_002	Vehicle-Maintenance		11,000	11,000	11,000	11,000
015_8600_003	Vehicle-Supplies		8,000	8,000	8,000	8,000
015_8600_004	Vehicle-Equipment		13,500	13,500	12,000	13,500
015_8600_005	Vehicle-Fuel		50,000	50,000	50,000	50,000
<b>Total Vehicles</b>			<b>102,500</b>	<b>102,500</b>	<b>101,000</b>	<b>102,500</b>
<b>Total Expenses</b>			<b>2,945,545</b>	<b>2,956,346</b>	<b>2,792,496</b>	<b>2,928,627</b>
<b>Change in</b>			<b>(2,857,545)</b>	<b>(2,871,696)</b>	<b>(2,690,546)</b>	<b>(2,817,977)</b>

## 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.

### FY 2020-2021 Accomplishments:

Completed renovation of the Cowan Civic Center to include a new walking trail, upgrade lighting, new roof and various other upgrades.

### Fiscal Year 2022 Goals:

- I. **Goal:** Increase profitable events at the CCC.

**Strategy:** Seek opportunities to book events to maximize the use of space and dates available.

**Budgetary Factor:**

None.

- II. **Goal:** To implement contractual changes for events which include refundable damage deposit fees.

**Strategy:** Create verbiage in agreements to implement damage deposits and advise customers of same.

**Budgetary Factor:** None.

### Performance Measurements:

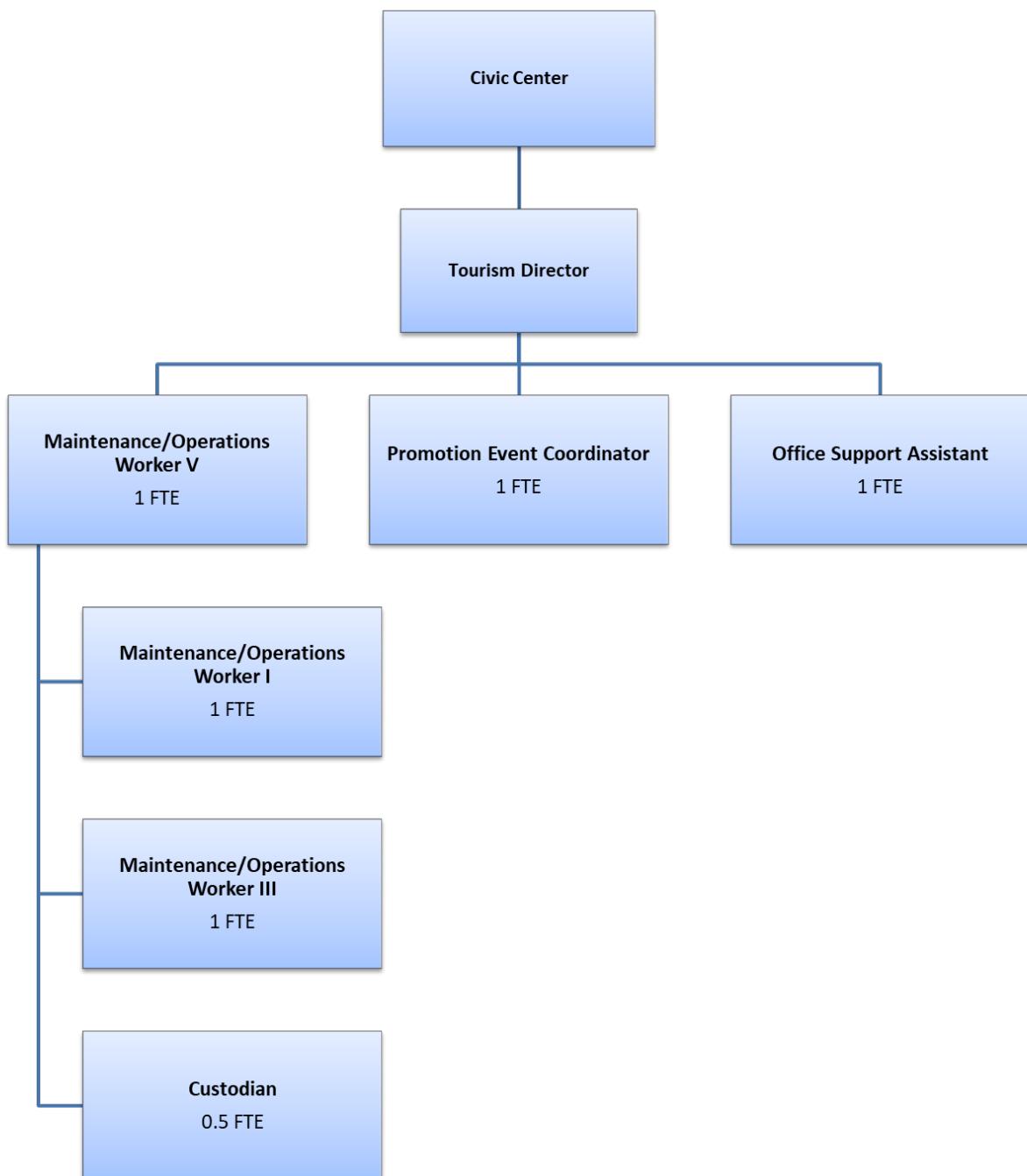
	2017	2018	2019	Estimated 2020
Number of Events	260	265	126	220
Free Events	70	22	10	10
CCC Revenue	\$200,000	\$200,000	\$221,795	270,000

### Previous Years' Goals:

- III. **Goal:** Increase the number of profitable events.  
**Status:** Completed.

IV. Goal. Update the facility aesthetically and structurally in a timely manner with minimal effect on events.  
Status: Completed.

Civic Center Organizational Chart



01 - 130 - Civic Center		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
014_3005_001	Rentals-Building/Land	90,000	90,000	90,000	90,000	
014_3005_002	Rentals-Contract Concessions	2,500	5,100	5,100	5,100	
014_3005_003	Rentals-Exhibition Hall	80,000	92,000	110,000	100,000	
014_3005_004	Rentals-Meeting Room	10,000	15,250	4,000	10,000	
014_3005_005	Rentals-Theatre	17,000	16,800	17,500	17,500	
014_3005_006	Rentals-Gymnasium	500	3,200	3,200	1,200	
<b>Total Rental</b>		<b>200,000</b>	<b>222,350</b>	<b>229,800</b>	<b>223,800</b>	
014_3010_002	Misc-Donations	0	0	200	0	
014_3010_006	Misc-Miscellaneous	1,000	8,250	2,500	5,000	
<b>Total</b>		<b>1,000</b>	<b>8,250</b>	<b>2,700</b>	<b>5,000</b>	
<b>Total Service</b>		<b>201,000</b>	<b>230,600</b>	<b>232,500</b>	<b>228,800</b>	
<b>Total Revenues</b>		<b>201,000</b>	<b>230,600</b>	<b>232,500</b>	<b>228,800</b>	
015_1000_001	Fulltime Salary	119,369	132,481	129,597	159,326	
015_1000_001IMP	FT Salary - Imported	119,369	0	0	0	
015_1000_002	Part Time Salary	27,282	23,731	23,731	16,233	
015_1000_002IMP	PT Salary - Imported	27,282	0	0	0	
015_1000_004	On Call	1,216	0	1,600	0	
015_1000_005	Fulltime Overtime	0	0	50	0	
015_1000_005IMP	Fulltime Overtime - Imported	0	0	50	0	
015_1000_006	Part Time Overtime	0	0	0	0	
<b>Total Salaries -</b>		<b>147,867</b>	<b>156,213</b>	<b>154,978</b>	<b>175,559</b>	
015_1005_001	Health Premium-Employee	0	36,831	28,294	23,688	
015_1005_002	Health Premium-Family	48,519	0	2,500	20,988	
015_1005_003	Dental Premium-Employee	0	1,350	1,075	900	
015_1005_004	Dental Premium-Family	1,500	0	225	600	
015_1010_001	Life Insurance	255	319	235	278	
015_1010_001IMP	Life Insurance - Imported	255	0	0	0	
<b>Total Benefits -</b>		<b>50,274</b>	<b>38,500</b>	<b>32,329</b>	<b>46,454</b>	
015_1015_001	Lagers-General	15,800	16,877	16,849	21,350	
015_1015_004	Deferred Comp-Employer	1,950	1,300	1,457	1,950	
<b>Total Benefits -</b>		<b>17,750</b>	<b>18,177</b>	<b>18,306</b>	<b>23,300</b>	
015_1020_001	FICA-Employer	9,170	5,930	9,192	10,328	
015_1020_002	Medicare-Employer	0	1,387	2,150	2,415	
015_1020_003	Unemployment Compensation	1,480	859	1,477	1,666	

01 - 130 - Civic Center		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_1020_004	Workman's Compensation		3,276	5,111	5,111	5,149
<b>Total Payroll</b>			<b>13,926</b>	<b>13,287</b>	<b>17,930</b>	<b>19,559</b>
015_1025_001	Employee-Uniforms		400	0	235	250
015_1025_002	Employee-		100	0	0	0
015_1025_005	Employee-Training		100	0	913	1,000
<b>Total Employee</b>			<b>600</b>	<b>0</b>	<b>1,148</b>	<b>1,250</b>
<b>Total Personnel</b>			<b>230,417</b>	<b>226,177</b>	<b>224,692</b>	<b>266,122</b>
015_2015_000	Capital Exp-Furniture and Fixtures		0	807	1,759	8,478
015_2020_000	Capital Exp-Machinery and		1,806	4,000	4,000	4,000
<b>Total Capital</b>			<b>1,806</b>	<b>4,807</b>	<b>5,759</b>	<b>12,478</b>
015_5000_001	Utilities-Electric		105,000	105,000	90,000	100,000
015_5000_002	Utilities-Water		1,600	1,600	1,600	1,600
015_5000_003	Utilities-Sewer		2,200	2,100	2,100	2,100
015_5005_002	Utilities-Natural Gas		45,000	52,000	52,000	52,000
015_5010_001	Utilities-Landline and Fiber		2,000	2,000	2,000	2,000
015_5015_001	Utilities-Cell Phones		1,000	630	630	630
015_5025_001	Utilities-Solid Waste		1,600	1,600	1,600	1,600
<b>Total Utilities</b>			<b>158,400</b>	<b>164,930</b>	<b>149,930</b>	<b>159,930</b>
015_6000_001	Prof Services-Legal		100	0	500	0
015_6000_007	Prof Services-Toxicology Testing		100	100	135	0
015_6000_008	Prof Services-MSHP Background		30	0	0	0
015_6000_011	Prof Services-Dues/License		1,200	800	1,200	800
015_6000_014	Prof Service-Events and Functions		1,200	1,500	650	650
015_6000_015	Prof Service-Service Contracts		13,000	19,000	19,000	23,000
015_6000_019	Prof Service-Credit Card Fee		120	120	120	120
<b>Total</b>			<b>15,750</b>	<b>21,520</b>	<b>21,605</b>	<b>24,570</b>
015_6005_001	Insurance-Vehicle		1,295	600	971	1,010
015_6005_002	Insurance-Equipment		1,205	1,650	1,552	1,614
015_6005_003	Insurance-Building & Property		14,825	32,000	32,026	33,307
<b>Total Insurance</b>			<b>17,325</b>	<b>34,250</b>	<b>34,549</b>	<b>35,931</b>
015_6010_003	Advertising-Print		120	0	0	0
015_6010_006	Advertising-Radio		120	0	0	0
<b>Total</b>			<b>240</b>	<b>0</b>	<b>0</b>	<b>0</b>

01 - 130 - Civic Center		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	015_6020_001	Software-Purchase	0	3,200	3,200	3,200
	015_6020_003	Software-Agreement	4,050	2,500	2,500	2,500
	<b>Total Software -</b>		<b>4,050</b>	<b>5,700</b>	<b>5,700</b>	<b>5,700</b>
	<b>Total</b>		<b>37,365</b>	<b>61,470</b>	<b>61,854</b>	<b>66,201</b>
	015_7000_001	Supplies-Operational	1,000	1,800	2,200	1,800
	015_7000_002	Supplies-Computer Accessories	0	250	250	250
	015_7000_003	Supplies-Desk Accessories-Small	500	700	700	700
	015_7000_004	Supplies-Small Tools	300	300	300	300
	015_7005_002	Supplies-Mailing	0	45	75	75
	015_7005_003	Supplies-Postage	150	150	150	150
	015_7005_004	Supplies-Paper	600	750	1,500	750
	015_7010_001	Supplies-Janitorial	1,000	750	750	750
	015_7010_002	Supplies-Cleaning and Sanitation	6,500	6,500	6,500	6,500
	015_7010_004	Supplies-Chemicals	6,500	5,200	5,200	5,200
	015_7015_003	Supplies-First Aid	50	50	50	50
	015_7015_004	Supplies-Safety	50	50	500	50
	<b>Total Supplies</b>		<b>16,650</b>	<b>16,545</b>	<b>18,175</b>	<b>16,575</b>
	015_7500_002	Materials-Rock	500	500	500	500
	015_7500_003	Materials-Concrete	500	500	500	500
	015_7500_004	Materials-Landscaping	500	800	800	800
	015_7505_002	Materials-Pipe-PVC	100	100	100	100
	015_7510_001	Materials-Paint	300	200	1,200	200
	015_7510_006	Materials-Wire	100	0	10	0
	015_7510_007	Materials-Lumber	100	100	100	100
	015_7525_001	Materials-Infrastructure	4,500	2,500	2,700	2,500
	<b>Total Materials</b>		<b>6,600</b>	<b>4,700</b>	<b>5,910</b>	<b>4,700</b>
	015_8000_002	Tools- Maintenance	100	100	100	100
	<b>Total Tools &amp;</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>
	015_8300_001	Equipment-Repair	5,000	3,500	26,000	3,500
	015_8300_002	Equipment-Maintenance	3,000	3,000	3,000	3,000
	015_8300_003	Equipment-Supplies	500	0	0	3,500
	015_8300_005	Equipment-Fuel	400	650	650	650
	015_8300_006	Equipment-Rental	200	0	775	775
	<b>Total</b>		<b>9,100</b>	<b>7,150</b>	<b>30,425</b>	<b>11,425</b>
	015_8600_001	Vehicle-Repair	250	100	350	100

01 - 130 - Civic Center			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_8600_002	Vehicle-Maintenance		300	300	300	300
015_8600_005	Vehicle-Fuel		1,700	500	500	500
	<b>Total Vehicles</b>		<b>2,250</b>	<b>900</b>	<b>1,150</b>	<b>900</b>
	<b>Total Expenses</b>		<b>462,688</b>	<b>486,779</b>	<b>497,994</b>	<b>538,431</b>
	<b>Change in</b>		<b>(261,688)</b>	<b>(256,179)</b>	<b>(265,494)</b>	<b>(309,631)</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 2022

#### Goals:

##### III. Goal:

Increase the number of events in all buildings.

**Strategy:** Work with event organizers to accommodate scheduling of events, remaining flexible on fees for multiple date usage.

**Budgetary Factor:** None.

##### IV. Goal: Maintain aesthetic improvements to Mills & Wallace buildings.

**Strategy:** Inspect properties often for needed maintenance and improvements.

**Budgetary Factor:** None.

#### Performance Measurements:

Mills Center - Usage Days						Estimated 2020
2014	2015	2016	2017	2018	2019	
139	190	145	134	130	130	145
Wallace Center - Usage Days						
2014	2015	2016	2017	2018	2019	Estimated 2020
140	121	125	140	135	140	150
Ag Barn/Fairgrounds - Usage Days						
2014	2015	2016	2017	2018	2019	Estimated 2020
54	52	51	54	54	54	85

#### Previous Years' Goals:

- I. Increase the number of events at in the new Ag Arena.

Status: On going.

II. Continue to make aesthetic improvements to the Mills and Wallace Buildings.  
 Status: On going.

01 - 135 - Community Buildings/NEC			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	014_3005_001	Rentals-Building/Land	30,000	5,029	35,000	35,000
	014_3005_002	Rentals-Contract Concessions	0	5,029	0	200
	014_3005_003	Rentals-Exhibition Hall	0	5,029	0	0
	014_3005_004	Rentals-Meeting Room	0	5,029	0	0
	014_3005_005	Rentals-Theatre	0	5,029	0	0
	014_3005_006	Rentals-Gymnasium	0	5,029	0	0
	014_3005_007	Rentals-Parties	0	5,029	0	0
	<b>Total Rental</b>		<b>30,000</b>	<b>35,200</b>	<b>35,000</b>	<b>35,200</b>
	<b>Total Service</b>		<b>30,000</b>	<b>35,200</b>	<b>35,000</b>	<b>35,200</b>
	<b>Total Revenues</b>		<b>30,000</b>	<b>35,200</b>	<b>35,000</b>	<b>35,200</b>
	015_2010_000	Capital Exp-Building and	4,000	0	0	0
	015_2010_000IMP	Capital Exp-Building and	4,000	0	0	0
	<b>Total Capital</b>		<b>4,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	015_5000_001	Utilities-Electric	14,000	17,500	17,500	17,500
	015_5000_002	Utilities-Water	1,400	300	300	300
	015_5000_003	Utilities-Sewer	250	150	150	150
	015_5005_002	Utilities-Natural Gas	1,000	1,300	1,300	1,300
	015_5020_002	Utilities-Internet Mobile	250	0	0	0
	015_5025_001	Utilities-Solid Waste	1,400	1,300	2,000	1,300
	<b>Total Utilities</b>		<b>18,300</b>	<b>20,550</b>	<b>21,250</b>	<b>20,550</b>
	015_6000_015	Prof Service-Service Contracts	2,000	7,000	8,900	8,500
	015_6000_019	Prof Service-Credit Card Fee	300	100	100	100
	<b>Total</b>		<b>2,300</b>	<b>7,100</b>	<b>9,000</b>	<b>8,600</b>
	015_6005_003	Insurance-Building & Property	3,590	3,950	4,878	5,073
	<b>Total Insurance</b>		<b>3,590</b>	<b>3,950</b>	<b>4,878</b>	<b>5,073</b>
	<b>Total</b>		<b>5,890</b>	<b>11,050</b>	<b>13,878</b>	<b>13,673</b>
	015_7000_001	Supplies-Operational	1,000	150	500	150
	015_7000_002	Supplies-Computer Accessories	0	0	0	250
	015_7010_001	Supplies-Janitorial	700	700	200	500
	015_7010_002	Supplies-Cleaning and Sanitation	2,800	1,300	1,000	1,200

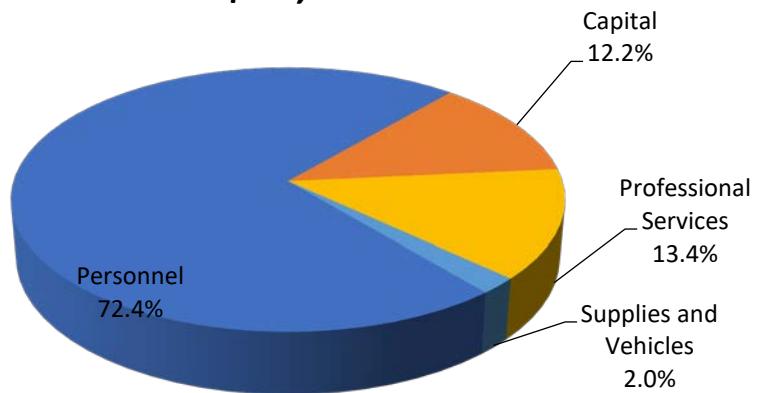
01 - 135 - Community Buildings/NEC			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
<b>Total Supplies</b>			<b>4,500</b>	<b>2,150</b>	<b>1,700</b>	<b>2,100</b>
015_7500_004	Materials-Landscaping	100	250	250	250	
015_7510_001	Materials-Paint	250	250	250	250	
015_7510_005	Materials-Fixtures	200	300	350	300	
015_7525_001	Materials-Infrastructure	1,000	500	500	500	
<b>Total Materials</b>			<b>1,550</b>	<b>1,300</b>	<b>1,350</b>	<b>1,300</b>
015_8000_003	Tools-Supplies	100	250	250	250	
<b>Total Tools &amp;</b>			<b>100</b>	<b>250</b>	<b>250</b>	<b>250</b>
015_8300_001	Equipment-Repair	600	350	350	350	
015_8300_002	Equipment-Maintenance	300	350	350	350	
015_8300_006	Equipment-Rental	0	0	115	115	
<b>Total</b>			<b>900</b>	<b>700</b>	<b>815</b>	<b>815</b>
<b>Total Expenses</b>			<b>35,240</b>	<b>36,000</b>	<b>39,243</b>	<b>38,688</b>
<b>Change in</b>			<b>(5,240)</b>	<b>(800)</b>	<b>(4,243)</b>	<b>(3,488)</b>

## Mayor and Council

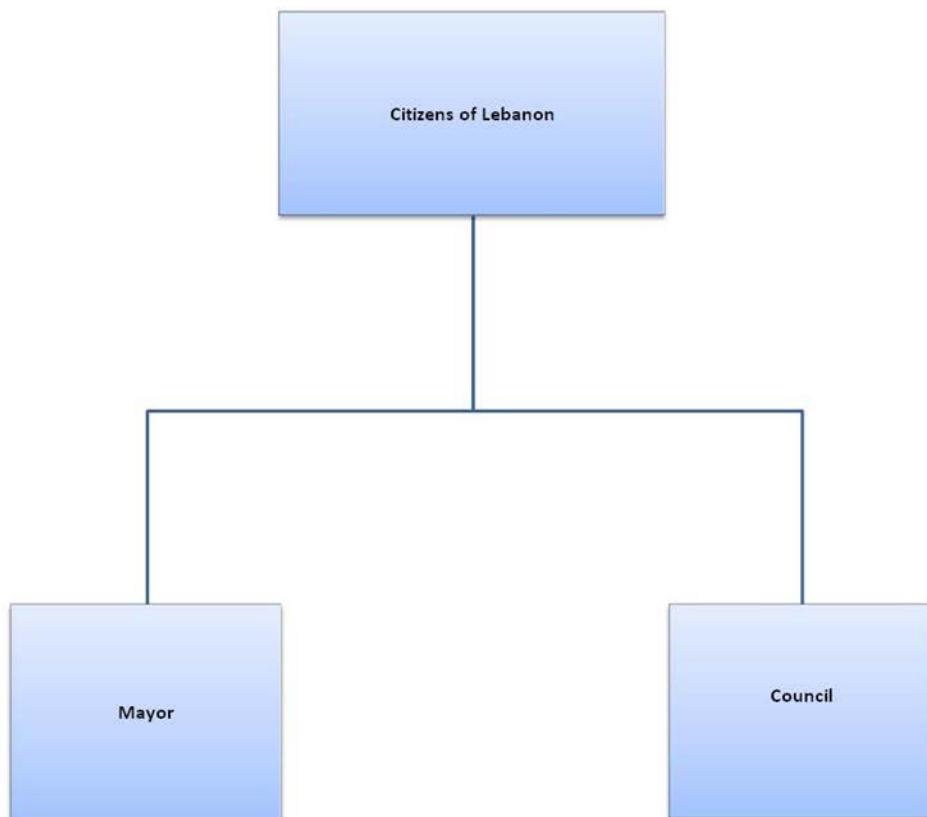
The Mayor and eight Councilmember's are elected at large with the Mayor serving a term of four and Council two years. The duties of and responsibilities of the Mayor and Council are outlined in City Ordinances.

### Mayor Expense by Category

**\$84,721**



### Mayor and Council Organizational Chart



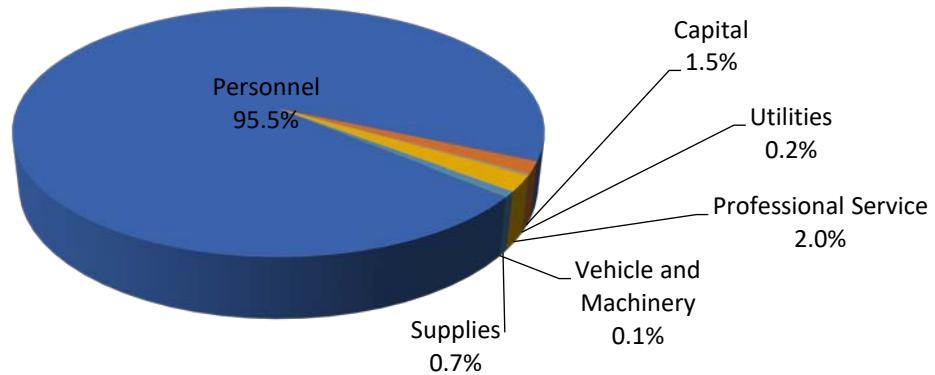
01 - 140 - Mayor & Council		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
	Name	Budget	Budget	Ending	Proposed
	015_1000_001 Fulltime Salary	0		0	0
	015_1000_002 Part Time Salary	24,000	38,400	42,446	48,000
	<b>Total</b>	<b>24,000</b>	<b>38,400</b>	<b>42,446</b>	<b>48,000</b>
	015_1010_001 Life Insurance	0	500	0	0
	<b>Total</b>	<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>
	015_1020_001 FICA-Employer	1,490	2,381	2,632	2,632
	015_1020_002 Medicare-Employer	350	557	615	615
	015_1020_003 Unemployment Compensation	240	384	424	424
	015_1020_004 Workman's Compensation	0	0	0	0
	<b>Total Payroll</b>	<b>2,080</b>	<b>3,322</b>	<b>3,672</b>	<b>3,671</b>
	015_1025_001 Employee-Uniforms	100	100	0	100
	015_1025_002 Employee-	250	250	0	250
	015_1025_004 Employee-Travel/Hotel	3,500	3,500	1,000	3,500
	015_1025_005 Employee-Training	7,500	5,000	1,500	5,000
	015_1025_007 Employee-Bonds	385	375	375	375
	<b>Total</b>	<b>11,735</b>	<b>9,225</b>	<b>2,875</b>	<b>9,225</b>
	<b>Total</b>	<b>37,815</b>	<b>51,446</b>	<b>48,992</b>	<b>60,896</b>
	015_2015_000 Capital Exp-Furniture and Fixtures	0	269	586	10,304
	015_2020_000 Capital Exp-Machinery and	602	0	0	0
	<b>Total Capital</b>	<b>602</b>	<b>269</b>	<b>586</b>	<b>10,304</b>
	015_6000_014 Prof Service-Events and Functions	5,000	6,000	26,000	6,000
	<b>Total</b>	<b>5,000</b>	<b>6,000</b>	<b>26,000</b>	<b>6,000</b>
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	015_6010_006 Advertising-Radio	200	100	100	100
	<b>Total</b>	<b>200</b>	<b>100</b>	<b>100</b>	<b>100</b>
	015_6020_001 Software-Purchase	0	0	2,000	2,000
	015_6020_003 Software-Agreement	2,700	3,240	2,500	3,240
	<b>Total</b>	<b>2,700</b>	<b>3,240</b>	<b>4,500</b>	<b>5,240</b>
	<b>Total</b>	<b>7,900</b>	<b>9,340</b>	<b>30,600</b>	<b>11,340</b>
	015_7000_001 Supplies-Operational	250	0	400	400
	015_7000_002 Supplies-Computer Accessories	0	250	250	250

01 - 140 - Mayor & Council		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
	Name	Budget	Budget	Ending	Proposed
	015_7005_001 Supplies-Printing	0	500	250	500
	015_7005_006 Supplies-Promo-Education	1,000	500	500	500
	<b>Total</b>	<b>1,250</b>	<b>1,250</b>	<b>1,400</b>	<b>1,650</b>
	015_8600_001 Vehicle-Repair	150	0	0	0
	015_8600_005 Vehicle-Fuel	50	50	50	50
	<b>Total</b>	<b>200</b>	<b>50</b>	<b>50</b>	<b>50</b>
	<b>Total</b>	<b>47,767</b>	<b>62,355</b>	<b>81,628</b>	<b>84,240</b>
	<b>Change in</b>	<b>(47,767)</b>	<b>(62,355)</b>	<b>(81,628)</b>	<b>(84,240)</b>

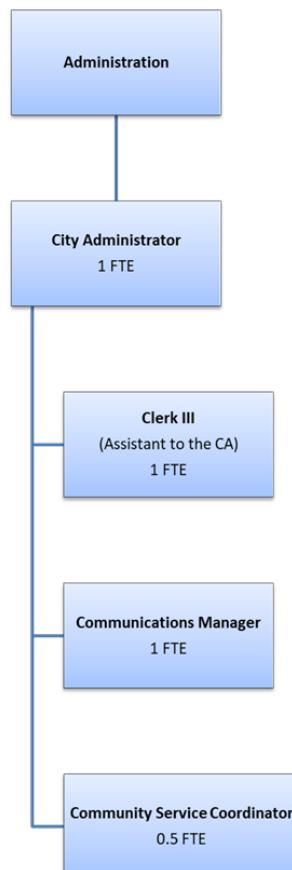
## City Administration

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 \$383,124



### City Administration Organizational Chart



01 - 145 - City Administration		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
	Name	Budget	Budget	Ending	Proposed
	015_1000_001 Fulltime Salary	192,887	207,199	207,199	228,865
	015_1000_002 Part Time Salary	13,898	25,028	25,028	25,779
	015_1000_005 Fulltime Overtime	501	0	0	0
	015_1000_009 Employee - Allowance	4,800	0	4,800	4,800
	<b>Total</b>	<b>212,086</b>	<b>232,227</b>	<b>237,027</b>	<b>259,444</b>
	015_1005_002 Health Premium-Family	41,631	40,851	40,851	40,851
	015_1005_004 Dental Premium-Family	1,900	1,753	1,753	1,753
	015_1010_001 Life Insurance	190	222	167	167
	<b>Total</b>	<b>43,721</b>	<b>42,826</b>	<b>42,770</b>	<b>42,770</b>
	015_1015_001 Lagers-General	25,334	27,143	27,143	30,668
	015_1015_004 Deferred Comp-Employer	1,950	1,950	1,950	1,950
	<b>Total</b>	<b>27,284</b>	<b>29,093</b>	<b>29,093</b>	<b>32,618</b>
	015_1020_001 FICA-Employer	13,150	10,314	13,434	14,824
	015_1020_002 Medicare-Employer	3,080	2,412	3,142	3,467
	015_1020_003 Unemployment Compensation	2,125	435	1,633	2,391
	015_1020_004 Workman's Compensation	483	648	648	653
	<b>Total Payroll</b>	<b>18,838</b>	<b>13,809</b>	<b>18,857</b>	<b>21,335</b>
	015_1025_001 Employee-Uniforms	200	200	100	200
	015_1025_002 Employee-	2,000	2,500	2,950	2,950
	015_1025_003 Employee-Books	250	250	100	100
	015_1025_004 Employee-Travel/Hotel	4,000	2,500	1,500	1,500
	015_1025_005 Employee-Training	5,000	3,500	3,500	3,500
	015_1025_006 Employee-Recognition	1,500	1,500	1,500	1,500
	015_1025_007 Employee-Bonds	175	75	75	75
	<b>Total</b>	<b>13,125</b>	<b>10,525</b>	<b>9,725</b>	<b>9,825</b>
	<b>Total</b>	<b>315,054</b>	<b>328,480</b>	<b>337,473</b>	<b>365,993</b>
	015_2015_000 Capital Exp-Furniture and Fixtures	0	1,345	2,931	5,584
	015_2020_000 Capital Exp-Machinery and	1,204	0	200	0
	<b>Total Capital</b>	<b>1,204</b>	<b>1,345</b>	<b>3,131</b>	<b>5,584</b>
	015_5015_001 Utilities-Cell Phones	480	950	950	950
	<b>Total</b>	<b>480</b>	<b>950</b>	<b>950</b>	<b>950</b>
	015_6000_007 Prof Services-Toxicology Testing	150	150	150	150
	015_6000_008 Prof Services-MSHP Background	100	100	100	100

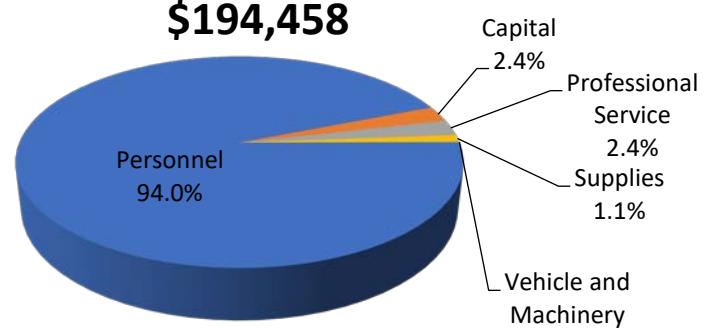
01 - 145 - City Administration		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
	Name	Budget	Budget	Ending	Proposed
015_6000_014	Prof Service-Events and Functions	1,750	1,000	1,000	1,000
	<b>Total</b>	<b>2,000</b>	<b>1,250</b>	<b>1,250</b>	<b>1,250</b>
015_6010_002	Advertising-Employee Recruitment	300	150	0	0
015_6010_004	Advertising-Internet	5,100	1,500	1,500	1,500
	<b>Total</b>	<b>5,400</b>	<b>1,650</b>	<b>1,500</b>	<b>1,500</b>
015_6020_001	Software-Purchase	2,000	0	1,825	1,472
015_6020_003	Software-Agreement	1,995	3,600	5,000	3,600
	<b>Total</b>	<b>3,995</b>	<b>3,600</b>	<b>6,825</b>	<b>5,072</b>
	<b>Total</b>	<b>11,395</b>	<b>6,500</b>	<b>9,575</b>	<b>7,822</b>
015_7000_001	Supplies-Operational	850	1,250	1,250	1,250
015_7000_002	Supplies-Computer Accessories	700	750	750	500
015_7000_004	Supplies-Small Tools	0	500	150	150
015_7005_001	Supplies-Printing	100	150	150	150
015_7005_002	Supplies-Mailing	300	200	225	150
015_7005_003	Supplies-Postage	50	75	75	75
015_7005_004	Supplies-Paper	100	100	100	100
015_7005_006	Supplies-Promo-Education	150	150	150	150
015_7015_004	Supplies-Safety	250	0	0	0
	<b>Total</b>	<b>2,500</b>	<b>3,175</b>	<b>2,850</b>	<b>2,525</b>
015_8300_001	Equipment-Repair	250	0	0	0
	<b>Total</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>
015_8600_001	Vehicle-Repair	250	0	0	0
015_8600_002	Vehicle-Maintenance	250	0	0	0
015_8600_005	Vehicle-Fuel	350	250	250	250
	<b>Total</b>	<b>850</b>	<b>250</b>	<b>250</b>	<b>250</b>
	<b>Total</b>	<b>331,733</b>	<b>340,699</b>	<b>354,229</b>	<b>383,124</b>
	<b>Change in</b>	<b>(331,733)</b>	<b>(340,699)</b>	<b>(354,229)</b>	<b>(383,124)</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, and writes or oversees the writing of all operational/code ordinances and resolutions.

## City Clerk Expense by Category

**\$194,458**



### FY 2020-2021 Accomplishments:

As a result of the COVID-19 pandemic, the City Clerk's Office was faced with and overcame many challenges throughout the year. Working from home for many weeks while trying to stay connected with our team, learning how to adhere to the requirements of the Sunshine Law while holding virtual Council meetings, and continuing our professional development in the virtual world are some of those challenges. The accomplishment was overcoming these challenges.

Deputy Clerk Lindsey Slavens took on all the duties/responsibilities of the City Clerk and maintained continuity of operations while Assistant City Administrator/ City Clerk Laina Starnes was out on extended COVID leave.

### Fiscal Year 2022 Goals:

- I. **Goal:** Explore software options for boards, committees, commissions, and elected officials tracking.  
**Strategy:** Identify and purchase a software that can assist with storing member information and tracking term lengths.  
**Budgetary Factor:** The cost of the product will affect the budget, but the efficiency created will offset its impact.
- II. **Goal:** Continue recodification of City Code to update code, remove conflicts and ensure compliance with state law.

**Strategy:** Work through the process provided by Municode Corporation.

**Budgetary Factor:** This process, with an estimated cost of \$17,950, was approved by City Council in July of 2020 with the expenditure spread over two fiscal years. The first installment of \$6,280 was paid in FY2021.

## Performance Measurements:

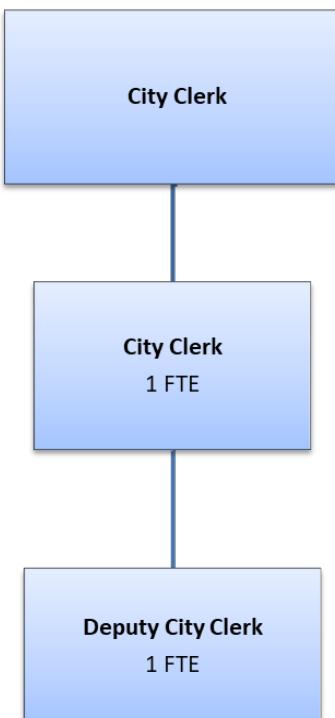
Metrics	2016	2017	2018	2019	2020
Number of Ordinances Passed by City Council	133	140	180	176	201
Number of Resolutions Passed by City Council	4	12	7	9	14
Number of Liquor Licenses Issued	64	58	60	69	64
Number of Itinerant Vendor Licenses Issued	38	25	29	36	40
Number of Downtown Business District Licenses Issued	94	99	94	106	95
Records Request	**	**	**	**	804

\*\* Data Not Available

## Previous Years' Goals:

- I. Goal: Fine tune retention program to include "annual" disposition of records and departmental training.  
Status: Project is ongoing.
  
- II. Goal: Explore software options for board, committees, commissions, and elected officials tracking.  
Status: This project is ongoing and is included in this year's goals as well.

City Clerk Organizational Chart



01 - 150 - City Clerk Office		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_1000_001	Fulltime Salary		107,324	109,388	110,727	114,049
<b>Total Salaries -</b>			<b>107,324</b>	<b>109,388</b>	<b>110,727</b>	<b>114,049</b>
015_1005_002	Health Premium-Family		19,659	29,088	29,088	29,088
015_1005_004	Dental Premium-Family		800	1,026	1,026	1,026
015_1010_001	Life Insurance		130	111	111	111
015_1010_001IMP	Life Insurance - Imported		130	0	0	0
<b>Total Benefits -</b>			<b>20,589</b>	<b>30,225</b>	<b>30,225</b>	<b>30,225</b>
015_1015_001	Lagers-General		14,059	14,330	14,505	15,283
015_1015_001IMP	Lagers-General - Imported		14,059	0	0	0
015_1015_004	Deferred Comp-Employer		1,300	1,300	1,300	1,300
015_1015_004IMP	Deferred Comp-Employer -		1,300	0	0	0
<b>Total Benefits -</b>			<b>15,359</b>	<b>15,630</b>	<b>15,805</b>	<b>16,583</b>
015_1020_001	FICA-Employer		6,655	4,979	6,187	6,393
015_1020_002	Medicare-Employer		1,560	1,164	1,447	1,495
015_1020_003	Unemployment Compensation		1,075	345	779	1,031
015_1020_004	Workman's Compensation		322	394	844	847
<b>Total Payroll</b>			<b>9,612</b>	<b>6,882</b>	<b>9,257</b>	<b>9,767</b>
015_1025_002	Employee-		700	700	600	1,150
015_1025_004	Employee-Travel/Hotel		4,000	4,000	1,500	4,000
015_1025_005	Employee-Training		3,500	3,500	2,000	3,500
015_1025_006	Employee-Recognition		200	200	0	200
015_1025_007	Employee-Bonds		100	400	400	400
<b>Total Employee</b>			<b>8,500</b>	<b>8,800</b>	<b>4,500</b>	<b>9,250</b>
<b>Total Personnel</b>			<b>161,384</b>	<b>170,925</b>	<b>170,515</b>	<b>179,873</b>
015_2015_000	Capital Exp-Furniture and Fixtures		0	3,038	3,672	4,582
015_2020_000	Capital Exp-Machinery and		2,239	0	0	0
<b>Total Capital</b>			<b>2,239</b>	<b>3,038</b>	<b>3,672</b>	<b>4,582</b>
015_6000_007	Prof Services-Toxicology Testing		100	100	0	100
015_6000_008	Prof Services-MSHP Background		50	50	0	50
<b>Total</b>			<b>150</b>	<b>150</b>	<b>0</b>	<b>150</b>
015_6005_015	Insurance-Notary Public		100	100	0	0
<b>Total Insurance</b>			<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>

01 - 150 - City Clerk Office		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_6010_001	Advertising-Public Notices		200	200	200	200
015_6010_002	Advertising-Employee		200	200	0	200
	<b>Total</b>		<b>400</b>	<b>400</b>	<b>200</b>	<b>400</b>
015_6020_001	Software-Purchase		0	0	2,128	2,128
015_6020_003	Software-Agreement		7,280	5,000	5,000	5,000
	<b>Total Software -</b>		<b>7,280</b>	<b>5,000</b>	<b>7,128</b>	<b>7,128</b>
	<b>Total</b>		<b>7,930</b>	<b>5,650</b>	<b>7,328</b>	<b>7,678</b>
015_7000_001	Supplies-Operational		750	650	650	650
015_7000_002	Supplies-Computer Accessories		300	250	250	500
015_7000_003	Supplies-Desk Accessories-Small		400	250	250	250
015_7005_001	Supplies-Printing		100	175	175	175
015_7005_002	Supplies-Mailing		300	200	200	200
015_7005_003	Supplies-Postage		200	150	150	150
015_7005_004	Supplies-Paper		200	150	150	150
	<b>Total Supplies</b>		<b>2,250</b>	<b>1,825</b>	<b>1,825</b>	<b>2,075</b>
015_8600_001	Vehicle-Repair		500	0	0	0
015_8600_002	Vehicle-Maintenance		500	0	0	0
015_8600_005	Vehicle-Fuel		500	250	250	250
	<b>Total Vehicles</b>		<b>1,500</b>	<b>250</b>	<b>250</b>	<b>250</b>
	<b>Total Expenses</b>		<b>175,303</b>	<b>181,688</b>	<b>183,590</b>	<b>194,458</b>
	<b>Change in</b>		<b>(175,303)</b>	<b>(181,688)</b>	<b>(183,590)</b>	<b>(194,458)</b>

## Recycling

This program was established to fund services, for 104,826 residents of Solid Waste Management District T (SWMD 'T'), to reduce the amount of recyclable refuse being transferred into local landfills. Partial funding is provided via Missouri's DNR Solid Waste Management program.

### Fiscal Year 2020-2021

#### Accomplishments:

Continued partnership with Eyeseen Recycling to recycle ink/toner cartridges as well as Laclede Industries as an additional collection point for our residents. The COVID-19 pandemic resulted in the cancellation of all events.

#### Fiscal Year 2022 Goals:

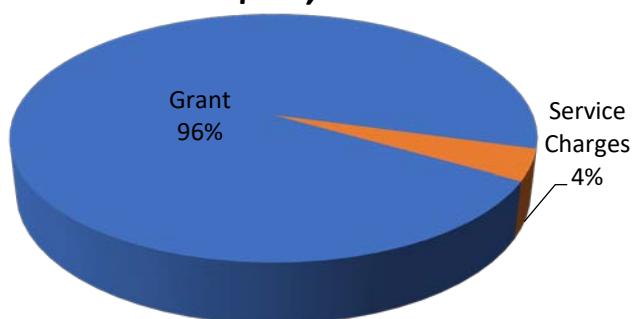
V. **Goal:** Increase awareness and participation in Lebanon's recycling program.

**Strategy:** Lebanon intends to increase awareness and participation by;

1. Continue to offer multi-waste stream FREE recycling service options for residents of SWMD 'T'.
2. Promote and conduct the Earth Day recycling event.
3. Continue 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, Facebook, and Twitter social media.
  - 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, incorporate press releases for dissemination via radio broadcasts.
  - LOCAL VISUAL - purchase and place pole banners, park benches/planters, and

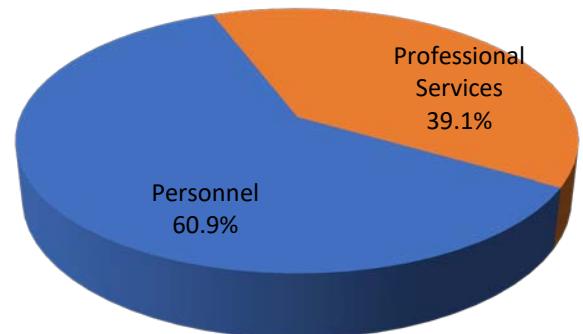
### Recycling Revenue by Category

**\$25,000**



### Recycling Expense by Category

**\$63,915**



message boards to be strategically placed within the City of Lebanon.

- IN PERSON - mail Tri-County Recycling guide to chamber members and governmental agencies within the SWMD "T" area to be provided to residents.

**Budgetary Factor:** Total program costs are expected to be \$82,236.33 for 2021-22 (April'21 to April'22). MoDNR's solid waste management program has offered to cover \$40,150.73 via grant funding, with an expected match of \$42,085.60 from Lebanon.

### Performance Measurements:

Data From	MEASURES	2015	2016	2017	2018	2019	2020
Lebanon's Recycling Facility	# of visits	345	288	545	291	235	122
	HHW received (tonnage)	23.73	7.11	13.99	3.8334	6.49	2
	# of yard debris loads dropped off	3300	3296	4207	2906	3037	2555
	Tire Redamation (# of 40 ft trailers)	3	X	X	X	0	0
	Electronic Waste (raw tonnage)	X	X	4.321	2.98	4	0
	Non-HHW (paper, plastic, etc.) # of 30 ft trailers	1	1	2	2	2	2
	Heavy Metals Collection (# of 30 yd dumpsters)	X	X	4	6	3	1
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 30 ft trailers	2	*	*	*	*	*

\* denotes no participation efforts

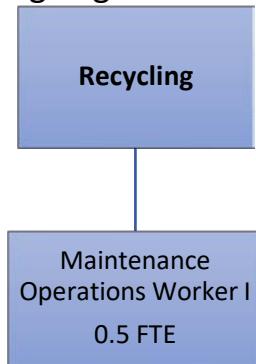
X denotes no data available

### Previous Years' Goals:

- I. Goal: Increase awareness and participation in Lebanon's recycling program.

Status: Ongoing. Due to the COVID-19 pandemic we saw a significant decrease in program participation.

Recycling Organizational Chart



01 - 155 - Recycling		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
014_2005_001	Grants-Operative Rev		25,774	24,000	24,000	24,000
<b>Total Grant</b>			<b>25,774</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>Total</b>			<b>25,774</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
014_3000_004	Brush Drop-off/Scrap		2,000	1,000	1,000	1,000
<b>Total Service</b>			<b>2,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Service</b>			<b>2,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total Revenues</b>			<b>27,774</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
015_1000_002	Part Time Salary		11,517	16,849	16,849	17,355
<b>Total Salaries -</b>			<b>11,517</b>	<b>16,849</b>	<b>16,849</b>	<b>17,355</b>
015_1020_001	FICA-Employer		715	0	1,045	1,076
015_1020_002	Medicare-Employer		170	0	244	252
015_1020_003	Unemployment Compensation		120	0	168	174
015_1020_004	Workman's Compensation		0	0	0	0
<b>Total Payroll Taxes</b>			<b>1,005</b>	<b>0</b>	<b>1,457</b>	<b>1,501</b>
<b>Total Personnel</b>			<b>12,522</b>	<b>16,849</b>	<b>18,307</b>	<b>18,856</b>
015_4010_001	Grants-Operational-Personnel		28,443	0	12,350	32,934
<b>Total Grants -</b>			<b>28,443</b>	<b>0</b>	<b>12,350</b>	<b>32,934</b>
<b>Total Grants</b>			<b>28,443</b>	<b>0</b>	<b>12,350</b>	<b>32,934</b>
<b>Total Utilities</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
015_6000_007	Prof Services-Toxicology Testing		100	100	100	100
015_6000_008	Prof Services-MSHP Background		25	25	25	25
015_6000_015	Prof Service-Service Contracts		5,535	12,000	24,000	12,000
015_6000_019	Prof Service-Credit Card Fee		40	40	40	0
<b>Total Professional</b>			<b>5,700</b>	<b>12,165</b>	<b>24,165</b>	<b>12,125</b>
<b>Total Professional</b>			<b>5,700</b>	<b>12,165</b>	<b>24,165</b>	<b>12,125</b>
<b>Total Machinery &amp;</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Expenses</b>			<b>46,665</b>	<b>29,014</b>	<b>54,822</b>	<b>63,915</b>
<b>Change in</b>			<b>(18,891)</b>	<b>(4,014)</b>	<b>(29,822)</b>	<b>(38,915)</b>

## Storm Water

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

### FY 2020-2021 Accomplishments:

Completed engineering study and design for regional detention improvements located upstream of Hwy 64 and Bennett. Two detention facilities are constructed to address stormwater topping Hwy 64 affecting traffic during heavy rainstorm events.

### Fiscal Year 2022 Goals:

VI. **Goal:** Find funding source to properly fund capital improvement needs and operational maintenance.

**Strategy:** Present Parks and Stormwater Sales Tax on ballot for citizens consideration.

**Budgetary Factor:** Cost of placing on ballot.

### Storm Water Expense by Category

**\$17,750**



### Performance Measurements:

Detention Facility Maintenance	2019	2020 Projected	2020 Estimated	2021 Projected
Inspection	10	10	10	10
Cleaning	5	2	2	1

### Previous Years' Goals:

I. Goal: Improve Stormwater conveyance and retention.

Status: On going.

II. Goal: Continue maintaining current capacity in existing detention facilities.

Status: On going.

01 - 165 - Storm Water		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Budget	Estimated	
		Name	Budget	Ending	Proposed
015_2005_000	Capital Exp-Land and		0	0	0
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>
015_6000_003	Prof Services-Surveying		15,000	15,000	5,000
015_6000_015	Prof Service-Service Contracts		5,000	5,000	0
	<b>Total</b>		<b>20,000</b>	<b>20,000</b>	<b>5,000</b>
	<b>Total</b>		<b>20,000</b>	<b>20,000</b>	<b>5,000</b>
015_7500_002	Materials-Rock		1,500	1,000	500
015_7500_003	Materials-Concrete		2,000	1,000	500
015_7500_004	Materials-Landscaping		500	500	250
015_7500_005	Materials-Vacant1		1,000	0	0
015_7500_006	Materials-Vacant2		1,000	0	0
015_7505_003	Materials-Pipe-Misc.		0	1,500	1,000
015_7505_006	Materials-Precast		0	1,000	500
	<b>Total</b>		<b>6,000</b>	<b>5,000</b>	<b>2,750</b>
	<b>Total</b>		<b>26,000</b>	<b>25,000</b>	<b>7,750</b>
	<b>Change in</b>		<b>(26,000)</b>	<b>(25,000)</b>	<b>(7,750)</b>
					<b>(17,750)</b>

## Finance Department

The Finance Department is responsible for the oversight and integrity of all fiscal activities of the City. The department consists of Cash Collections, 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 City continues to participate in and receive the GFOA Distinguished Budget Presentation Award Programs.

### Fiscal Year 2020-2021 Accomplishments:

The City began the process of implementing a new P-Card and e-payables. Once fully deployed, the City will not only see additional revenues, but much needed efficiencies will be gained in our AP department. Additionally, we identified a need within the organization to partner with Amazon business. This not only put additional controls in place throughout the organization, but it allows for savings the City had not realized before. The City successfully began a new partnership with a local bank, which has also allowed the City to realize increased revenues. We were able to add a part-time position to improve efficiencies not only for customer service, but processes throughout the department.

### Fiscal Year 2022 Goals:

- I. **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.

- II. **Goal:** Promote sound financial management for the City of Lebanon and provide complete and informative financial information to the citizens of Lebanon and elected officials.
- III. **Strategy:** Develop an annual budget that continues to meet the standards established by the GFOA for the budget award program

**Budgetary Factor:** Non budgeted. No additional funding required.

- IV. **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 times and resources.
- V. **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 financial best practices.  
**Strategy:** Review cost allocations across all departments/funds to ensure expenses and activity accurately reflect actual costs and are charged appropriately  
**Budgetary Factor:** Non budgeted. No additional funding required.

