# CITY OF LEBANON

## Adopted Annual Budget

## 1994 — 1995

# CITY OF LEBANON

# ADOPTED ANNUAL BUDGET

1994 - 1995

# 1994-95
# BUDGET COMMITTEE MEMBERS

MAYOR
Robert Smith

| COUNCIL MEMBERS | | LAY BUDGET COMMITTEE MEMBERS |
|---|---|---|
| | *Ward I* | |
| Wayne Rieskamp | | Howard Downer |
| Diane Branson | | Jack Smalley |
| | *Ward II* | |
| Lyle Winters | | Danny Nixon |
| Jim Mills | | Floyd Fisher |
| | *Ward III* | |
| Ronald E. Miller, Jr. | | Virgil Hodges |
| Ken Toombs | | Pat Fahey |

## CITY STAFF

CITY ADMINISTRATOR
Joesph A. Windell

CHIEF OF POLICE
Walt Richmond

DIRECTOR OF PUBLIC WORKS
James P. Ruef

LIBRARY PROGRAM MANAGER
Susan Messersmith

MUNICIPAL JUDGE
John Wittwer

CITY ATTORNEY
Thomas A. McHill

FINANCE DIRECTOR
Judy Wendland

SENIOR/DISABLED SERVICES
PROGRAM MANAGER
Lou Ann Grosch

# 1994-95 BUDGET MESSAGE

The 1994-95 Budget is balanced in all funds. The budget reflects a 5.2 FTE increase over 1993-94 — an additional police officer, a maintenance supervisor, more hours for the Library, for the City Planner, and more hours for parks maintenance. Each of the program descriptions will discuss what impact those increases will have. The budget also includes union-negotiated increases and allows for management team performance pay up to 5 percent. If any cost of living increases are given to the management team, it will be made after property tax receipts have been verified and will be based on what the unions receive.

The general fund revenue projections are based on an estimate that assessed value will increase 3-4 percent due to sales indexing and will also increase 5-6 percent due to new construction. The 1994-95 Budget will have a $149,962 contingency (4.8% of general fund) and a $50,000 unappropriated fund balance.

As you will see, we have been successful in receiving grant funds and will continue that effort this next year.

The utility funds continue to have a stable income base with the ability to provide needed improvement.

All other funds are fairly stable and are able to meet minimum needs.

The budget does include capital equipment replacement. Unlike last year, I did not cut any of the departments' requests in this area. We have also budgeted for ADA projects, planning to complete the highest priority projects. The Library and Senior Services advisory committees determined the priority in their areas. City Hall will also have the most critical changes made now and we will be looking at our alternatives for the major changes for next budget year. ADA has been given a separate budget department for tracking purposes.

We have changed a few things this year to make the budget as user-friendly as possible. If you have any suggestions as to how we could do better, please let us know.

I want to thank all of the employees who worked so hard to provide the community with the best possible service during the past year.

After reviewing the budget, if you have any questions before the meeting, please call me at 451-7422 or Judy at 451-7477.

A sincere thank you to the Budget Committee members for being willing to serve their community.

Joseph A. Windell
City Administrator

# CITY OF LEBANON

## 1994 - 1995 ADOPTED ANNUAL BUDGET

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# CITY OF LEBANON
# 1994-95 BUDGET PROCESS

The City of Lebanon Budget is $18.6 million and, combined with the two Urban Renewal Districts for a total of $20.5 million, is divided into nine funds. Within those funds, there are 75 different accounting entities or departments. The City of Lebanon Budget is very similar to a corporate conglomerate which provides services but also has a major utility subsidiary and another major subsidiary doing construction projects.

The budget process for the City of Lebanon, like every local government jurisdiction in the state, is guided by local budget law as set down in Chapter 294 of the Oregon Revised Statutes. Under this law, annual budgeting is required and very specific steps are laid out to encourage maximum citizen participation. The budget must be adopted before July 1, so that the City will have spending authority when the new fiscal year begins on that date.

For the City of Lebanon, the process of putting the document together begins in January, when the budget calendar is prepared. Departments, under the guidance of the department head or program manager, prepare their budgets, which are submitted to the City Administrator for final discussion and approval.

The budget goes first to the Budget Committee, which is made up of six lay citizens, the City Council and the Mayor. The committee meets publicly to discuss the budget, make changes and approve it. Copies of the budget are made available to the public, after they have been submitted to the Budget Committee.

Once the budget is approved, a summary is published in the newspaper and public hearings are held at a City Council meeting. At the final council meeting in June, the budget is adopted by the City Council. At this meeting, any proposed changes from the approved budget are explained and the council makes any additional changes it wishes. All changes are subject to Oregon Budget Law which requires that no fund may be increased more than 10%, though it may be decreased without limitation.

However, much of the planning for the budget, especially the utilities and construction, has been going on for some time and has a longer time frame than one year. Master long range plans for water, wastewater, storm drainage, transportation, and sidewalks are complete and being implemented. The master plan for parks is scheduled for completion by June, 1994. These plans have been prepared by engineers and economists with the assistance of city staff. They are then reviewed by a committee of citizens and City Council members, which make recommendations of priorities to the Council. The City Council then makes the final decision which is passed to staff for implementation through the budget.

For other parts of the budget, especially the General Fund, which includes many of the services most typical for a city, such as Library, Police, Senior Services, Planning, and Financial Management, the Budget Committee sets priorities and these priorities again are implemented by staff.

After adoption, the budget may be changed but only due to unforeseen occurrences. There are two processes which may be used. The first, by resolution or ordinance, is allowed only for very specific situations. The second, a supplemental budget, requires public hearings and newspaper publications, but allows changes for a broader spectrum of circumstances. Both methods must be passed by a majority vote of the City Council.

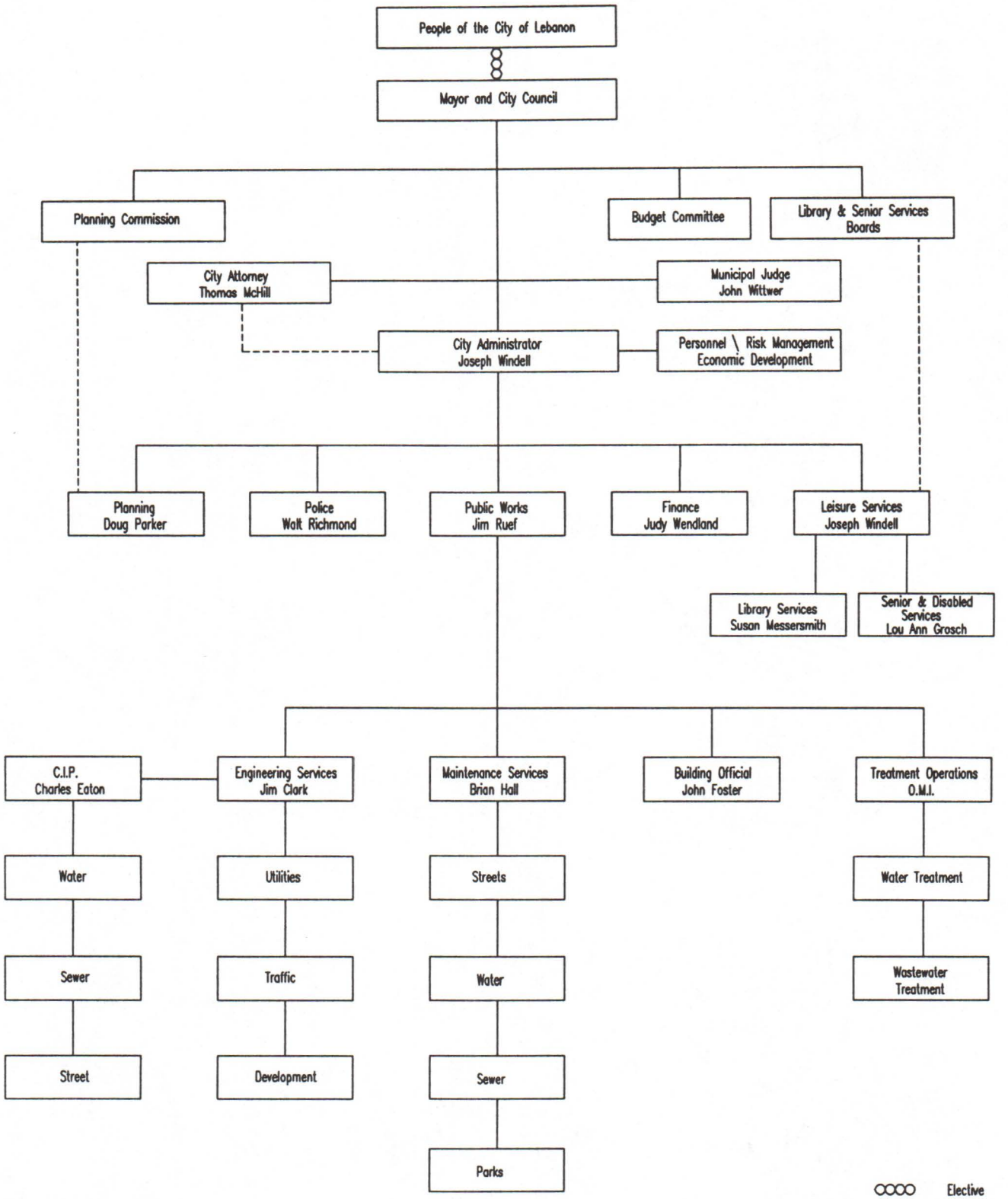
There is one final step of the budget process that happens after the year has ended. As part of the annual audit, which is also required by state law, compliance with local budget is examined and any exceptions are stated in the notes to the financial statements. Careful monitoring of expenditures has kept the City exception free for all but one of the last seven years, with that exception being minor.

# CHARTS, GRAPHS,

# &

# SUMMARY SCHEDULES

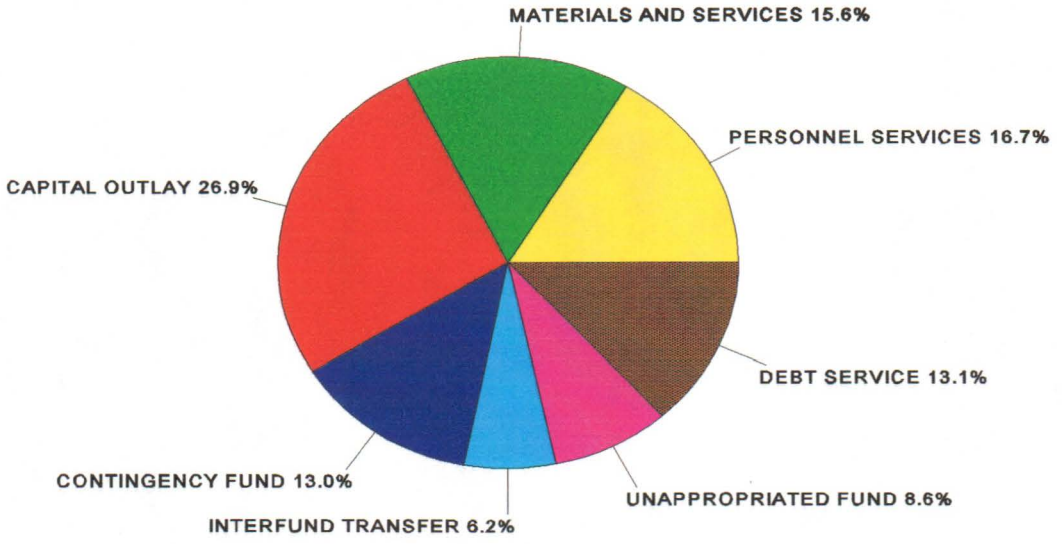
# City of Lebanon
# Organizational Chart




REVISED 5/19/94
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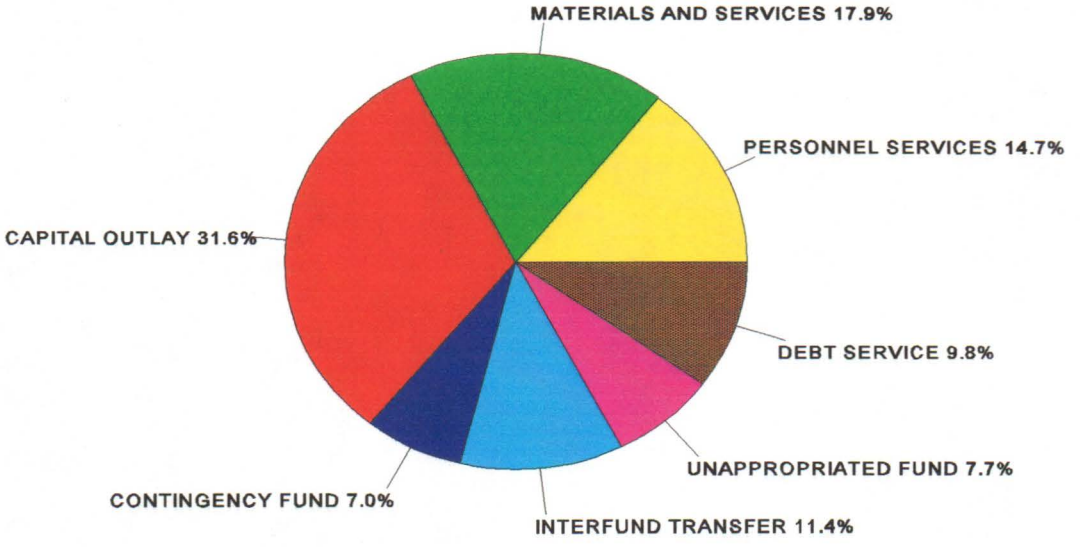
# CITY OF LEBANON

**Total Budget 1994-95 $18,844,961**




# BUDGET COMPARISON

**Total Budget 1993-94 $18,672,495**



# SCHEDULE OF FULL TIME EMPLOYEE EQUIVALENTS

## FY 94/95 COMPARED TO FY 93/94 & 92/93

| 92/93 FTE | 93/94 FTE | 94/95 FTE | # EMP | EXEMPT | MINIMUM | MIDPOINT | CONTROL POINT | MAXIMUM |
|---|---|---|---|---|---|---|---|---|
| 2.0000 | 2.0000 | 2.0000 | 2 | Administrative Secretary | 1549 | 1897 | 1994 | 2245 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Acct. Clerk - Confidential | 1644 | 2034 | 2249 | 2466 |
| 1.0000 | 1.0000 | n/a | n/a | Building Official | 2295 | 2811 | 2955 | 3327 |
| n/a | 1.0000 | n/a | n/a | Environmental Technician | 2295 | 2811 | 2955 | 3327 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Finance Operations Manager | 2295 | 2811 | 2955 | 3327 |
| n/a | n/a | 1.0000 | 1 | Maintenance Supervisor | 2295 | 2811 | 2955 | 3327 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Engineering Division Mgr. | 2597 | 3182 | 3345 | 3767 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Library Program Mgr. | 2597 | 3182 | 3345 | 3767 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Maint. Division Mgr. | 2597 | 3182 | 3345 | 3767 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Police Lieutenant | 2597 | 3182 | 3345 | 3767 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Sen. Serv. Program Mgr. | 2597 | 3182 | 3345 | 3767 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Senior Engineer | 2931 | 3518 | 3776 | 4104 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Director of Public Works | 3094 | 3790 | 3983 | 4485 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Finance Director | 3094 | 3790 | 3983 | 4485 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Police Chief | 3094 | 3790 | 3983 | 4485 |
| 1.0000 | 1.0000 | 1.0000 | 1 | City Administrator | | 4800 | | |
| **15.0000** | **16.0000** | **15.0000** | **15** | **SUBTOTAL - EXEMPT** | | | | |
| | | | | **POLICE 7/01/94 THRU 12/31/94** | **BASE** | **6 MO** | **18 MO** | **30 MO** |
| 5.0000 | 5.0000 | 5.0000 | 5 | Communications Clerk | 1564 | 1689 | 1825 | 1971 |
| 13.0000 | 12.0000 | 14.0000 | 14 | Police Officer | 2100 | 2268 | 2448 | 2646 |
| 4.0000 | 5.0000 | 5.0000 | 5 | Police Sergeant | 2520 | 2722 | 2938 | 3175 |
| | | | | **POLICE 1/01/95 THRU 6/30/95** | | | | |
| | | | | Communications Clerk | 1619 | 1748 | 1889 | 2040 |
| | | | | Police Officer | 2174 | 2347 | 2534 | 2739 |
| | | | | Police Sergeant | 2609 | 2816 | 3041 | 3287 |
| **22.0000** | **22.0000** | **24.0000** | **24** | **SUBTOTAL - POLICE** | | | | |

1 FTE or Full Time Equivalency = 2,080 hrs/year

# SCHEDULE OF FULL TIME EMPLOYEE EQUIVALENTS

## FY 94/95 COMPARED TO FY 93/94 & 92/93

| 92/93 FTE | 93/94 FTE | 94/95 FTE | # EMP | AFSCME 7/01/94 THRU 12/31/94 | BASE | 12 MO | 24 MO | 36 MO | 48 MO |
|---|---|---|---|---|---|---|---|---|---|
| 1.0000 | 1.0000 | 1.0000 | 1 | Court Clerk Assistant | 1279 | 1338 | 1401 | 1465 | 1534 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Dial-A-Bus Driver | 1314 | 1399 | 1484 | 1568 | 1652 |
| 1.0000 | 1.0000 | 2.0000 | 2 | Sec/Receptionist | 1356 | 1432 | 1507 | 1583 | 1659 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Library Assistant II | 1409 | 1502 | 1596 | 1688 | 1782 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Sec./Account Pay. Clerk | 1492 | 1566 | 1644 | 1728 | 1813 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Court Clerk | 1561 | 1645 | 1730 | 1813 | 1896 |
| 2.0000 | 2.0000 | 2.0000 | 2 | Accounting Clerk II | 1645 | 1740 | 1837 | 1935 | 2031 |
| 4.0000 | 3.0000 | 3.0000 | 3 | Maintenance Worker | 1724 | 1819 | 1913 | 2007 | 2101 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Civil Eng. Tech. I | 1772 | 1883 | 1994 | 2105 | 2215 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Civil Eng. Tech. II | 1904 | 2023 | 2144 | 2261 | 2381 |
| 4.0000 | 4.0000 | 4.0000 | 4 | Senior Maint. Worker | 1911 | 1983 | 2162 | 2278 | 2395 |
| 2.0000 | 2.0000 | 3.0000 | 3 | Civil Eng. Tech. III | 2036 | 2164 | 2291 | 2419 | 2547 |
| 3.0000 | 4.0000 | 4.0000 | 4 | Crew Chief | 2156 | 2228 | 2408 | 2522 | 2639 |
| n/a | n/a | 1.0000 | 1 | Bldg Official | 2437 | 2560 | 2688 | 2821 | 2963 |
| n/a | n/a | 1.0000 | 1 | Environmental Technician | 2586 | 2716 | 2851 | 2994 | 3143 |
| 1.0000 | 1.0000 | 1.0000 | 1 | Project Engineer | 2586 | 2716 | 2851 | 2994 | 3143 |
| | | | | **AFSCME 1/01/95 THRU 6/30/95** | **BASE** | **12 MO** | **24 MO** | **36 MO** | **48 MO** |
| | | | | Court Clerk Assistant | 1298 | 1358 | 1422 | 1487 | 1557 |
| | | | | Dial-A-Bus Driver | 1334 | 1420 | 1506 | 1592 | 1677 |
| | | | | Sec/Receptionist | 1376 | 1453 | 1530 | 1607 | 1684 |
| | | | | Library Assistant II | 1430 | 1525 | 1620 | 1713 | 1809 |
| | | | | Sec./Account Pay. Clerk | 1514 | 1589 | 1669 | 1754 | 1840 |
| | | | | Municipal Court Clerk | 1584 | 1670 | 1756 | 1840 | 1924 |
| | | | | Accounting Clerk II | 1670 | 1766 | 1865 | 1964 | 2061 |
| | | | | Maintenance Worker | 1750 | 1846 | 1942 | 2037 | 2133 |
| | | | | Civil Eng. Tech. I | 1799 | 1911 | 2024 | 2137 | 2248 |
| | | | | Civil Eng. Tech. II | 1933 | 2053 | 2176 | 2295 | 2417 |
| | | | | Senior Maint. Worker | 1940 | 2013 | 2194 | 2312 | 2431 |
| | | | | Civil Eng. Tech. III | 2067 | 2196 | 2325 | 2455 | 2585 |
| | | | | Crew Chief | 2188 | 2261 | 2444 | 2560 | 2679 |
| | | | | Bldg Official | 2474 | 2598 | 2728 | 2863 | 3007 |
| | | | | Environmental Technician | 2625 | 2757 | 2894 | 3039 | 3190 |
| | | | | Project Engineer | 2625 | 2757 | 2894 | 3039 | 3190 |
| **24.0000** | **24.0000** | **28.0000** | **28** | **SUBTOTAL - AFSCME** | | | | | |

1 FTE or Full Time Equivalency = 2,080 hrs/year

# SCHEDULE OF FULL TIME EMPLOYEE EQUIVALENTS

## FY 94/95 COMPARED TO FY 93/94 & 92/93

| 92/93 FTE | 93/94 FTE | 94/95 FTE | # EMP | PART-TIME | SALARY |
|---|---|---|---|---|---|
| 0.3750 | 0.4800 | 0.5558 | n/a | City Planner | n/a |
| n/a | n/a | 0.4750 | 1 | Clerical Assistant | 772 |
| n/a | 0.7780 | 0.7630 | 1 | Clerk Typist | 643 |
| 0.1330 | 0.1330 | n/a | n/a | Dial-A-Bus Driver (relief) | n/a |
| 1.1000 | 1.2500 | 2.7000 | 6 | Library Assistant I | 580 |
| n/a | n/a | n/a | 1 | Municipal Court Judge | 1414 |
| n/a | n/a | 0.4000 | 1 | Parks Maint Wrkr | 485 |
| 0.4750 | n/a | n/a | n/a | Sen. Center Activity Assist | n/a |
| 0.2500 | n/a | n/a | n/a | Sen. Center Bldg. Supervisor | n/a |
| n/a | 0.4750 | 0.4750 | 1 | Sen. Center Office Assist. & Vol. Coord | 505 |
| n/a | 0.2500 | 0.2500 | 1 | Sen. Center Project Assist. | 392 |
| n/a | 0.0962 | 0.0962 | 1 | Sen. Center Relief Staff | 102 |
| **2.3330** | **3.4622** | **5.7150** | **13** | **SUBTOTAL - PART-TIME** | |

| | | | | SEASONAL/TEMP/CONTRACT SERV | ANNUAL BUDGET |
|---|---|---|---|---|---|
| 0.1000 | 0.0351 | 0.9179 | | General Fund | 21780 |
| 0.3720 | 0.6658 | 0.3817 | | Water Fund | 8220 |
| 0.1300 | 0.0599 | 0.0599 | | Water CIP | 1040 |
| 0.0420 | 0.0933 | 0.0264 | | Wastewater Fund | 480 |
| 0.4000 | 0.0610 | 0.0610 | | Wastewater CIP | 1060 |
| 0.5800 | 0.6833 | 0.8251 | | Intergovernmental Funds | 17490 |
| 0.4800 | 1.5934 | 0.4434 | | Capital Projects Fund | 13700 |
| **2.1040** | **3.1918** | **2.7154** | | **SUBTOTAL - SEASONAL/TEMP/CONT. SERV** | **63770** |
| **65.4370** | **68.6540** | **75.4304** | **80** | **TOTAL FTE** | |

1 FTE or Full Time Equivalency = 2,080 hrs/year

# 94-95 BUDGET GENERAL FUND FTE ALLOC

| # EMP | POSITION | 110 ADMIN PLAN & EC DEV | 130 PUB WORKS ENG | 133 PARKS | 140 FIN | 160 LEGIS | 165 LIBR | 170 MUNI CRT | 180 POLICE | 190 SR SERV | GEN FUND SUB TOTALS | NON GEN FUND SUB TOTALS | TOTALS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Acct Clerk II | | | | | | | | | | 0.0000 | 2.0000 | 2.0000 |
| 1 | Acct Clerk-Conf | | | | 0.5400 | | | | | | 0.5400 | 0.4600 | 1.0000 |
| 1 | Admin Sec-PW | 0.2500 | 0.1400 | 0.0200 | | | | | | | 0.4100 | 0.5900 | 1.0000 |
| 1 | Admin Sec-Police | | | | | | | | 1.0000 | | 1.0000 | 0.0000 | 1.0000 |
| 1 | Asst Court Clerk | | | | | | | 1.0000 | | | 1.0000 | 0.0000 | 1.0000 |
| 1 | Bldg Official | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | City Admin | 0.2900 | | | | 0.0400 | | | | | 0.3300 | 0.6700 | 1.0000 |
| 1 | Civ Eng Tech I | | 0.0500 | | | | | | | | 0.0500 | 0.9500 | 1.0000 |
| 1 | Civ Eng Tech II | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 5 | Comm Clerk | | | | | | | | 5.0000 | | 5.0000 | 0.0000 | 5.0000 |
| 1 | Court Clerk | | | | | | | 1.0000 | | | 1.0000 | 0.0000 | 1.0000 |
| 1 | Crew Chief | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Crew Chief | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Crew Chief | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Crew Chief | | | 1.0000 | | | | | | | 1.0000 | 0.0000 | 1.0000 |
| 1 | D-A-B Driver | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Eng Div Mgr | | 0.1000 | | | | | | | | 0.1000 | 0.9000 | 1.0000 |
| 1 | Eng Tech III | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Eng Tech III | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Eng Tech III | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Environ Tech | | | 0.020 | | | | | | | 0.0200 | 0.9800 | 1.0000 |
| 1 | Fin Op Mgr | | | | 0.3300 | | | | | | 0.3300 | 0.6700 | 1.0000 |
| 1 | Finance Dir | | | | 0.3500 | | | | | | 0.3500 | 0.6500 | 1.0000 |
| 1 | Libr Asst II | | | | | | 1.0000 | | | | 1.0000 | 0.0000 | 1.0000 |
| 1 | Libr Prog Mgr | | | | | | 1.0000 | | | | 1.0000 | 0.0000 | 1.0000 |
| 1 | Maint Div Mgr | | | 0.1500 | | | | | | | 0.1500 | 0.8500 | 1.0000 |
| 1 | Maint Supervisor | | | 0.1500 | | | | | | | 0.1500 | 0.8500 | 1.0000 |
| 2 | Maint Worker | | | | | | | | | | 0.0000 | 2.0000 | 2.0000 |
| 1 | Maint Worker | | | 0.9800 | | | | | | | 0.9800 | 0.0200 | 1.0000 |
| 1 | Police Chief | | | | | | | | 1.0000 | | 1.0000 | 0.0000 | 1.0000 |
| 1 | Police Lieut | | | | | | | | 1.0000 | | 1.0000 | 0.0000 | 1.0000 |
| 14 | Police Officer | | | | | | | | 14.0000 | | 14.0000 | 0.0000 | 14.0000 |
| 1 | Proj Engineer | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Pub Works Dir | 0.0300 | | 0.0800 | | | | | | | 0.0800 | 0.9100 | 1.0000 |
| 1 | Sec/AP Clrk | | | | 0.3800 | | | | | | 0.3800 | 0.6200 | 1.0000 |
| 1 | Sec/Receptionist | 0.0300 | | 0.0100 | | | | | | | 0.0400 | 0.9600 | 1.0000 |
| 1 | Sec/Receptionist | 0.1000 | 0.0200 | 0.0100 | | | | | | | 0.1300 | 0.8700 | 1.0000 |
| 1 | Senior Eng | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Senior Maint Wrkr | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 1 | Senior Maint Wrkr | | | | | | | | | | 0.0000 | 1.0000 | 1.0000 |
| 2 | Senior Maint Wrkr | | | | | | | | | | 0.0000 | 2.0000 | 2.0000 |
| 5 | Sergeant | | | | | | | | 5.0000 | | 5.0000 | 0.0000 | 5.0000 |
| 1 | Sr Serv Prg Mgr | | | | | | | | | 1.0000 | 1.0000 | 0.0000 | 1.0000 |

PART TIME

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| N/A | City Planner | 0.4714 | | | | | | | | | 0.4714 | 0.0844 | 0.5558 |
| 1 | Clerical Assist | | | | | | | | 0.4750 | | 0.4750 | 0.0000 | 0.4750 |
| 1 | Clerk Typist | 0.2099 | | | | 0.1793 | | | | | 0.3892 | 0.3738 | 0.7630 |
| 6 | Lib Asst I | | | | | | 2.5500 | | | | 2.5500 | 0.0000 | 2.5500 |
| 1 | Mun Crt Jdge | | | | | | | N/A | | | 0.0000 | 0.0000 | 0.0000 |
| 1 | Parks Maint Wrkr | | | 0.4000 | | | | | | | 0.4000 | 0.0000 | 0.4000 |
| 1 | Sr Ctr Ofc Asst/Vol Coord | | | | | | | | | 0.2233 | 0.2233 | 0.2517 | 0.4750 |
| 1 | Sr Ctr Project Assist | | | | | | | | | | 0.0000 | 0.2500 | 0.2500 |
| 1 | Sr Ctr Relief Staff | | | | | | | | | 0.0962 | 0.0962 | 0.0000 | 0.0962 |

SEASONAL/TEMP/CONTRACT SERVICE

| | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Clerical Assist | | | | | | | | | | 0.0000 | 0.1000 | 0.1000 |
| N/A | D-A-B Dr | | | | | | | | | | 0.0000 | 0.1330 | 0.1330 |
| N/A | Engineer | | | | | | | | | | 0.0000 | 0.2500 | 0.2500 |
| N/A | Maint Wrkr | | | | | | | | | | 0.0000 | 0.3300 | 0.3300 |
| N/A | Maint Wrkr | | | | | | | | | | 0.0000 | 0.5800 | 0.5800 |
| N/A | Maint Wrkr | | | 0.4166 | | | | | | | 0.4166 | 0.0000 | 0.4166 |
| N/A | Proj Acct | 0.0038 | 0.0016 | 0.0209 | | | | | | | 0.0263 | 0.4045 | 0.4308 |
| N/A | Secretary | | | | | | | | | 0.4750 | 0.4750 | 0.0000 | 0.4750 |
| N/A | Seasonal Help | | | | | | 0.1500 | | | | 0.1500 | 0.0000 | 0.1500 |
| 80 | TOTAL EMPLOYEES | 1.3851 | 0.3116 | 3.2375 | 1.8000 | 0.2193 | 4.7000 | 2.0000 | 27.4750 | 1.7945 | 42.7230 | 32.7074 | 75.4304 |



1 FTE or Full Time Equivalency = 2,080 hrs/year

## 94-95 BUDGET

## NON GENERAL FUND FTE ALLOC

| # EMP | POSITION | GEN FUND SUB TOTALS | 430 WTR | 435 WTR CIP | 470 WASTE WTR | 475 WASTE WTR CIP | 527 BLDG INSP | 533 PARK ENTER-PRISE | 550 FOOT & BIKE PATH | 555 ENG IMP PERMITS | 558 STRTS | 559 STORM DRNG | 569 DIAL -A- BUS | 570 SR CNTR GRANT | 571 STP STREET PROJ | 840 STRTS CIP | 842 ALLOC DIRECT COSTS | 851 STORM DRAIN SDC | 861 PARK SDC | 871 SEWER SDC | 881 STRTS SDC | 891 WATER SDC | 920 URBN RNWL | 925 NW URBN RNWL | NON GEN FUND SUB TOTALS | TOTALS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2 | Acct Clerk II | 0.0000 | 1.0000 | | 1.0000 | | | | | | | | | | | | | | | | | | | | 2.0000 | 2.0000 |
| 1 | Acct Clerk-Cont | 0.5400 | 0.2100 | | 0.1800 | | | | | | 0.0700 | | | | | | | | | | | | | | 0.4600 | 1.0000 |
| 1 | Admin Sec-PW | 0.4100 | 0.0600 | 0.0600 | 0.0600 | 0.0600 | 0.0500 | | 0.1600 | | 0.0600 | 0.0500 | | | | 0.0200 | | | | | | | 0.0100 | | 0.5900 | 1.0000 |
| 1 | Admin Sec-Police | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 1 | Asst Court Clerk | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 1 | Bldg Official | 0.0000 | 0.0200 | | 0.0200 | | 0.8100 | | | | | | | | | | | 0.0300 | 0.0300 | 0.0300 | 0.0300 | 0.0300 | | | 1.0000 | 1.0000 |
| 1 | City Admin | 0.3300 | 0.2400 | | 0.2400 | | | | | | 0.1300 | | | | | | | | | | | | 0.0600 | | 0.6700 | 1.0000 |
| 1 | Civ Eng Tech I | 0.0500 | 0.3000 | | 0.2800 | | | | 0.0100 | | 0.2500 | 0.1100 | | | | | | | | | | | | | 0.9500 | 1.0000 |
| 1 | Civ Eng Tech II | 0.0000 | | | | | | | | | | | | | | | 1.0000 | | | | | | | | 1.0000 | 1.0000 |
| 5 | Comm Clerk | 5.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 5.0000 |
| 1 | Court Clerk | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 1 | Crew Chief | 0.0000 | | | | | | | | | 1.0000 | | | | | | | | | | | | | | 1.0000 | 1.0000 |
| 1 | Crew Chief | 0.0000 | | | 0.7700 | 0.0800 | | | | | | 0.1500 | | | | | | | | | | | | | 1.0000 | 1.0000 |
| 1 | Crew Chief | 0.0000 | 1.0000 | | | | | | | | | | | | | | | | | | | | | | 1.0000 | 1.0000 |
| 1 | Crew Chief | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 1 | D-A-B Driver | 0.0000 | | | | | | | | | | | 1.0000 | | | | | | | | | | | | 1.0000 | 1.0000 |
| 1 | Eng Div Mgr | 0.1000 | 0.1200 | 0.1500 | 0.1500 | 0.1500 | | | | | 0.0300 | 0.0300 | | | 0.0300 | 0.1000 | | 0.0200 | 0.0200 | 0.0300 | 0.0200 | 0.0300 | 0.0200 | | 0.9000 | 1.0000 |
| 1 | Eng Tech III | 0.0000 | 0.2200 | | 0.2100 | | | | | 0.3000 | 0.0500 | 0.0500 | | | | | | | 0.0200 | 0.0500 | 0.0500 | 0.0500 | | | 1.0000 | 1.0000 |
| 1 | Eng Tech III | 0.0000 | | | | | | | | | | | | | | | 1.0000 | | | | | | | | 1.0000 | 1.0000 |
| 1 | Eng Tech III | 0.0000 | 0.2500 | | 0.2500 | | | | | | 0.1000 | | | | | | | | 0.0100 | 0.1300 | 0.1300 | 0.1300 | | | 1.0000 | 1.0000 |
| 1 | Environ Tech | 0.0200 | 0.4000 | | 0.4000 | 0.0200 | | | | | 0.1000 | 0.0600 | | | | | | | | | | | | | 0.9800 | 1.0000 |
| 1 | Fin Op Mgr | 0.3300 | 0.3000 | | 0.3000 | | | | | | 0.0600 | | | | | | | | | | | | 0.0100 | | 0.6700 | 1.0000 |
| 1 | Finance Dir | 0.3500 | 0.2700 | | 0.2700 | | | | | | 0.0600 | | | | | | | | | | | | 0.0500 | | 0.8500 | 1.0000 |
| 1 | Libr Asst II | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 1 | Libr Prog Mgr | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 1 | Maint Div Mgr | 0.1500 | 0.3400 | 0.0100 | 0.1800 | 0.0100 | | | | | 0.2800 | 0.0200 | | | | 0.0100 | | | | | | | | | 0.8500 | 1.0000 |
| 1 | Maint Supervisor | 0.1500 | 0.3500 | 0.0100 | 0.2000 | 0.0100 | | | | | 0.2500 | 0.0300 | | | | | | | | | | | | | 0.8500 | 1.0000 |
| 2 | Maint Worker | 0.0000 | 2.0000 | | | | | | | | | | | | | | | | | | | | | | 2.0000 | 2.0000 |
| 1 | Maint Worker | 0.9800 | | | | | | 0.0200 | | | | | | | | | | | | | | | | | 0.0200 | 1.0000 |
| 1 | Police Chief | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 1 | Police Lieut | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |
| 14 | Police Officer | 14.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 14.0000 |
| 1 | Proj Engineer | 0.0000 | | | | | | | | | | | | | | | 1.0000 | | | | | | | | 1.0000 | 1.0000 |
| 1 | Pub Works Dir | 0.0900 | 0.1400 | 0.0400 | 0.1200 | 0.0600 | 0.0400 | | 0.0400 | | 0.1500 | 0.0600 | | | 0.0100 | 0.0900 | | 0.0200 | 0.0200 | 0.0200 | 0.0200 | 0.0200 | 0.0500 | 0.0100 | 0.9100 | 1.0000 |
| 1 | Sec/AP Clrk | 0.3800 | 0.2900 | | 0.2500 | | | | | | 0.0800 | | | | | | | | | | | | | | 0.6200 | 1.0000 |
| 1 | Sec/Receptionist | 0.0400 | 0.0400 | 0.2000 | 0.0400 | 0.3500 | 0.0300 | | 0.0100 | | 0.0400 | | | | | 0.1000 | | | | | | | 0.1500 | | 0.9600 | 1.0000 |
| 1 | Sec/Receptionist | 0.1300 | 0.2000 | 0.1000 | 0.2000 | 0.1000 | 0.0300 | | 0.0200 | | 0.1600 | 0.0100 | | | | 0.0500 | | | | | | | | | 0.8700 | 1.0000 |
| 1 | Senior Eng | 0.0000 | | | | | | | | | | | | | | | 1.0000 | | | | | | | | 1.0000 | 1.0000 |
| 1 | Senior Maint Wrkr | 0.0000 | 1.0000 | | | | | | | | | | | | | | | | | | | | | | 1.0000 | 1.0000 |
| 1 | Senior Maint Wrkr | 0.0000 | | | 0.7500 | | | | | | 0.0500 | 0.2000 | | | | | | | | | | | | | 1.0000 | 1.0000 |
| 2 | Senior Maint Wrkr | 0.0000 | | | | | | | | | 2.0000 | | | | | | | | | | | | | | 2.0000 | 2.0000 |
| 5 | Sergeant | 5.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 5.0000 |
| 1 | Sr Serv Prg Mgr | 1.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 1.0000 |