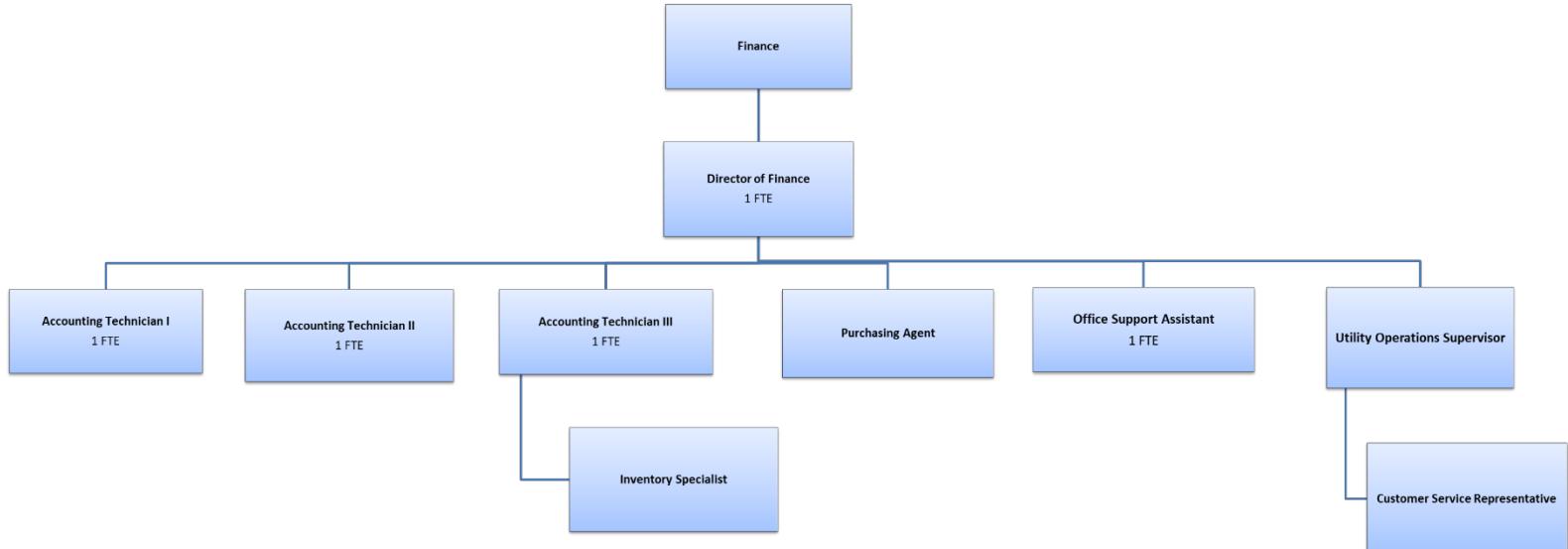
## Performance Measurements:

Fiscal Year Performance Measures						
Metrics	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019
Number of Initial Purchase Orders Issued	287	383	372	357	412	359
Number of Accounts Payable Checks Issued	3687	3713	3959	3838	3636	3065
Number of Payroll issued	4753	4887	4932	5099	4868	5013
Number of Accounts Receivable Invoices Issued	639	643	666	1545	2928	2869
Amount of Payroll	5,998,091	5,963,727	6,171,320	6,721,585	6,721,871	7,012,233
Collection Rate	97.02%	98.70%	98.47%	99.55%	99.32%	96.07%
Number of Accounting Funds	17	17	17	17	17	17
Calendar Year Performance Measures						
Metrics	2014	2015	2016	2017	2018	2019
Average Return on Investments	0.38%	0.36%	0.55%	0.55%	0.81%	0.88%
Debt Ratings (Standard & Poors)	A-	A-	A-	A-	A-	A-
Debt Issues Outstanding	2	2	2	2	1	1
City of Lebanon Sales Tax Rate	2%	2%	2%	2%	2%	2%
Property Tax Rate (per \$100 Assessed Valuation)	\$0.5138	\$0.5204	\$0.5214	\$0.5214	\$0.5214	\$0.5216

## Previous Years' Goals:

- I. Goal: Promote sound financial management for the City of Lebanon and provide complete and informative financial information to the citizens of Lebanon and elected officials.  
Status: Ongoing: received the budget award for FY2021, continue to deploy the long term forecasting tool
- II. Goal. Maintain an unmodified opinion on the annual audit.  
Status: Complete
- III. Goal: Develop written financial policies/accounting procedures manual  
Status: In progress
- IV. 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 financial best practices.  
Status: on-going; this year Finance fully implemented accounting for encumbrances on purchases approved by Council. This helps us better track and understand our funds.
- V. Goal: Partner with City Departments to achieve the efficient use of City resources  
Status: On-going

## Finance Department Organizational Chart



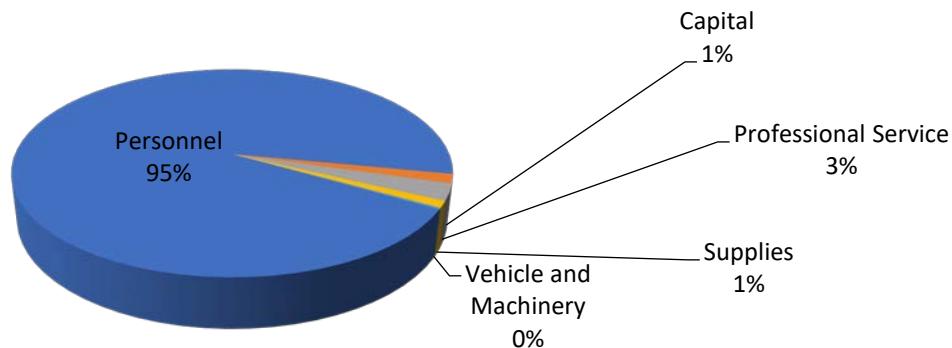
01 - 170 - Finance Department		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
	Name	Budget	Budget	Ending	Proposed
015_1000_001	Fulltime Salary	228,341	221,958	213,704	230,064
	<b>Total</b>	<b>228,341</b>	<b>221,958</b>	<b>213,704</b>	<b>230,064</b>
015_1005_001	Health Premium-Employee	0	15,792	15,134	15,792
015_1005_002	Health Premium-Family	33,117	17,325	28,108	29,088
015_1005_003	Dental Premium-Employee	0	600	850	900
015_1005_004	Dental Premium-Family	1,350	726	726	726
015_1010_001	Life Insurance	315	278	262	278
	<b>Total</b>	<b>34,782</b>	<b>34,721</b>	<b>45,080</b>	<b>46,784</b>
015_1015_001	Lagers-General	29,915	29,077	27,855	30,829
015_1015_004	Deferred Comp-Employer	2,600	3,250	3,068	3,250
	<b>Total</b>	<b>32,515</b>	<b>32,327</b>	<b>30,922</b>	<b>34,079</b>
015_1020_001	FICA-Employer	14,160	11,708	12,528	13,488
015_1020_002	Medicare-Employer	3,315	2,738	2,930	3,155
015_1020_003	Unemployment Compensation	2,285	911	1,637	2,176
015_1020_004	Workman's Compensation	805	985	985	992
	<b>Total Payroll</b>	<b>20,565</b>	<b>16,342</b>	<b>18,079</b>	<b>19,811</b>
015_1025_001	Employee-Uniforms	500	500	500	500
015_1025_002	Employee-	950	915	915	915
015_1025_003	Employee-Books	500	500	500	500
015_1025_004	Employee-Travel/Hotel	4,000	4,000	750	4,000
015_1025_005	Employee-Training	7,500	7,500	7,500	7,500
015_1025_007	Employee-Bonds	225	225	225	225
	<b>Total</b>	<b>13,675</b>	<b>13,640</b>	<b>10,390</b>	<b>13,640</b>
	<b>Total</b>	<b>329,878</b>	<b>318,988</b>	<b>318,176</b>	<b>344,377</b>
015_2015_000	Capital Exp-Furniture and Fixtures	0	3,307	4,259	6,342
015_2020_000	Capital Exp-Machinery and	14,323	0	0	0
	<b>Total Capital</b>	<b>14,323</b>	<b>3,307</b>	<b>4,259</b>	<b>6,342</b>
015_5015_001	Utilities-Cell Phones	485	485	485	485
	<b>Total</b>	<b>485</b>	<b>485</b>	<b>485</b>	<b>485</b>
015_6000_007	Prof Services-Toxicology Testing	100	100	75	100
015_6000_008	Prof Services-MSHP Background	50	50	25	50
015_6000_014	Prof Service-Events and Functions	150	150	0	0
015_6000_015	Prof Service-Service Contracts	0	1,300	500	500

01 - 170 - Finance Department			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
015_6000_016	Prof Service-Taxes/Fees		425	350	350	350
	<b>Total</b>		<b>725</b>	<b>1,950</b>	<b>950</b>	<b>1,000</b>
015_6010_002	Advertising-Employee Recruitment		100	100	100	100
015_6010_003	Advertising-Print		100	100	100	100
	<b>Total</b>		<b>200</b>	<b>200</b>	<b>200</b>	<b>200</b>
015_6020_001	Software-Purchase		0	0	2,500	2,038
015_6020_002	Software-Upgrade		2,500	0	0	0
015_6020_003	Software-Agreement		5,900	1,800	5,000	1,800
	<b>Total</b>		<b>8,400</b>	<b>1,800</b>	<b>7,500</b>	<b>3,838</b>
	<b>Total</b>		<b>9,325</b>	<b>3,950</b>	<b>8,650</b>	<b>5,038</b>
015_7000_001	Supplies-Operational		1,500	1,500	1,500	1,500
015_7000_002	Supplies-Computer Accessories		1,800	1,000	1,000	1,000
015_7005_001	Supplies-Printing		1,500	1,500	1,500	1,500
015_7005_002	Supplies-Mailing		600	750	500	750
015_7005_003	Supplies-Postage		100	150	350	150
015_7005_004	Supplies-Paper		100	100	100	100
015_7005_005	Supplies-Forms		750	1,000	1,000	1,000
	<b>Total</b>		<b>6,350</b>	<b>6,000</b>	<b>5,950</b>	<b>6,000</b>
015_8600_001	Vehicle-Repair		100	100	0	100
015_8600_002	Vehicle-Maintenance		100	100	0	100
015_8600_005	Vehicle-Fuel		250	250	150	250
	<b>Total</b>		<b>450</b>	<b>450</b>	<b>150</b>	<b>450</b>
	<b>Total</b>		<b>360,812</b>	<b>333,179</b>	<b>337,669</b>	<b>362,692</b>
	<b>Change in</b>		<b>(360,812)</b>	<b>(333,179)</b>	<b>(337,669)</b>	<b>(362,692)</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.

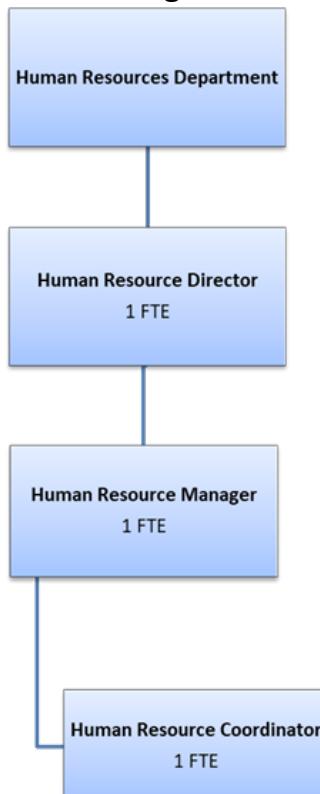
### Human Resource Expense by Category



### Performance Measurements:

Calendar Year Performance Measures	2013	2014	2015	2016	2017	2018	2019
Number of New Hires Processed (includes FT.PT, Temporary, and Seasonal)	38	57	80	78	58	74	64

### Human Resources Organizational Chart



01 - 175 - HR		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	Proposed
	015_1000_001	Fulltime Salary	140,686	123,716	116,586	146,457
	015_1000_005	Fulltime Overtime	486	0	0	0
	<b>Total</b>		<b>141,172</b>	<b>123,716</b>	<b>116,586</b>	<b>146,457</b>
	015_1005_001	Health Premium-Employee	0	7,896	7,896	7,896
	015_1005_002	Health Premium-Family	25,221	5,881	2,941	11,763
	015_1005_003	Dental Premium-Employee	0	600	600	600
	015_1005_004	Dental Premium-Family	730	150	75	300
	015_1010_001	Life Insurance	190	139	125	167
	<b>Total</b>		<b>26,141</b>	<b>14,666</b>	<b>11,637</b>	<b>20,725</b>
	015_1015_001	Lagers-General	18,494	16,207	15,273	19,625
	015_1015_004	Deferred Comp-Employer	1,950	975	813	1,300
	<b>Total</b>		<b>20,444</b>	<b>17,182</b>	<b>16,085</b>	<b>20,925</b>
	015_1020_001	FICA-Employer	8,755	6,816	7,108	8,746
	015_1020_002	Medicare-Employer	2,050	1,594	1,662	2,045
	015_1020_003	Unemployment Compensation	1,415	340	789	1,411
	015_1020_004	Workman's Compensation	483	591	591	595
	<b>Total Payroll</b>		<b>12,703</b>	<b>9,341</b>	<b>10,150</b>	<b>12,797</b>
	015_1025_001	Employee-Uniforms	150	150	0	150
	015_1025_002	Employee-	500	500	300	500
	015_1025_003	Employee-Books	100	100	0	100
	015_1025_004	Employee-Travel/Hotel	2,000	2,000	0	2,000
	015_1025_005	Employee-Training	4,500	4,500	1,000	4,500
	015_1025_006	Employee-Recognition	6,000	6,000	5,900	6,000
	<b>Total</b>		<b>13,250</b>	<b>13,250</b>	<b>7,200</b>	<b>13,250</b>
	<b>Total</b>		<b>213,710</b>	<b>178,155</b>	<b>161,657</b>	<b>214,154</b>
	015_2015_000	Capital Exp-Furniture and Fixtures	5,000	0	0	3,204
	015_2020_000	Capital Exp-Machinery and	1,806	0	0	0
	<b>Total Capital</b>		<b>6,806</b>	<b>0</b>	<b>0</b>	<b>3,204</b>
	015_5020_002	Utilities-Internet Mobile	0	0	480	480
	015_6000_001	Prof Services-Legal	0	0	0	500
	015_6000_007	Prof Services-Toxicology Testing	150	150	50	150
	015_6000_008	Prof Services-MSHP Background	50	50	0	50
	015_6000_015	Prof Service-Service Contracts	0	550	550	550
	<b>Total</b>		<b>200</b>	<b>750</b>	<b>600</b>	<b>1,250</b>

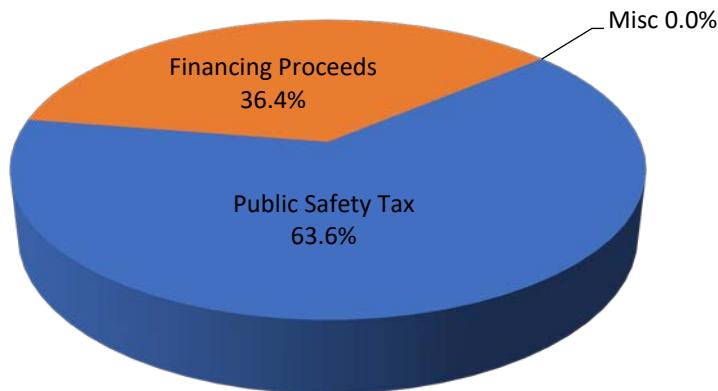
01 - 175 - HR		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Budget	Estimated Ending	Estimated Proposed
	Name				
	015_6020_001 Software-Purchase		1,500	1,500	0 1,500
	015_6020_003 Software-Agreement		2,295	2,295	0 2,700
	<b>Total</b>		<b>3,795</b>	<b>3,795</b>	<b>0 4,200</b>
	<b>Total</b>		<b>3,995</b>	<b>4,545</b>	<b>600 5,450</b>
	015_7000_001 Supplies-Operational		350	800	500 800
	015_7000_002 Supplies-Computer Accessories		300	200	0 200
	015_7005_001 Supplies-Printing		100	1,000	0 500
	015_7005_002 Supplies-Mailing		100	125	0 125
	015_7005_003 Supplies-Postage		150	150	50 150
	015_7005_004 Supplies-Paper		150	150	100 150
	015_7005_006 Supplies-Promo-Education		150	150	0 200
	015_7015_004 Supplies-Safety		100	100	0 100
	<b>Total</b>		<b>1,400</b>	<b>2,675</b>	<b>650 2,225</b>
	015_8600_001 Vehicle-Repair		100	100	0 100
	015_8600_002 Vehicle-Maintenance		100	100	0 100
	015_8600_003 Vehicle-Supplies		100	100	0 100
	015_8600_005 Vehicle-Fuel		250	250	75 250
	<b>Total</b>		<b>550</b>	<b>550</b>	<b>75 550</b>
	<b>Total</b>		<b>226,461</b>	<b>185,925</b>	<b>163,462 226,063</b>
	<b>Change in</b>		<b>(226,461)</b>	<b>(185,925)</b>	<b>(163,462) (226,063)</b>

## Public Safety Fund

The Public Safety Fund is used to fund Public Safety in the City of Lebanon. It provides for additional funding for both Fire and Police. This allows for additional resources of staff and capital projects. The revenue source is a  $\frac{1}{2}$  cent voter approved sales tax. This tax was approved and began April 1, 2020

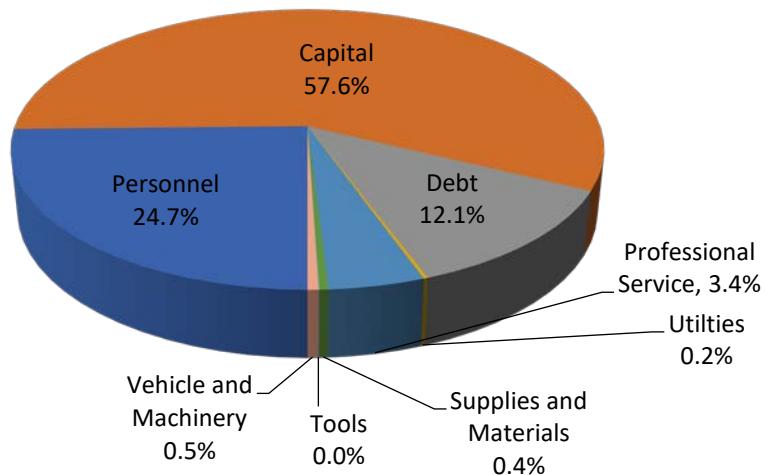
### Public Safety Funds Available by Category

**\$2,750,005**



### Public Safety Expense by Category

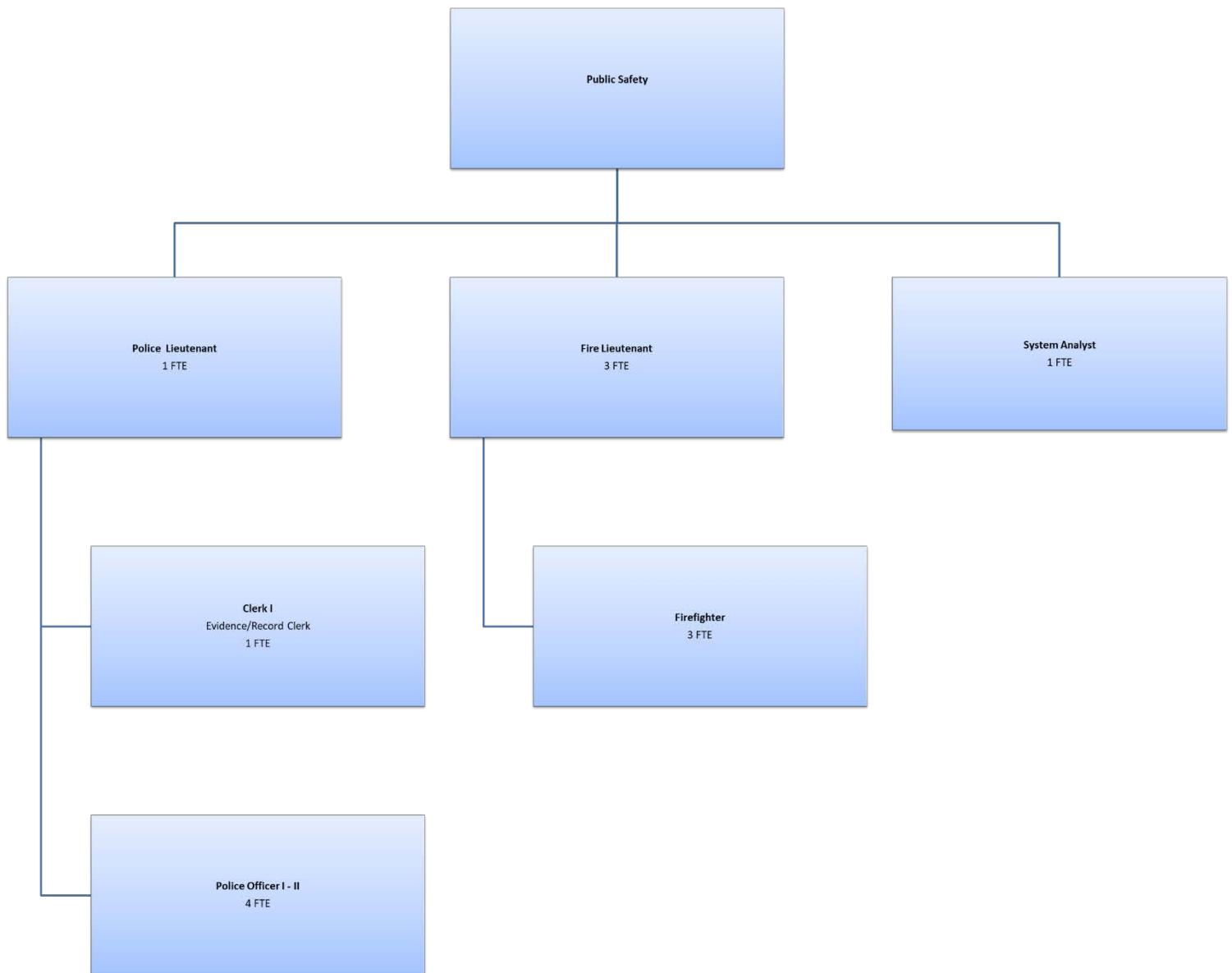
**\$3,155,869**



## Public Safety Fund Revenue and Expense by Category

Public Safety	2020	2021	2021	2022
	Actuals	Budget	Estimated	Proposed
<b>Revenues</b>				
Taxes	\$139,504	\$1,700,000	\$1,900,000	\$1,750,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$0	\$652,000	\$894,706	\$1,000,005
Internal Service Revenue	\$0	\$0		
<b>Total Revenues</b>	<b>\$139,504</b>	<b>\$2,352,000</b>	<b>\$2,794,706</b>	<b>\$2,750,005</b>
<b>Expenses</b>				
Personnel	\$0	\$627,922	\$257,251	\$779,024
Capital	\$0	\$1,302,800	\$1,103,188	\$1,817,596
Debt	\$0	\$169,500	\$92,617	\$381,203
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$6,000
Professional Services	\$0	\$117,500	\$117,500	\$141,996
Supplies and Materials	\$0	\$0	\$0	\$13,050
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$17,000
Internal Service Expense	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$0</b>	<b>\$2,217,722</b>	<b>\$1,570,556</b>	<b>\$3,155,869</b>

## Public Safety Fund Organizational Chart



03 - 500 - Public Safety		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Ending	Estimated Proposed
	034_1000_002	Tax-Sales 0.5%		0 1,700,000	1,900,000	1,750,000
		<b>Total Tax</b>		<b>0 1,700,000</b>	<b>1,900,000</b>	<b>1,750,000</b>
		<b>Total Local</b>		<b>0 1,700,000</b>	<b>1,900,000</b>	<b>1,750,000</b>
	034_3010_001	Misc-Bond Proceeds		0 652,000	0	0
	034_3010_003	Misc-Interest Income		0 0	5	5
	034_3010_010	Misc-Lease Proceeds		0 0	894,701	1,000,000
		<b>Total</b>		<b>0 652,000</b>	<b>894,706</b>	<b>1,000,005</b>
		<b>Total Service</b>		<b>0 652,000</b>	<b>894,706</b>	<b>1,000,005</b>
		<b>Total</b>		<b>0 2,352,000</b>	<b>2,794,706</b>	<b>2,750,005</b>
		<b>Change in</b>		<b>0 2,352,000</b>	<b>2,794,706</b>	<b>2,750,005</b>

## Public Safety -Fire Department

The City of Lebanon Fire Department is a dedicated team committed to providing the highest level of public safety to our community, visitors, and neighbors. The purpose of the Public Safety Tax is to improve the delivery of fire services throughout our community by providing the Lebanon Fire Department with additional staff, a third facility, and equipment, including fire apparatus, necessary to perform any assigned task. These tasks include fire suppression, emergency medical care, technical rescue, hazardous material mitigation, and disaster management.

### **FY 2020-2021 Accomplishments:**

The Public Safety Tax was passed to expand the Fire and Police Departments. Fy21 was the first year of this new revenue stream and the Lebanon Fire Department was able to accomplish some significant milestones. In FY21 a construction contract for the promised new Public Safety Building was awarded, with construction slated to begin in early 2021. Completion of the new facility is expected the first quarter of 2022. The Lebanon Fire Department also placed an order for a new quick attack engine. Delivery of this apparatus is expected in early 2022 as well. Finally, funds from the Public Safety Tax allowed the Department to hire three of the six new firefighters needed to staff the new facility, increasing our daily staffing prior to completion of the new facility.

### **Fiscal Year 2022 Goals:**

- I. **Goal:** Hire remaining three of six promised Firefighters and provide said personnel training as needed.  
**Strategy:** During third quarter of FY21 conduct interviews to identify and offer conditional employment offers to select candidates. Selected candidates will attend the Springfield Fire Department Training Academy scheduled for July 2021 – December 2021.  
**Budgetary Factor:** Funding for the additional personnel is provided for through the Public Safety Tax and is an anticipated expense. The three personnel will cost approximately \$150,000 salary and benefits. The Springfield Training Academy cost will have a minimal impact. The cost for each candidate to attend the program is \$550.
  
- II. **Goal:** Complete improvements to Fire Stations 1 & 2.  
**Strategy:** With the construction of a new Public Safety Building, it was noted the time had come to update the existing fire stations. Fire and City Administration support the updating of facilities to include painting each station to match the new facility, new appliances, install more efficient bay heaters, additional living space at Fire Station 2, reallocation of space at Fire Station 1 for a small gym area and additional storage, and construction of closet space for firefighters at each station.

**Budgetary Factor:** The impact on the Public Safety Tax is approximately \$200,000.

While the stations have received minor touch-ups and necessary maintenance over the past two decades, they have not seen significant improvements in the living quarters, technology, or furnishings.

**Performance Measurements:** As the Public Safety Tax was passed to improve the delivery of fire services, the Performance Measurements listed below should be moved to this budgetary section once a minimum of one year of data is available and the new Public Safety Building has been in operation for at least one year.

- Average Response Times
- 6 Minutes 59 Seconds Response Time Percentage in the City
- Actual 90% Response Time in the City

**Previous Years' Goals:** FY21 was the first-year revenue was collected for the Public Safety Tax. The goals and status noted are from FY21.

II. Goal: Purchase new fire apparatus to replace aging 2004 engine.

Status: A new quick attack engine was purchased. This smaller engine has many of the same capabilities of a larger truck, but in a more maneuverable package. This vehicle was significantly less in cost. This engine will be delivered in December of 2021.

III. Goal: Hire three of the proposed six additional firefighters.

Status: The Fire Department was successful in hiring three additional firefighters as proposed and promised in the Public Safety Tax. All three personnel have completed their probation and are on-duty.

03 - 510 - Fire Public Safety			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Estimated		
			Budget	Ending	Proposed	
035_1000_001	Fulltime Salary		0	195,875	71,476	147,847
035_1000_005	Fulltime Overtime		0	28,609	8,166	20,601
<b>Total Salaries -</b>			<b>0</b>	<b>224,484</b>	<b>79,642</b>	<b>168,448</b>
035_1005_001	Health Premium-Employee		0	15,792	8,554	15,792
035_1005_002	Health Premium-Family		0	50,076	8,745	30,285
035_1005_003	Dental Premium-Employee		0	900	575	900
035_1005_004	Dental Premium-Family		0	1,326	0	663
035_1010_001	Life Insurance		0	333	125	249
<b>Total Benefits -</b>			<b>0</b>	<b>68,428</b>	<b>17,999</b>	<b>47,890</b>
035_1015_003	Lagers-Fire		0	6,735	1,906	2,691
035_1015_004	Deferred Comp-Employer		0	3,900	655	2,270

03 - 510 - Fire Public Safety		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	<b>Total Benefits -</b>		<b>0</b>	<b>10,635</b>	<b>2,561</b>	<b>4,960</b>
035_1020_001	FICA-Employer		0	8,060	4,733	9,702
035_1020_002	Medicare-Employer		0	1,885	1,107	2,269
035_1020_003	Unemployment Compensation		0	1,285	763	1,565
	<b>Total Payroll</b>		<b>0</b>	<b>11,231</b>	<b>6,604</b>	<b>13,536</b>
035_1025_001	Employee-Uniforms		0	5,000	5,000	31,000
035_1025_004	Employee-Travel/Hotel		0	3,500	3,500	7,500
035_1025_005	Employee-Training		0	15,000	15,000	21,500
035_1025_008	Employee-Hazmat Physicals		0	3,000	3,000	18,000
	<b>Total Employee</b>		<b>0</b>	<b>26,500</b>	<b>26,500</b>	<b>78,000</b>
	<b>Total Personnel</b>		<b>0</b>	<b>341,277</b>	<b>133,306</b>	<b>312,835</b>
035_2015_000	Capital Exp-Furniture and		0	451,500	4,190	485,763
035_2020_000	Capital Exp-Machinery and		0	476,000	82,086	28,115
035_2020_001	IMPCapital Exp - Machinery and		0	0	3,115	3,115
035_2025_000	Capital Exp-Vehicles		0	0	329,817	1,000,000
	<b>Total Capital</b>		<b>0</b>	<b>927,500</b>	<b>416,093</b>	<b>1,513,878</b>
035_3020_000	Debt-Lease Purchase		0	75,000	0	189,100
	<b>Total Debt</b>		<b>0</b>	<b>75,000</b>	<b>0</b>	<b>189,100</b>
035_5000_001	Utilities-Electric		0	0	0	5,000
035_5000_002	Utilities-Water		0	0	0	500
035_5000_003	Utilities-Sewer		0	0	0	500
035_6000_015	Prof Service-Service Contracts		0	12,500	12,500	12,500
	<b>Total</b>		<b>0</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
035_6005_001	Insurance-Vehicle		0	3,500	0	0
	<b>Total Insurance</b>		<b>0</b>	<b>3,500</b>	<b>0</b>	<b>0</b>
	<b>Total</b>		<b>0</b>	<b>16,000</b>	<b>12,500</b>	<b>12,500</b>
035_7005_003	Supplies-Postage		0	0	50	50
035_8600_004	Vehicle-Equipment		0	0	0	7,500
	<b>Total Expenses</b>		<b>0</b>	<b>1,359,777</b>	<b>561,949</b>	<b>2,041,863</b>
	<b>Change in</b>			<b>0(1,359,777)</b>	<b>(561,949)</b>	<b>(2,041,863)</b>

## Public Safety -Police Department

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

The Public Safety Tax was approved by voters and funding was made available for the first time during this fiscal year. By approving the Public Safety Tax, our citizens are supporting the Police Department by allowing it to have better equipment, training, and staffing.

### **FY 2020-2021 Accomplishments:**

The patrol fleet received six fully equipped 2020 Dodge Durango Pursuit vehicles. The addition of these vehicles and ancillary equipment reduced maintenance and equipment costs, while allowing the department to realign the entire fleet. Coupled with a new graphics package, the vehicles enhanced the department's professional image throughout our community and boosted employee morale.

The implementation of a Body Worn Camera program improved each officer's ability to record interactions with the public, gather evidence at crime scenes, identify training shortfalls, reduce citizen complaints, and resolve officer involved incidents.

The purchase of a Cellebrite Universal Forensic Extraction Device enhanced our ability to extract both physical and logical data from mobile devices, such as cellphones and other hand held mobile devices, including the ability to recover deleted data and decipher encrypted and password protected information. This greatly enhanced our ability to identify suspects and solve crimes.

### **Fiscal Year 2022 Goals:**

- I. **Goal:** The police department will strive to recruit, hire, and retain three additional officers and an evidence/records technician.  
**Strategy:** Seek out the most qualified applicants by advertising on social media, visiting training academies, and networking.  
**Budgetary Factor:** Funding for the addition of these personnel was included in the initial approval of the Public Safety Tax.

II. **Goal:** Purchase and field License Plate Reader systems at key locations in the city to enhance the police department's ability to conduct criminal investigations, locate missing persons, and quickly solve all types of cases.

**Strategy:** Purchasing has been approved and this will be in place during FY22.

**Budgetary Factor:** Funding has been allocated through the Public Safety Tax.

## Performance Measures

	2014	2015	2016	2017	2018	2019	2020
Total Arrests	4470	4640	4735	4917	4791	4662	4479
Total Reports	3292	3297	3302	3456	3685	3689	3299
Total Calls for Service (CAD)	24796	23807	21875	24464	25032	37603	38730

03 - 515 - Police Public Safety		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Budget	Estimated		
		Name	Budget	Budget	Ending	
	035_1000_001	Fulltime Salary	0	159,376	55,330	276,884
	035_1000_005	Fulltime Overtime	0	3,016	2,145	9,938
	<b>Total</b>		<b>0</b>	<b>162,392</b>	<b>57,475</b>	<b>286,822</b>
	035_1005_001	Health Premium-Employee	0	7,896	6,580	23,688
	035_1005_002	Health Premium-Family	0	39,582	8,505	51,345
	035_1005_003	Dental Premium-Employee	0	0	400	900
	035_1005_004	Dental Premium-Family	0	1,626	75	1,626
	035_1010_001	Life Insurance	0	222	81	389
	<b>Total</b>		<b>0</b>	<b>49,327</b>	<b>15,641</b>	<b>77,948</b>
	035_1015_001	Lagers-General	0	0	1,213	5,428
	035_1015_002	Lagers-Police	0	21,923	3,617	28,765
	035_1015_004	Deferred Comp-Employer	0	2,600	330	3,250
	<b>Total</b>		<b>0</b>	<b>24,523</b>	<b>5,160</b>	<b>37,443</b>
	035_1020_001	FICA-Employer	0	6,938	3,346	16,468
	035_1020_002	Medicare-Employer	0	1,623	783	3,851
	035_1020_003	Unemployment Compensation	0	843	540	2,656
	<b>Total Payroll</b>		<b>0</b>	<b>9,404</b>	<b>4,669</b>	<b>22,975</b>
	035_1025_001	Employee-Uniforms	0	5,000	5,000	5,000
	035_1025_004	Employee-Travel/Hotel	0	6,000	6,000	6,000
	035_1025_005	Employee-Training	0	30,000	30,000	30,000
	<b>Total</b>		<b>0</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>

03 - 515 - Police Public Safety		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
	Name	Budget	Budget	Ending	Proposed
	<b>Total</b>		<b>0 286,645</b>	<b>123,945</b>	<b>466,189</b>
035_2015_000	Capital Exp-Furniture and	0	0	37,793	120,018
035_2020_000	Capital Exp-Machinery and	0	375,300	84,417	138,700
035_2025_000	Capital Exp-Vehicles	0	0	564,885	45,000
	<b>Total Capital</b>		<b>0 375,300</b>	<b>687,095</b>	<b>303,718</b>
035_3020_000	Debt-Lease Purchase	0	94,500	92,617	192,103
	<b>Total Debt</b>		<b>0 94,500</b>	<b>92,617</b>	<b>192,103</b>
035_6000_011	Prof Services-Dues/License	0	0	3,296	3,296
035_6005_001	Insurance-Vehicle	0	6,500	0	0
	<b>Total</b>		<b>0 6,500</b>	<b>0</b>	<b>0</b>
035_6020_001	Software-Purchase	0	20,000	18,000	0
035_6020_003	Software-Agreement	0	75,000	75,000	126,200
	<b>Total</b>		<b>0 95,000</b>	<b>93,000</b>	<b>126,200</b>
	<b>Total</b>		<b>0 101,500</b>	<b>96,296</b>	<b>129,496</b>
035_7000_003	Supplies-Desk Accessories-	0	0	0	1,000
035_7000_007	Supplies-Ammo	0	0	0	12,000
	<b>Total</b>		<b>0 0</b>	<b>0</b>	<b>13,000</b>
035_8000_003	Tools-Supplies	0	0	1,500	1,500
	<b>Total Tools &amp;</b>		<b>0 0</b>	<b>1,500</b>	<b>1,500</b>
035_8300_001	Equipment-Repair	0	0	14,500	0
035_8300_004	Equipment-Equipment	0	0	38,081	0
	<b>Total</b>		<b>0 0</b>	<b>52,581</b>	<b>0</b>
035_8600_004	Vehicle-Equipment	0	0	0	8,000
	<b>Total</b>		<b>0 0</b>	<b>0</b>	<b>8,000</b>
	<b>Total</b>		<b>0 857,945</b>	<b>1,054,034</b>	<b>1,114,006</b>
	<b>Change in</b>		<b>0 (857,945)(1,054,034)(1,114,006)</b>		

## Street Fund

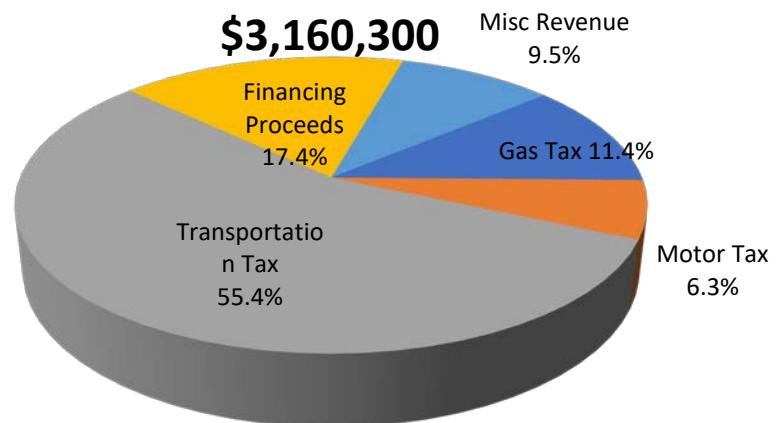
The Street Fund is used for transportation purposes in the City of Lebanon. It provides for the maintenance and expansion of transportation needs of our citizens; such as, repair and maintenance of existing public road system, and upgrades to local transportation system. The current City street network has approximately 112 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.

### Fiscal Year 2020-2021 Accomplishments:

Asphalt overlays have been completed on 3 miles of City streets with another 1.3 miles to be completed by the end of 2021 fiscal year. Construction of 600 L.F. of Van Buren Avenue was completed with reconstruction of 800 L.F. of Perry Street and Beckett Street to be completed by the end of 2021 fiscal year. The final phase of the street name sign replacement project was completed with an overall total of street signs replaced at 1,418 in both phases.

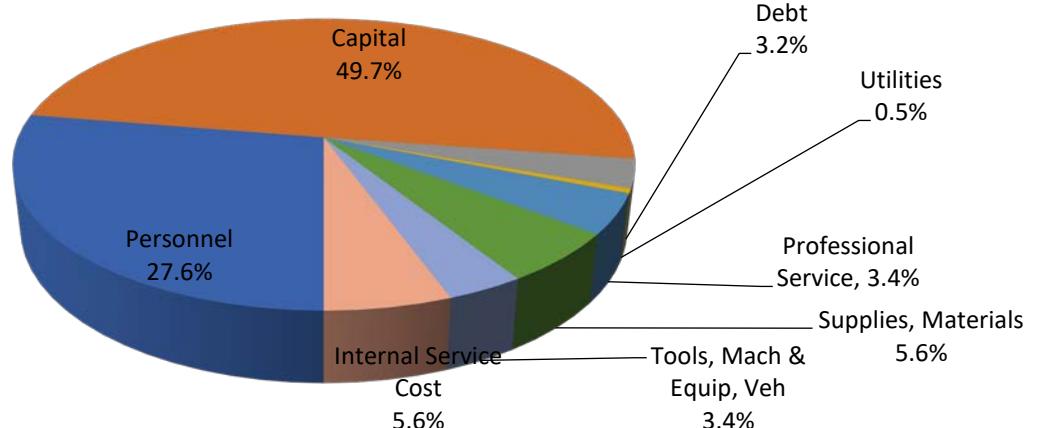
May 2020 Storm Recovery efforts including removal of 1,225 dump truck loads of storm debris and replacement of 78 street signs damaged in the storm.

## Street Funds Available by Category



## Street Expense by Category

**\$4,165,858**



## Fiscal Year 2022 Goals:

I. **Goal:** Develop solutions to improve traffic flow in Lebanon.

**Strategy:** Continue to monitor traffic counts and complete traffic studies on 5-year cycle with the revision of the Street Maintenance Master Plan. Identify and pursue grant funding opportunities. Complete study of connector road from Beck Lane to Fourth Street to create an internal West loop and present report to Council. This project is currently with MoDOT for review and comment. Continue quarterly meetings with MoDOT to discuss traffic issues and develop strategies.

**Budgetary Factor:** Availability of Funds. As improvements are proposed funding will be needed for the proposed improvements.

II. **Goal:** Improve appearance of street rights of way.

**Strategy:** Continue routine street sweeping program by sweeping 112 miles of streets per quarter. Continue implementation of annual street striping program. Continue community outreach to encourage adoption of eligible streets resulting in improved cleanliness.

**Budgetary Factor:** Availability of Funds. The pavement marking program requires funding estimated at \$20,000 annually, for street marking materials.

III. **Goal:** Expedite response to changing road conditions and customer concerns, including sidewalks.

**Strategy:** Continue to inspect and evaluate the existing sidewalk network for ADA improvements and update Lebanon ADA Transition Plan. Implement Sidewalk Master Plan as adopted by City Council. Design and begin construction on a sidewalk on New Buffalo Road. Make improvements to sidewalk curb ramps in areas identified in sidewalk inspections. Continue to implement the Street Maintenance Master Plan with increased improvements on residential streets.

**Budgetary Factor:** Availability of Funds. While evaluation of the existing sidewalk network will be accomplished with existing staff and resources. As sidewalk and street improvements are proposed funding will be needed for the proposed improvements.

## Performance Measurements:

Performance Measures	2018	2019	2019	2021 Estimate	2022 Projected
Blocks of City streets requiring pothole patching	166	200	200	250	250
Blocks of City streets in which tree trimming was performed	60	60	60	70	70
Blocks of City streets with new striping painted	40	84	84	131	131
Blocks of City streets crack sealed	160	57	57	30	50
Blocks of City streets in which asphalt surface was treated	11	5	5	23	5

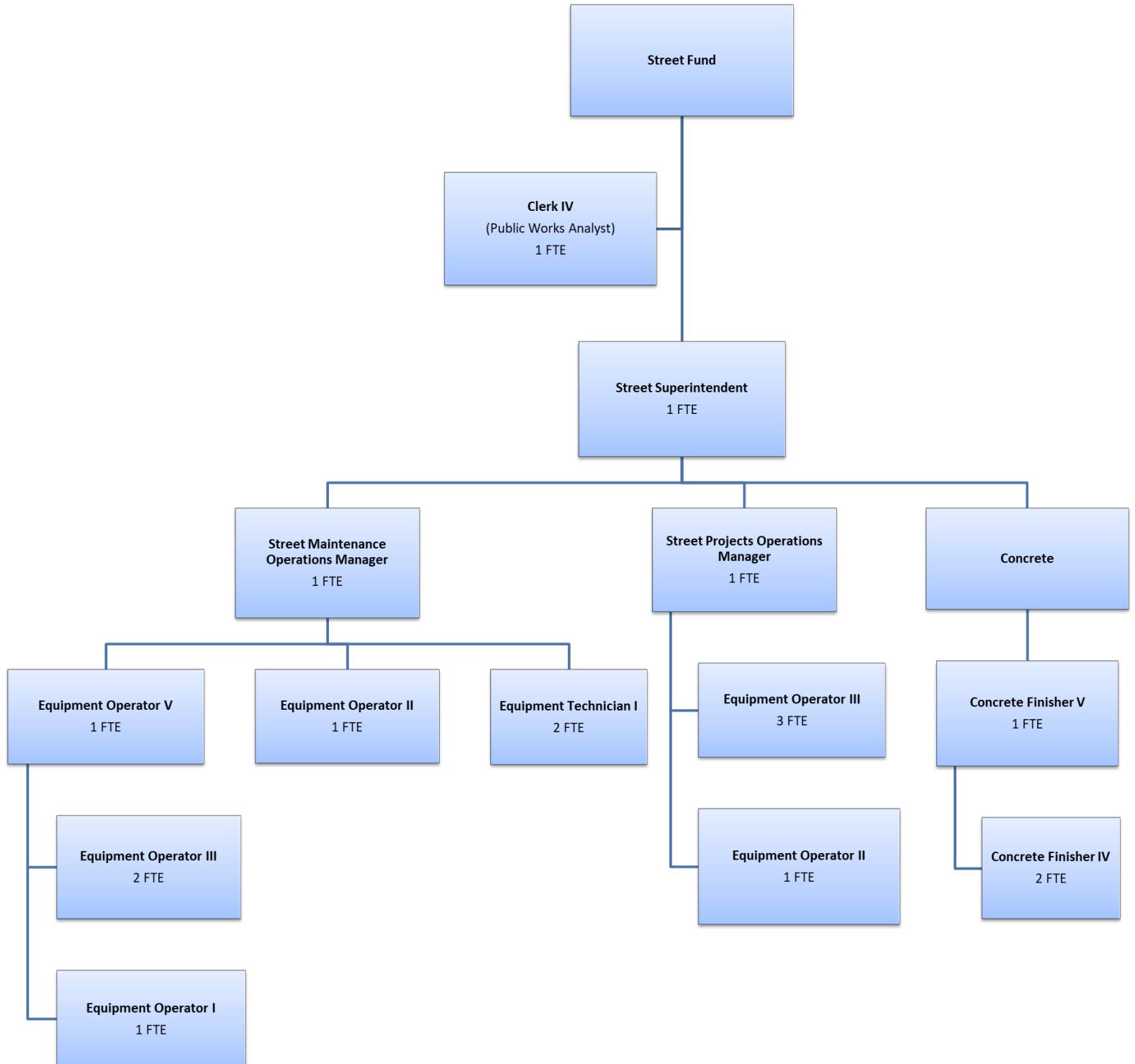
## Previous Years' Goals:

- I. Goal: Develop solutions and identify funding strategies to address traffic flow in Lebanon.  
Status: Quarterly meeting with MoDOT about traffic flow have resulted in reconfiguration of the left turn movements at the intersection of Elm and Jefferson to optimize traffic flow and MoDOT installing new traffic signal controllers that will allow more technology to be used to improve traffic signal performance. The Van Buren/Springfield Road realignment project was completed. The traffic study that was funded by the Traffic Engineering Assistance Program (TEAP) grant has been completed and is with MoDOT for review and comment. The information from this study will be used in planning of a possible West loop connecting Beck Lane to Fourth Street.
- II. Goal: Improve the appearance of street rights of way.  
Status: The routine street sweeping program sweeping 112 miles of street per quarter has been accomplished. Currently 18 of 31 streets in the Adopt a Street litter pickup program have been adopted totaling 11.7 miles of street currently adopted. Street striping has been completed on 12.4 miles of City street. Phase 2 of the street name sign replacement program was completed with 607 new street name signs installed.
- III. Goal: Expedite response to changing road conditions and customer concerns, including sidewalks.  
Status: Records are kept of category of concern reported, date reported, date repaired or addressed, and type of work as required in performance standards. Activity reports have been presented to City Council. The Adams Avenue Sidewalk Project is scheduled to be completed by the end of 2021 fiscal year as well as planned replacement to sidewalk ramps on Adams Avenue between Seventh Street and Elm Street.
- IV. Goal: Improve the Pavement Condition Index (PCI) score for the City of Lebanon street network.  
Status: Principal arterial streets are currently below the minimum average pavement condition index goal set for the classification of street. All other classifications of streets are currently above the minimum average pavement condition index goal set.

## Street Fund Revenue and Expense by Category

Street Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$1,852,452	\$1,700,000	\$1,900,000	\$1,750,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$681,451	\$555,000	\$698,400	\$560,000
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	\$27,266	\$730	\$218,022	\$550,300
Internal Service Revenue	\$0	\$0	\$250,000	\$300,000
<b>Total Revenues</b>	<b>\$2,561,169</b>	<b>\$2,255,730</b>	<b>\$3,066,422</b>	<b>\$3,160,300</b>
<b>Expenses</b>				
Personnel	\$1,022,139	\$1,099,564	\$1,024,017	\$1,150,557
Capital	\$932,113	\$1,020,455	\$1,156,258	\$2,071,641
Debt	\$69,353	\$69,357	\$94,774	\$133,000
Grants	\$147,701	\$0	\$0	\$0
Utilities	\$19,799	\$18,702	\$20,242	\$20,070
Professional Services	\$150,888	\$90,923	\$101,363	\$183,869
Supplies and Materials	\$127,987	\$231,758	\$285,283	\$232,283
Tools, Equipment, and Vehicles	\$120,526	\$135,155	\$154,070	\$142,370
Internal Service Expense	\$197,173	\$244,703	\$233,232	\$232,068
<b>Total Expenses</b>	<b>\$2,787,679</b>	<b>\$2,910,617</b>	<b>\$3,069,239</b>	<b>\$4,165,858</b>

## Street Fund Organizational Chart



08 - 500 - Street Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Estimated			
			Budget	Budget	Ending	Proposed
	084_1000_002	Tax-Sales 0.5%	1,775,000	1,700,000	1,900,000	1,750,000
	<b>Total Tax Revenue</b>		<b>1,775,000</b>	<b>1,700,000</b>	<b>1,900,000</b>	<b>1,750,000</b>
	<b>Total Local Taxes</b>		<b>1,775,000</b>	<b>1,700,000</b>	<b>1,900,000</b>	<b>1,750,000</b>
	084_2000_001	State Tax-Gas	390,000	375,000	360,000	360,000
	084_2000_002	State Tax-Motor Vehicle	193,000	180,000	200,000	200,000
	<b>Total State Tax</b>		<b>583,000</b>	<b>555,000</b>	<b>560,000</b>	<b>560,000</b>
	084_2005_003	Grants-General Rev	0	0	138,400	0
	<b>Total Grant</b>		<b>0</b>	<b>0</b>	<b>138,400</b>	<b>0</b>
	<b>Total</b>		<b>583,000</b>	<b>555,000</b>	<b>698,400</b>	<b>560,000</b>
	084_3010_006	Misc-Miscellaneous	0	600	132	250
	084_3010_008	Misc-Gain/Loss-Asset Disposal	0	0	45,730	0
	084_3010_010	Misc-Lease Proceeds	0	0	167,074	550,000
	084_3010_012	Misc-Purchasing Card Rebate	0	130	130	50
	084_3010_014	Misc-Insurance Recoveries	0	0	4,956	0
	<b>Total</b>		<b>0</b>	<b>730</b>	<b>218,022</b>	<b>550,300</b>
	<b>Total Service</b>		<b>0</b>	<b>730</b>	<b>218,022</b>	<b>550,300</b>
	084_9999_001	Interfund Transfer	0	0	250,000	300,000
	<b>Total Revenues</b>		<b>2,358,000</b>	<b>2,255,730</b>	<b>3,066,422</b>	<b>3,160,300</b>
	085_1000_001	Fulltime Salary	633,895	655,410	652,881	703,246
	085_1000_001IMP	FT Salary - Imported	0	0	0	0
	085_1000_002	Part Time Salary	54,266	58,638	0	27,350
	085_1000_002IMP	Part Time Salary - Imported	0	0	0	0
	085_1000_005	Fulltime Overtime	12,911	13,359	13,271	13,925
	085_1000_005IMP	Fulltime Overtime - Imported	0	0	0	0
	085_1000_006	Part Time Overtime	603	1,111	0	437
	085_1000_006IMP	Part Time Overtime -	0	0	0	0
	<b>Total Salaries -</b>		<b>701,675</b>	<b>728,518</b>	<b>666,152</b>	<b>744,958</b>
	085_1005_001	Health Premium-Employee	61,608	63,168	45,402	47,376
	085_1005_002	Health Premium-Family	105,369	108,252	110,000	137,340
	085_1005_003	Dental Premium-Employee	4,250	2,400	2,325	2,400
	085_1005_004	Dental Premium-Family	650	4,832	2,600	4,832
	085_1010_001	Life Insurance	945	860	864	916
	<b>Total Benefits -</b>		<b>172,822</b>	<b>179,513</b>	<b>161,191</b>	<b>192,864</b>

08 - 500 - Street Operation		Account Name	FY2020	FY2021	FY2021	FY2022
Fund	Account		Budget	Budget	Estimated Ending	Proposed
	<b>085_1015_001</b>	Lagers-General	84,740	84,633	82,604	88,470
	<b>085_1015_004</b>	Deferred Comp-Employer	10,400	8,125	7,935	8,125
	<b>Total Benefits -</b>		<b>95,140</b>	<b>92,758</b>	<b>90,539</b>	<b>96,595</b>
	<b>085_1020_001</b>	FICA-Employer	43,510	30,007	38,055	42,927
	<b>085_1020_002</b>	Medicare-Employer	10,180	7,018	8,900	10,039
	<b>085_1020_003</b>	Unemployment	7,020	3,183	5,436	6,924
	<b>085_1020_004</b>	Workman's Compensation	30,632	40,349	40,349	40,654
	<b>Total Payroll Taxes</b>		<b>91,342</b>	<b>80,558</b>	<b>92,740</b>	<b>100,544</b>
	<b>085_1025_001</b>	Employee-Uniforms	11,500	11,845	9,500	9,500
	<b>085_1025_002</b>	Employee-	895	895	895	895
	<b>085_1025_003</b>	Employee-Books	300	200	0	200
	<b>085_1025_005</b>	Employee-Training	5,000	5,000	3,000	5,000
	<b>Total Employee -</b>		<b>17,695</b>	<b>17,940</b>	<b>13,395</b>	<b>15,595</b>
	<b>Total Personnel</b>		<b>1,078,674</b>	<b>1,099,287</b>	<b>1,024,017</b>	<b>1,150,557</b>
	<b>085_2005_000</b>	Capital Exp-Land and	779,485	825,610	894,819	2,043,378
	<b>085_2010_000</b>	Capital Exp-Building and	0	75,000	74,277	0
	<b>085_2015_000</b>	Capital Exp-Furniture and	0	1,345	2,931	16,263
	<b>085_2020_000</b>	Capital Exp-Machinery and	151,010	118,500	65,327	12,000
	<b>085_2025_000</b>	Capital Exp-Vehicles	75,000	0	60,000	0
	<b>085_2030_000</b>	Capital Exp-Infrastructure	30,400	0	0	0
	<b>Total Capital</b>		<b>1,035,895</b>	<b>1,020,455</b>	<b>1,097,355</b>	<b>2,071,641</b>
	<b>085_3020_000</b>	Debt-Lease Purchase	69,357	69,357	94,774	133,000
	<b>Total Debt</b>		<b>69,357</b>	<b>69,357</b>	<b>94,774</b>	<b>133,000</b>
	<b>Total Grants -</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Grants</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>085_5000_001</b>	Utilities-Electric	0	0	550	1,200
	<b>085_5005_001</b>	Utilities-Propane	9,270	12,500	12,500	12,500
	<b>085_5010_001</b>	Utilities-Landline and Fiber	1,135	500	500	500
	<b>085_5015_001</b>	Utilities-Cell Phones	4,120	3,850	3,850	3,850
	<b>085_5025_001</b>	Utilities-Solid Waste	1,852	1,852	2,842	2,020
	<b>Total Utilities</b>		<b>16,377</b>	<b>18,702</b>	<b>20,242</b>	<b>20,070</b>
	<b>085_6000_001</b>	Prof Services-Legal	0	0	303	0

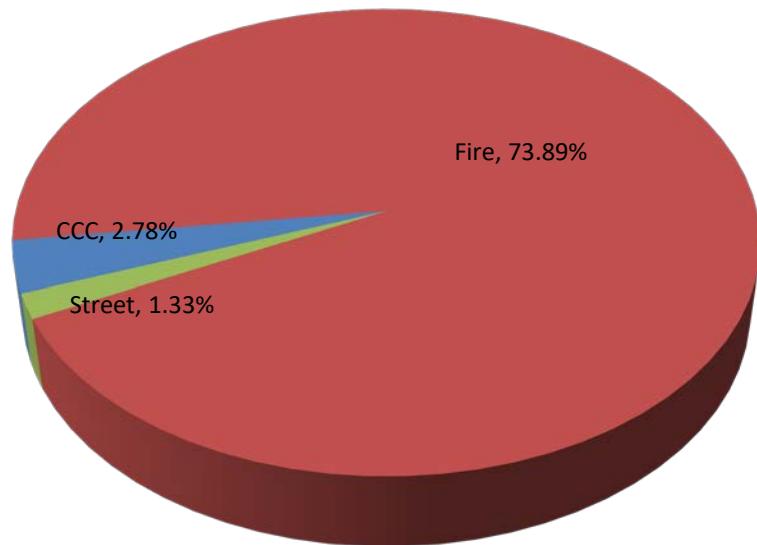
08 - 500 - Street Operation		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Ending	Estimated Proposed
	085_6000_002	Prof Services-Engineering	45,000	45,000	20,000	130,000
	085_6000_003	Prof Services-Surveying	5,000	5,000	2,000	5,000
	085_6000_007	Prof Services-Toxicology	1,270	1,000	500	1,000
	085_6000_008	Prof Services-MSHP	500	150	150	150
	085_6000_011	Prof Services-Dues/License	20	20	30	30
	085_6000_015	Prof Service-Service Contracts	230	893	26,000	2,200
	085_6000_018	Prof Service-Damage Claims	3,200	2,000	3,600	2,000
	<b>Total Professional</b>		<b>55,220</b>	<b>54,063</b>	<b>52,583</b>	<b>140,380</b>
	085_6005_001	Insurance-Vehicle	15,885	18,000	17,500	18,200
	085_6005_002	Insurance-Equipment	6,600	6,000	6,810	7,082
	085_6005_003	Insurance-Building & Property	700	1,400	1,650	1,716
	085_6005_008	Insurance-City Street	1,230	1,250	1,770	1,841
	<b>Total Insurance -</b>		<b>24,415</b>	<b>26,650</b>	<b>27,730</b>	<b>28,839</b>
	085_6010_001	Advertising-Public Notices	500	500	500	500
	085_6010_003	Advertising-Print	1,000	500	250	500
	085_6010_006	Advertising-Radio	100	100	300	250
	<b>Total Advertising -</b>		<b>1,600</b>	<b>1,100</b>	<b>1,050</b>	<b>1,250</b>
	085_6020_001	Software-Purchase	1,750	2,000	5,500	4,500
	085_6020_003	Software-Agreement	7,110	7,110	14,500	8,900
	<b>Total Software -</b>		<b>8,860</b>	<b>9,110</b>	<b>20,000</b>	<b>13,400</b>
	<b>Total Professional</b>		<b>90,095</b>	<b>90,923</b>	<b>101,363</b>	<b>183,869</b>
	085_7000_001	Supplies-Operational	1,750	1,500	1,500	1,500
	085_7000_002	Supplies-Computer	0	500	500	1,000
	085_7005_003	Supplies-Postage	0	0	25	25
	085_7015_004	Supplies-Safety	2,678	2,758	2,758	2,758
	<b>Total Supplies</b>		<b>4,428</b>	<b>4,758</b>	<b>4,783</b>	<b>5,283</b>
	085_7500_001	Materials-Asphalt	125,000	125,000	175,000	125,000
	085_7500_002	Materials-Rock	10,000	10,000	10,000	10,000
	085_7505_003	Materials-Pipe-Misc.	1,000	1,000	500	1,000
	085_7510_001	Materials-Paint	25,000	25,000	25,000	25,000
	085_7510_002	Materials-Signs	5,000	15,000	15,000	15,000
	085_7525_001	Materials-Infrastructure	51,000	51,000	55,000	51,000
	<b>Total Materials</b>		<b>217,000</b>	<b>227,000</b>	<b>280,500</b>	<b>227,000</b>
	085_8000_001	Tools-Repair	1,300	1,300	500	1,300

08 - 500 - Street Operation		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Ending	Estimated Proposed
	<b>085_8000_002</b>	Tools- Maintenance	1,300	1,300	500	1,300
	<b>085_8000_003</b>	Tools-Supplies	5,770	5,770	5,770	5,770
	<b>Total Tools &amp;</b>		<b>8,370</b>	<b>8,370</b>	<b>6,770</b>	<b>8,370</b>
	<b>085_8300_001</b>	Equipment-Repair	30,500	20,000	20,000	20,000
	<b>085_8300_002</b>	Equipment-Maintenance	26,400	23,000	28,000	25,000
	<b>085_8300_003</b>	Equipment-Supplies	500	500	200	500
	<b>085_8300_004</b>	Equipment-Equipment	1,000	1,000	500	1,000
	<b>085_8300_005</b>	Equipment-Fuel	5,785	5,785	9,600	11,000
	<b>085_8300_006</b>	Equipment-Rental	5,500	5,500	5,500	5,500
	<b>Total Machinery &amp;</b>		<b>69,685</b>	<b>55,785</b>	<b>63,800</b>	<b>63,000</b>
	<b>085_8600_001</b>	Vehicle-Repair	28,080	13,000	26,000	13,000
	<b>085_8600_002</b>	Vehicle-Maintenance	24,000	24,000	24,000	24,000
	<b>085_8600_003</b>	Vehicle-Supplies	500	500	500	500
	<b>085_8600_004</b>	Vehicle-Equipment	1,900	1,000	500	1,000
	<b>085_8600_005</b>	Vehicle-Fuel	40,800	32,500	32,500	32,500
	<b>Total Vehicles</b>		<b>95,280</b>	<b>71,000</b>	<b>83,500</b>	<b>71,000</b>
	<b>085_9910_000</b>	Internal Service-Personnel	287,576	0	0	0
	<b>08CommDev_In</b>	Code Administration	0	50,472	49,834	56,715
	<b>08Garage_In</b>	Garage Allocation In	0	75,073	73,246	56,829
	<b>08IT_In</b>	IT Allocation In	0	54,003	44,529	54,157
	<b>08Facility_In</b>	Facility Mgmt Allocation In	0	35,586	34,639	38,037
	<b>08Janitorial_In</b>	Janitorial Allocation In	0	4,816	5,493	5,977
	<b>08Purchasing_In</b>	Purchasing / Warehouse	0	24,753	25,491	20,353
	<b>Total Internal</b>		<b>287,576</b>	<b>244,703</b>	<b>233,232</b>	<b>232,068</b>
	<b>Total Other</b>		<b>287,576</b>	<b>244,703</b>	<b>233,232</b>	<b>232,068</b>
	<b>Total Expenses</b>		<b>2,972,7372,910,3393,010,336</b>	<b>4,165,858</b>		
	<b>Change in</b>		<b>(614,737) (654,609)</b>	<b>56,086(1,005,558)</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 Expense by Category**  
**\$4,494,559**



## Capital Fund Revenue and Expense by Category

Capital Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$1,851,994	\$1,700,000	\$1,900,000	\$1,750,000
Franchise Fees		\$0		
PILOTs		\$0		
Intergovernmental		\$0		
Service Charges		\$0		
Rentals		\$0		
Licenses and Permits		\$0		
Fines		\$0		
Benefit Revenue		\$0		
Other	\$161,145	\$36,750	\$2,379,548	\$3,040,000
Internal Service Revenue	\$200,000	\$0		
<b>Total Revenues</b>	<b>\$2,213,139</b>	<b>\$1,736,750</b>	<b>\$4,279,548</b>	<b>\$4,790,000</b>
<b>Expenses</b>				
Personnel	\$0	\$0	\$0	\$0
Capital	\$2,167,601	\$1,140,500	\$3,721,957	\$3,545,200
Debt	\$24,218	\$324,153	\$364,496	\$486,359
Grants		\$0		
Utilities		\$0		
Professional Services	\$45,750	\$84,000	\$183,650	\$63,000
Supplies and Materials	\$19,152	\$0		
Tools, Equipment, and Vehicles		\$0		
Benefit Expense		\$0		
Other		\$265,000		
Internal Service Expense		\$0	\$444,061	\$400,000
<b>Total Expenses</b>	<b>\$2,256,721</b>	<b>\$1,813,653</b>	<b>\$4,714,164</b>	<b>\$4,494,559</b>

22 - Capital Fund		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
224_1000_002	Tax-Sales 0.5%		1,775,000	1,700,000	1,900,000	1,750,000
<b>Total Tax</b>			<b>1,775,000</b>	<b>1,700,000</b>	<b>1,900,000</b>	<b>1,750,000</b>
<b>Total Local</b>			<b>1,775,000</b>	<b>1,700,000</b>	<b>1,900,000</b>	<b>1,750,000</b>
224_3010_001	Misc-Bond Proceeds		0	0	2,100,000	3,040,000
224_3010_006	Misc-Miscellaneous		0	36,750	39,500	0
224_3010_014	Misc-Insurance Recoveries		0	0	240,048	0
<b>Total</b>			<b>0</b>	<b>36,750</b>	<b>2,379,548</b>	<b>3,040,000</b>
<b>Total Service</b>			<b>0</b>	<b>36,750</b>	<b>2,379,548</b>	<b>3,040,000</b>
<b>Total</b>			<b>1,775,000</b>	<b>1,736,750</b>	<b>4,279,548</b>	<b>4,790,000</b>
225_2005_000	Capital Exp-Land and		556,060	201,000	171,000	11,500
225_2010_000	Capital Exp-Building and		873,650	746,000	3,325,497	3,290,000
225_2015_000	Capital Exp-Furniture and Fixtures		11,000	76,500	76,500	0
225_2020_000	Capital Exp-Machinery and		132,000	117,000	105,960	243,700
225_2025_000	Capital Exp-Vehicles		95,000	0	43,000	0
225_2030_000	Capital Exp-Infrastructure		76,000	0	0	0
<b>Total Capital</b>			<b>1,743,710</b>	<b>1,140,500</b>	<b>3,721,957</b>	<b>3,545,200</b>
225_3005_000	Debt-COPS		0	324,153	364,496	486,359
<b>Total Debt</b>			<b>0</b>	<b>324,153</b>	<b>364,496</b>	<b>486,359</b>
225_6000_015	Prof Service-Service Contracts		0	35,000	130,000	35,000
<b>Total</b>			<b>0</b>	<b>35,000</b>	<b>130,000</b>	<b>35,000</b>
225_6010_001	Advertising-Public Notices		0	0	650	0
225_6020_001	Software-Purchase		45,000	49,000	53,000	28,000
<b>Total</b>			<b>45,000</b>	<b>49,000</b>	<b>53,000</b>	<b>28,000</b>
<b>Total</b>			<b>45,000</b>	<b>84,000</b>	<b>183,650</b>	<b>63,000</b>
225_7510_002	Materials-Signs		25,000	0	0	0
225_7525_001	Materials-Infrastructure		6,500	0	0	0
<b>Total</b>			<b>31,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
225_9999_000	Interfund Transfer		0	265,000	444,061	400,000
<b>Total</b>			<b>0</b>	<b>265,000</b>	<b>444,061</b>	<b>400,000</b>
<b>Total Other</b>			<b>0</b>	<b>265,000</b>	<b>444,061</b>	<b>400,000</b>

22 - Capital Fund		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
		<b>Total</b>	<b>1,820,210</b>	<b>1,813,653</b>	<b>4,714,164</b>	<b>4,494,559</b>
		<b>Change in</b>	<b>(45,210)</b>	<b>(76,903)</b>	<b>(434,616)</b>	<b>295,441</b>

## 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 FLW SOP

Regional Tourism

Committee, Friends

of the Fort, and a

member of the

Lebanon-Laclede

County Route 66

Society. On a state

level, the Tourism

Director is a member

of the Missouri

Association of

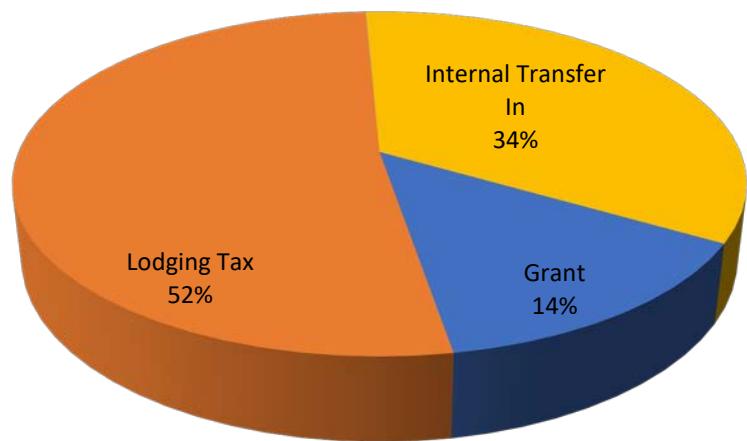
Convention & Visitor

Bureaus and the

Missouri Travel Alliance groups. All engagements serve as avenues for education and an increased awareness of Lebanon and Laclede County as a travel destination .

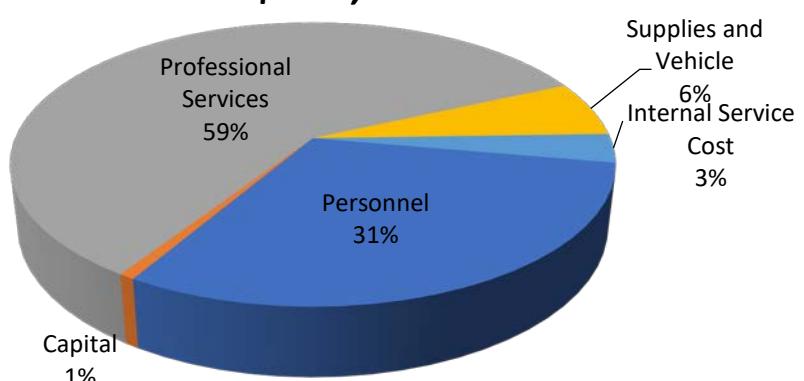
### Tourism Funds Available by Category

**\$250,290**



### Tourism Expense by Category

**\$284,515**



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 Tourism Director 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 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.

**FY 2020-2021 Accomplishments:** FY21 lodging tax collections reflected a downturn due to COVID-19. Event cancelations, the closing of businesses and travel virtually eliminated. However, the opening of The Market, near downtown did occur. Also, the capital improvement projects were completed for the Cowan Civic Center, with a grand re-opening ceremony taking place in December 2020.

### **Fiscal Year 2022 Goals:**

- I. **Goal:** Increase awareness & economic impact to the Lebanon/Laclede County area through increased visitation.

**Strategy:** Utilize a comprehensive mix of marketing/advertising, some within a partnership with the Missouri Division of Tourism, as well as participation in special events & festivals that attract visitors to this area. Work with advertising vendors to evaluate marketing components and their effectiveness, adjusting where necessary. Monitor lodging tax collections, working closely with code enforcement to address delinquencies, and explore opportunities to add nightly home rentals to facilities remitting lodging taxes.

**Budgetary Factor:** Participation in the Matching Marketing Grant Program with the Missouri Division of Tourism requires a 50% match in funding for the advertising proposed. This amount averages between \$11,000 and \$13,000. (FY22 Funds have not been announced at this time.)

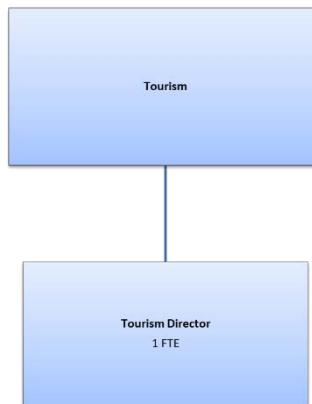
## Performance Measurements:

Metrics	2014	2015	2016	2017	2018	2019
Laclede County Tourism Expenditures	\$49,448,868	\$52,229,119	\$54,675,941	\$55,946,723	\$57,149,685	\$60,310,676
Lodging Tax Contributors (Ord/Vol)	13- 12/1	12-11/1	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	\$147,017

### Tourism Fund Revenue and Expense by Category

Tourism Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$135,938	\$130,000	\$130,000	\$130,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$11,633	\$20,000	\$51,000	\$35,000
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	\$85	\$100	\$100	\$100
Internal Service Revenue	\$60,000	\$60,000	\$70,650	\$85,190
<b>Total Revenues</b>	<b>\$207,656</b>	<b>\$210,100</b>	<b>\$251,750</b>	<b>\$250,290</b>
<b>Expenses</b>				
Personnel	\$99,105	\$100,330	\$70,651	\$87,324
Capital	\$1,991	\$2,538	\$3,490	\$2,012
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$383	\$390	\$390	\$390
Professional Services	\$175,815	\$154,000	\$181,220	\$168,000
Supplies and Materials	\$11,557	\$17,615	\$7,565	\$17,115
Tools, Equipment, and Vehicles	\$227	\$350	\$350	\$350
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$12,478	\$9,649	\$8,437	\$9,324
<b>Total Expenses</b>	<b>\$301,556</b>	<b>\$284,872</b>	<b>\$272,103</b>	<b>\$284,515</b>

## Tourism Organizational Chart



40 - 500 - Tourism		Account Name	FY2020	FY2021	FY2021	FY2022
Fund	Account		Budget	Budget	Ending	Estimated Proposed
	404_1000_006	Tax-Lodging	135,000	130,000	130,000	130,000
	<b>Total Tax Revenue</b>		<b>135,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
	<b>Total Local Taxes</b>		<b>135,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>
	404_2005_001	Grants-Operative Rev	30,000	20,000	51,000	35,000
	<b>Total Grant</b>		<b>30,000</b>	<b>20,000</b>	<b>51,000</b>	<b>35,000</b>
	<b>Total</b>		<b>30,000</b>	<b>20,000</b>	<b>51,000</b>	<b>35,000</b>
	404_3010_012	Misc-Purchasing Card Rebate	70	100	100	100
	<b>Total</b>		<b>70</b>	<b>100</b>	<b>100</b>	<b>100</b>
	<b>Total Service</b>		<b>70</b>	<b>100</b>	<b>100</b>	<b>100</b>
	404_9999_001	Interfund Transfer	60,000	60,000	70,650	85,190
	<b>Total Employee</b>		<b>60,000</b>	<b>60,000</b>	<b>70,650</b>	<b>85,190</b>
	<b>Total Revenues</b>		<b>225,070</b>	<b>210,100</b>	<b>251,750</b>	<b>250,290</b>
	405_1000_001	Fulltime Salary	77,308	63,199	48,349	60,073
	405_1000_001IMP	FT Salary - Imported	77,308	0	0	0
	405_1000_002	Part Time Salary	0	11,280	4,199	0
	<b>Total Salaries -</b>		<b>77,308</b>	<b>74,480</b>	<b>52,548</b>	<b>60,073</b>
	405_1005_001	Health Premium-Employee	0	13,143	7,238	7,896
	405_1005_002	Health Premium-Family	7,506	0	0	0
	405_1005_003	Dental Premium-Employee	0	450	275	300

40 - 500 - Tourism		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	405_1005_004	Dental Premium-Family	650	0	0	0
	405_1010_001	Life Insurance	130	97	46	56
	405_1010_001IMP	Life Insurance - Imported	130	0	0	0
	<b>Total Benefits -</b>		<b>8,286</b>	<b>13,690</b>	<b>7,559</b>	<b>8,252</b>
	405_1015_001	Lagers-General	10,127	7,802	2,775	8,050
	405_1015_004	Deferred Comp-Employer	1,300	0	432	650
	405_1015_004	Deferred Comp-Employer	0	0	432	650
	405_1015_004IMP	Deferred Comp-Employer -		0	0	0
	<b>Total Benefits -</b>		<b>11,427</b>	<b>7,802</b>	<b>3,207</b>	<b>8,700</b>
	405_1020_001	FICA-Employer	4,795	3,103	3,217	3,676
	405_1020_002	Medicare-Employer	1,125	726	752	860
	405_1020_003	Unemployment Compensation	775	135	424	593
	405_1020_004	Workman's Compensation	322	394	644	647
	<b>Total Payroll Taxes</b>		<b>7,017</b>	<b>4,359</b>	<b>5,037</b>	<b>5,775</b>
	405_1025_002	Employee-	1,200	0	890	890
	405_1025_004	Employee-Travel/Hotel	3,000	0	1,000	3,225
	405_1025_005	Employee-Training	600	0	410	410
	<b>Total Employee -</b>		<b>4,800</b>	<b>0</b>	<b>2,300</b>	<b>4,525</b>
	<b>Total Personnel</b>		<b>108,839</b>	<b>100,330</b>	<b>70,651</b>	<b>87,324</b>
	405_2015_000	Capital Exp-Furniture and	0	2,538	3,490	2,012
	405_2020_000	Capital Exp-Machinery and	1,204	0	0	0
	405_2020_001IMP	Capital Exp - Machinery and	1,204	0	0	0
	<b>Total Capital</b>		<b>1,204</b>	<b>2,538</b>	<b>3,490</b>	<b>2,012</b>
	405_5020_002	Utilities-Internet Mobile	400	390	390	390
	<b>Total Utilities</b>		<b>400</b>	<b>390</b>	<b>390</b>	<b>390</b>
	405_6000_007	Prof Services-Toxicology Testing	150	20	20	20
	405_6000_008	Prof Services-MSHP Background	14	0	0	0
	405_6000_014	Prof Service-Events and	15,000	11,000	6,000	11,000
	405_6000_015	Prof Service-Service Contracts	30,000	30,000	34,000	34,000
	<b>Total Professional</b>		<b>45,164</b>	<b>41,020</b>	<b>40,020</b>	<b>45,020</b>
	405_6010_003	Advertising-Print	56,042	34,200	44,200	44,200
	405_6010_004	Advertising-Internet	32,150	20,000	47,500	20,000
	405_6010_005	Advertising-Billboard	14,000	30,000	25,000	30,000

40 - 500 - Tourism		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	405_6010_006	Advertising-Radio	2,000	3,200	18,000	3,200
	405_6010_007	Advertising-Television	25,062	22,000	1,000	22,000
	<b>Total Advertising -</b>		<b>129,254</b>	<b>109,400</b>	<b>135,700</b>	<b>119,400</b>
	405_6020_001	Software-Purchase	2,500	0	1,000	0
	405_6020_003	Software-Agreement	1,710	3,580	4,500	3,580
	<b>Total Software -</b>		<b>4,210</b>	<b>3,580</b>	<b>5,500</b>	<b>3,580</b>
	<b>Total Professional</b>		<b>178,628</b>	<b>154,000</b>	<b>181,220</b>	<b>168,000</b>
	405_7000_001	Supplies-Operational	540	600	950	600
	405_7000_002	Supplies-Computer Accessories	3,600	500	500	500
	405_7005_002	Supplies-Mailing	100	15	15	15
	405_7005_003	Supplies-Postage	750	1,500	1,100	1,000
	405_7005_006	Supplies-Promo-Education	13,500	15,000	5,000	15,000
	<b>Total Supplies</b>		<b>18,490</b>	<b>17,615</b>	<b>7,565</b>	<b>17,115</b>
	<b>Total Materials</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	405_8600_005	Vehicle-Fuel	250	350	350	350
	<b>Total Vehicles</b>		<b>250</b>	<b>350</b>	<b>350</b>	<b>350</b>
	405_9910_000	Internal Service-Personnel	6,373	0	0	0
	40Garage_In	Garage Allocation In	0	17	17	13
	40IT_In	IT Allocation In	0	7,203	5,939	7,224
	40Facility_In	Facility Mgmt Allocation In	0	366	356	391
	40Purchasing_In	Purchasing / Warehouse	0	2,063	2,124	1,696
	<b>Total Internal</b>		<b>6,373</b>	<b>9,649</b>	<b>8,437</b>	<b>9,324</b>
	<b>Total Other</b>		<b>6,373</b>	<b>9,649</b>	<b>8,437</b>	<b>9,324</b>
	<b>Total Expenses</b>		<b>314,184</b>	<b>284,872</b>	<b>272,102</b>	<b>284,515</b>
	<b>Change in</b>		<b>(89,114)</b>	<b>(74,772)</b>	<b>(20,352)</b>	<b>(34,225)</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.

### Fiscal Year 2022 Goals:

- I. **Goal:** Increase exposure and recruitment of events, attractions, and benefits of visiting Lebanon.

**Strategy:** Develop and implement a marketing strategy that attracts visitors along with military personnel, retired and active, to become Lebanon residents. Promote community-wide events at the airport including potential sites for businesses to use.

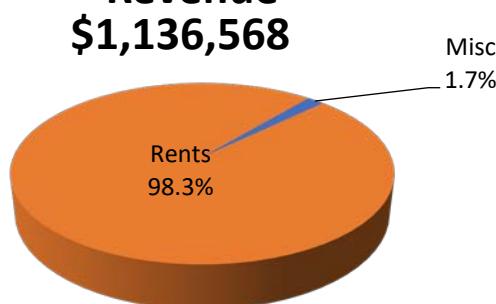
**Budgetary Factor:** Available staff time and resources.

- II. **Goal:** Continue to meet the objectives set forth in the annual agreement

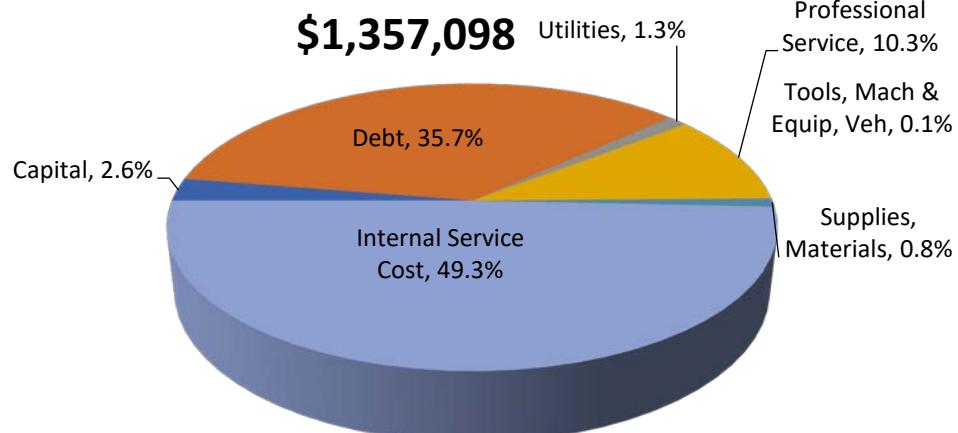
**Strategy:** Develop an incentive policy to attract and retain business in the City. Establish and maintain communication with potential business partners and provide them with updated information on potential available properties and incentives that would attract them to the City.

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

### Economic Development Sources of Revenue



### Economic Development Expense



## Economic Development Fund Revenue and Expense by Category

<b>Economic Development</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Proposed</b>
	<b>FY2019</b>	<b>FY2020</b>	<b>FY2020</b>	<b>FY2021</b>
<b>REVENUES</b>				
Tax Revenue	0	0	0	0
Franchise Tax Fees	0	0	0	0
PILOT's	0	0	0	0
Intergovernmental	0	0	0	0
Service Charges	0	0	0	0
Rentals	1,169,930	1,099,391	1,119,922	1,117,422
Licenses & Permits	0	0	0	0
Fines	0	0	0	0
Benefit Revenue	0	0	0	0
Other	2,584	0	19,146	19,146
Interfund Transfer	0	0	0	0
<b>Total Revenues</b>	<b>1,172,514</b>	<b>1,099,391</b>	<b>1,139,068</b>	<b>1,136,568</b>
<b>EXPENSES</b>				
Personnel	15,000	15,000	15,000	15,000
Capital	622,486	0	11,918	35,000
Debt	116,953	483,966	483,966	483,966
Grants	0	0	0	0
Utilities	6,692	10,550	17,150	17,150
Professional Services	124,479	132,250	128,746	124,245
Supplies & Materials	185	6,750	3,750	7,000
Tools, Equipment & Materials	425	1,500	1,520	1,500
Employee Benefits	0	0	0	0
Internal Service Expense	377,842	358,250	117,537	668,937
<b>Total Expenses</b>	<b>1,266,386</b>	<b>1,011,741</b>	<b>782,412</b>	<b>1,357,098</b>

45 - 700 - Economic General		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	
	454_3005_001	Rentals-Building/Land	0	0	2,500	0
	454_3010_006	Misc-Miscellaneous	0	0	10	10
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>10</b>	<b>10</b>
	<b>Total Service</b>		<b>0</b>	<b>0</b>	<b>2,510</b>	<b>10</b>
	<b>Total Revenues</b>		<b>0</b>	<b>0</b>	<b>2,510</b>	<b>10</b>
	455_1025_002	Employee-	15,000	15,000	15,000	15,000
	<b>Total Employee</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>Total Personnel</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	455_2005_000	Capital Exp-Land and	35,000	0	0	0
	455_2005_000IMP	Capital Exp-Land and	35,000	0	0	0
	455_2010_000	Capital Exp-Building and	0	0	0	0
	455_2020_000	Capital Exp-Machinery and	0	0	0	0
	<b>Total Capital</b>		<b>35,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	455_5000_001	Utilities-Electric	1,200	9,500	15,000	15,000
	455_5000_002	Utilities-Water	400	250	650	650
	455_5000_003	Utilities-Sewer	450	250	950	950
	455_5010_000IMP	Utilities - Imported	525	0	0	0
	455_5010_001	Utilities-Landline and Fiber	0	550	550	550
	<b>Total Utilities</b>		<b>2,575</b>	<b>10,550</b>	<b>17,150</b>	<b>17,150</b>
	455_6000_001	Prof Services-Legal	0	0	(4,370)	(4,370)
	455_6000_013	Prof Service-Studies	0	35,000	10,000	10,000
	455_6000_014	Prof Service-Events and	0	3,500	3,500	3,500
	455_6000_015	Prof Service-Service Contracts	0	20,000	20,000	20,000
	455_6000_016	Prof Service-Taxes/Fees	1,000	1,000	1,000	1,000
	<b>Total</b>		<b>1,000</b>	<b>59,500</b>	<b>30,130</b>	<b>30,130</b>
	455_6005_003	Insurance-Building & Property	2,145	2,500	3,330	3,463
	<b>Total Insurance</b>		<b>2,145</b>	<b>2,500</b>	<b>3,330</b>	<b>3,463</b>
	455_6010_001	Advertising-Public Notices	250	250	500	500
	455_6010_004	Advertising-Internet	0	0	250	250
	<b>Total</b>		<b>250</b>	<b>250</b>	<b>750</b>	<b>750</b>
	455_6015_002	Agreements - Service	70,000	70,000	70,000	70,000
	<b>Total</b>		<b>70,000</b>	<b>70,000</b>	<b>70,000</b>	<b>70,000</b>

45 - 700 - Economic General		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	<b>Total Software -</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total</b>		<b>73,395</b>	<b>132,250</b>	<b>104,210</b>	<b>104,343</b>
455_7000_001	Supplies-Operational	250	100	25	75	
455_7005_002	Supplies-Mailing	150	150	0	25	
455_7005_003	Supplies-Postage	20	25	25	25	
455_7005_004	Supplies-Paper	25	50	50	50	
455_7005_006	Supplies-Promo-Education	2,000	2,500	2,500	3,700	
	<b>Total Supplies</b>		<b>2,445</b>	<b>2,825</b>	<b>2,600</b>	<b>3,875</b>
455_7510_001	Materials-Paint	0	0	1,100	250	
455_7510_003	Materials-Fittings	150	250	250	250	
455_7525_001	Materials-Infrastructure	1,000	1,000	500	1,000	
	<b>Total Materials</b>		<b>1,150</b>	<b>1,250</b>	<b>1,850</b>	<b>1,500</b>
455_8300_001	Equipment-Repair	250	0	20	0	
	<b>Total</b>		<b>250</b>	<b>0</b>	<b>20</b>	<b>0</b>
455_8600_005	Vehicle-Fuel	500	0	0	0	
	<b>Total Vehicles</b>		<b>500</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
455_9910_000	Internal Service-Personnel	46,658	0	0	0	
45Garage_In	Garage Allocation In	0	938	915	710	
45IT_In	IT Allocation In	0	26,651	21,975	26,727	
45Facility_In	Facility Mgmt Allocation In	0	7,060	6,872	7,547	
45Purchasing_In	Purchasing / Warehouse	0	2,063	2,124	1,696	
	<b>Total Internal</b>		<b>46,658</b>	<b>36,711</b>	<b>31,887</b>	<b>36,679</b>
455_9999_000	Interfund Transfer	461,504	321,761	85,650	632,258	
	<b>Total Interfund</b>		<b>461,504</b>	<b>321,761</b>	<b>85,650</b>	<b>632,258</b>
	<b>Total Other</b>		<b>508,162</b>	<b>358,472</b>	<b>117,537</b>	<b>668,937</b>
	<b>Total Expenses</b>		<b>638,477</b>	<b>520,347</b>	<b>258,367</b>	<b>810,805</b>
	<b>Change in</b>		<b>(638,477)</b>	<b>(520,347)</b>	<b>(255,857)</b>	<b>(810,795)</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

45 - 715 - Detroit Tool Metal Products			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
454_3005_001	Rentals-Building/Land		557,325	557,327	557,327	557,327
<b>Total Rental</b>			<b>557,325</b>	<b>557,327</b>	<b>557,327</b>	<b>557,327</b>
<b>Total Service</b>			<b>557,325</b>	<b>557,327</b>	<b>557,327</b>	<b>557,327</b>
<b>Total</b>			<b>557,325</b>	<b>557,327</b>	<b>557,327</b>	<b>557,327</b>
455_2005_000	Capital Exp-Land and		0	0	0	0
455_2010_000	Capital Exp-Building and		0	0	0	35,000
455_2020_000	Capital Exp-Machinery and		0	0	0	0
455_3025_000	Debt-Internal Obligation		483,966	483,966	483,966	483,966
<b>Total Debt</b>			<b>483,966</b>	<b>483,966</b>	<b>483,966</b>	<b>483,966</b>
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
455_7000_001	Supplies-Operational		250	100	25	25
455_7000_004	Supplies-Small Tools		250	200	50	50
<b>Total Supplies</b>			<b>500</b>	<b>300</b>	<b>75</b>	<b>75</b>
455_7500_001	Materials-Asphalt		2,500	2,500	500	2,500
455_7500_003	Materials-Concrete		1,000	1,000	500	1,000
455_7510_003	Materials-Fittings		500	250	250	250
455_7510_004	Materials-Hardware		1,000	1,000	500	1,000
<b>Total</b>			<b>5,000</b>	<b>4,750</b>	<b>1,750</b>	<b>4,750</b>
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>			<b>489,466</b>	<b>489,016</b>	<b>485,791</b>	<b>523,791</b>
<b>Change in</b>			<b>67,859</b>	<b>68,311</b>	<b>71,536</b>	<b>33,536</b>

## Copeland

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

45 - 730 - Copeland			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Estimated			
			Budget	Budget	Ending	Proposed
454_3005_001	Rentals-Building/Land		507,895	519,864	537,895	537,895
<b>Total Rental</b>			<b>507,895</b>	<b>519,864</b>	<b>537,895</b>	<b>537,895</b>
454_3010_006	Misc-Miscellaneous		0	0	19,136	19,136
<b>Total Service</b>			<b>507,895</b>	<b>519,864</b>	<b>557,031</b>	<b>557,031</b>
<b>Total</b>			<b>507,895</b>	<b>519,864</b>	<b>557,031</b>	<b>557,031</b>
455_2005_000	Capital Exp-Land and		0	0	0	0
455_2010_000	Capital Exp-Building and		0	0	11,918	0
455_2015_000	Capital Exp-Furniture and Fixtures		0	0	0	0
455_2020_000	Capital Exp-Machinery and		0	0	0	0
<b>Total Capital</b>			<b>0</b>	<b>0</b>	<b>11,918</b>	<b>0</b>
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
455_6005_003	Insurance-Building & Property		0	0	19,136	19,901
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
455_8300_001	Equipment-Repair		500	500	500	500
455_8300_002	Equipment-Maintenance		1,000	1,000	1,000	1,000
<b>Total</b>			<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>
<b>Total</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total</b>			<b>1,750</b>	<b>1,600</b>	<b>32,654</b>	<b>21,501</b>
<b>Change in</b>			<b>506,145</b>	<b>518,264</b>	<b>524,377</b>	<b>535,530</b>

## Mercy

This program was developed to manage the expenses for the lease agreement between the City and Mercy Ambulance Services.

45 - 750 - Mercy		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	454_3005_001	Rentals-Building/Land	0	22,200	22,200	22,200
	<b>Total Rental</b>		<b>0</b>	<b>22,200</b>	<b>22,200</b>	<b>22,200</b>
	<b>Total Service</b>		<b>0</b>	<b>22,200</b>	<b>22,200</b>	<b>22,200</b>
	<b>Total</b>		<b>0</b>	<b>22,200</b>	<b>22,200</b>	<b>22,200</b>
	455_6000_015	Prof Service-Service Contracts	0	0	5,400	0
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>5,400</b>	<b>0</b>
	455_7000_002	Supplies-Computer Accessories	0	250	50	250
	455_7510_003	Materials-Fittings	0	250	50	250
	455_7510_004	Materials-Hardware	0	250	50	250
	455_7510_005	Materials-Fixtures	0	250	50	250
	<b>Total</b>		<b>0</b>	<b>750</b>	<b>150</b>	<b>750</b>
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total</b>		<b>0</b>	<b>1,000</b>	<b>5,600</b>	<b>1,000</b>
	<b>Change in</b>		<b>0</b>	<b>21,200</b>	<b>16,600</b>	<b>21,200</b>

## Code Administration Fund

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

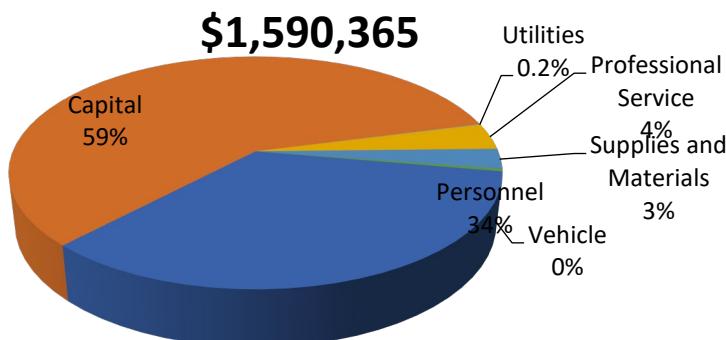
### Fiscal Year 2020-2021 Accomplishments:

The City of Lebanon Code Administration has conducted over 1,400 inspections to help the citizens rebuild and clean up after the May 4th storm. Our inspectors have studied and completed 10 ICC certifications to gain knowledge of the International Building Codes to better serve our citizens. We have 3 staff members that have received FEMA floodplain inspection certification and 1 that has received his Drone pilot license. With the support of the Mayor and the City Council they have adopted a residential building incentive program, through this program 18 waved residential permits were issued out of a total of 44 residential building permits issued.

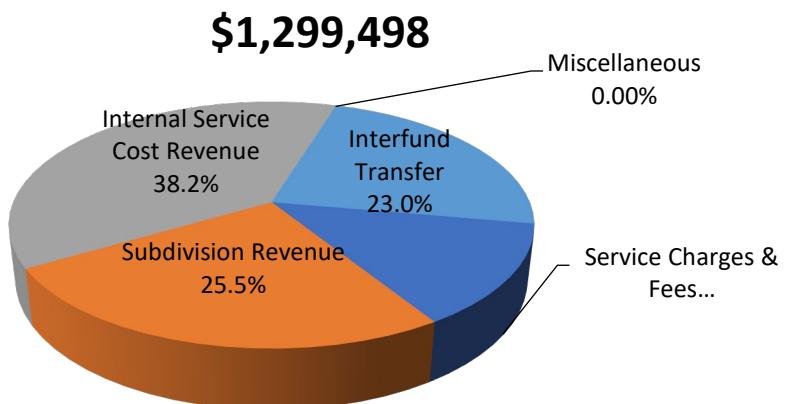
### Fiscal Year 2022 Goals:

- I. **Goal:** Identify and present for review best practices and ordinance to address code compliant needs with a focus on mobile homes and dangerous buildings.

## Code Administration Expense



## Code Administration Revenue



**Strategy:** Draft an ordinance for review and adoption for mobile homes and dangerous buildings.

**Budgetary Factor:** Cost of staff labor.

II. **Goal:** Update and present for review and adoption the 2018 international building codes.

**Strategy:** Present and review the updated 2018 building codes with the planning and zoning commission and city Council

**Budgetary Factor:** Cost of staff labor

III. **Goal:** Finalize the updated rental property inspection program.

**Strategy:** Meet with the property managers, realtors, landlords and property owners.

**Budgetary Factor:** Cost of staff labor.

### Performance Measurements:

Performance Measures	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 *Projected
Number of building permits issued	40	42	48	42	115	127	*100
Number of Housing Inspections	1471	1490	1350	710	968	1011	*850
Number of Compliances	197	219	248	220	679	663	*500
Number of Demolitions	18	34	27	25	40	41	*25
Number of Planning & Zoning meetings	11	11	12	10	11	13	*10

### Previous Years' Goals:

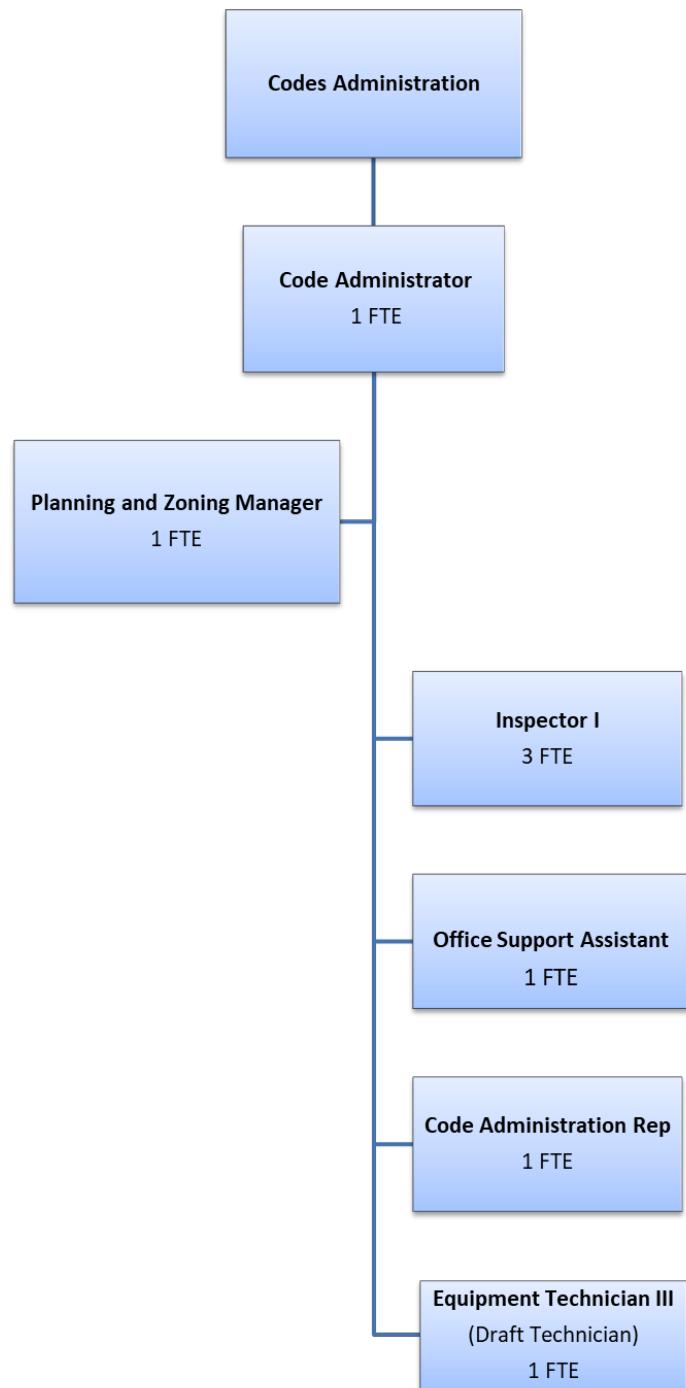
I. Goal: Continue to meet our customer's needs and provide professional service.

Status: Due to the May 4 storm event and COVID-19 we were unable to meet with contractors, property managers, realtors, landlords and property owners, will be finalizing our goals from last Fiscal year and our goals this year.

## Code Administration Revenue and Expense by Category

Code Administration	2020 Actuals	2021 Budget	2021 Estimated	2022 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	\$168,108	\$270,980	\$247,120	\$503,835
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$2,295	\$35	\$35	\$35
Internal Service Revenue	\$461,742	\$574,536	\$483,862	\$795,628
<b>Total Revenues</b>	<b>\$632,145</b>	<b>\$845,551</b>	<b>\$731,017</b>	<b>\$1,299,498</b>
<b>Expenses</b>				
Personnel	\$460,331	\$483,588	\$431,324	\$545,333
Capital	\$56,973	\$155,533	\$61,353	\$935,357
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$2,035	\$2,000	\$2,000	\$2,000
Professional Services	\$31,956	\$54,050	\$78,975	\$57,875
Supplies and Materials	\$32,681	\$42,500	\$50,723	\$44,300
Tools, Equipment, and Vehicles	\$3,094	\$5,000	\$5,170	\$5,500
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$587,070</b>	<b>\$742,671</b>	<b>\$629,545</b>	<b>\$1,590,365</b>

## Code Administration Organizational Chart



50 - 300 - Code Administration General			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
	504_3000_003	Knox Box/Material Sales	0	15,000	15,000	15,000
	504_3000_005	House Inspections	45,000	45,000	45,000	45,000
	504_3000_006	Compliance Cleanup	10,000	85,000	110,000	110,000
	504_3000_008	Subdivision Projects	116,580	124,980	74,340	331,055
	504_3000_014	Meter Base Sales	12,000	0	1,780	1,780
	504_3000_015	Meter Base Installation	0	1,000	1,000	1,000
	504_3000_029	Knox Box Sales	3,000	0	0	0
	<b>Total Service</b>		<b>186,580</b>	<b>270,980</b>	<b>247,120</b>	<b>503,835</b>
	504_3010_012	Misc-Purchasing Card Rebate	60	35	35	35
	<b>Total</b>		<b>60</b>	<b>35</b>	<b>35</b>	<b>35</b>
	<b>Total Service</b>		<b>186,640</b>	<b>271,015</b>	<b>247,155</b>	<b>503,870</b>
	504_9910_000	Internal Service - Personnel	455,252	449,536	483,862	496,427
	504_9999_001	Interfund Transfer	125,000	125,000	0	299,201
	<b>Total</b>		<b>580,252</b>	<b>574,536</b>	<b>483,862</b>	<b>795,628</b>
	<b>Total</b>		<b>766,892</b>	<b>845,551</b>	<b>731,017</b>	<b>1,299,498</b>
	<b>Change in</b>		<b>766,892</b>	<b>845,551</b>	<b>731,017</b>	<b>1,299,498</b>

50 - 305 - Codes Administration			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
	505_1000_001	Fulltime Salary	277,749	317,232	278,263	349,052
	505_1000_005	Fulltime Overtime	0	4,005	3,737	4,400
	<b>Total Salaries -</b>		<b>277,749</b>	<b>321,237</b>	<b>282,000</b>	<b>353,452</b>
	505_1005_001	Health Premium-Employee	23,688	23,688	20,398	23,688
	505_1005_002	Health Premium-Family	58,077	54,445	52,614	69,939
	505_1005_003	Dental Premium-Employee	1,500	600	475	600
	505_1005_004	Dental Premium-Family	950	2,290	0	3,079
	505_1010_001	Life Insurance	445	416	361	444
	<b>Total Benefits -</b>		<b>84,660</b>	<b>81,439</b>	<b>73,848</b>	<b>97,750</b>
	505_1015_001	Lagers-General	36,390	42,082	36,898	47,363
	505_1015_004	Deferred Comp-Employer	2,600	4,550	4,232	4,550

50 - 305 - Codes Administration			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
<b>Total Benefits -</b>			<b>38,990</b>	<b>46,632</b>	<b>41,130</b>	<b>51,913</b>
505_1020_001	FICA-Employer		17,225	14,824	16,112	20,126
505_1020_002	Medicare-Employer		4,030	3,467	3,768	4,707
505_1020_003	Unemployment Compensation		2,777	1,610	2,339	3,246
505_1020_004	Workman's Compensation		966	1,378	2,878	1,389
<b>Total Payroll</b>			<b>24,998</b>	<b>21,280</b>	<b>25,097</b>	<b>29,468</b>
505_1025_001	Employee-Uniforms		1,800	1,000	750	750
505_1025_002	Employee-		750	500	500	500
505_1025_003	Employee-Books		1,500	1,500	1,500	1,500
505_1025_004	Employee-Travel/Hotel		5,000	5,000	1,500	5,000
505_1025_005	Employee-Training		5,000	5,000	5,000	5,000
<b>Total Employee</b>			<b>14,050</b>	<b>13,000</b>	<b>9,250</b>	<b>12,750</b>
<b>Total Personnel</b>			<b>440,448</b>	<b>483,588</b>	<b>431,324</b>	<b>545,333</b>
505_2015_000	Capital Exp-Furniture and Fixtures		0	1,883	4,103	11,234
505_2020_000	Capital Exp-Machinery and		10,215	6,550	15,750	3,000
505_2020_001	IMPCapital Exp - Machinery and		0	0	0	0
505_2030_000	Capital Exp-Infrastructure		116,580	147,100	41,500	921,123
<b>Total Capital</b>			<b>126,795</b>	<b>155,533</b>	<b>61,353</b>	<b>935,357</b>
505_5015_001	Utilities-Cell Phones		2,000	2,000	2,000	2,000
<b>Total Utilities</b>			<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
505_6000_001	Prof Services-Legal		1,000	500	545	750
505_6000_003	Prof Services-Surveying		3,000	0	46	0
505_6000_007	Prof Services-Toxicology Testing		200	200	100	100
505_6000_008	Prof Services-MSHP Background		50	50	50	50
505_6000_011	Prof Services-Dues/License		50	50	50	50
505_6000_013	Prof Service-Studies		900	0	70	70
505_6000_015	Prof Service-Service Contracts		20,000	32,000	41,894	32,000
505_6000_019	Prof Service-Credit Card Fee		750	1,300	1,350	1,300
<b>Total</b>			<b>25,950</b>	<b>34,100</b>	<b>44,105</b>	<b>34,320</b>
505_6005_001	Insurance-Vehicle		1,500	1,500	1,849	1,923
<b>Total Insurance</b>			<b>1,500</b>	<b>1,500</b>	<b>1,849</b>	<b>1,923</b>
505_6010_001	Advertising-Public Notices		2,000	2,200	2,200	2,200
505_6010_002	Advertising-Employee		350	100	100	100

50 - 305 - Codes Administration		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	505_6010_006	Advertising-Radio	0	250	400	250
	<b>Total</b>		<b>2,350</b>	<b>2,550</b>	<b>2,700</b>	<b>2,550</b>
	505_6020_001	Software-Purchase	0	0	8,822	3,182
	505_6020_003	Software-Agreement	22,000	15,900	21,500	15,900
	<b>Total Software -</b>		<b>22,000</b>	<b>15,900</b>	<b>30,322</b>	<b>19,082</b>
	<b>Total</b>		<b>51,800</b>	<b>54,050</b>	<b>78,975</b>	<b>57,875</b>
	505_7000_001	Supplies-Operational	3,100	2,000	1,500	2,000
	505_7000_002	Supplies-Computer Accessories	1,800	1,500	750	1,500
	505_7000_004	Supplies-Small Tools	750	750	750	750
	505_7005_001	Supplies-Printing	350	1,000	1,850	2,000
	505_7005_002	Supplies-Mailing	200	300	300	300
	505_7005_003	Supplies-Postage	800	1,750	550	550
	505_7005_004	Supplies-Paper	300	1,000	500	1,000
	505_7015_004	Supplies-Safety	0	200	200	200
	<b>Total Supplies</b>		<b>7,300</b>	<b>8,500</b>	<b>6,400</b>	<b>8,300</b>
	505_7999_006	Cost of Goods Sold-Meter Boxes	10,000	30,000	40,000	30,000
	505_7999_007	Cost of Goods Sold-Knox Boxes	0	4,000	4,323	6,000
	<b>Total Materials</b>		<b>10,000</b>	<b>34,000</b>	<b>44,323</b>	<b>36,000</b>
	505_8600_001	Vehicle-Repair	2,000	2,000	1,000	1,000
	505_8600_002	Vehicle-Maintenance	1,000	1,000	1,370	1,000
	505_8600_005	Vehicle-Fuel	1,500	2,000	2,800	3,500
	<b>Total Vehicles</b>		<b>4,500</b>	<b>5,000</b>	<b>5,170</b>	<b>5,500</b>
50	CommDev_Out	Code Administration Allocation	0			
	<b>Total Internal</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Other</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenses</b>		<b>642,843</b>	<b>742,671</b>	<b>629,545</b>	<b>1,590,365</b>
	<b>Change in</b>		<b>(642,843)</b>	<b>(742,671)</b>	<b>(629,545)</b>	<b>(1,590,365)</b>

## Internal Service Fund

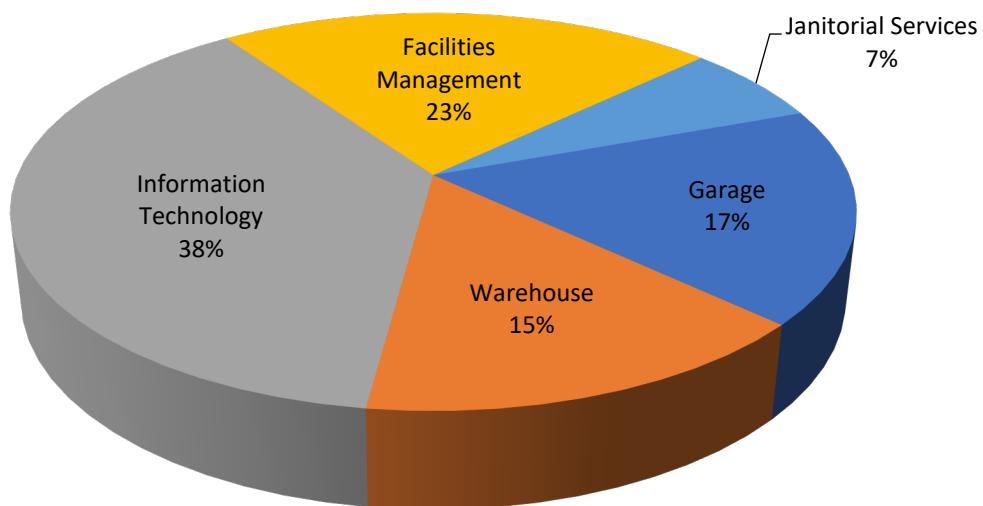
The Service Fund is comprised of Garage, Purchasing and Warehouse, Information Technology, Facility Management, and Janitorial Service. This fund is used to account for the funding of goods and services provided by one department or agency to other departments or agencies on a cost-reimbursement basis. 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 Revenue and Expense by Category

Internal Service Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 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	\$15,337	\$3,500	\$18,515	\$3,665
Internal Service Revenue	\$1,036,375	\$1,178,352	\$1,109,592	\$1,114,087
<b>Total Revenues</b>	<b>\$1,051,712</b>	<b>\$1,181,852</b>	<b>\$1,128,107</b>	<b>\$1,117,752</b>
<b>Expenses</b>				
Personnel	\$770,946	\$868,671	\$805,845	\$865,341
Capital	\$114,231	\$90,690	\$83,907	\$41,262
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$21,123	\$16,725	\$21,274	\$19,705
Professional Services	\$96,562	\$142,030	\$141,011	\$120,243
Supplies and Materials	\$20,214	\$27,287	\$25,424	\$31,551
Tools, Equipment, and Vehicles	\$24,385	\$36,450	\$35,795	\$39,650
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$0	\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$1,047,461</b>	<b>\$1,181,853</b>	<b>\$1,113,256</b>	<b>\$1,117,752</b>

## Internal Service Fund Expense

**\$1,117,751**



60 - 300 - Internal Services General			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
604_3010_006	Misc-Miscellaneous		0	0	165	165
604_3010_008	Misc-Gain/Loss-Asset Disposal		0	0	14,850	0
604_3010_012	Misc-Purchasing Card Rebate		1,500	3,500	3,500	3,500
	<b>Total</b>		<b>1,500</b>	<b>3,500</b>	<b>18,515</b>	<b>3,665</b>
	<b>Total Service</b>		<b>1,500</b>	<b>3,500</b>	<b>18,515</b>	<b>3,665</b>
604_9910_000	Internal Service - Personnel		1,232,529	1,178,352	1,109,592	1,114,087
	<b>Total</b>		<b>1,232,529</b>	<b>1,178,352</b>	<b>1,109,592</b>	<b>1,114,087</b>
	<b>Total</b>		<b>1,234,029</b>	<b>1,181,852</b>	<b>1,128,107</b>	<b>1,117,752</b>
	<b>Change in</b>		<b>1,234,029</b>	<b>1,181,852</b>	<b>1,128,107</b>	<b>1,117,752</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 2020-2021 Accomplishments:

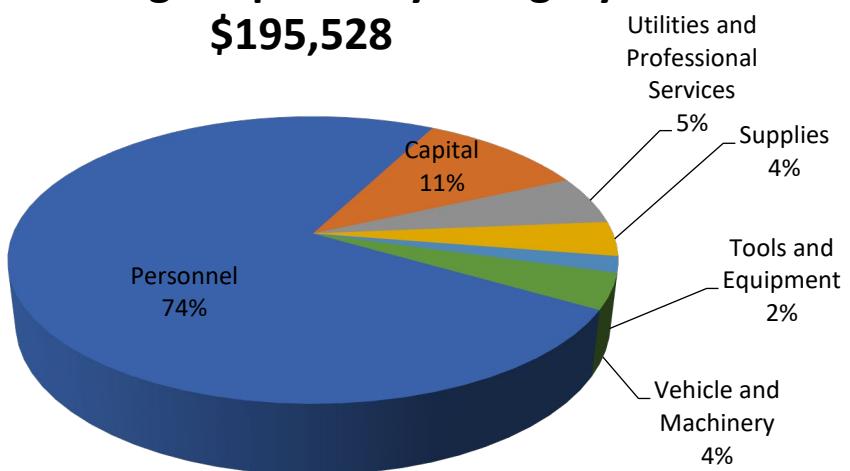
Completely reworked all salt spreaders. Installed two (2) fire extinguishers in cabinets in the shop. Updated software on the Snap-On scanner. Installed air curtain blower at the burn pit.