PART TIME

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| N/A | City Planner | 0.4714 | | | | | | | | | | | | | | | | | | | | | 0.0422 | 0.0422 | 0.0844 | 0.5558 |
| 1 | Clerical Assist | 0.4750 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 0.4750 |
| 1 | Clerk Typist | 0.3892 | 0.1869 | | 0.1869 | | | | | | | | | | | | | | | | | | | | 0.3738 | 0.7630 |
| 6 | Lib Asst I | 2.5500 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 2.5500 |
| 1 | Mun Crt Jdge | 0.0000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 0.0000 |
| 1 | Parks Maint Wrkr | 0.4000 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 0.4000 |
| 1 | Sr Ctr Ofc Asst/Vol Coord | 0.2233 | | | | | | | | | | | 0.2517 | | | | | | | | | | | | 0.2517 | 0.4750 |
| 1 | Sr Ctr Project Assist | 0.0000 | | | | | | | | | | | | 0.2500 | | | | | | | | | | | 0.2500 | 0.2500 |
| 1 | Sr Ctr Relief Staff | 0.0962 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 0.0962 |

SEASONAL/TEMP/CONTRACT SERVICE

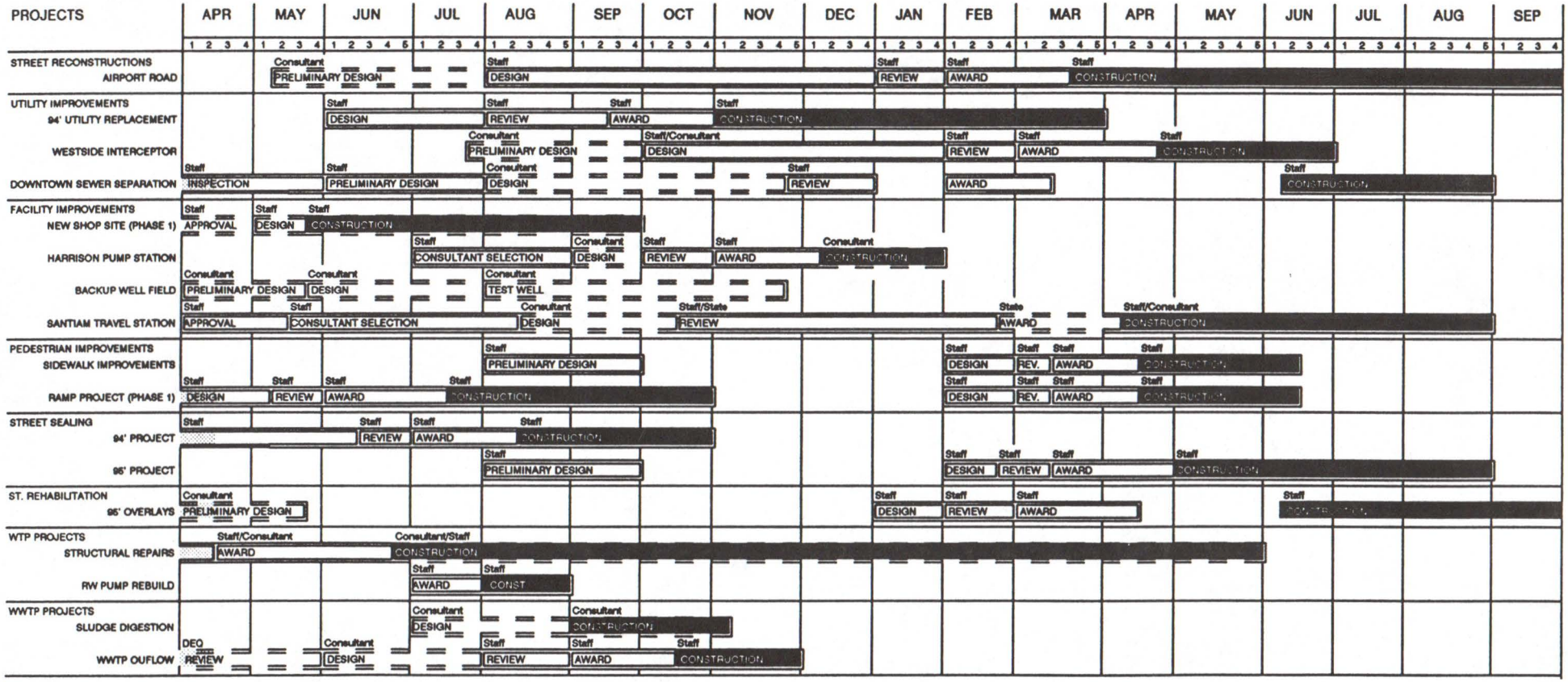
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Clerical Assist | 0.0000 | | | | | | | | | | | | | | | 0.1000 | | | | | | | | 0.1000 | 0.1000 |
| N/A | D-A-B Dr | 0.0000 | | | | | | | | | | | 0.1330 | | | | | | | | | | | | 0.1330 | 0.1330 |
| N/A | Engineer | 0.0000 | | | | | | | | | | | | | | | 0.2500 | | | | | | | | 0.2500 | 0.2500 |
| N/A | Maint Wrkr | 0.0000 | 0.3300 | | | | | | | | | | | | | | | | | | | | | | 0.3300 | 0.3300 |
| N/A | Maint Wrkr | 0.0000 | | | | | | | | | 0.5800 | | | | | | | | | | | | | | 0.5800 | 0.5800 |
| N/A | Maint Wrkr | 0.4166 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 0.4166 |
| N/A | Proj Acct | 0.0263 | 0.0517 | 0.0599 | 0.0264 | 0.0610 | 0.0088 | | 0.0022 | | 0.0407 | 0.0060 | | | 0.0544 | 0.0560 | 0.0374 | | | | | | | | 0.4045 | 0.4308 |
| N/A | Secretary | 0.4750 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 0.4750 |
| N/A | Seasonal Help | 0.1500 | | | | | | | | | | | | | | | | | | | | | | | 0.0000 | 0.1500 |
| 80 | TOTAL EMPLOYEES | 42.7230 | 9.3186 | 0.6299 | 6.0833 | 0.9010 | 0.9688 | 0.0200 | 0.2422 | 0.3000 | 5.5407 | 0.7760 | 1.3847 | 0.2500 | 0.0944 | 0.4260 | 4.3874 | 0.0700 | 0.1000 | 0.2600 | 0.2500 | 0.2600 | 0.3922 | 0.0522 | 32.7074 | 75.4304 |

1 FTE or Full Time Equivalency = 2,080 hrs/year

CITY OF LEBANON
PUBLIC WORKS DEPARTMENT
SUMMARY OF 1994-95 CAPITAL IMPROVEMENT PROJECTS

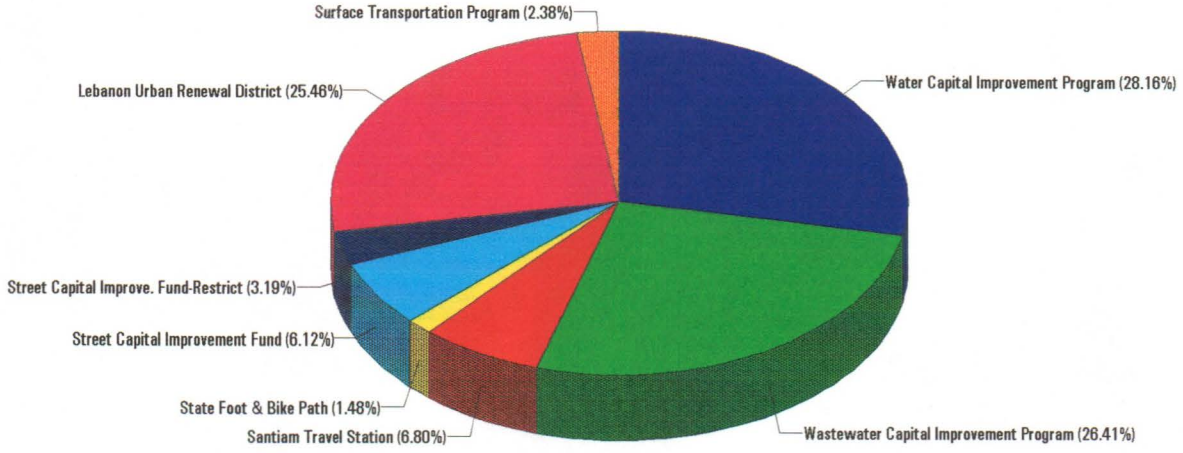
| Project | Estimated Total Project Cost | 1994-1995 Budget Year Funding Source | | | | | | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | | 435 Wtr CIP | 475 WW CIP | 515 STS | 550 SF&BP | 840 St CIF | 841 St CIP-Restrict | 920 LURD | 571 STP | |
| Backup Wellfield | $375,000.00 | $181,000.00 | | | | | | | | $181,000.00 |
| Water Treatment Plant Projects | $1,414,000.00 | $1,044,700.00 | | | | | | | | $1,044,700.00 |
| Utility Replacements | | | | | | | | | | $0.00 |
| Santiam Highway Interconnect | $56,000.00 | $17,800.00 | | | | | | | | $17,800.00 |
| Pipe Replacement Program | $146,735.00 | $9,500.00 | $100,000.00 | | | | | | | $109,500.00 |
| Garvord Interconnect | $20,000.00 | $20,000.00 | | | | | | | | $20,000.00 |
| Small dia. Waterline Replacements | $150,000.00 | $70,800.00 | | | | | | | | $70,800.00 |
| New Shop Site (Phase 1) | $267,200.00 | $45,000.00 | $58,600.00 | | | $58,600.00 | | | | $162,200.00 |
| Downtown Sewer Separation | $480,800.00 | | $196,200.00 | | | | | | | $196,200.00 |
| WWTP Outflow Project | $147,900.00 | | $120,000.00 | | | | | | | $120,000.00 |
| Harrison Street Pump Station | $20,000.00 | | $20,000.00 | | | | | | | $20,000.00 |
| Westside Interceptor | $1,203,400.00 | | $652,400.00 | | | | | | | $652,400.00 |
| Sludge Digestion | $155,000.00 | | $155,000.00 | | | | | | | $155,000.00 |
| City Sidewalk Project | $42,500.00 | | | | $22,500.00 | $2,250.00 | | | | $24,750.00 |
| Priority Sidewalk Installation | $64,500.00 | | | | $30,000.00 | | | | | $30,000.00 |
| Ramp Project (Phase 1) | $215,000.00 | | | | $20,500.00 | $12,750.00 | | | $117,250.00 | $150,500.00 |
| Rehabilitation Program (Overlays) | $839,346.00 | | | | | $122,000.00 | $157,225.00 | | | $279,225.00 |
| Crack Sealing | $50,000.00 | | | | | $36,000.00 | | | | $36,000.00 |
| Slurry Sealing | $110,000.00 | | | | | $70,000.00 | | | | $70,000.00 |
| Airport Road Project | $1,177,000.00 | | | | | | | $1,039,300.00 | | $1,039,300.00 |
| Santiam Travel Station | $335,400.00 | | | $335,400.00 | | | | | | $335,400.00 |
| S. Main Road Project | $711,800.00 | | | | | | | $216,305.00 | | $216,305.00 |
| TOTAL | $7,981,581.00 | $1,388,800.00 | $1,302,200.00 | $335,400.00 | $73,000.00 | $301,600.00 | $157,225.00 | $1,255,605.00 | $117,250.00 | $4,931,080.00 |

# City of Lebanon
## Capital Improvement Project Schedule



# City of Lebanon

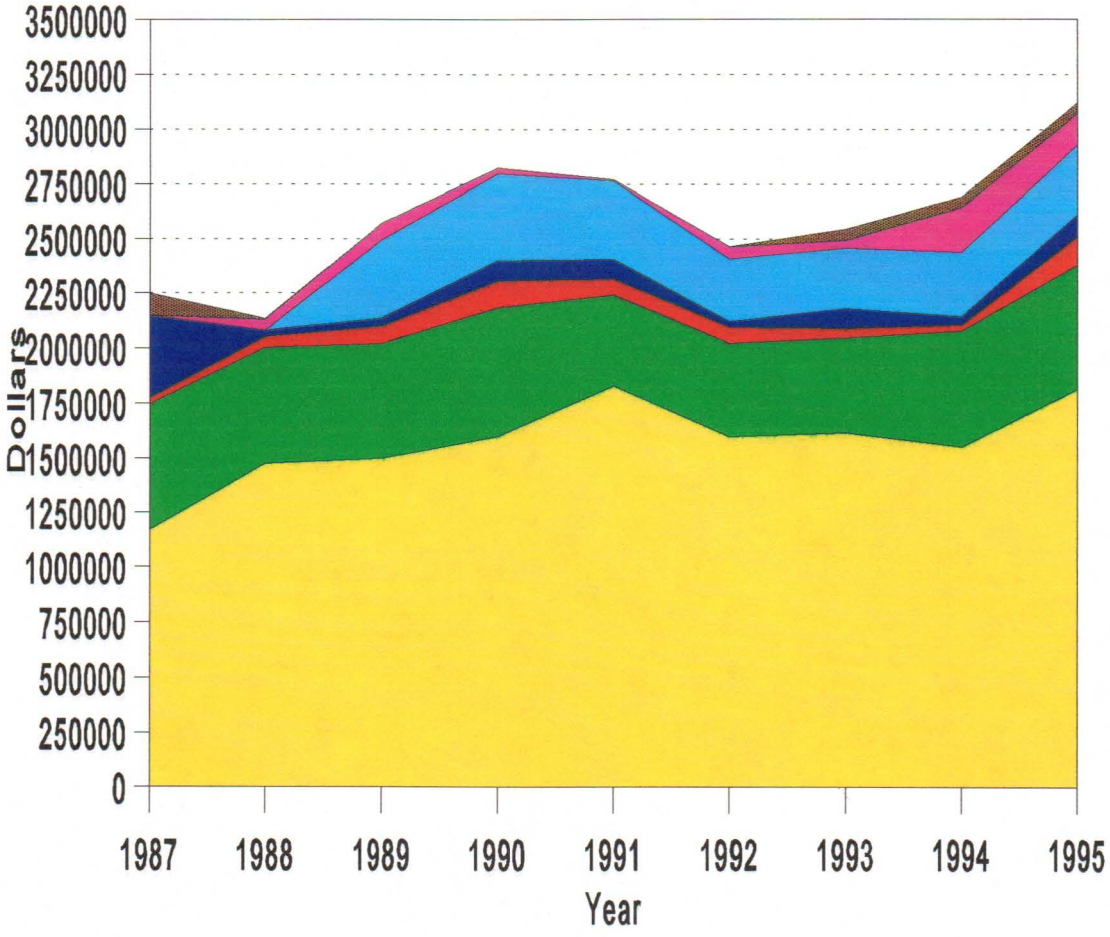
## Capital Improvement Projects

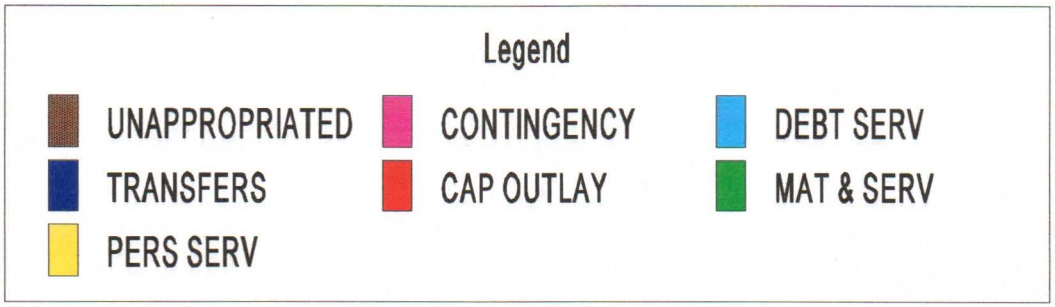


# GENERAL FUND

# CITY OF LEBANON

## General Fund Expenditures by Category



Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 10 GENERAL FUND
Dept : 100 GENERAL FUND

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | REVENUES | | | | | |
| 280,000.00 | 270,000.00 | 280,000 | | 41052 | BANK LOAN FUNDS-TAN | 300,000 | 300,000 | 300,000 |
| 7,901.89 | 10,692.15 | 18,000 | | 41053 | INT FROM BANK LOAN | 18,000 | 18,000 | 18,000 |
| 34,908.42 | 34,110.52 | 32,000 | | 41070 | ST CIGARETTE REVENUE | 32,000 | 32,000 | 32,000 |
| 80,526.67 | 80,870.18 | 74,000 | | 41080 | STATE LIQUOR REVENUE | 80,000 | 80,000 | 80,000 |
| 0.00 | 586.71 | 1,000 | | 43005 | JAIL ASSESS ADMIN FEE | 1,000 | 1,000 | 1,000 |
| 208,268.84 | 166,477.15 | 160,000 | | 43010 | MU CRT FINE & FORFEIT | 160,000 | 160,000 | 160,000 |
| 0.00 | 1,430.00 | 500 | | 43015 | PARKING FINES | 500 | 500 | 500 |
| 9,623.63 | 10,020.29 | 9,000 | | 44010 | CONSUMER POWER, INC. | 9,000 | 9,000 | 9,000 |
| 20,627.65 | 24,848.44 | 25,000 | | 44020 | LEBANON SANITATION CO | 25,000 | 25,000 | 25,000 |
| 21,805.82 | 29,440.75 | 22,000 | | 44030 | LIBERTY CABLE TV | 24,000 | 24,000 | 24,000 |
| 102,456.38 | 74,173.02 | 63,000 | | 44035 | NW NAT GAS FRANCHISE | 63,000 | 63,000 | 63,000 |
| 191,571.84 | 207,007.39 | 190,000 | | 44040 | PP&L ELECT FRANCHISE | 190,000 | 190,000 | 190,000 |
| 24,740.00 | 49,479.30 | 28,000 | | 44060 | TELEPHONE UTILITIES | 25,000 | 25,000 | 25,000 |
| 400.00 | 1,520.00 | 1,500 | | 45010 | REV FROM SALE OF PROP | 1,500 | 1,500 | 1,500 |
| 3,900.00 | 3,900.00 | 3,900 | | 45020 | REV FROM RENTED PROP | 3,900 | 3,900 | 3,900 |
| 64,140.61 | 65,016.38 | 55,000 | | 46010 | BLDG PERMITS & FEES | | | |
| 2,395.00 | 2,800.00 | 1,500 | | 46020 | BUSINESS LICENSES | 1,500 | 1,500 | 1,500 |
| 1,012,916.12 | 1,208,428.57 | 1,330,143 | | 47010 | CURRENT PROPERTY TAXES | 1,537,854 | 1,537,854 | 1,537,854 |
| 157,221.51 | 144,445.01 | 100,000 | | 47020 | DELINQUENT PROP TAXES | 120,000 | 120,000 | 120,000 |
| 0.00 | 0.00 | 4,000 | | 48030 | AMUSEMENT MACHINE REV | 1,000 | 1,000 | 1,000 |
| 22.19- | 97.00- | 0 | | 48040 | CASH OVER | | | |
| 2.00 | 0.00 | 0 | | 48060 | ENGINEERING FEES | | | |
| 0.00 | 0.00 | 500 | | 48070 | EXTRA POLICE SERVICE | 500 | 500 | 500 |
| 7,906.62 | 17,825.50 | 18,000 | | 48100 | INTEREST ON INVESTMENT | 18,000 | 18,000 | 18,000 |
| 2,059.37 | 1,375.95 | 1,000 | | 48101 | INTEREST ON TAXES | 1,000 | 1,000 | 1,000 |
| 78.55 | 133.50 | 100 | | 48130 | MAPS AND ORDINANCES | 100 | 100 | 100 |
| 2,316.50 | 0.00 | 0 | | 48131 | SR CTR REFRESH INC | | | |
| 13,137.94 | 49,479.30 | 17,500 | | 48140 | MISCELLANEOUS REVENUE | 17,500 | 17,500 | 17,500 |
| 9,162.10 | 8,845.53 | 7,000 | | 48144 | MISC. REVENUE-LIBRARY | 7,000 | 7,000 | 7,000 |
| 3,791.24 | 3,872.76 | 3,000 | | 48146 | MISC. REVENUE-POLICE | 3,000 | 3,000 | 3,000 |
| 0.00 | 4,155.41 | 0 | | 48147 | MISC REV-NUISANCE | 350 | 350 | 350 |
| 9,335.41 | 12,308.68 | 13,220 | | 48148 | MISC REV-SR CTR | 13,220 | 13,220 | 13,220 |
| 4,113.63 | 4,673.91 | 5,000 | | 48149 | MISC REV-TALL GRASS | 5,000 | 5,000 | 5,000 |
| 1,736.40 | 2,166.00 | 2,000 | | 48150 | PLANNING COMISSION REV | 2,000 | 2,000 | 2,000 |
| 81.15 | 52.60 | 50 | | 48295 | XEROX COPIES | 50 | 50 | 50 |
| 2,500.00 | 0.00 | 0 | | 49012 | FROM PUB IMPROV FUND | | | |
| 0.00 | 16,364.07 | 0 | | 49027 | FROM TEKNETICS | | | |
| 235.85 | 0.00 | 0 | | 49028 | FROM HOUSING REHAB | | | |
| 0.00 | 0.00 | 0 | | 49030 | FROM MOTEL TAX | 1,600 | 1,600 | 1,600 |
| 55,543.24 | 61,668.69 | 46,000 | | 49040 | STATE REVENUE SHARING | 52,000 | 52,000 | 52,000 |
| 198.72 | 0.00 | 0 | | 49075 | FROM VAUGHN LN AC PARK | | | |
| 0.00 | 3,021.00 | 0 | | 49085 | FROM BANC BOND FD | 7,500 | 7,500 | 7,500 |
| 225,273.85 | 150,484.15 | 370,547 | | 49901 | BEGINNING BALANCE | 390,000 | 390,000 | 390,000 |
| 2,560,854.76 | 2,721,575.91 | 2,882,460 | | 49999 | TOTAL REVENUE | 3,112,074 | 3,112,074 | 3,112,074 |

## PROGRAM INFORMATION

## ADMINISTRATION, PLANNING, AND ECONOMIC DEVELOPMENT



**PROGRAM DESCRIPTION:**

In order to simplify accounting and budgeting, the Administration, Economic and Community Development, and Planning Departments were combined into one department - Administration and Community Development.

The City Administrator directs and coordinates the activities of all city departments, is the department head for Leisure Services, is the Economic Development Director, is the City Recorder, administers the city's personnel and risk management systems, supervises preparation of the annual budget, implements policy as established by the City Council, and performs other general administrative functions.

The City Planner, City Attorney, and Planning Commission will be devoting a significant amount of time and energy to the state-required review and updating of the Comprehensive Plan and approving development proposals. The Periodic Review process will include a review and updating of the Comprehensive Plan to insure that it still reflects the needs and objectives of the community. Additionally, as part of the Periodic Review, the City will incorporate into the Comprehensive Plan all of the state laws, rulings, and regulations that were established after our Comprehensive Plan was developed and acknowledged. The Periodic Review and Comprehensive Plan update activities will include many meetings of the Planning Commission and other citizens' groups.

City Planner services are provided by contracting with the Council of Governments. Funding for these services is shared by the General Fund and the Urban Renewal Districts. It has been estimated that completion of the review process will take until January, 1995.

This year the planning contract has been increased from .480 FTE, 998 hours to .5558 FTE, 1156 hours. The increase in FTE is due to substantial increase in residential, commercial, and industrial development. The position is allocated among the General Fund and the two Urban Renewal Districts. The General Fund portion is listed below, the balance shows in the other two funds.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| City Administrator | .2900 FTE | .2900 FTE |
| Administrative Secretary - Public Works | .2500 FTE | .2500 FTE |
| City Planner | .4800 FTE | .4714 FTE |
| Clerk Typist (part-time) | .2140 FTE | .2099 FTE |
| Director of Public Works | .0300 FTE | .0300 FTE |
| Project Accountant | .0038 FTE | .0038 FTE |
| Secretary I - Public Works | .1000 FTE | .1300 FTE |
| TOTAL | 1.2430 FTE | 1.3851 FTE |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 10 GENERAL FUND
Dept : 110 ADMIN, PLNG, & ECON DEVELOP

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | PERSONNEL SERVICES | | | |
| 14,190.78 | 25,669.12 | 32,192 | 50001 | SALARIES | 31,461 | 31,461 | 31,461 |
| 3,988.37 | 5,507.78 | 8,485 | 50003 | FRINGE BENEFITS | 10,134 | 10,134 | 10,134 |
| 2,258.31 | 352.83 | 2,100 | 50250 | PART TIME | 2,120 | 2,120 | 2,120 |
| 0.00 | 451.82 | 976 | 50600 | OVERTIME | 1,000 | 1,000 | 1,000 |
| 20,437.46 | 31,981.55 | 43,753 | 59999 | TOTAL PERSONNEL SERV | 44,715 | 44,715 | 44,715 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 30.00 | 195 | 61128 | COMPUTER EXP (PW) | 195 | 195 | 195 |
| 0.00 | 51,505.48 | 65,571 | 61130 | CONTRACT SERVICES | 60,571 | 60,571 | 65,571 |
| 0.00 | 0.00 | 70 | 61131 | CONTRACT SERVICES (PW) | 70 | 70 | 70 |
| 8,821.33 | 13,055.21 | 9,058 | 61240 | DEPT/OPERATING EXPENSE | 9,058 | 9,058 | 9,058 |
| 0.00 | 0.00 | 0 | 61243 | OPERATING EXP (PW) | 72 | 72 | 72 |
| 186.90 | 249.74 | 350 | 61250 | DEPT/OP SUPPLIES | 350 | 350 | 350 |
| 0.00 | 30.00 | 30 | 61253 | OP SUPPLIES (PW) | 30 | 30 | 30 |
| 1,032.15 | 1,016.83 | 850 | 61290 | DUES & SUBSCRIPTIONS | 850 | 850 | 850 |
| 37.00 | 234.18 | 200 | 61320 | EDUCATION & TRAINING | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 61323 | EDUCATION & TRNG (PW) | 50 | 50 | 50 |
| 2,499.27 | 1,313.63 | 4,000 | 61401 | UNEMPLOY INS | 2,000 | 2,000 | 2,000 |
| 105.00 | 29.50 | 100 | 61570 | MAINT/EQPT | 100 | 100 | 100 |
| 1,785.84 | 2,834.13 | 1,650 | 61600 | MEETINGS & CONFERENCES | 1,650 | 1,650 | 1,650 |
| 1,559.10 | 2,590.77 | 1,650 | 61700 | OFFICE SUPPLIES | 1,750 | 1,750 | 1,750 |
| 0.00 | 184.43 | 217 | 61703 | OFFICE SUPPLIES (PW) | 250 | 250 | 250 |
| 16,026.59 | 73,073.90 | 83,941 | 69999 | TOTAL MAT & SERV | 77,196 | 77,196 | 82,196 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72500 | OFFICE EQPT. | | | |
| 0.00 | 0.00 | 0 | 72503 | OFFICE EQPT (PW) | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 200 | 200 | 200 |
| 36,464.05 | 105,055.45 | 127,694 | 99000 | TOTAL DEPT EXP | 122,111 | 122,111 | 127,111 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 110 - ADMINISTRATION, PLANNING, & ECONOMIC DEVELOPMENT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61128 **COMPUTER EXPENSES - PUBLIC WORKS:** | 195 | 195 |
| 61130 **CONTRACT SERVICES:** | | |
| Job classification study | 5,000 | |
| Planning services contract with Council of Governments | 55,916 | |
| Outside engineering costs, enterprise zone publications, printing costs, marketing costs, industrial site & commercial site catalog costs | 4,655 | 65,571 |
| 61131 **CONTRACT SERVICES - PUBLIC WORKS:** | 70 | 70 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Labor relations costs; consultant & attorney fees | 5,000 | |
| Employee Assistance, Wellness/Safety Program expenses | 1,000 | |
| Expense Reimbursement | 1,584 | |
| Cost for film developing, enlarging of photos, graphic art costs and maps | 1,474 | 9,058 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Expense reimbursement | 72 | 72 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | | |
| Miscellaneous supplies other than routine office supplies | 350 | 350 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | 30 | 30 |
| 61290 **DUES & SUBSCRIPTIONS:** | | |
| International City Management Assoc. | 550 | |
| Oregon Section, ICMA | 200 | |
| Subscriptions to professional journals & updating services | 25 | |
| Council on Economic Development for Oregon | 75 | 850 |
| 61320 **EDUCATION AND TRAINING:** | 200 | 200 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 110 - ADMINISTRATION, PLANNING, & ECONOMIC DEVELOPMENT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61401 **UNEMPLOYMENT INSURANCE:** | 2,000 | 2,000 |
| 61570 **MAINTENANCE/EQUIPMENT:** | | |
| Service & repair of office equipment | 100 | 100 |
| 61600 **MEETINGS AND CONFERENCES:** | | |
| Business luncheon meetings & conferences | 1,400 | |
| Annual ICMA Oregon Section Conference | 250 | 1,650 |
| 61700 **OFFICE SUPPLIES:** | | |
| Routine office supplies | 1,750 | 1,750 |
| 61703 **OFFICE SUPPLIES (PW):** | | |
| Routine office supplies | 250 | 250 |

## PROGRAM INFORMATION

## CITY ATTORNEY



**PROGRAM DESCRIPTION**:

The City Attorney provides professional legal services for the City and serves as the City's legal officer; drafts and reviews ordinances, resolutions, contracts, and other legal documents; attends City Council meetings and other meetings as requested; provides legal advice to City Council, appointed boards and commissions, department heads, and other City employees; prosecutes violations of State law and city ordinances in Municipal Court; represents the City in general litigation. It is anticipated that outside counsel will occasionally need to be hired by the City when a specialized matter arises or when a conflict of interest exists.

This year, the City Attorney's salary has once again been allocated among various funds and departments. With the keeping of much more detailed time records, we have been able to more accurately allocate the costs. The cost of the City Attorney for prosecutions and cost of prosecutors for conflict of interest has been included in the Court budget.

At the request of Morley, Thomas, Kingsley and McHill this budget for legal services has been increased from $52,000 to $60,000 based on actual hours worked.

| Fiscal Year | Hours | Actual Fee | Normal Rate | Normal Fee | % of Regular Fee |
|---|---|---|---|---|---|
| 1993-94 | 615.70 | 52,000 | 120 | 73,884 | 70% |
| 1992-93 | 665.95 | 48,000 | 120 | 79,914 | 60% |
| 1991-92 | 532.91 | 45,600 | 120 | 63,948 | 71% |
| 1990-91 | 712.70 | 40,500 | 100 | 71,270 | 56% |
| Total | 2,527.25 | 186,100 | n/a | 289,016 | 64% |
| 1994-95 | 631.80 | 60,000 | 120 | 75,816 | 79% |

The City is fortunate to be able to receive high quality service at less than market rates. Contracting for this service with a local firm continues to be more cost effective than having a full time attorney on staff or seeking services outside the community.

**PROGRAM DESCRIPTION**:

ALLOCATION OF CITY ATTORNEY CONTRACT WAGE:

| | |
|---|---|
| General Fund - City Attorney Budget | 41.00% |
| General Fund - Court Budget | 39.00% |
| Enterprise Fund - Water Budget | 7.00% |
| Enterprise Fund - Wastewater Budget | 7.00% |
| Intergovernmental Fund - Street Budget | 6.00% |
| TOTAL | 100.00% |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 10 GENERAL FUND
Dept : 120 CITY ATTORNEY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | PERSONNEL SERVICES | | | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | | | |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | MATERIALS & SERVICES | | | | | |
| 19,776.00 | 19,776.00 | 20,800 | 61130 | CONTRACT SERVICES | 24,756 | 24,756 | 24,756 |
| 0.00 | 243.91 | 500 | 61132 | OUTSIDE ATTORNEY'S FEE | 500 | 500 | 500 |
| 19,776.00 | 20,019.91 | 21,300 | 69999 | TOTAL MAT & SERV | 25,256 | 25,256 | 25,256 |
| 19,776.00 | 20,019.91 | 21,300 | 99000 | TOTAL DEPT EXP | 25,256 | 25,256 | 25,256 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 120 - CITY ATTORNEY**

| **MATERIALS & SERVICES:** | **SUB-LINE ITEM TOTAL** | **LINE TOTAL** |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | 24,756 | 24,756 |
| 61132 **OUTSIDE ATTORNEY FEES:** | | |
| Fees paid as a result of City Attorney conflict of interest or fees paid for litigation in a specialized area | 500 | 500 |

## PROGRAM INFORMATION

## PUBLIC WORKS/ENGINEERING



**PROGRAM DESCRIPTION**:

While most of Engineering's activities are reimbursable through utility, development, public improvement, and other revenue-producing funds, the division depends on general fund monies for several areas of activity.

Activity areas in this fund include technical assistance to other departments; response to and resolution of citizens' complaints; hazard investigations; and communication and cooperation with other government entities such as OSHD, FEMA, DEQ, Linn County, state and federal health agencies, the Soil Conservation Service and Grand Prairie Water Control District. The ongoing investigation into the PCE groundwater contamination in Northwest Lebanon is an example of this activity.

The continuing reduction in general fund revenues will require the Department of Public Works to keep this kind of support activity to a minimum in FY 1994-95.

In the past this fund also included support activities for development or projects prior to their approval for funding from other sources. Engineering activities in this category include feasibility studies, facility planning, preliminary engineering, site and utility design for potential economic development, preliminary design and production of engineering reports for LID's, and grant applications.