Mowed, weed eat, and sprayed all City right of ways twice.

Fabricated ladder rack for new construction truck. Fabricated and painted stand for street bucket truck. Complete paint job on street department dump truck. Fabricated and painted signs for Madison Street.

Installed new engine in police car. Rebuild trailer for building and grounds.

### Garage Expense by Category



### Fiscal Year 2022 Goals:

- I. **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 2022-2026 CIP
  
- II. **Goal:** Install exhaust fan in garage.  
**Strategy:** Purchase exhaust fan and louver  
**Budgetary Factor:** Budgeted \$10,000 in the 2022-2026 CIP
  
- III. **Goal:** Enclose existing garage office.  
**Strategy:** Purchase materials required for project.  
**Budgetary Factor:** Budgeted \$6,000 in the 2022-2026 CIP

## Performance Measurements:

Performance Measures	2017	2018	2019	2020	Estimated 2021
Repair work orders completed*	800	850	850	850	890
Vehicles Maintained**	129	129	129	150	175
Equipment Maintained***	72	72	72	100	100
Number of Vehicles and Equipment	201	201	201	201	201
Work Order Hours per Year	4,069	2,000	2,000	2,000	2,000
Vehicles Retained from Previous FY	190	190	190	190	190
Average Age of Vehicles	11	11	11	12	12
Average Repair Cost	\$100	\$100	\$100	\$100	\$100
Total Miles Fleet-wide	2,375,000	2,500,000	2,500,000	2,500,000	2,500,000
Total Fleet Repair Costs	\$79,240	\$85,000	\$85,000	\$85,000	\$85,000
Vehicle/Mechanic Ratio	100:1	100:1	100:1	100:1	100:1

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

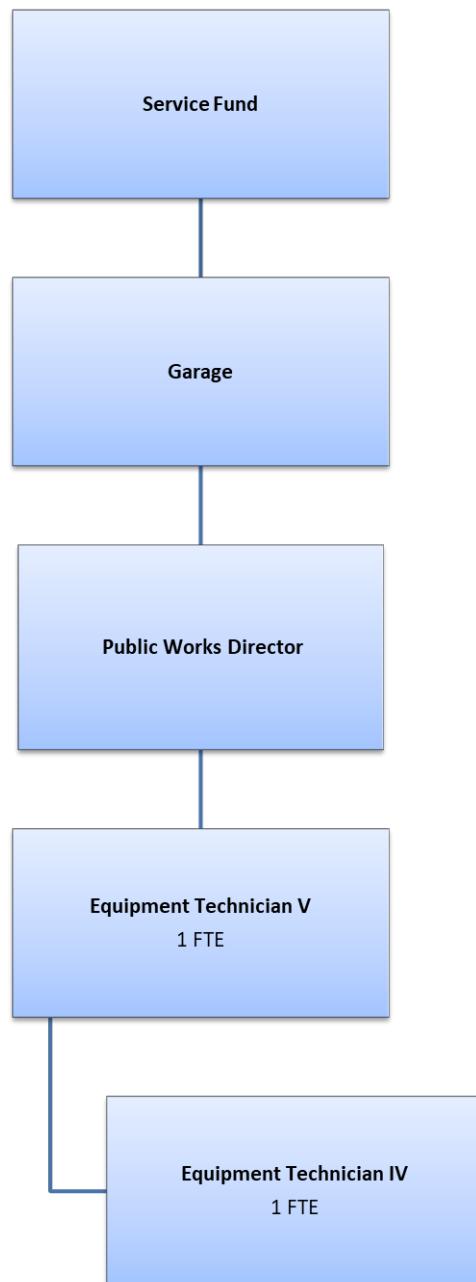
\*\* Passenger vehicles only

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

## Previous Years' Goals:

- I. Goal: Replace the 1999 ¾ ton service truck with a new truck that has a utility bed.  
Status: Moved to FY22 due to budget constraints.
- II. Goal: Reduce vehicle/equipment repair expenses.  
Status: Ongoing
- III. Goal: Purchase jacks for the truck lift to better service brakes, suspension, etc.  
Status: Complete

## Garage Organizational Chart



60 - 305 - Garage		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	605_1000_001	Fulltime Salary	113,604	113,919	113,919	84,757
	605_1000_002	Part Time Salary	0	0	0	0
	605_1000_005	Fulltime Overtime	5,761	4,289	4,289	3,044
	<b>Total Salaries -</b>		<b>119,364</b>	<b>118,208</b>	<b>118,208</b>	<b>87,802</b>
	605_1005_001	Health Premium-Employee	0	7,896	7,896	7,896
	605_1005_002	Health Premium-Family	37,374	34,650	34,650	18,769
	605_1005_004	Dental Premium-Family	2,185	2,179	2,179	1,514
	605_1010_001	Life Insurance	190	167	167	111
	<b>Total Benefits -</b>		<b>39,749</b>	<b>44,892</b>	<b>44,892</b>	<b>28,290</b>
	605_1015_001	Lagers-General	15,640	15,485	15,485	11,754
	605_1015_004	Deferred Comp-Employer	1,950	1,300	1,300	1,300
	<b>Total Benefits -</b>		<b>17,590</b>	<b>16,785</b>	<b>16,785</b>	<b>13,054</b>
	605_1020_001	FICA-Employer	7,405	4,425	6,496	5,002
	605_1020_002	Medicare-Employer	1,735	1,035	1,519	1,170
	605_1020_003	Unemployment Compensation	1,195	590	1,014	807
	605_1020_004	Workman's Compensation	1,951	1,212	1,212	1,221
	<b>Total Payroll</b>		<b>12,286</b>	<b>7,262</b>	<b>10,241</b>	<b>8,200</b>
	605_1025_001	Employee-Uniforms	3,900	3,900	4,850	4,850
	605_1025_002	Employee-	105	108	0	100
	605_1025_003	Employee-Books	100	108	0	100
	605_1025_004	Employee-Travel/Hotel	1,000	1,500	0	1,500
	605_1025_005	Employee-Training	1,500	1,500	0	1,500
	<b>Total Employee</b>		<b>6,605</b>	<b>7,116</b>	<b>4,850</b>	<b>8,050</b>
	<b>Total Personnel</b>		<b>195,594</b>	<b>194,264</b>	<b>194,977</b>	<b>145,394</b>
	605_2010_000	Capital Exp-Building and	10,000	0	0	10,000
	605_2010_0001IMP	Capital Exp-Building and	10,000	0	0	0
	605_2015_000	Capital Exp-Furniture and Fixtures	0	538	1,172	4,582
	605_2020_000	Capital Exp-Machinery and	20,102	37,000	25,682	6,000
	605_2020_001IMP	Capital Exp - Machinery and	20,102	0	0	0
	<b>Total Capital</b>		<b>30,102</b>	<b>37,538</b>	<b>26,854</b>	<b>20,582</b>
	605_5010_001	Utilities-Landline and Fiber	225	225	225	225
	605_5015_001	Utilities-Cell Phones	1,488	0	980	980

60 - 305 - Garage		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
<b>Total Utilities</b>			<b>1,713</b>	<b>225</b>	<b>1,205</b>	<b>1,205</b>
605_6000_007	Prof Services-Toxicology Testing	200	228	150	150	
605_6000_008	Prof Services-MSHP Background	0	24	24	24	
605_6000_013	Prof Service-Studies	0	48	48	48	
<b>Total</b>			<b>200</b>	<b>300</b>	<b>222</b>	<b>222</b>
605_6005_001	Insurance-Vehicle	950	950	787	818	
605_6005_002	Insurance-Equipment	135	135	132	137	
605_6005_003	Insurance-Building & Property	2,465	3,483	5,658	5,884	
605_6005_008	Insurance-City Street	0	0	0	0	
<b>Total Insurance</b>			<b>3,550</b>	<b>4,568</b>	<b>6,577</b>	<b>6,840</b>
605_6010_001	Advertising-Public Notices	0	192	250	250	
605_6010_003	Advertising-Print	200	200	0	100	
<b>Total</b>			<b>200</b>	<b>392</b>	<b>250</b>	<b>350</b>
605_6020_001	Software-Purchase	0	500	1,300	0	
605_6020_003	Software-Agreement	1,045	1,045	2,545	2,000	
<b>Total Software -</b>			<b>1,045</b>	<b>1,545</b>	<b>3,845</b>	<b>2,000</b>
<b>Total</b>			<b>4,995</b>	<b>6,805</b>	<b>10,894</b>	<b>9,412</b>
605_7000_001	Supplies-Operational	6,500	5,500	5,000	5,500	
605_7000_002	Supplies-Computer Accessories	500	250	100	500	
605_7000_003	Supplies-Desk Accessories-Small	575	350	350	350	
605_7000_004	Supplies-Small Tools	500	500	500	500	
605_7005_003	Supplies-Postage	0	32	20	20	
605_7005_004	Supplies-Paper	0	15	15	15	
605_7010_004	Supplies-Chemicals	600	600	600	600	
605_7015_004	Supplies-Safety	100	100	100	100	
<b>Total Supplies</b>			<b>8,775</b>	<b>7,347</b>	<b>6,685</b>	<b>7,585</b>
<b>Total Materials</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
605_8000_001	Tools-Repair	2,000	1,000	1,000	1,000	
605_8000_002	Tools- Maintenance	1,000	550	550	550	
605_8000_003	Tools-Supplies	2,000	2,000	2,000	2,000	
<b>Total Tools &amp;</b>			<b>5,000</b>	<b>3,550</b>	<b>3,550</b>	<b>3,550</b>
605_8300_001	Equipment-Repair	2,500	2,500	2,500	2,500	

60 - 305 - Garage		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	605_8300_002	Equipment-Maintenance	1,500	1,500	1,000	1,000
	605_8300_003	Equipment-Supplies	150	150	50	50
	605_8300_005	Equipment-Fuel	500	500	1,500	1,500
	<b>Total</b>		<b>4,650</b>	<b>4,650</b>	<b>5,050</b>	<b>5,050</b>
	605_8600_001	Vehicle-Repair	1,000	500	500	500
	605_8600_002	Vehicle-Maintenance	1,000	1,000	1,000	1,000
	605_8600_005	Vehicle-Fuel	2,200	2,200	1,250	1,250
	<b>Total Vehicles</b>		<b>4,200</b>	<b>3,700</b>	<b>2,750</b>	<b>2,750</b>
	<b>Total Expenses</b>		<b>255,029</b>	<b>258,079</b>	<b>251,965</b>	<b>195,528</b>
	<b>Change in</b>		<b>(255,029)</b>	<b>(258,079)</b>	<b>(251,965)</b>	<b>(195,528)</b>

## Purchasing and Warehouse

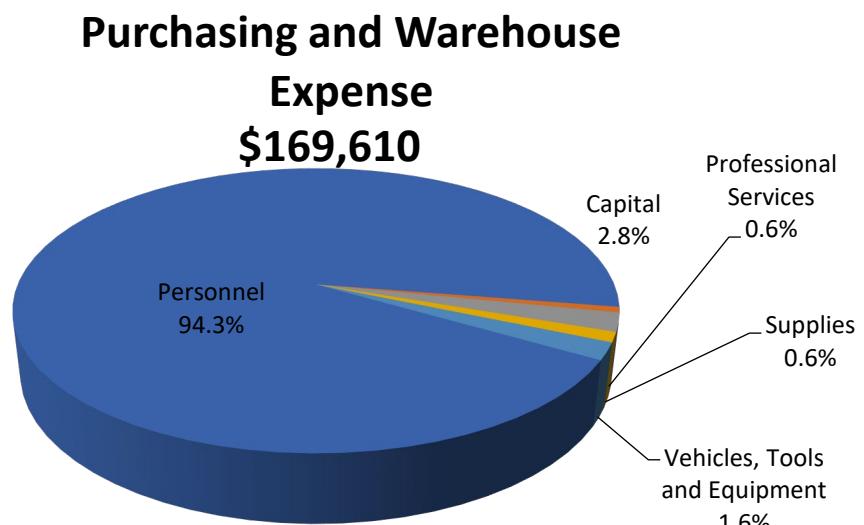
Purchasing provides for goods and services for all departments in the City of Lebanon to provide the City with the highest quality in the most cost effective, timely and fiscally responsible manner in compliance with applicable regulations and policies using a fair and transparent process. The warehouse 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 2020-2021 Accomplishments:

Warehouse successfully developed a procedures manual to ensure continuity. A forklift was purchased this fiscal year which was a significant safety improvement. Cameras inside and out were installed in the Warehouse this year to aid in protecting our assets. Additionally, spreadsheets and processes are in development to provide for a tracking system of our inventory.

### Fiscal Year 2022 Goals:

- I. **Warehouse Goal:**  
Implement forklift training and policies.  
**Strategy:** Explore contracting of training services.  
**Budgetary Factor:** Cost is minimal - \$250 a person
  
- II. **Warehouse Goal:** Improve inventory procedures/processes.  
**Strategy:** Clean up the stock yard.  
**Budgetary Factor:** No additional funding
  
- 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:** Develop a standardized form for departments to submit bid requests and track progress

**Budgetary Factor:** No additional funding

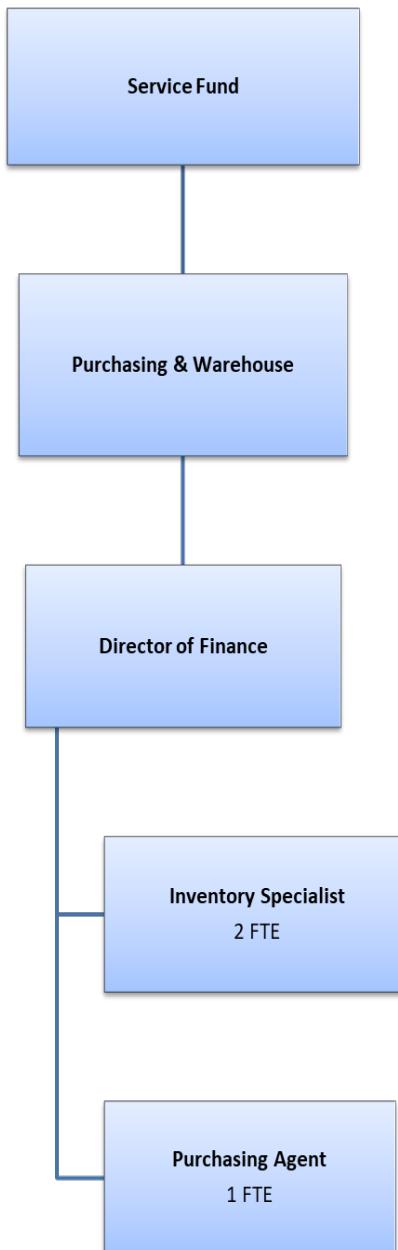
## Performance Measurements:

Performance Measures	2015	2016	2017	2018	2019	2020
Number of Written Bids	18	22	25	16	61	64
Number of Formal Bids	24	27	31	46	40	56
Number of New Contracts	71	71	73	87	89	97
Rejection/Rebid % Per Year	10%	4%	16%	13%	12%	9%

## Previous Years' Goals:

- I. Goal: Improve inventory procedures/processes.  
Status: On-going
- II. Goal: Ensure timely, effective and compliant procurement bids and contracts issued for major projects.  
Status: On going. Developed a tracking system to monitor the status of contracts. Researched software to further enhance the efficiency of the procurement process and contract management.
- III. Goal: Explore the contracting of services.  
Status: On going. Contracted out lawn maintenance services for multiple city facilities, the Downtown Business District, and nuisances. In addition contracted services were established for asphalt surface sealant.
- IV. Goal: Partner with City Departments to achieve the efficient use of City resources.  
Status: On going. Developed standard contract templates and verbiage in bid packets that provides a list of documents needed to complete the contract.

## Purchasing and Warehouse Organizational Chart



60 - 310 - Warehouse		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	605_1000_001	Fulltime Salary	115,362	93,359	96,455	113,922
	605_1000_002	Part Time Salary	0	0	0	0
	605_1000_004	On Call	5,377	0	0	0
	605_1000_005	Fulltime Overtime	0	1,918	2,035	2,523
	605_1000_006	Part Time Overtime	0	0	0	0
	<b>Total Salaries -</b>		<b>120,739</b>	<b>95,277</b>	<b>98,490</b>	<b>116,445</b>
	605_1005_001	Health Premium-Employee	0	7,896	0	0
	605_1005_002	Health Premium-Family	32,727	8,663	24,040	17,325
	605_1005_004	Dental Premium-Family	2,185	1,090	726	726
	605_1010_001	Life Insurance	190	139	144	167
	<b>Total Benefits -</b>		<b>35,102</b>	<b>17,787</b>	<b>24,910</b>	<b>18,218</b>
	605_1015_001	Lagers-General	15,820	12,481	10,191	10,728
	605_1015_004	Deferred Comp-Employer	1,950	975	650	650
	<b>Total Benefits -</b>		<b>17,770</b>	<b>13,456</b>	<b>10,841</b>	<b>11,378</b>
	605_1020_001	FICA-Employer	7,490	4,762	5,715	6,828
	605_1020_002	Medicare-Employer	1,755	1,114	1,336	1,597
	605_1020_003	Unemployment Compensation	1,210	542	910	1,101
	605_1020_004	Workman's Compensation	161	1,211	150	0
	<b>Total Payroll</b>		<b>10,616</b>	<b>7,628</b>	<b>8,111</b>	<b>9,526</b>
	605_1025_001	Employee-Uniforms	2,600	500	300	500
	605_1025_002	Employee-	0	150	100	150
	605_1025_003	Employee-Books	150	100	0	0
	605_1025_004	Employee-Travel/Hotel	250	500	0	0
	605_1025_005	Employee-Training	3,500	3,500	2,500	3,500
	605_1025_007	Employee-Bonds	0	0	0	50
	<b>Total Employee</b>		<b>6,500</b>	<b>4,750</b>	<b>2,900</b>	<b>4,200</b>
	<b>Total Personnel</b>		<b>190,727</b>	<b>138,899</b>	<b>145,252</b>	<b>159,767</b>
	605_2010_000	Capital Exp-Building and	5,000	0	0	0
	605_2010_0001IMP	Capital Exp-Building and	5,000	0	0	0
	605_2015_000	Capital Exp-Furniture and Fixtures	0	0	0	1,068
	605_2020_000	Capital Exp-Machinery and	602	46,000	48,950	0
	605_2020_001IMP	Capital Exp - Machinery and	602	0	0	0
	<b>Total Capital</b>		<b>5,602</b>	<b>46,000</b>	<b>48,950</b>	<b>1,068</b>
	605_6000_007	Prof Services-Toxicology Testing	100	50	50	50

60 - 310 - Warehouse		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	
	605_6000_008	Prof Services-MSHP Background	50	25	25	25
	<b>Total</b>		<b>150</b>	<b>75</b>	<b>75</b>	<b>75</b>
	605_6005_002	Insurance-Equipment	100	100	0	0
	<b>Total Insurance</b>		<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>
	605_6010_001	Advertising-Public Notices	0	0	75	0
	605_6020_001	Software-Purchase	0	15,000	10,500	0
	605_6020_003	Software-Agreement	1,045	1,000	500	3,500
	<b>Total Software -</b>		<b>1,045</b>	<b>16,000</b>	<b>11,000</b>	<b>3,500</b>
	<b>Total</b>		<b>1,295</b>	<b>16,175</b>	<b>11,150</b>	<b>3,575</b>
	605_7000_001	Supplies-Operational	750	1,250	1,250	1,250
	605_7000_002	Supplies-Computer Accessories	250	250	250	250
	605_7000_003	Supplies-Desk Accessories-Small	0	100	100	100
	605_7000_004	Supplies-Small Tools	100	150	150	150
	605_7005_003	Supplies-Postage	50	50	50	50
	605_7005_004	Supplies-Paper	100	100	100	100
	<b>Total Supplies</b>		<b>1,250</b>	<b>1,900</b>	<b>1,900</b>	<b>1,900</b>
	605_8300_001	Equipment-Repair	1,800	1,800	250	1,500
	605_8300_002	Equipment-Maintenance	1,500	1,000	1,000	1,000
	605_8300_003	Equipment-Supplies	0	0	2,670	0
	605_8300_004	Equipment-Equipment	0	0	500	0
	605_8300_005	Equipment-Fuel	0	500	750	800
	<b>Total</b>		<b>3,300</b>	<b>3,300</b>	<b>5,170</b>	<b>3,300</b>
	<b>Total Vehicles</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Expenses</b>		<b>202,174</b>	<b>206,274</b>	<b>212,422</b>	<b>169,610</b>
	<b>Change in</b>		<b>(202,174)</b>	<b>(206,274)</b>	<b>(212,422)</b>	<b>(169,610)</b>

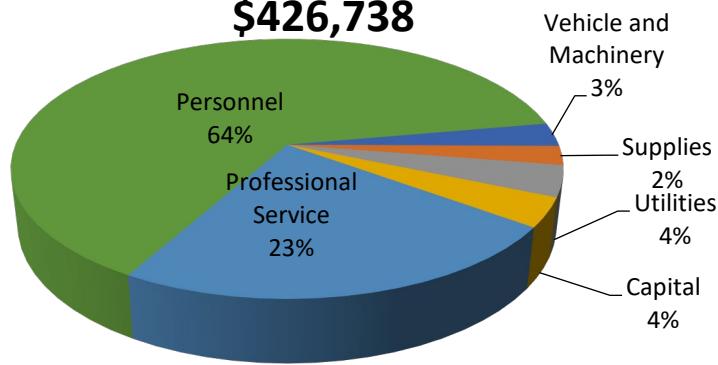
## Information Technology

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



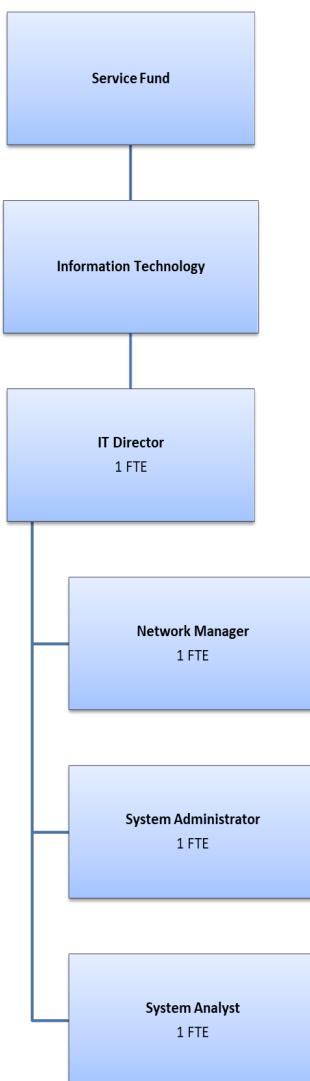
### Fiscal Year 2022 Goals:

- I. **Goal:** Expand and incorporate services such as Wi-Fi and improved technology at the animal shelter and Palmer Building.  
**Strategy:** Solutions vary, but the focus will be on fiber.  
**Budgetary Factor:** Each location will require hardware, which will also require infrastructure growth. Software maintenance costs will increase as nodes are put throughout the city.
  
- II. **Goal:** Complete a Fiber Master Plan (FMP) for future growth and current opportunities.  
**Strategy:** The FMP will outline current fiber locations and partners throughout the city and identify areas of concern and areas for growth. The plan will also outline all partners that have fiber and current agreements with such partners  
**Budgetary Factor:** The plan will be designed by IT and reviewed, possibly modified, by Olsson. Growth of the fiber infrastructure will inherently cost. The City will leverage partnerships and cost savings through contracts for fiber expansion

## Performance Measurements:

	2015	2016	2017	2018	2019	2020	2021
<b>Number of Computers Added/Upgraded</b>	142	147	155	159	159	159	175
<b>Number of Software Modifications/Upgrades</b>	40	11	12	8	45	75	*100
* indicates planned additions							
	2015	2016	2017	2018	2019	2020	2021
<b>Number of Trouble Tickets</b>	433	448	455	742	738	1054	**1100
* indicates on pace for amount							
** indicates an increase as more tech							
	2015	2016	2017	2018	2019	2020	2021
<b>Network Uptime</b>	98%	97%	96%	97%	98%	98.5%	*98.50%
* indicates expected increase due to new switches							
	2015	2016	2017	2018	2019	2020	2021
<b>Security Violations</b>	1	1	3	2	0	0	**0
** expect zero due to software purchase							

Information Technology Organizational Chart



60 - 315 - Information Technology			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
605_1000_001	Fulltime Salary		178,016	187,414	133,481	177,478
605_1000_004	On Call		1,500	0	0	0
605_1000_005	Fulltime Overtime		1,406	4,324	3,533	2,374
605_1000_006	Part Time Overtime		0	0	0	0
605_1000_007	On Call Overtime		0	0	0	1,500
<b>Total Salaries -</b>			<b>180,922</b>	<b>191,739</b>	<b>137,014</b>	<b>181,352</b>
605_1005_001	Health Premium-Employee		0	15,792	6,580	0
605_1005_002	Health Premium-Family		39,843	17,325	17,325	42,492
605_1005_003	Dental Premium-Employee		0	600	250	0
605_1005_004	Dental Premium-Family		1,200	726	726	1,653
605_1010_001	Life Insurance		255	222	157	204
<b>Total Benefits -</b>			<b>41,298</b>	<b>34,666</b>	<b>25,038</b>	<b>44,349</b>
605_1015_001	Lagers-General		23,705	25,118	17,878	24,100
605_1015_004	Deferred Comp-Employer		1,950	1,950	1,782	2,383
<b>Total Benefits -</b>			<b>25,655</b>	<b>27,068</b>	<b>19,661</b>	<b>26,484</b>
605_1020_001	FICA-Employer		11,220	9,566	8,063	10,177
605_1020_002	Medicare-Employer		2,625	2,237	1,886	2,380
605_1020_003	Unemployment Compensation		1,810	690	1,037	1,641
605_1020_004	Workman's Compensation		644	788	788	794
<b>Total Payroll</b>			<b>16,299</b>	<b>13,281</b>	<b>11,773</b>	<b>14,992</b>
605_1025_003	Employee-Books		200	200	200	200
605_1025_004	Employee-Travel/Hotel		1,000	750	500	1,000
605_1025_005	Employee-Training		2,500	3,500	3,500	5,000
<b>Total Employee</b>			<b>3,700</b>	<b>4,450</b>	<b>4,200</b>	<b>6,200</b>
<b>Total Personnel</b>			<b>267,874</b>	<b>271,203</b>	<b>197,686</b>	<b>273,376</b>
605_2005_000	Capital Exp-Land and		0	0	0	0
605_2010_000	Capital Exp-Building and		0	0	0	0
605_2015_000	Capital Exp-Furniture and Fixtures		0	6,345	6,345	10,406
605_2020_000	Capital Exp-Machinery and		3,010	0	0	5,000
605_2020_001	IMP Capital Exp - Machinery and		3,010	0	0	0
<b>Total Capital</b>			<b>3,010</b>	<b>6,345</b>	<b>6,345</b>	<b>15,406</b>
605_5015_001	Utilities-Cell Phones		3,205	3,300	4,415	3,300
605_5020_001	Utilities-Internet		16,000	12,600	12,600	12,600
605_5020_002	Utilities-Internet Mobile		2,400	600	1,200	600

60 - 315 - Information Technology			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
<b>Total Utilities</b>			<b>21,605</b>	<b>16,500</b>	<b>18,215</b>	<b>16,500</b>
605_6000_007	Prof Services-Toxicology Testing	180	150	150	150	
605_6000_008	Prof Services-MSHP Background	50	50	50	50	
605_6000_013	Prof Service-Studies	900	0	0	0	
605_6000_015	Prof Service-Service Contracts	31,700	42,000	42,000	42,000	
<b>Total</b>			<b>32,830</b>	<b>42,200</b>	<b>42,200</b>	<b>42,200</b>
605_6005_002	Insurance-Equipment	0	3,200	2,560	2,662	
605_6005_023	Insurance-Drone Liability	0	0	1,422	1,479	
<b>Total Insurance</b>			<b>0</b>	<b>3,200</b>	<b>3,982</b>	<b>4,141</b>
605_6010_002	Advertising-Employee	1,492	0	0	0	
<b>Total</b>			<b>1,492</b>	<b>0</b>	<b>0</b>	<b>0</b>
605_6020_001	Software-Purchase	0	0	2,500	0	
605_6020_002	Software-Upgrade	0	18,000	16,000	0	
605_6020_003	Software-Agreement	39,100	46,000	46,000	52,500	
<b>Total Software -</b>			<b>39,100</b>	<b>64,000</b>	<b>64,500</b>	<b>52,500</b>
<b>Total</b>			<b>73,422</b>	<b>109,400</b>	<b>110,682</b>	<b>98,841</b>
605_7000_001	Supplies-Operational	6,000	6,000	6,000	6,000	
605_7000_002	Supplies-Computer Accessories	0	0	0	2,000	
605_7000_004	Supplies-Small Tools	2,000	2,000	2,000	2,000	
605_7005_001	Supplies-Printing	0	75	25	75	
605_7005_002	Supplies-Mailing	100	0	25	25	
605_7005_004	Supplies-Paper	10	15	15	15	
<b>Total Supplies</b>			<b>8,110</b>	<b>8,090</b>	<b>8,065</b>	<b>10,115</b>
605_8300_001	Equipment-Repair	5,000	5,000	5,000	6,000	
605_8300_002	Equipment-Maintenance	5,000	5,000	5,000	6,000	
<b>Total</b>			<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>12,000</b>
605_8600_005	Vehicle-Fuel	250	500	500	500	
<b>Total Vehicles</b>			<b>250</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total Expenses</b>			<b>384,271</b>	<b>422,038</b>	<b>351,493</b>	<b>426,738</b>
<b>Change in</b>			<b>(384,271)</b>	<b>(422,038)</b>	<b>(351,493)</b>	<b>(426,738)</b>

# Facilities Management

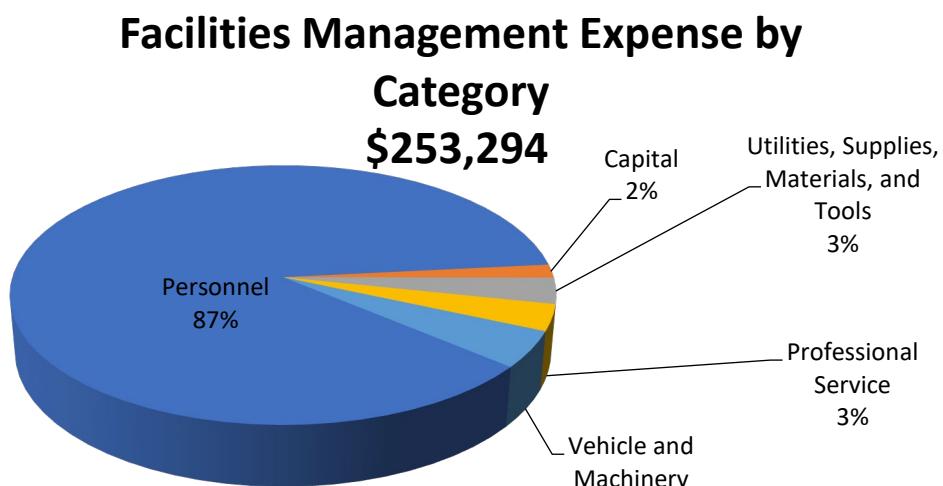
Facilities Management maintains and enhances all City properties and grounds.

## Fiscal Year 2020-2021 Accomplishments:

The City of Lebanon Facilities Management has maintained all city buildings and grounds. We have completed the renovations of the Civic Center, Mills Building, newly constructed Salt Bin and the renovation of the EMS Building. We have completed the repairs from the May storm incident, Fire Station

#2 repairs, Airport Terminal Building, Airport Hangar Door, Public Works HVAC unit, City Hall HVAC units, and the Waste Water Treatment Plant HVAC replacement, Staff has completed 85% of the light replacement at the Civic Center. Converting the old light fixtures to LED.

Staff has assisted in the drawings and specifications of the new public safety center.



## Fiscal FY 2022 Goals:

- I. **Goal:** Provide ongoing maintenance to all City of Lebanon buildings and grounds.  
**Strategy:** Continue to implement a maintenance schedule and documentation of maintenance.  
**Budgetary Factor:** Cost of staff labor
  
- II. **Goal:** Complete a maintenance schedule for large lifecycle maintenance needs of city facilities  
**Strategy:** Inspect and document all City facilities and update the maintenance schedule for needed repairs and upgrades  
**Budgetary Factor:** Cost of staff labor

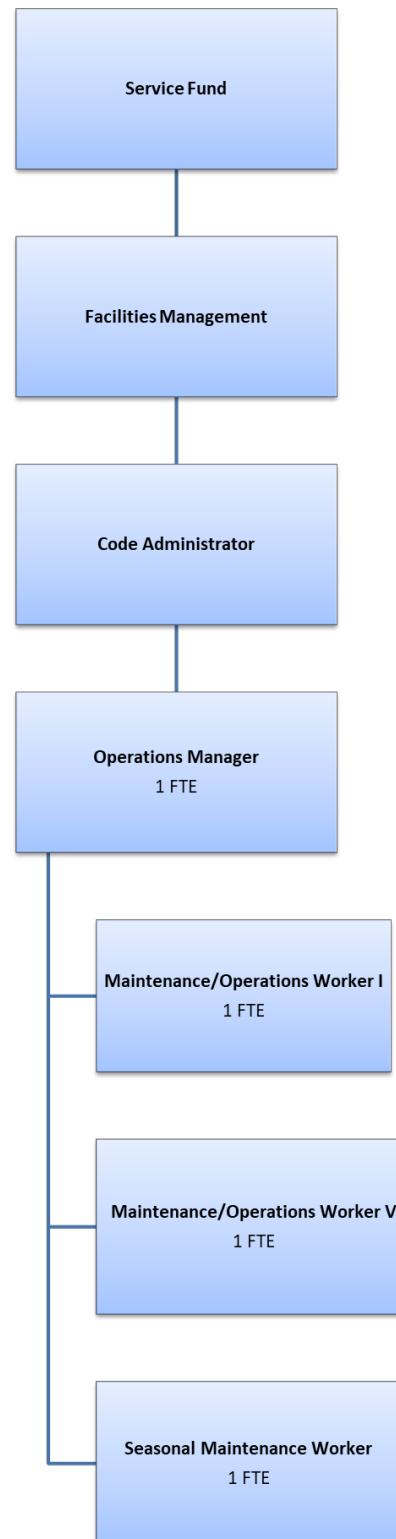
## Performance Measurements:

	2016	2017	2018	2019	2020	Estimated 2021
Work Orders Completed	200	308	360	321	***	***
Acres Mowed	440	250	250	250	250	250
Christmas Decorations	130	150	200	220	220	220

## Previous Years' Goals:

- I.     Goal: Provide ongoing maintenance to all City of Lebanon buildings and grounds.  
Status: Ongoing
- II.    Goal: Continue to hire subcontractors to assist with maintenance of city facilities and grounds  
Status: Ongoing

## Facilities Management Organizational Chart



60 - 320 - Facilities Management			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
605_1000_001	Fulltime Salary		118,930	118,117	118,117	121,660
605_1000_002	Part Time Salary		17,488	8,895	1,594	9,968
605_1000_004	On Call		2,251	0	1,214	1,214
605_1000_005	Fulltime Overtime		2,030	1,450	1,450	1,425
605_1000_006	Part Time Overtime		0	0	0	0
<b>Total Salaries -</b>			<b>140,699</b>	<b>128,462</b>	<b>122,375</b>	<b>134,268</b>
605_1005_001	Health Premium-Employee		0	7,896	7,896	7,896
605_1005_002	Health Premium-Family		54,699	34,650	34,650	34,650
605_1005_003	Dental Premium-Employee		0	300	300	300
605_1005_004	Dental Premium-Family		2,100	1,453	1,453	1,453
605_1010_001	Life Insurance		255	222	167	167
<b>Total Benefits -</b>			<b>57,054</b>	<b>44,521</b>	<b>44,466</b>	<b>44,466</b>
605_1015_001	Lagers-General		16,145	15,663	15,663	16,493
605_1015_004	Deferred Comp-Employer		2,600	1,950	1,950	1,950
<b>Total Benefits -</b>			<b>18,745</b>	<b>17,613</b>	<b>17,613</b>	<b>18,443</b>
605_1020_001	FICA-Employer		8,725	4,685	6,679	7,417
605_1020_002	Medicare-Employer		2,045	1,096	1,562	1,735
605_1020_003	Unemployment Compensation		1,410	465	905	1,196
605_1020_004	Workman's Compensation		4,270	10,578	10,578	10,658
<b>Total Payroll</b>			<b>16,450</b>	<b>16,824</b>	<b>19,725</b>	<b>21,006</b>
605_1025_001	Employee-Uniforms		2,200	2,500	2,500	2,500
605_1025_002	Employee-		150	150	150	150
605_1025_005	Employee-Training		100	1,000	250	250
<b>Total Employee</b>			<b>2,450</b>	<b>3,650</b>	<b>2,900</b>	<b>2,900</b>
<b>Total Personnel</b>			<b>235,398</b>	<b>211,070</b>	<b>207,079</b>	<b>221,082</b>
605_2005_000	Capital Exp-Land and		0	0	0	0
605_2010_000	Capital Exp-Building and		0	0	0	0
605_2015_000	Capital Exp-Furniture and Fixtures		0	807	1,759	4,206
605_2020_000	Capital Exp-Machinery and		8,106	0	0	0
605_2020_001	IMP Capital Exp - Machinery and		8,106	0	0	0
<b>Total Capital</b>			<b>8,106</b>	<b>807</b>	<b>1,759</b>	<b>4,206</b>
605_5015_001	Utilities-Cell Phones		2,400	0	1,854	2,000
<b>Total Utilities</b>			<b>2,400</b>	<b>0</b>	<b>1,854</b>	<b>2,000</b>

60 - 320 - Facilities Management			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	Proposed
	605_6000_007	Prof Services-Toxicology Testing	400	400	250	400
	605_6000_008	Prof Services-MSHP Background	150	150	25	25
	605_6000_011	Prof Services-Dues/License	100	100	25	100
	605_6000_013	Prof Service-Studies	1,000	1,000	0	0
	605_6000_015	Prof Service-Service Contracts	65,500	500	750	500
	605_6000_018	Prof Service-Damage Claims	1,200	1,200	500	500
	<b>Total</b>		<b>68,350</b>	<b>3,350</b>	<b>1,550</b>	<b>1,525</b>
	605_6005_001	Insurance-Vehicle	3,650	3,650	3,375	3,510
	605_6005_002	Insurance-Equipment	595	600	500	520
	<b>Total Insurance</b>		<b>4,245</b>	<b>4,250</b>	<b>3,875</b>	<b>4,030</b>
	605_6010_002	Advertising-Employee	50	50	50	50
	<b>Total</b>		<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
	605_6020_001	Software-Purchase	0	0	700	0
	605_6020_003	Software-Agreement	2,030	2,000	2,000	2,700
	<b>Total Software -</b>		<b>2,030</b>	<b>2,000</b>	<b>2,700</b>	<b>2,700</b>
	<b>Total</b>		<b>74,675</b>	<b>9,650</b>	<b>8,175</b>	<b>8,305</b>
	605_7000_001	Supplies-Operational	500	500	673	1,000
	605_7000_002	Supplies-Computer Accessories	0	1,000	750	1,000
	605_7000_004	Supplies-Small Tools	400	2,500	1,250	2,500
	605_7005_003	Supplies-Postage	0	0	1	1
	605_7015_003	Supplies-First Aid	0	200	200	200
	605_7015_004	Supplies-Safety	500	500	150	500
	<b>Total Supplies</b>		<b>1,400</b>	<b>4,700</b>	<b>3,024</b>	<b>5,201</b>
	605_8000_001	Tools-Repair	0	500	500	500
	605_8000_002	Tools- Maintenance	400	500	500	0
	605_8000_003	Tools-Supplies	300	0	100	500
	<b>Total Tools &amp;</b>		<b>700</b>	<b>1,000</b>	<b>1,100</b>	<b>1,000</b>
	605_8300_001	Equipment-Repair	1,500	1,500	1,500	1,500
	605_8300_002	Equipment-Maintenance	1,000	1,000	1,700	1,500
	605_8300_003	Equipment-Supplies	1,000	0	225	500
	605_8300_006	Equipment-Rental	0	0	0	500
	<b>Total</b>		<b>3,500</b>	<b>2,500</b>	<b>3,425</b>	<b>4,000</b>
	605_8600_001	Vehicle-Repair	1,000	1,500	500	1,500

60 - 320 - Facilities Management			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	Proposed
605_8600_002	Vehicle-Maintenance		500	750	750	1,000
605_8600_004	Vehicle-Equipment		1,500	1,000	500	1,000
605_8600_005	Vehicle-Fuel		5,000	4,000	2,500	4,000
<b>Total Vehicles</b>			<b>8,000</b>	<b>7,250</b>	<b>4,250</b>	<b>7,500</b>
<b>Total Expenses</b>			<b>334,179</b>	<b>236,977</b>	<b>230,666</b>	<b>253,294</b>
<b>Change in</b>			<b>(334,179)</b>	<b>(236,977)</b>	<b>(230,666)</b>	<b>(253,294)</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.

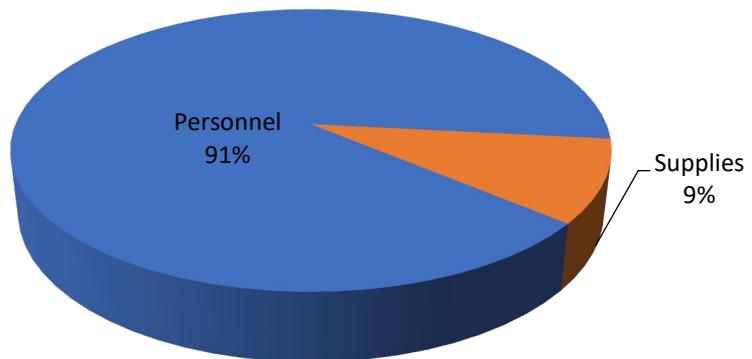
**Budgetary Factor:** None.

- II. **Goal:** Continue to provide maintenance of the floors and fixtures.

**Strategy:** Ensure the floors are buffed on a regular basis.

**Budgetary Factor:** None.

### Janitorial Service Expense by Category \$72,581



### 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:

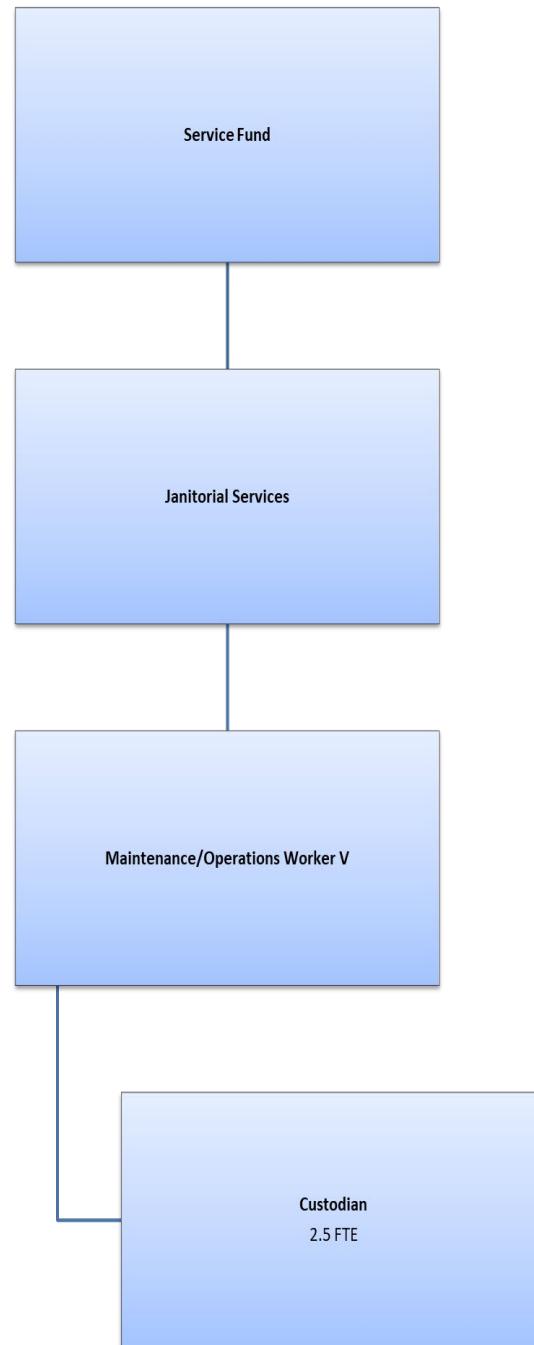
- I. To maintain areas to the quality supervisor requires.

Status: Complete:

- II. Maintain cleanliness of city buildings.

Status: Ongoing.

## Janitorial Service Organizational Chart



60 - 325 - Janitorial Services		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Budget	Budget	Estimated Ending Proposed
	605_1000_001	Fulltime Salary	0	0	0 0
	605_1000_002	Part Time Salary	48,805	52,985	56,006 60,489
	<b>Total</b>		<b>48,805</b>	<b>52,985</b>	<b>56,006 60,489</b>
	605_1010_001	Life Insurance	0	250	0 0
	<b>Total</b>		<b>0</b>	<b>250</b>	<b>0 0</b>
	605_1020_001	FICA-Employer	3,030	0	3,472 3,750
	605_1020_002	Medicare-Employer	710	0	812 877
	605_1020_003	Unemployment Compensation	490	0	560 605
	605_1020_004	Workman's Compensation	0	0	0 0
	<b>Total</b>		<b>4,230</b>	<b>0</b>	<b>4,845 5,232</b>
	605_1025_001	Employee-Uniforms	500	0	0 0
	<b>Total</b>		<b>500</b>	<b>0</b>	<b>0 0</b>
	<b>Total</b>		<b>53,535</b>	<b>53,235</b>	<b>60,850 65,721</b>
	605_6000_007	Prof Services-Toxicology Testing	70	0	65 65
	605_6000_008	Prof Services-MSHP Background	50	0	45 45
	<b>Total</b>		<b>120</b>	<b>0</b>	<b>110 110</b>
	<b>Total</b>		<b>120</b>	<b>0</b>	<b>110 110</b>
	605_7010_001	Supplies-Janitorial	1,000	750	750 1,750
	605_7010_002	Supplies-Cleaning and Sanitation	4,500	4,500	5,000 5,000
	605_7015_003	Supplies-First Aid	100	0	0 0
	605_7015_004	Supplies-Safety	100	0	0 0
	<b>Total</b>		<b>5,700</b>	<b>5,250</b>	<b>5,750 6,750</b>
	<b>Total</b>		<b>59,355</b>	<b>58,485</b>	<b>66,710 72,581</b>
	<b>Change in</b>		<b>(59,355)</b>	<b>(58,485)</b>	<b>(66,710) (72,581)</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.

### FY 2020-2021 Accomplishments:

During this fiscal year, the City of Lebanon enriched its fringe benefits to eligible employees. The Life and AD&D benefit increased from \$20,000 to \$25,000. Effective January 1, 2020, the City of Lebanon began offering Vision Insurance.

### Fiscal Year 2022 Goals:

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

#### Strategy:

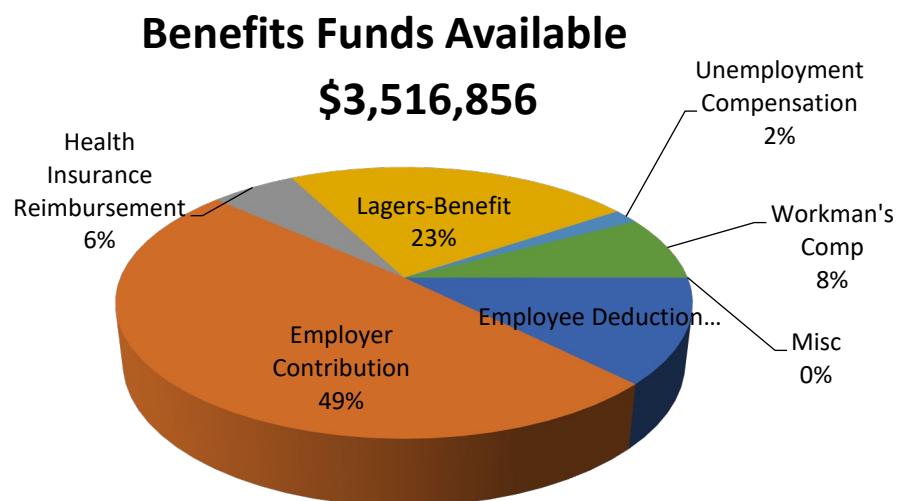
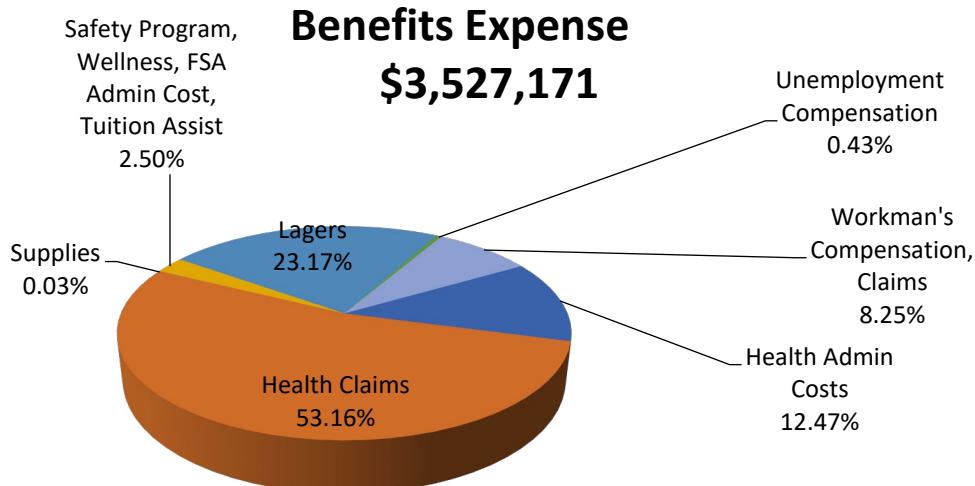
- Retain a stable reserve position.
- Deliver fair and consistent insurance premium levels.
- Allocate insurance premiums based on relative loss experience and/or exposure

**Budgetary Factor:** Availability of funding.

- II. **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:

	9/19/2014	7/01/2015	7/01/2016	7/01/2017	7/01/2018	7/01/2019	—	7/01/2020
Worker's Compensation (by policy year)	7/01/2015	7/01/2016	7/01/2017	7/01/2018	7/01/2019	7/01/2020		
Number of Claims	20	27	39	50	44	31		
Total Claims	\$47,937	\$62,669	\$181,155	\$99,530	\$36,929	\$136,852		

Health Insurance (by policy year)	7/01/2014 – 6/30/2015	7/01/2015 – 6/30/2016	7/01/2016 – 6/30/2017	7/01/2017 – 6/30/2018	7/01/2018 – 6/30/2019	7/1/2019 - 6/30/2020
Total Claims	\$1,085,441	\$1,425,554	\$1,640,611	\$1,375,187	\$1,274,254	\$1,571,437
Specific Deductible	\$70,000	\$70,000*	\$70,000*	\$70,000	\$70,000	\$70,000
Number of Enrollees 50% of Specific	2	5	7	5	6	9

### Previous Years' Goals:

- I. Goal: Maintain financial stability of the City's partially self-funded health insurance fund.  
Status: On going.
- II. 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.  
Status: On going.