This development support activity has been withdrawn from the general fund and is now funded out of the utility funds — water, wastewater and streets. Development support is also funded through a new budget department, Engineering Improvements (Department 555) which is funded by revenue from various engineering permit fees.

| **POSITIONS**: | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary-Public Works | .1400 FTE | .1400 FTE |
| Engineering Division Manager | .0000 FTE | .1000 FTE |
| Engineering Technician I | .0000 FTE | .0500 FTE |
| Secretary/Receptionist | .0200 FTE | .0200 FTE |
| SUBTOTAL - Regular | .1600 FTE | .3100 FTE |
| Temporary Public Works Accounting Clerk | .0016 FTE | .0016 FTE |
| TOTAL | .1616 FTE | .3116 FTE |

Fund : 10 GENERAL FUND
Dept : 130 PUBLIC WORKS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | PERSONNEL SERVICES | | | |
| 4,705.81 | 3,391.79 | 3,741 | 50001 | SALARIES | 9,649 | 9,649 | 9,649 |
| 2,168.52 | 1,442.58 | 1,548 | 50003 | FRINGE BENEFITS | 3,572 | 3,572 | 3,572 |
| 0.00 | 0.00 | 0 | 50250 | PART TIME | | | |
| 163.07 | 127.36 | 770 | 50600 | OVERTIME | 220 | 220 | 220 |
| 7,037.40 | 4,961.73 | 6,059 | 59999 | TOTAL PERSONNEL SERV | 13,441 | 13,441 | 13,441 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 25 | 61009 | ADVERTISING (PW) | 25 | 25 | 25 |
| 40.00 | 175.69 | 100 | 61010 | ADVERTISING | 150 | 150 | 150 |
| 0.00 | 0.00 | 0 | 61120 | COMMUNICATION (ADMIN) | | | |
| 0.00 | 0.00 | 20 | 61123 | COMMUNICATION (PW) | 50 | 50 | 50 |
| 357.11 | 156.00 | 200 | 61124 | COMPUTER EXPENSE | 200 | 200 | 200 |
| 28.69 | 150.00 | 25 | 61128 | COMPUTER EXP (PW) | 40 | 40 | 40 |
| 61.50 | 250.00 | 200 | 61130 | CONTRACT SERVICES | 200 | 200 | 200 |
| 0.00 | 0.00 | 230 | 61131 | CONTRACT SERVICES (PW) | 30 | 30 | 30 |
| 756.82 | 501.88 | 800 | 61240 | DEPT/OPERATING EXPENSE | 800 | 800 | 800 |
| 111.99 | 44.50 | 80 | 61243 | OPERATING EXP (PW) | 290 | 290 | 290 |
| 134.77 | 267.49 | 300 | 61250 | DEPT/OP SUPPLIES | 300 | 300 | 300 |
| 44.93 | 22.95 | 25 | 61253 | OP SUPPLIES (PW) | 50 | 50 | 50 |
| 50.50 | 16.74 | 90 | 61290 | DUES & SUBSCRIPTIONS | 90 | 90 | 90 |
| 16.50 | 10.00 | 15 | 61293 | DUES & SUBSCRIPT (PW) | 25 | 25 | 25 |
| 21.04 | 40.00 | 50 | 61320 | EDUCATION & TRAINING | 50 | 50 | 50 |
| 0.00 | 50.00 | 50 | 61323 | EDUCATION & TRNG (PW) | 50 | 50 | 50 |
| 0.00 | 0.00 | 25 | 61500 | UNIFORM-BUY & CLEAN | 25 | 25 | 25 |
| 240.16 | 1.00 | 100 | 61570 | MAINT/EQPT | 100 | 100 | 100 |
| 0.00 | 21.87 | 60 | 61573 | MAINT/EQPT (PW) | 60 | 60 | 60 |
| 171.00 | 194.03 | 200 | 61580 | MAINT/VEHICLES | 200 | 200 | 200 |
| 21.23 | 22.13 | 30 | 61600 | MEETINGS & CONFERENCES | 30 | 30 | 30 |
| 10.75 | 0.00 | 30 | 61603 | MTGS & CONF (PW) | 60 | 60 | 60 |
| 0.00 | 0.00 | 0 | 61700 | OFFICE SUPPLIES | | | |
| 19.27 | 54.45 | 20 | 61703 | OFFICE SUPPLIES (PW) | 50 | 50 | 50 |
| 40.07 | 65.66 | 100 | 61800 | PETROLEUM | 150 | 150 | 150 |
| 2,126.33 | 2,044.39 | 2,775 | 69999 | TOTAL MAT & SERV | 3,025 | 3,025 | 3,025 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72500 | OFFICE EQPT. | | | |
| 0.00 | 59.88 | 0 | 72503 | OFFICE EQPT (PW) | 200 | 200 | 200 |
| 0.00 | 59.88 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 200 | 200 | 200 |

Fund : 10 GENERAL FUND
Dept : 130 PUBLIC WORKS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | INTERFUND TRANSFERS | | | | | |
| 450.00 | 350.00 | 500 | 90105 | TO EQPT ACQ & REP FUND | 610 | 610 | 610 |
| 450.00 | 350.00 | 500 | 90990 | TOTAL INTERFUND TRANS | 610 | 610 | 610 |
| 9,613.73 | 7,416.00 | 9,334 | 99000 | TOTAL DEPT EXP | 17,276 | 17,276 | 17,276 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 130 - PUBLIC WORKS/ENGINEERING SERVICES**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW):** | | |
| Recruiting and legal ads | 25 | 25 |
| 61010 **ADVERTISING (ENG):** | | |
| Recruiting and legal ads | 150 | 150 |
| 61123 **COMMUNICATIONS (PW):** | | |
| Service and repair of radio equipment | 50 | 50 |
| 61124 **COMPUTER EXPENSE (ENG):** | | |
| Service and repair of hardware | 50 | |
| Supplies | 50 | |
| Software | 50 | |
| Training | 50 | 200 |
| 61128 **COMPUTER EXPENSE (PW):** | | |
| Service and repair of hardware | 10 | |
| Supplies | 10 | |
| Software | 10 | |
| Training | 10 | 40 |
| 61130 **CONTRACT SERVICES (ENG):** | | |
| Engineering, surveying, consultant services | 200 | 200 |
| 61131 **CONTRACT SERVICES (PW):** | | |
| Project accounting services | 30 | 30 |
| 61240 **DEPARTMENT/OPERATING EXPENSE (ENG):** | | |
| Expense reimbursement | 800 | 800 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 130 - PUBLIC WORKS/ENGINEERING SERVICES**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Outside engineering and surveying services | 200 | |
| P.E. License renewal | 60 | |
| Oregon Co-op Purchasing Agreement Renewal Fee | 30 | 290 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES (ENG):** | | |
| References, code and other books | 50 | |
| Assessor maps/microfilm, surveys | 50 | |
| Drafting and blueprint supplies | 100 | |
| Surveying and inspection supplies | 100 | 300 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | | |
| Assessor maps/microfilm, surveys | 10 | |
| Reference, code and other books | 40 | 50 |
| 61290 **DUES & SUBSCRIPTIONS (ENG):** | | |
| American Public Works Association dues | 50 | |
| Subscriptions | 40 | 90 |
| 61293 **DUES & SUBSCRIPTIONS (PW):** | | |
| Engineering News-Record (ENR) subscriptions | 25 | 25 |
| 61320 **EDUCATION & TRAINING (ENG):** | | |
| Training, workshops, seminars | 50 | 50 |
| 61323 **EDUCATION & TRAINING (PW):** | | |
| Training, workshops, seminars | 50 | 50 |
| 61500 **UNIFORM PURCHASE (ENG):** | | |
| Rain gear | 25 | 25 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 130 - PUBLIC WORKS/ENGINEERING SERVICES**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61570 **MAINTENANCE/EQUIPMENT (ENG)**: | | |
| Service and repair of office/field equipment | 100 | 100 |
| 61573 **MAINTENANCE/EQUIPMENT (PW)**: | | |
| Service and repair of office equipment | 60 | 60 |
| 61580 **MAINTENANCE/VEHICLES (ENG)**: | | |
| Engineering vehicles, payment to Fire District for mechanic | 200 | 200 |
| 61600 **MEETINGS & CONFERENCES (ENG)**: | | |
| Business meetings and travel luncheons | 30 | 30 |
| 61603 **MEETINGS & CONFERENCES (PW)**: | | |
| Business meetings and travel luncheons | 60 | 60 |
| 61703 **OFFICE SUPPLIES (PW)**: | | |
| General office supplies | 50 | 50 |
| 61800 **PETROLEUM PRODUCTS (ENG)**: | | |
| Gasoline and oil for staff vehicles | 150 | 150 |
| **CAPITAL OUTLAY** | | |
| 72503 **OFFICE EQUIPMENT (PW)**: | | |
| Upgrade existing computers for network | 200 | 200 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 130 - PUBLIC WORKS/ENGINEERING SERVICES**

| | | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|---|
| **INTERFUND TRANSFERS** | | | |
| 90105 | **TO EQUIPMENT ACQUISITION AND REPLACEMENT FUND:** | 610 | 610 |

**PROGRAM DESCRIPTION**:

The City of Lebanon has within its jurisdiction 8 developed and 2 undeveloped parks for a total area of approximately 48 acres. Also included in our parks maintenance program are several planting areas — where North Main Street and Santiam Highway meet, at the intersection of Park and Oak Streets, and a bicycle path adjacent to Cedar Drive, to name just a few.

Primary responsibilities within the Parks Section encompass maintenance of trees, shrubs and turf as well as buildings and park facilities. Maintenance of facilities entails many different aspects. The section maintains 3 restroom buildings, 3 picnic shelters, 105 picnic tables, 6 playgrounds, 3 tennis and 3 basketball courts, and 14 horseshoe pits. The section also has primary responsibility for 7 backstops and ball diamonds. The section is accountable for maintenance of irrigation equipment and systems that are now in place, and roads and parking lots within the park system. Parks also includes improved camping facilities at River Park and maintenance of the boat ramp, dock and parking lot at Gill's Landing.

Routine work during our park season involves mowing of parks weekly, emptying all trash containers, cleaning restrooms, repairing vandalism and picking up litter from all open areas in the parks. Routine work during the winter includes repair of picnic tables, and tree and shrub trimming. In milder years mowing also continues well past the traditional park season in the fall, and starts one or two months early in the spring.

Our vehicle maintenance is performed by the Lebanon Fire District. We pay for one mechanic and the Fire District provides another mechanic, supervision, a shop and equipment. This has been a very cost effective arrangement and will continue.

Several years of reduced funding has caused some deterioration in the parks, mainly because of lack of manpower. We see an increase in this year's budget that will again allow some part-time and temporary help that will help us catch up somewhat. Hopefully this trend will continue.

All of the capital improvement projects proposed in this year's budget are major maintenance needs and safety-related repairs within the parks. This is the first year of a three-year effort to increase the service level back to the level that existed prior to budget year 1991-92. The Lebanon Chamber of Commerce has initiated a tremendous effort to improve city parks. The current effort is the improvement of Century Park. They have indicated that this will be an on-going effort with

**PROGRAM DESCRIPTION**: (continued)

a different city park chosen each year to receive the attention. A contribution of $7,500 towards this effort is included in the budget.

As before, we feel that our efforts over the last year have been appreciated, and we look forward to a continued commitment to the park system of Lebanon. Through extended effort we can stay in step with the increase in community pride Lebanon has experienced in the recent past.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary-Public Works | .0200 FTE | .0200 FTE |
| Business District Maintenance | .0000 FTE | .4000 FTE |
| Crew Chief | 1.0000 FTE | 1.0000 FTE |
| Director of Public Works | .0400 FTE | .0600 FTE |
| Environmental Technician | .0000 FTE | .0200 FTE |
| Maintenance Services Division Manager | .1500 FTE | .1500 FTE |
| Maintenance Supervisor | .0000 FTE | .1500 FTE |
| Maintenance Worker (1) | 1.0000 FTE | .9800 FTE |
| Secretary/Receptionist | .0100 FTE | .0200 FTE |
| SUBTOTAL - Regular | 2.2200 FTE | 2.8000 FTE |
| Temporary Maintenance Worker (contract) | .0000 FTE | .4166 FTE |
| Temporary Public Works Accounting Clerk | .0209 FTE | .0209 FTE |
| TOTAL | 2.2409 FTE | 3.2375 FTE |

Fund : 10 GENERAL FUND
Dept : 133 PARKS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | | | PERSONNEL SERVICES | | | |
| 58,380.52 | 58,615.63 | 63,962 | | | 50001 SALARIES | 73,144 | 73,144 | 73,144 |
| 25,524.70 | 25,696.33 | 25,752 | | | 50003 FRINGE BENEFITS | 30,839 | 30,839 | 30,839 |
| 0.00 | 0.00 | 0 | | | 50250 PART TIME | 5,824 | 5,824 | 5,824 |
| 646.21 | 651.50 | 500 | | | 50600 OVERTIME | 500 | 500 | 500 |
| 84,551.43 | 84,963.46 | 90,214 | | | 59999 TOTAL PERSONNEL SERV | 110,307 | 110,307 | 110,307 |
| | | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 25 | | | 61009 ADVERTISING (PW) | 25 | 25 | 25 |
| 0.00 | 0.00 | 0 | | | 61010 ADVERTISING | | | |
| 0.00 | 0.00 | 25 | | | 61012 ADVERTISING (MAINT) | 100 | 100 | 100 |
| 166.50 | 219.37 | 0 | | | 61120 COMMUNICATION (ADMIN) | | | |
| 0.00 | 0.00 | 320 | | | 61122 COMMUNICATION (MAINT) | 400 | 400 | 400 |
| 0.00 | 0.00 | 35 | | | 61123 COMMUNICATION (PW) | 50 | 50 | 50 |
| 0.00 | 60.30 | 0 | | | 61124 COMPUTER EXPENSE | | | |
| 0.00 | 50.00 | 275 | | | 61127 COMPUTER EXP (MAINT) | 275 | 275 | 275 |
| 0.00 | 75.95 | 115 | | | 61128 COMPUTER EXP (PW) | 120 | 120 | 120 |
| 0.00 | 0.00 | 0 | | | 61130 CONTRACT SERVICES | | | |
| 0.00 | 0.00 | 380 | | | 61131 CONTRACT SERVICES (PW) | 380 | 380 | 380 |
| 0.00 | 0.00 | 2,200 | | | 61134 CONTRACT SERV (MAINT) | 9,000 | 9,000 | 9,000 |
| 4,525.65 | 5,627.17 | 0 | | | 61240 DEPT/OPERATING EXPENSE | | | |
| 0.00 | 89.00 | 3,900 | | | 61242 OPERATING EXP (MAINT) | 6,200 | 6,200 | 6,200 |
| 2,356.00 | 49.00 | 240 | | | 61243 OPERATING EXP (PW) | 545 | 545 | 545 |
| 167.34 | 322.00 | 0 | | | 61250 DEPT/OP SUPPLIES | | | |
| 0.00 | 14.34 | 200 | | | 61252 OP. SUPPLIES (MAINT) | 300 | 300 | 300 |
| 75.00 | 65.68 | 0 | | | 61290 DUES & SUBSCRIPTIONS | | | |
| 0.00 | 0.00 | 140 | | | 61292 DUES & SUBS (MAINT) | 140 | 140 | 140 |
| 266.57 | 772.32 | 0 | | | 61320 EDUCATION & TRAINING | | | |
| 0.00 | 0.00 | 850 | | | 61322 ED & TRNG (MAINT) | 895 | 895 | 895 |
| 0.00 | 0.00 | 200 | | | 61420 INS REPAIR & DEDUCT | 400 | 400 | 400 |
| 469.30 | 532.55 | 0 | | | 61500 UNIFORM-BUY & CLEAN | | | |
| 0.00 | 0.00 | 600 | | | 61502 UNIFORMS (MAINT) | 600 | 600 | 600 |
| 3,340.41 | 1,077.40 | 0 | | | 61560 MAINT/BLDG (ADMIN) | | | |
| 0.00 | 20.84 | 4,800 | | | 61562 MAINT/BLDG (MAINT) | 5,500 | 5,500 | 5,500 |
| 169.33 | 132.57 | 0 | | | 61570 MAINT/EQPT | | | |
| 0.00 | 15.50 | 200 | | | 61572 MAINT/EQPT (MAINT) | 400 | 400 | 400 |
| 4,833.28 | 5,110.78 | 0 | | | 61580 MAINT/VEHICLES | | | |
| 0.00 | 0.00 | 6,045 | | | 61582 MAINT/VEHICLES (MAINT) | 6,030 | 6,030 | 6,030 |
| 0.00 | 25.00 | 0 | | | 61600 MEETINGS & CONFERENCES | | | |
| 0.00 | 0.00 | 25 | | | 61602 MTGS & CONF (MAINT) | 50 | 50 | 50 |
| 0.00 | 0.00 | 25 | | | 61603 MTGS & CONF (PW) | 50 | 50 | 50 |
| 18.82 | 26.30 | 0 | | | 61700 OFFICE SUPPLIES | | | |
| 0.00 | 0.00 | 50 | | | 61702 OFF SUPPLIES (MAINT) | 75 | 75 | 75 |
| 9.82 | 45.17 | 50 | | | 61703 OFFICE SUPPLIES (PW) | 75 | 75 | 75 |

Fund : 10 GENERAL FUND
Dept : 133 PARKS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| 1,288.94 | 1,360.42 | 0 | | 61800 | PETROLEUM | | | |
| 0.00 | 0.00 | 2,200 | | 61802 | PETROLEUM (MAINT) | 2,000 | 2,000 | 2,000 |
| 3,283.39 | 4,249.86 | 0 | | 61900 | UTILITIES (ADMIN) | | | |
| 0.00 | 0.00 | 3,600 | | 61902 | UTILITIES (MAINT) | 3,600 | 3,600 | 3,600 |
| 20,970.35 | 19,941.52 | 26,500 | | 69999 | TOTAL MAT & SERV | 37,210 | 37,210 | 37,210 |
| | CAPITAL OUTLAY | | | | | | | |
| 0.00 | 0.00 | 0 | | 72050 | LAND | | | |
| 0.00 | 0.00 | 0 | | 72100 | BUILDINGS | | | |
| 0.00 | 0.00 | 0 | | 72300 | IMPROVEMENTS | | | |
| 0.00 | 0.00 | 14,425 | | 72302 | IMPROVEMENTS (MAINT) | 40,775 | 40,775 | 47,475 |
| 0.00 | 0.00 | 0 | | 72303 | IMPROVEMENTS (PW) | | | |
| 0.00 | 333.25 | 0 | | 72500 | OFFICE EQPT. | | | |
| 0.00 | 0.00 | 0 | | 72503 | OFFICE EQPT (PW) | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | | 72600 | OTHER EQPT. | | | |
| 0.00 | 0.00 | 3,910 | | 72602 | OTHER EQPT (MAINT) | | | |
| 0.00 | 0.00 | 0 | | 72800 | VEHICLES | | | |
| 0.00 | 333.25 | 18,335 | | 79999 | TOTAL CAPITAL OUTLAY | 40,975 | 40,975 | 47,675 |
| | INTERFUND TRANSFERS | | | | | | | |
| 3,950.00 | 5,351.00 | 0 | | 90105 | TO EQPT ACQ & REP FUND | 6,540 | 6,540 | 6,540 |
| 3,950.00 | 5,351.00 | 0 | | 90990 | TOTAL INTERFUND TRANS | 6,540 | 6,540 | 6,540 |
| 109,471.78 | 110,589.23 | 135,049 | | 99000 | TOTAL DEPT EXP | 195,032 | 195,032 | 201,732 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 133 - PARKS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW)**: | | |
| Personnel recruitment | 25 | 25 |
| 61012 **ADVERTISING (MT)**: | | |
| Personnel recruitment | 100 | 100 |
| 61122 **COMMUNICATIONS (MT)**: | | |
| Service and repair of radio equipment | 150 | |
| Basic telephone service to Park Host | 250 | 400 |
| 61123 **COMMUNICATIONS (PW)**: | | |
| Service and repair of radio equipment | 50 | 50 |
| 61127 **COMPUTER EXPENSE (MT)**: | | |
| Service and repair of hardware | 50 | |
| Supplies | 25 | |
| Software | 200 | 275 |
| 61128 **COMPUTER EXPENSE (PW)**: | | |
| Service and repair of hardware | 80 | |
| Supplies | 40 | 120 |
| 61131 **CONTRACT SERVICES (PW)**: | | |
| Project accounting services | 380 | 380 |
| 61134 **CONTRACT SERVICES (MT)**: | | |
| PortaPots services - special events | 200 | |
| Temporary Maintenance Worker (1) | 8,800 | 9,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 133 - PARKS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61242 **DEPARTMENT/OPERATING EXPENSE (MT):** | | |
| Turf and tree maintenance including loam, seed, plants, trees, fertilizer, chemicals, vegetation and rodent control, tree trimming | 3,000 | |
| Driveway/parking area repair | 200 | |
| Garbage dumping fees | 2,000 | |
| Tool/Equipment rental | 200 | |
| Safety Incentive Program | 200 | |
| Fence Repair | 200 | |
| Tennis/Basketball court and lighting maintenance | 400 | 6,200 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Outside engineering and surveying services | 445 | |
| Expense reimbursement | 100 | 545 |
| 61252 **DEPARTMENT/OPERATING SUPPLIES (MT):** | | |
| Small tools, blades, cleaners | 300 | 300 |
| 61292 **DUES & SUBSCRIPTIONS (MT):** | | |
| Pesticide Association | 140 | 140 |
| 61322 **EDUCATION & TRAINING (MT):** | | |
| Park and Recreation Maintenance Mgmnt. School | 595 | |
| Training, workshops, seminars | 200 | |
| Reimbursement for course work | 100 | 895 |
| 61420 **INSURANCE REPAIR & DEDUCT:** | 400 | 400 |
| 61502 **UNIFORM PURCHASE/LAUNDERING (MT):** | | |
| Rain gear, rubber boots, gloves | 150 | |
| Purchase, repair, cleaning of uniforms, and safety clothing | 450 | 600 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 133 - PARKS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61562 **MAINTENANCE/BUILDING & GROUNDS (MT):** | | |
| Building maintenance, lumber, hardware, paint, plumbing and electricity | 2,000 | |
| Repairs due to vandalism | 800 | |
| Grounds maintenance, benches, tables, trash containers, drinking fountains | 1,500 | |
| Irrigation system repairs | 400 | |
| Maintenance of play equipment, paths | 800 | 5,500 |
| 61572 **MAINTENANCE/EQUIPMENT (MT):** | | |
| Mower, seeder, auger, other small equipment | 400 | 400 |
| 61582 **MAINTENANCE/VEHICLES (MT):** | | |
| Portion of Jointly-owned Vehicles | 200 | |
| Gang mower | 200 | |
| Pickup (3) | 400 | |
| Tractor/mower (2) | 400 | |
| Payment to Fire District for mechanic | 4,830 | 6,030 |
| 61602 **MEETINGS & CONFERENCES (MT):** | | |
| American Public Works Association Conference | 50 | 50 |
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| American Public Works Association Conference | 25 | |
| Business meetings | 25 | 50 |
| 61702 **OFFICE SUPPLIES (MT):** | 75 | 75 |
| 61703 **OFFICE SUPPLIES (PW):** | 75 | 75 |
| 61802 **PETROLEUM PRODUCTS (MT):** | | |
| Gasoline, oil, lubricants | 2,000 | 2,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 133 - PARKS**

| | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| **MATERIALS & SERVICES** | | |
| 61902 **UTILITIES (MT):** | | |
| Electricity for River, Booth, Century, Weldwood, and Christopher Columbus Parks, Ralston Square Gazebo and Christmas lights | 3,600 | 3,600 |
| **CAPITAL OUTLAY** | | |
| 72302 **IMPROVEMENTS (MT):** | | |
| Replace deteriorated stalls in restrooms to meet ADA | | |
| Weldwood Park | 1,650 | |
| River Park (mens) | 1,000 | |
| Replace Fort Stanley play area enclosure | 10,400 | |
| Replace roof on shelter at River Park | 7,500 | |
| Fall material in playground at River Park | 9,000 | |
| Chamber - parks improvement effort | 13,052 | |
| Century Park building | 4,873 | 47,475 |
| 72503 **OFFICE EQUIPMENT (PW)** | | |
| Upgrade existing computers for network | 200 | 200 |
| **INTERFUND TRANSFERS** | | |
| 90105 **TO EQUIPMENT ACQUISITION AND REPLACEMENT FUND:** | 6,540 | 6,540 |

**PROGRAM DESCRIPTION**:

The Finance Department provides a full range of financial services to the city, including financial statement preparation and audit; collection of water, wastewater, and other receivables owed to the city; payroll preparation; accounts payable; and budget preparation. In addition to the regular monthly accounting work, the department provides a large variety of financial information to the public, consultants, and other city departments.

The Finance Department staff processes an average of 425 accounts payable checks, 75 lien searches on property in the city, and payroll for 75 to 80 employees each month. The utility systems send out an average of 4,200 bills and make 3,340 deposit transactions each month in payments owed to the city from all sources. The finance staff also provides the courtesy of making a monthly average of 75 special payment arrangements with utility customers who are behind on paying their bills. The City has from $7 million to $10 million invested at the highest secure rates possible following Oregon statutory requirements. This amount will decrease as construction projects are completed.

In 1993-94, City Water, Wastewater, and Urban Renewal Bonds were refunded, resulting in a savings to rate and tax payers of $224,950; $505,285; and $38,281 respectively in interest costs. In addition, $1,080,000 in Urban Renewal Bonds was issued for improvements within the Urban Renewal District. These bonds were authorized by a vote of the people in 1984.

The finance staff focuses on providing the quality services required to insure that the city complies with all legal mandates and the best financial management possible using limited city resources. Finance staff will continue to keep detailed time records so that the cost of services may be accurately determined.

This year, capital outlay funds for computer upgrades are being requested to set up a joint computer network with Public Works, to improve efficiency within the departments, and upgrade machines that are more than five years old.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Accounting Clerk-Confidential | .54 FTE | .54 FTE |
| Finance Director | .35 FTE | .35 FTE |
| Finance Operations Manager | .33 FTE | .33 FTE |
| Secretary/Accounts Payable Clerk | .38 FTE | .38 FTE |
| TOTAL | 1.60 FTE | 1.60 FTE |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 10 GENERAL FUND
Dept : 140 FINANCE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | PERSONNEL SERVICES | | | | |
| 42,103.02 | 42,267.53 | 46,816 | 50001 | SALARIES | 48,577 | 48,577 | 48,577 |
| 17,119.50 | 13,570.25 | 16,832 | 50003 | FRINGE BENEFITS | 17,474 | 17,474 | 17,474 |
| 0.00 | 0.00 | 0 | 50250 | PART TIME | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 50255 | PARENTAL LEAVE EXPENSE | | | |
| 0.00 | 0.00 | 200 | 50600 | OVERTIME | 200 | 200 | 200 |
| 59,222.52 | 55,837.78 | 63,848 | 59999 | TOTAL PERSONNEL SERV | 66,351 | 66,351 | 66,351 |
| | | | MATERIALS & SERVICES | | | | |
| 0.00 | 0.00 | 100 | 61010 | ADVERTISING | 100 | 100 | 100 |
| 8.33 | 14.58 | 0 | 61130 | CONTRACT SERVICES | | | |
| 1,392.92 | 1,463.27 | 1,585 | 61240 | DEPT/OPERATING EXPENSE | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 0 | 61250 | DEPT/OP SUPPLIES | | | |
| 309.73 | 344.89 | 200 | 61290 | DUES & SUBSCRIPTIONS | 400 | 400 | 400 |
| 159.46 | 454.01 | 450 | 61320 | EDUCATION & TRAINING | 750 | 750 | 750 |
| 229.60 | 499.03 | 400 | 61570 | MAINT/EQPT | 400 | 400 | 400 |
| 133.32 | 161.39 | 300 | 61600 | MEETINGS & CONFERENCES | 1,000 | 1,000 | 1,000 |
| 679.06 | 1,072.35 | 800 | 61700 | OFFICE SUPPLIES | 1,100 | 1,100 | 1,100 |
| 2,912.42 | 4,009.52 | 3,835 | 69999 | TOTAL MAT & SERV | 5,750 | 5,750 | 5,750 |
| | | | CAPITAL OUTLAY | | | | |
| 0.00 | 0.00 | 0 | 72300 | IMPROVEMENTS | | | |
| 588.19 | 0.00 | 753 | 72500 | OFFICE EQPT. | 4,800 | 4,800 | 4,800 |
| 588.19 | 0.00 | 753 | 79999 | TOTAL CAPITAL OUTLAY | 4,800 | 4,800 | 4,800 |
| 62,723.13 | 59,847.30 | 68,436 | 99000 | TOTAL DEPT EXP | 76,901 | 76,901 | 76,901 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 140 - FINANCE**

| MATERIALS AND SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING**: | | |
| Personnel recruitment | 100 | 100 |
| 61240 **DEPARTMENT/OPERATING EXPENSE**: | | |
| Employee Assistance Program | 200 | |
| Miscellaneous operational expenses | 835 | |
| Safety Incentive Program | 125 | |
| Expense reimbursement | 840 | 2,000 |
| 61290 **DUES & SUBSCRIPTIONS**: | | |
| Risk Manager's Association (1); Municipal Finance Officers Association (2); Government Finance Officers (1); subscriptions to professional journals. | 400 | 400 |
| 61320 **EDUCATION & TRAINING**: | | |
| Training sessions, workshops, seminars | 750 | 750 |
| 61570 **MAINTENANCE/EQUIPMENT**: | | |
| Service & repair of office equipment | 400 | 400 |
| 61600 **MEETINGS & CONFERENCES**: | | |
| Municipal Finance Officers' Assoc. Conference, business meetings and lunches | 1,000 | 1,000 |
| 61700 **OFFICE SUPPLIES**: | 1,100 | 1,100 |
| **CAPITAL OUTLAY** | | |
| 72500 **OFFICE EQUIPMENT**: | | |
| Computer upgrade (one-third cost) | 4,800 | 4,800 |

## PROGRAM INFORMATION

## LEGISLATIVE



**PROGRAM DESCRIPTION**:

As the elected representatives, the Mayor and six Council members serve as the governing body for the City of Lebanon and provide leadership and direction for the City as an organization. The Legislative budget pays a portion of the salaries ($150.00 per month for the Mayor, $100.00 per month for Council members) of the city's elected officials, all of whom serve on a part-time basis. The budget also provides funds for elected officials' attendance at meetings where they represent the city. Allocation of expenses:

| | |
|---|---|
| General Fund | 42% |
| Water Utilities | 23% |
| Wastewater Utilities | 23% |
| Streets Utilities | 12% |
| TOTAL | 100% |

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| City Administrator | .0400 FTE | .0400 FTE |
| Clerk Typist | .1828 FTE | .1793 FTE |
| TOTAL | .2228 FTE | .2193 FTE |

**VOLUNTEER POSITIONS**:

Mayor
Council Members (6)

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 10 GENERAL FUND
Dept : 160 LEGISLATIVE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | PERSONNEL SERVICES | | | |
| 13,947.59 | 9,249.41 | 8,744 | 50001 | SALARIES | 6,719 | 6,719 | 6,719 |
| 3,567.34 | 1,738.11 | 1,470 | 50003 | FRINGE BENEFITS | 1,293 | 1,293 | 1,293 |
| 2,258.31 | 363.44 | 1,824 | 50250 | PART TIME | 1,812 | 1,812 | 1,812 |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | 200 | 200 | 200 |
| 19,773.24 | 11,350.96 | 12,038 | 59999 | TOTAL PERSONNEL SERV | 10,024 | 10,024 | 10,024 |
| | | | | MATERIALS & SERVICES | | | |
| 51.66 | 67.24 | 100 | 61240 | DEPT/OPERATING EXPENSE | 100 | 100 | 100 |
| 473.62 | 678.20 | 1,000 | 61600 | MEETINGS & CONFERENCES | 1,000 | 1,000 | 1,000 |
| 521.08 | 0.00 | 200 | 61700 | OFFICE SUPPLIES | 200 | 200 | 200 |
| 1,046.36 | 745.44 | 1,300 | 69999 | TOTAL MAT & SERV | 1,300 | 1,300 | 1,300 |
| 20,819.60 | 12,096.40 | 13,338 | 99000 | TOTAL DEPT EXP | 11,324 | 11,324 | 11,324 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 160 - LEGISLATIVE**

| MATERIALS & SERVICES: | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Awards, nameplates, supplies for Council meetings | 100 | 100 |
| 61600 **MEETINGS & CONFERENCES:** | | |
| Special luncheon meetings, out-of-town travel & meals | 1,000 | 1,000 |
| 61700 **OFFICE SUPPLIES:** | 200 | 200 |

## PROGRAM INFORMATION

## LIBRARY



**PROGRAM DESCRIPTION:**

The Lebanon Public Library provides library service to Lebanon's 11,250 residents and property owners and to rural residents who pay an annual non-resident user fee. The library's collection of approximately 30,000 items serves the public through adult and children's books, magazines and newspapers, extensive genealogy holdings, a large paperback collection, books on tape, videos, a young adult collection and large-print books for the visually impaired. Additional services include two preschool story hours, a summer reading program, interlibrary loan service, and over-the-phone reference service.

The first year, FY 91-92, following the major staff reductions, circulation dropped 15% from 107,287 to 90,039. The following year, FY 92-93, circulation held constant at 88,894. Now into the third year, the estimated circulation for FY 93-94 is 80,400 — 10% less than FY 92-93. Through the past three fiscal years, library service hours have remained the same at 32 hours per week.

The additional drop in circulation during the current fiscal year is attributed to a combination of factors. The primary cause is that reduced service hours, book budget and staffing have finally taken their toll. Some library users now seldom use the library because the service hours are too restrictive and inconvenient. Also, when libraries do not have up-to-date resources, people lose interest. In addition to a smaller number of new fiction titles available, the library's nonfiction collection is becoming dated. Because of reduced staffing, library personnel are only able to provide minimal reference assistance to library users.

The public library is a service organization to the community; and when the level of service and service hours are reduced by half, it follows that the amount of business with the public is going to decrease. In order for the library to maintain effective programming and material resources (i.e., books, magazines, newspapers, cassettes, etc.), it is necessary to reinstate the levels of service provided prior to the reductions.

**PROGRAM DESCRIPTION:** (continued)

The following schedule implemented over a three year period will fund the library personnel, and materials and services budget at FY 1990-91 level:

PERSONNEL:

| | FTE | % of 90-91 | Additional Cost | Service Hours | % of 90-91 |
|---|---|---|---|---|---|
| FY 1993-94 | 3.43 | 56% | N/A | 32 | 59% |
| FY 1994-95 | 4.55 | 70% | $19,731 | 38 | 70% |
| FY 1995-96 | 5.42 | 90% | $15,349 | 49 | 90% |
| FY 1996-97 | 6.05 | 100% | $10,510 | 54 | 100% |
| Total Personnel Costs: | | | $45,590 | | |

ADDITIONS TO LIBRARY COLLECTION % OF 90-91:

| | | | |
|---|---|---|---|
| FY 1993-94 | $15,900 | 50% | N/A |
| FY 1994-95 | $22,000 | 70% | $ 6,100 |
| FY 1995-96 | $28,500 | 90% | $ 6,500 |
| FY 1996-97 | $31,600 | 100% | $ 3,100 |
| Total Increase in Collection: | | | $15,700 |

**PROGRAM DESCRIPTION:** (continued)

The library program continues to have a large number of volunteers who assist in performing numerous tasks for the library. Volunteers have contributed over 2,500 hours of service to the library annually for the past six years, performing tasks that the current staff would find impossible to perform due to time constraints. The library will continue to use volunteer assistance in areas that will benefit the library program.

| POSITIONS: | 1993-94 | 1994-95 |
|---|---|---|
| Program Manager | 1.000 FTE | 1.00 FTE |
| Library Assistant II | 1.000 FTE | 1.00 FTE |
| Library Assistant I | 1.430 FTE | 2.55 FTE |
| SUBTOTAL | 3.430 FTE | 4.55 FTE |
| Temporary Help (vacation & sick leave) | .150 FTE | .15 FTE |
| TOTAL | 3.580 FTE | 4.70 FTE |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

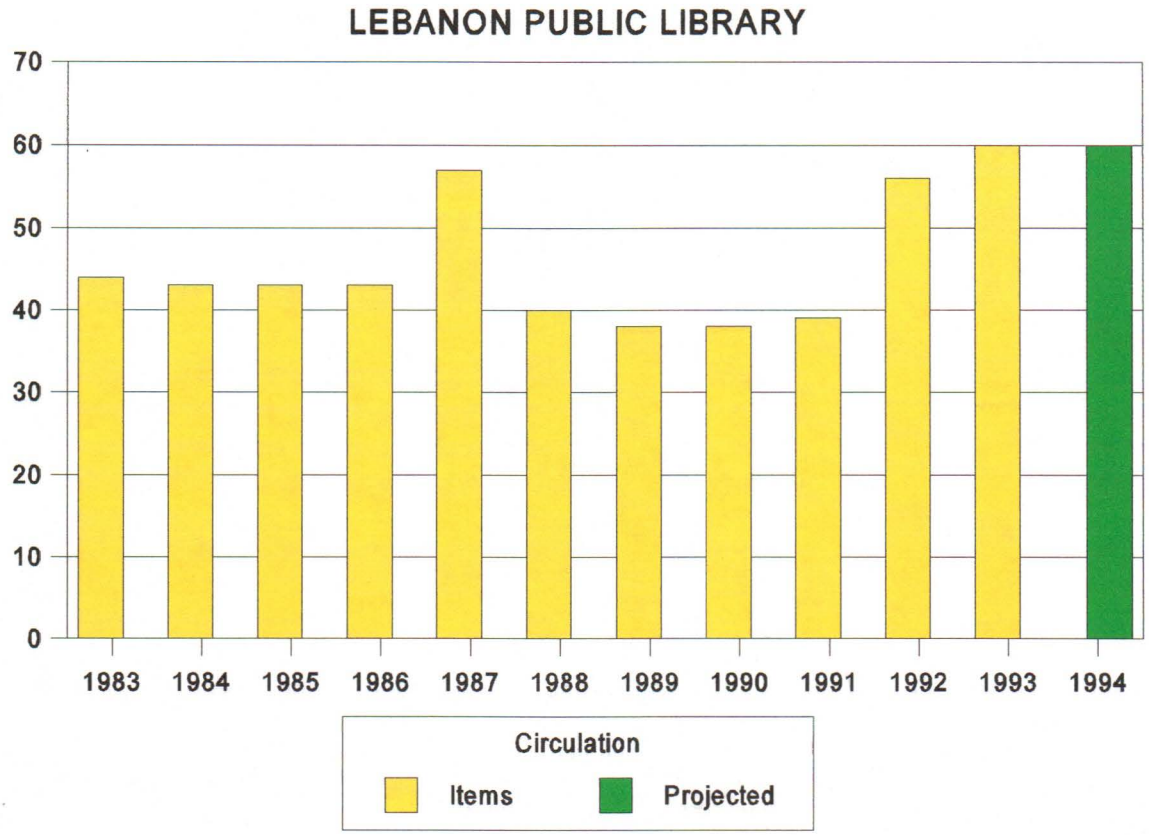
CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