## Benefits Fund Revenue and Expense by Category

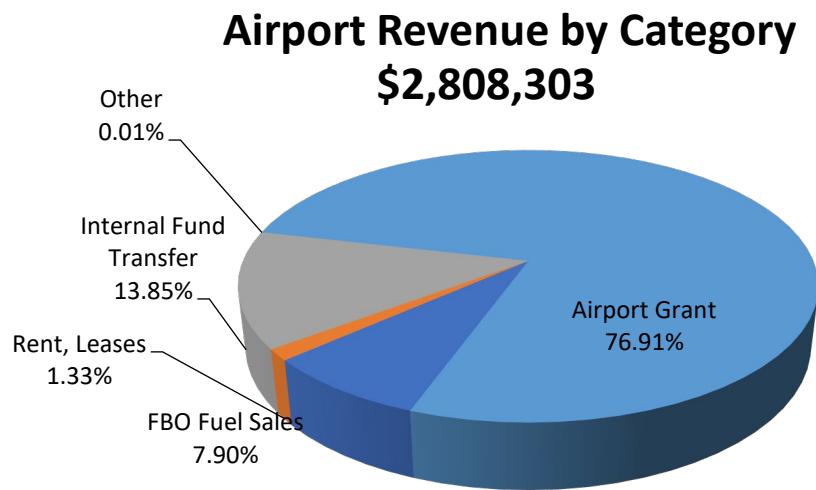
Benefits Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$3,540,891	\$3,885,105	\$3,901,588	\$3,516,470
Other	\$10,982	\$0	\$385	\$385
Internal Service Revenue		\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$3,551,873</b>	<b>\$3,885,105</b>	<b>\$3,901,973</b>	<b>\$3,516,855</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	\$2,688	\$1,000	\$200	\$1,000
Benefit Expense	\$3,454,574	\$3,597,098	\$3,529,288	\$3,526,171
Other		\$0	\$0	\$0
Internal Service Expense		\$0	\$0	\$0
<b>Total Expenses</b>	<b>\$3,457,262</b>	<b>\$3,598,098</b>	<b>\$3,529,488</b>	<b>\$3,527,171</b>

70 - 400 - Benefits		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	Proposed
	704_3010_003	Misc-Interest Income	0	0	385	385
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>385</b>	<b>385</b>
	<b>Total Service</b>		<b>0</b>	<b>0</b>	<b>385</b>	<b>385</b>
	704_9500_001	Health-Health Deduc. Family	482,719	546,992	438,639	438,639
	704_9500_002	Health-Employee Benefits	1,927,770	2,019,215	1,729,861	1,729,861
	704_9500_003	Health-Health Ins. Reimbursement	50,000	50,000	600,000	200,000
	704_9505_001	Retirement-LAGERS	933,764	938,898	817,151	817,151
	704_9510_001	Work Comp-Unemployment Comp	60,000	60,000	60,000	60,000
	704_9510_002	Work Comp-Workman's Comp	204,675	270,000	255,937	270,820
	<b>Total</b>		<b>3,658,928</b>	<b>3,885,105</b>	<b>3,901,588</b>	<b>3,516,470</b>
	<b>Total</b>		<b>3,658,928</b>	<b>3,885,105</b>	<b>3,901,973</b>	<b>3,516,855</b>
	705_7000_001	Supplies-Operational	500	1,000	200	1,000
	<b>Total Supplies</b>		<b>500</b>	<b>1,000</b>	<b>200</b>	<b>1,000</b>
	705_9500_001	Health-Health Admin Cost	400,000	440,000	410,000	440,000
	705_9500_003	Health-Employee Claims	1,615,534	1,875,000	2,000,000	1,875,000
	705_9500_004	Health-FSA Admin Cost	1,200	1,200	1,200	1,200
	<b>Total Health</b>		<b>2,016,734</b>	<b>2,316,200</b>	<b>2,411,200</b>	<b>2,316,200</b>
	705_9505_001	Retirement-LAGERS	933,764	938,898	817,151	817,151
	<b>Total</b>		<b>933,764</b>	<b>938,898</b>	<b>817,151</b>	<b>817,151</b>
	705_9510_001	Work Comp-Unemployment Comp	15,000	15,000	10,000	15,000
	705_9510_002	Work Comp-Workman's Comp	204,675	270,000	255,937	270,820
	705_9510_003	Work Comp-Workman's Comp	20,000	20,000	15,000	20,000
	<b>Total Workers</b>		<b>239,675</b>	<b>305,000</b>	<b>280,937</b>	<b>305,820</b>
	705_9515_001	Employee Relations-Tuition	7,000	12,000	2,000	12,000
	705_9515_002	Employee Relations-Safety	8,000	15,000	10,000	15,000
	705_9515_003	Employee Relations-Wellness	8,000	10,000	8,000	10,000
	705_9515_004	Employee Relations-Training	0	0	0	50,000
	<b>Total</b>		<b>23,000</b>	<b>37,000</b>	<b>20,000</b>	<b>87,000</b>
	<b>Total</b>		<b>3,213,173</b>	<b>3,598,098</b>	<b>3,529,488</b>	<b>3,527,171</b>
	<b>Change in</b>		<b>445,254</b>	<b>287,008</b>	<b>372,484</b>	<b>(10,316)</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.

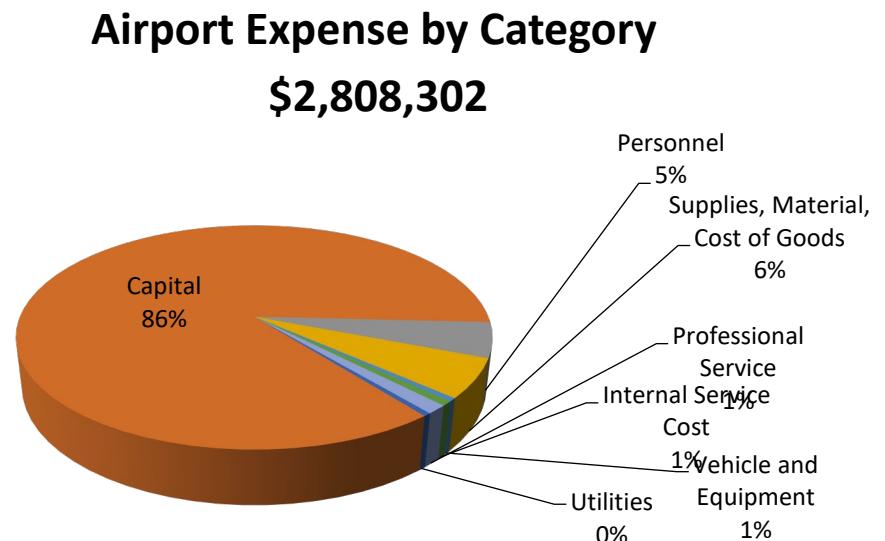


### Fiscal Year 2020-2021 Accomplishments:

Promoted the Lebanon bucks' program to bring more customers to the Floyd W. Jones airport.  
Completed the mill and overlay of the taxi lanes.

### Fiscal Year 2022 Goals:

- I. **Goal:**  
Enhance the Floyd W. Jones Airport as an asset for economic and community development in the City of Lebanon.



**Strategy:** Complete the installation of a self-service fueling station for regular fuel.

**Budget Factor:** This project is anticipated to be funded through grant.

- II. **Goal:** Complete a 10 year master plan which includes airport growth.

**Strategy:** Work with contractor to finalize the project.

**Budgetary Factor:** Funded through entitlement money.

III. **Goal:** Design and construct t-hangers to comply with MoDOT grant requirements, including exploring classroom space.

**Strategy:** Contract out the construction of t-hangers.

**Budgetary Factor:** This project will be paid from capital fund.

### Performance Measures:

	2017	2018	2019	2020	2021	Estimated 2021
Jet Fuel Sales	41,000 gallons	33,000 gallons	35,429 gallons	41,186 gallons	37,000 gallons	56,500 Gallons
100LL Sales	14,000 gallons	14,000 gallons	20,896 gallons	30,451 gallons	25,000 gallons	30,000 Gallons
Hangar occupancy rates	95%	100%	100%	100%	100%	100%
Customer service rating	90%	95%	95%	90%	95%	95%

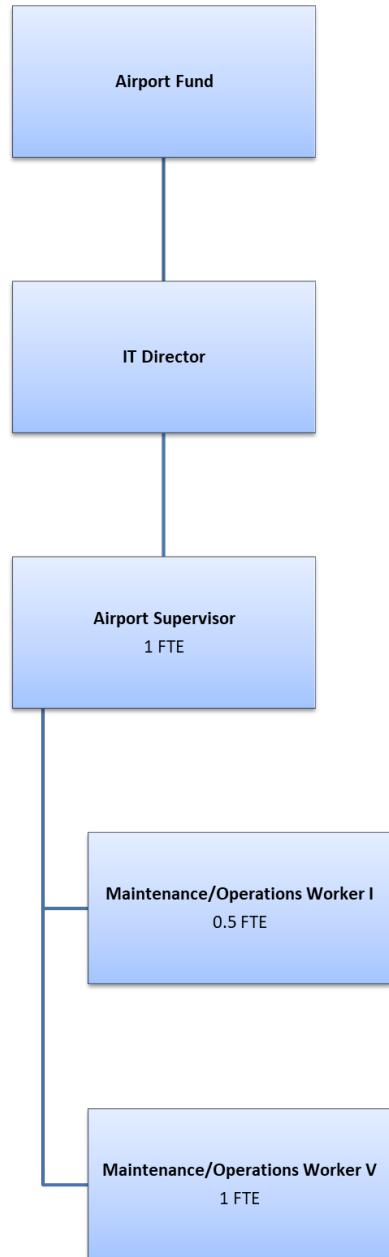
### Previous Years' Goals:

- I. Goal: Incorporate AVGAS self-serve pumps for sport and hobby pilots.  
Status: Waiting for grant funding from MoDOT.
- II. Goal. Provide improvements to the runway through 90/10 state grant approved by MoDOT Aviation.  
Status: Complete
- III. Goal. Improve infrastructure deficiencies outlined by MoDOT Aviation inspection team.  
Status: 90 % complete

## Airport Fund Revenue and Expense by Category

Airport Fund	2020	2021	2021	2022
	Actuals	Budget	Estimated	Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$424,391	\$2,160,000	\$1,611,500	\$38,000
Service Charges	\$222,420	\$221,900	\$202,200	\$222,200
Rentals	\$36,085	\$37,250	\$37,250	\$37,250
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$397	\$225	\$632	\$320
Internal Service Revenue	\$163,227	\$388,928	\$194,061	\$332,867
<b>Total Revenues</b>	<b>\$846,520</b>	<b>\$2,808,303</b>	<b>\$2,045,643</b>	<b>\$630,637</b>
<b>Expenses</b>				
Personnel	\$179,578	\$142,161	\$159,272	\$164,256
Capital	\$43,402	\$2,427,738	\$1,649,172	\$181,550
Debt	\$986	\$0	\$0	\$0
Grants	\$335,153	\$0	\$0	\$0
Utilities	\$10,543	\$12,750	\$13,200	\$13,200
Professional Services	\$46,118	\$35,375	\$38,294	\$35,195
Supplies and Materials	\$193,531	\$158,150	\$144,925	\$193,133
Tools, Equipment, and Vehicles	\$19,227	\$14,050	\$15,989	\$24,489
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$17,982	\$0	\$0	\$0
Internal Service Expense		\$18,078	\$17,713	\$18,814
<b>Total Expenses</b>	<b>\$846,520</b>	<b>\$2,808,302</b>	<b>\$2,038,565</b>	<b>\$630,637</b>

## Airport Organizational Chart



73 - 100 - Airport General		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	734_2005_002	Grants-Capital Rev	2,268,899	2,160,000	1,611,500	38,000
	<b>Total Grant</b>		<b>2,268,899</b>	<b>2,160,000</b>	<b>1,611,500</b>	<b>38,000</b>
	<b>Total</b>		<b>2,268,899</b>	<b>2,160,000</b>	<b>1,611,500</b>	<b>38,000</b>
	734_3000_022	Lubricant Sales	1,500	1,900	1,900	1,900
	734_3000_026	Merchandise Sales	100	0	300	300
	734_3000_027	Jet Fuel Sales	150,000	120,000	100,000	120,000
	734_3000_028	100LL Fuel Sales	90,000	100,000	100,000	100,000
	<b>Total Service</b>		<b>241,600</b>	<b>221,900</b>	<b>202,200</b>	<b>222,200</b>
	734_3005_001	Rentals-Building/Land	42,000	37,250	37,250	37,250
	<b>Total Rental</b>		<b>42,000</b>	<b>37,250</b>	<b>37,250</b>	<b>37,250</b>
	734_3010_006	Misc-Miscellaneous	200	175	175	175
	734_3010_008	Misc-Gain/Loss-Asset Disposal	1,000	0	312	0
	734_3010_012	Misc-Purchasing Card Rebate	150	50	145	145
	<b>Total</b>		<b>1,350</b>	<b>225</b>	<b>632</b>	<b>320</b>
	<b>Total Service</b>		<b>284,950</b>	<b>259,375</b>	<b>240,082</b>	<b>259,770</b>
	734_9999_001	Interfund Transfer	276,504	388,928	194,061	332,867
	<b>Total Employee</b>		<b>276,504</b>	<b>388,928</b>	<b>194,061</b>	<b>332,867</b>
	<b>Total Revenues</b>		<b>2,830,353</b>	<b>2,808,303</b>	<b>2,045,643</b>	<b>630,637</b>
	735_1000_001	Fulltime Salary	72,153	80,298	80,627	83,046
	735_1000_002	Part Time Salary	11,865	5,948	11,505	12,796
	735_1000_004	On Call	2,349	0	8,516	8,516
	735_1000_005	Fulltime Overtime	0	2,001	2,001	1,966
	735_1000_006	Part Time Overtime	0	0	0	0
	<b>Total Salaries -</b>		<b>86,368</b>	<b>88,247</b>	<b>102,649</b>	<b>106,324</b>
	735_1005_002	Health Premium-Family	29,088	29,088	29,088	29,088
	735_1005_004	Dental Premium-Family	1,200	1,026	1,026	1,026
	735_1010_001	Life Insurance	190	139	111	111
	<b>Total Benefits -</b>		<b>30,478</b>	<b>30,253</b>	<b>30,225</b>	<b>30,225</b>
	735_1015_001	Lagers-General	9,760	10,781	10,824	11,392
	735_1015_004	Deferred Comp-Employer	650	650	650	650
	<b>Total Benefits -</b>		<b>10,410</b>	<b>11,431</b>	<b>11,474</b>	<b>12,042</b>

73 - 100 - Airport General		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	735_1020_001	FICA-Employer	5,355	3,175	5,159	5,386
	735_1020_002	Medicare-Employer	1,255	743	1,206	1,260
	735_1020_003	Unemployment Compensation	865	460	706	869
	735_1020_004	Workman's Compensation	7,253	6,302	6,302	6,350
	<b>Total Payroll Taxes</b>		<b>14,728</b>	<b>10,680</b>	<b>13,374</b>	<b>13,865</b>
	735_1025_001	Employee-Uniforms	250	250	250	250
	735_1025_002	Employee-	200	200	200	200
	735_1025_004	Employee-Travel/Hotel	1,000	750	750	1,000
	735_1025_005	Employee-Training	0	250	250	250
	735_1025_008	Employee-Hazmat Physicals	0	100	100	100
	<b>Total Employee -</b>		<b>1,450</b>	<b>1,550</b>	<b>1,550</b>	<b>1,800</b>
	<b>Total Personnel</b>		<b>143,434</b>	<b>142,162</b>	<b>159,272</b>	<b>164,256</b>
	735_2005_000	Capital Exp-Land and	0	2,425,000	1,648,000	175,000
	735_2010_000	Capital Exp-Building and	33,600	0	0	0
	735_2015_000	Capital Exp-Furniture and	0	2,738	1,172	6,550
	735_2020_000	Capital Exp-Machinery and	1,204	0	0	0
	735_2020_001IMP	Capital Exp - Machinery and	1,204	0	0	0
	<b>Total Capital</b>		<b>34,804</b>	<b>2,427,738</b>	<b>1,649,172</b>	<b>181,550</b>
	735_3025_000	Debt-Internal Obligation	12,750	0	0	0
	<b>Total Debt</b>		<b>12,750</b>	<b>0</b>	<b>0</b>	<b>0</b>
	735_4005_002	Grants-Capital Improvement	2,352,399	0	0	0
	<b>Total Grants -</b>		<b>2,352,399</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Grants</b>		<b>2,352,399</b>	<b>0</b>	<b>0</b>	<b>0</b>
	735_5000_001	Utilities-Electric	8,000	7,500	7,500	8,000
	735_5000_002	Utilities-Water	100	100	100	100
	735_5000_003	Utilities-Sewer	150	100	100	150
	735_5005_002	Utilities-Natural Gas	500	800	800	650
	735_5010_001	Utilities-Landline and Fiber	2,800	3,200	3,200	3,200
	735_5015_001	Utilities-Cell Phones	1,000	500	500	500
	735_5025_001	Utilities-Solid Waste	600	550	1,000	600
	<b>Total Utilities</b>		<b>13,150</b>	<b>12,750</b>	<b>13,200</b>	<b>13,200</b>
	735_6000_003	Prof Services-Surveying	1,000	1,000	1,000	1,000
	735_6000_007	Prof Services-Toxicology Testing	100	100	100	100
	735_6000_008	Prof Services-MSHP Background	50	50	50	50

73 - 100 - Airport General			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	735_6000_011	Prof Services-Dues/License	200	200	200	200
	735_6000_013	Prof Service-Studies	200	0	0	0
	735_6000_014	Prof Service-Events and	1,000	1,500	1,500	1,500
	735_6000_015	Prof Service-Service Contracts	0	15,000	15,000	15,000
	735_6000_018	Prof Service-Damage Claims	500	0	0	0
	735_6000_019	Prof Service-Credit Card Fee	5,000	5,000	5,000	5,000
	<b>Total Professional</b>		<b>8,050</b>	<b>22,850</b>	<b>22,850</b>	<b>22,850</b>
	735_6005_001	Insurance-Vehicle	2,915	2,750	2,609	2,714
	735_6005_002	Insurance-Equipment	555	500	49	51
	735_6005_003	Insurance-Building & Property	1,570	2,500	2,371	2,466
	735_6005_007	Insurance-City Government	4,060	4,200	4,365	4,539
	<b>Total Insurance -</b>		<b>9,100</b>	<b>9,950</b>	<b>9,394</b>	<b>9,770</b>
	735_6010_001	Advertising-Public Notices	75	75	150	75
	735_6010_002	Advertising-Employee	50	50	50	50
	735_6010_003	Advertising-Print	1,500	1,000	1,000	1,000
	735_6010_004	Advertising-Internet	250	250	250	250
	735_6010_006	Advertising-Radio	100	100	100	100
	<b>Total Advertising -</b>		<b>1,975</b>	<b>1,475</b>	<b>1,550</b>	<b>1,475</b>
	735_6020_001	Software-Purchase	0	0	1,750	0
	735_6020_003	Software-Agreement	2,030	1,100	2,750	1,100
	<b>Total Software -</b>		<b>2,030</b>	<b>1,100</b>	<b>4,500</b>	<b>1,100</b>
	<b>Total Professional</b>		<b>21,155</b>	<b>35,375</b>	<b>38,294</b>	<b>35,195</b>
	735_7000_001	Supplies-Operational	2,000	1,700	1,700	2,000
	735_7000_003	Supplies-Desk Accessories-Small	500	500	500	500
	735_7000_004	Supplies-Small Tools	300	300	300	300
	735_7005_001	Supplies-Printing	150	150	150	150
	735_7005_003	Supplies-Postage	20	100	100	100
	735_7005_004	Supplies-Paper	100	50	50	50
	735_7010_002	Supplies-Cleaning and Sanitation	400	350	350	400
	735_7010_003	Supplies-Break Room	1,200	1,000	1,000	1,500
	<b>Total Supplies</b>		<b>4,670</b>	<b>4,150</b>	<b>4,150</b>	<b>5,000</b>
	735_7500_003	Materials-Concrete	0	0	1,000	0
	735_7500_004	Materials-Landscaping	250	250	400	250
	735_7510_001	Materials-Paint	250	200	250	200
	735_7510_004	Materials-Hardware	300	250	450	250

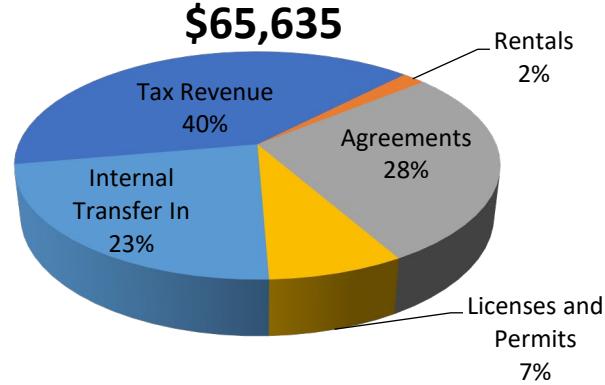
73 - 100 - Airport General		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	735_7525_001	Materials-Infrastructure	1,000	1,000	1,000	1,000
	735_7999_002	Cost of Goods Sold-Jet Fuel	110,000	67,200	52,500	93,000
	735_7999_003	Cost of Goods Sold-100LL Fuel	65,000	82,000	82,000	90,333
	735_7999_004	Cost of Goods Sold-Oil	1,300	3,000	3,000	3,000
	735_7999_005	Cost of Goods Sold-Merchandise	100	100	175	100
<b>Total Materials</b>			<b>178,200</b>	<b>154,000</b>	<b>140,775</b>	<b>188,133</b>
	735_8300_001	Equipment-Repair	5,000	7,500	7,500	10,000
	735_8300_002	Equipment-Maintenance	1,300	3,500	3,500	3,500
	735_8300_006	Equipment-Rental	250	250	250	250
<b>Total Machinery &amp;</b>			<b>6,550</b>	<b>11,250</b>	<b>11,250</b>	<b>13,750</b>
	735_8600_001	Vehicle-Repair	1,000	1,000	1,000	7,000
	735_8600_002	Vehicle-Maintenance	2,000	0	1,939	1,939
	735_8600_005	Vehicle-Fuel	1,500	1,800	1,800	1,800
<b>Total Vehicles</b>			<b>4,500</b>	<b>2,800</b>	<b>4,739</b>	<b>10,739</b>
	735_9910_000	Internal Service-Personnel	58,816	0	0	0
	73Facility_In	Facility Mgmt Allocation In	0	16,016	15,589	17,118
	73Purchasing_In	Purchasing / Warehouse	0	2,063	2,124	1,696
<b>Total Internal</b>			<b>58,816</b>	<b>18,079</b>	<b>17,713</b>	<b>18,814</b>
<b>Total Other</b>			<b>58,816</b>	<b>18,079</b>	<b>17,713</b>	<b>18,814</b>
<b>Total Expenses</b>			<b>2,830,427</b>	<b>2,808,303</b>	<b>2,038,566</b>	<b>630,637</b>
<b>Change in</b>			<b>(75)</b>	<b>(0)</b>	<b>7,077</b>	<b>0</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



### Fiscal Year 2020-2021 Accomplishments:

The DTBD saw continuing accomplishments in the form of physical enhancements within the district in FY21. The DTBD contracted out lawn maintenance services to keep the area aesthetically pleasing.

### Fiscal Year 2022 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 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:

	2015	2016	2017	2018	2019
Number of Tree Canopies Lit at Christmas	0	4	6	10	10
Number of Downtown Events	*	4	4	1	1
Number of Business Licenses Issued	107	94	99	94	106
Number of Welcome Packets Issued**	*	*	*	*	*

\* No data available

\*\* Program beginning in FY 2019

### Previous Years' Goals:

- I. Goal: Create and advertise a vacant properties list to inform new businesses of potential sites that may not current be on the market but with property owners with interest in selling.  
Status: On going.
- II. Goal: Expand Downtown event offerings.  
Status: Downtown events were held including a Food Truck day and Christmas on Commercial Street. Additional events are planned for FY22.
- III. Goal: Achieve 100% remittance of business license taxes from eligible businesses.  
Status: Staff continues to work with local merchants to ensure 100% remittance.

## Downtown Business District Fund Revenue and Expense by Category

Downtown Business District Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$27,394	\$26,500	\$26,285	\$26,285
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$0	\$0	\$0	\$0
Rentals	\$1,200	\$0	\$1,200	\$1,200
Licenses and Permits	\$4,829	\$5,000	\$5,000	\$5,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$22,200	\$0	\$23,325	\$18,150
Internal Service Revenue	\$0	\$15,000	\$15,000	\$15,000
<b>Total Revenues</b>	<b>\$55,623</b>	<b>\$46,500</b>	<b>\$70,810</b>	<b>\$65,635</b>
<b>Expenses</b>				
Personnel	\$2,418	\$0	\$0	\$0
Capital	\$0	\$0	\$4,200	\$0
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$150	\$150
Professional Services	\$9,552	\$40,180	\$43,361	\$41,661
Supplies and Materials	\$1,881	\$15,115	\$16,678	\$15,128
Tools, Equipment, and Vehicles	\$75	\$0	\$175	\$75
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$10,233	\$18,800	\$18,299	\$20,094
<b>Total Expenses</b>	<b>\$24,159</b>	<b>\$74,095</b>	<b>\$82,863</b>	<b>\$77,108</b>

75 - 500 - DTBD General Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	754_1000_003	Tax-Real Estate	25,500	25,500	26,000	26,000
	754_1000_005	Tax-Financial Institute	2,400	1,000	285	285
	<b>Total Tax</b>		<b>27,900</b>	<b>26,500</b>	<b>26,285</b>	<b>26,285</b>
	<b>Total Local</b>		<b>27,900</b>	<b>26,500</b>	<b>26,285</b>	<b>26,285</b>
	754_3005_001	Rentals-Building/Land	0	0	1,200	1,200
	754_3010_002	Misc-Donations	0	0	(50)	0
	754_3010_005	Misc-Agreements	0	0	23,375	18,150
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>23,325</b>	<b>18,150</b>
	<b>Total Service</b>		<b>0</b>	<b>0</b>	<b>24,525</b>	<b>19,350</b>
	754_4000_002	Licenses-Merchant	5,000	5,000	5,000	5,000
	<b>Total License</b>		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>Total License &amp;</b>		<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	754_9999_001	Interfund Transfer	0	15,000	15,000	15,000
	<b>Total Employee</b>		<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>
	<b>Total Revenues</b>		<b>32,900</b>	<b>46,500</b>	<b>70,810</b>	<b>65,635</b>
	755_2005_000	Capital Exp-Land and	0	0	2,500	0
	755_2005_0001	IMP Capital Exp-Land and	0	0	2,500	0
	755_2020_001	IMP Capital Exp - Machinery and	0	0	1,700	0
	<b>Total Capital</b>		<b>0</b>	<b>0</b>	<b>4,200</b>	<b>0</b>
	755_5000_000	Utilities-General	0	0	150	150
	755_6000_001	Prof Services-Legal	150	150	1,500	150
	755_6000_011	Prof Services-Dues/License	0	0	275	275
	755_6000_014	Prof Service-Events and Functions	1,200	2,500	2,850	2,500
	755_6000_015	Prof Service-Service Contracts	9,700	37,500	37,500	37,500
	755_6000_019	Prof Service-Credit Card Fee	65	0	84	84
	755_6010_001	Advertising-Public Notices	0	0	265	265
	755_6010_003	Advertising-Print	0	0	99	99
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>364</b>	<b>364</b>
	755_6020_001	Software-Purchase	0	0	758	758
	755_6020_003	Software-Agreement	30	30	30	30
	<b>Total Software -</b>		<b>30</b>	<b>30</b>	<b>788</b>	<b>788</b>

75 - 500 - DTBD General Operation		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	<b>Total</b>		<b>11,145</b>	<b>40,180</b>	<b>43,361</b>	<b>41,661</b>
755_7000_001	Supplies-Operational		100	100	1,650	250
755_7005_002	Supplies-Mailing		0	15	15	15
755_7005_003	Supplies-Postage		0	0	13	13
	<b>Total Supplies</b>		<b>100</b>	<b>115</b>	<b>1,678</b>	<b>278</b>
755_7500_004	Materials-Landscaping		5,000	5,000	5,000	5,000
755_7510_002	Materials-Signs		5,000	5,000	5,000	4,850
755_7510_005	Materials-Fixtures		5,000	5,000	5,000	5,000
	<b>Total Materials</b>		<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>14,850</b>
755_8300_006	Equipment-Rental		0	0	175	75
755_9910_000	Internal Service-Personnel		26,166	0	0	0
75Facility_In	Facility Mgmt Allocation In		0	18,800	18,299	20,094
	<b>Total Internal</b>		<b>26,166</b>	<b>18,800</b>	<b>18,299</b>	<b>20,094</b>
	<b>Total Other</b>		<b>26,166</b>	<b>18,800</b>	<b>18,299</b>	<b>20,094</b>
	<b>Total Expenses</b>		<b>52,411</b>	<b>74,095</b>	<b>82,863</b>	<b>77,108</b>
	<b>Change in</b>		<b>(19,511)</b>	<b>(27,595)</b>	<b>(12,053)</b>	<b>(11,473)</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 ten parks that cover over 185 acres. Located within these parks are the Veterans Fallen Warriors Memorial, 45 holes of disc golf, ten baseball/softball fields, 10 playground areas which include 2 inclusive play areas and 4 accessible areas, 3 paved walking trails, 16 shelters/pavilions, the Winfrey Enrichment Center, the Boswell Aquatic Center, Nelson Lake, 2 sand volleyball courts, 2 tennis/pickle ball courts, and a skate park.

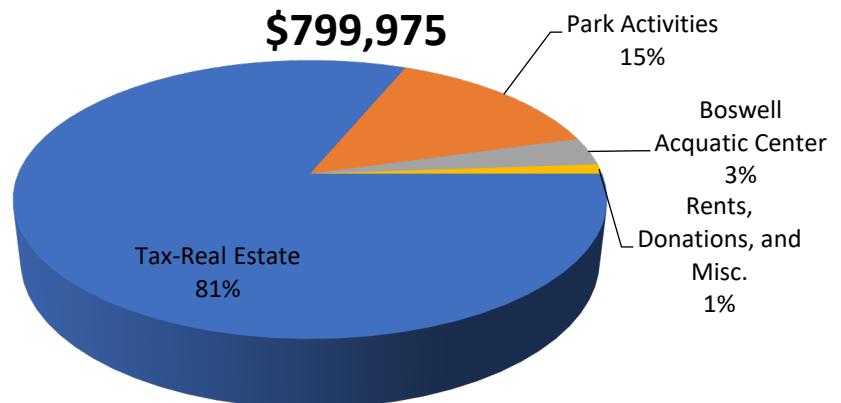
### Boswell Aquatic Center

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

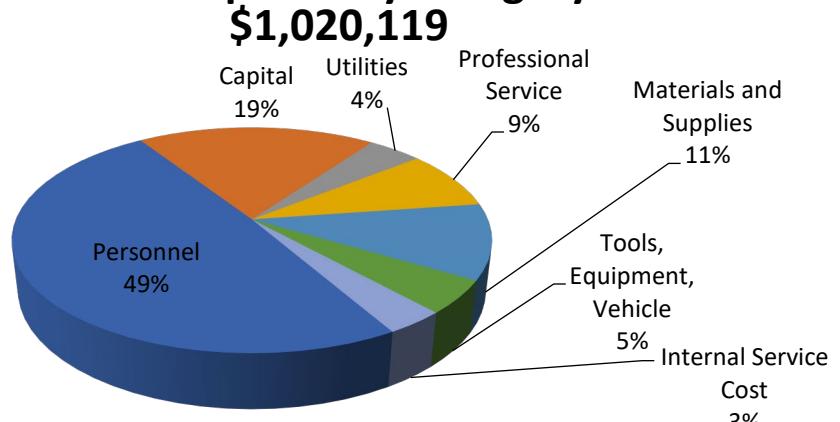
### Park Activities

This program was established to manage expenses for recreational activities.

## Parks Funds Available by Category



## Parks Expense by Category



## Fiscal Year 2020-2021 Accomplishments:

- I. A sand volley court was added to Nelson park.
- II. Covers were added to all the baseball/softball fields at Nelson park.
- III. Concrete walking trail and connecting sidewalks were added to Boswell park.
- IV. Skate park pad w/ lights and connecting sidewalks were added to Gasconade park.
- V. Built secure park concession storage area.
- VI. Built handicap ramp for Winfrey.

## Fiscal Year 2022 Goals:

- I. **Goal:** To improve customer perception and feeling of safety in our park system.  
**Strategy:** Expand lighting in parks so that all parks are adequately lit by FY22. Continue to install signage that provides park hours and rules. Install park designation signs at the park's main entrances. Collaborate with IT and the Police departments to perform safety inspections and gather recommendations for a comprehensive park's safety strategy.  
**Budgetary Factor:** The main cost associated is the cost of LED lights, signs and infrastructure needed for improved IT services.
- II. **Goal:** To provide a well maintained and aesthetically pleasing park system.  
**Strategy:** In April 2018, the Park Board voted to implement a maintenance and safety program to create a maintenance and inspection schedule for park facilities. Park maintenance and inspection documents will be evaluated annually to assess items that may need to be updated. This program also establishes a regularly scheduled replacement of park equipment, buildings, infrastructure, shelters, concession stands, sport fields and playgrounds to ensure parks are maintained adequately. Playgrounds, shelters, concession stands, and sport fields will be maintained on a replacement schedule and become part of the CIP. Research and develop new locations for future parks. Gather input from the community, City Council, Police, Fire, and other agencies on recommendations to the park system. Provide training to staff while ensuring there is adequate staffing to achieve park inspections. Additional staff to clean restrooms, shelter and playing field areas on weekends. Replace metal trash barrels with metal mesh trash receptacles.  
**Budgetary Factor:** The main factors are engineering cost, staffing cost, material cost and the cost of replacing aging buildings, equipment, and infrastructure.
- III. **Goal:** Continue to develop an adequately equipped park system for all visitors with the focus on the youth.  
**Strategy:** Survey different youth sport leagues after the season are complete to obtain recommendations. Present at various service clubs and seek ideas on changes. Review

individual parks annually while updating the parks master plan to present to council. Maintain and expand employee training and certification to keep staff knowledge current with best park practices set by MPRA and NPRA. Involve local youth through the student survey group developed by the Mayor, Parks and Lebanon R-3 school district.

**Budgetary Factor:** The cost of maintaining buildings, equipment, and infrastructure as well as increasing cost of staff and their training will limit funds available for master planning and land purchases

## Performance Measurements:

	2016	2017	2018	2019	2020
Baseball/Softball Tournaments	7	8	7	8	16
Shelter Rentals	125	118	134	127	112
BAC Attendance	10276	9999	9412	8049	9785
Youth League Participants*	555*	583*	551*	781	741

\*Numbers are from USSSA league

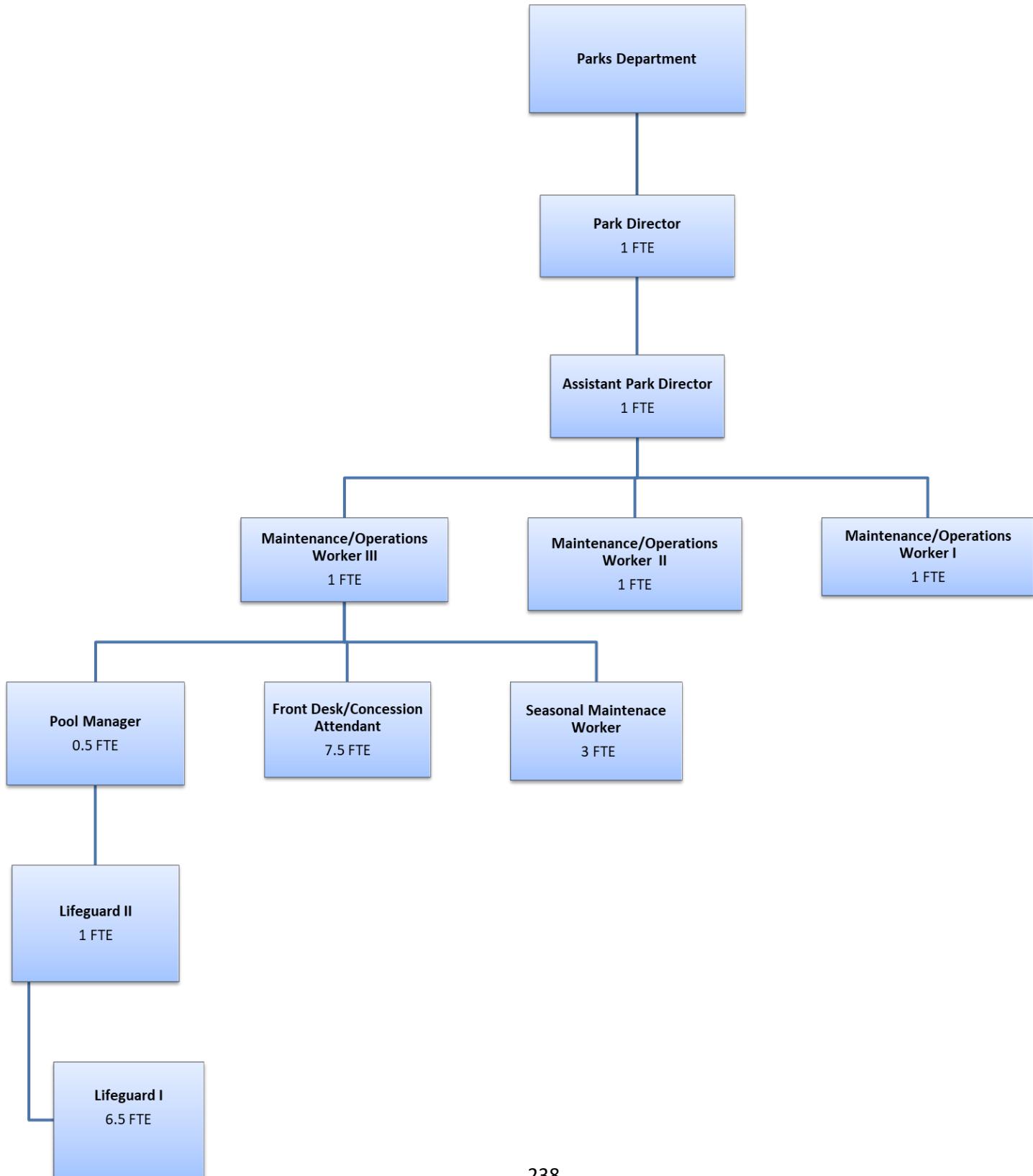
## Previous Years' Goals:

- I. Goal: To improve customer perception and feeling of safety in our park system.  
Status: Continue to replace existing bulbs with LED bulbs (20 at Boswell park and 10 at Harke). Wi-Fi at Boswell park has been upgraded to include entire park.
- II. Goal: To provide a well maintained and aesthetically pleasing park system.  
Status: Added tile flooring in restroom to aid in cleanliness and help with overall appearance.  
Additional park staffing to clean restrooms, shelters and playing fields on weekends.  
Replaced metal trash barrels with metal wire mesh trash receptacles (25 at Nelson and 5 at Boswell).
- III. Goal: Continue to develop an adequately equipped park system for all visitors with the focus on the youth.  
Status: Built dugout covers for baseball and softball fields at Nelson Sport Complex.  
Replaced temporary fence with permanent chain link fencing on Coach Pitch/T-ball Fields. Completed concrete walking trail and connecting sidewalks at Boswell.  
Built a sand volleyball court at Nelson sports complex following the Mayor's initiative.  
New skate park pad and connecting sidewalks at Gasconade park.

## Parks Fund Revenue and Expense by Category

Parks Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$639,376	\$635,000	\$650,000	\$650,000
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Service Charges	\$129,846	\$108,300	\$130,874	\$130,000
Rentals	\$7,755	\$5,000	\$5,000	\$5,000
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$46,242	\$4,500	\$29,483	\$14,975
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$823,219</b>	<b>\$752,800</b>	<b>\$815,357</b>	<b>\$799,975</b>
<b>Expenses</b>				
Personnel	\$411,098	\$466,548	\$452,105	\$501,318
Capital	\$140,792	\$120,807	\$126,695	\$195,274
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$34,511	\$51,900	\$41,250	\$44,250
Professional Services	\$77,443	\$71,295	\$84,088	\$86,032
Supplies and Materials	\$102,811	\$116,400	\$112,800	\$110,000
Tools, Equipment, and Vehicles	\$63,951	\$49,150	\$48,800	\$48,300
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$227,723	\$0	\$0	\$0
Internal Service Expense	\$0	\$35,809	\$31,287	\$34,945
<b>Total Expenses</b>	<b>\$1,058,329</b>	<b>\$911,909</b>	<b>\$897,025</b>	<b>\$1,020,119</b>

## Parks Organizational Chart



79 - 500 - Parks Operation and Administration			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Budget	Budget	Estimated Ending	Proposed
	794_1000_003	Tax-Real Estate	620,000	635,000	650,000	650,000
	<b>Total Tax</b>		<b>620,000</b>	<b>635,000</b>	<b>650,000</b>	<b>650,000</b>
	<b>Total Local</b>		<b>620,000</b>	<b>635,000</b>	<b>650,000</b>	<b>650,000</b>
	794_3000_026	Merchandise Sales	0	0	374	0
	<b>Total Service</b>		<b>0</b>	<b>0</b>	<b>374</b>	<b>0</b>
	794_3005_001	Rentals-Building/Land	4,250	4,000	4,000	4,000
	<b>Total Rental</b>		<b>4,250</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
	794_3010_002	Misc-Donations	500	1,000	1,000	1,000
	794_3010_006	Misc-Miscellaneous	100	0	7,049	0
	794_3010_008	Misc-Gain/Loss-Asset Disposal	1,000	0	3,225	3,225
	794_3010_012	Misc-Purchasing Card Rebate	500	0	710	750
	<b>Total</b>		<b>2,100</b>	<b>1,000</b>	<b>11,983</b>	<b>4,975</b>
	<b>Total Service</b>		<b>6,350</b>	<b>5,000</b>	<b>16,357</b>	<b>8,975</b>
	794_5000_008	Misc - Donations	0	500	0	0
	<b>Total Fines</b>		<b>0</b>	<b>500</b>	<b>0</b>	<b>0</b>
	<b>Total</b>		<b>626,350</b>	<b>640,500</b>	<b>666,357</b>	<b>658,975</b>
	795_1000_001	Fulltime Salary	153,307	162,901	163,445	168,349
	795_1000_002	Part Time Salary	43,339	47,304	11,612	35,443
	795_1000_005	Fulltime Overtime	1,993	1,069	0	0
	795_1000_006	Part Time Overtime	756	1,239	315	1,273
	<b>Total Salaries</b>		<b>199,395</b>	<b>212,513</b>	<b>175,372</b>	<b>205,064</b>
	795_1005_002	Health Premium-Family	45,684	44,514	50,076	50,076
	795_1005_003	Dental Premium-Employee	1,500	0	300	300
	795_1005_004	Dental Premium-Family	450	1,626	1,326	1,326
	795_1010_001	Life Insurance	255	500	222	222
	<b>Total Benefits</b>		<b>47,889</b>	<b>46,640</b>	<b>51,925</b>	<b>51,925</b>
	795_1015_001	Lagers-General	20,345	21,480	21,411	22,559
	795_1015_004	Deferred Comp-Employer	2,600	1,300	1,300	1,300
	<b>Total Benefits</b>		<b>22,945</b>	<b>22,780</b>	<b>22,711</b>	<b>23,859</b>

79 - 500 - Parks Operation and Administration			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Estimated			
			Budget	Budget	Ending	Proposed
795_1020_001	FICA-Employer		12,365	7,340	9,786	11,627
795_1020_002	Medicare-Employer		2,895	1,717	2,289	2,719
795_1020_003	Unemployment Compensation		1,995	636	1,342	1,875
795_1020_004	Workman's Compensation		8,558	12,748	12,748	12,845
<b>Total Payroll</b>			<b>25,813</b>	<b>22,441</b>	<b>26,164</b>	<b>29,066</b>
795_1025_001	Employee-Uniforms		2,500	2,500	2,500	2,500
795_1025_002	Employee-		1,500	1,500	1,500	1,500
795_1025_004	Employee-Travel/Hotel		2,750	2,750	2,750	2,750
795_1025_005	Employee-Training		2,500	2,500	2,500	2,500
795_1025_009	Employee-Tuition Assistance		0	2,500	0	0
<b>Total</b>			<b>9,250</b>	<b>11,750</b>	<b>9,250</b>	<b>9,250</b>
<b>Total</b>			<b>305,292</b>	<b>316,124</b>	<b>285,423</b>	<b>319,164</b>
795_2005_000	Capital Exp-Land and		0	20,000	20,000	150,000
795_2010_000	Capital Exp-Building and		40,000	65,000	69,936	5,000
795_2010_000	Capital Exp-Building and		0	65,000	69,936	5,000
795_2015_000	Capital Exp-Furniture and Fixtures		0	807	1,759	5,274
795_2020_000	Capital Exp-Machinery and		79,306	15,000	15,000	10,000
795_2030_000	Capital Exp-Infrastructure		200,000	0	0	0
<b>Total Capital</b>			<b>319,306</b>	<b>100,807</b>	<b>106,695</b>	<b>195,274</b>
795_5000_001	Utilities-Electric		12,500	12,500	10,000	10,000
795_5000_002	Utilities-Water		7,500	7,500	4,000	7,000
795_5000_003	Utilities-Sewer		4,500	4,500	3,500	3,500
795_5005_001	Utilities-Propane		1,500	2,000	2,000	2,000
795_5010_001	Utilities-Landline and Fiber		2,000	2,000	1,500	1,500
795_5015_001	Utilities-Cell Phones		3,000	3,500	3,500	3,500
795_5020_001	Utilities-Internet		1,500	1,500	1,500	1,500
795_5020_002	Utilities-Internet Mobile		600	0	0	0
795_5025_001	Utilities-Solid Waste		3,500	5,000	5,000	5,000
<b>Total Utilities</b>			<b>36,600</b>	<b>38,500</b>	<b>31,000</b>	<b>34,000</b>
795_6000_001	Prof Services-Legal		1,000	1,000	1,000	1,000
795_6000_002	Prof Services-Engineering		5,000	5,000	0	0
795_6000_007	Prof Services-Toxicology Testing		500	500	500	500
795_6000_008	Prof Services-MSHP Background		100	100	100	100
795_6000_011	Prof Services-Dues/License		250	250	250	500
795_6000_013	Prof Service-Studies		5,000	1,000	1,000	1,000
795_6000_015	Prof Service-Service Contracts		10,000	10,000	22,500	25,000

79 - 500 - Parks Operation and Administration			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
	795_6000_018	Prof Service-Damage Claims	250	250	250	250
	795_6000_019	Prof Service-Credit Card Fee	100	100	100	100
	<b>Total</b>		<b>22,200</b>	<b>18,200</b>	<b>25,700</b>	<b>28,450</b>
	795_6005_001	Insurance-Vehicle	3,180	3,180	3,935	4,093
	795_6005_002	Insurance-Equipment	700	700	697	725
	795_6005_003	Insurance-Building & Property	2,655	2,655	3,447	3,585
	<b>Total</b>		<b>6,535</b>	<b>6,535</b>	<b>8,080</b>	<b>8,403</b>
	795_6010_001	Advertising-Public Notices	0	100	100	100
	795_6010_003	Advertising-Print	750	350	350	350
	795_6010_004	Advertising-Internet	0	400	400	400
	<b>Total</b>		<b>750</b>	<b>850</b>	<b>850</b>	<b>850</b>
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	795_6020_001	Software-Purchase	0	0	2,500	0
	795_6020_003	Software-Agreement	8,190	7,000	7,000	7,000
	<b>Total</b>		<b>8,190</b>	<b>7,000</b>	<b>9,500</b>	<b>7,000</b>
	<b>Total</b>		<b>37,675</b>	<b>32,585</b>	<b>44,130</b>	<b>44,703</b>
	795_7000_001	Supplies-Operational	3,000	4,000	7,500	7,500
	795_7000_002	Supplies-Computer Accessories	300	500	500	500
	795_7000_003	Supplies-Desk Accessories-Small	750	750	900	900
	795_7000_004	Supplies-Small Tools	2,500	3,500	2,000	2,000
	795_7005_001	Supplies-Printing	250	500	600	600
	795_7005_002	Supplies-Mailing	100	200	50	50
	795_7005_003	Supplies-Postage	100	200	100	100
	795_7005_004	Supplies-Paper	100	200	50	50
	795_7010_001	Supplies-Janitorial	3,500	3,500	3,500	3,500
	795_7010_002	Supplies-Cleaning and Sanitation	500	500	250	250
	795_7010_004	Supplies-Chemicals	750	750	250	250
	795_7015_001	Supplies-Medical	100	100	100	100
	795_7015_003	Supplies-First Aid	100	500	750	750
	795_7015_004	Supplies-Safety	500	500	750	750
	<b>Total Supplies</b>		<b>12,550</b>	<b>15,700</b>	<b>17,300</b>	<b>17,300</b>
	795_7500_002	Materials-Rock	750	750	750	750
	795_7500_003	Materials-Concrete	1,500	1,500	2,000	2,000
	795_7500_004	Materials-Landscaping	5,000	4,000	4,600	1,500

79 - 500 - Parks Operation and Administration			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	Proposed
	795_7505_002	Materials-Pipe-PVC	750	1,250	500	500
	795_7505_003	Materials-Pipe-Misc.	500	1,000	500	500
	795_7505_004	Materials-Pipe-Conduit	500	1,000	500	500
	795_7510_001	Materials-Paint	3,000	3,000	3,500	3,500
	795_7510_002	Materials-Signs	1,000	1,000	400	400
	795_7510_004	Materials-Hardware	1,500	1,500	2,000	2,000
	795_7510_005	Materials-Fixtures	0	500	600	1,000
	795_7510_006	Materials-Wire	2,500	2,500	900	2,000
	795_7510_007	Materials-Lumber	4,000	4,000	3,500	3,500
	795_7510_008	Materials-Steel	500	500	100	100
	795_7525_001	Materials-Infrastructure	10,000	10,000	9,000	9,000
	795_7999_001	Cost of Goods Sold-General		0	0	0
	795_7999_005	Cost of Goods Sold-Merchandise	1,200	0	400	400
	<b>Total</b>		<b>32,700</b>	<b>32,500</b>	<b>29,250</b>	<b>27,650</b>
	795_8000_001	Tools-Repair	250	250	250	250
	795_8000_002	Tools- Maintenance	100	100	100	100
	795_8000_003	Tools-Supplies	2,500	3,000	2,000	2,000
	<b>Total Tools &amp;</b>		<b>2,850</b>	<b>3,350</b>	<b>2,350</b>	<b>2,350</b>
	795_8300_001	Equipment-Repair	2,500	3,500	6,000	6,000
	795_8300_002	Equipment-Maintenance	2,500	2,500	2,500	2,500
	795_8300_003	Equipment-Supplies	1,000	1,000	750	750
	795_8300_004	Equipment-Equipment	1,500	2,500	3,500	3,500
	795_8300_005	Equipment-Fuel	6,000	6,000	5,000	5,000
	795_8300_006	Equipment-Rental	1,000	1,000	2,500	2,000
	<b>Total</b>		<b>14,500</b>	<b>16,500</b>	<b>20,250</b>	<b>19,750</b>
	795_8600_001	Vehicle-Repair	1,200	3,000	750	750
	795_8600_002	Vehicle-Maintenance	1,000	1,000	1,750	1,750
	795_8600_003	Vehicle-Supplies	300	300	500	500
	795_8600_004	Vehicle-Equipment	250	250	250	250
	795_8600_005	Vehicle-Fuel	10,000	10,000	7,000	7,000
	<b>Total Vehicles</b>		<b>12,750</b>	<b>14,550</b>	<b>10,250</b>	<b>10,250</b>
	795_9910_000	Internal Service-Personnel	13,896	0	0	0
	79CommDev_In	Code Administration Allocation In	0	2,613	2,580	2,936
	79Garage_In	Garage Allocation In	0	2,409	2,350	1,823
	79IT_In	IT Allocation In	0	25,824	21,293	25,898
	79Facility_In	Facility Mgmt Allocation In	0	838	816	896

79 - 500 - Parks Operation and Administration		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
	Name	Budget	Budget	Ending	Proposed
79	Purchasing_In Purchasing / Warehouse Allocation	0	4,125	4,248	3,392
	<b>Total Internal</b>	<b>13,896</b>	<b>35,809</b>	<b>31,287</b>	<b>34,945</b>
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Other</b>	<b>13,896</b>	<b>35,809</b>	<b>31,287</b>	<b>34,945</b>
	<b>Total</b>	<b>788,119</b>	<b>606,425</b>	<b>577,934</b>	<b>705,385</b>
	<b>Change in</b>	<b>(161,769)</b>	<b>34,075</b>	<b>88,423</b>	<b>(46,410)</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.

79 - 515 - Boswell Aquatic Center		FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated		
		Name	Budget	Budget	Ending
	794_3000_023	Concession Sales	20,500	0	0
	794_3000_025	Pool Admissions	20,000	20,000	25,000
	<b>Total Service</b>		<b>40,500</b>	<b>20,000</b>	<b>25,000</b>
	794_3005_007	Rentals-Parties	7,500	1,000	1,000
	<b>Total Rental</b>		<b>7,500</b>	<b>1,000</b>	<b>1,000</b>
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Service</b>		<b>48,000</b>	<b>21,000</b>	<b>26,000</b>
	<b>Total</b>		<b>48,000</b>	<b>21,000</b>	<b>26,000</b>
	795_1000_001	Fulltime Salary	0	0	0
	795_1000_002	Part Time Salary	52,557	50,166	46,220
	795_1000_005	Fulltime Overtime	0	0	0
	795_1000_006	Part Time Overtime	948	914	1,836
	<b>Total Salaries</b>		<b>53,506</b>	<b>51,080</b>	<b>48,055</b>
	795_1010_001	Life Insurance	0	999	0
	<b>Total Benefits</b>		<b>0</b>	<b>999</b>	<b>0</b>
	795_1020_001	FICA-Employer	3,320	3,178	6,064
	795_1020_002	Medicare-Employer	780	740	1,415
	795_1020_003	Unemployment Compensation	540	510	466
	795_1020_004	Workman's Compensation	1,761	2,546	2,546
	<b>Total Payroll</b>		<b>6,401</b>	<b>6,974</b>	<b>10,491</b>
	795_1025_001	Employee-Uniforms	1,500	1,500	1,500
	795_1025_005	Employee-Training	2,000	2,000	2,000
	<b>Total</b>		<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
	<b>Total</b>		<b>63,407</b>	<b>62,553</b>	<b>62,046</b>
	795_2020_000	Capital Exp-Machinery and	0	20,000	20,000
	<b>Total Capital</b>		<b>0</b>	<b>20,000</b>	<b>20,000</b>

79 - 515 - Boswell Aquatic Center			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Estimated			
			Budget	Budget	Ending	Proposed
	795_5000_001	Utilities-Electric	6,000	4,000	4,000	4,000
	795_5000_002	Utilities-Water	5,000	5,000	5,000	5,000
	795_5010_001	Utilities-Landline and Fiber	500	372	0	0
	795_5020_001	Utilities-Internet	1,000	400	250	250
	795_5025_001	Utilities-Solid Waste	500	500	500	500
	<b>Total Utilities</b>		<b>13,000</b>	<b>10,272</b>	<b>9,750</b>	<b>9,750</b>
	795_6000_007	Prof Services-Toxicology Testing	750	750	500	500
	795_6000_008	Prof Services-MSHP Background	500	500	250	250
	<b>Total</b>		<b>1,250</b>	<b>1,250</b>	<b>750</b>	<b>750</b>
	795_6005_003	Insurance-Building & Property	5,960	5,860	6,724	6,993
	<b>Total</b>		<b>5,960</b>	<b>5,860</b>	<b>6,724</b>	<b>6,993</b>
	795_6010_002	Advertising-Employee Recruitment	500	250	250	250
	795_6010_006	Advertising-Radio	500	500	250	250
	<b>Total</b>		<b>1,000</b>	<b>750</b>	<b>500</b>	<b>500</b>
	<b>Total</b>		<b>8,210</b>	<b>7,860</b>	<b>7,974</b>	<b>8,243</b>
	795_7010_004	Supplies-Chemicals	6,000	8,050	8,050	8,050
	795_7999_001	Cost of Goods Sold Concessions	12,750	0	0	0
	<b>Total Supplies</b>		<b>18,750</b>	<b>8,050</b>	<b>8,050</b>	<b>8,050</b>
	795_8300_001	Equipment-Repair	1,500	1,500	4,000	4,000
	795_8300_002	Equipment-Maintenance	1,000	1,000	250	250
	795_8300_003	Equipment-Supplies	2,000	2,000	2,450	2,450
	795_8300_004	Equipment-Equipment	2,500	2,500	4,000	4,000
	795_8300_006	Equipment-Rental	750	250	250	250
	<b>Total</b>		<b>7,750</b>	<b>7,250</b>	<b>10,950</b>	<b>10,950</b>
	<b>Total</b>		<b>111,117</b>	<b>115,985</b>	<b>118,770</b>	<b>124,730</b>
	<b>Change in</b>		<b>(63,117)</b>	<b>(94,985)</b>	<b>(92,770)</b>	<b>(98,730)</b>

## Park Activities

This program was established to manage expenses for recreational activities.

79 - 520 - Parks Activities		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	
	794_3000_010	Park Activities	35,000	35,000	45,000	45,000
	794_3000_023	Concession Sales	28,750	0	0	0
	794_3000_026	Merchandise Sales	0	1,300	500	0
	794_3000_032	Concession Sales-Drinks	0	22,000	25,000	25,000
	794_3000_033	Concession Sales-Food	0	18,000	20,000	20,000
	794_3000_034	Concession Sales-Snacks	0	12,000	15,000	15,000
	<b>Total Service</b>		<b>63,750</b>	<b>88,300</b>	<b>105,500</b>	<b>105,000</b>
	794_3005_001	Rentals-Building/Land	2,000	0	0	0
	<b>Total Rental</b>		<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	794_3010_006	Misc-Miscellaneous	500	0	0	0
	794_3010_016	Misc-Sponsorships	0	0	17,500	10,000
	<b>Total</b>		<b>500</b>	<b>0</b>	<b>17,500</b>	<b>10,000</b>
	<b>Total Service</b>		<b>66,250</b>	<b>88,300</b>	<b>123,000</b>	<b>115,000</b>
	794_5000_009	Misc - Sponsorships	0	3,000	0	0
	<b>Total Fines</b>		<b>0</b>	<b>3,000</b>	<b>0</b>	<b>0</b>
	<b>Total Revenues</b>		<b>66,250</b>	<b>91,300</b>	<b>123,000</b>	<b>115,000</b>
	795_1000_001	Fulltime Salary	23,431	28,397	28,397	29,249
	795_1000_002	Part Time Salary	23,172	45,247	52,374	39,873
	795_1000_005	Fulltime Overtime	0	1,069	1,069	1,051
	795_1000_006	Part Time Overtime	0	0	495	2,546
	<b>Total Salaries -</b>		<b>46,603</b>	<b>74,713</b>	<b>82,335</b>	<b>72,718</b>
	795_1005_001	Health Premium-Employee	7,506	7,896	7,896	7,896
	795_1005_003	Dental Premium-Employee	325	300	300	300
	795_1010_001	Life Insurance	65	611	56	56
	<b>Total Benefits -</b>		<b>7,896</b>	<b>8,807</b>	<b>8,252</b>	<b>8,252</b>
	795_1015_001	Lagers-General	3,070	3,860	3,860	4,060
	795_1015_001	Lagers-General	0	3,860	3,860	4,060
	795_1015_004	Deferred Comp-Employer	650	0	0	0
	795_1015_004	Deferred Comp-Employer -	650	0	0	0

79 - 520 - Parks Activities			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
<b>Total Benefits -</b>			<b>3,720</b>	<b>3,860</b>	<b>3,860</b>	<b>4,060</b>
795_1020_001	FICA-Employer		2,890	1,271	5,056	4,460
795_1020_002	Medicare-Employer		680	297	1,182	1,043
795_1020_003	Unemployment Compensation		470	205	815	719
795_1020_004	Workman's Compensation		1,761	2,546	2,546	2,565
<b>Total Payroll</b>			<b>5,801</b>	<b>4,319</b>	<b>9,600</b>	<b>8,787</b>
795_1025_001	Employee-Uniforms		500	500	500	500
795_1025_005	Employee-Training		100	100	100	100
<b>Total Employee</b>			<b>600</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>Total Personnel</b>			<b>56,724</b>	<b>92,299</b>	<b>104,646</b>	<b>94,417</b>
795_5010_001	Utilities-Landline and Fiber		500	500	500	500
795_5015_001	Utilities-Cell Phones		0	500	0	0
<b>Total Utilities</b>			<b>500</b>	<b>1,000</b>	<b>500</b>	<b>500</b>
795_6000_005	Prof Services-Temporary		25,000	25,000	25,000	25,000
795_6000_007	Prof Services-Toxicology Testing		0	100	250	200
795_6000_008	Prof Services-MSHP Background		0	800	300	600
795_6000_011	Prof Services-Dues/License		100	100	0	100
<b>Total</b>			<b>25,100</b>	<b>26,000</b>	<b>25,550</b>	<b>25,900</b>
795_6005_019	Insurance-Agency Fees		250	250	0	0
795_6005_022	Insurance-Park Activities		7,500	3,500	6,293	6,545
<b>Total Insurance</b>			<b>7,750</b>	<b>3,750</b>	<b>6,293</b>	<b>6,545</b>
795_6010_003	Advertising-Print		0	250	0	0
795_6010_004	Advertising-Internet		0	250	0	250
795_6010_006	Advertising-Radio		0	250	0	250
<b>Total</b>			<b>0</b>	<b>750</b>	<b>0</b>	<b>500</b>
795_6015_004	Agreements 1		0	0	142	142
<b>Total</b>			<b>0</b>	<b>0</b>	<b>142</b>	<b>142</b>
<b>Total</b>			<b>32,850</b>	<b>30,500</b>	<b>31,985</b>	<b>33,087</b>
795_7000_001	Supplies-Operational		22,000	22,000	22,000	22,000
795_7000_006	Supplies-Uniforms		2,500	5,000	5,000	5,000

79 - 520 - Parks Activities		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
<b>Total Supplies</b>			<b>24,500</b>	<b>27,000</b>	<b>27,000</b>	<b>27,000</b>
795_7999_001	Cost of Goods Sold-General	8,500	0	0	0	0
795_7999_005	Cost of Goods Sold-Merchandise	0	1,200	1,200	0	0
795_7999_008	Cost of Goods Sold-Drinks	0	12,000	12,000	12,000	12,000
795_7999_009	Cost of Goods Sold-Food	0	8,000	8,000	8,000	8,000
795_7999_010	Cost of Goods Sold-Snacks	0	10,000	10,000	10,000	10,000
<b>Total Materials</b>			<b>8,500</b>	<b>31,200</b>	<b>31,200</b>	<b>30,000</b>
795_8300_001	Equipment-Repair	500	500	250	250	250
795_8300_004	Equipment-Equipment	6,500	6,500	4,500	4,500	4,500
795_8300_006	Equipment-Rental	0	500	250	250	250
<b>Total</b>			<b>7,000</b>	<b>7,500</b>	<b>5,000</b>	<b>5,000</b>
<b>Total Expenses</b>			<b>130,074</b>	<b>189,499</b>	<b>200,331</b>	<b>190,004</b>
<b>Change in</b>			<b>(63,824)</b>	<b>(98,199)</b>	<b>(77,331)</b>	<b>(75,004)</b>

## Electric Fund

The Electric system for the City serves approximately 7,300 customers and is made up of 135 miles of 7.2 KV distribution and 40 miles of 69 KV transmission loop inter-connecting seven substations to three 69KV transmission lines linking to the Show-Me Transmission network. The city provides electric to most citizens within the city limits.

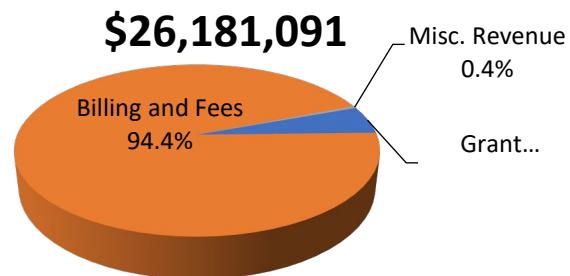
**Fiscal Year 2020-**

**2021**

### Accomplishments:

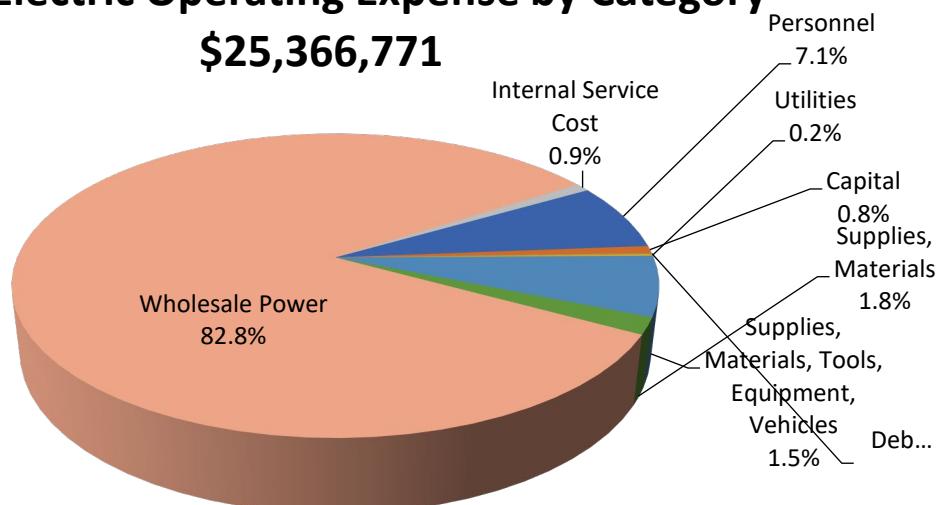
The May storm damaged a total of three hundred eight (308) poles, requiring one hundred thirty-nine (139) of those to be changed out. Also replaced thirty-three (33) storm damaged transformers. SCADA software and hardware improvements were completed including the addition of a duplicate SCADA at an off-site location. Downline reclosers on feeder 8020 were installed as previously identified in the 2019 fiscal year system study. In substations #3 and #6, began upgrading buss tie reclosers to breakers as identified in the system study. Finished the first Hendrix Aerial Cable System project. Completed the replacement of three (3) GOAB switches on the 69kV grid. Completed the installation of feeder swing panels in substations #1 and #2. Began the relocation and upgrade of critical structures from wood to steel to add reliability to our transmission and distribution system.

### Electric Operating Funds Available by Category



### Electric Operating Expense by Category

**\$25,366,771**



### Fiscal Year 2022 Goals:

- I. **Goal:** Rate Study  
**Strategy:** Contract with a firm to provide a cost of service and rate analysis study on our electric system.  
**Budgetary Factor:** Availability of funds.
  
- II. **Goal:** Maintain adequate service and reliability standards within our substation distribution system.  
**Strategy:** Implement a substation inspection program to reduce loss, prevent critical failures, and extend the life of our equipment.  
**Budgetary Factor:** Availability of funds, materials, and employees. Capital for engineering and material from reserves.
  
- III. **Goal:** Increase system reliability.  
**Strategy:** Implement computer operated smart grid technology and begin upgrade of distribution system by replacing overhead lines with aerial cable system as identified in the 2019 Toth system study.  
**Budgetary Factor:** Availability of funds, materials, and employees. Capital for engineering and material from reserves.

### Performance Measurements:

Calendar Year Performance	2017	2018	2019	2020	Estimated 2021
Number of LED fixtures installed	200	576	500	300	Completed
Number of HPS fixtures replaced	200	576	500	300	Completed
Transformers resized to match load	5	0	0	0	4
Number of AMR meters installed	3500	7500	0	0	Completed
Number of Distribution Poles replaced	65	0	58	38	40
New Services Installed	75	45	75	94	100
Number of Service Work Orders	3800	2400	2464	2044	2100
Streetlight Installed or Repaired	325	233	270	196	175

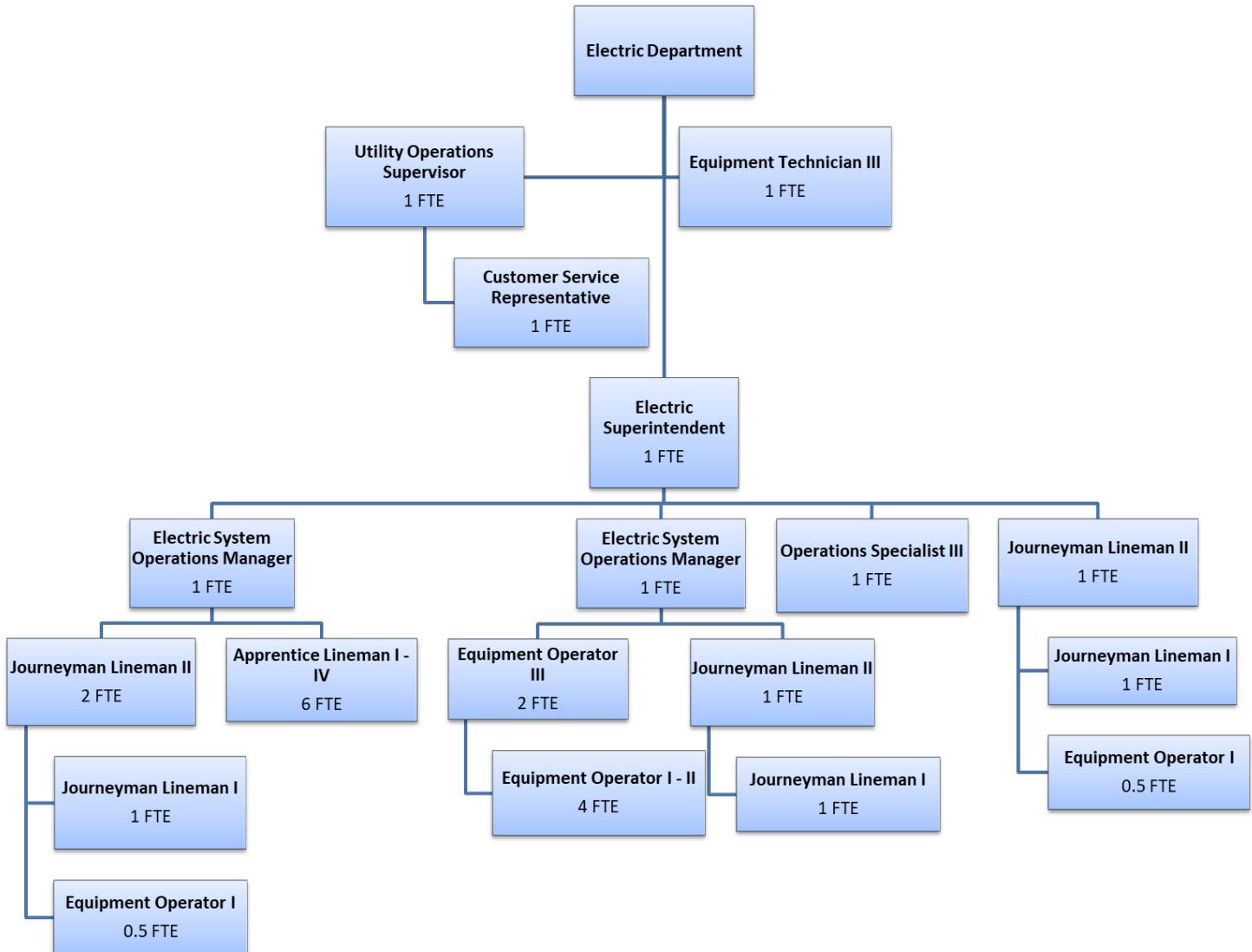
### Previous Years' Goals:

- I. Goal: Inspect utility infrastructure on a 5-year cycle and develop life cycle plan.  
Status: Completed inspection of the entire electric system due to the May 4, 2020 storm. Will continue to perform inspections of 20% of the system annually.
  
- II. Goal: Develop projects to make improvements to the distribution and substations infrastructure per the system load study completed in 2019.  
Status: Two (2) projects developed out of the system study are underway.
  
- III. Goal: Maintain adequate service and reliability standards within our substation distribution system.  
Status: Fund restrictions created by the May 4, 2020 storm. Moved to FY22 goals.

## Electric Fund Revenue and Expense by Category

Electric Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$10,000	\$0	\$10,000	\$1,354,982
Service Charges	\$24,641,552	\$22,828,500	\$24,828,450	\$24,710,450
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$0	\$0	\$0	\$0
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$315,849	\$607,015	\$649,258	\$612,374
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$24,967,401</b>	<b>\$23,435,515</b>	<b>\$25,487,708</b>	<b>\$26,677,806</b>
<b>Expenses</b>				
Personnel	\$1,867,586	\$2,073,264	\$1,859,758	\$1,963,812
Capital	\$1,275,438	\$2,081,652	\$3,044,609	\$590,673
Debt	\$3,289	\$30,440	\$30,440	\$30,440
Utilities	\$45,015	\$49,500	\$47,870	\$47,870
Professional Services	\$1,438,121	\$1,438,290	\$1,747,154	\$1,821,558
Supplies and Materials	\$20,872,870	\$19,555,960	\$21,063,475	\$21,401,285
Tools, Equipment, and Vehicles	\$106,654	\$99,950	\$94,800	\$108,550
Internal Service Expense	\$85,134	\$233,302	\$226,906	\$218,284
<b>Total Expenses</b>	<b>\$25,694,107</b>	<b>\$25,562,358</b>	<b>\$28,115,012</b>	<b>\$26,182,472</b>

## Electric Department Organizational Chart



80 - 200 - Electric Operating			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
804_2005_002	Grants-Capital Rev		221,369	0	10,000	1,354,982
<b>Total Grant</b>			<b>221,369</b>	<b>0</b>	<b>10,000</b>	<b>1,354,982</b>
<b>Total</b>			<b>221,369</b>	<b>0</b>	<b>10,000</b>	<b>1,354,982</b>
804_3000_011	Turn On Fees		10,000	0	450	450
804_3000_012	Customer Billing		23,945,000	21,550,500	23,545,000	23,432,000
804_3000_013	Penalties		200,000	200,000	200,000	200,000
804_3000_015	Meter Base Installation		35,000	30,000	20,000	20,000
804_3000_018	Telephone Phone Agreement		10,000	10,000	10,000	10,000
804_3000_019	Cable Pole Agreement		18,000	18,000	18,000	18,000
804_3000_030	Service Availability		1,055,000	1,000,000	1,000,000	1,000,000
804_3000_031	Utility Administration Fee		16,000	20,000	35,000	30,000
<b>Total Service</b>			<b>25,289,000</b>	<b>22,828,500</b>	<b>24,828,450</b>	<b>24,710,450</b>
804_3010_004	Misc-Investment Income		75,000	100,000	100,000	80,000
804_3010_006	Misc-Miscellaneous		15,000	10,000	25,255	25,255
804_3010_008	Misc-Gain/Loss-Asset Disposal		25,000	0	10,104	10,104
804_3010_012	Misc-Purchasing Card Rebate		300	300	300	300
804_3010_014	Misc-Insurance Recoveries		0	0	14,322	0
804_3010_015	Misc-Recoveries		0	0	2,562	0
<b>Total</b>			<b>115,300</b>	<b>110,300</b>	<b>152,543</b>	<b>115,659</b>
<b>Total Service</b>			<b>25,404,300</b>	<b>22,938,800</b>	<b>24,980,993</b>	<b>24,826,109</b>
<b>Total Revenues</b>			<b>25,625,669</b>			
805_1000_001	Fulltime Salary		938,080	1,114,217	1,041,304	1,090,115
805_1000_002	Part Time Salary		0	0	11,473	0
805_1000_004	On Call		31,361	0	25,285	25,285
805_1000_005	Fulltime Overtime		36,326	64,452	58,782	57,923
<b>Total Salaries -</b>			<b>1,005,767</b>	<b>1,178,669</b>	<b>1,136,843</b>	<b>1,173,323</b>
805_1005_001	Health Premium-Employee		0	31,584	37,506	47,376
805_1005_002	Health Premium-Family		267,090	257,347	230,000	228,259
805_1005_003	Dental Premium-Employee		0	900	1,125	1,500
805_1005_004	Dental Premium-Family		5,250	11,244	4,920	10,218
805_1010_001	Life Insurance		1,135	1,138	1,065	1,093
<b>Total Benefits -</b>			<b>273,475</b>	<b>302,213</b>	<b>274,616</b>	<b>288,446</b>
805_1015_001	Lagers-General		131,760	151,430	138,968	145,486
805_1015_004	Deferred Comp-Employer		11,700	8,775	8,260	8,255

80 - 200 - Electric Operating		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
<b>Total Benefits -</b>			<b>143,460</b>	<b>160,205</b>	<b>147,229</b>	<b>153,741</b>
805_1020_001	FICA-Employer	62,360	51,168	63,698	65,973	
805_1020_002	Medicare-Employer	14,585	11,967	14,897	15,429	
805_1020_003	Unemployment Compensation	10,060	4,157	8,467	10,641	
805_1020_004	Workman's Compensation	22,298	25,058	18,500	25,247	
<b>Total Payroll Taxes</b>			<b>109,303</b>	<b>92,350</b>	<b>105,562</b>	<b>117,290</b>
805_1025_001	Employee-Uniforms	29,200	26,000	26,000	26,000	
805_1025_002	Employee-	1,000	13,500	16,000	16,000	
805_1025_003	Employee-Books	500	500	500	500	
805_1025_004	Employee-Travel/Hotel	7,000	4,000	2,500	2,500	
805_1025_005	Employee-Training	17,500	28,000	10,000	10,000	
<b>Total Employee -</b>			<b>55,200</b>	<b>72,000</b>	<b>55,000</b>	<b>55,000</b>
<b>Total Personnel</b>			<b>1,587,205</b>	<b>1,805,437</b>	<b>1,719,250</b>	<b>1,787,801</b>
805_2005_000	Capital Exp-Land and	0	0	2,234	0	
805_2010_000	Capital Exp-Building and	0	0	5,277	16,500	
805_2015_000	Capital Exp-Furniture and	0	8,652	11,190	30,173	
805_2020_000	Capital Exp-Machinery and	111,300	748,000	251,284	150,000	
805_2020_001IMP	Capital Exp - Machinery and	0	0	0	0	
805_2025_000	Capital Exp-Vehicles	463,000	0	355,361	0	
<b>Total Capital</b>			<b>574,300</b>	<b>756,652</b>	<b>625,346</b>	<b>196,673</b>
805_3020_000	Debt-Lease Purchase	30,440	30,440	30,440	30,440	
<b>Total Debt</b>			<b>30,440</b>	<b>30,440</b>	<b>30,440</b>	<b>30,440</b>
<b>Total Grants -</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Grants</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
805_5000_001	Utilities-Electric	45,000	43,000	37,500	37,500	
805_5000_002	Utilities-Water	250	250	250	250	
805_5000_003	Utilities-Sewer	250	250	250	250	
805_5015_001	Utilities-Cell Phones	7,000	4,000	5,350	5,350	
805_5020_002	Utilities-Internet Mobile	4,500	2,000	3,680	3,680	
<b>Total Utilities</b>			<b>57,000</b>	<b>49,500</b>	<b>47,030</b>	<b>47,030</b>
805_6000_001	Prof Services-Legal	6,000	3,500	1,500	1,500	
805_6000_002	Prof Services-Engineering	50,000	25,000	30,000	25,000	
805_6000_003	Prof Services-Surveying	1,500	1,500	500	500	

80 - 200 - Electric Operating			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	805_6000_007	Prof Services-Toxicology Testing	500	500	500	500
	805_6000_008	Prof Services-MSHP Background	100	100	100	100
	805_6000_009	Prof Services-Collection Agency	1,500	1,500	1,500	1,500
	805_6000_011	Prof Services-Dues/License	10,000	10,000	10,000	10,000
	805_6000_013	Prof Service-Studies	0	0	276	60,000
	805_6000_015	Prof Service-Service Contracts	25,000	90,000	268,000	90,000
	805_6000_017	Prof Service-PILOT	1,197,250	1,127,500	1,177,250	1,171,600
	805_6000_018	Prof Service-Damage Claims	3,000	1,060	1,060	1,060
	805_6000_019	Prof Service-Credit Card Fee	65,000	75,000	92,500	92,500
<b>Total Professional</b>			<b>1,359,850</b>	<b>1,335,660</b>	<b>1,583,186</b>	<b>1,454,260</b>
	805_6005_001	Insurance-Vehicle	24,040	23,500	27,892	29,008
	805_6005_002	Insurance-Equipment	2,705	3,000	3,276	3,407
	805_6005_003	Insurance-Building & Property	7,300	11,000	13,438	13,976
	805_6005_007	Insurance-City Government	24,530	24,600	36,465	37,924
	805_6005_023	Insurance-Drone Liability	0	0	1,422	1,479
<b>Total Insurance -</b>			<b>58,575</b>	<b>62,100</b>	<b>82,493</b>	<b>85,793</b>
	805_6010_001	Advertising-Public Notices	0	1,500	1,500	1,500
	805_6010_002	Advertising-Employee	1,200	600	600	600
	805_6010_003	Advertising-Print	500	200	300	300
	805_6010_006	Advertising-Radio	0	150	250	250
<b>Total Advertising -</b>			<b>1,700</b>	<b>2,450</b>	<b>2,650</b>	<b>2,650</b>
	805_6020_001	Software-Purchase	0	4,000	15,250	15,250
	805_6020_002	Software-Upgrade	50,000	10,000	200	200
	805_6020_003	Software-Agreement	11,820	13,580	57,750	52,905
<b>Total Software -</b>			<b>61,820</b>	<b>27,580</b>	<b>73,200</b>	<b>68,355</b>
<b>Total Professional</b>			<b>1,481,945</b>	<b>1,427,790</b>	<b>1,741,529</b>	<b>1,611,058</b>
	805_7000_000	Supplies-General	0	0	181	0
	805_7000_001	Supplies-Operational	8,000	8,000	7,500	7,500
	805_7000_002	Supplies-Computer Accessories	0	1,500	2,000	1,500
	805_7000_003	Supplies-Desk Accessories-Small	1,000	1,500	500	500
	805_7000_004	Supplies-Small Tools	5,000	7,000	7,000	5,000
	805_7005_001	Supplies-Printing	50	60	60	60
	805_7005_002	Supplies-Mailing	2,200	2,200	1,500	1,500
	805_7005_003	Supplies-Postage	12,000	5,000	(500)	2,000
	805_7005_004	Supplies-Paper	450	450	450	450
	805_7005_005	Supplies-Forms	1,000	1,000	1,000	1,000

80 - 200 - Electric Operating		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	805_7005_006	Supplies-Promo-Education	40,000	20,000	20,000	20,000
	805_7015_004	Supplies-Safety	35,000	25,000	20,000	20,000
	805_7025_001	Wholesale Power-Demand	5,200,000	5,040,000	5,557,000	10,675,200
	805_7025_002	Wholesale Power-Energy	13,950,000	12,834,000	13,788,400	9,117,300
	805_7025_003	Wholesale Power-Transmission	1,350,000	1,250,000	1,150,000	1,150,000
	<b>Total Supplies</b>		<b>20,604,700</b>	<b>19,195,710</b>	<b>20,555,091</b>	<b>21,002,010</b>
	805_7500_000	Materials-General	0	0	26,975	26,975
	805_7500_001	Materials-Asphalt	2,000	2,000	5,059	2,000
	805_7500_002	Materials-Rock	3,500	2,500	1,000	2,000
	805_7500_003	Materials-Concrete	3,500	1,500	1,500	1,500
	805_7505_004	Materials-Pipe-Conduit	15,000	15,000	17,500	17,500
	805_7505_005	Materials-Poles	5,000	5,000	25,000	25,000
	805_7505_007	Materials-Pupi Arms	0	25,000	25,000	25,000
	805_7505_008	Materials-Cutouts	0	10,000	12,500	10,000
	805_7510_003	Materials-Fittings	5,000	5,000	5,000	5,000
	805_7510_004	Materials-Hardware	35,000	35,000	62,000	35,000
	805_7510_006	Materials-Wire	20,000	35,000	40,000	35,000
	805_7510_010	Materials-Street Lights	0	15,000	45,000	15,000
	805_7510_011	Materials-Wildlife Protection	0	20,000	5,000	10,000
	805_7515_001	Materials-Transformers	100,000	100,000	140,000	100,000
	805_7515_002	Materials-Substation	29,000	14,000	21,500	14,000
	805_7520_001	Materials-Meters	35,000	25,000	25,000	25,000
	805_7525_001	Materials-Infrastructure	30,000	30,000	30,000	30,000
	805_7530_001	Materials-Scada	25,000	10,000	10,000	10,000
	<b>Total Materials</b>		<b>308,000</b>	<b>350,000</b>	<b>498,034</b>	<b>388,975</b>
	805_8000_001	Tools-Repair	500	500	500	500
	805_8000_002	Tools- Maintenance	1,500	1,500	750	1,500
	805_8000_003	Tools-Supplies	10,000	0	2,500	2,500
	<b>Total Tools &amp;</b>		<b>12,000</b>	<b>2,000</b>	<b>3,750</b>	<b>4,500</b>
	805_8300_001	Equipment-Repair	12,500	12,500	10,000	12,500
	805_8300_002	Equipment-Maintenance	20,000	12,000	12,000	12,000
	805_8300_003	Equipment-Supplies	7,500	5,000	5,000	5,000
	805_8300_005	Equipment-Fuel	2,000	1,500	1,000	1,500
	805_8300_006	Equipment-Rental	10,000	0	0	0
	<b>Total Machinery &amp;</b>		<b>52,000</b>	<b>31,000</b>	<b>28,000</b>	<b>31,000</b>
	805_8600_001	Vehicle-Repair	4,000	4,000	4,000	4,000

80 - 200 - Electric Operating		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
805_8600_002	Vehicle-Maintenance		15,000	15,000	15,000	15,000
805_8600_004	Vehicle-Equipment		5,000	5,000	2,500	5,000
805_8600_005	Vehicle-Fuel		25,000	20,000	24,000	25,000
<b>Total Vehicles</b>			<b>49,000</b>	<b>44,000</b>	<b>45,500</b>	<b>49,000</b>
805_9910_000	Internal Service-Personnel		232,003	0	0	0
80CommDev_In	Code Administration Allocation		0	61,517	60,739	69,126
80Garage_In	Garage Allocation In		0	52,844	51,559	40,003
80IT_In	IT Allocation In		0	38,277	31,561	38,386
80Facility_In	Facility Mgmt Allocation In		0	9,840	9,578	10,518
80Janitorial_In	Janitorial Allocation In		0	4,816	5,493	5,977
80Purchasing_In	Purchasing / Warehouse		0	66,008	67,975	54,275
<b>Total Internal</b>			<b>232,003</b>	<b>233,301</b>	<b>226,906</b>	<b>218,284</b>
<b>Total Interfund</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Other</b>			<b>232,003</b>	<b>233,301</b>	<b>226,906</b>	<b>218,284</b>
<b>Total Expenses</b>			<b>24,988,593 23,925,830 25,520,875 25,366,771</b>			
<b>Change in</b>			<b>637,076</b>	<b>(987,030)</b>	<b>(529,882)</b>	<b>814,320</b>

## Electric Maintenance

This fund 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 systems.

### Fiscal Year 2020-2021 Accomplishments:

Trimmed 5.98 miles of single/three phase. Sprayed 0.08 miles of single/three phase.

### Fiscal Year 2022 Goals:

- I. **Goal:** Increase reliability and decrease tree related outages by clearing three phase feeders.

**Strategy:** Contract with a tree service to conduct aggressive right of way clearing.

**Budgetary Factor:** Availability of funds. Included in FY22 CIP.

- II. **Goal:** Continue to expand our herbicide application program.

**Strategy:** Continue to identify areas that were trimmed/cleared during previous years and develop a maintenance schedule.

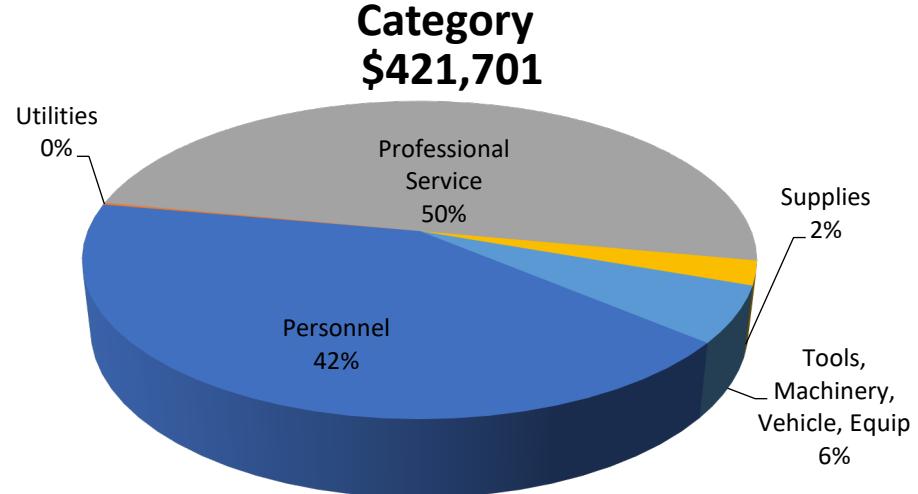
**Budgetary Factor:** Availability of funds, materials, and employees.

- III. **Goal:** Continue to identify areas where aerial cable systems would benefit our single-phase infrastructure.

**Strategy:** Create projects for areas identified and add to CIP.

**Budgetary Factor:** Availability of funds and materials.

### Electric Maintenance Expense by Category



### Performance Measurements:

Calendar Year Performance	2019	2020	Estimated 2021
Feet of Cleared Lines	22,265	11,198	15,631
Number of Trees Removed	84	516	250
Cubic Yards Chipped	455	69	100
Square Feet of Herbicide Application	0	0	1 Mile
Number of Tree Related Outages	29	17	

## Previous Years' Goals:

- I. Goal: Expand our herbicide application program to decrease the frequency of mechanical trimming and removal.  
Status: Ongoing
- II. Goal: Increase reliability and decrease tree related outages by installing aerial cable.  
Status: One (1) project to be completed FY21 and possibly two (2) more. Two (2) scheduled for FY22.
- III. Goal: Increase crew productivity and safety by providing them with specialized equipment and continual training.  
Status: Added new tree truck to the fleet in FY21.

80 - 205 - Electric Maintenance			FY2020	FY2021	FY2021 Estimated	FY2022
Fund	Account	Account Name	Budget	Budget	Ending	Proposed
805	1000_001	Fulltime Salary	130,478	163,386	77,537	99,157
805	1000_002	Part Time Salary	32,645	0	0	0
805	1000_005	Fulltime Overtime	7,528	9,843	4,671	5,699
805	1000_006	Part Time Overtime	816	0	0	0
<b>Total</b>			<b>171,467</b>	<b>173,229</b>	<b>82,208</b>	<b>104,856</b>
805	1005_001	Health Premium-Employee	0	15,792	8,554	15,792
805	1005_002	Health Premium-Family	35,061	23,526	13,723	11,763
805	1005_003	Dental Premium-Employee	0	600	325	600
805	1005_004	Dental Premium-Family	1,850	600	350	300
805	1010_001	Life Insurance	255	278	129	167
<b>Total</b>			<b>37,166</b>	<b>40,795</b>	<b>23,081</b>	<b>28,621</b>
805	1015_001	Lagers-General	18,080	22,693	10,692	14,051
805	1015_004	Deferred Comp-Employer	9,100	1,300	701	650
<b>Total</b>			<b>27,180</b>	<b>23,993</b>	<b>11,393</b>	<b>14,701</b>
805	1020_001	FICA-Employer	10,635	7,692	4,733	6,117
805	1020_002	Medicare-Employer	2,490	1,799	1,107	1,431
805	1020_003	Unemployment Compensation	1,715	1,097	763	987
805	1020_004	Workman's Compensation	8,071	9,972	9,972	10,048
<b>Total</b>			<b>22,911</b>	<b>20,561</b>	<b>16,576</b>	<b>18,583</b>
805	1025_001	Employee-Uniforms	6,000	6,000	6,000	6,000
805	1025_002	Employee-	150	150	150	150
805	1025_003	Employee-Books	100	100	100	100

80 - 205 - Electric Maintenance		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Budget	Budget	Estimated Ending	Proposed
	Name					
	805_1025_005Employee-Training		4,000	3,000	1,000	3,000
	<b>Total</b>		<b>10,250</b>	<b>9,250</b>	<b>7,250</b>	<b>9,250</b>
	<b>Total</b>		<b>268,974</b>	<b>267,827</b>	<b>140,508</b>	<b>176,011</b>
	805_5020_002Utilities-Internet Mobile		1,000	0	840	840
	<b>Total</b>		<b>1,000</b>	<b>0</b>	<b>840</b>	<b>840</b>
	805_6000_007Prof Services-Toxicology Testing		200	200	325	200
	805_6000_008Prof Services-MSHP Background		100	100	100	100
	805_6000_011Prof Services-Dues/License		0	200	200	200
	805_6000_015Prof Service-Service Contracts		0	10,000	5,000	210,000
	<b>Total</b>		<b>300</b>	<b>10,500</b>	<b>5,625</b>	<b>210,500</b>
	<b>Total</b>		<b>300</b>	<b>10,500</b>	<b>5,625</b>	<b>210,500</b>
	805_7000_001Supplies-Operational		0	0	100	50
	805_7000_002Supplies-Computer Accessories		0	250	250	250
	805_7000_004Supplies-Small Tools		5,000	5,000	5,000	5,000
	805_7010_004Supplies-Chemicals		5,000	2,500	2,500	2,500
	805_7015_004Supplies-Safety		2,500	2,500	2,500	2,500
	<b>Total</b>		<b>12,500</b>	<b>10,250</b>	<b>10,350</b>	<b>10,300</b>
	805_8000_001Tools-Repair		500	500	500	500
	805_8000_002Tools- Maintenance		500	500	500	500
	805_8000_003Tools-Supplies		1,000	2,000	2,000	2,000
	<b>Total Tools</b>		<b>2,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
	805_8300_001Equipment-Repair		4,000	8,000	2,500	8,000
	805_8300_002Equipment-Maintenance		1,000	2,000	2,000	2,000
	805_8300_005Equipment-Fuel		1,000	1,200	1,800	1,800
	805_8300_006Equipment-Rental		500	250	0	250
	<b>Total</b>		<b>6,500</b>	<b>11,450</b>	<b>6,300</b>	<b>12,050</b>
	805_8600_001Vehicle-Repair		4,500	2,500	2,500	2,500
	805_8600_002Vehicle-Maintenance		1,000	1,000	1,000	1,000
	805_8600_004Vehicle-Equipment		1,000	1,000	750	1,000
	805_8600_005Vehicle-Fuel		4,500	4,000	4,000	4,500
	<b>Total</b>		<b>11,000</b>	<b>8,500</b>	<b>8,250</b>	<b>9,000</b>
	<b>Total</b>		<b>302,274</b>	<b>311,527</b>	<b>174,873</b>	<b>421,701</b>

80 - 205 - Electric Maintenance			FY2020	FY2021	FY2021	FY2022
	Account				Estimated	
Fund	Account	Name	Budget	Budget	Ending	Proposed
	Change in		(302,274)	(311,527)	(174,873)	(421,701)

## 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 2022 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 needed.  
Budgetary Factor: None.

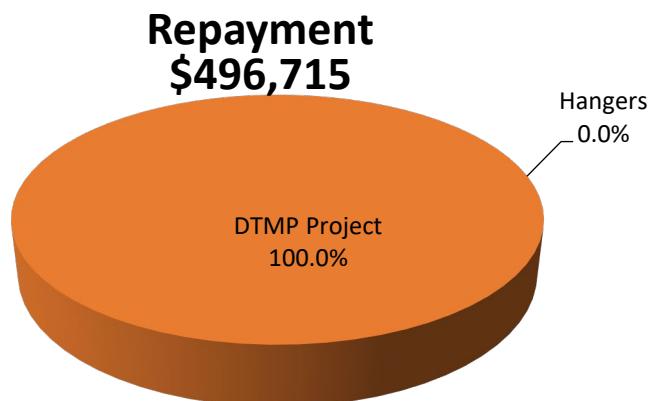
### Performance Measurements:

Routine monitoring of electric reserve fund amount.

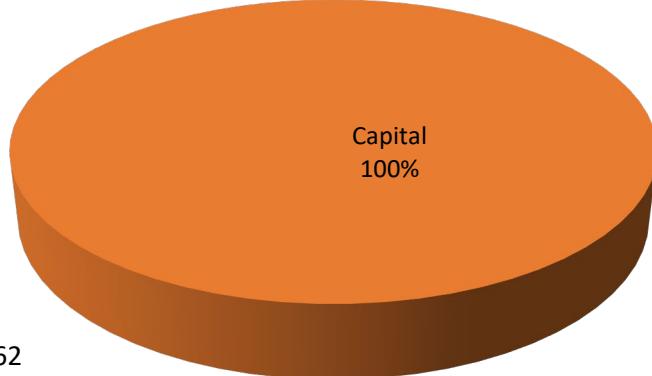
### Previous Years' Goals:

- I. Goal: Maintain no less than 30% and no more than 50% of the electric utility's income.  
Status: Fund is within the margin of 30-50 percent.

## Electric Reserve Debt Service



**Electric Reserve Expense by Category**  
**\$394,000**



80 - 215 - Electric Reserve		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
804_3010_000	Misc-General		496,715	496,715	496,715	496,715
	<b>Total</b>		<b>496,715</b>	<b>496,715</b>	<b>496,715</b>	<b>496,715</b>
	<b>Total Service</b>		<b>496,715</b>	<b>496,715</b>	<b>496,715</b>	<b>496,715</b>
	<b>Total Revenues</b>		<b>496,715</b>	<b>496,715</b>	<b>496,715</b>	<b>496,715</b>
805_2005_000	Capital Exp-Land and		245,000	900,000	1,768,317	20,000
805_2005_000IMP	Capital Exp-Land and		245,000	0	0	0
805_2010_000	Capital Exp-Building and		641,000	185,000	37,292	240,000
805_2020_000	Capital Exp-Machinery and		2,175,000	240,000	613,654	134,000
	<b>Total Capital</b>		<b>3,061,000</b>	<b>1,325,000</b>	<b>2,419,263</b>	<b>394,000</b>
	<b>Total Expenses</b>		<b>3,061,000</b>	<b>1,325,000</b>	<b>2,419,263</b>	<b>394,000</b>
	<b>Change in</b>		<b>(2,564,285)</b>	<b>(828,285)</b>	<b>(1,922,548)</b>	<b>102,715</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 2022 Goals:

- I. Goal: Install fiber at the Wallace, Palmer, and Animal Control buildings.  
Strategy: use service providers such as Show Me Technologies and Fidelity to leverage costs and benefits.  
Budgetary Factor: IT budget and direct billing to appropriate departments will determine cost as each location must be added to the fiber ring.

### Performance Measurements:

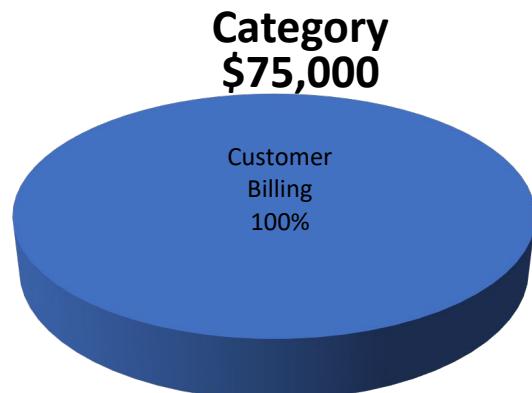
Monitor percent of system usage.

	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%

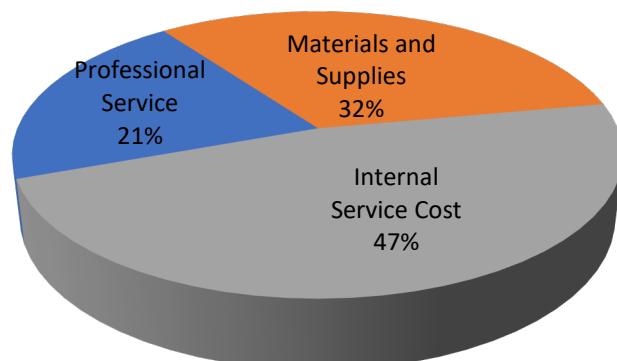
### Previous Years' Goals:

- I. Goal: Install fiber at the Wallace, Palmer, and Animal Control buildings.  
Status: On going.

## Fiber Funds Available by Category



## Fiber Expense by Category



## Fiber Fund Revenue and Expense by Category

Fiber Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 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	\$49,304	\$75,000	\$75,000	\$75,000
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>\$49,304</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>
<b>Expenses</b>				
Personnel	\$0	\$0	\$0	\$0
Capital	\$66,819	\$0	\$0	\$0
Debt	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0
Utilities	\$0	\$0	\$0	\$0
Professional Services	\$2,465	\$22,081	\$21,331	\$21,331
Supplies and Materials	\$8,747	\$33,500	\$33,500	\$33,500
Tools, Equipment, and Vehicles	\$0	\$0	\$0	\$0
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$37,965	\$48,863	\$40,919	\$49,281
<b>Total Expenses</b>	<b>\$115,996</b>	<b>\$104,444</b>	<b>\$95,750</b>	<b>\$104,112</b>

83 - 200 - Fiber Operating		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	834_3000_012	Customer Billing	90,000	75,000	75,000	75,000
	<b>Total Service</b>		<b>90,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
	<b>Total Service</b>		<b>90,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
	<b>Total Revenues</b>		<b>90,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
	835_2020_000	Capital Exp-Machinery and	59,000	0	0	0
	835_2020_001IMP	Capital Exp - Machinery and	59,000	0	0	0
	<b>Total Capital</b>		<b>59,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	835_6000_013	Prof Service-Studies	30,000	0	0	0
	835_6000_015	Prof Service-Service Contracts	0	17,581	17,581	17,581
	835_6000_017	Prof Service-PILOT	4,500	4,500	3,750	3,750
	<b>Total</b>		<b>34,500</b>	<b>22,081</b>	<b>21,331</b>	<b>21,331</b>
	<b>Total</b>		<b>34,500</b>	<b>22,081</b>	<b>21,331</b>	<b>21,331</b>
	835_7510_004	Materials-Hardware	5,000	5,000	5,000	5,000
	835_7510_006	Materials-Wire	7,500	28,500	28,500	28,500
	<b>Total Materials</b>		<b>12,500</b>	<b>33,500</b>	<b>33,500</b>	<b>33,500</b>
	835_9910_000	Internal Service-Personnel	40,067	0	0	0
	83IT_In	IT Allocation In	0	44,643	36,810	44,770
	83Facility_In	Facility Mgmt Allocation In	0	4,221	4,108	4,512
	<b>Total Internal</b>		<b>40,067</b>	<b>48,864</b>	<b>40,919</b>	<b>49,281</b>
	<b>Total Other</b>		<b>40,067</b>	<b>48,864</b>	<b>40,919</b>	<b>49,281</b>
	<b>Total Expenses</b>		<b>146,067</b>	<b>104,445</b>	<b>95,750</b>	<b>104,112</b>
	<b>Change in</b>		<b>(56,067)</b>	<b>(29,445)</b>	<b>(20,750)</b>	<b>(29,112)</b>

## Wastewater Fund

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

### Fiscal Year 2020-2021

#### Accomplishments:

Broke ground on the Ph II wastewater treatment plant improvements.  
Purchased 2 new wastewater samplers.