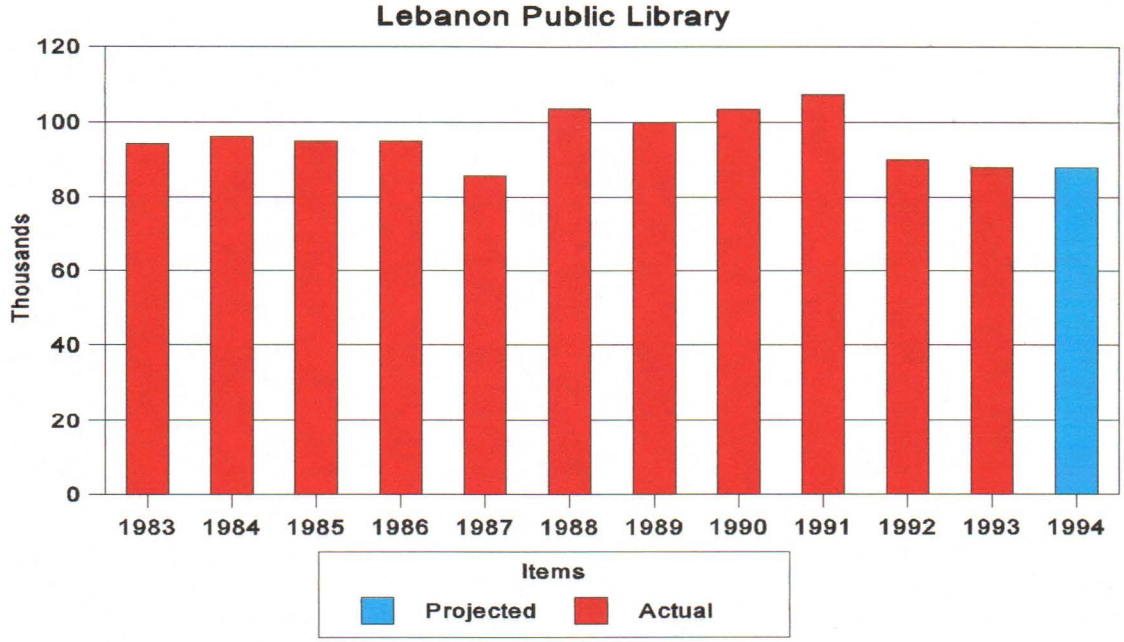
Fund : 10 GENERAL FUND
Dept : 165 LIBRARY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | | | PERSONNEL SERVICES | | | |
| 70,607.55 | 71,557.61 | 84,733 | | | 50001 SALARIES | 105,612 | 105,612 | 105,612 |
| 24,912.01 | 24,883.97 | 26,672 | | | 50003 FRINGE BENEFITS | 31,183 | 31,183 | 31,183 |
| 0.00 | 0.00 | 0 | | | 50250 PART TIME | | | |
| 0.00 | 0.00 | 0 | | | 50600 OVERTIME | | | |
| 95,519.56 | 96,441.58 | 111,405 | | | 59999 TOTAL PERSONNEL SERV | 136,795 | 136,795 | 136,795 |
| | | | | | MATERIALS & SERVICES | | | |
| 116.10 | 0.00 | 50 | | | 61010 ADVERTISING | 100 | 100 | 100 |
| 1,635.43 | 0.00 | 0 | | | 61124 COMPUTER EXPENSE | | | |
| 1,452.45 | 0.00 | 7,500 | | | 61130 CONTRACT SERVICES | | | |
| 821.87 | 667.67 | 575 | | | 61240 DEPT/OPERATING EXPENSE | 1,175 | 1,175 | 1,175 |
| 18,990.52 | 14,345.44 | 15,900 | | | 61250 DEPT/OP SUPPLIES | 22,000 | 22,000 | 22,000 |
| 112.00 | 182.20 | 200 | | | 61290 DUES & SUBSCRIPTIONS | 150 | 150 | 150 |
| 995.61 | 795.00 | 900 | | | 61300 DUPLICATION | 1,500 | 1,500 | 1,500 |
| 0.00 | 165.00 | 300 | | | 61320 EDUCATION & TRAINING | 600 | 600 | 600 |
| 1,088.12 | 0.00 | 0 | | | 61401 UNEMPLOY INS | | | |
| 0.00 | 137.88 | 200 | | | 61430 JANITORIAL SUPPLIES | 200 | 200 | 200 |
| 5,023.24 | 1,598.43 | 2,000 | | | 61560 MAINT/BLDG (ADMIN) | 2,000 | 2,000 | 2,000 |
| 20.00 | 2,395.25 | 2,730 | | | 61570 MAINT/EQPT | 2,730 | 2,730 | 2,730 |
| 11.50 | 113.04 | 100 | | | 61600 MEETINGS & CONFERENCES | 200 | 200 | 200 |
| 432.33 | 802.24 | 900 | | | 61700 OFFICE SUPPLIES | 500 | 500 | 500 |
| 3,179.12 | 3,242.15 | 4,000 | | | 61900 UTILITIES (ADMIN) | 4,000 | 4,000 | 4,000 |
| 33,878.29 | 24,444.30 | 35,355 | | | 69999 TOTAL MAT & SERV | 35,155 | 35,155 | 35,155 |
| | | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | | | 72300 IMPROVEMENTS | 6,600 | 6,600 | 6,600 |
| 5,320.00 | 0.00 | 3,011 | | | 72500 OFFICE EQPT. | 2,000 | 2,000 | 2,000 |
| 5,320.00 | 0.00 | 3,011 | | | 79999 TOTAL CAPITAL OUTLAY | 8,600 | 8,600 | 8,600 |
| 134,717.85 | 120,885.88 | 149,771 | | | 99000 TOTAL DEPT EXP | 180,550 | 180,550 | 180,550 |

# Items Checked Out Per Hour




# Number of Items Checked Out



## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 165 - LIBRARY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING**: | | |
| Personnel recruitment advertisements | 100 | 100 |
| 61240 **DEPARTMENT/OPERATING EXPENSE**: | | |
| Volunteer recognition | 500 | |
| Book charger annual rental | 255 | |
| Safety Incentive Program | 100 | |
| Pre-employment physicals | 200 | |
| Drinking water | 120 | 1,175 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES**: | | |
| Ordering, Processing, Circulation: | | |
| Book pockets, jackets & cards, catalog cards, glue, labels & tapes, bindery charges, supplies for mending/repair, registration & rolodex cards | 4,200 | |
| Posters, story hour craft items, supplies for displays, film rental for story hours | 200 | |
| Materials for Check-Out: | | |
| Reference, adult fiction, non fiction, paperbacks | 9,000 | |
| Children's fiction, non-fiction, paperbacks | 4,000 | |
| Subscriptions to magazines & newspapers | 3,000 | |
| Audio & video cassettes | 1,600 | 22,000 |
| 61290 **DUES & SUBSCRIPTIONS**: | | |
| American Library Association | 75 | |
| Oregon Library Association | 75 | 150 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 165 - LIBRARY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61300 **DUPLICATION**: | | |
| Photocopier supplies (excluding paper) | 500 | |
| Stationery, envelopes, mailing labels, overdue/ reserve notices, borrowers cards, etc. | 1,000 | 1,500 |
| 61320 **EDUCATION & TRAINING**: | | |
| Training sessions, workshops, seminars | 600 | 600 |
| 61430 **JANITORIAL SUPPLIES:** | 200 | 200 |
| 61560 **MAINTENANCE/BUILDING & GROUNDS**: | | |
| Boiler, electrical, grounds, plumbing, and routine maintenance/upkeep | 2,000 | 2,000 |
| 61570 **MAINTENANCE/EQUIPMENT**: | | |
| Maintenance contracts: typewriter ($200), photocopier ($700), microfilm copier ($700), cataloging computer & CD-ROMS ($630) | 2,230 | |
| Service/repair of computer & audio visual equipment | 500 | 2,730 |
| 61600 **MEETINGS & CONFERENCES**: | | |
| Business luncheon meetings & out-of-town travel | 200 | 200 |
| 61700 **OFFICE SUPPLIES**: | 500 | 500 |
| 61900 **UTILITIES**: | | |
| Electricity | 2,500 | |
| Natural gas | 1,100 | |
| Garbage | 400 | 4,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 165 - LIBRARY**

| CAPITAL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 71200 **BUILDING** | | |
| Replace composition roof with 25 year, fiberglass, Class "A" composition shingle | 6,600 | 6,600 |
| 72500 **OFFICE EQUIPMENT** | | |
| Computer upgrade of one computer, from 286 to 486 | 2,000 | 2,000 |

**PROGRAM DESCRIPTION**:

The Lebanon Municipal Court handles misdemeanor crimes, city ordinance violations and motor vehicle offenses filed by Lebanon Police officers. Staff consists of the part-time Municipal Judge, full-time clerk, and full-time assistant clerk. To more accurately show costs of maintaining the Court, the Court's budget includes that part of the City Attorney's budget attributable to prosecutorial functions. The City Attorney, not the Municipal Judge, controls that part of the budget.

The Court's caseload steadily increased from 2,062 cases filed in 1985 to 4,032 filed in 1990. Since 1990, the average annual case filings have steadily declined. During the first three months of calendar year 1994, the declining trend continues. The Court's caseload may generally reflect periodic changes in the level of unlawful activity in the city but more likely reflects periodic changes in the emphasis the Lebanon Police Department gives various areas of law enforcement. The Court has little direct control over the number of cases filed.

By state law, the Court, without compensation, must account for and collect from convicted persons, certain assessments for support of statewide police training, drug and alcohol, crime victim's compensation and community correction programs. The Court also collects fines and forfeitures for the City's General Fund. Through the first nine months of fiscal year 1994-95, the Court collected $115,890, which represents a 9% decrease from fiscal year 1992-93 when more cases were filed.

Three years ago, in part prompted by the city auditors and following by a few months the lead of the Municipal Court of Albany, Oregon, the Court bought substantially the same computer system that Albany bought. The City of Albany had a full-time computer systems analyst guiding implementation of the system for that Court and the system is operational there.

An evaluation of the Municipal Court is being prepared by the Oregon Judicial Department, Trial Courts Division, to determine staffing needs and quality of service delivery. As a result of this evaluation, the Court will learn what improvements are needed and how to implement them. The Court Supervisor from Albany, on a part-time contractual basis, is directing an update and implementation of the Court computer system.

**PROGRAM DESCRIPTION**: (continued)

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Municipal Court Clerk | 1.00 FTE | 1.00 FTE |
| Municipal Court Clerk Assistant | 1.00 FTE | 1.00 FTE |
| TOTAL | 2.00 FTE | 2.00 FTE |
| Contract - Municipal Judge | 100.00% of Contract Wage | |
| Contract - City Attorney | 38.79% of Contract Wage | |

Fund : 10 GENERAL FUND
Dept : 170 MUNICIPAL COURT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | PERSONNEL SERVICES | | | |
| 57,392.94 | 54,167.81 | 58,617 | 50001 | SALARIES | 58,429 | 58,429 | 58,429 |
| 24,733.21 | 21,874.88 | 22,550 | 50003 | FRINGE BENEFITS | 23,517 | 23,517 | 23,517 |
| 0.00 | 1,221.36 | 0 | 50250 | PART TIME | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | 600 | 600 | 600 |
| 82,126.15 | 77,264.05 | 81,167 | 59999 | TOTAL PERSONNEL SERV | 82,546 | 82,546 | 82,546 |
| | | | | MATERIALS & SERVICES | | | |
| 18,619.20 | 18,619.20 | 19,548 | 61014 | CITY ATTORNEY | 23,299 | 23,299 | 23,299 |
| 0.00 | 40.00 | 0 | 61124 | COMPUTER EXPENSE | 1,500 | 1,500 | 1,500 |
| 1,445.00 | 45.00 | 12,000 | 61130 | CONTRACT SERVICES | 12,000 | 12,000 | 12,000 |
| 1,208.00 | 216.00 | 2,000 | 61132 | OUTSIDE ATTORNEY'S FEE | 2,000 | 2,000 | 2,000 |
| 17,875.28 | 13,715.34 | 18,100 | 61240 | DEPT/OPERATING EXPENSE | 18,100 | 18,100 | 18,100 |
| 94.00 | 64.89 | 100 | 61290 | DUES & SUBSCRIPTIONS | 250 | 250 | 250 |
| 250.00 | 218.28 | 250 | 61320 | EDUCATION & TRAINING | 200 | 200 | 200 |
| 250.00 | 179.50 | 250 | 61600 | MEETINGS & CONFERENCES | 1,300 | 1,300 | 1,300 |
| 1,533.64 | 1,300.92 | 2,000 | 61700 | OFFICE SUPPLIES | 2,000 | 2,000 | 2,000 |
| 0.00 | 1,600.00 | 1,600 | 61925 | VICTIM SERVICES | 1,600 | 1,600 | 1,600 |
| 41,275.12 | 35,999.13 | 55,848 | 69999 | TOTAL MAT & SERV | 62,249 | 62,249 | 62,249 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 168.96 | 4,000 | 72500 | OFFICE EQPT. | | | |
| 10,440.23 | 10,440.23 | 11,050 | 72600 | OTHER EQPT. | 10,500 | 10,500 | 10,500 |
| 10,440.23 | 10,609.19 | 15,050 | 79999 | TOTAL CAPITAL OUTLAY | 10,500 | 10,500 | 10,500 |
| 133,841.50 | 123,872.37 | 152,065 | 99000 | TOTAL DEPT EXP | 155,295 | 155,295 | 155,295 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 170 - MUNICIPAL COURT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61014 **CITY ATTORNEY:** | 23,299 | 23,299 |
| 61130 **CONTRACT SERVICES:** | | |
| Court evaluation | 10,000 | |
| Judge pro-tem for conflict of interest cases | 400 | |
| Service contract on computer | 1,600 | 12,000 |
| 61132 **OUTSIDE ATTORNEY FEES:** | | |
| For conflict of interest prosecution | 2,000 | 2,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Alcohol evaluations | 10,000 | |
| Safety incentive program | 100 | |
| Attorney fees for indigent defense, witness, & jury fees | 8,000 | 18,100 |
| 61290 **DUES & SUBSCRIPTIONS:** | | |
| Subscriptions to professional journals, OACA Dues | 250 | 250 |
| 61320 **EDUCATION & TRAINING:** | | |
| Training sessions, workshops, seminars | 200 | 200 |
| 61600 **MEETINGS & CONFERENCES:** | | |
| Business luncheon meetings, out-of-town travel, OACA Conference, Jalan computer training | 1,300 | 1,300 |
| 61700 **OFFICE SUPPLIES:** | 2,000 | 2,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 170 - MUNICIPAL COURT**

| CAPITAL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61925 **VICTIM SERVICES:** | | |
| Grant to victim offender's reconciliation program for mediation services | 1,600 | 1,600 |
| 72600 **OTHER EQUIPMENT:** | | |
| Purchase agreements on hardware & software | 10,500 | 10,500 |

## PROGRAM INFORMATION

## POLICE



**PROGRAM DESCRIPTION**:

The Police Department budget reflects two additional Police Officer positions and a nineteen hours per week records clerk/dispatcher this year. The officers will be assigned to patrol shifts. Due to the ever increasing calls for service (figure 1) there are only approximately four hours of traffic patrol per day. The new officers will provide much needed personnel to meet the service demands and also increase traffic patrol responsibilities.

Table 1 shows the crime rate in Lebanon increased significantly from 1992 to 1993. This is due to a combination of factors. Lebanon is experiencing considerable growth and there are presently three fewer uniformed patrol positions than in the past. The lack of police presence, additional requests for service, and an increase in population have contributed to the crime increase.

There were three fewer uniformed officers — a vacancy from 1992 was not filled due to budgetary limitations, a second position has been assigned to the D.A.R.E. Program, and a third to the department's participation in VALIANT (Linn and Benton Counties Anti-Drug Team).

Realistically, the statistics indicate the necessity to create three new positions. With the new positions, the intention is to balance the patrol shifts and continue to have an officer in a community policing/crime prevention capacity. This person will also have responsibility for D.A.R.E. instruction in our three local grade schools seventeen weeks per year.

The materials and services area of the budget shows an increase over last year's proposed budget. These increases reflect the additional costs in uniform purchase and cleaning and in training related to the new patrol position. The total increase in materials and services is only about 6%, which is the first increase in this area in three years.

Several capital improvement items have been added to the budget this year — two patrol cars, one used detective car, one radar unit, and a new paper shredder. We currently have two (2) patrol cars with over 70,000 miles on them. The average yearly mileage is about 40,000. Therefore, those cars will soon be worn out. None of the detective cars have been replaced in several years and some are nearing the end of their useful lives.

**PROGRAM DESCRIPTION: (continued)**

Also, the Police Department purchased a new computerized records management and computer aided dispatch system this year.

We will no longer participate in the Regional Area Information Network (R.A.I.N.). The projected costs of continuing with R.A.I.N. will be dedicated to the purchase of the new computer system over the next six years. The financial benefit of purchasing our own system will be realized at the end of the purchase agreement, as the only cost will be in a maintenance agreement. The immediate benefit is a computerized records management system and computer aided dispatch. You will notice that the computer expense line item is reduced to $8,806. This reflects the maintenance agreements to include software updates and initially a telephone support agreement. The remaining first year costs of $18,754 appear in capital outlay.

The Police Department will continue to participate in the Valley Interagency Narcotics Team (VALIANT). We have one employee assigned to this team.

| POSITIONS: | 1993-94 | 1994-95 |
|---|---|---|
| Chief of Police | 1.00 FTE | 1.000 FTE |
| Lieutenant | 1.00 FTE | 1.000 FTE |
| Sergeants | 5.00 FTE | 5.000 FTE |
| Police Officers | 12.00 FTE | 14.000 FTE |
| Communication Clerks | 5.00 FTE | 5.475 FTE |
| Administrative Secretary | 1.00 FTE | 1.000 FTE |
| TOTAL | 25.00 FTE | 27.475 FTE |

As always, the Lebanon Police Department will continue to meet the needs of the community and strive to constantly improve our service.

FIGURE 1

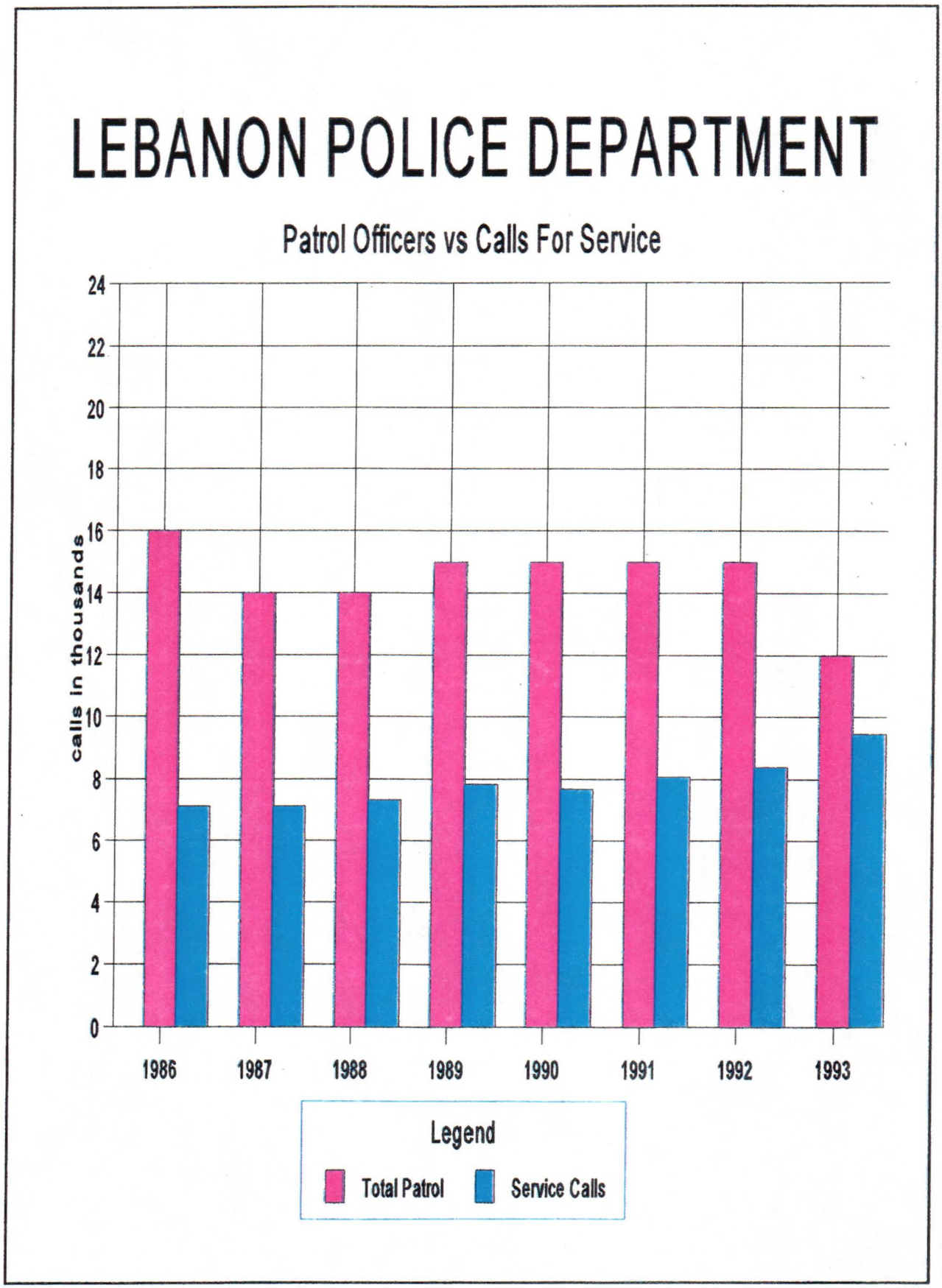

LEBANON POLICE DEPARTMENT
Patrol Officers vs Calls For Service
calls in thousands
24
22
20
18
16
14
12
10
8
6
4
2
0
1986
1987
1988
1989
1990
1991
1992
1993
Legend
Total Patrol
Service Calls

TABLE 1

## CRIME RATES

| | 1992 | 1993 | % Change | Clearance Rate 1992 | Clearance Rate 1993 |
|---|---|---|---|---|---|
| CRIMES AGAINST PERSONS | | | | | |
| Benton County | 750 | 756 | 0.8% | | |
| Linn County | 1,738 | 1,848 | 6.3% | | |
| State of Oregon | 50,928 | 53,117 | 4.3% | | |
| **City of Lebanon** | **254** | **306** | **20.5%** | **72.9%** | **70.6%** |
| CRIMES AGAINST PROPERTY | 1992 | 1993 | % Change | | |
| Benton County | 4,773 | 4,662 | -2.3% | | |
| Linn County | 7,556 | 8,177 | 8.2% | | |
| State of Oregon | 225,710 | 226,433 | 0.3% | | |
| **City of Lebanon** | **1,400** | **1,713** | **22.4%** | **27.3%** | **24.1%** |
| BEHAVIORAL CRIMES | 1992 | 1993 | % Change | | |
| Benton County | 3,908 | 3,698 | -5.4% | | |
| Linn County | 7,808 | 8,527 | 9.2% | | |
| State of Oregon | 136,525 | 138,280 | 1.3% | | |
| **City of Lebanon** | **789** | **888** | **12.5%** | **55.9%** | **42. %** |
| TOTAL | 1992 | 1993 | % Change | | |
| Benton County | 9,431 | 9,116 | -3.3% | | |
| Linn County | 17,102 | 18,552 | 8.5% | | |
| State of Oregon | 413,163 | 417,830 | 1.1% | | |
| **City of Lebanon** | **2,443** | **2,907** | **19.0%** | **41.1%** | **34.3%** |

**For the total of these offenses, the 1992 statewide clearance rate was 43.8%**

*NOTE: The above statistics include homicide, murder, manslaughter, rape, other sex crimes, robbery, aggravated assault, other assaults, burglary, larceny, auto theft, arson, forgery/counterfeiting, fraud, embezellment, stolen property, vandalism, weapons laws, prostitution, drug laws, gambling, offenses against family, D.U.I.I., liquor laws, disorderly conduct, curfew, runaway, and other.*

Fund : 10 GENERAL FUND
Dept : 180 POLICE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | PERSONNEL SERVICES | | | | | |
| 756,627.22 | 754,081.59 | 768,621 | | | 50001 SALARIES | 845,384 | 845,384 | 882,173 |
| 325,570.61 | 274,260.38 | 294,486 | | | 50003 FRINGE BENEFITS | 332,006 | 332,006 | 344,702 |
| 0.00 | 0.00 | 0 | | | 50330 SALARY-POLICE RESERVE | | | |
| 11,529.46 | 12,026.49 | 15,000 | | | 50510 ED. INCENTIVE | 18,000 | 18,000 | 18,000 |
| 22,807.32 | 18,648.84 | 24,000 | | | 50600 OVERTIME | 25,440 | 25,440 | 25,440 |
| 0.00 | 0.00 | 12,000 | | | 50700 CASH IN COMP | 30,000 | 30,000 | 30,000 |
| 2,862.75 | 33.45 | 0 | | | 50900 SHIFT DIFFERENTIAL | | | |
| 1,119,397.36 | 1,059,050.75 | 1,114,107 | | | 59999 TOTAL PERSONNEL SERV | 1,250,830 | 1,250,830 | 1,300,315 |
| | | | MATERIALS & SERVICES | | | | | |
| 323.60 | 119.60 | 400 | | | 61010 ADVERTISING | 1,000 | 1,000 | 1,000 |
| 0.00 | 956.82 | 0 | | | 61120 COMMUNICATION (ADMIN) | | | |
| 20,356.74 | 21,157.00 | 23,911 | | | 61124 COMPUTER EXPENSE | 8,806 | 8,806 | 8,806 |
| 786.00 | 909.41 | 1,373 | | | 61125 CRIME PREVENTION | 2,000 | 2,000 | 2,000 |
| 1,564.00 | 5,975.96 | 9,800 | | | 61130 CONTRACT SERVICES | 1,800 | 1,800 | 1,800 |
| 10,862.43 | 10,250.97 | 8,774 | | | 61240 DEPT/OPERATING EXPENSE | 6,914 | 6,914 | 6,914 |
| 8,036.36 | 8,396.80 | 8,000 | | | 61250 DEPT/OP SUPPLIES | 8,000 | 8,000 | 8,000 |
| 1,549.49 | 1,473.01 | 1,000 | | | 61255 K-9 PROGRAM | 2,000 | 2,000 | 2,000 |
| 474.80 | 1,075.11 | 3,000 | | | 61290 DUES & SUBSCRIPTIONS | 3,500 | 3,500 | 3,500 |
| 3,231.29 | 2,071.12 | 2,500 | | | 61300 DUPLICATION | 2,500 | 2,500 | 2,500 |
| 5,336.95 | 3,185.33 | 4,000 | | | 61320 EDUCATION & TRAINING | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | | | 61401 UNEMPLOY INS | | | |
| 781.15 | 564.25 | 900 | | | 61420 INS REPAIR & DEDUCT | 900 | 900 | 900 |
| 6,471.80 | 6,843.94 | 8,000 | | | 61500 UNIFORM-BUY & CLEAN | 9,000 | 9,000 | 13,800 |
| 2,401.70 | 2,325.52 | 0 | | | 61505 UNIFORM PURCHASE | | | |
| 897.65 | 1,302.48 | 1,300 | | | 61560 MAINT/BLDG (ADMIN) | 1,300 | 1,300 | 1,300 |
| 6,324.80 | 2,500.61 | 2,000 | | | 61570 MAINT/EQPT | 2,000 | 2,000 | 2,000 |
| 22,767.89 | 23,173.46 | 20,000 | | | 61580 MAINT/VEHICLES | 22,000 | 22,000 | 22,000 |
| 873.67 | 837.44 | 1,000 | | | 61600 MEETINGS & CONFERENCES | 2,000 | 2,000 | 2,000 |
| 2,439.11 | 3,784.76 | 3,500 | | | 61700 OFFICE SUPPLIES | 3,500 | 3,500 | 3,500 |
| 14,248.44 | 11,666.90 | 13,746 | | | 61800 PETROLEUM | 13,746 | 13,746 | 13,746 |
| 0.00 | 0.00 | 18,000 | | | 61825 PRISONER MEDICAL COSTS | 1,860 | 1,860 | 1,860 |
| 1,386.37 | 5,301.00 | 5,000 | | | 61855 SPCL INVESTIGATIVE EXP | 5,000 | 5,000 | 5,000 |
| 111,114.24 | 113,871.49 | 136,204 | | | 69999 TOTAL MAT & SERV | 102,826 | 102,826 | 107,626 |
| | | | CAPITAL OUTLAY | | | | | |
| 0.00 | 0.00 | 4,400 | | | 72300 IMPROVEMENTS | | | |
| 586.00 | 0.00 | 3,700 | | | 72500 OFFICE EQPT. | 19,574 | 19,574 | 19,574 |
| 0.00 | 19,461.05 | 0 | | | 72600 OTHER EQPT. | 1,000 | 1,000 | 1,000 |
| 49,272.56 | 14,244.20 | 8,500 | | | 72800 VEHICLES | 35,000 | 35,000 | 35,000 |

Fund : 10 GENERAL FUND
Dept : 180 POLICE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| 49,858.56 | 33,705.25 | 16,600 | | | 79999 | TOTAL CAPITAL OUTLAY | 55,574 | 55,574 | 55,574 |
| 1,280,370.16 | 1,206,627.49 | 1,266,911 | | | 99000 | TOTAL DEPT EXP | 1,409,230 | 1,409,230 | 1,463,515 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 180 - POLICE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | | |
| Personnel recruitment, auction, vehicle sale, and promotional advertisements | 1,000 | 1,000 |
| 61124 **COMPUTER EXPENSE:** | | |
| IBM/New World Maintenance Agreement & software updates | 7,246 | |
| Telephone support | 1,560 | 8,806 |
| 61125 **CRIME PREVENTION EXPENSE:** | 2,000 | 2,000 |
| 61130 **CONTRACT SERVICES:** | | |
| Telepage | 400 | |
| Repeater | 1,400 | 1,800 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Employee physicals, psychological & written examinations; misc. expenses | 1,000 | |
| Safety Incentive Program | 2,650 | |
| Expense reimbursement | 2,400 | |
| Identi-Kit | 410 | |
| HEP-VAC Screening | 454 | 6,914 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | | |
| Supplies for photography, jail evidence room, fire extinguishers, flashlights, copy machine supplies, batteries, fuses, keys, locks, engravers, safety awards, appraisal certifications, prisoner meal supplies. | 8,000 | 8,000 |
| 61255 **K-9 PROGRAM EXPENSE:** | 2,000 | 2,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 180 - POLICE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61290 **DUES & SUBSCRIPTIONS:** | | |
| VALIANT - Area anti-drug team | 2,000 | |
| Oregon Peace Officers Association, Association of Chiefs of Police, Crime Prevention Association, & IACP Membership | 1,500 | 3,500 |
| 61300 **DUPLICATION:** | 2,500 | 2,500 |
| 61320 **EDUCATION & TRAINING:** | | |
| Training sessions, firearms training, workshops, seminars, reimbursement for police-related course work, specialized training required to maintain certifications | 5,000 | 5,000 |
| 61420 **INSURANCE REPAIR AND DEDUCTIBLES:** | 900 | 900 |
| 61500 **UNIFORM PURCHASE AND CLEANING:** | | |
| Purchase & cleaning of uniforms, and jail supplies | 13,800 | 13,800 |
| 61560 **MAINTENANCE/BUILDING & GROUNDS:** | | |
| Painting of interior walls, and cleaning supplies | 1,300 | 1,300 |
| 61570 **MAINTENANCE/EQUIPMENT:** | | |
| Service & repair of office equipment, weapons, camera, radar, etc. | 2,000 | 2,000 |
| 61580 **MAINTENANCE/VEHICLES:** | | |
| Five patrol cars and three detective units (includes some routine service & body repair) | 6,860 | |
| Mechanic expense | 15,140 | 22,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 180 - POLICE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61600 **MEETINGS & CONFERENCES:** | | |
| Lodging and meal expense for out-of-town classes, investigations, or other department business | 2,000 | 2,000 |
| 61700 **OFFICE SUPPLIES:** | 3,500 | 3,500 |
| 61800 **PETROLEUM PRODUCTS:** | | |
| Gasoline & oil for eight vehicles | 13,746 | 13,746 |
| 61825 **PRISONER MEDICAL COSTS:** | 1,860 | 1,860 |
| 61855 **SPECIAL INVESTIGATION EXPENSE:** | | |
| Within the department | 5,000 | 5,000 |
| **CAPITAL OUTLAY** | | |
| 72500 **OFFICE EQUIPMENT:** | | |
| Commercial paper shredder | 820 | |
| New computer system | 18,754 | 19,574 |
| 72600 **OTHER EQUIPMENT:** | | |
| Hand held radar (1) | 1,000 | 1,000 |
| 72800 **VEHICLES:** | | |
| Patrol cars (2) | 30,000 | |
| Detective car (1) | 5,000 | 35,000 |

## PROGRAM INFORMATION

## SENIOR AND DISABLED SERVICES



**PROGRAM DESCRIPTION:**

The Lebanon Senior Center is operated by the City of Lebanon's Senior and Disabled Services Program as a central focal point for the delivery of leisure and social services to senior citizens. The activities and services provided range from social, educational, and recreational, to health-related. Specific programs include, but are not limited to, Senior Center classes, legal and income tax assistance, monthly health screenings, holiday parties, pool playing, bingo games, and special events such as the Strawberry Festival and a holiday crafts bazaar.

Persons who come to the Senior Center to participate in activities, programs and classes are asked to sign in. During FY 93-94, it is projected that nearly 12,000 visits will be recorded. Groups renting the facility will attract an additional 2,800 people. Also, the Elderly Nutrition Program will serve over 15,700 noon meals in the facility as well as package and distribute another 34,700 for Meals-On-Wheels.

Besides the many programs that take place at the Senior Center, there are others that reach out into the community. The Senior Center has volunteers who help at the Chamber of Commerce on a regular basis, who contact shut-ins by telephone on a daily basis and assist other social service agencies with specific community needs. The Center has a volunteer Fix-It Brigade which assists low income and disabled persons with minor household repairs and chores, such as installing a deadbolt lock, changing light bulbs, fixing screens on a door or window. Senior Support services are offered weekly. Our Senior Support volunteer meets with seniors at the Center, and when needed, travels to a senior citizen's home to help fill out insurance papers, read mail, or advocate with other services. The Senior Center is the place in our community where seniors and their families turn for help or information on aging resources. During FY 93-94, the Center connected several seniors with Protective Services to report elder abuse, three other seniors were connected with mental health services and numerous persons were given information on seeking out personal counseling services. Our office will record over 2,500 information and referral calls during FY 93-94.

The Center has a nineteen (19) hours per week temporary secretarial position. This position is allocated under contract services. Contracted through an employment agency, this position provides the Senior and Disabled Services Program secretarial and office support, as well as facility coverage during the planning and hoped for construction of the new Library and Senior Services Center.

**PROGRAM DESCRIPTION:**

Also, included within this budget are several capital outlay projects, such as a lap top computer that will allow taking minutes during meetings, and accomplish work related tasks outside of the facility. Eighty new heavy wear chairs for the main floor are being requested. Due to the everyday use of the chairs by the meal site and senior center, it has become imperative to have chairs that can be maintained and sanitized easily. The existing cloth seated chairs will be used for classes, meetings, and other non-food related activities. Other equipment being requested includes six 6-foot folding tables for classes, meetings, and other program needs.

The proposed budget reflects the commitment to maintain the existing level of service for the Senior and Disabled Services Program by the City of Lebanon.

**1994-95 GOAL STATEMENT:**

The goal of the Lebanon Senior Center is to meet the recreational, social, nutritional and psychological needs of older adults in our community by maintaining the existing level of direct services and community outreach programs while pursuing a new construction project for a joint facility that will house the Lebanon Senior Center and the Lebanon Public Library.