### Fiscal Year 2022

#### 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:** Project is on time to be completed in FY22  
**Budgetary Factor:** Funds in place

- II. **Goal:** Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant.  
**Strategy:** Purchase and replace specialized equipment used in daily operations. Provide employee training to ensure current regulations and processes stay in compliance.  
**Budgetary Factor:** Availability of funds

## Wastewater Funds Available by

### Category

**\$3,889,746**

Customer  
Billing and  
Fees  
99.0%

Misc  
0.2%  
Permits and  
Misc  
0.3%  
Grants  
0.5%

## Wastewater Expense by Category

**\$4,127,221**

Capital  
29%

Debt Expense  
26%

Personnel  
27%

Utilities  
5%  
Professional  
Services  
4%  
Supplies  
1%  
Vehicles,  
Machinery, Tools,  
Equip  
2%  
Materials  
2%  
Internal Service  
Cost  
4%

III. **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

### Performance Measurements:

	2017	2018	2019	2020	Estimated 2021
<b>Pipeline Video Inspections</b>	167,820	35,519.5	100,445	38,823	135,000
<b>Cleaning (linear feet)</b>	203,077	113,350	137,015	138,315	135,000
<b>Manhole Inspections</b>	456	453	431	312	420
<b>Deflection Testing (linear feet)</b>	326	1,743	0	1,529	1,500
<b>Vacuum Testing Manholes</b>	1	7	3	9	10
<b>Pressure Testing Lines</b>	0	6	2	8	10
<b>Manhole Rehabilitation</b>	0	10	0	0	4
<b>Pipeline Rehabilitation (linear feet)</b>	9,909	2,000	8,278	14,040	7,479
<b>Smoke Testing (linear feet)</b>	164,036	37,295	78,561	119,098	135,000
<b>Service Calls (linear feet)</b>	14,591	4,936	12,258	7,620	10,000
<b>GIS Manhole Locations</b>	0	0	0	0	0

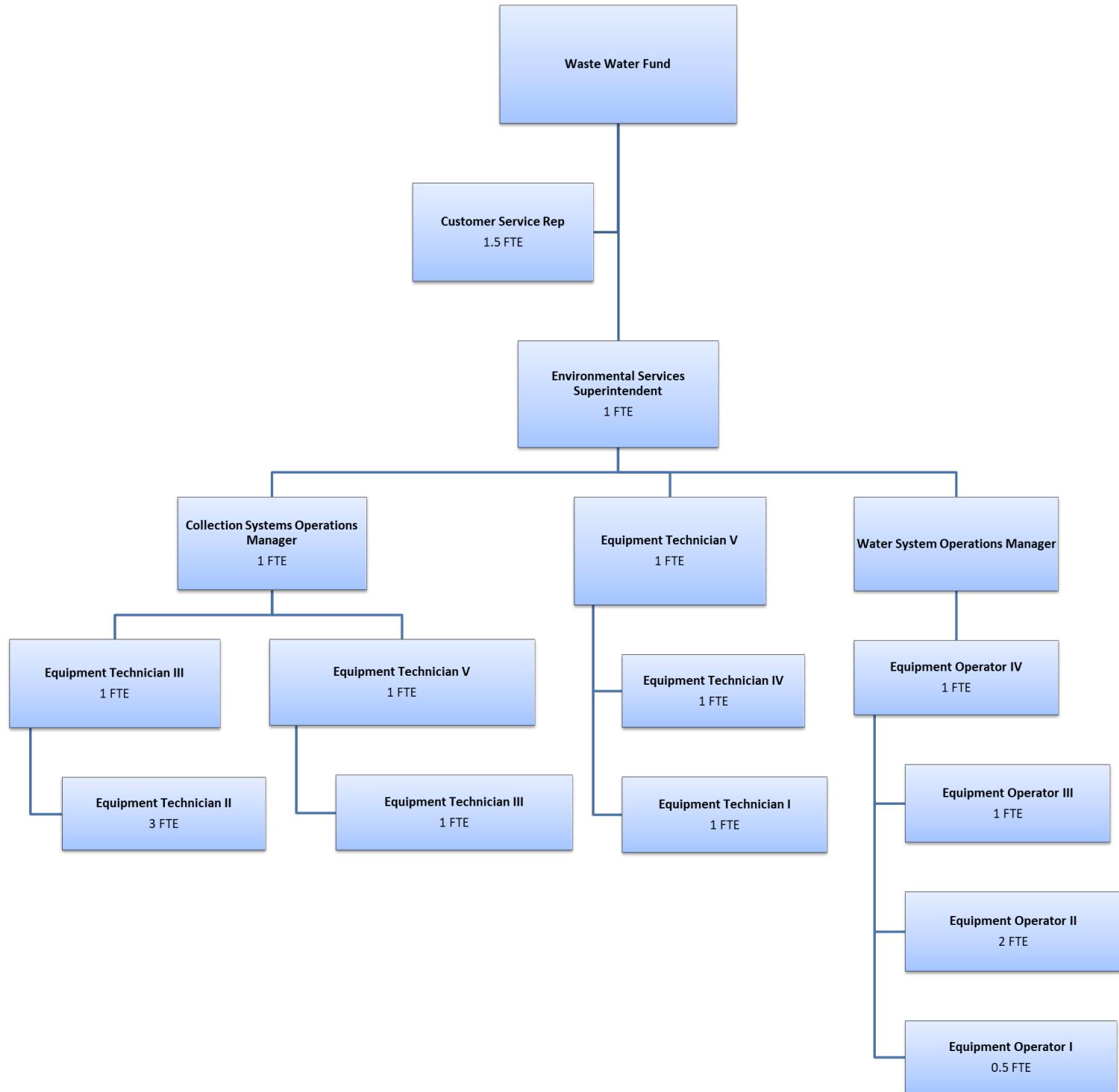
### Previous Years' Goals:

- 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: on going
- II. Goal: Maintain compliance with the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater treatment plant.  
Status: on going
- III. Goal: Improve the reliability of wastewater utilities through inspections, maintenance, capital improvement projects, and performance standards.  
Status: on going

## Wastewater Fund Revenue and Expense by Category

Wastewater Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$21,246	\$21,246
Service Charges	\$2,973,462	\$3,797,500	\$3,799,500	\$3,850,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$11,100	\$5,000	\$11,000	\$11,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$60,781	\$7,411,692	\$7,416,992	\$7,500
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$3,045,343</b>	<b>\$11,214,192</b>	<b>\$11,248,738</b>	<b>\$3,889,746</b>
<b>Expenses</b>				
Personnel	\$923,645	\$889,699	\$928,181	\$1,126,980
Capital	\$612,765	\$8,249,413	\$8,421,779	\$1,171,067
Debt	\$200,207	\$1,022,412	\$846,046	\$1,088,452
Grants	\$0	\$0	\$0	\$0
Utilities	\$221,926	\$218,100	\$217,050	\$216,050
Professional Services	\$129,824	\$221,738	\$225,699	\$150,169
Supplies and Materials	\$80,235	\$110,100	\$109,900	\$111,350
Tools, Equipment, and Vehicles	\$81,860	\$84,000	\$84,600	\$89,250
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$114,532	\$179,071	\$171,255	\$173,903
<b>Total Expenses</b>	<b>\$2,364,994</b>	<b>\$10,974,533</b>	<b>\$11,004,510</b>	<b>\$4,127,221</b>

## Wastewater Organizational Chart



85 - 200 - WWTP and Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Budget	Budget	Estimated Ending	Proposed
854_2005_002	Grants-Capital Rev		0	0	21,246	21,246
854_3000_012	Customer Billing		3,250,000	3,760,000	3,760,000	3,800,000
854_3000_013	Penalties		30,000	30,000	37,000	45,000
854_3000_016	Facility Impact		5,000	7,500	2,500	5,000
<b>Total Service</b>			<b>3,285,000</b>	<b>3,797,500</b>	<b>3,799,500</b>	<b>3,850,000</b>
854_3010_001	Misc-Bond Proceeds		4,692,000	7,409,992	7,074,992	0
854_3010_003	Misc-Interest Income		0	1,200	0	0
854_3010_004	Misc-Investment Income		10,500	0	5,000	5,000
854_3010_006	Misc-Miscellaneous		1,500	0	1,500	2,000
854_3010_008	Misc-Gain/Loss-Asset Disposal		5,000	0	0	0
854_3010_010	Misc-Lease Proceeds		0	0	335,000	0
854_3010_012	Misc-Purchasing Card Rebate		500	500	500	500
<b>Total</b>			<b>4,709,500</b>	<b>7,411,692</b>	<b>7,416,992</b>	<b>7,500</b>
<b>Total Service</b>			<b>7,994,500</b>	<b>11,209,192</b>	<b>11,216,492</b>	<b>3,857,500</b>
854_4005_002	Permits-Sewer		0	5,000	11,000	11,000
<b>Total Permit</b>			<b>0</b>	<b>5,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Total License</b>			<b>0</b>	<b>5,000</b>	<b>11,000</b>	<b>11,000</b>
<b>Total</b>			<b>7,994,500</b>	<b>11,214,192</b>	<b>11,248,738</b>	<b>3,889,746</b>
855_1000_001	Fulltime Salary		348,439	284,720	289,282	322,136
855_1000_004	On Call		7,471	0	10,109	10,109
855_1000_005	Fulltime Overtime		20,231	27,417	22,420	22,839
<b>Total Salaries</b>			<b>376,140</b>	<b>312,137</b>	<b>328,444</b>	<b>378,058</b>
855_1005_001	Health Premium-Employee		0	31,584	33,558	39,480
855_1005_002	Health Premium-Family		113,037	45,144	46,588	45,144
855_1005_003	Dental Premium-Employee		0	900	975	1,200
855_1005_004	Dental Premium-Family		2,150	3,206	3,566	3,506
855_1010_001	Life Insurance		505	389	397	425
<b>Total Benefits</b>			<b>115,692</b>	<b>81,223</b>	<b>85,084</b>	<b>89,755</b>
855_1015_001	Lagers-General		49,275	35,800	35,417	40,134
855_1015_004	Deferred Comp-Employer		4,225	2,600	2,694	3,023
<b>Total Benefits</b>			<b>53,500</b>	<b>38,400</b>	<b>38,111</b>	<b>43,157</b>
855_1020_001	FICA-Employer		19,425	12,895	18,876	21,861
855_1020_002	Medicare-Employer		4,545	3,016	4,415	5,113

85 - 200 - WWTP and Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Budget	Budget	Estimated Ending	Proposed
		Name				
	855_1020_003	Unemployment Compensation	3,135	1,548	2,777	3,526
	855_1020_004	Workman's Compensation	9,722	14,478	12,500	14,587
	<b>Total Payroll</b>		<b>36,827</b>	<b>31,937</b>	<b>38,568</b>	<b>45,086</b>
	855_1025_001	Employee-Uniforms	5,000	7,000	7,000	7,000
	855_1025_002	Employee-	750	500	500	500
	855_1025_004	Employee-Travel/Hotel	2,500	1,000	1,000	1,000
	855_1025_005	Employee-Training	5,000	2,500	2,500	2,500
	855_1025_009	Employee-Tuition Assistance	750	0	0	0
	<b>Total</b>		<b>14,000</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>
	<b>Total</b>		<b>596,159</b>	<b>474,696</b>	<b>501,206</b>	<b>567,056</b>
	855_2005_000	Capital Exp-Land and	635,000	464,000	583,234	745,000
	855_2010_000	Capital Exp-Building and	4,000,000	6,279,992	6,340,269	135,000
	855_2015_000	Capital Exp-Furniture and Fixtures	0	7,421	10,276	32,567
	855_2020_000	Capital Exp-Machinery and	850,505	1,498,000	1,153,000	258,500
	855_2025_000	Capital Exp-Vehicles	0	0	335,000	0
	<b>Total Capital</b>		<b>5,485,505</b>	<b>8,249,413</b>	<b>8,421,779</b>	<b>1,171,067</b>
	855_3005_000	Debt-COPS	650,000	868,138	704,732	947,998
	855_3020_000	Debt-Lease Purchase	79,274	154,274	140,454	140,454
	<b>Total Debt</b>		<b>729,274</b>	<b>1,022,412</b>	<b>845,186</b>	<b>1,088,452</b>
	855_5000_001	Utilities-Electric	160,000	200,000	200,000	200,000
	855_5010_001	Utilities-Landline and Fiber	12,000	10,000	10,000	9,000
	855_5015_001	Utilities-Cell Phones	750	750	750	750
	855_5020_002	Utilities-Internet Mobile	3,000	3,000	3,000	3,000
	855_5025_001	Utilities-Solid Waste	3,000	2,500	2,500	2,500
	<b>Total Utilities</b>		<b>178,750</b>	<b>216,250</b>	<b>216,250</b>	<b>215,250</b>
	855_6000_001	Prof Services-Legal	5,000	2,500	2,500	2,500
	855_6000_002	Prof Services-Engineering	25,000	5,000	1,000	2,500
	855_6000_003	Prof Services-Surveying	0	0	96	500
	855_6000_007	Prof Services-Toxicology Testing	250	250	250	250
	855_6000_008	Prof Services-MSHP Background	100	100	100	100
	855_6000_009	Prof Services-Collection Agency	1,000	750	750	750
	855_6000_011	Prof Services-Dues/License	5,000	4,000	4,000	4,000
	855_6000_013	Prof Service-Studies	10,000	2,500	500	0
	855_6000_015	Prof Service-Service Contracts	15,000	120,000	100,000	50,000
	855_6000_016	Prof Service-Taxes/Fees	7,554	10,000	10,000	10,000

85 - 200 - WWTP and Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Estimated			
		Name	Budget	Budget	Ending	Proposed
	855_6000_018	Prof Service-Damage Claims	4,000	2,000	2,000	2,000
	855_6000_019	Prof Service-Credit Card Fee	6,500	9,000	10,000	10,000
	<b>Total</b>		<b>79,404</b>	<b>156,100</b>	<b>131,196</b>	<b>82,600</b>
	855_6005_001	Insurance-Vehicle	4,445	0	4,833	5,026
	855_6005_002	Insurance-Equipment	455	0	1,113	1,158
	855_6005_003	Insurance-Building & Property	5,240	0	8,615	8,960
	<b>Total</b>		<b>10,140</b>	<b>0</b>	<b>14,561</b>	<b>15,143</b>
	855_6010_001	Advertising-Public Notices	0	500	500	500
	855_6010_002	Advertising-Employee Recruitment	100	100	100	100
	855_6010_003	Advertising-Print	500	100	240	250
	855_6010_006	Advertising-Radio	100	100	100	100
	<b>Total</b>		<b>700</b>	<b>800</b>	<b>940</b>	<b>950</b>
	855_6020_001	Software-Purchase	0	0	11,425	8,600
	855_6020_003	Software-Agreement	10,050	13,580	16,000	20,720
	<b>Total</b>		<b>10,050</b>	<b>13,580</b>	<b>27,425</b>	<b>29,320</b>
	<b>Total</b>		<b>100,294</b>	<b>170,480</b>	<b>174,122</b>	<b>128,013</b>
	855_7000_001	Supplies-Operational	12,000	14,000	15,000	15,000
	855_7000_002	Supplies-Computer Accessories	0	0	0	1,500
	855_7000_003	Supplies-Desk Accessories-Small	1,000	1,000	2,000	2,000
	855_7005_001	Supplies-Printing	1,000	150	350	250
	855_7005_002	Supplies-Mailing	2,500	750	750	750
	855_7005_003	Supplies-Postage	10,000	750	200	250
	855_7005_004	Supplies-Paper	500	500	250	250
	855_7005_005	Supplies-Forms	1,500	500	250	250
	855_7010_001	Supplies-Janitorial	500	500	650	650
	855_7010_004	Supplies-Chemicals	13,000	13,000	16,500	16,500
	855_7015_003	Supplies-First Aid	100	100	100	100
	855_7015_004	Supplies-Safety	2,000	1,000	4,000	2,500
	<b>Total Supplies</b>		<b>44,100</b>	<b>32,250</b>	<b>40,050</b>	<b>40,000</b>
	855_7510_001	Materials-Paint	250	250	250	250
	855_7510_003	Materials-Fittings	2,000	1,000	1,000	1,000
	855_7510_004	Materials-Hardware	3,000	3,000	3,000	3,000
	855_7510_005	Materials-Fixtures	8,000	20,000	20,000	20,000
	855_7510_006	Materials-Wire	250	250	250	250
	855_7525_001	Materials-Infrastructure	3,000	2,000	2,000	2,000

85 - 200 - WWTP and Operation		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	855_7530_001	Materials-Scada	0	2,000	2,000	2,000
	<b>Total</b>		<b>16,500</b>	<b>28,500</b>	<b>28,500</b>	<b>28,500</b>
	855_8000_003	Tools-Supplies	3,500	2,000	2,100	2,000
	<b>Total Tools &amp;</b>		<b>3,500</b>	<b>2,000</b>	<b>2,100</b>	<b>2,000</b>
	855_8300_001	Equipment-Repair	4,000	5,000	5,000	5,000
	855_8300_002	Equipment-Maintenance	2,000	2,000	2,000	2,000
	855_8300_005	Equipment-Fuel	750	500	1,000	750
	<b>Total</b>		<b>6,750</b>	<b>7,500</b>	<b>8,000</b>	<b>7,750</b>
	855_8600_001	Vehicle-Repair	2,000	7,000	7,000	7,000
	855_8600_002	Vehicle-Maintenance	4,000	6,000	6,000	6,000
	855_8600_005	Vehicle-Fuel	20,000	8,000	8,000	8,000
	<b>Total Vehicles</b>		<b>26,000</b>	<b>21,000</b>	<b>21,000</b>	<b>21,000</b>
	855_9910_000	Internal Service-Personnel	188,765	0	0	0
	85CommDev_In	Code Administration Allocation In	0	53,441	52,766	60,052
	85Garage_In	Garage Allocation In	0	32,766	31,969	24,804
	85IT_In	IT Allocation In	0	43,938	36,229	44,063
	85Facility_In	Facility Mgmt Allocation In	0	11,106	10,810	11,871
	85Janitorial_In	Janitorial Allocation In	0	4,816	5,493	5,977
	85Purchasing_In	Purchasing / Warehouse Allocation	0	33,004	33,988	27,138
	<b>Total Internal</b>		<b>188,765</b>	<b>179,071</b>	<b>171,255</b>	<b>173,903</b>
	<b>Total Other</b>		<b>188,765</b>	<b>179,071</b>	<b>171,255</b>	<b>173,903</b>
	<b>Total</b>		<b>7,375,597</b>	<b>10,403,572</b>	<b>10,429,448</b>	<b>3,442,992</b>
	<b>Change in</b>		<b>618,903</b>	<b>810,620</b>	<b>819,290</b>	<b>446,754</b>

## Wastewater Maintenance

This fund manages the expenses of the underground collection system maintenance which includes approximately 120 miles of sewer pipes ranging from 8 inch diameter to 36 inch diameter and approximately 2500 manholes.

**Fiscal Year 2020-2021 Accomplishments:** Completed the following sewer extension projects. Robinson, Sixth & Madison, Fifth & Monroe, Durham – Big O Tires

### Fiscal Year 2022 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: Provide adequate infrastructure to meet the needs of our citizens and members of our business community.  
Status: Ongoing
  
- II. Goal. Continue to identify and improve the operation and maintenance of the critical-parts inventory for the lift stations.  
Status: Ongoing

85 - 205 - WW Maintenance			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
	855_1000_001	Fulltime Salary	65,333	64,553	72,240	108,087
	855_1000_002	Part Time Salary	20,286	0	0	0
	855_1000_004	On Call	2,185	0	1,199	1,199
	855_1000_005	Fulltime Overtime	3,689	6,625	4,681	9,132

85 - 205 - WW Maintenance		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	855_1000_006	Part Time Overtime	406	0	0	0
	<b>Total</b>		<b>91,899</b>	<b>71,177</b>	<b>78,120</b>	<b>118,418</b>
	855_1005_002	Health Premium-Family	19,269	11,763	26,877	40,851
	855_1005_004	Dental Premium-Family	625	300	757	1,326
	855_1010_001	Life Insurance	130	111	118	167
	<b>Total</b>		<b>20,024</b>	<b>12,174</b>	<b>27,752</b>	<b>42,344</b>
	855_1015_001	Lagers-General	9,330	5,110	9,948	15,707
	<b>Total</b>		<b>9,980</b>	<b>5,110</b>	<b>10,092</b>	<b>16,357</b>
	855_1020_001	FICA-Employer	5,700	3,273	4,136	6,304
	855_1020_002	Medicare-Employer	1,335	765	967	1,474
	855_1020_003	Unemployment Compensation	920	459	667	1,017
	855_1020_004	Workman's Compensation	3,375	3,952	3,952	3,982
	<b>Total</b>		<b>11,330</b>	<b>8,450</b>	<b>9,722</b>	<b>12,777</b>
	855_1025_001	Employee-Uniforms	2,200	1,775	4,000	4,000
	855_1025_002	Employee-	100	100	100	100
	855_1025_004	Employee-Travel/Hotel	500	150	150	150
	855_1025_005	Employee-Training	250	250	250	350
	<b>Total</b>		<b>3,050</b>	<b>2,275</b>	<b>4,500</b>	<b>4,600</b>
	<b>Total</b>		<b>136,283</b>	<b>99,186</b>	<b>130,186</b>	<b>194,496</b>
	855_5015_001	Utilities-Cell Phones	400	0	0	0
	855_5020_002	Utilities-Internet Mobile	0	500	500	500
	<b>Total</b>		<b>400</b>	<b>500</b>	<b>500</b>	<b>500</b>
	855_6000_007	Prof Services-Toxicology Testing	150	150	150	150
	855_6000_008	Prof Services-MSHP Background	150	150	150	150
	<b>Total</b>		<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
	855_6005_001	Insurance-Vehicle	0	1,338	1,739	1,808
	855_6005_002	Insurance-Equipment	575	580	771	801
	<b>Total</b>		<b>575</b>	<b>1,918</b>	<b>2,510</b>	<b>2,610</b>
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total</b>		<b>875</b>	<b>2,218</b>	<b>2,810</b>	<b>2,910</b>
	855_7000_001	Supplies-Operational	100	100	100	100

85 - 205 - WW Maintenance		FY2020	FY2021	FY2021	FY2022	
Fund	Account	Account	Budget	Budget	Estimated Ending	Proposed
	855_7000_002Supplies-Computer Accessories		0	0	0	500
	855_7000_004Supplies-Small Tools		500	0	0	0
	855_7015_004Supplies-Safety		3,000	2,000	2,500	2,500
	<b>Total</b>		<b>3,600</b>	<b>2,100</b>	<b>2,600</b>	<b>3,100</b>
	855_7500_001Materials-Asphalt		7,500	2,500	1,500	1,500
	855_7500_002Materials-Rock		4,000	4,000	4,000	4,000
	855_7500_003Materials-Concrete		2,000	2,000	1,000	1,000
	855_7500_004Materials-Landscaping		1,500	2,000	2,000	2,000
	855_7505_002Materials-Pipe-PVC		2,000	1,500	1,500	1,500
	855_7505_003Materials-Pipe-Misc.		1,500	500	500	500
	855_7505_006Materials-Precast		7,500	7,000	3,000	3,000
	855_7510_003Materials-Fittings		5,000	4,500	4,500	4,500
	855_7525_001Materials-Infrastructure		3,000	1,500	500	1,000
	<b>Total</b>		<b>34,000</b>	<b>25,500</b>	<b>18,500</b>	<b>19,000</b>
	855_8000_003Tools-Supplies		0	500	500	500
	<b>Total Tools</b>		<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>
	855_8300_001Equipment-Repair		5,000	5,000	4,000	5,000
	855_8300_002Equipment-Maintenance		5,000	5,000	3,500	5,000
	855_8300_005Equipment-Fuel		10,000	5,000	7,500	6,500
	855_8300_006Equipment-Rental		2,500	2,000	2,000	2,000
	<b>Total</b>		<b>22,500</b>	<b>17,000</b>	<b>17,000</b>	<b>18,500</b>
	855_8600_001Vehicle-Repair		500	500	500	500
	855_8600_002Vehicle-Maintenance		1,000	1,000	1,000	1,000
	855_8600_005Vehicle-Fuel		7,000	5,500	7,000	9,000
	<b>Total</b>		<b>8,500</b>	<b>7,000</b>	<b>8,500</b>	<b>10,500</b>
	<b>Total</b>		<b>206,158</b>	<b>154,004</b>	<b>180,596</b>	<b>249,506</b>
	<b>Change in</b>		<b>(206,158)</b>	<b>(154,004)</b>	<b>(180,596)</b>	<b>(249,506)</b>

## Inflow & Infiltration

This fund manages the expenses of the cleaning and inspections throughout the 120 miles of wastewater lines in the collection system which is broken 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 2022 Goals:

- I. **Goal:** Maintain, identify and improve the efficiency of collecting inspection data for smoke testing.  
**Strategy:** To move the smoke testing inspection collection data management to a digital format utilizing mobile devices.  
**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 funds when the issue requires more than cleaning.

### Previous Years' Goals:

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

85 - 215 - Inflow & Infiltration			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
855	1000_001	Fulltime Salary	187,730	206,254	192,475	238,376
855	1000_002	Part Time Salary	21,438	0	0	0
855	1000_004	On Call	6,580	0	2,267	2,267
855	1000_005	Fulltime Overtime	7,063	6,802	4,123	5,586
855	1000_006	Part Time Overtime	603	0	0	0
<b>Total</b>			<b>223,415</b>	<b>213,056</b>	<b>198,866</b>	<b>246,229</b>
855	1005_001	Health Premium-Employee	0	23,688	21,714	23,688
855	1005_002	Health Premium-Family	54,105	22,257	22,257	32,751
855	1005_003	Dental Premium-Employee	0	600	725	900
855	1005_004	Dental Premium-Family	1,500	1,326	842	900

85 - 215 - Inflow & Infiltration		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	855_1010_001	Life Insurance	315	278	261	333
	<b>Total</b>		<b>55,920</b>	<b>48,149</b>	<b>45,799</b>	<b>58,572</b>
	855_1015_001	Lagers-General	26,380	27,910	24,138	28,167
	855_1015_002	Lagers-Police	0	0	0	0
	855_1015_003	Lagers-Fire	0	0	0	0
	855_1015_004	Deferred Comp-Employer	2,600	1,950	1,515	1,950
	<b>Total</b>		<b>28,980</b>	<b>29,860</b>	<b>25,653</b>	<b>30,117</b>
	855_1020_001	FICA-Employer	13,855	9,939	11,566	14,283
	855_1020_002	Medicare-Employer	3,240	2,324	2,705	3,340
	855_1020_003	Unemployment Compensation	2,235	1,035	1,647	2,304
	855_1020_004	Workman's Compensation	3,375	3,952	3,952	3,982
	<b>Total Payroll</b>		<b>22,705</b>	<b>17,251</b>	<b>19,870</b>	<b>23,910</b>
	855_1025_001	Employee-Uniforms	5,500	5,000	5,000	5,000
	855_1025_002	Employee-	500	500	100	100
	855_1025_004	Employee-Travel/Hotel	0	500	0	0
	855_1025_005	Employee-Training	3,500	1,500	1,500	1,500
	<b>Total</b>		<b>9,500</b>	<b>7,500</b>	<b>6,600</b>	<b>6,600</b>
	<b>Total</b>		<b>340,520</b>	<b>315,816</b>	<b>296,788</b>	<b>365,428</b>
	855_5015_001	Utilities-Cell Phones	750	850	300	300
	855_5020_002	Utilities-Internet Mobile	1,000	500	0	0
	<b>Total</b>		<b>1,750</b>	<b>1,350</b>	<b>300</b>	<b>300</b>
	855_6000_001	Prof Services-Legal	5,000	0	0	0
	855_6000_002	Prof Services-Engineering	5,000	0	0	0
	855_6000_007	Prof Services-Toxicology Testing	400	400	200	200
	855_6000_008	Prof Services-MSHP Background	100	100	100	100
	855_6000_015	Prof Service-Service Contracts	5,000	0	0	0
	<b>Total</b>		<b>15,500</b>	<b>500</b>	<b>300</b>	<b>300</b>
	855_6005_001	Insurance-Vehicle	11,920	11,920	11,722	12,191
	855_6005_002	Insurance-Equipment	120	120	245	255
	<b>Total</b>		<b>12,040</b>	<b>12,040</b>	<b>11,967</b>	<b>12,446</b>
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

85 - 215 - Inflow & Infiltration		Account	FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Budget	Budget	Estimated Ending	Proposed
	855_6020_001	Software-Purchase	1,500	0	0	0
	855_6020_002	Software-Upgrade	0	35,000	35,000	5,000
	855_6020_003	Software-Agreement	0	1,500	1,500	1,500
	<b>Total</b>		<b>1,500</b>	<b>36,500</b>	<b>36,500</b>	<b>6,500</b>
	<b>Total</b>		<b>29,040</b>	<b>49,040</b>	<b>48,767</b>	<b>19,246</b>
	855_7000_001	Supplies-Operational	500	500	500	500
	855_7000_002	Supplies-Computer Accessories	0	500	0	500
	855_7000_004	Supplies-Small Tools	1,000	0	0	0
	855_7005_003	Supplies-Postage	500	500	0	0
	855_7015_004	Supplies-Safety	2,000	2,000	2,500	2,500
	<b>Total</b>		<b>4,000</b>	<b>3,500</b>	<b>3,000</b>	<b>3,500</b>
	855_7510_001	Materials-Paint	500	500	500	500
	855_7510_003	Materials-Fittings	500	500	500	500
	855_7510_004	Materials-Hardware	7,500	6,000	6,000	6,000
	855_7510_005	Materials-Fixtures	10,000	7,500	7,500	7,500
	855_7510_006	Materials-Wire	750	750	750	750
	855_7525_001	Materials-Infrastructure	7,500	3,000	2,000	2,000
	<b>Total</b>		<b>26,750</b>	<b>18,250</b>	<b>17,250</b>	<b>17,250</b>
	855_8000_003	Tools-Supplies	0	500	500	500
	<b>Total Tools &amp;</b>		<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>
	855_8300_001	Equipment-Repair	7,500	7,500	7,500	7,500
	855_8300_002	Equipment-Maintenance	4,000	4,000	4,000	4,000
	855_8300_006	Equipment-Rental	2,000	0	0	0
	<b>Total</b>		<b>13,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>
	855_8600_001	Vehicle-Repair	2,000	3,000	3,000	3,000
	855_8600_002	Vehicle-Maintenance	5,000	5,000	5,000	5,000
	855_8600_005	Vehicle-Fuel	17,000	9,000	7,500	9,000
	<b>Total</b>		<b>24,000</b>	<b>17,000</b>	<b>15,500</b>	<b>17,000</b>
	<b>Total</b>		<b>439,560</b>	<b>416,956</b>	<b>393,605</b>	<b>434,723</b>
	<b>Change in</b>		<b>(439,560)</b>	<b>(416,956)</b>	<b>(393,605)</b>	<b>(434,723)</b>

## Water

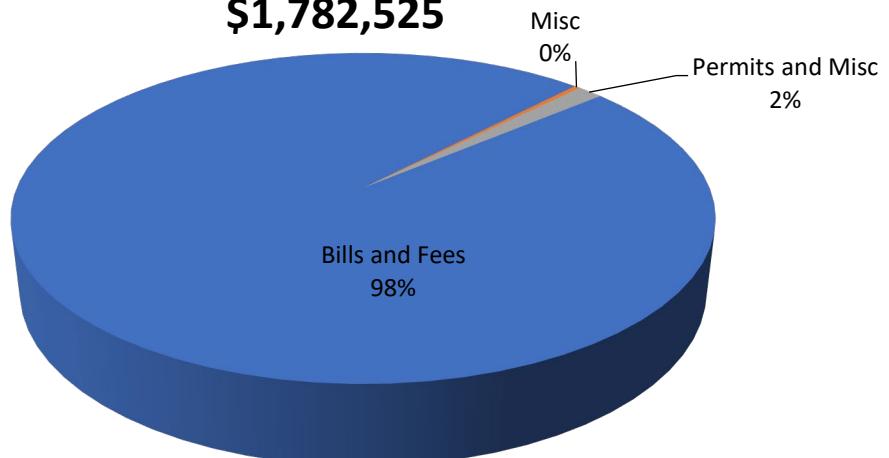
The City water distribution system is made up of approximately 120 miles of distribution lines ranging from 6" to 12" in size, 1685 water valves and 1275 fire hydrants.

The City operates 7 deep wells, 2 booster pump stations, and 5 elevated water towers.

The city provides water to most customers within the city limits.

### Water Funds Available by Category

**\$1,782,525**



## Fiscal Year

**2020-2021 Accomplishments:** Installed water line from Utah water well directly to the water tower. The Glencastle, Spiller, and Bowling water towers all received rehabilitation and new paint.

## Fiscal Year 2022

### Goals:

- I. **Goal:** Improve customer satisfaction and increase system reliability

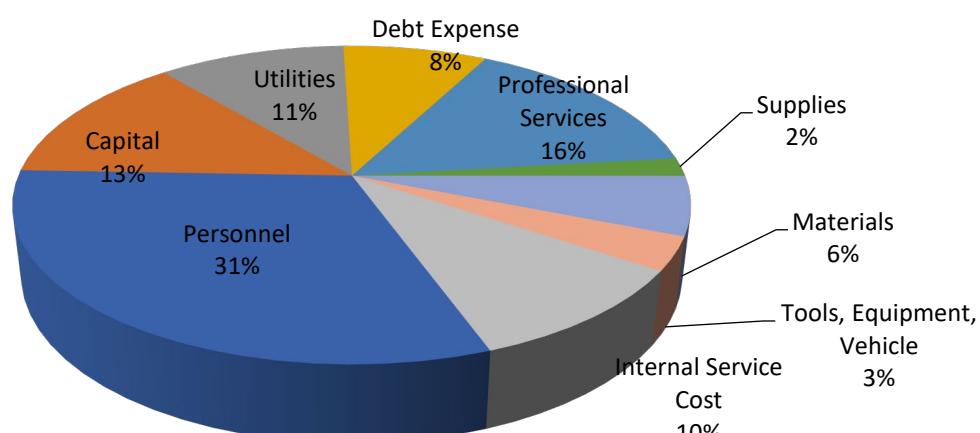
**Strategy:**  
Continue to implement the systematic hydrant flushing

program in conjunction with inspection and exercising all water valves. Develop and implement a centralized utility dispatching plan.

**Budgetary Factor:** Availability of funds

### Water Expense by Category

**\$1,927,720**



II. **Goal:** Conduct a comprehensive water cost of service and rate design study  
**Strategy:** Determine the adequacy of current rates by customer class. Present reconciliation for each class using existing rates to determine the amount of revenue generated versus expenditures including operations and maintenance. Review the funding allocation to the Capital Improvements Budget and funding requirements for capital equipment replacement. Review the rates and methodology for charging large utilities users and prepare a wholesale utilities rate proposal. Review and schedule alternative rate calculation methodologies for each customer class, explaining the pros and cons of each. The structures should be acceptable to state and federal regulatory agencies.

**Budgetary Factor:** Availability of funds

### Performance Measurements:

Performance Measures	2017	2018	2019	2020	2021 Projected
Meter Change out	3788	780	226	266	200
Meter Repairs	34	40	150	60	50
Valve Exercising	0	50	963	0	200
Monthly Hydrant Flushing	21	21	20	20	20
Hydrant Repairs	25	30	51	36	30
One Call Locates	1461	1450	1768	2199	1600
Water Leak Repairs	70	80	55	54	50
Complaint Calls	250	300	691	190	150
Hydrant Maintenance			775	370	250

### Previous Years' Goals:

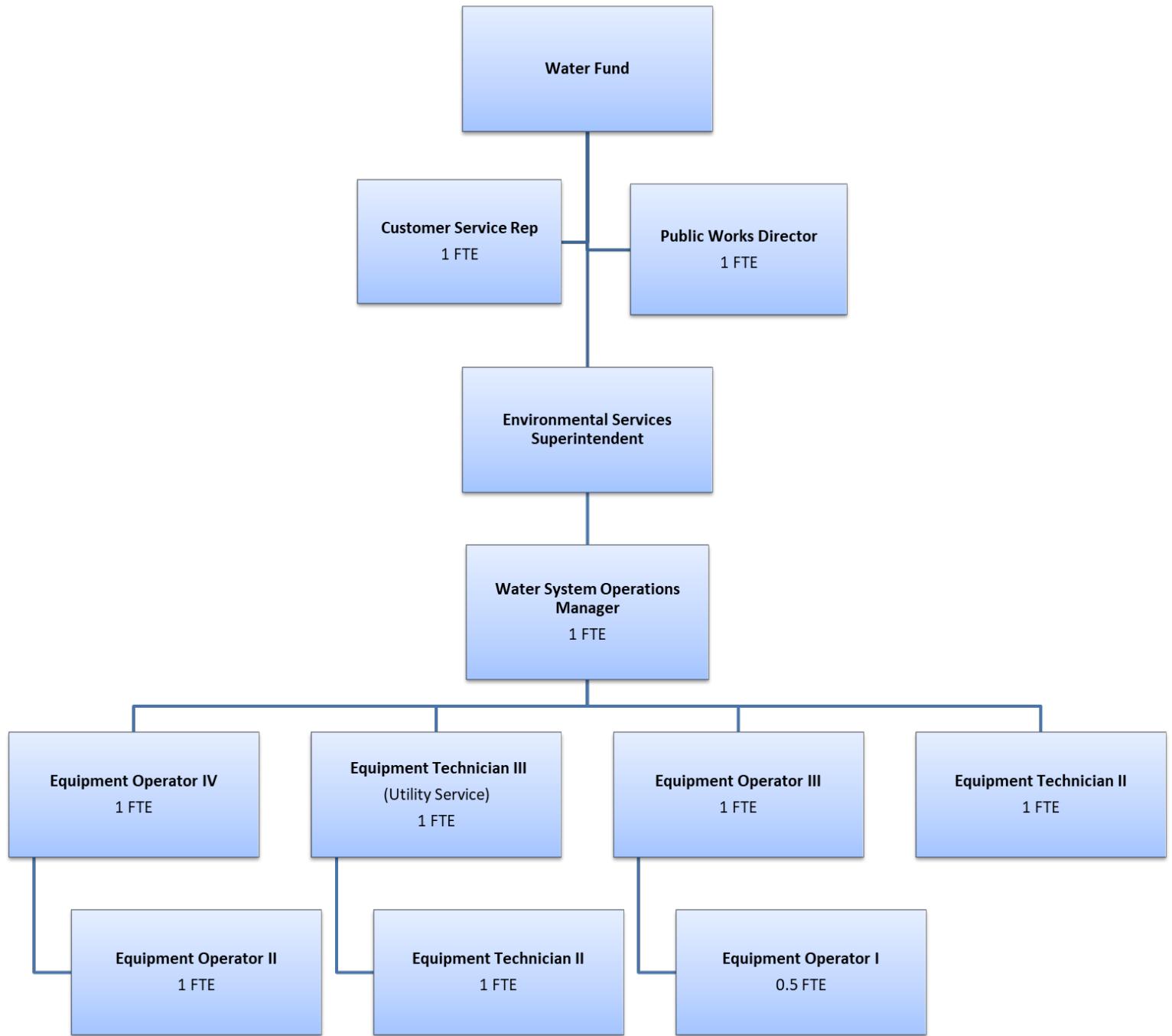
I. Goal: Perform a Water System Leak Detection Study.  
 Status: Work to be complete by May 2021

II. Goal. Improve customer satisfaction and increase system reliability  
 Status: Ongoing

## Water Fund Revenue and Expense by Category

Water Fund	2020 Actuals	2021 Budget	2021 Estimated	2022 Proposed
<b>Revenues</b>				
Taxes	\$0	\$0	\$0	\$0
Franchise Fees	\$0	\$0	\$0	\$0
PILOTs	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$2,374	\$0
Service Charges	\$1,699,754	\$1,749,000	\$1,689,222	\$1,752,000
Rentals	\$0	\$0	\$0	\$0
Licenses and Permits	\$32,210	\$15,000	\$25,000	\$25,000
Fines	\$0	\$0	\$0	\$0
Benefit Revenue	\$0	\$0	\$0	\$0
Other	\$41,125	\$529,650	\$767,989	\$5,525
Internal Service Revenue	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$1,773,089</b>	<b>\$2,293,650</b>	<b>\$2,484,585</b>	<b>\$1,782,525</b>
<b>Expenses</b>				
Personnel	\$657,949	\$683,629	\$629,027	\$600,018
Capital	\$341,546	\$737,652	\$665,000	\$255,877
Debt	\$38,024	\$139,322	\$141,896	\$158,231
Grants	\$0	\$0	\$0	\$0
Utilities	\$160,466	\$204,400	\$205,450	\$205,700
Professional Services	\$211,901	\$271,070	\$319,457	\$297,583
Supplies and Materials	\$110,699	\$164,300	\$143,480	\$151,280
Tools, Equipment, and Vehicles	\$52,818	\$61,700	\$56,700	\$65,200
Benefit Expense	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Internal Service Expense	\$116,321	\$207,889	\$201,340	\$193,831
<b>Total Expenses</b>	<b>\$1,689,724</b>	<b>\$2,469,962</b>	<b>\$2,362,350</b>	<b>\$1,927,720</b>

## Water Organizational Chart



87 - 200 - Water Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
874_2005_002	Grants-Capital Rev		0	0	2,374	0
874_3000_011	Turn On Fees		12,000	0	0	0
874_3000_012	Customer Billing		1,900,000	1,700,000	1,640,000	1,700,000
874_3000_013	Penalties		20,000	20,000	20,000	20,000
874_3000_016	Facility Impact		2,000	5,000	5,000	8,000
874_3000_017	PWSD #3 Special Meter		0	0	212	0
874_3000_020	Redevelopment Proj. Revenue		24,000	0	0	0
874_3000_021	Lease Agreement-Towers		0	24,000	24,000	24,000
874_3000_031	Utility Administration Fee		0	0	10	0
<b>Total Service</b>			<b>1,958,000</b>	<b>1,749,000</b>	<b>1,689,221</b>	<b>1,752,000</b>
<b>Total Rental</b>			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
874_3010_001	Misc-Bond Proceeds		975,000	527,000	750,788	0
874_3010_003	Misc-Interest Income		0	2,500	0	0
874_3010_004	Misc-Investment Income		4,000	0	3,500	3,750
874_3010_006	Misc-Miscellaneous		500	0	1,996	1,500
874_3010_008	Misc-Gain/Loss-Asset Disposal		0	0	7,300	0
874_3010_012	Misc-Purchasing Card Rebate		250	150	275	275
874_3010_014	Misc-Insurance Recoveries		0	0	1,745	0
874_3010_015	Misc-Recoveries		0	0	2,385	0
<b>Total</b>			<b>979,750</b>	<b>529,650</b>	<b>767,989</b>	<b>5,525</b>
<b>Total Service</b>			<b>2,937,750</b>	<b>2,278,650</b>	<b>2,457,210</b>	<b>1,757,525</b>
874_4005_003	Permits-Water		2,500	15,000	25,000	25,000
<b>Total Permit</b>			<b>2,500</b>	<b>15,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Total License</b>			<b>2,500</b>	<b>15,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Total</b>			<b>2,940,250</b>	<b>2,293,650</b>	<b>2,484,584</b>	<b>1,782,525</b>
875_1000_001	Fulltime Salary		275,490	257,370	209,416	195,835
875_1000_004	On Call		6,090	0	5,931	5,931
875_1000_005	Fulltime Overtime		8,148	10,983	5,250	2,000
875_1000_006	Part Time Overtime		0	0	0	0
<b>Total Salaries</b>			<b>289,729</b>	<b>268,353</b>	<b>220,597</b>	<b>203,766</b>
875_1005_001	Health Premium-Employee		0	15,792	14,476	15,792
875_1005_002	Health Premium-Family		70,905	67,401	38,000	55,638
875_1005_003	Dental Premium-Employee		0	600	550	600
875_1005_004	Dental Premium-Family		2,420	3,079	2,840	2,779

87 - 200 - Water Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Budget	Budget	Estimated Ending	Proposed
	875_1010_001	Life Insurance	380	333	250	230
	<b>Total Benefits</b>		<b>73,705</b>	<b>87,206</b>	<b>56,116</b>	<b>75,040</b>
	875_1015_001	Lagers-General	37,955	30,064	22,602	20,418
	875_1015_004	Deferred Comp-Employer	3,900	3,250	2,284	2,048
	<b>Total Benefits</b>		<b>41,855</b>	<b>33,314</b>	<b>24,886</b>	<b>22,465</b>
	875_1020_001	FICA-Employer	17,965	10,799	12,411	11,451
	875_1020_002	Medicare-Employer	4,205	2,526	2,902	2,678
	875_1020_003	Unemployment Compensation	2,900	1,179	1,630	1,847
	875_1020_004	Workman's Compensation	8,980	11,233	9,000	11,318
	<b>Total Payroll</b>		<b>34,050</b>	<b>25,737</b>	<b>25,943</b>	<b>27,294</b>
	875_1025_001	Employee-Uniforms	3,850	5,250	4,500	4,500
	875_1025_002	Employee-	500	500	500	500
	875_1025_004	Employee-Travel/Hotel	1,500	1,500	1,500	1,500
	875_1025_005	Employee-Training	3,000	3,000	3,000	3,000
	875_1025_007	Employee-Bonds	200	200	200	200
	<b>Total</b>		<b>9,050</b>	<b>10,450</b>	<b>9,700</b>	<b>9,700</b>
	<b>Total</b>		<b>448,389</b>	<b>425,060</b>	<b>337,243</b>	<b>338,265</b>
	875_2005_000	Capital Exp-Land and	96,500	143,500	65,234	176,000
	875_2010_000	Capital Exp-Building and	1,050,000	527,000	530,077	0
	875_2015_000	Capital Exp-Furniture and Fixtures	0	7,152	9,690	31,877
	875_2020_000	Capital Exp-Machinery and	68,300	60,000	30,000	48,000
	875_2025_000	Capital Exp-Vehicles	85,000	0	30,000	0
	<b>Total Capital</b>		<b>1,299,800</b>	<b>737,652</b>	<b>665,000</b>	<b>255,877</b>
	875_3005_000	Debt-COPS	124,600	123,527	126,001	142,436
	875_3020_000	Debt-Lease Purchase	15,795	15,795	15,795	15,795
	<b>Total Debt</b>		<b>140,395</b>	<b>139,322</b>	<b>141,796</b>	<b>158,231</b>
	875_5000_001	Utilities-Electric	240,000	200,000	200,000	200,000
	875_5015_001	Utilities-Cell Phones	1,000	1,400	2,350	2,350
	875_5020_002	Utilities-Internet Mobile	1,500	1,500	1,600	1,600
	<b>Total Utilities</b>		<b>242,500</b>	<b>202,900</b>	<b>203,950</b>	<b>203,950</b>
	875_6000_001	Prof Services-Legal	5,000	5,000	5,000	5,000
	875_6000_002	Prof Services-Engineering	45,000	10,000	0	0
	875_6000_007	Prof Services-Toxicology Testing	100	150	150	150

87 - 200 - Water Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account Name	Estimated			
			Budget	Budget	Ending	Proposed
	875_6000_008	Prof Services-MSHP Background	150	150	150	150
	875_6000_009	Prof Services-Collection Agency	1,500	1,500	1,500	1,500
	875_6000_011	Prof Services-Dues/License	8,500	8,500	3,500	8,500
	875_6000_013	Prof Service-Studies	5,000	70,000	75,000	45,000
	875_6000_015	Prof Service-Service Contracts	5,000	23,000	45,000	45,000
	875_6000_016	Prof Service-Taxes/Fees	26,000	40,000	20,000	20,000
	875_6000_017	Prof Service-PILOT	95,000	85,000	82,000	85,000
	875_6000_018	Prof Service-Damage Claims	2,500	2,500	500	500
	875_6000_019	Prof Service-Credit Card Fee	4,000	5,500	7,000	7,000
	<b>Total</b>		<b>197,750</b>	<b>251,300</b>	<b>239,800</b>	<b>217,800</b>
	875_6005_001	Insurance-Vehicle	2,630	0	2,469	2,568
	875_6005_002	Insurance-Equipment	5	0	0	0
	875_6005_003	Insurance-Building & Property	9,070	0	14,140	14,706
	875_6005_007	Insurance-City Government	4,915	0	6,942	7,220
	<b>Total</b>		<b>16,620</b>	<b>0</b>	<b>23,551</b>	<b>24,493</b>
	875_6010_001	Advertising-Public Notices	0	600	600	600
	875_6010_002	Advertising-Employee Recruitment	250	250	250	250
	875_6010_003	Advertising-Print	700	700	700	700
	875_6010_006	Advertising-Radio	150	150	250	250
	<b>Total</b>		<b>1,100</b>	<b>1,700</b>	<b>1,800</b>	<b>1,800</b>
	875_6020_001	Software-Purchase	0	5,160	10,160	10,160
	875_6020_002	Software-Upgrade	0	0	0	4,050
	875_6020_003	Software-Agreement	9,870	11,580	38,100	33,045
	<b>Total</b>		<b>9,870</b>	<b>16,740</b>	<b>48,260</b>	<b>47,255</b>
	<b>Total</b>		<b>225,340</b>	<b>269,740</b>	<b>313,411</b>	<b>291,348</b>
	875_7000_001	Supplies-Operational	5,000	5,000	5,800	5,200
	875_7000_002	Supplies-Computer Accessories	0	500	1,750	1,500
	875_7000_003	Supplies-Desk Accessories-Small	1,500	1,500	500	1,000
	875_7000_004	Supplies-Small Tools	3,000	1,500	0	0
	875_7005_001	Supplies-Printing	2,500	3,500	500	500
	875_7005_002	Supplies-Mailing	2,500	2,000	950	750
	875_7005_003	Supplies-Postage	12,500	500	(500)	150
	875_7005_004	Supplies-Paper	500	500	880	880
	875_7005_005	Supplies-Forms	1,500	500	100	100
	875_7005_006	Supplies-Promo-Education	1,500	500	0	0
	875_7010_003	Supplies-Break Room	2,500	2,600	4,500	3,000

87 - 200 - Water Operation			FY2020	FY2021	FY2021	FY2022
Fund	Account	Account	Budget	Budget	Estimated Ending	Proposed
		Name				
	875_7010_004	Supplies-Chemicals	15,000	12,000	16,000	16,000
	875_7015_004	Supplies-Safety	2,700	2,700	3,500	2,700
	<b>Total Supplies</b>		<b>50,700</b>	<b>33,300</b>	<b>33,980</b>	<b>31,780</b>
	875_7500_001	Materials-Asphalt	5,000	5,000	0	0
	875_7525_001	Materials-Infrastructure	0	0	(500)	0
	<b>Total</b>		<b>5,000</b>	<b>5,000</b>	<b>(500)</b>	<b>0</b>
	875_8000_003	Tools-Supplies	2,300	3,000	3,000	3,000
	<b>Total Tools &amp;</b>		<b>2,300</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
	875_8300_001	Equipment-Repair	2,300	5,500	5,500	5,500
	875_8300_002	Equipment-Maintenance	2,300	3,200	3,200	3,200
	875_8300_006	Equipment-Rental	0	0	1,500	10,000
	<b>Total</b>		<b>4,600</b>	<b>8,700</b>	<b>10,200</b>	<b>18,700</b>
	875_8600_001	Vehicle-Repair	1,000	2,000	2,000	2,000
	875_8600_002	Vehicle-Maintenance	3,000	2,000	2,000	2,000
	875_8600_005	Vehicle-Fuel	7,500	7,500	7,500	7,500
	<b>Total Vehicles</b>		<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>
	875_9910_000	Internal Service-Personnel	145,349	0	0	0
	87CommDev_In	Code Administration Allocation In	0	53,441	52,766	60,052
	87Garage_In	Garage Allocation In	0	54,289	52,969	41,097
	87IT_In	IT Allocation In	0	37,638	31,035	37,745
	87Facility_In	Facility Mgmt Allocation In	0	6,135	5,972	6,558
	87Janitorial_In	Janitorial Allocation In	0	4,816	5,493	5,977
	87Purchasing_In	Purchasing / Warehouse Allocation	0	51,569	53,105	42,402
	<b>Total Internal</b>		<b>145,349</b>	<b>207,888</b>	<b>201,340</b>	<b>193,831</b>
	<b>Total Other</b>		<b>145,349</b>	<b>207,888</b>	<b>201,340</b>	<b>193,831</b>
	<b>Total</b>		<b>2,575,873</b>	<b>2,044,062</b>	<b>1,920,920</b>	<b>1,506,482</b>
	<b>Change in</b>		<b>364,377</b>	<b>249,588</b>	<b>563,664</b>	<b>276,043</b>

## Water Maintenance and Distribution System

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

**Fiscal Year 2020-2021 Accomplishments:** The following water line extensions were completed. Cowan & 32 Hwy, W. Bland, Ohio, Crisp and MFA.

### Fiscal Year 2022 Goals:

- I. **Goal:** Manage and decrease distribution system water loss.

**Strategy:** Isolate areas of the distribution to help identify areas of water loss

**Budgetary Factor:** Availability of staff time and resources.

- II. **Goal:** Increase system reliability.

**Strategy:** Rehabilitate or replace main lines, valves and fire hydrants identified through flushing, valve exercising and master plan. 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: Ongoing

- II. Goal. Increase system reliability.

Status: Ongoing

87 - 205 - Water Maint. & Distribution System			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
875_1000_001	Fulltime Salary		140,150	144,536	166,736	142,222
875_1000_002	Part Time Salary		20,286	0	0	15,194
875_1000_004	On Call		5,390	0	5,725	5,725
875_1000_005	Fulltime Overtime		19,532	13,494	8,836	4,322
875_1000_006	Part Time Overtime		406	0	0	437
<b>Total</b>			<b>185,764</b>	<b>158,030</b>	<b>181,297</b>	<b>167,899</b>
875_1005_001	Health Premium-Employee		0	7,896	15,792	15,792
875_1005_002	Health Premium-Family		44,001	38,313	35,426	20,988
875_1005_003	Dental Premium-Employee		0	300	600	600
875_1005_004	Dental Premium-Family		1,475	1,753	1,632	1,026
875_1010_001	Life Insurance		255	222	263	222
<b>Total</b>			<b>45,731</b>	<b>48,484</b>	<b>53,713</b>	<b>38,629</b>
875_1015_001	Lagers-General		21,624	20,702	22,802	19,637
875_1015_004	Deferred Comp-Employer		1,950	1,950	2,435	1,950

87 - 205 - Water Maint. & Distribution System			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
	<b>Total</b>		<b>23,574</b>	<b>22,652</b>	<b>25,237</b>	<b>21,587</b>
875_1020_001	FICA-Employer		11,520	6,096	10,075	9,547
875_1020_002	Medicare-Employer		2,695	1,426	2,356	2,233
875_1020_003	Unemployment Compensation		1,860	898	1,606	1,540
875_1020_004	Workman's Compensation		8,980	11,233	9,000	11,318
	<b>Total Payroll</b>		<b>25,055</b>	<b>19,653</b>	<b>23,037</b>	<b>24,638</b>
875_1025_001	Employee-Uniforms		4,500	5,500	5,500	6,000
875_1025_002	Employee-		250	250	250	250
875_1025_004	Employee-Travel/Hotel		1,500	1,500	750	750
875_1025_005	Employee-Training		1,500	2,500	2,000	2,000
	<b>Total</b>		<b>7,750</b>	<b>9,750</b>	<b>8,500</b>	<b>9,000</b>
	<b>Total</b>		<b>287,874</b>	<b>258,569</b>	<b>291,784</b>	<b>261,752</b>
875_5015_001	Utilities-Cell Phones		500	1,000	1,000	1,000
875_5020_002	Utilities-Internet Mobile		500	500	500	750
	<b>Total</b>		<b>1,000</b>	<b>1,500</b>	<b>1,500</b>	<b>1,750</b>
875_6000_007	Prof Services-Toxicology Testing		150	150	150	150
875_6000_008	Prof Services-MSHP Background		100	100	100	100
	<b>Total</b>		<b>250</b>	<b>250</b>	<b>250</b>	<b>250</b>
875_6005_001	Insurance-Vehicle		4,040	0	4,006	4,166
875_6005_002	Insurance-Equipment		780	0	710	738
	<b>Total</b>		<b>4,820</b>	<b>0</b>	<b>4,716</b>	<b>4,905</b>
875_6020_003	Software-Agreement		0	1,080	1,080	1,080
	<b>Total</b>		<b>0</b>	<b>1,080</b>	<b>1,080</b>	<b>1,080</b>
	<b>Total</b>		<b>5,070</b>	<b>1,330</b>	<b>6,046</b>	<b>6,235</b>
875_7000_001	Supplies-Operational		250	1,000	1,000	1,000
875_7000_002	Supplies-Computer Accessories		0	500	500	500
875_7000_004	Supplies-Small Tools		2,500	0	0	0
875_7015_004	Supplies-Safety		2,000	2,000	2,500	2,500
	<b>Total</b>		<b>4,750</b>	<b>3,500</b>	<b>4,000</b>	<b>4,000</b>
875_7500_001	Materials-Asphalt		20,000	20,000	16,000	20,000
875_7500_002	Materials-Rock		6,000	7,000	7,000	7,000
875_7500_003	Materials-Concrete		5,000	5,000	5,000	5,000

87 - 205 - Water Maint. & Distribution System			FY2020	FY2021	FY2021	FY2022
Fund	Account	Name	Estimated			
			Budget	Budget	Ending	Proposed
	875_7500_004	Materials-Landscaping	5,000	5,000	5,000	5,000
	875_7505_002	Materials-Pipe-PVC	2,500	2,500	2,500	2,500
	875_7505_003	Materials-Pipe-Misc.	1,500	1,500	500	1,000
	875_7510_003	Materials-Fittings	14,500	20,000	20,000	20,000
	875_7510_004	Materials-Hardware	0	10,000	7,500	7,500
	875_7510_005	Materials-Fixtures	15,000	20,000	21,000	21,000
	875_7520_001	Materials-Meters	10,000	20,000	15,000	20,000
	875_7525_001	Materials-Infrastructure	10,000	10,000	5,000	5,000
	875_7530_001	Materials-Scada	1,000	1,500	1,500	1,500
	<b>Total</b>		<b>90,500</b>	<b>122,500</b>	<b>106,000</b>	<b>115,500</b>
	875_8000_003	Tools-Supplies	0	2,500	2,500	2,500
	<b>Total Tools &amp;</b>		<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
	875_8300_001	Equipment-Repair	7,500	7,500	5,000	5,000
	875_8300_002	Equipment-Maintenance	5,000	6,000	6,000	6,000
	875_8300_005	Equipment-Fuel	6,500	3,500	3,500	3,500
	875_8300_006	Equipment-Rental	2,500	2,500	2,000	2,000
	<b>Total</b>		<b>21,500</b>	<b>19,500</b>	<b>16,500</b>	<b>16,500</b>
	875_8600_001	Vehicle-Repair	7,000	5,000	3,000	3,000
	875_8600_002	Vehicle-Maintenance	6,000	6,000	6,000	6,000
	875_8600_005	Vehicle-Fuel	8,000	5,500	4,000	4,000
	<b>Total</b>		<b>21,000</b>	<b>16,500</b>	<b>13,000</b>	<b>13,000</b>
	<b>Total</b>		<b>431,694</b>	<b>425,899</b>	<b>441,330</b>	<b>421,237</b>
	<b>Change in</b>		<b>(431,694)</b>	<b>(425,899)</b>	<b>(441,330)</b>	<b>(421,237)</b>