**1994-95 STAFFING:**

The Center is open from 8:00 a.m. through 4:00 p.m., Monday through Friday, and has a city paid staff of 1.7945 FTE.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Senior & Disabled Services Program Mgr. | 1.0000 FTE | 1.0000 FTE |
| Relief Staff (Temp. Building Supervisor) | .0962 FTE | .0962 FTE |
| Part-time Secretary | .4750 FTE | .4750 FTE |
| Office Services Assistant | .2233 FTE | .2233 FTE |
| TOTAL | 1.7945 FTE | 1.7945 FTE |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 10 GENERAL FUND
Dept : 190 SENIOR SERVICES

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | PERSONNEL SERVICES | | | | | |
| 25,905.98 | 28,582.28 | 32,316 | | 50001 | SALARIES | 39,142 | 39,142 | 39,142 |
| 9,528.05 | 9,705.22 | 11,417 | | 50003 | FRINGE BENEFITS | 14,489 | 14,489 | 14,489 |
| 0.00 | 0.00 | 0 | | 50600 | OVERTIME | | | |
| 35,434.03 | 38,287.50 | 43,733 | | 59999 | TOTAL PERSONNEL SERV | 53,631 | 53,631 | 53,631 |
| | | | MATERIALS & SERVICES | | | | | |
| 429.77 | 0.00 | 0 | | 61010 | ADVERTISING | | | |
| 25.00 | 0.00 | 12,500 | | 61130 | CONTRACT SERVICES | 12,500 | 12,500 | 12,500 |
| 225.00 | 0.00 | 150 | | 61200 | DEPOSITS REFUNDED | 150 | 150 | 150 |
| 363.16 | 406.22 | 450 | | 61240 | DEPT/OPERATING EXPENSE | 650 | 650 | 650 |
| 1,648.37 | 1,394.67 | 2,000 | | 61250 | DEPT/OP SUPPLIES | 2,000 | 2,000 | 2,000 |
| 332.42 | 311.38 | 255 | | 61290 | DUES & SUBSCRIPTIONS | 255 | 255 | 255 |
| 1,167.56 | 791.49 | 800 | | 61300 | DUPLICATION | 800 | 800 | 800 |
| 15.00 | 30.00 | 250 | | 61320 | EDUCATION & TRAINING | 200 | 200 | 200 |
| 0.00 | 0.00 | 2,500 | | 61401 | UNEMPLOY INS | 100 | 100 | 100 |
| 0.00 | 312.65 | 200 | | 61430 | JANITORIAL SUPPLIES | 250 | 250 | 250 |
| 3,540.15 | 3,442.38 | 3,800 | | 61560 | MAINT/BLDG (ADMIN) | 4,550 | 4,550 | 4,550 |
| 451.00 | 527.10 | 1,160 | | 61570 | MAINT/EQPT | 1,000 | 1,000 | 1,000 |
| 359.77 | 457.49 | 400 | | 61600 | MEETINGS & CONFERENCES | 500 | 500 | 500 |
| 978.68 | 1,345.42 | 1,300 | | 61700 | OFFICE SUPPLIES | 2,000 | 2,000 | 2,000 |
| 3,330.27 | 26.09 | 100 | | 61840 | REFRESHMENT PURCHASES | 100 | 100 | 100 |
| 5,391.20 | 6,348.27 | 5,685 | | 61900 | UTILITIES (ADMIN) | 5,700 | 5,700 | 5,700 |
| 18,257.35 | 15,393.16 | 31,550 | | 69999 | TOTAL MAT & SERV | 30,755 | 30,755 | 30,755 |
| | | | CAPITAL OUTLAY | | | | | |
| 0.00 | 0.00 | 5,895 | | 72300 | IMPROVEMENTS | 600 | 600 | 600 |
| 2,672.75 | 0.00 | 1,697 | | 72500 | OFFICE EQPT. | 3,700 | 3,700 | 3,700 |
| 0.00 | 1,199.84 | 1,650 | | 72600 | OTHER EQPT. | 2,700 | 2,700 | 2,700 |
| 2,672.75 | 1,199.84 | 9,242 | | 79999 | TOTAL CAPITAL OUTLAY | 7,000 | 7,000 | 7,000 |
| 56,364.13 | 54,880.50 | 84,525 | | 99000 | TOTAL DEPT EXP | 91,386 | 91,386 | 91,386 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 GENERAL**
**DEPARTMENT: 190 SENIOR SERVICES**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES**: | | |
| Secretarial services | 12,500 | 12,500 |
| 61200 **RENTAL DEPOSIT REFUNDS**: | 150 | 150 |
| 61240 **DEPARTMENT/OPERATING EXPENSE**: | | |
| Volunteer Recognition | 500 | |
| Employee Assistance Program, misc. expenses | 150 | 650 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES**: | | |
| Program supplies & materials, special events, decorations, & entertainment | 2,000 | 2,000 |
| 61290 **DUES & SUBSCRIPTIONS**: | | |
| OASC | 15 | |
| NCOA | 150 | |
| MLPC | 80 | |
| Environmental Health | 10 | 255 |
| 61300 **DUPLICATION**: | | |
| Photo Copy Service Contract | 500 | |
| supplies for machine, forms, letterhead | 300 | 800 |
| 61320 **EDUCATION & TRAINING**: | | |
| Workshops, seminars, classes | 200 | 200 |
| 61401 **UNEMPLOYMENT INSURANCE**: | 100 | 100 |
| 61430 **JANITORIAL SUPPLIES**: | | |
| Mops, cleaners, vacuum bags, etc... | 250 | 250 |

## PROGRAM EXPENDITURE DETAILS



**FUND: 10 GENERAL**
**DEPARTMENT: 190 SENIOR SERVICES**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61560 **MAINTENANCE/BUILDING & GROUNDS**: | | |
| Roof patching | 750 | |
| Boiler repairs | 2,000 | |
| Misc. building repairs | 1,200 | |
| Misc. grounds repairs | 600 | 4,550 |
| 61570 **MAINTENANCE/EQUIPMENT**: | | |
| Office equipment | 500 | |
| Kitchen equipment | 300 | |
| Misc. equipment | 200 | 1,000 |
| 61600 **MEETINGS & CONFERENCES**: | | |
| Oregon Association of Senior Centers conference and business meeting expenses | 500 | 500 |
| 61700 **OFFICE & COMPUTER SUPPLIES**: | | |
| General office and computer needs, supplies for newsletter | 2,000 | 2,000 |
| 61840 **REFRESHMENT PURCHASES**: | | |
| Food items | 100 | 100 |
| 61900 **UTILITIES**: | | |
| Electric | 3,220 | |
| Heating oil | 1,500 | |
| Garbage | 980 | 5,700 |

## PROGRAM EXPENDITURE DETAILS



**FUND: 10 GENERAL**
**DEPARTMENT: 190 SENIOR SERVICES**

| CAPITAL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 72300 **IMPROVEMENTS**: | | |
| Electrical - installation of lighting | 600 | 600 |
| 72500 **OFFICE EQUIPMENT**: | | |
| Lap top computer | 3,500 | |
| Secretary chair | 200 | 3,700 |
| 72600 **OTHER EQUIPMENT**: | | |
| Chairs | 2,000 | |
| Folding tables | 700 | 2,700 |

**PROGRAM DESCRIPTION**:

The Non-departmental activity provides a department to centralize costs which are shared by all General Fund activities. Cost accounting by department for telephone, electricity, postage, insurance, and other shared expenses is inappropriate under current governmental accounting practices for a unit of government our size. Also, this department provides the accounting for transfers from the General Fund, operating contingency for the fund, and unappropriated ending fund balance.

Increase in the budgeted cost of insurance this year is due to the City adding earthquake coverage, as well as some increases in the amounts of coverage due to effect of inflation on the replacement cost of city-owned property and purchases of equipment and vehicles. Another increase is due to dues which will be paid for the City to participate in a TV Cable regulation commission. New Federal legislation means that city participation is necessary for the City to be able to represent its citizens and protect their interests with the TV cable company.

Fund : 10 GENERAL FUND
Dept : 195 NON-DEPARTMENTAL

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | MATERIALS & SERVICES | | | |
| 2,749.02 | 4,752.77 | 2,500 | 61010 | ADVERTISING | 4,000 | 4,000 | 4,000 |
| 3,774.00 | 3,881.73 | 4,000 | 61013 | AUDIT EXPENSE | 4,000 | 4,000 | 4,000 |
| 553.46 | 473.91 | 1,200 | 61015 | CODIFICATION (ADMIN) | 1,200 | 1,200 | 1,200 |
| 19,167.33 | 21,588.91 | 22,000 | 61120 | COMMUNICATION (ADMIN) | 25,000 | 25,000 | 25,000 |
| 506.95 | 789.06 | 800 | 61124 | COMPUTER EXPENSE | 1,500 | 1,500 | 1,500 |
| 3,618.20 | 1,393.88 | 5,000 | 61130 | CONTRACT SERVICES | 2,500 | 2,500 | 2,500 |
| 4,458.91 | 1,645.38 | 4,000 | 61149 | MOWING EXPENSES | 4,000 | 4,000 | 4,000 |
| 6,680.63 | 3,352.99 | 11,500 | 61240 | DEPT/OPERATING EXPENSE | 11,500 | 11,500 | 11,500 |
| 5,700.28 | 9,212.50 | 7,670 | 61290 | DUES & SUBSCRIPTIONS | 17,000 | 17,000 | 17,000 |
| 7,284.44 | 5,933.97 | 7,000 | 61300 | DUPLICATION | 7,000 | 7,000 | 7,000 |
| 0.00 | 0.00 | 4,700 | 61310 | ELECTIONS | 5,000 | 5,000 | 5,000 |
| 11,815.00 | 4,500.00 | 6,750 | 61355 | CITY GRANTS | 4,500 | 4,500 | 4,500 |
| 32,464.46 | 32,122.31 | 33,000 | 61400 | INSURANCE | 37,500 | 37,500 | 37,500 |
| 0.00 | 0.00 | 0 | 61420 | INS REPAIR & DEDUCT | 5,000 | 5,000 | 5,000 |
| 13,288.60 | 13,372.68 | 10,000 | 61560 | MAINT/BLDG (ADMIN) | 12,000 | 12,000 | 12,000 |
| 10,497.82 | 9,106.08 | 11,250 | 61820 | POSTAGE | 11,250 | 11,250 | 11,250 |
| 0.00 | 0.00 | 38,850 | 61830 | PROPERTY TAXES | 10,000 | 10,000 | 10,000 |
| 8,639.95 | 8,427.77 | 10,000 | 61900 | UTILITIES (ADMIN) | 10,000 | 10,000 | 10,000 |
| 131,199.05 | 120,553.94 | 180,220 | 69999 | TOTAL MAT & SERV | 172,950 | 172,950 | 172,950 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 100 | 72300 | IMPROVEMENTS | | | |
| 0.00 | 1,987.00 | 100 | 72500 | OFFICE EQPT. | | | |
| 6,523.00 | 0.00 | 38,500 | 72600 | OTHER EQPT. | | | |
| 6,523.00 | 1,987.00 | 38,700 | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 192,755 | 80005 | OPERATING CONTINGENCY | 149,962 | 149,962 | 142,214 |
| 0.00 | 0.00 | 11,409 | 80030 | RES - MED INS | | | |
| 0.00 | 0.00 | 204,164 | 89999 | TOTAL CONTINGENCIES | 149,962 | 149,962 | 142,214 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90018 | TO SANTIAM TRAV STAT | 30,000 | 30,000 | 30,000 |
| 0.00 | 0.00 | 0 | 90020 | TO BLDING INSP FD | 8,000 | 8,000 | 8,000 |
| 0.00 | 0.00 | 0 | 90053 | TO FED COMM POLICING G | 35,386 | 35,386 | |
| 0.00 | 0.00 | 0 | 90054 | TO ORE COMM POLICING G | 22,851 | 22,851 | |
| 19,008.00 | 27,085.00 | 22,085 | 90055 | TO D-A-B GRANT FUND | 29,606 | 29,606 | 29,606 |

Fund : 10 GENERAL FUND
Dept : 195 NON-DEPARTMENTAL

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| 1,500.00 | 1,200.00 | 11,500 | | 90105 | TO EQPT ACQ & REP FUND | 2,500 | 2,500 | 2,500 |
| 0.00 | 0.00 | 0 | | 90110 | TO LIBR/SR CNTR TRUST | 8,458 | 8,458 | 8,458 |
| 0.00 | 52,519.00 | 0 | | 90138 | TO STR CAP PROJECTS | | | |
| 20,508.00 | 80,804.00 | 33,585 | | 90990 | TOTAL INTERFUND TRANS | 136,801 | 136,801 | 78,564 |
| | UNAPPROPRIATED | | | | | | | |
| 0.00 | 0.00 | 50,000 | | 92010 | UNAPROP END FUND BAL | 50,000 | 50,000 | 50,000 |
| 0.00 | 0.00 | 50,000 | | 92199 | TOTAL UNAPPROPRIATED | 50,000 | 50,000 | 50,000 |
| | DEBT SERVICE | | | | | | | |
| 280,000.00 | 270,000.00 | 280,000 | | 95500 | LOAN PRINCIPLE-TAN | 300,000 | 300,000 | 300,000 |
| 7,637.00 | 8,942.53 | 18,000 | | 95600 | LOAN INTEREST-TAN | 18,000 | 18,000 | 18,000 |
| 287,637.00 | 278,942.53 | 298,000 | | 95999 | TOTAL DEBT SERVICE | 318,000 | 318,000 | 318,000 |
| 445,867.05 | 482,287.47 | 804,669 | | 99000 | TOTAL DEPT EXP | 827,713 | 827,713 | 761,728 |
| 150,484.15- | 379,003.90- | 0 | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |
| 150,484.15- | 379,003.90- | 0 | | 99500 | FUND TOTAL (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 195 - NON-DEPARTMENTAL**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | | |
| Budget and other public hearing notices; budget summaries, election notices; affirmative action advertising, requests for bids & proposals, and other advertising required by law | 4,000 | 4,000 |
| 61013 **AUDIT EXPENSE:** | | |
| General fund share of city audit | 4,000 | 4,000 |
| 61015 **CODIFICATION EXPENSE:** | | |
| Compilation and one year's update of city ordinances | 1,200 | 1,200 |
| 61120 **COMMUNICATIONS:** | | |
| Local & long distance service for all city departments | 25,000 | 25,000 |
| 61124 **COMPUTER EXPENSE:** | | |
| General fund share of service & repair, hardware, software, programming, modem expense for mainframe | 1,500 | 1,500 |
| 61130 **CONTRACT SERVICES:** | | |
| Animal Control | 1,000 | |
| Storage rental | 1,500 | 2,500 |
| 61149 **MOWING EXPENSE:** | 4,000 | 4,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Special operational expenses shared among departments | 1,500 | |
| House seizure for drug related activities | 10,000 | 11,500 |

**FUND: 10 - GENERAL**
**DEPARTMENT: 195 - NON-DEPARTMENTAL**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61290 **DUES & SUBSCRIPTIONS:** | | |
| TV Cable Commission | 9,000 | |
| Council of Governments | 6,900 | |
| Lebanon Chamber of Commerce | 1,100 | 17,000 |
| 61300 **DUPLICATION:** | | |
| Print Senior Center newsletter | 1,800 | |
| Service & repair of photocopiers; printing costs | 5,200 | 7,000 |
| 61310 **ELECTIONS:** | | |
| Elections costs charged by Linn County | 5,000 | 5,000 |
| 61355 **CITY GRANTS:** | | |
| Elderly Nutrition Program | 4,500 | 4,500 |
| 61400 **INSURANCE:** | | |
| Fidelity Bonds, fire, liability, vehicle, special property coverages | 37,500 | 37,500 |
| 61420 **INSURANCE REPAIR & DEDUCTIBLE:** | 5,000 | 5,000 |
| 61560 **MAINTENANCE/BUILDING & GROUNDS:** | | |
| Minimal janitorial service for City Hall offices, Senior Center, City Shops, Police Department & Library; paper products and other janitorial supplies; general maintenance & repairs on City Hall | 12,000 | 12,000 |
| 61820 **POSTAGE:** | | |
| Postage expense for General Fund activities | 11,250 | 11,250 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 10 - GENERAL**
**DEPARTMENT: 195 - NON-DEPARTMENTAL**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61830 **PROPERTY TAXES:** | | |
| Back taxes to Linn County on Transfer Station | 10,000 | 10,000 |
| 61900 **UTILITIES:** | | |
| Electricity for City Hall offices & Police Department | 10,000 | 10,000 |
| **TRANSFERS** | | |
| 90018 **TO SANTIAM TRAVEL STATION:** | 30,000 | 30,000 |
| 90055 **TO DIAL-A-BUS GRANT FUND:** | 31,106 | 31,106 |
| 90105 **TO EQUIPMENT REPLACEMENT & ACQUISITION:** | | |
| Computer replacement reserve, Finance Department | 1,500 | |
| Replacement for main City Hall copier | 1,000 | 2,500 |
| 90020 **TO BUILDING INSPECTION FUND:** | 8,000 | 8,000 |
| 90110 **TO LIBRARY/SR. CENTER TRUST:** | | |
| Balance of funds authorized by City Council for needs assessment of architect | 8,458 | 8,458 |
| **DEBT SERVICE** | | |
| Repayment of short-term borrowing for General Fund deficit | | |
| Principal | 300,000 | |
| Interest | 18,000 | 318,000 |

# DEBT SERVICE FUND

## PROGRAM INFORMATION

## 12/01/75 G.O. BONDS, 1975 SEWER TREATMENT PLANT BONDS



**PROGRAM DESCRIPTION**:

In 1975, a general obligation bond was issued for $1,649,575 for sewer treatment plant improvements. Three years of principal and interest payments are still outstanding through 1995-96. This year's payment will be $55,250. After this year's payment, there will be $50,000 in principal due and $1,750 in interest due. Funds for payment of this debt service are levied on assessed value of property.

Fund : 30 DEBT SERVICE FUNDS
Dept : 314 G.O. FUND REVENUE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 39,455.47 | 64,420.12 | 87,250 | 47010 | CURRENT PROPERTY TAXES | 49,850 | 49,850 | 49,850 |
| 7,333.30 | 6,242.89 | 5,000 | 47020 | DELINQUENT PROP TAXES | 5,000 | 5,000 | 5,000 |
| 71.12 | 246.20- | 100 | 48100 | INTEREST ON INVESTMENT | 400 | 400 | 400 |
| 89.37 | 67.24 | 0 | 48101 | INTEREST ON TAXES | | | |
| 8,031.36- | 0.00 | 0 | 49105 | FROM STR CAP PROJ | | | |
| 11,221.68 | 677.30 | 200 | 49901 | BEGINNING BALANCE | 34,500 | 34,500 | 34,500 |
| 50,139.58 | 71,161.35 | 92,550 | 49998 | TOTAL REVENUE | 89,750 | 89,750 | 89,750 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 8,248.90 | 0 | 90138 | TO STR CAP PROJECTS | | | |
| 0.00 | 8,248.90 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 33,825 | 92010 | UNAPROP END FUND BAL | 34,500 | 34,500 | 34,500 |
| 0.00 | 0.00 | 33,825 | 92199 | TOTAL UNAPPROPRIATED | 34,500 | 34,500 | 34,500 |
| | | | | DEBT SERVICE | | | |
| 50,000.00 | 50,000.00 | 50,000 | 95100 | BOND PRINCIPAL | 50,000 | 50,000 | 50,000 |
| 15,525.00 | 12,150.00 | 8,725 | 95200 | BOND INTEREST | 5,250 | 5,250 | 5,250 |
| 65,525.00 | 62,150.00 | 58,725 | 95999 | TOTAL DEBT SERVICE | 55,250 | 55,250 | 55,250 |
| 65,525.00 | 70,398.90 | 92,550 | 99000 | TOTAL DEPT EXP | 89,750 | 89,750 | 89,750 |
| 15,385.42 | 762.45- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 30 - DEBT SERVICE FUNDS**
**DEPARTMENT: 314 - G. O. FUND REVENUE**

| DEBT SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 95100 **BOND PRINCIPAL**: | 50,000 | 50,000 |
| 95200 **BOND INTEREST**: | 5,250 | 5,250 |

## PROGRAM INFORMATION

## DEFEASED BOND



**PROGRAM DESCRIPTION**:

In 1985, an advance refunding instrument was issued for $4,360,000 to take advantage of low interest rates, and to stabilize the long-term debt service in the water utility. This bond was used to refund the original bond sold to PP&L in advance of its full term, and saved approximately $300,000 (present value) over the full term of the PP&L bond. The PP&L bond was paid off November 1, 1987. The refunding issue is held in trust by 1st Interstate Bank (see Water Utility for 1986 Bond). The debt service is repaid from funds received by the sale of the refunding issue and the interest earnings thereon, which are held in trust by First Interstate Bank.

In 1993, the City refunded Wastewater Bonds issued in 1990 and Water Certificates of Participation issued in 1991 for savings of $505,285 and $224,950 respectively. As with the 1985 issue, the debt service is repaid from funds received by the sale of the refunding issue and the interest earnings thereon, which are held in trust by First Interstate Bank. Debt service on the new issues is budgeted in Water and Wastewater Debt Service funds.

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 30 DEBT SERVICE FUNDS
Dept : 315 DEFEASED BONDS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 420,588 | 49901 | BEGINNING BALANCE | 904,642 | 904,642 | 904,642 |
| 0.00 | 0.00 | 420,588 | 49998 | TOTAL REVENUE | 904,642 | 904,642 | 904,642 |
| | | | | DEBT SERVICE | | | |
| 0.00 | 0.00 | 120,000 | 95100 | BOND PRINCIPAL | | | |
| 0.00 | 0.00 | 0 | 95104 | PRIN-85 WTR REFIN | 110,000 | 110,000 | 110,000 |
| 0.00 | 0.00 | 0 | 95105 | PRIN-90 WW BONDS | | | |
| 0.00 | 0.00 | 0 | 95106 | PRIN-91 WTR BONDS | | | |
| 0.00 | 0.00 | 300,588 | 95200 | BOND INTEREST | | | |
| 0.00 | 0.00 | 0 | 95204 | INT-85 WTR REFIN | 342,007 | 342,007 | 342,007 |
| 0.00 | 0.00 | 0 | 95205 | INT-90 WW BONDS | 254,625 | 254,625 | 254,625 |
| 0.00 | 0.00 | 0 | 95206 | INT-91 WTR BONDS | 198,010 | 198,010 | 198,010 |
| 0.00 | 0.00 | 420,588 | 95999 | TOTAL DEBT SERVICE | 904,642 | 904,642 | 904,642 |
| 0.00 | 0.00 | 420,588 | 99000 | TOTAL DEPT EXP | 904,642 | 904,642 | 904,642 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |
| 15,385.42 | 762.45- | 0 | 99500 | FUND TOTAL (SURP)/DEF | 0 | 0 | 0 |

# PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 30 - DEBT SERVICE FUNDS**
**DEPARTMENT: 315 - DEFEASED BONDS**

| DEBT SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 95104 **PRINCIPAL - 85 WATER REFINANCING:** | 110,000 | 110,000 |
| 95204 **INTEREST - 85 WATER REFINANCING:** | 342,007 | 342,007 |
| 95205 **INTEREST - 90 WASTEWATER BONDS:** | 254,625 | 254,625 |
| 95206 **INTEREST - 91 WATER BONDS:** | 198,010 | 198,010 |

# ENTERPRISE FUND

**PROGRAM DESCRIPTION**:

The responsibilities of the water utility are twofold. First, the treatment of raw water, which is accomplished at the Water Treatment Facility at 2nd and A Streets. The City contracts for the operation of the Water Treatment Plant with Operations Management International (OMI). Second, the transmission, storage, and distribution of treated water. The treatment process consists of a combination of chemical and filtration treatment. The plant operates at an average of 1.7 million gallons per day, and has an effective capacity of 4.0 million gallons per day.

Transmission, storage and distribution of the water after treatment is handled by the Water Section of the Public Works Maintenance Services Division and the Engineering Services Division.

The City has approximately 51 miles of water main ranging in size from 2 inches to 16 inches in diameter. The mains are made up of many different materials that reflect technology and economics of the era in which they were installed. There is steel, ductile, cast iron, galvanized steel, asbestos-cement, P.V.C. plastic, and even a small amount of old wooden pipe has been reported but not confirmed.

Storage facilities consist of two 2-million gallon storage tanks — one located on East Grant Street, and one south of Vaughan Lane on South 5th Street. These tanks help equalize the pressure in the entire water system, and also serve for storage of water in the event that the treatment plant stops producing water for a short period of time.

The system terminates in about 3,900 services. All are metered with the exception of a few that are strictly for use in case of fire. Most of our services to residences are 3/4" lines consisting of either galvanized or copper pipe.

The City maintains 278 fire hydrants for fire protection of both family homes and businesses. This is a very important part of the water system. Our ability to provide adequate water for fire protection is a vital component in the calculation of fire insurance rates for the residences and businesses served by the city system.

General maintenance of the system includes repair of main and service line leaks; adding new services as needed; repair, testing and replacement of meters; repair of main line valves; general service orders; turning services off and on; and helping customers with complaints about the taste

**PROGRAM DESCRIPTION**: (continued)

of their water and leaks they may have. We test the water in the system, and flush dead-end lines and poor circulation areas. Once or twice a year we try to completely flush the system. We also have an extensive meter replacement program. Other maintenance includes taking care of the non-potable water system at Santiam Canal Industrial Park.

Our cross-connection control program is now well underway. We have inspected and required protection for our water system at many businesses with the highest degree of hazard. Mortuaries and medical facilities were top on the list.

Our vehicle maintenance is performed by the Lebanon Fire District. We pay for one mechanic and the Fire District provides another mechanic, supervision, a shop and equipment. This has been a very cost effective arrangement and will continue.

Larger construction and major maintenance projects are handled by the Engineering Services Division. Engineering personnel design improvements, contract for construction, supervise construction activity, and provide contract administration services.

Engineering personnel determine the needs of industrial, institutional and other large users and calculate meter sizing and design service extensions to meet those needs. Where existing mainline flows are inadequate to meet the requirements of potential development, engineering staff utilizes computer modeling of the water system to find the most economical means of increasing flows.

Through the site review process, the Engineering Services Division evaluates proposed extensions to and uses of the water system. In this manner, engineering personnel ensure that the system grows in an orderly and predictable manner with no degradation of the service provided to current users, and in order to ensure compliance with the City's Water Facility Plan.

Billing and accounting services for the water and wastewater utilities are provided by the Finance Department. A private contractor (Metereaders) reads the meters and provides the readings to the city on a computer diskette which electronically passes the new readings into the computer.

Every year the Water Department hires one temporary maintenance worker for four months. This is necessary because in the warmer months the water crew must provide increased assistance to construction activity outside the regular maintenance division work, and in the summer more water

**PROGRAM DESCRIPTION**: (continued)

leaks appear. Without this assistance, we could not provide prompt service to the contractors, and the time lag from the first report of a water leak to its final repair would be longer than is acceptable.

This temporary position has also been instrumental in the systematic change-out of over 50% of the old water meters in the last few years. Changing old meters that have outlived their useful life is a very cost effective effort. We hope to continue this project with this year's temporary worker.

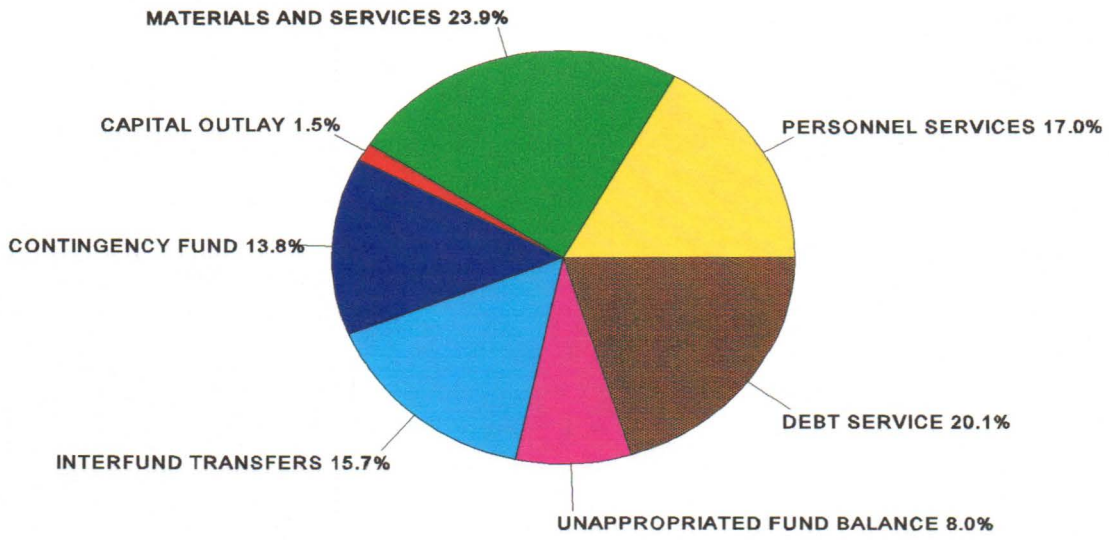
In January, 1990, as part of its commitment to create a stable funding base, the City Council approved the first in a series of proposed rate increases intended to provide the funding for badly needed improvements to the water system. The rate increases were based on certain assumptions, two of which affect the budget process. They are that costs for materials and services should increase at no more than 4% per year, and costs for personnel should increase no more than 6% per year for a combined average increase in operating expenses of 5%. The City has never exceeded these guidelines since they were instituted.

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Accounting Clerk II | 1.0000 FTE | 1.0000 FTE |
| Accounting Clerk - Confidential | .2100 FTE | .2100 FTE |
| Administrative Secretary-Public Works | .0800 FTE | .0600 FTE |
| Building Official | .0200 FTE | .0200 FTE |
| City Administrator | .2400 FTE | .2400 FTE |
| Clerk Typist (part time) | .1906 FTE | .1869 FTE |
| Crew Chief | 1.0000 FTE | 1.0000 FTE |
| Director of Public Works | .2000 FTE | .1400 FTE |
| Engineering Division Manager | .1200 FTE | .1200 FTE |
| Engineering Technician I | .3000 FTE | .3000 FTE |
| Engineering Technician III | .3400 FTE | .4700 FTE |
| Environmental Technician | .5000 FTE | .4000 FTE |
| Finance Director | .2700 FTE | .2700 FTE |
| Finance Operations Manager | .3000 FTE | .3000 FTE |
| Maintenance Division Manager | .3400 FTE | .3400 FTE |
| Maintenance Supervisor | .0000 FTE | .3500 FTE |
| Maintenance Worker (2) | 2.0000 FTE | 2.0000 FTE |
| Secretary/Accounts Payable Clerk | .2900 FTE | .2900 FTE |
| Secretary/Receptionist | .2000 FTE | .2400 FTE |
| Senior Maintenance Worker | 1.0000 FTE | 1.0000 FTE |
| SUBTOTAL - Regular | 8.4100 FTE | 8.9369 FTE |
| Temporary Maintenance Worker (contract) | .3300 FTE | .3300 FTE |
| Temporary Finance | .2841 FTE | .0000 FTE |
| Temporary Public Works Accounting Clerk | .0517 FTE | .0517 FTE |
| TOTAL | 9.2664 FTE | 9.3186 FTE |
| Contract - City Attorney | 7.13% of Contract | |
| Mayor and City Council | 20% of stipend | |

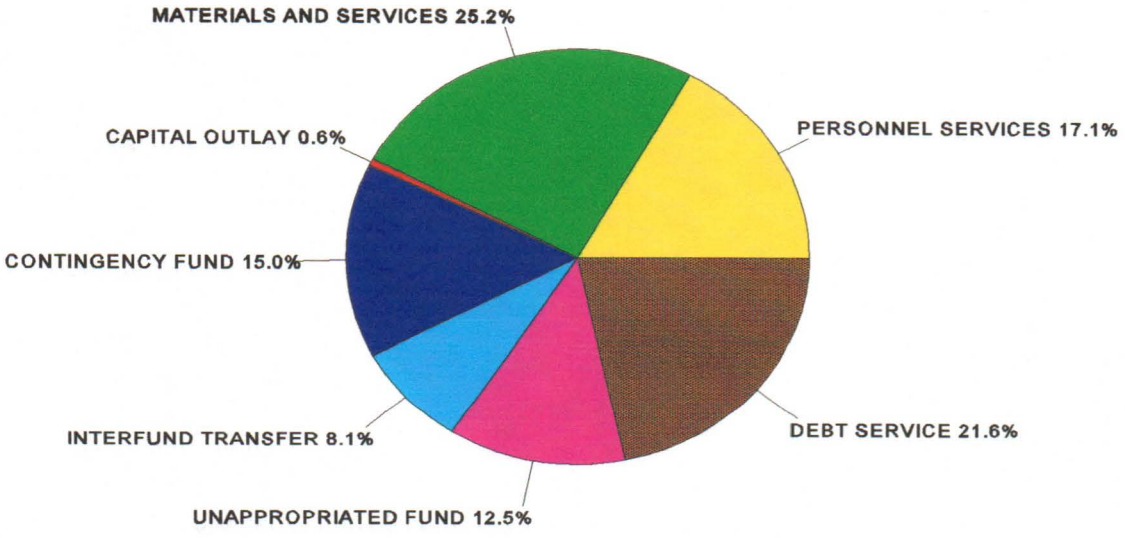
# CITY OF LEBANON

**Water Utility 1994-95 $2,176,900**




# BUDGET COMPARISON

**Water Utility 1993-94 $2,021,900**



Fund : 40 ENTERPRISE FUNDS
Dept : 430 WATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 930.00 | 1,050.00 | 900 | 48042 | CREDIT CHECKS | 900 | 900 | 900 |
| 25,840.52 | 24,779.88 | 25,000 | 48051 | DEPOSITS RECEIVED | 25,000 | 25,000 | 25,000 |
| 1,515.28 | 6,769.53 | 0 | 48060 | ENGINEERING FEES | | | |
| 14,237.89 | 19,994.83 | 13,000 | 48100 | INTEREST ON INVESTMENT | 16,000 | 16,000 | 16,000 |
| 1,376,600.58 | 1,499,903.25 | 1,480,000 | 48121 | WATER FEES | 1,625,000 | 1,625,000 | 1,625,000 |
| 17,188.21 | 39,002.66 | 15,000 | 48140 | MISCELLANEOUS REVENUE | 15,000 | 15,000 | 15,000 |
| 0.00 | 0.00 | 0 | 48225 | ENERGY SAVINGS REBATE | | | |
| 233,911.59 | 333,510.25 | 488,000 | 49901 | BEGINNING BALANCE | 495,000 | 495,000 | 500,000 |
| 1,670,224.07 | 1,925,010.40 | 2,021,900 | 49998 | TOTAL REVENUE | 2,176,900 | 2,176,900 | 2,181,900 |
| | | | | PERSONNEL SERVICES | | | |
| 228,626.12 | 208,018.90 | 241,844 | 50001 | SALARIES | 264,045 | 264,045 | 264,045 |
| 96,205.02 | 83,830.43 | 96,252 | 50003 | FRINGE BENEFITS | 102,019 | 102,019 | 102,019 |
| 3,475.92 | 4,312.66 | 2,847 | 50250 | PART TIME | 1,889 | 1,889 | 1,889 |
| 0.00 | 0.00 | 1,700 | 50255 | PARENTAL LEAVE EXPENSE | 1,700 | 1,700 | 1,700 |
| 1,620.64 | 1,623.23 | 2,200 | 50600 | OVERTIME | 1,000 | 1,000 | 1,000 |
| 329,927.70 | 297,785.22 | 344,843 | 59999 | TOTAL PERSONNEL SERV | 370,653 | 370,653 | 370,653 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 60300 | DEPRECIATION | | | |
| 0.00 | 505.18 | 300 | 61009 | ADVERTISING (PW) | 25 | 25 | 25 |
| 173.86 | 1,339.68 | 100 | 61010 | ADVERTISING | 500 | 500 | 500 |
| 0.00 | 125.54 | 300 | 61011 | ADVERTISING (ENG) | 200 | 200 | 200 |
| 0.00 | 0.00 | 100 | 61012 | ADVERTISING (MAINT) | 50 | 50 | 50 |
| 1,163.00 | 1,791.13 | 1,800 | 61013 | AUDIT EXPENSE | 2,500 | 2,500 | 2,500 |
| 76.02 | 236.96 | 600 | 61015 | CODIFICATION (ADMIN) | 600 | 600 | 600 |
| 1,641.55 | 1,795.58 | 2,000 | 61120 | COMMUNICATION (ADMIN) | 3,000 | 3,000 | 3,000 |
| 0.00 | 0.00 | 50 | 61121 | COMMUNICATION (ENG) | 50 | 50 | 50 |
| 186.73 | 204.10 | 800 | 61122 | COMMUNICATION (MAINT) | 800 | 800 | 800 |
| 27.50 | 46.08 | 35 | 61123 | COMMUNICATION (PW) | 100 | 100 | 100 |
| 1,011.73 | 1,590.46 | 1,500 | 61124 | COMPUTER EXPENSE | 2,900 | 2,900 | 2,900 |
| 758.90 | 916.00 | 1,000 | 61126 | COMPUTER EXP (ENG) | 1,000 | 1,000 | 1,000 |
| 269.10 | 621.97 | 1,000 | 61127 | COMPUTER EXP (MAINT) | 1,100 | 1,100 | 1,100 |
| 151.07 | 535.03 | 2,105 | 61128 | COMPUTER EXP (PW) | 245 | 245 | 245 |
| 18,716.90 | 23,329.75 | 19,250 | 61130 | CONTRACT SERVICES | 21,627 | 21,627 | 21,627 |
| 250,892.76 | 243,137.73 | 267,569 | 61131 | CONTRACT SERVICES (PW) | 291,360 | 291,360 | 291,360 |
| 1,357.00 | 2,652.92 | 17,850 | 61133 | CONTRACT SERV (ENG) | 13,000 | 13,000 | 13,000 |
| 4,093.00 | 5,874.10 | 21,428 | 61134 | CONTRACT SERV (MAINT) | 12,210 | 12,210 | 12,210 |
| 24,188.63 | 24,860.46 | 25,000 | 61200 | DEPOSITS REFUNDED | 25,000 | 25,000 | 25,000 |
| 0.00 | 889.01 | 1,152 | 61239 | OPERATING EXP (ADMIN) | 1,152 | 1,152 | 1,152 |

Fund : 40 ENTERPRISE FUNDS
Dept : 430 WATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 4,952.61 | 4,087.47 | 2,600 | 61240 | DEPT/OPERATING EXPENSE | 2,678 | 2,678 | 2,678 |
| 259.48 | 67.63 | 300 | 61241 | OPERATING EXP (ENG) | 300 | 300 | 300 |
| 49,644.24 | 45,313.92 | 49,976 | 61242 | OPERATING EXP (MAINT) | 44,250 | 44,250 | 44,250 |
| 880.00 | 5,841.09 | 18,305 | 61243 | OPERATING EXP (PW) | 12,495 | 12,495 | 12,495 |
| 100.00 | 6.03 | 100 | 61250 | DEPT/OP SUPPLIES | 100 | 100 | 100 |
| 18.66 | 1,689.55 | 400 | 61251 | OP SUPPLIES (ENG) | 1,000 | 1,000 | 1,000 |
| 1,445.50 | 1,271.18 | 1,900 | 61252 | OP. SUPPLIES (MAINT) | 1,200 | 1,200 | 1,200 |
| 182.56 | 248.44 | 380 | 61253 | OP SUPPLIES (PW) | 225 | 225 | 225 |
| 244.79 | 517.03 | 500 | 61290 | DUES & SUBSCRIPTIONS | 900 | 900 | 900 |
| 229.00 | 197.75 | 200 | 61291 | DUES & SUBSCRIPT (ENG) | 200 | 200 | 200 |
| 229.50 | 287.50 | 390 | 61292 | DUES & SUBS (MAINT) | 450 | 450 | 450 |
| 672.00 | 689.50 | 715 | 61293 | DUES & SUBSCRIPT (PW) | 890 | 890 | 890 |
| 0.00 | 2,071.96 | 2,600 | 61299 | DUPLICATION (ADMIN) | 2,600 | 2,600 | 2,600 |
| 6,686.68 | 2,921.84 | 5,000 | 61300 | DUPLICATION | 3,500 | 3,500 | 3,500 |
| 2,449.50 | 0.00 | 5,000 | 61305 | GRANT APPL (ADMIN) | 5,000 | 5,000 | 5,000 |
| 2,666.88 | 0.00 | 0 | 61310 | ELECTIONS | | | |
| 0.00 | 54.17 | 80 | 61319 | ED & TRNG (ADMIN) | 80 | 80 | 80 |
| 226.30 | 457.04 | 750 | 61320 | EDUCATION & TRAINING | 750 | 750 | 750 |
| 408.00 | 142.58 | 300 | 61321 | EDUCATION & TRNG (ENG) | 200 | 200 | 200 |
| 2,527.82 | 2,608.39 | 2,500 | 61322 | ED & TRNG (MAINT) | 2,500 | 2,500 | 2,500 |
| 261.16 | 422.82 | 475 | 61323 | EDUCATION & TRNG (PW) | 500 | 500 | 500 |
| 0.00 | 0.00 | 0 | 61355 | CITY GRANTS | 900 | 900 | 900 |
| 8,873.85 | 8,596.13 | 9,000 | 61400 | INSURANCE | 17,000 | 17,000 | 17,000 |
| 1,085.88 | 302.10 | 2,000 | 61401 | UNEMPLOY INS | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 1,000 | 61420 | INS REPAIR & DEDUCT | 1,000 | 1,000 | 1,000 |
| 0.00 | 20.00 | 25 | 61501 | UNIFORMS (ENG) | 25 | 25 | 25 |
| 1,102.36 | 1,838.87 | 1,850 | 61502 | UNIFORMS (MAINT) | 1,850 | 1,850 | 1,850 |
| 2,115.57 | 1,227.92 | 1,000 | 61560 | MAINT/BLDG (ADMIN) | 2,000 | 2,000 | 2,000 |
| 0.00 | 585.60 | 1,100 | 61562 | MAINT/BLDG (MAINT) | 1,500 | 1,500 | 1,500 |
| 114.82 | 249.50 | 200 | 61570 | MAINT/EQPT | 400 | 400 | 400 |
| 41.40 | 0.00 | 50 | 61571 | MAINT/EQPT (ENG) | 50 | 50 | 50 |
| 456.43 | 221.55 | 500 | 61572 | MAINT/EQPT (MAINT) | 1,000 | 1,000 | 1,000 |
| 76.67 | 50.38 | 75 | 61573 | MAINT/EQPT (PW) | 75 | 75 | 75 |
| 0.00 | 0.00 | 0 | 61580 | MAINT/VEHICLES | | | |
| 254.60 | 220.98 | 500 | 61581 | MAINT/VEHICLES (ENG) | 300 | 300 | 300 |
| 7,622.04 | 8,204.76 | 9,240 | 61582 | MAINT/VEHICLES (MAINT) | 9,554 | 9,554 | 9,554 |
| 0.00 | 908.20 | 1,300 | 61599 | MTGS & CONF (ADMIN) | | | |
| 105.07 | 242.32 | 700 | 61600 | MEETINGS & CONFERENCES | 700 | 700 | 700 |
| 580.30 | 889.24 | 800 | 61601 | MTGS & CONF (ENG) | 800 | 800 | 800 |
| 882.96 | 732.61 | 750 | 61602 | MTGS & CONF (MAINT) | 790 | 790 | 790 |
| 29.98 | 786.31 | 760 | 61603 | MTGS & CONF (PW) | 1,400 | 1,400 | 1,400 |
| 849.94 | 805.35 | 600 | 61700 | OFFICE SUPPLIES | 900 | 900 | 900 |
| 0.00 | 48.28 | 200 | 61701 | OFFICE SUPPLIES (ENG) | 200 | 200 | 200 |
| 176.37 | 172.91 | 200 | 61702 | OFF SUPPLIES (MAINT) | 200 | 200 | 200 |
| 361.54 | 535.44 | 450 | 61703 | OFFICE SUPPLIES (PW) | 500 | 500 | 500 |
| 0.00 | 0.00 | 0 | 61800 | PETROLEUM | | | |
| 72.07 | 70.33 | 100 | 61801 | PETROLEUM (ENG) | 100 | 100 | 100 |
| 3,135.05 | 3,085.82 | 3,000 | 61802 | PETROLEUM (MAINT) | 2,500 | 2,500 | 2,500 |
| 5,451.92 | 5,533.00 | 6,500 | 61820 | POSTAGE | 6,500 | 6,500 | 6,500 |

Fund : 40 ENTERPRISE FUNDS
Dept : 430 WATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| 4,329.62 | 6,019.92 | 6,500 | | | 61850 REFUNDS | 6,500 | 6,500 | 6,500 |
| 1,972.66 | 1,957.53 | 2,000 | | | 61900 UTILITIES (ADMIN) | 2,000 | 2,000 | 2,000 |
| 2,791.91 | 3,437.11 | 2,800 | | | 61902 UTILITIES (MAINT) | 3,200 | 3,200 | 3,200 |
| 421,275.44 | 426,089.73 | 509,610 | | | 69999 TOTAL MAT & SERV | 520,181 | 520,181 | 520,181 |
| | | | CAPITAL OUTLAY | | | | | |
| 0.00 | 0.00 | 0 | | | 72100 BUILDINGS | | | |
| 0.00 | 0.00 | 0 | | | 72102 BUILDINGS (MAINT) | | | |
| 1,671.08- | 1,632.49- | 0 | | | 72300 IMPROVEMENTS | | | |
| 44,093.96 | 6,538.39 | 0 | | | 72301 IMPROVEMENTS (ENG) | | | 15,000 |
| 0.00 | 0.00 | 0 | | | 72302 IMPROVEMENTS (MAINT) | | | |
| 1,109.20 | 336.75 | 2,100 | | | 72500 OFFICE EQPT. | 4,800 | 4,800 | 4,800 |
| 0.00 | 0.00 | 500 | | | 72501 OFFICE EQPT (ENG) | 500 | 500 | 500 |
| 0.00 | 999.74 | 0 | | | 72502 OFFICE EQPT (MAINT) | 250 | 250 | 250 |
| 0.00 | 35.60 | 2,600 | | | 72503 OFFICE EQPT (PW) | 820 | 820 | 820 |
| 0.00 | 0.00 | 0 | | | 72601 OTHER EQPT (ENG) | 11,630 | 11,630 | 11,630 |
| 4,903.00 | 3,907.26 | 535 | | | 72602 OTHER EQPT (MAINT) | 6,250 | 6,250 | 6,250 |
| 0.00 | 0.00 | 0 | | | 72603 OTHER EQPT (PW) | 8,000 | 8,000 | 8,000 |
| 0.00 | 0.00 | 6,400 | | | 72802 VEHICLES (MAINT) | | | |
| 48,435.08 | 10,185.25 | 12,135 | | | 79999 TOTAL CAPITAL OUTLAY | 32,250 | 32,250 | 47,250 |
| | | | CONTINGENCIES | | | | | |
| 0.00 | 0.00 | 160,000 | | | 80005 OPERATING CONTINGENCY | 300,000 | 300,000 | 290,000 |
| 0.00 | 0.00 | 2,780 | | | 80030 RES - MED INS | | | |
| 0.00 | 0.00 | 162,780 | | | 89999 TOTAL CONTINGENCIES | 300,000 | 300,000 | 290,000 |
| | | | INTERFUND TRANSFERS | | | | | |
| 0.00 | 111,149.00 | 146,000 | | | 90012 TO WATER BONDS | 257,378 | 257,378 | 257,378 |
| 0.00 | 0.00 | 13,500 | | | 90025 TO GIS | 18,000 | 18,000 | 18,000 |
| 15,450.00 | 20,309.00 | 12,110 | | | 90105 TO EQPT ACQ & REP FUND | 15,910 | 15,910 | 15,910 |
| 83,988.00 | 82,480.00 | 132,160 | | | 90120 TO WATER CIP | 50,000 | 50,000 | 50,000 |
| 99,438.00 | 213,938.00 | 303,770 | | | 90990 TOTAL INTERFUND TRANS | 341,288 | 341,288 | 341,288 |
| | | | UNAPPROPRIATED | | | | | |
| 0.00 | 0.00 | 252,174 | | | 92010 UNAPROP END FUND BAL | 174,641 | 174,641 | 174,641 |
| 0.00 | 0.00 | 252,174 | | | 92199 TOTAL UNAPPROPRIATED | 174,641 | 174,641 | 174,641 |

Fund : 40 ENTERPRISE FUNDS
Dept : 430 WATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| | | | DEBT SERVICE | | | | | | |
| 125,000.00 | 135,000.00 | 140,000 | | | 95100 | BOND PRINCIPAL | 150,000 | 150,000 | 150,000 |
| 312,637.60 | 304,837.50 | 296,588 | | | 95200 | BOND INTEREST | 287,887 | 287,887 | 287,887 |
| 437,637.60 | 439,837.50 | 436,588 | | | 95999 | TOTAL DEBT SERVICE | 437,887 | 437,887 | 437,887 |
| 1,336,713.82 | 1,387,835.70 | 2,021,900 | | | 99000 | TOTAL DEPT EXP | 2,176,900 | 2,176,900 | 2,181,900 |
| 333,510.25- | 537,174.70- | 0 | | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW):** | | |
| Recruitment and legal ads | 25 | 25 |
| 61010 **ADVERTISING (FI):** | | |
| Public notices | 400 | |
| Personnel recruitment | 100 | 500 |
| 61011 **ADVERTISING (ENG):** | | |
| Projects | 200 | 200 |
| 61012 **ADVERTISING (MT):** | | |
| Personnel recruitment | 50 | 50 |
| 61013 **AUDIT EXPENSE:** | | |
| Share of audit expense | 2,500 | 2,500 |
| 61015 **CODIFICATION EXPENSE (ADMIN):** | | |
| Compilation and one year's update of city ordinances | 600 | 600 |
| 61120 **COMMUNICATIONS (FI):** | | |
| Telephone - City Hall offices | 3,000 | 3,000 |
| 61121 **COMMUNICATIONS (ENG):** | | |
| Service and repair of radio equipment | 50 | 50 |
| 61122 **COMMUNICATIONS (MT):** | | |
| Cellular Phone service | 425 | |
| Service and repair of radio equipment | 375 | 800 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61123 **COMMUNICATIONS (PW):** | | |
| Service and repair of radio equipment | 100 | 100 |
| 61124 **COMPUTER EXPENSE (FI):** | | |
| Maintenance and repairs | 1,000 | |
| Programs and programming | 1,900 | 2,900 |
| 61126 **COMPUTER EXPENSE (ENG):** | | |
| Service and repair of hardware | 200 | |
| Supplies | 200 | |
| Software | 500 | |
| Training | 100 | 1,000 |
| 61127 **COMPUTER EXPENSE (MT):** | | |
| Service and repair of hardware | 200 | |
| Supplies | 100 | |
| Software | 800 | 1,100 |
| 61128 **COMPUTER EXPENSE (PW):** | | |
| Service and repair of hardware | 125 | |
| Supplies | 40 | |
| Software | 40 | |
| Training | 40 | 245 |
| 61130 **CONTRACT SERVICES (FI):** | | |
| Contract for Meter Readers | 13,027 | |
| Credit checks | 400 | |
| First Interstate Bank, bond administration | 4,000 | |
| City attorney | 4,200 | 21,627 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61131 **CONTRACT SERVICES (PW):** | | |
| Contract for Canal Maintenance (City of Albany) | 37,860 | |
| Operation of Water Treatment Plant (OMI) | 252,560 | |
| Project accounting services | 940 | 291,360 |
| 61133 **CONTRACT SERVICES (ENG):** | | |
| Network | 3,000 | |
| Consultant services - water main extensions | 10,000 | 13,000 |
| 61134 **CONTRACT SERVICES (MT):** | | |
| Cathodic Protection Maintenance Agreement (SCIP) | 380 | |
| Contract for maintenance of fire system @ SCIP | 4,200 | |
| Janitorial service for shop | 350 | |
| Temporary maintenance worker (.33 FTE) | 7,280 | 12,210 |
| 61200 **DEPOSITS REFUNDED:** | 25,000 | 25,000 |
| 61239 **DEPARTMENT/OPERATING EXPENSE (ADMIN):** | | |
| Expense reimbursement | 1,152 | 1,152 |
| 61240 **DEPARTMENT/OPERATING EXPENSE (FI):** | | |
| Expense reimbursement | 648 | |
| Employee Assistance Program | 620 | |
| Safety Incentive Program | 650 | |
| Miscellaneous Finance materials | 760 | 2,678 |
| 61241 **DEPARTMENT/OPERATING EXPENSE (ENG):** | | |
| Expense reimbursement | 200 | |
| Testing lab expense | 100 | 300 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61242 **DEPARTMENT/OPERATING EXPENSE (MT):** | | |
| Hazardous spill cleanup materials and disposal | 1,000 | |
| "One Call" monthly assessment (67%) | 250 | |
| Water quality testing | 4,500 | |
| Lead and copper testing | 2,000 | |
| Operating permits, landfill fees | 1,200 | |
| Tool and equipment rental | 1,800 | |
| Water main repairs | 12,500 | |
| Service line repair and replacement | 11,000 | |
| Meter repair and replacement/Meter Replacement Program | 6,000 | |
| Storage facility maintenance | 1,000 | |
| Contract testing of large meters | 1,000 | |
| Hydrant repair and painting | 2,000 | 44,250 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Annual DEQ permit fee | 250 | |
| Outside engineering and surveying services | 2,000 | |
| Expense reimbursement | 480 | |
| Water Distribution Certification fee | 100 | |
| Water quality testing | 5,000 | |
| Southern Pacific Lease | 125 | |
| Oregon Co-op Purchasing Agreement Renewal Fee | 40 | |
| League of Oregon Cities Water Program Fee | 2,500 | |
| Soluble Organic Chemical testing | 2,000 | 12,495 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES (FI):** | 100 | 100 |
| 61251 **DEPARTMENT/OPERATING SUPPLIES (ENG):** | | |
| Reference books | 250 | |
| Assessor maps/microfilm | 250 | |
| Drafting supplies | 250 | |
| Surveying and inspection supplies | 250 | 1,000 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61252 **DEPARTMENT/OPERATING SUPPLIES (MT):** | | |
| Reference books | 100 | |
| Drafting supplies, maps, etc. | 50 | |
| Hand tools, hardware, cleaners | 1,050 | 1,200 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | | |
| Assessor maps/microfilm | 25 | |
| Reference, code and other books | 200 | 225 |
| 61290 **DUES & SUBSCRIPTIONS (FI):** | 900 | 900 |
| 61291 **DUES & SUBSCRIPTIONS (ENG):** | | |
| American Public Works Association (APWA) | 50 | |
| American Waterworks Association (AWWA) | 75 | |
| Engineering dues and subscriptions | 75 | 200 |
| 61292 **DUES & SUBSCRIPTIONS (MT):** | | |
| American Public Works Association (APWA) | 40 | |
| American Waterworks Association (AWWA) | 160 | |
| East Linn Coordination Council (ELCC) | 250 | 450 |
| 61293 **DUES & SUBSCRIPTIONS (PW):** | | |
| American Public Works Association (APWA) | 40 | |
| American Water Works Association (AWWA) | 150 | |
| Oregon Association of Water Utilities (OAWU) | 500 | |
| AWWA Standards Service | 100 | |
| Subscriptions | 100 | 890 |
| 61299 **DUPLICATION (ADMIN):** | | |
| Cost of repairs, paper and supplies for main copier | 2,600 | 2,600 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61300 **DUPLICATION (FI):** | | |
| Printing forms and supplies for small copier | 3,500 | 3,500 |
| 61305 **GRANT APPLICATION COST:** | | |
| Costs for materials, maps, slides, drawings, photos, etc. | 5,000 | 5,000 |
| 61319 **EDUCATION & TRAINING (ADMIN):** | | |
| Training, workshops, seminars | 80 | 80 |
| 61320 **EDUCATION & TRAINING (FI):** | | |
| Training, workshops, seminars for Finance Department | 750 | 750 |
| 61321 **EDUCATION & TRAINING (ENG):** | | |
| Training, workshops, seminars | 200 | 200 |
| 61322 **EDUCATION & TRAINING (MT):** | | |
| Training, workshops, seminars | 2,100 | |
| Reimbursement for course work | 400 | 2,500 |
| 61323 **EDUCATION & TRAINING (PW):** | | |
| Training, workshops, seminars | 500 | 500 |
| 61355 **CITY GRANTS:** | | |
| Lebanon Basic Services Revolving Loan Fund - assist low-income to pay deposits | 900 | 900 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61400 **INSURANCE:** | | |
| Vehicle, general liability, equipment, earthquake and building coverage | 17,000 | 17,000 |
| 61401 **UNEMPLOYMENT INSURANCE** | 1,000 | 1,000 |
| 61420 **INSURANCE REPAIR & DEDUCT:** | 1,000 | 1,000 |
| 61501 **UNIFORM PURCHASE/LAUNDERING (ENG):** | | |
| Rain gear | 25 | 25 |
| 61502 **UNIFORM PURCHASE/LAUNDERING (MT):** | | |
| Rain gear, rubber boots, gloves | 200 | |
| Purchase, repair, cleaning of uniforms and safety equipment | 1,650 | 1,850 |
| 61560 **MAINTENANCE/BUILDING & GROUNDS (ADMIN):** | | |
| City Hall offices | 2,000 | 2,000 |
| 61562 **MAINTENANCE/BUILDING & GROUNDS (MT):** | | |
| Water building and storage facility | 500 | |
| Share of main shop building maintenance | 500 | |
| SCIP pumphouse maintenance | 500 | 1,500 |
| 61570 **MAINTENANCE/EQUIPMENT (FI):** | | |
| Service and repair of office equipment | 400 | 400 |
| 61571 **MAINTENANCE/EQUIPMENT (ENG):** | | |
| Service and repair of office/field equipment | 50 | 50 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61572 **MAINTENANCE/EQUIPMENT (MT):** | | |
| Service and repair of office/field equipment | 1,000 | 1,000 |
| 61573 **MAINTENANCE/EQUIPMENT (PW):** | | |
| Service and repair of office equipment | 75 | 75 |
| 61581 **MAINTENANCE/VEHICLES (ENG):** | | |
| Engineering vehicles | 100 | |
| Payment to Fire District for mechanic | 200 | 300 |
| 61582 **MAINTENANCE/VEHICLES (MT):** | | |
| Portion of jointly-owned vehicles | 400 | |
| Backhoe | 500 | |
| Utility truck (3) | 1,500 | |
| Trailers | 200 | |
| OMI Pickup | 100 | |
| Payment to Fire District for mechanic | 6,854 | 9,554 |
| 61600 **MEETINGS & CONFERENCES (FI):** | | |
| Business meetings and travel luncheons for Finance Department | 700 | 700 |
| 61601 **MEETINGS & CONFERENCES (ENG):** | | |
| American Water Works Association Conference | 650 | |
| American Public Works Association Conference | 100 | |
| Business meetings and travel luncheons | 50 | 800 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61602 **MEETINGS & CONFERENCES (MT):** | | |
| American Water Works Association Conference | 530 | |
| American Public Works Association Conference | 120 | |
| Business meetings and travel luncheons | 140 | 790 |
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| OSU Water Quality Conference | 50 | |
| American Water Works Association Water Symposium | 60 | |
| American Water Works Association Conference | 1,100 | |
| American Public Works Association Conference | 90 | |
| Business meetings and travel luncheons | 100 | 1,400 |
| 61700 **OFFICE SUPPLIES (FI):** | 900 | 900 |
| 61701 **OFFICE SUPPLIES (ENG):** | 200 | 200 |
| 61702 **OFFICE SUPPLIES (MT):** | 200 | 200 |
| 61703 **OFFICE SUPPLIES (PW):** | 500 | 500 |
| 61801 **PETROLEUM PRODUCTS (ENG):** | | |
| Gasoline, oil lubricants | 100 | 100 |
| 61802 **PETROLEUM PRODUCTS (MT):** | | |
| Gasoline, oil, lubricants | 2,500 | 2,500 |
| 61820 **POSTAGE:** | | |
| Postage for billing and notice | 6,500 | 6,500 |
| 61850 **REFUNDS:** | | |
| Collection agency | 2,000 | |
| Billing and fee returns | 4,500 | 6,500 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61900 **UTILITIES**: | | |
| City Hall offices | 2,000 | 2,000 |
| 61902 **UTILITIES (MT)**: | | |
| Electricity, Water Reservoirs, Water Shop, SCIP Pumphouse | 3,200 | 3,200 |
| **CAPITAL OUTLAY** | | |
| 72301 **IMPROVEMENTS (ENG)**: | | |
| Water system evaluation | 15,000 | 15,000 |
| 72500 **OFFICE EQUIPMENT (FI)**: | | |
| Upgrade computers to 486's, add Windows | 4,800 | 4,800 |
| 72501 **OFFICE EQUIPMENT (ENG)**: | | |
| Upgrade existing computers for network | 500 | 500 |
| 72502 **OFFICE EQUIPMENT (MT)**: | | |
| Desk, chair and file cabinet (1/3) | 250 | 250 |
| 72503 **OFFICE EQUIPMENT (PW)**: | | |
| Upgrade existing computers for network | 620 | |
| Desk, chair, bookcase | 200 | 820 |
| 72601 **OTHER EQUIPMENT (ENG)**: | | |
| Computer network | 11,630 | 11,630 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 430 - WATER UTILITY**

| | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| **CAPITAL OUTLAY** | | |
| 72602 **OTHER EQUIPMENT (MT):** | | |
| Electronic pipeline locator | 2,350 | |
| E-5 pipe tapping machine | 1,500 | |
| Hydraulic sludge and water pump | 2,400 | 6,250 |
| 72603 **OTHER EQUIPMENT (PW):** | | |
| Computer network | 8,000 | 8,000 |
| **INTERFUND TRANSFERS** | | |
| 90012 **TO WATER BONDS:** | 251,378 | 251,378 |
| 90025 **TO GIS FUND:** | 18,000 | 18,000 |
| 90105 **TO EQUIPMENT ACQUISITION AND REPLACEMENT FUND:** | 15,910 | 15,910 |
| 90120 **TO WATER CIP:** | 50,000 | 50,000 |
| **DEBT SERVICE** | | |
| 95100 **BOND PRINCIPAL:** | 150,000 | 150,000 |
| 95200 **BOND INTEREST:** | 287,887 | 287,887 |

Fund : 40 ENTERPRISE FUNDS
Dept : 434 WATER BOND REVENUE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | REVENUES | | | | | | |
| 3,150,000.00 | 0.00 | 0 | 42030 | BOND SALE PROCEEDS | | | |
| 86,148.73 | 90,500.09 | 50,000 | 48100 | INTEREST ON INVESTMENT | 30,000 | 30,000 | 30,000 |
| 15,761.41 | 22,812.13 | 12,000 | 48102 | INT EARNED ON CAPITALI | | | |
| 40.00 | 180.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 111,149.00 | 146,000 | 49021 | FROM WATER - BOND | 257,378 | 257,378 | 257,378 |
| 83,988.00 | 82,480.00 | 132,160 | 49022 | FROM WATER FUND | 50,000 | 50,000 | 50,000 |
| 0.00 | 0.00 | 0 | 49026 | FROM WW CIP | | | |
| 0.00 | 0.00 | 96,500 | 49105 | FROM STR CAP PROJ | | | |
| 8,300.00 | 0.00 | 0 | 49110 | FROM STP STREETS | | | |
| 55,833.18 | 2,408,464.90 | 2,199,835 | 49901 | BEGINNING BALANCE | 1,712,732 | 1,712,732 | 1,926,612 |
| 3,400,071.32 | 2,715,586.12 | 2,636,495 | 49998 | TOTAL REVENUE | 2,050,110 | 2,050,110 | 2,263,990 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 0 | 0 | 0 |
| 3,400,071.32- | 2,715,586.12- | 2,636,495- | 99450 | TTL REV/EXP (SURP)/DEF | 2,050,110 | -2,050,110 | -2,263,990 |

## PROGRAM INFORMATION

## WATER UTILITY CAPITAL IMPROVEMENT PROGRAM



**PROGRAM DESCRIPTION**:

Lebanon's 1989 Water System Master Plan identified improvement and rehabilitation projects necessary to maintain current service levels while allowing for growth and development. The identified improvements were beyond the scope of the existing water revenue fund. Pared somewhat from the program recommended in the master plan, the CIP includes all projects believed necessary to ensure continuation of existing service levels and to ensure that Lebanon's door is open to economic development opportunities.

In January, 1990, the City Council approved a capital improvement program based on the recommendation of the Rate Advisory Committee. The program is to be financed by borrowing, the repayment of which would be funded by increased water user rates. Projects are identified and described in the City's Water Capital Improvement Plan. Efforts during 1991-94 have been focused on upgrades and major maintenance at the Water Treatment Plant (WTP), waterline distribution projects and small waterline replacement projects under construction during 1993-95.

The major emphasis for 1994-95 will be within the small waterline replacement program and should conclude the location and testing of a well field. The structural improvements will continue at the water treatment plant throughout 1994 and into 1995.

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary | .0800 FTE | .0600 FTE |
| Director of Public Works | .0500 FTE | .0400 FTE |
| Engineering Division Manager | .1500 FTE | .1500 FTE |
| Maintenance Division Manager | .0100 FTE | .0100 FTE |
| Maintenance Supervisor | .0000 FTE | .0100 FTE |
| Secretary/Receptionist | .1000 FTE | .3000 FTE |
| SUBTOTAL - Regular | 0.3900 FTE | 0.5700 FTE |
| Temporary Public Works Accounting Clerk | .0599 FTE | .0599 FTE |
| TOTAL | 0.4499 FTE | 0.6299 FTE |

Fund : 40 ENTERPRISE FUNDS
Dept : 435 WATER UTILITY C.I.P.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | 48117 | LOAN-FROM WWTR CIP | | | |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 0 | 0 | 0 |
| | | | | PERSONNEL SERVICES | | | |
| 42,645.63 | 51,903.80 | 11,488 | 50001 | SALARIES | 17,027 | 17,027 | 17,027 |
| 17,456.04 | 18,643.63 | 4,642 | 50003 | FRINGE BENEFITS | 6,605 | 6,605 | 6,605 |
| 173.20 | 2,744.56 | 0 | 50250 | PART TIME | | | |
| 0.00 | 287.32 | 0 | 50600 | OVERTIME | 500 | 500 | 500 |
| 60,274.87 | 73,579.31 | 16,130 | 59999 | TOTAL PERSONNEL SERV | 24,132 | 24,132 | 24,132 |
| | | | | MATERIALS & SERVICES | | | |
| 969.33 | 939.69 | 0 | 61011 | ADVERTISING (ENG) | | | |
| 0.00 | 434.95 | 0 | 61121 | COMMUNICATION (ENG) | | | |
| 2,349.90 | 1,887.58 | 0 | 61126 | COMPUTER EXP (ENG) | | | |
| 0.00 | 147.74 | 1,040 | 61131 | CONTRACT SERVICES (PW) | 1,040 | 1,040 | 1,040 |
| 3,740.95 | 94,676.41 | 290,000 | 61133 | CONTRACT SERV (ENG) | | | |
| 0.00 | 0.00 | 2,000 | 61134 | CONTRACT SERV (MAINT) | | | |
| 0.00 | 0.00 | 200 | 61240 | DEPT/OPERATING EXPENSE | 100 | 100 | 100 |
| 889.49 | 538.64 | 0 | 61241 | OPERATING EXP (ENG) | | | |
| 317.80 | 201.45 | 305 | 61243 | OPERATING EXP (PW) | 400 | 400 | 400 |
| 706.96 | 643.09 | 0 | 61251 | OP SUPPLIES (ENG) | | | |
| 70.48 | 194.21 | 0 | 61291 | DUES & SUBSCRIPT (ENG) | | | |
| 299.00 | 498.00 | 0 | 61321 | EDUCATION & TRNG (ENG) | | | |
| 2.00 | 99.39 | 100 | 61323 | EDUCATION & TRNG (PW) | 100 | 100 | 100 |
| 199.00 | 0.00 | 0 | 61501 | UNIFORMS (ENG) | | | |
| 4.29 | 328.96 | 0 | 61561 | MAINT/BLDG (ENG) | | | |
| 0.00 | 156.11 | 0 | 61571 | MAINT/EQPT (ENG) | | | |
| 277.48 | 357.98 | 0 | 61581 | MAINT/VEHICLES (ENG) | | | |
| 847.00 | 168.74 | 0 | 61601 | MTGS & CONF (ENG) | | | |
| 19.94 | 100.00 | 180 | 61603 | MTGS & CONF (PW) | 100 | 100 | 100 |
| 573.15 | 719.90 | 0 | 61701 | OFFICE SUPPLIES (ENG) | | | |
| 72.51 | 184.93 | 200 | 61703 | OFFICE SUPPLIES (PW) | 250 | 250 | 250 |
| 205.74 | 164.53 | 0 | 61801 | PETROLEUM (ENG) | | | |
| 1,512.50 | 1,878.78 | 0 | 61881 | RENT (ENG) | | | |
| 275.59 | 800.04 | 0 | 61901 | UTILITIES (ENG) | | | |
| 13,333.11 | 105,121.12 | 294,025 | 69999 | TOTAL MAT & SERV | 1,990 | 1,990 | 1,990 |

Fund : 40 ENTERPRISE FUNDS
Dept : 435 WATER UTILITY C.I.P.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | CAPITAL OUTLAY | | | | |
| 0.00 | 1,954.25 | 35,000 | | | 72052 | LAND (MAINT) | | | |
| 561,894.99 | 160,334.23 | 1,676,000 | | | 72301 | IMPROVEMENTS (ENG) | 1,343,800 | 1,343,800 | 1,343,800 |
| 0.00 | 0.00 | 43,000 | | | 72302 | IMPROVEMENTS (MAINT) | 45,000 | 45,000 | 45,000 |
| 4,999.00 | 521.28 | 0 | | | 72501 | OFFICE EQPT (ENG) | | | |
| 0.00 | 50.00 | 0 | | | 72503 | OFFICE EQPT (PW) | | | |
| 0.00 | 300.00 | 0 | | | 72601 | OTHER EQPT (ENG) | | | |
| 1,577.50 | 0.00 | 0 | | | 72801 | VEHICLES (ENG) | | | |
| 0.00 | 77,976.92 | 0 | | | 72802 | VEHICLES (MAINT) | | | |
| 568,471.49 | 241,136.68 | 1,754,000 | | | 79999 | TOTAL CAPITAL OUTLAY | 1,388,800 | 1,388,800 | 1,388,800 |
| | | | | | CONTINGENCIES | | | | |
| 0.00 | 0.00 | 70,000 | | | 80005 | OPERATING CONTINGENCY | 50,000 | 50,000 | 50,000 |
| 0.00 | 0.00 | 70,000 | | | 89999 | TOTAL CONTINGENCIES | 50,000 | 50,000 | 50,000 |
| | | | | | INTERFUND TRANSFERS | | | | |
| 0.00 | 0.00 | 6,500 | | | 90025 | TO GIS | 10,000 | 10,000 | 10,000 |
| 700.00 | 0.00 | 0 | | | 90105 | TO EQPT ACQ & REP FUND | | | |
| 700.00 | 0.00 | 6,500 | | | 90990 | TOTAL INTERFUND TRANS | 10,000 | 10,000 | 10,000 |
| 642,779.47 | 419,837.11 | 2,140,655 | | | 99000 | TOTAL DEPT EXP | 1,474,922 | 1,474,922 | 1,474,922 |
| 642,779.47 | 419,837.11 | 2,140,655 | | | 99450 | TTL REV/EXP (SURP)/DEF | 1,474,922 | 1,474,922 | 1,474,922 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 435 - WATER UTILITY CIP**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61131 **CONTRACT SERVICES (PW):** | | |
| Project accounting services | 1,040 | 1,040 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 100 | 100 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Expense reimbursement | 400 | 400 |
| 61323 **EDUCATION & TRAINING (PW):** | | |
| Seminars, workshops, classes | 100 | 100 |
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| American Water Works Association Conference | 40 | |
| American Public Works Association Conference | 40 | |
| Business meetings and travel lunches | 20 | 100 |
| 61703 **OFFICE SUPPLIES (PW):** | 250 | 250 |
| **CAPITAL OUTLAY** | | |
| 72301 **IMPROVEMENTS (ENG):** | | |
| Backup wellfield | 181,000 | |
| Garvord Interconnect | 20,000 | |
| Santiam Highway Interconnect | 17,800 | |
| Water Treatment Plant Projects | 1,044,700 | |
| Pipe Replacement Program | 9,500 | |
| Small diameter waterline replacement | 70,800 | 1,343,800 |
| 72302 **IMPROVEMENTS (MT):** | | |
| New Shop site (Phase 1) | 45,000 | 45,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 435 - WATER UTILITY CIP**

| | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| **INTERFUND TRANSFERS** | | |
| 90025 **TO GIS:** | 10,000 | 10,000 |
| **DEBT SERVICE** | | |
| 95100 **BOND PRINCIPAL:** | 40,000 | 40,000 |
| 95200 **BOND INTEREST**: | 197,080 | 197,080 |

Fund : 40 ENTERPRISE FUNDS
Dept : 436 WATER BOND DEBT SERV

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | MATERIALS & SERVICES | | | | | |
| 107,764.46 | 0.00 | 0 | | 61130 | CONTRACT SERVICES | | | |
| 107,764.46 | 0.00 | 0 | | 69999 | TOTAL MAT & SERV | 0 | 0 | 0 |
| | | | CONTINGENCIES | | | | | |
| 0.00 | 0.00 | 263,544 | | 80026 | RES FOR DEBT SERVICE | 265,500 | 265,500 | 265,500 |
| 0.00 | 0.00 | 263,544 | | 89999 | TOTAL CONTINGENCIES | 265,500 | 265,500 | 265,500 |
| | | | UNAPPROPRIATED | | | | | |
| 0.00 | 0.00 | 9,999 | | 92010 | UNAPROP END FUND BAL | 72,608 | 72,608 | 286,488 |
| 0.00 | 0.00 | 9,999 | | 92199 | TOTAL UNAPPROPRIATED | 72,608 | 72,608 | 286,488 |
| | | | DEBT SERVICE | | | | | |
| 122,000.00 | 0.00 | 0 | | 95100 | BOND PRINCIPAL | 40,000 | 40,000 | 40,000 |
| 63,488.12 | 111,148.75 | 146,000 | | 95200 | BOND INTEREST | 197,080 | 197,080 | 197,080 |
| 55,574.37 | 111,148.75 | 76,297 | | 95304 | CAPITALIZED INTEREST | | | |
| 241,062.49 | 222,297.50 | 222,297 | | 95999 | TOTAL DEBT SERVICE | 237,080 | 237,080 | 237,080 |
| 348,826.95 | 222,297.50 | 495,840 | | 99000 | TOTAL DEPT EXP | 575,188 | 575,188 | 789,068 |
| 348,826.95 | 222,297.50 | 495,840 | | 99450 | TTL REV/EXP (SURP)/DEF | 575,188 | 575,188 | 789,068 |

**PROGRAM DESCRIPTION**:

The responsibilities of the Wastewater Utility are twofold: first, the collection of wastewater in a network of sewer mains throughout the city; and second, the treatment of this wastewater so that it may be discharged safely into the environment.

The Collections Section of the Public Works Maintenance Services Division is responsible to see that 52 miles of sanitary sewer mains are kept clean and flowing. This includes routine cleaning and emergency cleaning where sluggish lines exist or blockage occurs. The Collections Section is also responsible for rebuilding and replacement of manholes and minor repair of the system.

Our vehicle maintenance is performed by the Lebanon Fire District. We pay for one mechanic and the Fire District provides another mechanic, supervision, a shop and equipment. This has been a very cost effective arrangement and will continue.

Treatment operations are handled mostly by Operations Management International (OMI), a private contractor. The wastewater treatment facility is located on Tennessee Road, on the northeast corner of the city. It is an 8-million gallon per day, activated sludge system providing secondary treatment and chlorination before discharge into the Santiam River. The retained sludge is disposed of as fertilizer on agricultural land-producing crops not intended for human consumption.

Larger construction projects and repairs are handled by the Engineering Services Division. The staff designs improvements and contracts for construction. Engineering assists citizens in locating private laterals and provides advice on effective resolution of problems. They regulate private contractors who perform work affecting the system, and ensure system growth in compliance with the City's Wastewater Facility Plan.