# Appendix



## Fiscal Year 2022 Salary Schedule

Grade	Position	Rates	Level I (Entry) Min/Max		Level II (Junior) Min/Max		Level III (Mid) Min/Max		Level IV (Senior) Min/Max	
L00	Front Desk/Concession Attendant	Annual	\$ 21,424.00	\$ 22,709.44	\$ 22,734.40	\$ 24,098.46	\$ 24,128.00	\$ 25,334.40	\$ 25,355.20	\$ 34,229.52
	Lifeguard I	Biweekly	\$ 824.00	\$ 873.44	\$ 874.40	\$ 926.86	\$ 928.00	\$ 974.40	\$ 975.20	\$ 1,316.52
	Seasonal Maintenance Worker	Hourly	\$ 10.30	\$ 10.92	\$ 10.93	\$ 11.59	\$ 11.60	\$ 12.18	\$ 12.19	\$ 16.46
		Overtime	\$ 15.45	\$ 16.38	\$ 16.40	\$ 17.38	\$ 17.40	\$ 18.27	\$ 18.29	\$ 24.68
L01	Custodian	Annual	\$ 22,666.59	\$ 24,059.15	\$ 24,080.58	\$ 25,473.14	\$ 25,494.56	\$ 26,887.12	\$ 26,908.54	\$ 36,270.83
	Lifeguard II	Biweekly	\$ 871.79	\$ 925.35	\$ 926.18	\$ 979.74	\$ 980.56	\$ 1,034.12	\$ 1,034.94	\$ 1,395.03
		Hourly	\$ 10.90	\$ 11.57	\$ 11.58	\$ 12.25	\$ 12.26	\$ 12.93	\$ 12.94	\$ 17.44
		Overtime	\$ 16.35	\$ 17.35	\$ 17.37	\$ 18.37	\$ 18.39	\$ 19.39	\$ 19.41	\$ 26.16
L02	BAC Pool Manager	Annual	\$ 24,359.09	\$ 25,858.77	\$ 25,880.19	\$ 27,401.30	\$ 27,422.72	\$ 28,922.40	\$ 28,943.82	\$ 38,991.68
	Maintenance/Operations Worker I	Biweekly	\$ 936.89	\$ 994.57	\$ 995.39	\$ 1,053.90	\$ 1,054.72	\$ 1,112.40	\$ 1,113.22	\$ 1,499.68
		Hourly	\$ 11.71	\$ 12.43	\$ 12.44	\$ 13.17	\$ 13.18	\$ 13.91	\$ 13.92	\$ 18.75
		Overtime	\$ 17.57	\$ 18.65	\$ 18.66	\$ 19.76	\$ 19.78	\$ 20.86	\$ 20.87	\$ 28.12
L03	Maintenance/Operations Worker II	Annual	\$ 26,201.55	\$ 27,808.35	\$ 27,829.78	\$ 29,436.58	\$ 29,458.00	\$ 31,086.22	\$ 31,107.65	\$ 41,905.34
		Biweekly	\$ 1,007.75	\$ 1,069.55	\$ 1,070.38	\$ 1,132.18	\$ 1,133.00	\$ 1,195.62	\$ 1,196.45	\$ 1,611.74
		Hourly	\$ 12.60	\$ 13.37	\$ 13.38	\$ 14.15	\$ 14.16	\$ 14.95	\$ 14.96	\$ 20.15
		Overtime	\$ 18.90	\$ 20.05	\$ 20.07	\$ 21.23	\$ 21.24	\$ 22.42	\$ 22.43	\$ 30.22
L04	Animal Control Officer	Annual	\$ 28,151.14	\$ 29,886.48	\$ 29,907.90	\$ 31,664.67	\$ 31,686.10	\$ 33,421.44	\$ 33,442.86	\$ 45,054.67
	Dispatcher I	Biweekly	\$ 1,082.74	\$ 1,149.48	\$ 1,150.30	\$ 1,217.87	\$ 1,218.70	\$ 1,285.44	\$ 1,286.26	\$ 1,732.87
	Fire Candidate Trainee	Hourly	\$ 13.53	\$ 14.37	\$ 14.38	\$ 15.22	\$ 15.23	\$ 16.07	\$ 16.08	\$ 21.66
	Maintenance/Operations Worker III	Overtime	\$ 20.30	\$ 21.55	\$ 21.57	\$ 22.84	\$ 22.85	\$ 24.10	\$ 24.12	\$ 32.49
L05	Clerk I	Annual	\$ 30,272.11	\$ 32,136.00	\$ 32,157.42	\$ 34,042.74	\$ 34,064.16	\$ 35,928.05	\$ 35,949.47	\$ 48,439.66
	Concrete Finisher I	Biweekly	\$ 1,164.31	\$ 1,236.00	\$ 1,236.82	\$ 1,309.34	\$ 1,310.16	\$ 1,381.85	\$ 1,382.67	\$ 1,863.06
	Equipment Operator I	Hourly	\$ 14.55	\$ 15.45	\$ 15.46	\$ 16.37	\$ 16.38	\$ 17.27	\$ 17.28	\$ 23.29
	Equipment Technician I	Overtime	\$ 21.83	\$ 23.18	\$ 23.19	\$ 24.55	\$ 24.57	\$ 25.91	\$ 25.93	\$ 34.93
	Office Support Assistant									
L06	Community Service Liaison	Annual	\$ 32,543.06	\$ 34,556.91	\$ 34,578.34	\$ 36,592.19	\$ 36,613.62	\$ 38,627.47	\$ 38,648.90	\$ 52,060.32
	Clerk II	Biweekly	\$ 1,251.66	\$ 1,329.11	\$ 1,329.94	\$ 1,407.39	\$ 1,408.22	\$ 1,485.67	\$ 1,486.50	\$ 2,002.32
	Concrete Finisher II	Hourly	\$ 15.65	\$ 16.61	\$ 16.62	\$ 17.59	\$ 17.60	\$ 18.57	\$ 18.58	\$ 25.03
	Customer Service Representative	Overtime	\$ 23.47	\$ 24.92	\$ 24.94	\$ 26.39	\$ 26.40	\$ 27.86	\$ 27.87	\$ 37.54
	Equipment Operator II									
	Equipment Technician II									
L07	Security Officer I									
	Clerk III	Annual	\$ 34,985.39	\$ 37,149.22	\$ 37,170.64	\$ 39,334.46	\$ 39,355.89	\$ 41,519.71	\$ 41,541.14	\$ 55,980.91
	Concrete Finisher III	Biweekly	\$ 1,345.59	\$ 1,428.82	\$ 1,429.64	\$ 1,512.86	\$ 1,513.69	\$ 1,596.91	\$ 1,597.74	\$ 2,153.11
	Equipment Operator III	Hourly	\$ 16.82	\$ 17.86	\$ 17.87	\$ 18.91	\$ 18.92	\$ 19.96	\$ 19.97	\$ 26.91
	Equipment Technician III	Overtime	\$ 25.23	\$ 26.79	\$ 26.81	\$ 28.37	\$ 28.38	\$ 29.94	\$ 29.96	\$ 40.37
	Human Resource Coordinator									
	Inspector I									
	Inventory Specialist									
L08	Maintenance/Operations Worker V									
	Police Officer I									
	Promotion Event Coordinator									
	System Analyst									
	Accounting Technician I	Annual	\$ 37,599.12	\$ 39,934.34	\$ 39,955.76	\$ 42,290.98	\$ 42,312.40	\$ 44,626.19	\$ 44,636.80	\$ 60,158.59
	Assistant Parks Director	Biweekly	\$ 1,446.12	\$ 1,535.94	\$ 1,536.76	\$ 1,626.58	\$ 1,627.40	\$ 1,716.39	\$ 1,716.80	\$ 2,313.79
	Clerk IV	Hourly	\$ 18.08	\$ 19.20	\$ 19.21	\$ 20.33	\$ 20.34	\$ 21.45	\$ 21.46	\$ 28.92
	Concrete Finisher IV	Overtime	\$ 27.11	\$ 28.80	\$ 28.81	\$ 30.50	\$ 30.51	\$ 32.18	\$ 32.19	\$ 43.38
L09	Equipment Operator IV									
	Equipment Technician IV									
	Inspector II									
	Police Officer II									
	System Administrator									
	Accounting Technician II	Annual	\$ 40,427.09	\$ 42,933.70	\$ 42,955.12	\$ 45,461.73	\$ 45,483.15	\$ 47,989.76	\$ 48,011.18	\$ 64,679.06
	Apprentice Lineman I	Biweekly	\$ 1,554.89	\$ 1,651.30	\$ 1,652.12	\$ 1,748.53	\$ 1,749.35	\$ 1,845.76	\$ 1,846.58	\$ 2,487.66
	Codes Administration Representative	Hourly	\$ 19.44	\$ 20.64	\$ 20.65	\$ 21.86	\$ 21.87	\$ 23.07	\$ 23.08	\$ 31.10
	Concrete Finisher V	Overtime	\$ 29.15	\$ 30.96	\$ 30.98	\$ 32.78	\$ 32.80	\$ 34.61	\$ 34.62	\$ 46.64
	Equipment Operator V									
	Equipment Technician V									
	Inspector III									
	Police Sergeant I									
	Purchasing Agent									

## Fiscal Year 2022 Salary Schedule

Grade	Position	Rates	Level I (Entry) Min/Max		Level II (Junior) Min/Max		Level III (Mid) Min/Max		Level IV (Senior) Min/Max	
L10	Accounting Technician III	Annual	\$ 43,447.87	\$ 46,147.30	\$ 46,168.72	\$ 48,868.14	\$ 48,889.57	\$ 51,588.99	\$ 51,610.42	\$ 69,542.30
	Airport Supervisor	Biweekly	\$ 1,671.07	\$ 1,774.90	\$ 1,775.72	\$ 1,879.54	\$ 1,880.37	\$ 1,984.19	\$ 1,985.02	\$ 2,674.70
	Apprentice Lineman II	Hourly	\$ 20.89	\$ 22.19	\$ 22.20	\$ 23.49	\$ 23.50	\$ 24.80	\$ 24.81	\$ 33.43
	Chief Communications Officer	Overtime	\$ 31.33	\$ 33.28	\$ 33.29	\$ 35.24	\$ 35.26	\$ 37.20	\$ 37.22	\$ 50.15
	Deputy City Clerk									
	Inspector III									
	Police Sergeant II									
L11	Public Information Officer									
	Utility Operations Supervisor									
	Accounting Technician IV	Annual	\$ 46,725.74	\$ 49,617.98	\$ 49,628.80	\$ 52,531.65	\$ 52,553.07	\$ 55,445.31	\$ 55,466.74	\$ 74,748.34
	Apprentice Lineman III	Biweekly	\$ 1,797.14	\$ 1,908.38	\$ 1,908.80	\$ 2,020.45	\$ 2,021.27	\$ 2,132.51	\$ 2,133.34	\$ 2,874.94
	Human Resource Manager	Hourly	\$ 22.46	\$ 23.85	\$ 23.86	\$ 25.26	\$ 25.27	\$ 26.66	\$ 26.67	\$ 35.94
	Network Manager	Overtime	\$ 33.70	\$ 35.78	\$ 35.79	\$ 37.88	\$ 37.90	\$ 39.98	\$ 40.00	\$ 53.91
L12	Police Lieutenant									
	Planning and Zoning Manager									
	Apprentice Lineman IV	Annual	\$ 50,217.86	\$ 53,345.76	\$ 53,367.18	\$ 56,473.66	\$ 56,495.09	\$ 59,622.99	\$ 59,633.60	\$ 80,361.42
	Operations Manager	Biweekly	\$ 1,931.46	\$ 2,051.76	\$ 2,052.58	\$ 2,172.06	\$ 2,172.89	\$ 2,293.19	\$ 2,293.60	\$ 3,090.82
L13	Hourly	\$ 24.14	\$ 25.65	\$ 25.66	\$ 27.15	\$ 27.16	\$ 28.66	\$ 28.67	\$ 38.64	
	Journeyman Lineman I	Overtime	\$ 36.21	\$ 38.47	\$ 38.49	\$ 40.73	\$ 40.74	\$ 43.00	\$ 43.01	\$ 57.95
	Tourism Director	Annual	\$ 53,988.48	\$ 57,330.62	\$ 57,352.05	\$ 60,715.62	\$ 60,737.04	\$ 64,079.18	\$ 64,100.61	\$ 86,381.57
	Hourly	Biweekly	\$ 2,076.48	\$ 2,205.02	\$ 2,205.85	\$ 2,335.22	\$ 2,336.04	\$ 2,464.58	\$ 2,465.41	\$ 3,322.37
L14	Overtime	\$ 25.96	\$ 27.56	\$ 27.57	\$ 29.19	\$ 29.20	\$ 30.81	\$ 30.82	\$ 41.53	
	Journeyman Lineman II	Annual	\$ 38.93	\$ 41.34	\$ 41.36	\$ 43.79	\$ 43.80	\$ 46.21	\$ 46.23	\$ 62.29
	Operations Specialist	Biweekly								
	Street Superintendent	Hourly								
		Overtime								
L15	City Clerk	Annual	\$ 62,386.69	\$ 66,264.43	\$ 66,285.86	\$ 70,163.60	\$ 70,185.02	\$ 74,062.77	\$ 74,084.19	\$ 99,814.42
	Electric Superintendent	Biweekly	\$ 2,399.49	\$ 2,548.63	\$ 2,549.46	\$ 2,698.60	\$ 2,699.42	\$ 2,848.57	\$ 2,849.39	\$ 3,839.02
	Human Resource Director	Hourly	\$ 29.99	\$ 31.86	\$ 31.87	\$ 33.73	\$ 33.74	\$ 35.61	\$ 35.62	\$ 47.99
	IT Director	Overtime	\$ 44.99	\$ 47.79	\$ 47.80	\$ 50.60	\$ 50.61	\$ 53.41	\$ 53.43	\$ 71.98
	Parks Director									
L16	Director of Finance	Annual	\$ 67,057.12	\$ 71,234.80	\$ 71,256.22	\$ 75,433.90	\$ 75,455.33	\$ 79,611.58	\$ 79,622.40	\$ 107,312.82
	Fire Chief	Biweekly	\$ 2,579.12	\$ 2,739.80	\$ 2,740.62	\$ 2,901.30	\$ 2,902.13	\$ 3,061.98	\$ 3,062.40	\$ 4,127.42
	Police Chief	Hourly	\$ 32.24	\$ 34.25	\$ 34.26	\$ 36.27	\$ 36.28	\$ 38.27	\$ 38.28	\$ 51.59
	Public Works Director	Overtime	\$ 48.36	\$ 51.37	\$ 51.39	\$ 54.40	\$ 54.41	\$ 57.41	\$ 57.42	\$ 77.39
L17		Annual	\$ 72,091.76	\$ 76,590.80	\$ 76,612.22	\$ 81,089.84	\$ 81,111.26	\$ 85,588.88	\$ 85,610.30	\$ 115,346.82
		Biweekly	\$ 2,772.76	\$ 2,945.80	\$ 2,946.62	\$ 3,118.84	\$ 3,119.66	\$ 3,291.88	\$ 3,292.70	\$ 4,436.42
		Hourly	\$ 34.66	\$ 36.82	\$ 36.83	\$ 38.99	\$ 39.00	\$ 41.15	\$ 41.16	\$ 55.46
		Overtime	\$ 51.99	\$ 55.23	\$ 55.25	\$ 58.48	\$ 58.49	\$ 61.72	\$ 61.74	\$ 83.18
L18		Annual	\$ 77,447.76	\$ 82,332.43	\$ 82,353.86	\$ 87,174.26	\$ 87,195.68	\$ 92,016.08	\$ 92,037.50	\$ 124,002.11
		Biweekly	\$ 2,978.76	\$ 3,166.63	\$ 3,167.46	\$ 3,352.86	\$ 3,353.68	\$ 3,539.08	\$ 3,539.90	\$ 4,769.31
		Hourly	\$ 37.23	\$ 39.58	\$ 39.59	\$ 41.91	\$ 41.92	\$ 44.24	\$ 44.25	\$ 59.62
		Overtime	\$ 55.85	\$ 59.37	\$ 59.39	\$ 62.87	\$ 62.88	\$ 66.36	\$ 66.37	\$ 89.42
L19		Annual	\$ 83,317.94	\$ 88,502.54	\$ 88,523.97	\$ 93,708.58	\$ 93,730.00	\$ 98,914.61	\$ 98,936.03	\$ 133,300.13
		Biweekly	\$ 3,204.54	\$ 3,403.94	\$ 3,404.77	\$ 3,604.18	\$ 3,605.00	\$ 3,804.41	\$ 3,805.23	\$ 5,126.93
		Hourly	\$ 40.06	\$ 42.55	\$ 42.56	\$ 45.05	\$ 45.06	\$ 47.56	\$ 47.57	\$ 64.09
		Overtime	\$ 60.09	\$ 63.82	\$ 63.84	\$ 67.58	\$ 67.59	\$ 71.33	\$ 71.35	\$ 96.13
L20		Annual	\$ 89,573.74	\$ 95,143.98	\$ 95,165.41	\$ 100,735.65	\$ 100,757.07	\$ 106,348.74	\$ 106,370.16	\$ 143,305.14
		Biweekly	\$ 3,445.14	\$ 3,659.38	\$ 3,660.21	\$ 3,874.45	\$ 3,875.27	\$ 4,090.34	\$ 4,091.16	\$ 5,511.74
		Hourly	\$ 43.06	\$ 45.74	\$ 45.75	\$ 48.43	\$ 48.44	\$ 51.13	\$ 51.14	\$ 68.90
		Overtime	\$ 64.60	\$ 68.61	\$ 68.63	\$ 72.65	\$ 72.66	\$ 76.69	\$ 76.71	\$ 103.35

## Fiscal Year 2022 Fire Salary Schedule

Grade	Position	Rates	Level I (Entry) Min/Max		Level II (Junior) Min/Max		Level III (Mid) Min/Max		Level IV (Senior) Min/Max	
F00	Fire Candidate I (FF 1 & 2 and MFR)	Annual	\$ 31,044.20	\$ 32,906.85	\$ 32,943.02	\$ 34,919.60	\$ 34,962.40	\$ 36,710.52	\$ 36,740.66	\$ 49,599.89
		Biweekly	\$ 1,194.01	\$ 1,265.65	\$ 1,267.04	\$ 1,343.06	\$ 1,344.71	\$ 1,411.94	\$ 1,413.10	\$ 1,907.69
		Hourly	\$ 10.30	\$ 10.92	\$ 10.93	\$ 11.59	\$ 11.60	\$ 12.18	\$ 12.19	\$ 16.46
		Overtime	\$ 15.45	\$ 16.38	\$ 16.40	\$ 17.38	\$ 17.40	\$ 18.27	\$ 18.29	\$ 24.68
F01	Fire Candidate II (EMT but no FF 1 or 2)	Annual	\$32,844.76	\$34,862.64	\$34,893.68	\$36,911.55	\$36,942.60	\$38,960.47	\$38,991.52	\$ 52,557.83
		Biweekly	\$ 1,263.26	\$ 1,340.87	\$ 1,342.06	\$ 1,419.68	\$ 1,420.87	\$ 1,498.48	\$ 1,499.67	\$ 2,021.46
		Hourly	\$ 10.90	\$ 11.57	\$ 11.58	\$ 12.25	\$ 12.26	\$ 12.93	\$ 12.94	\$ 17.44
		Overtime	\$ 16.35	\$ 17.35	\$ 17.37	\$ 18.37	\$ 18.39	\$ 19.39	\$ 19.41	\$ 26.16
F02	Firefighter/EMT	Annual	\$35,297.26	\$37,470.35	\$37,501.39	\$39,705.53	\$39,736.58	\$41,909.67	\$41,940.71	\$ 56,500.44
		Biweekly	\$ 1,357.59	\$ 1,441.17	\$ 1,442.36	\$ 1,527.14	\$ 1,528.33	\$ 1,611.91	\$ 1,613.10	\$ 2,173.09
		Hourly	\$ 11.71	\$ 12.43	\$ 12.44	\$ 13.17	\$ 13.18	\$ 13.91	\$ 13.92	\$ 18.75
		Overtime	\$ 17.57	\$ 18.65	\$ 18.66	\$ 19.76	\$ 19.78	\$ 20.86	\$ 20.87	\$ 28.12
F03	Firefighter/Paramedic	Annual	\$37,967.06	\$40,295.37	\$40,326.42	\$42,654.73	\$42,685.78	\$45,045.13	\$45,076.18	\$ 60,722.46
		Biweekly	\$ 1,460.27	\$ 1,549.82	\$ 1,551.02	\$ 1,640.57	\$ 1,641.76	\$ 1,732.51	\$ 1,733.70	\$ 2,335.48
		Hourly	\$ 12.60	\$ 13.37	\$ 13.38	\$ 14.15	\$ 14.16	\$ 14.95	\$ 14.96	\$ 20.15
		Overtime	\$ 18.90	\$ 20.05	\$ 20.07	\$ 21.23	\$ 21.24	\$ 22.42	\$ 22.43	\$ 30.22
F04	Fire Lieutenant/EMT	Annual	\$40,792.08	\$43,306.66	\$43,337.70	\$45,883.33	\$45,914.37	\$48,428.95	\$48,460.00	\$ 65,285.95
		Biweekly	\$ 1,568.93	\$ 1,665.64	\$ 1,666.83	\$ 1,764.74	\$ 1,765.94	\$ 1,862.65	\$ 1,863.85	\$ 2,511.00
		Hourly	\$ 13.53	\$ 14.37	\$ 14.38	\$ 15.22	\$ 15.23	\$ 16.07	\$ 16.08	\$ 21.66
		Overtime	\$ 20.30	\$ 21.55	\$ 21.57	\$ 22.84	\$ 22.85	\$ 24.10	\$ 24.12	\$ 32.49
F05	Fire Lieutenant/Paramedic	Annual	\$43,865.45	\$46,566.30	\$46,597.34	\$49,329.23	\$49,360.28	\$52,061.12	\$52,092.17	\$ 70,190.94
		Biweekly	\$ 1,687.13	\$ 1,791.01	\$ 1,792.21	\$ 1,897.28	\$ 1,898.47	\$ 2,002.35	\$ 2,003.54	\$ 2,699.65
		Hourly	\$ 14.55	\$ 15.45	\$ 15.46	\$ 16.37	\$ 16.38	\$ 17.27	\$ 17.28	\$ 23.29
		Overtime	\$ 21.83	\$ 23.18	\$ 23.19	\$ 24.55	\$ 24.57	\$ 25.91	\$ 25.93	\$ 34.93
F06	Fire Captain/EMT	Annual	\$47,156.14	\$50,074.29	\$50,105.34	\$53,023.49	\$53,054.54	\$55,972.69	\$56,003.74	\$ 75,437.41
		Biweekly	\$ 1,813.70	\$ 1,925.93	\$ 1,927.13	\$ 2,039.37	\$ 2,040.56	\$ 2,152.80	\$ 2,153.99	\$ 2,901.44
		Hourly	\$ 15.65	\$ 16.61	\$ 16.62	\$ 17.59	\$ 17.60	\$ 18.57	\$ 18.58	\$ 25.03
		Overtime	\$ 23.47	\$ 24.92	\$ 24.94	\$ 26.39	\$ 26.40	\$ 27.86	\$ 27.87	\$ 37.54
F07	Fire Captain/Paramedic	Annual	\$50,695.18	\$53,830.64	\$53,861.69	\$56,997.15	\$57,028.20	\$60,163.66	\$60,194.70	\$ 81,118.49
		Biweekly	\$ 1,949.81	\$ 2,070.41	\$ 2,071.60	\$ 2,192.20	\$ 2,193.39	\$ 2,313.99	\$ 2,315.18	\$ 3,119.94
		Hourly	\$ 16.82	\$ 17.86	\$ 17.87	\$ 18.91	\$ 18.92	\$ 19.96	\$ 19.97	\$ 26.91
		Overtime	\$ 25.23	\$ 26.79	\$ 26.81	\$ 28.37	\$ 28.38	\$ 29.94	\$ 29.96	\$ 40.37
F08		Annual	\$54,482.57	\$57,866.39	\$57,897.43	\$61,281.25	\$61,312.30	\$64,665.07	\$64,680.44	\$ 87,172.11
		Biweekly	\$ 2,095.48	\$ 2,225.63	\$ 2,226.82	\$ 2,356.97	\$ 2,358.17	\$ 2,487.12	\$ 2,487.71	\$ 3,352.77
		Hourly	\$ 18.08	\$ 19.20	\$ 19.21	\$ 20.33	\$ 20.34	\$ 21.45	\$ 21.46	\$ 28.92
		Overtime	\$ 27.11	\$ 28.80	\$ 28.81	\$ 30.50	\$ 30.51	\$ 32.18	\$ 32.19	\$ 43.38
F09		Annual	\$58,580.41	\$62,212.58	\$62,243.62	\$65,875.79	\$65,906.84	\$69,539.01	\$69,570.05	\$ 93,722.44
		Biweekly	\$ 2,253.09	\$ 2,392.79	\$ 2,393.99	\$ 2,533.68	\$ 2,534.88	\$ 2,674.58	\$ 2,675.77	\$ 3,604.71
		Hourly	\$ 19.44	\$ 20.64	\$ 20.65	\$ 21.86	\$ 21.87	\$ 23.07	\$ 23.08	\$ 31.10
		Overtime	\$ 29.15	\$ 30.96	\$ 30.98	\$ 32.78	\$ 32.80	\$ 34.61	\$ 34.62	\$ 46.64
F10		Annual	\$62,957.64	\$66,869.21	\$66,900.25	\$70,811.82	\$70,842.86	\$74,754.43	\$74,785.48	\$100,769.47
		Biweekly	\$ 2,421.45	\$ 2,571.89	\$ 2,573.09	\$ 2,723.53	\$ 2,724.73	\$ 2,875.17	\$ 2,876.36	\$ 3,875.75
		Hourly	\$ 20.89	\$ 22.19	\$ 22.20	\$ 23.49	\$ 23.50	\$ 24.80	\$ 24.81	\$ 33.43
		Overtime	\$ 31.33	\$ 33.28	\$ 33.29	\$ 35.24	\$ 35.26	\$ 37.20	\$ 37.22	\$ 50.15

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
01-FMS-001-23	Backhoe		\$98,000	\$98,000	\$98,000	\$98,000	\$98,000
<b>Total General Admin</b>		<b>\$0</b>	<b>\$98,000</b>	<b>\$98,000</b>	<b>\$98,000</b>	<b>\$98,000</b>	<b>\$98,000</b>
99-ITS-002-21	Switches	\$110	\$110				
99-ITS-002-22	SCALE Nodes	\$634					
99-ITS-002-22	Domain Rebuild	\$4,272					
99-ITX-001-21	SCALE Nodes		\$317				
99-ITX-001-21	SCALE Nodes		\$317				
99-ITX-001-21	SCALE Nodes	\$634					
<b>Total Municipal Court</b>		<b>\$5,650</b>	<b>\$745</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01-FDE-001-21	Confined Space Rescue Breathing System		\$18,000				
01-FDX-001-22	Battery Powered PPV Fans				\$10,000		
01-FDX-001-23	Replace Nozzles		\$17,000				
99-ITS-002-22	SCALE Nodes	\$3,172					
99-ITX-001-21	SCALE Nodes		\$1,586				
<b>Total Fire Department</b>		<b>\$3,172</b>	<b>\$36,586</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>
01-PDA-002-19	911 Hardware		\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
22-PDA-001-18	WAVE Upgrade			\$5,000			
99-ITX-001-21	SCALE Nodes		\$10,310				
<b>Total Police Department</b>		<b>\$0</b>	<b>\$14,310</b>	<b>\$9,000</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$4,000</b>
01-CCC-001-19	Replace Computer Systems/Wireless	\$4,000					
01-CCC-004-23	In Line Booking		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
99-ITS-002-21	Switches	\$166	\$166				
99-ITS-002-22	SCALE Nodes	\$952					
99-ITS-002-22	Domain Rebuild	\$6,408					
99-ITX-001-21	SCALE Nodes		\$476				
99-ITX-001-21	SCALE Nodes	\$952					
<b>Total Civic Center</b>		<b>\$12,478</b>	<b>\$30,642</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>
99-ITS-002-21	Switches	\$56	\$56				
99-ITS-002-22	SCALE Nodes	\$318					
99-ITS-002-22	Domain Rebuild	\$9,612					
99-ITX-001-21	SCALE Nodes		\$159				
99-ITX-001-21	SCALE Nodes	\$318					
<b>Total Mayor &amp; Council</b>		<b>\$10,304</b>	<b>\$215</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
99-ITS-002-21	Switches	\$166	\$166				
99-ITS-002-21	Switches	\$110	\$110				
99-ITS-002-22	SCALE Nodes	\$952					
99-ITS-002-22	SCALE Nodes	\$634					
99-ITS-002-22	Domain Rebuild	\$2,136					
99-ITX-001-21	SCALE Nodes		\$476				
99-ITX-001-21	SCALE Nodes		\$317				
99-ITX-001-21	SCALE Nodes	\$952					
99-ITX-001-21	SCALE Nodes	\$634					
<b>Total City Administration</b>		<b>\$5,584</b>	<b>\$1,069</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
99-ITS-002-21	Switches	\$110	\$110				
99-ITS-002-22	SCALE Nodes	\$634					
99-ITS-002-22	Domain Rebuild	\$3,204					
99-ITX-001-21	SCALE Nodes		\$317				

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
99-ITX-001-21	SCALE Nodes	\$634					
<b>Total City Clerk Office</b>		<b>\$4,582</b>	<b>\$427</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01-SWC-001-19	Stormwater: Mountrose Beacon Branch				\$750,000		
01-SWC-001-20	Stormwater: Washington and North Park Manor					\$50,000	\$50,000
01-SWC-001-23	Stormwater: West Fremont Improvements		\$10,000				
01-SWC-001-24	Stormwater: Kansas			\$300,000			\$25,000
01-SWC-001-26	Stormwater: Magnetic Addition					\$400,000	
01-SWC-001-27	Stormwater: Old Town						\$300,000
01-SWC-002-19	Stormwater: Springfield and Jackson				\$35,000		
01-SWC-002-21	Stormwater: Springfield and Jackson					\$25,000	
01-SWC-002-22	Stormwater: Highway YY and Raef Road Improvements			\$10,000			
01-SWC-002-23	Stormwater: Evergreen Improvements		\$25,000				
01-SWC-003-18	Stormwater: Waterman Drive and Windsor Drive					\$25,000	
01-SWC-003-22	Stormwater: Washington and Park Manor		\$100,000				
01-SWC-004-23	Stormwater: Bland Rd.		\$250,000				
01-SWC-006-19	Stormwater: Hydraulic Engineering Study		\$50,000	\$50,000			\$50,000
<b>Total Storm Water</b>		<b>\$0</b>	<b>\$435,000</b>	<b>\$360,000</b>	<b>\$785,000</b>	<b>\$500,000</b>	<b>\$425,000</b>
01-FIN-001-19	Replace Existing Computer Systems			\$5,000	\$2,500		
99-ITS-002-21	Switches	\$166	\$110				
99-ITS-002-22	SCALE Nodes	\$952					
99-ITS-002-22	Domain Rebuild	\$4,272					
99-ITX-001-21	SCALE Nodes		\$476				
99-ITX-001-21	SCALE Nodes	\$952					
<b>Total Finance Department</b>		<b>\$6,342</b>	<b>\$586</b>	<b>\$5,000</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>
99-ITS-002-22	Domain Rebuild	\$3,204					
<b>Total HR</b>		<b>\$3,204</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01-FDE-003-017	Radio Communication	\$25,000					
03-FDE-001-22	75 ft Ladder truck	\$1,000,000					
03-FDX-002-21	Public Safety Building Equipment/Furniture	\$450,000					
99-ITS-002-21	Switches	\$552	\$552				
99-ITS-002-22	Domain Rebuild	\$32,039					
99-ITX-001-21	SCALE Nodes	\$3,172					
<b>Total Fire Public Safety</b>		<b>\$1,510,763</b>	<b>\$552</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01-PDA-001-19	Field Investigation Hardware and Software	\$9,000					
01-PDA-003-18	Replace Existing Computer Systems	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
03-PDA-006-22	Access Server Federal Protection	\$8,200					
03-PDX-001-21	IP Camera Solution	\$24,000					
03-PDX-001-22	Computer Voice Stress Analyzer (CVSA)	\$6,000					
03-PDX-002-22	Animal Control Truck	\$45,000					
03-PDX-003-22	Radar Speed Trailer	\$10,000					
04-PDX-001-22	Animal Control Network Hardware	\$10,000					
05-PDX-001-22	License Plate Readers	\$66,000	\$24,000				
22-PDA-003-15	Patrol Cars		\$264,000	\$264,000	\$204,000		
99-ITS-002-21	Switches	\$3,584	\$3,584				
99-ITS-002-22	SCALE Nodes	\$20,620					
99-ITS-002-22	Domain Rebuild	\$50,194					
99-ITS-005-22	Printer	\$7,000					
99-ITS-005-22	GIS Build	\$1,857					

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
99-ITX-001-21	SCALE Nodes	\$20,620					
99-PDX-007-22	DSX Access	\$7,500					
<b>Total Police Public Safety</b>		<b>\$305,575</b>	<b>\$307,584</b>	<b>\$280,000</b>	<b>\$220,000</b>	<b>\$16,000</b>	<b>\$16,000</b>
08-STR-001-20	Madison Avenue Overlay	\$10,059					
08-STR-001-22	Elm Street Asphalt Overlay	\$800,000					
08-STR-001-26	Tekary Street					\$39,403	
08-STR-001-27	Timberwood Lane						\$58,299
08-STR-002-26	Stella Street					\$36,728	
08-STR-002-27	Berrywood Drive						\$32,007
08-STR-003-26	Danielle Drive					\$58,756	
08-STR-003-27	Cranberry Lane						\$25,606
08-STR-004-24	Jefferson Avenue Sidewalk Improvements					\$330,000	
08-STR-004-25	Jefferson Avenue Sidewalk Improvements						\$491,400
08-STR-004-26	Ryan Street					\$58,344	
08-STR-004-27	Raspberry Drive						\$30,684
08-STR-005-20	Half Ton 4X4 Pickup Trucks					\$30,000	
08-STR-005-25	Fourth Street				\$655,000		
08-STR-005-26	Eastmont Drive					\$29,287	
08-STR-005-27	Allison Lane						\$59,442
08-STR-006-23	Hospital Drive Asphalt Overlay				\$118,400		
08-STR-006-24	Lincoln Avenue	\$76,954					
08-STR-006-25	Street Sweeper						\$300,000
08-STR-006-27	Foxwood Court						\$24,691
08-STR-007-23	Albert Street Improvements			\$8,179			
08-STR-007-25	Skid Steer Loader						\$70,000
08-STR-007-27	Timberwood Court						\$25,148
08-STR-008-23	Marvin Avenue Improvements			\$26,942			
08-STR-008-24	Indian Creek Drive			\$104,629			
08-STR-008-27	Zachary Drive						\$32,464
08-STR-009-23	Mizer Street Improvements			\$22,235			
08-STR-009-24	Winsor Drive			\$32,021			
08-STR-009-27	East Bland Sidewalk						\$40,000
08-STR-010-23	Barlow Street Improvements			\$11,445			
08-STR-010-24	Laclede Street			\$17,695			
08-STR-011-23	Dickinson Street Improvements			\$20,290			
08-STR-011-24	Crestline Street			\$7,202			
08-STR-011-25	Frank Avenue					\$16,289	
08-STR-012-23	Willow Lane	\$45,953					
08-STR-012-24	Ivey Lane			\$86,699			
08-STR-012-25	Commercial Street Improvements	\$250,000					
08-STR-013-23	Nelson Drive		\$20,747				
08-STR-013-24	Ivey Lane Sidewalk			\$55,000			
08-STR-013-25	Deadra Drive					\$116,792	
08-STR-014-23	Holly Street	\$45,782					
08-STR-014-24	Elm Street Sidewalk			\$44,500			
08-STR-014-25	Beck Lane Sidewalk				\$60,500		\$60,500
08-STR-015-23	Nelson Court (North)	\$8,841					
08-STR-015-24	Morgan Road Sidewalk			\$15,400			

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
08-STR-016-22	Jefferson Avenue Sidewalk Improvements					\$310,000	
08-STR-016-23	Greenwood Drive		\$22,405				
08-STR-016-24	Slate Street Sidewalk			\$13,200			
08-STR-017-17	Single Axle Dump Truck						\$120,000
08-STR-017-21	East Bland Road Asphalt Overlay	\$144,666					
08-STR-017-22	Beck Lane Extension	\$122,500					
08-STR-017-23	Pine Street		\$11,317				
08-STR-018-22	Jessie Street	\$88,683					
08-STR-018-23	Trent Street		\$12,403				
08-STR-019-22	Farmers Lane	\$44,071					
08-STR-019-23	Dwight Street		\$38,091				
08-STR-020-22	Magnolia Drive	\$29,972					
08-STR-020-23	Dickens Drive		\$22,428				
08-STR-021-20	New Street Improvements	\$65,000					
08-STR-021-22	Hilside Street	\$49,537					
08-STR-021-23	Thomas Drive		\$21,476				
08-STR-022-22	Cypress Drive	\$51,234					
08-STR-022-23	Cedar Drive		\$20,795				
08-STR-023-22	New Buffalo Road Sidewalk	\$55,000					
08-STR-023-23	Ronald Drive		\$13,089				
08-STR-024-22	ADA Sidewalk Ramp Replacements	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
08-STR-024-23	Benage Drive		\$31,729				
08-STR-025-22	Computer Systems	\$5,000					
08-STR-025-22	Southlawn Avenue	\$39,948					
08-STR-025-23	Maple Lane	\$116,700					
08-STR-026-22	Wireless Headphone System for Street Maintenance		\$7,000				
08-STR-026-22	Amy Drive	\$39,091					
08-STR-026-23	Bennett Avenue	\$26,929					
08-STR-027-23	Seventh Street	\$23,034					
08-STR-23-21	Computer Systems		\$5,000		\$5,000		
99-ITS-002-21	Switches	\$276	\$276				
99-ITS-002-22	SCALE Nodes	\$1,586					
99-ITS-002-22	Domain Rebuild	\$12,815					
99-ITS-005-22	GIS Build	\$1,857					
99-ITX-001-21	SCALE Nodes		\$793				
99-ITX-001-21	SCALE Nodes	\$1,586					
<b>Total Street Operation</b>		<b>\$2,073,498</b>	<b>\$331,125</b>	<b>\$475,437</b>	<b>\$981,981</b>	<b>\$1,083,018</b>	<b>\$1,199,741</b>
01-CCC-001-21	Exhibition Hall Chairs		\$12,000	\$12,000	\$12,000	\$12,000	\$12,000
01-FDE-001-21	Firefighting Helmets	\$2,100					
01-FDE-002-18	Mobile Tablets	\$15,000					
01-FDE-012-17	Station 1 Improvements	\$125,000					
01-FDE-012-17	Station 2 Improvements	\$125,000					
01-SWC-004-14	Assessment and Restoration of Detention Facilities	\$5,000					
22-CAO-001-22	Conference Room Projector	\$5,600					
22-CCC-001-22	Replacement of Gas Fired Pool Heater	\$30,000					
22-CCC-002-21	Replace Multi Purpose Flooring		\$100,000				
22-CCC-002-22	Upgrade of UV System of CCC Pool	\$15,000					
22-CCC-003-22	Rebuild Paddock Water Filter for CCC Pool	\$40,000					

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
22-CCC-004-22	Forklift	\$40,000					
22-FDE-001-17	Bunker Gear	\$14,000	\$72,000	\$72,000	\$72,000	\$72,000	\$72,000
22-FDE-002-17	Mobile Traffic Light Control		\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
22-FMS-005-20	Elm Street Christmas Decorations	\$6,500	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
22-PDA-002-18	Automatic License Plate Reader (APLR)					\$24,000	\$24,000
99-FDE-001-16	Fire Station #3	\$3,040,000					
99-ITS-001-21	City-wide Cameras	\$22,000					
99-ITS-003-20	Printer Replacement Konica		\$7,500				
<b>Total General Capital</b>		<b>\$3,485,200</b>	<b>\$215,500</b>	<b>\$108,000</b>	<b>\$108,000</b>	<b>\$132,000</b>	<b>\$132,000</b>
80-ELF-005-22	Radio	\$60,000					
<b>Total Street Capital</b>		<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
99-ITS-002-21	Switches	\$110	\$110				
99-ITS-002-22	SCALE Nodes	\$634					
99-ITS-002-22	SCALE Nodes	\$634					
99-ITX-001-21	SCALE Nodes		\$317				
99-ITX-001-21	SCALE Nodes	\$634					
<b>Total Tourism</b>		<b>\$2,012</b>	<b>\$427</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
DTMP Roof Project		\$35,000					
<b>Total Detroit Tool Metal Products</b>		<b>\$35,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
22-CDC-001-21	Replacement of Network Systems		\$2,550	\$2,550	\$2,550	\$2,550	\$2,550
22-CDC-001-22	Replacement of Cannon Plotter/Scanner		\$12,500				
22-CDC-002-21	Replacement of Network System	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
50-CDC-001-22	Grandview Subdivision	\$159,149					
50-CDC-002-22	Jones Subdivision	\$38,564					
50-CDC-003-22	Flatwoods subdivision	\$438,510					
50-CDC-004-22	Lexington Square	\$284,900					
99-ITS-002-21	Switches	\$386	\$386				
99-ITS-002-22	SCALE Nodes	\$2,220					
99-ITS-002-22	Domain Rebuild	\$1,068					
99-ITS-002-22	Domain Rebuild	\$5,340					
99-ITX-001-21	SCALE Nodes		\$1,110				
99-ITX-001-21	SCALE Nodes	\$2,220					
<b>Total Codes Administration</b>		<b>\$935,357</b>	<b>\$19,546</b>	<b>\$5,550</b>	<b>\$5,550</b>	<b>\$5,550</b>	<b>\$5,550</b>
99-ITS-005-22	GIS Build	\$1,858					
<b>Total Mapping &amp; GIS</b>		<b>\$1,858</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
60-GFM-001-18	Garage Exhaust Fan (Phase 2)	\$10,000					
60-GFM-001-19	Service Truck		\$60,000				
60-GFM-001-21	Enclose Existing Garage Space	\$6,000					
60-GFM-005-19	Heavy Truck Scan Tool		\$5,000				
60-GFX-001-21	Garage Roll-Up Doors					\$38,000	\$38,000
60-GFX-003-21	New Compressor in New Enclosed Room				\$3,000		
60-GFX-004-21	Floor Drain System		\$10,000				
99-ITS-002-21	Switches	\$110	\$110				
99-ITS-002-22	SCALE Nodes	\$634					
99-ITS-002-22	Domain Rebuild	\$3,204					
99-ITX-001-21	SCALE Nodes		\$317				
99-ITX-001-21	SCALE Nodes	\$634					
<b>Total Garage</b>		<b>\$20,582</b>	<b>\$75,427</b>	<b>\$0</b>	<b>\$3,000</b>	<b>\$38,000</b>	<b>\$38,000</b>

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
99-ITS-002-22	Domain Rebuild	\$1,068					
<b>Total Warehouse</b>		<b>\$1,068</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
01-ITS-001-20	Replace Existing Computer Systems					\$2,500	
22-ITS-005-16	Mobile Data Tablets	\$5,000		\$5,000			
99-ITS-002-21	Switches	\$276	\$276				
99-ITS-002-22	Domain Rebuild	\$8,544					
99-ITX-001-21	SCALE Nodes	\$1,586					
<b>Total Information Technology</b>		<b>\$15,406</b>	<b>\$276</b>	<b>\$5,000</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>
01-FMS-002-16	Half Ton Pickup			\$24,000			
01-FMS-002-19	60" Zero Turn Mower		\$12,500	\$12,500	\$12,500	\$12,500	\$12,500
99-ITS-002-21	Switches	\$166	\$166				
99-ITS-002-22	Domain Rebuild	\$2,136					
99-ITS-002-22	SCALE Nodes	\$952					
99-ITX-001-21	SCALE Nodes	\$952					
99-ITX-001-21	SCALE Nodes		\$476				
<b>Total Facilities Management</b>		<b>\$4,206</b>	<b>\$13,142</b>	<b>\$36,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>
73-APT-001-21	Airport Master Plan	\$150,000	\$153,000				
73-APT-001-23	Taxiway Rehabilitation		\$683,500	\$683,500	\$683,500	\$683,500	\$683,500
73-APT-001-24	Replace Existing Computer Systems/Printer	\$900					
73-APT-001-24	Utility Vehicle			\$13,000			
73-APT-002-21	Aviation Fuel Truck			\$95,000			
73-APT-002-22	Rotary Cutters		\$12,800				
73-APT-003-21	Ramp and Parking Lot Repair	\$25,000					
99-ITS-002-21	Switches	\$110	\$110				
99-ITS-002-22	Domain Rebuild	\$4,272					
99-ITS-002-22	SCALE Nodes	\$634					
99-ITX-001-21	SCALE Nodes	\$634					
99-ITX-001-21	SCALE Nodes		\$317				
<b>Total Airport General</b>		<b>\$181,550</b>	<b>\$849,727</b>	<b>\$791,500</b>	<b>\$683,500</b>	<b>\$683,500</b>	<b>\$683,500</b>
22-PKD-001-19	Skate Park Improvements	\$125,000					
79-PKX-001-22	Irrigation System Field 3 at Atchley Park	\$25,000					
79-PKX-001-24	Replace computer system			\$5,000			
79-PKX-001-26	Walking trail maintenance					\$15,000	\$15,000
79-PKX-002-22	Purchase of new mower	\$10,000	\$10,000	\$10,500	\$11,000	\$11,500	\$15,000
79-PKX-002-26	Purchase of truck with dump bed						\$40,000
79-PKX-003-22	WT Vernon Park Improvements	\$5,000					
79-PKX-003-22	Purchase John Deere Tractor			\$35,000			
79-PKX-004-22	Purchase of new park utility vehicle		\$14,000				
79-PKX-004-23	Resurface Parking Lots		\$25,000		\$75,000		
79-PKX-004-24	Purchase of new vehicle	\$25,000	\$25,500		\$26,500	\$27,000	
79-PKX-005-24	Shelter Replacements			\$30,000		\$30,000	
99-ITS-002-21	Switches	\$166	\$166				
99-ITS-002-22	Domain Rebuild	\$3,204					
99-ITS-002-22	SCALE Nodes	\$952					
99-ITX-001-21	SCALE Nodes	\$952					
99-ITX-001-21	SCALE Nodes		\$476				
<b>Total Parks Operation and Administration</b>		<b>\$195,274</b>	<b>\$75,142</b>	<b>\$75,500</b>	<b>\$117,500</b>	<b>\$83,500</b>	<b>\$70,000</b>
79-BXW-001-21	Boswell Aquatic Center equipment					\$15,000	\$15,000

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
<b>Total Boswell Aquatic Center</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,000</b>	<b>\$15,000</b>
22-FMS-002-20	Replace HVAC Units as Public Works	\$16,500	\$16,500				
80-ELF-001-20	Replace Existing Computer Systems	\$6,500					
80-ELF-001-23	Skid Steer with Forestry Processor		\$80,000				
80-ELF-003-17	Department Pickups		\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
80-ELF-004-22	Transformers	\$150,000					
80-ELF-015-21	Material Handler Bucket Truck		\$250,000				
80-ELF-016-21	80 Ft. Bucket Truck		\$350,000	\$350,000	\$350,000	\$350,000	\$350,000
80-ELX-003-22	Small Bucket Truck		\$213,000				
99-ITS-002022	SCALE Nodes	\$2,538					
99-ITS-002-21	Switches	\$442	\$883				
99-ITS-002-22	Domain Rebuild	\$18,155					
99-ITS-005-22	GIS Build	\$1,857					
99-ITX-001-21	SCALE Nodes	\$2,538					
99-ITX-001-21	SCALE Nodes		\$1,269				
<b>Total Electric Operating</b>		<b>\$198,530</b>	<b>\$951,652</b>	<b>\$390,000</b>	<b>\$390,000</b>	<b>\$390,000</b>	<b>\$390,000</b>
80-ELF-001-23	Prairie Ridge Subdivision		\$40,885				
80-ELF-002-20	Battery Backup for Substation Reclosers		\$50,000				
80-ELF-002-21	Line Reconductor/Extensions-Michigan/Monroe			\$450,000			
80-ELF-004-22	Line Reconductor/Extensions - Substations 7 & 8						\$4,500,000
80-ELF-005-22	Radio	\$74,000					
80-ELF-006-21	Overhead Aerial Cable Project - Stanwood Drive and Belwood Road		\$30,000				
80-ELF-006-22	Allen Building	\$20,000					
80-ELF-007-14	161 Substations and Transmission					\$5,000,000	\$10,000,000
80-ELF-008-14	Line Reconductor/Pole Changeouts		\$150,000				
80-ELF-008-21	Overhead Aerial Cable Project - Woodhill Drive	\$70,000					
80-ELF-009-21	Overhead Aerial Cable project - Krudwig Avenue, Walser and Donnalee Avenue	\$50,000					
80-ELF-010-21	Overhead Aerial Cable Project - Osage Street, Parkway and Highland Street		\$30,000				
80-ELF-011-21	Overhead Aerial Cable Project - Holly Street, Pine Street and Zachary Drive			\$30,000			
80-ELF-012-21	Overhead Aerial Cable Project - Polk Avenue, Taylor Street and 5th Street			\$30,000			
80-ELF-014-21	Substation Recloser Upgrades			\$300,000			
80-ELF-017-21	Update Substation Bays				\$350,000		
80-ELF-018-21	Insulator Upgrades	\$30,000		\$30,000			
80-ELX-001-21	Substation #3 Improvements		\$120,000				
80-ELX-002-21	Primary System Improvements - Substation #7				\$1,076,600		
80-ELX-004-21	Primary System Improvements - Substation #5					\$371,000	
80-ELX-005-21	Substation Improvements - Substation #2					\$153,000	
80-ELX-006-21	Primary System Improvements - Substation #2						\$623,700
80-ELX-007-21	Primary System Improvements - Substation #8			\$917,100			
80-ELX-008-21	Sectionalizing Improvements		\$100,000				
80-ELX-009-21	Substation #8 Improvements		\$38,000				
80-ELX-010-21	Substation #3 Improvements		\$800,000				
80-ELX-011-21	Primary System Improvements - Substation #6				\$201,000		
80-ELX-012-21	Primary System Improvements - Substation #1				\$957,100		
80-ELX-013-21	Substation Improvements - Substation #7						\$600,000
80-ELX-014-21	Substation Improvements - Substation #1					\$140,000	
80-ELX-015-21	Substation Improvements - Substation #5					\$100,000	
99-ITS-005-22	GIS Build	\$1,857					

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
<b>Total Fiber Operating</b>		<b>\$215,857</b>	<b>\$1,388,885</b>	<b>\$1,727,100</b>	<b>\$2,413,700</b>	<b>\$5,965,000</b>	<b>\$15,723,700</b>
80-ELF-005-22	Radio	\$38,000					
85-WWO-001-14	Collection Improvements- Goodwin Hollow Watershed	\$500,000	\$750,000	\$750,000	\$750,000	\$750,000	\$750,000
85-WWO-001-17	Wastewater Treatment Plant Existing/New Asphalt and Concrete		\$175,000				
85-WWO-001-19	Lift Station Improvements	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000
85-WWO-001-21	Sewer Main: Mizer Street			\$15,000			
85-WWO-001-23	South Highway 5 Lift Station			\$200,000			
85-WWO-001-24	Orion Camera (CCTV)			\$25,000			
85-WWO-002-19	Benchtop Spectrophotometer					\$6,500	\$6,500
85-WWO-002-21	Sewer Main: Barlow Street				\$13,000		
85-WWO-002-22	Sewer Main: Stave Mill Easement	\$30,000					
85-WWO-002-23	Abby Sewer Extension		\$9,000				
85-WWO-003-18	Replace Existing Wastewater Computer Systems	\$5,000	\$5,000	\$7,500	\$7,500	\$7,500	\$7,500
85-WWO-003-21	Sewer Main: Marvin Avenue				\$27,000		
85-WWO-003-22	Security & Access Control		\$50,000				
85-WWO-004-21	Sewer Main: Perry Street			\$40,000			
85-WWO-004-22	Emerald Gate Liftstation Replacement ( Install Gravity Main)	\$20,000					
85-WWO-005-15	Building (WWTP) Improvements		\$40,000				
85-WWO-005-21	IDEX	\$5,500					
85-WWO-005-22	North 5 Sewer Extension	\$35,000					
85-WWO-006-21	Mechanical Convection Oven			\$4,500			
85-WWO-006-22	Lake Regional Sewer Extension	\$100,000					
85-WWO-007-16	Pickup Trucks		\$30,000				
85-WWO-007-21	WWTP Perimeter Fence	\$100,000					
85-WWO-008-16	Portable Trash Pump		\$4,000				
85-WWO-008-19	Portable Flow Meters				\$10,000		
85-WWO-008-21	Wastewater Equipment Repairs	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
85-WWO-008-21	WWTP Phase II SCADA Programming & Install	\$35,000					
85-WWO-009-19	Liftstation Critical Parts	\$25,000	\$25,000				
85-WWX-001-21	Trunk Sewer Replacement from South 5 to Evergreen North Side of Manors					\$75,000	\$75,000
85-WWX-002-21	Clarifiers #1,#2 and #3 Rehabilitation	\$90,000					
85-WWX-003-21	Samplers				\$4,000	\$4,000	\$4,000
99-ITS-002-21	Switches	\$496	\$496				
99-ITS-002-22	Domain Rebuild	\$21,359					
99-ITS-002-22	SCALE Nodes	\$2,856					
99-ITS-005-22	GIS Build	\$1,857					
99-ITX-001-21	SCALE Nodes	\$2,856					
99-ITX-001-21	SCALE Nodes		\$1,428				
<b>Total WWTP and Operation</b>		<b>\$1,172,924</b>	<b>\$1,249,924</b>	<b>\$987,000</b>	<b>\$1,176,500</b>	<b>\$1,013,000</b>	<b>\$1,003,000</b>
80-ELF-005-22	Radio	\$28,000					
87-WTR-001-16	East Fremont Water Line		\$100,000				
87-WTR-001-17	Hwy 5 Rosenthal to Woodhill water tie line				\$125,000		
87-WTR-001-18	Nathaniel to Steele tie line		\$60,000				
87-WTR-001-21	Water Tie Line: Twin Oaks & Tower	\$16,000	\$16,000				
87-WTR-001-22	Water Main: Owens	\$22,000					
87-WTR-001-23	Water Main: Frank		\$25,000				
87-WTR-001-24	Utah Tower Improvements			\$350,000			
87-WTR-001-26	Osage Water Line Replacement					\$45,000	\$45,000

Capital Improvement Program Summary FY2022-FY2027							
Capital Project ID	Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	FY2027
87-WTR-002-17	Park Manor Water Line Replacement						\$55,000
87-WTR-002-18	New Well and Tower					\$3,000,000	\$3,000,000
87-WTR-002-21	Water Main: Mizer			\$24,000			
87-WTR-002-23	Water Main: Hunters Creek		\$40,000				
87-WTR-002-26	Donna Circle Water Replacement					\$80,000	\$80,000
87-WTR-003-18	Pickup Trucks		\$30,000				
87-WTR-003-21	Water Main: Barlow			\$27,500			
87-WTR-003-22	Maple Lane Water Line Improvements	\$120,000					
87-WTR-003-23	Water Main: Manors and South Highway 5		\$21,000				
87-WTR-003-25	Water Main: Ronald Drive				\$10,000		
87-WTR-003-26	Evergreen Parkway From Southdale to Harley Davidson					\$250,000	\$250,000
87-WTR-004-18	Service Truck		\$85,000				
87-WTR-004-19	Water Wells: Chlorine Analyzer Replacements	\$10,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
87-WTR-004-21	Water Main: Marvin			\$33,000			
87-WTR-004-22	Cypress- Jessie to Southlawn Water Services	\$3,500					
87-WTR-004-23	Abbey Water Line Improvements		\$20,000				
87-WTR-004-25	Water Main: Sunrise Drive Tie Line				\$20,000		
87-WTR-005-16	Chlorine Leak Detectors			\$50,000			
87-WTR-005-21	Water Main: Albert			\$1,000			
87-WTR-005-22	Jessie- Hwy 5 to Amy Water Services	\$8,500					
87-WTR-005-23	Magnolia- Southlawn to Jessie Water Services		\$3,500				
87-WTR-005-25	Security Fence at all Well Sites				\$200,000		
87-WTR-006-21	Water Main: Dickinson			\$24,000			
87-WTR-006-23	Hillsdale- Plainview to end Water Services		\$3,500				
87-WTR-006-25	Well House Improvements				\$150,000		
87-WTR-007-16	Administrative Vehicle					\$40,000	\$40,000
87-WTR-007-18	Replace Existing Water Computer Systems	\$5,000	\$5,000	\$7,500	\$7,500	\$7,500	\$7,500
87-WTR-007-21	Water Services: New Buffalo Road	\$6,000					
87-WTR-008-16	Directional Drill Equipment		\$100,000				
87-WTR-008-20	Water Well Critical Parts	\$10,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
87-WTR-009-16	Security and access control		\$50,000				
87-WTR-009-21	Tapping Machine		\$35,000				
87-WTR-011-15	Portable Trash Pump		\$4,000			\$4,000	\$4,000
99-ITS-002-21	Switches	\$442	\$442				
99-ITS-002-22	Domain Rebuild		\$21,359				
99-ITS-002-22	SCALE Nodes		\$2,538				
99-ITS-005-22	GIS Build		\$1,857				
99-ITX-001-21	SCALE Nodes		\$2,538				
99-ITX-001-21	SCALE Nodes		\$1,269				
<b>Total Water Operation</b>		<b>\$257,734</b>	<b>\$625,711</b>	<b>\$543,000</b>	<b>\$538,500</b>	<b>\$3,452,500</b>	<b>\$3,507,500</b>
<b>Total City of Lebanon</b>		<b>\$10,723,710</b>	<b>\$6,722,200</b>	<b>\$5,926,587</b>	<b>\$7,582,731</b>	<b>\$13,521,568</b>	<b>\$23,353,491</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 therefore meets the criteria for capitalizing as an asset.

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

**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 run operations in a manner similar to a private business enterprise. The costs of operating are expected to be financed on a continuing basis through user charges (rates) rather than through taxes.

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

## **F**

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

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

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

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

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

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

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

## G

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

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

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

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

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

## I

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

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

## L

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

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

## M

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

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

## O

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

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

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

## P

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

## Q

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

## R

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

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

## S

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

## T

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