In January, 1990, as part of its commitment to create a stable funding base, the City Council approved the first in a series of proposed rate increases intended to provide the funding for badly needed improvements to the wastewater system. The rate increases were based on certain assumptions, two of which affect the budget process. They are that costs for materials and services should increase at no more than 4% per year and costs for personnel should increase no more than 6% per year for a combined average increase in operating expenses of 5%. The City has never exceeded these guidelines since they were instituted.

## PROGRAM INFORMATION

### WASTEWATER

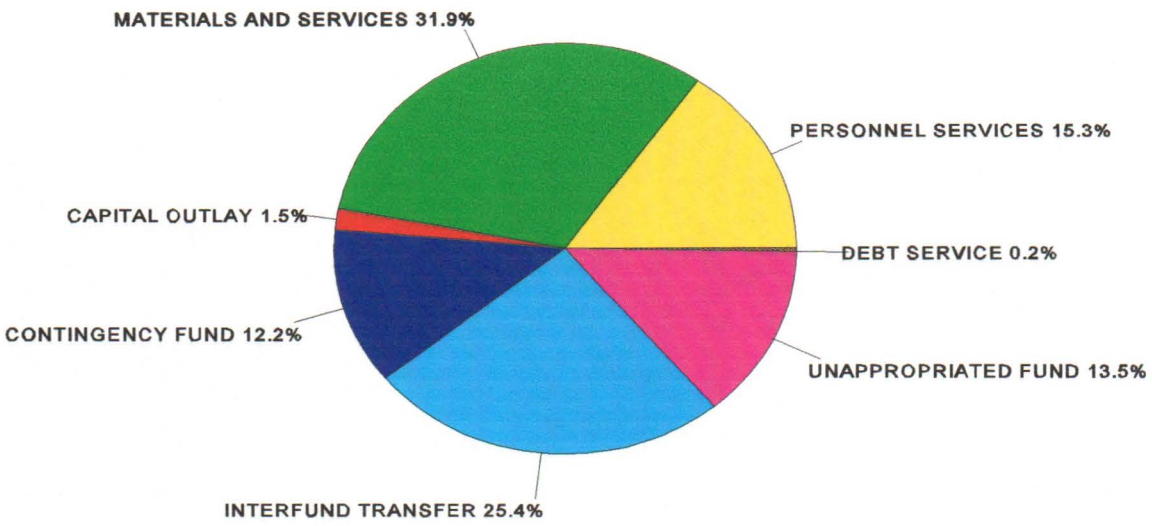


**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Accounting Clerk II | 1.0000 FTE | 1.0000 FTE |
| Accounting Clerk - Confidential | .1800 FTE | .1800 FTE |
| Administrative Secretary-Public Works | .0600 FTE | .0600 FTE |
| Building Official | .0200 FTE | .0200 FTE |
| City Administrator | .2400 FTE | .2400 FTE |
| Clerk Typist (part time) | .1906 FTE | .1869 FTE |
| Crew Chief | .7700 FTE | .7700 FTE |
| Director of Public Works | .1100 FTE | .1200 FTE |
| Engineering Division Manager | .1500 FTE | .1500 FTE |
| Engineering Technician I | .2800 FTE | .2800 FTE |
| Engineering Technician III | .3300 FTE | .4600 FTE |
| Environmental Technician | .5000 FTE | .4000 FTE |
| Finance Director | .2700 FTE | .2700 FTE |
| Finance Operations Manager | .3000 FTE | .3000 FTE |
| Maintenance Division Manager | .1800 FTE | .1800 FTE |
| Maintenance Supervisor | .0000 FTE | .2000 FTE |
| Secretary/Accounts Payable Clerk | .2500 FTE | .2500 FTE |
| Senior Maintenance Worker | .7500 FTE | .7500 FTE |
| Secretary/Receptionist | .2000 FTE | .2400 FTE |
| SUBTOTAL - Regular | 5.5900 FTE | 6.0569 FTE |
| Temporary Finance | .0669 FTE | .0000 FTE |
| Temporary Public Works Accounting Clerk | .0264 FTE | .0264 FTE |
| TOTAL | 5.8739 FTE | 6.0833 FTE |
| Contract - City Attorney | 7.13% of Contract Wage | |
| Mayor and City Council | 20% of stipend | |

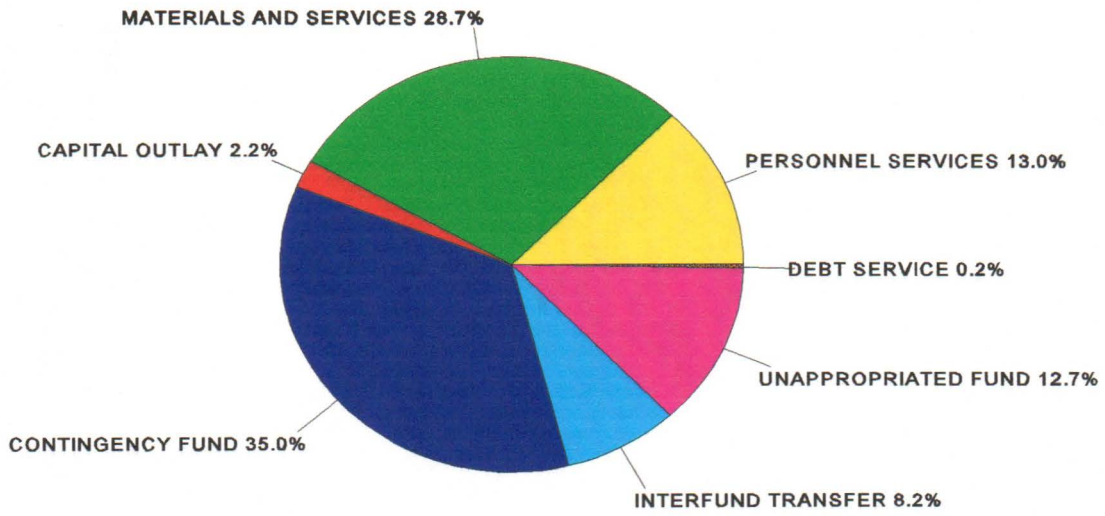
# CITY OF LEBANON

**Wastewater Utility 1994-95 $1,716,000**




# BUDGET COMPARISON

**Wastewater Utility 1993-94 $1,845,020**



Fund : 40 ENTERPRISE FUNDS
Dept : 470 WASTEWATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | REVENUES | | | | | |
| 1,487.31 | 6,760.49 | 0 | | 48060 | ENGINEERING FEES | | | |
| 17,976.47 | 22,587.63 | 18,000 | | 48100 | INTEREST ON INVESTMENT | 22,000 | 22,000 | 22,000 |
| 10.68 | 4.29 | 20 | | 48101 | INTEREST ON TAXES | | | |
| 0.00 | 0.00 | 0 | | 48119 | LOAN-DUE FROM OTH FD | | | |
| 10,555.00 | 23,510.39 | 5,000 | | 48140 | MISCELLANEOUS REVENUE | 10,000 | 10,000 | 10,000 |
| 1,013,405.83 | 1,125,239.23 | 1,200,000 | | 48220 | SEWER FEES-CURRENT | 1,260,000 | 1,260,000 | 1,260,000 |
| 0.00 | 0.00 | 0 | | 48225 | ENERGY SAVINGS REBATE | | | |
| 6,376.97 | 4,209.83 | 4,000 | | 48230 | SEWER USE FEES | 4,000 | 4,000 | 4,000 |
| 237,520.41 | 503,919.21 | 618,000 | | 49901 | BEGINNING BALANCE | 420,000 | 420,000 | 450,000 |
| 1,287,332.67 | 1,686,231.07 | 1,845,020 | | 49998 | TOTAL REVENUE | 1,716,000 | 1,716,000 | 1,746,000 |
| | | | PERSONNEL SERVICES | | | | | |
| 155,279.78 | 156,250.67 | 169,051 | | 50001 | SALARIES | 189,870 | 189,870 | 189,870 |
| 63,880.21 | 61,219.08 | 65,092 | | 50003 | FRINGE BENEFITS | 70,322 | 70,322 | 70,322 |
| 158.68 | 1,045.45 | 2,847 | | 50250 | PART TIME | 1,889 | 1,889 | 1,889 |
| 0.00 | 0.00 | 1,700 | | 50255 | PARENTAL LEAVE EXPENSE | | | |
| 701.06 | 419.54 | 1,500 | | 50600 | OVERTIME | 750 | 750 | 750 |
| 220,019.73 | 218,934.74 | 240,190 | | 59999 | TOTAL PERSONNEL SERV | 262,831 | 262,831 | 262,831 |
| | | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 0 | | 60300 | DEPRECIATION | | | |
| 0.00 | 0.00 | 300 | | 61009 | ADVERTISING (PW) | 25 | 25 | 25 |
| 155.51 | 1,339.74 | 100 | | 61010 | ADVERTISING | 100 | 100 | 100 |
| 0.00 | 0.00 | 200 | | 61011 | ADVERTISING (ENG) | 200 | 200 | 200 |
| 0.00 | 0.00 | 25 | | 61012 | ADVERTISING (MAINT) | 25 | 25 | 25 |
| 1,163.00 | 1,791.14 | 1,800 | | 61013 | AUDIT EXPENSE | 2,500 | 2,500 | 2,500 |
| 75.02 | 236.95 | 600 | | 61015 | CODIFICATION (ADMIN) | 600 | 600 | 600 |
| 1,812.26 | 1,807.79 | 2,000 | | 61120 | COMMUNICATION (ADMIN) | 3,000 | 3,000 | 3,000 |
| 0.00 | 0.00 | 100 | | 61121 | COMMUNICATION (ENG) | 100 | 100 | 100 |
| 191.68 | 101.24 | 300 | | 61122 | COMMUNICATION (MAINT) | 300 | 300 | 300 |
| 27.50 | 46.08 | 35 | | 61123 | COMMUNICATION (PW) | 100 | 100 | 100 |
| 1,011.73 | 1,590.46 | 1,500 | | 61124 | COMPUTER EXPENSE | 2,900 | 2,900 | 2,900 |
| 850.00 | 916.00 | 1,500 | | 61126 | COMPUTER EXP (ENG) | 2,000 | 2,000 | 2,000 |
| 247.63 | 611.46 | 1,000 | | 61127 | COMPUTER EXP (MAINT) | 1,000 | 1,000 | 1,000 |
| 156.27 | 525.04 | 2,105 | | 61128 | COMPUTER EXP (PW) | 245 | 245 | 245 |
| 11,678.44 | 11,878.36 | 12,250 | | 61130 | CONTRACT SERVICES | 15,127 | 15,127 | 15,127 |
| 390,293.24 | 413,201.25 | 427,389 | | 61131 | CONTRACT SERVICES (PW) | 437,084 | 437,084 | 437,084 |
| 81.00 | 1,864.00 | 200 | | 61133 | CONTRACT SERV (ENG) | 500 | 500 | 500 |
| 0.00 | 0.00 | 750 | | 61134 | CONTRACT SERV (MAINT) | 900 | 900 | 900 |
| 0.00 | 886.01 | 1,152 | | 61239 | OPERATING EXP (ADMIN) | 1,152 | 1,152 | 1,152 |

Fund : 40 ENTERPRISE FUNDS
Dept : 470 WASTEWATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| 3,300.27 | 4,024.67 | 2,460 | | 61240 | DEPT/OPERATING EXPENSE | 2,460 | 2,460 | 2,460 |
| 113.67 | 302.73 | 300 | | 61241 | OPERATING EXP (ENG) | 300 | 300 | 300 |
| 3,543.62 | 5,292.43 | 8,200 | | 61242 | OPERATING EXP (MAINT) | 7,000 | 7,000 | 7,000 |
| 3,827.49 | 11,251.64 | 10,580 | | 61243 | OPERATING EXP (PW) | 10,390 | 10,390 | 10,390 |
| 0.00 | 6.02 | 0 | | 61250 | DEPT/OP SUPPLIES | | | |
| 205.07 | 202.35 | 300 | | 61251 | OP SUPPLIES (ENG) | 300 | 300 | 300 |
| 599.27 | 330.19 | 350 | | 61252 | OP. SUPPLIES (MAINT) | 375 | 375 | 375 |
| 85.27 | 137.90 | 380 | | 61253 | OP SUPPLIES (PW) | 225 | 225 | 225 |
| 465.80 | 454.29 | 400 | | 61290 | DUES & SUBSCRIPTIONS | 500 | 500 | 500 |
| 71.00 | 13.75 | 100 | | 61291 | DUES & SUBSCRIPT (ENG) | 100 | 100 | 100 |
| 43.00 | 45.50 | 200 | | 61292 | DUES & SUBS (MAINT) | 210 | 210 | 210 |
| 37.00 | 72.50 | 90 | | 61293 | DUES & SUBSCRIPT (PW) | 200 | 200 | 200 |
| 0.00 | 2,071.99 | 2,600 | | 61299 | DUPLICATION (ADMIN) | 2,600 | 2,600 | 2,600 |
| 5,949.65 | 2,921.88 | 3,500 | | 61300 | DUPLICATION | 3,000 | 3,000 | 3,000 |
| 3,201.32 | 0.00 | 5,000 | | 61305 | GRANT APPL (ADMIN) | 3,300 | 3,300 | 3,300 |
| 0.00 | 54.17 | 80 | | 61319 | ED & TRNG (ADMIN) | 80 | 80 | 80 |
| 378.81 | 460.03 | 750 | | 61320 | EDUCATION & TRAINING | 750 | 750 | 750 |
| 500.00 | 72.57 | 400 | | 61321 | EDUCATION & TRNG (ENG) | 400 | 400 | 400 |
| 508.53 | 877.47 | 900 | | 61322 | ED & TRNG (MAINT) | 900 | 900 | 900 |
| 197.67 | 409.14 | 400 | | 61323 | EDUCATION & TRNG (PW) | 500 | 500 | 500 |
| 0.00 | 0.00 | 0 | | 61355 | CITY GRANTS | 900 | 900 | 900 |
| 9,825.83 | 9,979.82 | 11,000 | | 61400 | INSURANCE | 17,000 | 17,000 | 17,000 |
| 629.89 | 197.10 | 1,000 | | 61401 | UNEMPLOY INS | 500 | 500 | 500 |
| 74.50 | 110.00 | 500 | | 61420 | INS REPAIR & DEDUCT | 500 | 500 | 500 |
| 0.00 | 20.00 | 25 | | 61501 | UNIFORMS (ENG) | 25 | 25 | 25 |
| 477.75 | 771.65 | 750 | | 61502 | UNIFORMS (MAINT) | 750 | 750 | 750 |
| 1,229.44 | 1,227.92 | 1,000 | | 61560 | MAINT/BLDG (ADMIN) | 1,700 | 1,700 | 1,700 |
| 0.00 | 25.00 | 300 | | 61562 | MAINT/BLDG (MAINT) | 300 | 300 | 300 |
| 114.78 | 249.50 | 200 | | 61570 | MAINT/EQPT | 400 | 400 | 400 |
| 41.40 | 0.00 | 100 | | 61571 | MAINT/EQPT (ENG) | 100 | 100 | 100 |
| 334.75 | 259.90 | 300 | | 61572 | MAINT/EQPT (MAINT) | 300 | 300 | 300 |
| 76.66 | 44.29 | 75 | | 61573 | MAINT/EQPT (PW) | 75 | 75 | 75 |
| 147.54 | 294.40 | 700 | | 61581 | MAINT/VEHICLES (ENG) | 500 | 500 | 500 |
| 2,879.60 | 4,155.10 | 4,950 | | 61582 | MAINT/VEHICLES (MAINT) | 5,328 | 5,328 | 5,328 |
| 0.00 | 884.70 | 1,300 | | 61599 | MTGS & CONF (ADMIN) | | | |
| 132.09 | 242.34 | 700 | | 61600 | MEETINGS & CONFERENCES | 700 | 700 | 700 |
| 0.00 | 457.30 | 150 | | 61601 | MTGS & CONF (ENG) | 300 | 300 | 300 |
| 127.11 | 107.10 | 250 | | 61602 | MTGS & CONF (MAINT) | 265 | 265 | 265 |
| 12.40 | 180.15 | 200 | | 61603 | MTGS & CONF (PW) | 250 | 250 | 250 |
| 802.89 | 834.37 | 600 | | 61700 | OFFICE SUPPLIES | 600 | 600 | 600 |
| 0.00 | 19.95 | 200 | | 61701 | OFFICE SUPPLIES (ENG) | 200 | 200 | 200 |
| 96.75 | 64.63 | 100 | | 61702 | OFF SUPPLIES (MAINT) | 100 | 100 | 100 |
| 357.03 | 556.33 | 450 | | 61703 | OFFICE SUPPLIES (PW) | 500 | 500 | 500 |
| 38.98 | 36.06 | 100 | | 61801 | PETROLEUM (ENG) | 200 | 200 | 200 |
| 1,003.29 | 1,637.99 | 1,600 | | 61802 | PETROLEUM (MAINT) | 1,700 | 1,700 | 1,700 |
| 4,879.27 | 5,227.72 | 5,700 | | 61820 | POSTAGE | 5,200 | 5,200 | 5,200 |
| 4,037.68 | 2,667.01 | 5,000 | | 61850 | REFUNDS | 5,000 | 5,000 | 5,000 |
| 1,846.48 | 1,808.75 | 2,000 | | 61900 | UTILITIES (ADMIN) | 2,000 | 2,000 | 2,000 |
| 459,936.83 | 497,855.82 | 529,546 | | 69999 | TOTAL MAT & SERV | 546,841 | 546,841 | 546,841 |

Fund : 40 ENTERPRISE FUNDS
Dept : 470 WASTEWATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72100 | BUILDINGS | | | |
| 0.00 | 0.00 | 0 | 72102 | BUILDINGS (MAINT) | | | |
| 0.00 | 594.63 | 12,000 | 72301 | IMPROVEMENTS (ENG) | | | 15,000 |
| 95.40 | 15,811.00 | 9,500 | 72302 | IMPROVEMENTS (MAINT) | | | |
| 900.20 | 336.75 | 2,100 | 72500 | OFFICE EQPT. | 4,800 | 4,800 | 4,800 |
| 159.00 | 0.00 | 500 | 72501 | OFFICE EQPT (ENG) | 500 | 500 | 500 |
| 0.00 | 999.73 | 0 | 72502 | OFFICE EQPT (MAINT) | 250 | 250 | 250 |
| 0.00 | 35.60 | 2,100 | 72503 | OFFICE EQPT (PW) | 820 | 820 | 820 |
| 1,552.70- | 1,884.94- | 0 | 72600 | OTHER EQPT. | | | |
| 0.00 | 0.00 | 11,000 | 72601 | OTHER EQPT (ENG) | 11,630 | 11,630 | 11,630 |
| 1,889.00 | 4,382.62 | 0 | 72602 | OTHER EQPT (MAINT) | | | |
| 0.00 | 0.00 | 0 | 72603 | OTHER EQPT (PW) | 8,000 | 8,000 | 8,000 |
| 0.00 | 5,994.28 | 3,200 | 72802 | VEHICLES (MAINT) | | | |
| 1,490.90 | 26,269.67 | 40,400 | 79999 | TOTAL CAPITAL OUTLAY | 26,000 | 26,000 | 41,000 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 150,000 | 80005 | OPERATING CONTINGENCY | 150,000 | 150,000 | 165,000 |
| 0.00 | 0.00 | 0 | 80022 | RES - FOR OUTFALL | 60,000 | 60,000 | 60,000 |
| 0.00 | 0.00 | 1,767 | 80030 | RES - MED INS | | | |
| 0.00 | 0.00 | 151,767 | 89999 | TOTAL CONTINGENCIES | 210,000 | 210,000 | 225,000 |
| | | | | INTERFUND TRANSFERS | | | |
| 80,000.00 | 277,057.00 | 610,028 | 90014 | TO W.W. BONDS | 372,056 | 372,056 | 372,056 |
| 0.00 | 0.00 | 13,500 | 90025 | TO GIS | 20,000 | 20,000 | 20,000 |
| 18,750.00 | 23,802.00 | 22,090 | 90105 | TO EQPT ACQ & REP FUND | 33,940 | 33,940 | 33,940 |
| 0.00 | 0.00 | 0 | 90125 | TO W WATER CIP | 10,000 | 10,000 | 10,000 |
| 98,750.00 | 300,859.00 | 645,618 | 90990 | TOTAL INTERFUND TRANS | 435,996 | 435,996 | 435,996 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 234,283 | 92010 | UNAPROP END FUND BAL | 231,116 | 231,116 | 231,116 |
| 0.00 | 0.00 | 234,283 | 92199 | TOTAL UNAPPROPRIATED | 231,116 | 231,116 | 231,116 |
| | | | | DEBT SERVICE | | | |
| 932.35 | 0.00 | 0 | 95100 | BOND PRINCIPAL | | | |

Fund : 40 ENTERPRISE FUNDS
Dept : 470 WASTEWATER UTILITY

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 2,283.65 | 0.00 | 0 | 95200 | BOND INTEREST | | | |
| 0.00 | 3,216.00 | 3,216 | 95490 | SELP LOAN PAYMENT | 3,216 | 3,216 | 3,216 |
| 3,216.00 | 3,216.00 | 3,216 | 95999 | TOTAL DEBT SERVICE | 3,216 | 3,216 | 3,216 |
| 783,413.46 | 1,047,135.23 | 1,845,020 | 99000 | TOTAL DEPT EXP | 1,716,000 | 1,716,000 | 1,746,000 |
| 503,919.21- | 639,095.84- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW):** | | |
| Personnel recruitment and ads | 25 | 25 |
| 61010 **ADVERTISING (FI):** | | |
| Personnel recruitment | 100 | 100 |
| 61011 **ADVERTISING (ENG):** | | |
| Personnel recruitment | 200 | 200 |
| 61012 **ADVERTISING (MT):** | | |
| Personnel recruitment | 25 | 25 |
| 61013 **AUDIT EXPENSE (FI):** | | |
| Share of audit expense | 2,500 | 2,500 |
| 61015 **CODIFICATION EXPENSE:** | | |
| Compilation and one year's update of city ordinances | 600 | 600 |
| 61120 **COMMUNICATIONS (FI):** | | |
| Telephone - City Hall offices | 3,000 | 3,000 |
| 61121 **COMMUNICATIONS (ENG):** | | |
| Service and repair of radio equipment | 100 | 100 |
| 61122 **COMMUNICATIONS (MT):** | | |
| Service and repair of radio equipment | 300 | 300 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61123 **COMMUNICATIONS (PW):** | | |
| Service and repair of radio equipment | 100 | 100 |
| 61124 **COMPUTER EXPENSE (FI):** | | |
| Maintenance and repairs | 1,000 | |
| Programs and programming | 1,900 | 2,900 |
| 61126 **COMPUTER EXPENSE (ENG):** | | |
| Service and repair of hardware | 250 | |
| Supplies | 750 | |
| Software | 1,000 | 2,000 |
| 61127 **COMPUTER EXPENSE (MT):** | | |
| Service and repair of hardware | 150 | |
| Supplies | 50 | |
| Software | 800 | 1,000 |
| 61128 **COMPUTER EXPENSE (PW):** | | |
| Service and repair of hardware | 125 | |
| Supplies | 40 | |
| Software | 40 | |
| Training | 40 | 245 |
| 61130 **CONTRACT SERVICES (FI):** | | |
| Contract for Meter Readers | 5,527 | |
| Credit checks | 400 | |
| City attorney | 4,200 | |
| Bond collection fees, 1st Interstate Bank | 5,000 | 15,127 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61131 **CONTRACT SERVICES (PW):** | | |
| Project accounting services | 480 | |
| Contract for operation of WWTP - OMI | 436,604 | 437,084 |
| 61133 **CONTRACT SERVICES (ENG):** | | |
| Network | 500 | 500 |
| 61134 **CONTRACT SERVICES (MT):** | | |
| Tightness test - Harrison St. fuel storage tank | 550 | |
| Janitorial service for shop | 350 | 900 |
| 61239 **DEPARTMENT/OPERATING EXPENSE (ADMIN):** | | |
| Expense reimbursement | 1,152 | 1,152 |
| 61240 **DEPARTMENT/OPERATING EXPENSE (FI):** | | |
| Expense reimbursement | 648 | |
| Employee Assistance Program | 506 | |
| Safety Incentive Program | 400 | |
| Miscellaneous Finance materials | 906 | 2,460 |
| 61241 **DEPARTMENT/OPERATING EXPENSE (ENG):** | | |
| Testing lab expense | 150 | |
| Expense reimbursement | 150 | 300 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61242 **DEPARTMENT/OPERATING EXPENSE (MT):** | | |
| Underground storage tanks annual DEQ Compliance Fee (Harrison St. & Wastewater Treatment Plant) | 50 | |
| Hazardous spill cleanup materials and disposal | 250 | |
| "One Call" monthly assessment (33%) | 200 | |
| Expense reimbursement | 100 | |
| Manhole repairs | 2,000 | |
| Line repair/replacement | 2,000 | |
| Frame and cover replacement | 600 | |
| Small parts including gaskets, risers | 600 | |
| Rodent control | 600 | |
| Operating permits, landfill fee | 600 | 7,000 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Expense reimbursement | 265 | |
| Wastewater Collection Certification fee | 100 | |
| Annual DEQ Permit fee for Wastewater Treatment Plant | 5,000 | |
| Lab testing of industrial discharge | 5,025 | 10,390 |
| 61251 **DEPARTMENT/OPERATING SUPPLIES (ENG):** | | |
| Reference and code books | 75 | |
| Assessor maps/microfilm | 50 | |
| Drafting supplies | 75 | |
| Surveying and inspection supplies | 100 | 300 |
| 61252 **DEPARTMENT/OPERATING SUPPLIES (MT):** | | |
| Reference books | 50 | |
| Drafting supplies | 25 | |
| Small tools and supplies | 300 | 375 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | | |
| Assessor maps/microfilm | 25 | |
| Reference, code and other books | 200 | 225 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61290 **DUES & SUBSCRIPTIONS (FI)**: | 500 | 500 |
| 61291 **DUES & SUBSCRIPTIONS (ENG)**: | | |
| American Public Works Association (APWA) | 50 | |
| Engineering dues and subscriptions | 50 | 100 |
| 61292 **DUES & SUBSCRIPTIONS (MT)**: | | |
| American Public Works Association (APWA) | 60 | |
| East Linn Coordination Council (ELCC) | 150 | 210 |
| 61293 **DUES & SUBSCRIPTIONS (PW)**: | | |
| Association of Oregon Sewerage Agencies | 40 | |
| American Public Works Association (APWA) | 60 | |
| Subscriptions | 100 | 200 |
| 61299 **DUPLICATION (ADMIN)**: | | |
| Cost of repairs, paper & supplies for main copier | 2,600 | 2,600 |
| 61300 **DUPLICATION**: | | |
| Printing of billing forms, envelopes | 3,000 | 3,000 |
| 61305 **GRANT APPLICATION COST**: | | |
| Costs for materials, maps, slides, drawings, photos, etc. | 3,300 | 3,300 |
| 61319 **EDUCATION & TRAINING (ADMIN):** | 80 | 80 |
| 61320 **EDUCATION & TRAINING (FI)**: | | |
| Training, workshops, seminars for Finance Department | 750 | 750 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61321 **EDUCATION & TRAINING (ENG):** | | |
| Training, workshops, seminars | 400 | 400 |
| 61322 **EDUCATION & TRAINING (MT):** | | |
| Training, workshops, seminars | 700 | |
| Reimbursement for course work | 200 | 900 |
| 61323 **EDUCATION & TRAINING (PW):** | | |
| Training, workshops, seminars | 500 | 500 |
| 61355 **CITY GRANTS:** | | |
| Lebanon Basic Services Revolving Loan Fund - assist low-income to pay deposits | 900 | 900 |
| 61400 **INSURANCE:** | | |
| Vehicle, general liability, equipment and building coverage | 17,000 | 17,000 |
| 61401 **UNEMPLOYMENT INSURANCE:** | 500 | 500 |
| 61420 **INSURANCE REPAIR & DEDUCT:** | 500 | 500 |
| 61501 **UNIFORM PURCHASE/LAUNDERING (ENG):** | | |
| Rain gear | 25 | 25 |
| 61502 **UNIFORM PURCHASE/LAUNDERING (MT):** | | |
| Rain gear, rubber boots, gloves | 150 | |
| Purchase, repair, cleaning of uniforms, safety clothing, etc. | 600 | 750 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61560 **MAINTENANCE/BUILDING & GROUNDS (ADMIN):** | | |
| City Hall offices | 1,700 | 1,700 |
| 61562 **MAINTENANCE/BUILDING & GROUNDS (MT):** | | |
| Share of main shop building maintenance | 300 | 300 |
| 61570 **MAINTENANCE/EQUIPMENT (FI):** | | |
| Office equipment | 400 | 400 |
| 61571 **MAINTENANCE/EQUIPMENT (ENG):** | | |
| Service and repair of office/field equipment | 100 | 100 |
| 61572 **MAINTENANCE/EQUIPMENT (MT):** | | |
| Service and repair of rodder, smoke generator, ventilator, gas detector, snooper, safety tripod, etc. | 300 | 300 |
| 61573 **MAINTENANCE/EQUIPMENT (PW):** | | |
| Service and repair of office equipment | 75 | 75 |
| 61581 **MAINTENANCE/VEHICLES (ENG):** | | |
| Engineering vehicles | 200 | |
| Payment to Fire District for mechanic | 300 | 500 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61582 **MAINTENANCE/VEHICLES (MT):** | | |
| Portion of jointly-owned vehicles | 300 | |
| T.V. Van | 600 | |
| Vactor | 1,000 | |
| Hydroflusher | 300 | |
| Maintenance pickup | 400 | |
| OMI Sludge truck | 500 | |
| OMI Pickup | 100 | |
| OMI Tractor | 100 | |
| Payment to Fire District for mechanic | 2,028 | 5,328 |
| 61600 **MEETINGS & CONFERENCES (FI):** | | |
| Business meetings and travel luncheons | 700 | 700 |
| 61601 **MEETINGS & CONFERENCES (ENG):** | | |
| American Public Works Association Conference | 200 | |
| Business meetings and travel luncheons | 100 | 300 |
| 61602 **MEETINGS & CONFERENCES (MT):** | | |
| American Public Works Association Conference | 140 | |
| Business meetings and travel luncheons | 125 | 265 |
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| American Public Works Association Conference | 150 | |
| Business meetings and travel luncheons | 100 | 250 |
| 61700 **OFFICE SUPPLIES (FI):** | 600 | 600 |
| 61701 **OFFICE SUPPLIES (ENG):** | 200 | 200 |

**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61702 **OFFICE SUPPLIES (MT)**: | | |
| Binders, notebooks, pens, maps, etc. | 100 | 100 |
| 61703 **OFFICE SUPPLIES (PW)**: | 500 | 500 |
| 61801 **PETROLEUM PRODUCTS (ENG)**: | | |
| Gasoline, oil lubricants | 200 | 200 |
| 61802 **PETROLEUM PRODUCTS (MT)**: | | |
| Gasoline, oil, lubricants | 1,700 | 1,700 |
| 61820 **POSTAGE**: | | |
| Postage for billing and notices | 5,200 | 5,200 |
| 61850 **REFUNDS**: | | |
| Collection agency | 2,000 | |
| Billing and fee returns | 3,000 | 5,000 |
| 61900 **UTILITIES**: | | |
| City Hall offices | 2,000 | 2,000 |
| **CAPITAL OUTLAY** | | |
| 72301 **IMPROVEMENTS (ENG)**: | | |
| Wastewater system evaluation | 15,000 | 15,000 |
| 72500 **OFFICE EQUIPMENT (FI)**: | | |
| Computer upgrade to 486's, add Windows | 4,800 | 4,800 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 470 - WASTEWATER UTILITY**

| CAPITAL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 72501 **OFFICE EQUIPMENT (ENG):** | | |
| Upgrade computers for network | 500 | 500 |
| 72502 **OFFICE EQUIPMENT (MT):** | | |
| Desk, chair and file cabinet (1/3) | 250 | 250 |
| 72503 **OFFICE EQUIPMENT (PW):** | | |
| Upgrade existing computers for network | 620 | |
| Desk, chair, bookcase | 200 | 820 |
| 72601 **OTHER EQUIPMENT (ENG):** | | |
| Computer network | 11,630 | 11,630 |
| 72603 **OTHER EQUIPMENT (PW):** | | |
| Computer network | 8,000 | 8,000 |
| **INTERFUND TRANSFERS** | | |
| 90014 **TO WASTEWATER BONDS:** | 372,056 | 372,056 |
| 90025 **TO GIS FUND:** | 20,000 | 20,000 |
| 90105 **TO EQUIPMENT ACQUISITION AND REPLACEMENT FUND:** | 33,940 | 33,940 |
| 90125 **TO WASTEWATER CIP:** | 10,000 | 10,000 |
| **DEBT SERVICE** | | |
| 95490 **SPECIAL ENERGY LOAN PROGRAM** | 3,216 | 3,216 |

Date : 7/11/94
Time : 11:30
Date Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 40 ENTERPRISE FUNDS
Dept : 474 WASTEWATER BOND REVENUE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 42030 | BOND SALE PROCEEDS | | | |
| 207,414.96- | 137,245.13 | 80,000 | 48100 | INTEREST ON INVESTMENT | 80,000 | 80,000 | 80,000 |
| 34,270.02 | 16,227.81 | 12,000 | 48102 | INT EARNED ON CAPITALI | | | |
| 50.00 | 13,557.99 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 122,000.00- | 0.00 | 0 | 49023 | FROM WATER CIP | | | |
| 80,000.00 | 277,057.00 | 610,028 | 49024 | FROM W WATER - BOND | 372,056 | 372,056 | 372,056 |
| 0.00 | 0.00 | 0 | 49025 | FROM W WATER FUND | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 35,000 | 49105 | FROM STR CAP PROJ | | | |
| 4,201,190.38 | 3,635,722.16 | 2,598,272 | 49901 | BEGINNING BALANCE | 2,730,000 | 2,730,000 | 2,750,000 |
| 3,986,095.44 | 4,079,810.09 | 3,335,300 | 49998 | TOTAL REVENUE | 3,192,056 | 3,192,056 | 3,212,056 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 0 | 0 | 0 |
| 3,986,095.44- | 4,079,810.09- | 3,335,300- | 99450 | TTL REV/EXP (SURP)/DEF | 3,192,056 | -3,192,056 | -3,212,056 |

## PROGRAM INFORMATION

## WASTEWATER UTILITY CAPITAL IMPROVEMENT PROGRAM



**PROGRAM DESCRIPTION**:

Lebanon's 1989 Wastewater System Master Plan identified improvement and rehabilitation projects necessary to maintain present levels of service to customers, to meet federal and state mandates, and to allow for growth and development. The recommended improvements were beyond the scope of the existing wastewater revenue. Although somewhat smaller than the program recommended in the master plan, the CIP includes the projects necessary to maintain existing service levels, to meet mandated water quality/pollution abatement goals, and to avoid obstructing economic development.

In January, 1990, the City Council approved a capital improvement program based on the recommendation of the Rate Advisory Committee. Revenue bonds have been sold which are funded by increased wastewater user rates. Projects are identified and described in the City's Wastewater Capital Improvement Plan. During 1993-94, efforts were focused on collection system improvements associated with street work and engineering for the westside interceptor. Efforts during 1994-95 will focus on engineering for the downtown sewer separation, and Phase 1A of the westside interceptor. A new project has been added to meet the requirements of sludge digestion at the Wastewater Treatment Plant.

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary | .0600 FTE | .0600 FTE |
| Crew Chief | .0800 FTE | .0800 FTE |
| Environmental Technician | .0000 FTE | .0200 FTE |
| Director of Public Works | .0500 FTE | .0600 FTE |
| Engineering Division Manager | .1500 FTE | .1500 FTE |
| Maintenance Division Manager | .0100 FTE | .0100 FTE |
| Maintenance Supervisor | .0000 FTE | .0100 FTE |
| Secretary/Receptionist | .1000 FTE | .4500 FTE |
| SUBTOTAL - Regular | 0.4500 FTE | 0.8400 FTE |
| Temporary Public Works Accounting Clerk | .0610 FTE | .0610 FTE |
| TOTAL | 0.5110 FTE | 0.9010 FTE |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 40 ENTERPRISE FUNDS
Dept : 475 WASTEWATER UTILITY C.I.P.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | PERSONNEL SERVICES | | | |
| 46,470.77 | 53,986.28 | 14,015 | 50001 | SALARIES | 24,291 | 24,291 | 24,291 |
| 18,343.41 | 18,896.18 | 5,641 | 50003 | FRINGE BENEFITS | 9,466 | 9,466 | 9,466 |
| 212.16 | 3,903.59 | 0 | 50250 | PART TIME | | | |
| 0.00 | 374.41 | 0 | 50600 | OVERTIME | 750 | 750 | 750 |
| 65,026.34 | 77,160.46 | 19,656 | 59999 | TOTAL PERSONNEL SERV | 34,507 | 34,507 | 34,507 |
| | | | | MATERIALS & SERVICES | | | |
| 3,104.35 | 1,248.45 | 0 | 61011 | ADVERTISING (ENG) | | | |
| 0.00 | 536.13 | 0 | 61121 | COMMUNICATION (ENG) | | | |
| 2,612.86 | 1,904.66 | 0 | 61126 | COMPUTER EXP (ENG) | | | |
| 0.00 | 361.43 | 1,060 | 61131 | CONTRACT SERVICES (PW) | 1,060 | 1,060 | 1,060 |
| 90,234.15 | 67,663.29 | 365,000 | 61133 | CONTRACT SERV (ENG) | | | |
| 0.00 | 0.00 | 2,000 | 61134 | CONTRACT SERV (MAINT) | | | |
| 0.00 | 0.00 | 200 | 61240 | DEPT/OPERATING EXPENSE | 100 | 100 | 100 |
| 756.23 | 516.93 | 0 | 61241 | OPERATING EXP (ENG) | | | |
| 338.77 | 299.45 | 300 | 61243 | OPERATING EXP (PW) | 445 | 445 | 445 |
| 590.70 | 448.95 | 0 | 61251 | OP SUPPLIES (ENG) | | | |
| 70.49 | 128.99 | 0 | 61291 | DUES & SUBSCRIPT (ENG) | | | |
| 299.00 | 555.18 | 0 | 61321 | EDUCATION & TRNG (ENG) | | | |
| 0.00 | 100.00 | 100 | 61323 | EDUCATION & TRNG (PW) | 100 | 100 | 100 |
| 98.00 | 43.08 | 0 | 61501 | UNIFORMS (ENG) | | | |
| 0.75 | 330.98 | 0 | 61561 | MAINT/BLDG (ENG) | | | |
| 18.50 | 157.11 | 0 | 61571 | MAINT/EQPT (ENG) | | | |
| 387.36 | 374.83 | 0 | 61581 | MAINT/VEHICLES (ENG) | | | |
| 79.00 | 222.88 | 0 | 61601 | MTGS & CONF (ENG) | | | |
| 10.50 | 112.95 | 100 | 61603 | MTGS & CONF (PW) | 100 | 100 | 100 |
| 585.87 | 630.36 | 0 | 61701 | OFFICE SUPPLIES (ENG) | | | |
| 60.56 | 193.83 | 200 | 61703 | OFFICE SUPPLIES (PW) | 250 | 250 | 250 |
| 177.47 | 151.51 | 0 | 61801 | PETROLEUM (ENG) | | | |
| 1,512.50 | 1,878.78 | 0 | 61881 | RENT (ENG) | | | |
| 275.59 | 743.67 | 0 | 61901 | UTILITIES (ENG) | | | |
| 101,212.65 | 78,603.44 | 368,960 | 69999 | TOTAL MAT & SERV | 2,055 | 2,055 | 2,055 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 1,950.00 | 35,000 | 72052 | LAND (MAINT) | | | |
| 444,725.55 | 615,646.01 | 1,280,700 | 72301 | IMPROVEMENTS (ENG) | 1,223,600 | 1,223,600 | 1,243,600 |
| 0.00 | 0.00 | 56,600 | 72302 | IMPROVEMENTS (MAINT) | 58,600 | 58,600 | 58,600 |
| 0.00 | 0.00 | 0 | 72303 | IMPROVEMENTS (PW) | 2,000 | 2,000 | 2,000 |
| 5,404.90 | 544.16 | 0 | 72501 | OFFICE EQPT (ENG) | | | |
| 0.00 | 0.00 | 0 | 72503 | OFFICE EQPT (PW) | | | |

Fund : 40 ENTERPRISE FUNDS
Dept : 475 WASTEWATER UTILITY C.I.P.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| 0.00 | 298.00 | 0 | | | 72601 | OTHER EQPT (ENG) | 13,000 | 13,000 | 13,000 |
| 0.00 | 29,527.30 | 0 | | | 72602 | OTHER EQPT (MAINT) | | | |
| 0.00 | 0.00 | 0 | | | 72603 | OTHER EQPT (PW) | 8,000 | 8,000 | 8,000 |
| 1,577.50 | 0.00 | 0 | | | 72801 | VEHICLES (ENG) | | | |
| 0.00 | 124,123.99 | 0 | | | 72802 | VEHICLES (MAINT) | | | |
| 451,707.95 | 772,089.46 | 1,372,300 | | | 79999 | TOTAL CAPITAL OUTLAY | 1,305,200 | 1,305,200 | 1,325,200 |
| | | CONTINGENCIES | | | | | | | |
| 0.00 | 0.00 | 100,000 | | | 80005 | OPERATING CONTINGENCY | 300,000 | 300,000 | 300,000 |
| 0.00 | 0.00 | 100,000 | | | 89999 | TOTAL CONTINGENCIES | 300,000 | 300,000 | 300,000 |
| | | INTERFUND TRANSFERS | | | | | | | |
| 0.00 | 0.00 | 6,500 | | | 90025 | TO GIS | 20,000 | 20,000 | 20,000 |
| 700.00 | 0.00 | 0 | | | 90105 | TO EQPT ACQ & REP FUND | | | |
| 0.00 | 0.00 | 0 | | | 90120 | TO WATER CIP | | | |
| 0.00 | 0.00 | 0 | | | 90138 | TO STR CAP PROJECTS | | | |
| 700.00 | 0.00 | 6,500 | | | 90990 | TOTAL INTERFUND TRANS | 20,000 | 20,000 | 20,000 |
| | | UNAPPROPRIATED | | | | | | | |
| 0.00 | 0.00 | 0 | | | 92010 | UNAPROP END FUND BAL | | | |
| 0.00 | 0.00 | 0 | | | 92199 | TOTAL UNAPPROPRIATED | 0 | 0 | 0 |
| | | LOANS | | | | | | | |
| 0.00 | 0.00 | 0 | | | 93121 | INTERFD LOAN-WATER CIP | | | |
| 0.00 | 0.00 | 0 | | | 93199 | TOTAL LOANS | 0 | 0 | 0 |
| | | DEBT SERVICE | | | | | | | |
| 0.00 | 0.00 | 0 | | | 95100 | BOND PRINCIPAL | | | |
| 0.00 | 0.00 | 0 | | | 95200 | BOND INTEREST | | | |
| 0.00 | 0.00 | 0 | | | 95999 | TOTAL DEBT SERVICE | 0 | 0 | 0 |
| 618,646.94 | 927,853.36 | 1,867,416 | | | 99000 | TOTAL DEPT EXP | 1,661,762 | 1,661,762 | 1,681,762 |

Fund : 40 ENTERPRISE FUNDS
Dept : 475 WASTEWATER UTILITY C.I.P.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 618,646.94 | 927,853.36 | 1,867,416 | 99450 | TTL REV/EXP (SURP)/DEF | 1,661,762 | 1,661,762 | 1,681,762 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 475 - WASTEWATER UTILITY CIP**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61131 **CONTRACT SERVICES (PW):** | | |
| Project accounting services | 1,060 | 1,060 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 100 | 100 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Expense reimbursement | 445 | 445 |
| 61323 **EDUCATION & TRAINING (PW):** | | |
| Seminars, workshops and classes | 100 | 100 |
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| American Public Works Association Conference | 75 | |
| Business meetings and travel lunches | 25 | 100 |
| 61703 **OFFICE SUPPLIES (PW):** | 250 | 250 |
| **CAPITAL OUTLAY** | | |
| 72301 **IMPROVEMENTS (ENG):** | | |
| Downtown Sewer Separation | 196,200 | |
| Pipe Replacement Program | 100,000 | |
| WWTP Outflow Project | 120,000 | |
| Sludge Digestion | 155,000 | |
| Harrison Pump Station modification | 20,000 | |
| Westside Interceptor | 652,400 | 1,243,600 |
| 72302 **IMPROVEMENTS (MT):** | | |
| New Shop site (Phase 1) | 58,600 | 58,600 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 475 - WASTEWATER UTILITY CIP**

| CAPITAL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 72303 **IMPROVEMENTS (PW):** | | |
| Sludge Holding Tank Modification | 2,000 | 2,000 |
| 72601 **OTHER EQUIPMENT (ENG):** | | |
| Sanitary sewer flow monitors | 13,000 | 13,000 |
| 72603 **OTHER EQUIPMENT (PW):** | | |
| Sludge irrigation equipment | 8,000 | 8,000 |
| **INTERFUND TRANSFERS** | | |
| 90025 **TO GIS:** | 20,000 | 20,000 |
| **DEBT SERVICE** | | |
| 95100 **BOND PRINCIPAL:** | 85,000 | 85,000 |
| 95200 **BOND INTEREST:** | 287,056 | 287,056 |

Fund : 40 ENTERPRISE FUNDS
Dept : 476 WASTEWATER BOND DEBT SERV

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 13,047.44 | 0 | 61130 | CONTRACT SERVICES | | | |
| 0.00 | 13,047.44 | 0 | 69999 | TOTAL MAT & SERV | 0 | 0 | 0 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | 80025 | RES FOR CAP INT | | | |
| 0.00 | 0.00 | 376,749 | 80026 | RES FOR DEBT SERVICE | 376,749 | 376,749 | 376,749 |
| 0.00 | 0.00 | 376,749 | 89999 | TOTAL CONTINGENCIES | 376,749 | 376,749 | 376,749 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 804,080 | 92010 | UNAPROP END FUND BAL | 781,489 | 781,489 | 781,489 |
| 0.00 | 0.00 | 804,080 | 92199 | TOTAL UNAPPROPRIATED | 781,489 | 781,489 | 781,489 |
| | | | | DEBT SERVICE | | | |
| 80,000.00 | 85,000.00 | 0 | 95100 | BOND PRINCIPAL | 85,000 | 85,000 | 85,000 |
| 155,278.13 | 152,428.12 | 287,055 | 95200 | BOND INTEREST | 287,056 | 287,056 | 287,056 |
| 155,278.13 | 152,428.13 | 0 | 95304 | CAPITALIZED INTEREST | | | |
| 390,556.26 | 389,856.25 | 287,055 | 95999 | TOTAL DEBT SERVICE | 372,056 | 372,056 | 372,056 |
| 390,556.26 | 402,903.69 | 1,467,884 | 99000 | TOTAL DEPT EXP | 1,530,294 | 1,530,294 | 1,530,294 |
| 390,556.26 | 402,903.69 | 1,467,884 | 99450 | TTL REV/EXP (SURP)/DEF | 1,530,294 | 1,530,294 | 1,530,294 |

## PROGRAM INFORMATION

## SANTIAM RAILWAY



**PROGRAM DESCRIPTION**:

The City's railroad runs from the Southern Pacific Railroad tracks, near 5th and Olive, to the Santiam Canal Industrial Park. The 3/4-mile spur was acquired from Crown Zellerbach as part of the SCIP development.

As in years past, there is no direct revenue source for this fund. We have also virtually reached an end of the cash carry forward that has kept maintenance of this project afloat. We will be approaching businesses that use the railroad for ideas and perhaps some support. We will operate as far into the year as funding will allow.

This budget is primarily for maintenance of the track itself, of the many street crossings, and of a scale shack and electronic scales that the tracks cross inside the industrial park. Previously we have contracted the maintenance of the crossing at Highway 20 but with training from the Public Utility Commission, in-house maintenance crews have taken over this responsibility.

Fund : 40 ENTERPRISE FUNDS
Dept : 480 SANTIAM RAILWAY FUND

| -92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 48053 | DONATIONS | | | |
| 513.18 | 199.02 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 68.55 | 30 | 48140 | MISCELLANEOUS REVENUE | | | |
| 12,472.68 | 7,243.06 | 1,000 | 49901 | BEGINNING BALANCE | 500 | 500 | 1,153 |
| 12,985.86 | 7,510.63 | 1,030 | 49998 | TOTAL REVENUE | 500 | 500 | 1,153 |
| | | | | PERSONNEL SERVICES | | | |
| 1,757.96 | 1,750.44 | 0 | 50001 | SALARIES | | | |
| 843.86 | 774.83 | 0 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 2,601.82 | 2,525.27 | 0 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61010 | ADVERTISING | | | |
| 3,000.00 | 3,200.00 | 0 | 61130 | CONTRACT SERVICES | | | |
| 140.98 | 529.26 | 1,030 | 61240 | DEPT/OPERATING EXPENSE | 500 | 500 | 1,153 |
| 0.00 | 0.00 | 0 | 61560 | MAINT/BLDG (ADMIN) | | | |
| 3,140.98 | 3,729.26 | 1,030 | 69999 | TOTAL MAT & SERV | 500 | 500 | 1,153 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72300 | IMPROVEMENTS | | | |
| 0.00 | 0.00 | 0 | 72800 | VEHICLES | | | |
| 0.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 0 | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| 5,742.80 | 6,254.53 | 1,030 | 99000 | TOTAL DEPT EXP | 500 | 500 | 1,153 |
| 7,243.06- | 1,256.10- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 40 - ENTERPRISE**
**DEPARTMENT: 480 - SANTIAM RAILWAY**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Sign/Signal repairs | 530 | |
| Rail and switch repair | 523 | |
| Ballast | 50 | |
| Vegetation control | 50 | 1,153 |

# INTERGOVERNMENTAL FUND

## PROGRAM INFORMATION

## ADA REQUIREMENTS



**PROGRAM DESCRIPTION**:

In 1992, the United States Congress passed the Americans with Disabilities Act. The purpose of the Act is to provide handicapped access to public facilities. It requires all public facilities to be handicapped accessible. In January, 1994, cost estimates for providing handicapped accessibility for City facilities were prepared for City Hall, the Library, and Senior Center. The estimates show that a total of $206,876 will be needed for these improvements. As a first step in complying with the law, $35,000 has been budgeted for the most pressing requirements. Because City Hall floor coverings will have to replaced or will be damaged by remodelling, new floor coverings have been budgeted under improvements in the 83-84 Housing Rehabilitation Budget.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 505 ADA REQUIREMENTS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | REVENUES | | | | | |
| 0.00 | 0.00 | 0 | | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | | 49085 | FROM BANC BOND FD | 35,000 | 35,000 | 35,000 |
| 0.00 | 0.00 | 0 | | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | | 49998 | TOTAL REVENUE | 35,000 | 35,000 | 35,000 |
| | | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 0 | | 61240 | DEPT/OPERATING EXPENSE | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 0 | | 69999 | TOTAL MAT & SERV | 2,000 | 2,000 | 2,000 |
| | | | CAPITAL OUTLAY | | | | | |
| 0.00 | 0.00 | 0 | | 72300 | IMPROVEMENTS | 33,000 | 33,000 | 33,000 |
| 0.00 | 0.00 | 0 | | 79999 | TOTAL CAPITAL OUTLAY | 33,000 | 33,000 | 33,000 |
| | | | CONTINGENCIES | | | | | |
| 0.00 | 0.00 | 0 | | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 0 | | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| 0.00 | 0.00 | 0 | | 99000 | TOTAL DEPT EXP | 35,000 | 35,000 | 35,000 |
| 0.00 | 0.00 | 0 | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 505 - ADA REQUIREMENTS**

| MATERIALS AND SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Advertising for bids, supplies, and other misc. expenses | 2,000 | 2,000 |
| City Hall ADA Compliance: | | |
| Primary entrance door on the west side of City Hall | 1,500 | |
| Relocate Finance payment box; replace reception counters in Finance and Public Works Departments | 3,500 | |
| Men's restroom will be converted to unisex, with a new entrance door, sign, hardware; remodel, replace, relocate fixtures | 4,000 | |
| Women's restroom; replace entrance door, sign, hardware, remodel, replace, and relocate fixtures | 4,000 | |
| Relocate Police Department reception counter & telephone in the Police Department lobby | 2,500 | |
| Library ADA Compliance: | | |
| Remodel women's restroom to a unisex restroom | 4,333 | |
| Restripe parking area for accessible handicapped parking; provide sidewalk curb cut | 1,500 | |
| Audible smoke detectors need to function visually | 150 | |
| Install approved signs throughout interior & exterior | 630 | |
| Lower circulation/information counter | 985 | |
| Elevate legs of genealogical room counter | 250 | |
| Lower dictionary stand | 150 | |
| Widen the archway between the adult & children's area | 1,275 | |
| Sr. Center ADA Compliance: | | |
| Re-striping and signs | 1,000 | |
| Door hardware | 925 | |
| Faucet controls | 270 | |
| Assistive listening system | 1,957 | |
| Provision for Unanticipated Costs: | 4,075 | 33,000 |

## PROGRAM INFORMATION

## MOTEL TAX



**PROGRAM DESCRIPTION**:

On June 23, 1993, at the request of the Lebanon Area Chamber of Commerce, and with the agreement of the motel owners, the Lebanon City Council adopted a motel tax. The tax, $1.00 per room per night, will be used to promote tourism in Lebanon. Currently, the City contracts with the Chamber of Commerce to provide promotional services. For 1993-94, the City kept 10% of the tax to cover costs of collection. Thereafter, actual costs (once they are known) will be reimbursed.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 510 MOTEL TAX

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 12,000 | 47090 | MOTEL ROOM TAX | 16,000 | 16,000 | 16,000 |
| 0.00 | 0.00 | 100 | 48100 | INTEREST ON INVESTMENT | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 12,100 | 49998 | TOTAL REVENUE | 16,100 | 16,100 | 16,100 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 10,900 | 61130 | CONTRACT SERVICES | 14,500 | 14,500 | 14,500 |
| 0.00 | 0.00 | 10,900 | 69999 | TOTAL MAT & SERV | 14,500 | 14,500 | 14,500 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 1,200 | 90005 | TO GEN FUND-ADMIN COST | 1,600 | 1,600 | 1,600 |
| 0.00 | 0.00 | 1,200 | 90990 | TOTAL INTERFUND TRANS | 1,600 | 1,600 | 1,600 |
| 0.00 | 0.00 | 12,100 | 99000 | TOTAL DEPT EXP | 16,100 | 16,100 | 16,100 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 510 - MOTEL TAX**

| MATERIALS AND SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | | |
| Lebanon Chamber of Commerce | 14,500 | 14,500 |
| **INTERFUND TRANSFER** | | |
| 90005 **TRANSFER TO GENERAL FUND - ADMIN COSTS** | 1,600 | 1,600 |

## PROGRAM INFORMATION

## SANTIAM TRAVEL STATION



**PROGRAM DESCRIPTION**:

In 1993, the City of Lebanon received $277,100 in funding from the Oregon Department of Transportation to rejuvenate the Lebanon historic train depot into an intermodal transit station. The project involves the acquisition, rehabilitation, and rejuvenation of Lebanon's historic SPRR train depot and will result in a vacant, idle and deteriorating historic structure being restored and transformed into a community and regional transportation center. Proposed activities include a bus station (serving regional carriers and rail feeder bus), tourist information and traveler comfort facility (open seven days a week; currently there are no public restrooms readily available to travelers from I-5 to Sweet Home), local transit information center, parcel freight services and possibly housing the Lebanon Chamber of Commerce and the regional headquarters of the new short-line railroad operator.

Site improvements include the creation of a (covered) bus loading facility, covered and open bench seating, covered bicycle racks, drinking fountain, information kiosks, landscaping, full outside lighting and a telephone. Handicap, bus and recreational vehicle access, parking and loading areas have been designed and incorporated into the site plan. All site improvements will compliment the historic design character of the depot building.

The City will fund the required $30,000 match from repaid 1983-84 Housing Rehabilitation Loans. An additional $30,000 is required to be set aside for contingencies and will be funded by the General Fund, if needed.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 515 SANTIAM TRAVEL STATION

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | REVENUES | | | | | |
| 0.00 | 0.00 | 159,900 | 41050 | STATE GRANT FUNDS | 277,100 | 277,100 | 277,100 |
| 0.00 | 0.00 | 100 | 48100 | INTEREST ON INVESTMENT | 300 | 300 | 300 |
| 0.00 | 0.00 | 0 | 49010 | FROM GENERAL FUND | 30,000 | 30,000 | 30,000 |
| 0.00 | 0.00 | 0 | 49028 | FROM HOUSING REHAB | | | |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | 30,000 | 30,000 | 28,000 |
| 0.00 | 0.00 | 160,000 | 49998 | TOTAL REVENUE | 337,400 | 337,400 | 335,400 |
| | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 35,000 | 61130 | CONTRACT SERVICES | | | |
| 0.00 | 0.00 | 1,000 | 61240 | DEPT/OPERATING EXPENSE | | | |
| 0.00 | 0.00 | 36,000 | 69999 | TOTAL MAT & SERV | 0 | 0 | 0 |
| | | CAPITAL OUTLAY | | | | | |
| 0.00 | 0.00 | 124,000 | 72300 | IMPROVEMENTS | 337,400 | 337,400 | 335,400 |
| 0.00 | 0.00 | 124,000 | 79999 | TOTAL CAPITAL OUTLAY | 337,400 | 337,400 | 335,400 |
| 0.00 | 0.00 | 160,000 | 99000 | TOTAL DEPT EXP | 337,400 | 337,400 | 335,400 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - ENTERPRISE FUND**
**DEPARTMENT: 515 - SANTIAM TRAVEL STATION**

| MATERIALS AND SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 72300 **IMPROVEMENTS:** | | |
| Future structural and site improvements | 335,400 | 335,400 |

## PROGRAM INFORMATION

### OTSC GRANT



**PROGRAM DESCRIPTION**:

This fund is used to administer grant funds from the Oregon Traffic Safety Commission. Matching grant funds are awarded, on a competitive basis, for projects throughout the state that are related to traffic safety.

This fund is maintained to provide seed money for grant applications and a budget for project administration once an eligible project is defined.

There is no specific project committed in advance for the 1994-95 budget year.

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 520 OTSC GRANT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | **REVENUES** | | | |
| 0.00 | 0.00 | 0 | 41050 | STATE GRANT FUNDS | | | |
| 9.50 | 11.35 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 218.01 | 227.51 | 237 | 49901 | BEGINNING BALANCE | 243 | 243 | 243 |
| 227.51 | 238.86 | 237 | 49998 | TOTAL REVENUE | 243 | 243 | 243 |
| | | | | **MATERIALS & SERVICES** | | | |
| 0.00 | 0.00 | 0 | 61124 | COMPUTER EXPENSE | | | |
| 0.00 | 0.00 | 0 | 61130 | CONTRACT SERVICES | | | |
| 0.00 | 0.00 | 237 | 61240 | DEPT/OPERATING EXPENSE | 243 | 243 | 243 |
| 0.00 | 0.00 | 0 | 61250 | DEPT/OP SUPPLIES | | | |
| 0.00 | 0.00 | 0 | 61800 | PETROLEUM | | | |
| 0.00 | 0.00 | 237 | 69999 | TOTAL MAT & SERV | 243 | 243 | 243 |
| | | | | **CAPITAL OUTLAY** | | | |
| 0.00 | 0.00 | 0 | 72300 | IMPROVEMENTS | | | |
| 0.00 | 0.00 | 0 | 72600 | OTHER EQPT. | | | |
| 0.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| 0.00 | 0.00 | 237 | 99000 | TOTAL DEPT EXP | 243 | 243 | 243 |
| 227.51- | 238.86- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - ENTERPRISE**
**DEPARTMENT: 520 - OTSC GRANT**

| **MATERIALS & SERVICES** | **SUB-LINE ITEM TOTAL** | **LINE TOTAL** |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Grant application | 243 | 243 |

## PROGRAM INFORMATION

## BUILDING INSPECTION



**PROGRAM DESCRIPTION**:

This newly-created fund has been included to keep track of both the expenditures and revenues of the Building Inspection Program. In years past, the revenues and expenditures were shown in the General Fund. The change will allow this program to function as a self-supporting fund.

The primary responsibility of the building inspection program is the legally-mandated plan review and inspection of new building construction, reconstruction and remodeling projects, and woodstove installations. Other traditional responsibilities include limited enforcement of zoning regulations, abatement of nuisances and health hazards, and general assistance to the public.

Maintaining this program is important in preventing delays to the public. It is an inconvenience for local citizens, developers, and builders to make multiple out-of-town trips in the process of bringing a set of plans up to code.

This program also promotes better coordination between planning, building, engineering and the Fire Marshall.

Nuisance and health hazard abatement is necessary to maintain a safe community. The building inspector spends many hours in this activity.

The building inspector works closely with the public and with other community-development-oriented personnel. In that capacity, the position becomes knowledgeable in many aspects of what we do. It is valuable to the city and a service to the public to have knowledgeable staff members readily available to respond in a variety of situations.

Increased development activities with the corresponding increase in building permit fee revenues have kept this activity self-supporting. Fifty-six homes and five multi-family dwellings were constructed in calendar year 1993 compared to 37 homes and 4 duplexes in calendar year 1992. Total fees collected in 1993 were $108,499.84 compared with $74,648.57 in 1992.

## PROGRAM INFORMATION

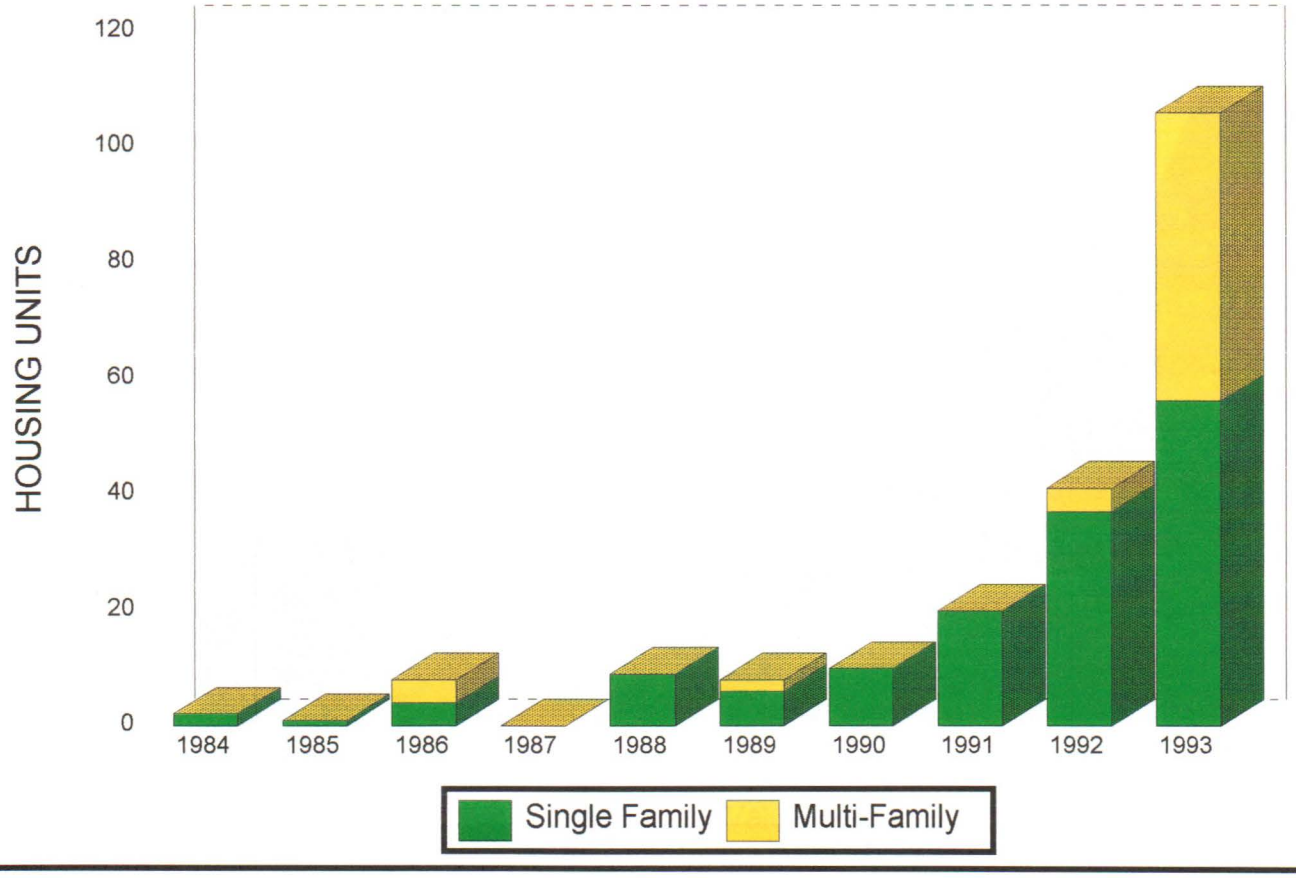
## BUILDING INSPECTION



**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary-Public Works | .0500 FTE | .0500 FTE |
| Building Official | .8100 FTE | .8100 FTE |
| Director of Public Works | .0300 FTE | .0400 FTE |
| Secretary/Receptionist | .0300 FTE | .0600 FTE |
| SUBTOTAL - Regular | .9200 FTE | .9600 FTE |
| Temporary Public Works Accounting Clerk | .0088 FTE | .0088 FTE |
| TOTAL | .9288 FTE | .9688 FTE |

# RESIDENTIAL BUILDING PERMITS ISSUED



Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 527 BUILDING INSPECTION

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 46010 | BLDG PERMITS & FEES | 61,494 | 61,494 | 61,494 |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | 300 | 300 | 300 |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 0.00 | 0 | 49010 | FROM GENERAL FUND | 8,000 | 8,000 | 8,000 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 69,794 | 69,794 | 69,794 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | 31,838 | 31,838 | 31,838 |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | 11,450 | 11,450 | 11,450 |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 48,288 | 48,288 | 48,288 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61010 | ADVERTISING | 25 | 25 | 25 |
| 0.00 | 0.00 | 0 | 61124 | COMPUTER EXPENSE | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 61128 | COMPUTER EXP (PW) | 150 | 150 | 150 |
| 0.00 | 0.00 | 0 | 61130 | CONTRACT SERVICES | 13,000 | 13,000 | 13,000 |
| 0.00 | 0.00 | 0 | 61131 | CONTRACT SERVICES (PW) | 160 | 160 | 160 |
| 0.00 | 0.00 | 0 | 61240 | DEPT/OPERATING EXPENSE | 1,200 | 1,200 | 1,200 |
| 0.00 | 0.00 | 0 | 61243 | OPERATING EXP (PW) | 321 | 321 | 321 |
| 0.00 | 0.00 | 0 | 61250 | DEPT/OP SUPPLIES | 500 | 500 | 500 |
| 0.00 | 0.00 | 0 | 61253 | OP SUPPLIES (PW) | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 61290 | DUES & SUBSCRIPTIONS | 350 | 350 | 350 |
| 0.00 | 0.00 | 0 | 61320 | EDUCATION & TRAINING | 1,200 | 1,200 | 1,200 |
| 0.00 | 0.00 | 0 | 61323 | EDUCATION & TRNG (PW) | 50 | 50 | 50 |
| 0.00 | 0.00 | 0 | 61600 | MEETINGS & CONFERENCES | 2,550 | 2,550 | 2,550 |
| 0.00 | 0.00 | 0 | 61700 | OFFICE SUPPLIES | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 61703 | OFFICE SUPPLIES (PW) | 450 | 450 | 450 |
| 0.00 | 0.00 | 0 | 69999 | TOTAL MAT & SERV | 20,356 | 20,356 | 20,356 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72500 | OFFICE EQPT. | 950 | 950 | 950 |
| 0.00 | 0.00 | 0 | 72503 | OFFICE EQPT (PW) | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 1,150 | 1,150 | 1,150 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 527 BUILDING INSPECTION

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 0 | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 69,794 | 69,794 | 69,794 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - GENERAL**
**DEPARTMENT: 527 - BUILDING INSPECTION**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING**: | 25 | 25 |
| 61124 **COMPUTER EXPENSE**: | | |
| Service and repair of hardware | 100 | |
| Supplies | 25 | |
| Software | 25 | |
| Training | 50 | 200 |
| 61128 **COMPUTER EXPENSE (PW)**: | | |
| Service and repair of hardware | 75 | |
| Supplies | 25 | |
| Software | 25 | |
| Training | 25 | 150 |
| 61130 **CONTRACT SERVICES**: | | |
| Fire Life Safety Plan Review contract | 5,000 | |
| Additional plan review services | 5,000 | 10,000 |
| 61131 **CONTRACT SERVICES (PW)**: | | |
| Project accounting services | 160 | 160 |
| 61240 **DEPARTMENT/OPERATING EXPENSE**: | | |
| Mileage reimbursement | 1,100 | |
| Expense reimbursement | 100 | 1,200 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW)**: | | |
| P.E. License renewal | 25 | |
| Expense reimbursement | 75 | |
| Miscellaneous expense | 221 | 321 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - GENERAL**
**DEPARTMENT: 527 - BUILDING INSPECTION**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | | |
| Permit printing supplies | 300 | |
| Code and reference books | 200 | 500 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | | |
| Assessor maps/microfilm, reference code and other books | 100 | 100 |
| 61290 **DUES & SUBSCRIPTIONS:** | | |
| ICBO | 200 | |
| Other | 150 | 350 |
| 61320 **EDUCATION & TRAINING:** | | |
| OBOA Short School | 600 | |
| Fall Mechanical Short School | 200 | |
| Legislative Workshop | 350 | |
| Training, workshops, seminars | 50 | 1,200 |
| 61323 **EDUCATION & TRAINING (PW):** | 50 | 50 |
| 61600 **MEETINGS & CONFERENCES:** | | |
| International Conference of Building Officials | 1,980 | |
| OBOA Code Change Conference | 300 | |
| OBOA meetings | 120 | |
| Southern Oregon Chapter meetings | 100 | |
| Willamette Building Officials meeting | 50 | 2,550 |
| 61700 **OFFICE SUPPLIES:** | 100 | 100 |
| 61703 **OFFICE SUPPLIES (PW):** | 450 | 450 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - GENERAL**
**DEPARTMENT: 527 - BUILDING INSPECTION**

| **CAPITAL OUTLAY** | **SUB-LINE ITEM TOTAL** | **LINE TOTAL** |
|---|---|---|
| 72500 **OFFICE EQUIPMENT:** | 950 | 950 |
| Computer network | | |
| 72503 **OFFICE EQUIPMENT (PW):** | | |
| Computer network | 200 | 200 |

## PROGRAM INFORMATION

## SPECIAL EVENT SIGN GRANT



**PROGRAM DESCRIPTION**:

In 1991, the Lebanon Leprechauns donated $3,500 to the city to be held in trust to be used to help pay for banners to advertise special events in Lebanon. It is hoped that at some time in the future the City or another interested organization will have available some matching funds to purchase the banners.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 530 SPEC. EVENT SIGN GRANT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 41045 | GRANT FUNDS | | | |
| 178.06 | 177.04 | 0 | 48100 | INTEREST ON INVESTMENT | 150 | 150 | 150 |
| 3,528.56 | 3,706.62 | 3,807 | 49901 | BEGINNING BALANCE | 4,034 | 4,034 | 4,034 |
| 3,706.62 | 3,883.66 | 3,807 | 49998 | TOTAL REVENUE | 4,184 | 4,184 | 4,184 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 3,607 | 61130 | CONTRACT SERVICES | 3,984 | 3,984 | 3,984 |
| 0.00 | 0.00 | 100 | 61240 | DEPT/OPERATING EXPENSE | 100 | 100 | 100 |
| 0.00 | 0.00 | 100 | 61700 | OFFICE SUPPLIES | 100 | 100 | 100 |
| 0.00 | 0.00 | 3,807 | 69999 | TOTAL MAT & SERV | 4,184 | 4,184 | 4,184 |
| 0.00 | 0.00 | 3,807 | 99000 | TOTAL DEPT EXP | 4,184 | 4,184 | 4,184 |
| 3,706.62- | 3,883.66- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 530 - SPECIAL EVENT SIGN GRANT**

| MATERIALS AND SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | 3,984 | 3,984 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 100 | 100 |
| 61700 **OFFICE SUPPLIES:** | 100 | 100 |

## PROGRAM INFORMATION

## PARK ENTERPRISE FUND



**PROGRAM DESCRIPTION**:

Over the last two or three years, revenue generated from the reservation of park shelters has been placed back into the General Fund as miscellaneous revenue. With the development of fees for camping in River Park and rental income on the Century Park building, this new fund was created to combine these three revenue sources and direct them back into the maintenance of these park facilities. Revenue from this fund will be used for the maintenance and improvement of these three facilities.

| **POSITIONS**: | 1993-94 | 1994-95 |
|---|---|---|
| Maintenance Worker | .0000 FTE | .0200 FTE |
| TOTAL | .0000 FTE | .0200 FTE |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 533 PARK ENTERPRISE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 45030 | CENTURY PARK BLDG RENT | 7,000 | 7,000 | 7,000 |
| 0.00 | 0.00 | 0 | 45090 | CAMPING FEES | 4,800 | 4,800 | 4,800 |
| 0.00 | 0.00 | 0 | 46000 | SHELTER RENTAL FEES | 750 | 750 | 750 |
| 0.00 | 0.00 | 0 | 48057 | DUMP STATION DONATIONS | 400 | 400 | 400 |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 12,950 | 12,950 | 12,950 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | 508 | 508 | 508 |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | 224 | 224 | 224 |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 732 | 732 | 732 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61134 | CONTRACT SERV (MAINT) | 4,200 | 4,200 | 4,200 |
| 0.00 | 0.00 | 0 | 61242 | OPERATING EXP (MAINT) | 1,098 | 1,098 | 1,098 |
| 0.00 | 0.00 | 0 | 61562 | MAINT/BLDG (MAINT) | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 61902 | UTILITIES (MAINT) | 1,920 | 1,920 | 1,920 |
| 0.00 | 0.00 | 0 | 69999 | TOTAL MAT & SERV | 12,218 | 12,218 | 12,218 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 12,950 | 12,950 | 12,950 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 533 - PARK ENTERPRISE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61134 **CONTRACT SERVICES**: | | |
| Janitorial service - Century Park Building | 4,200 | 4,200 |
| 61242 **DEPARTMENT OPERATING EXPENSE**: | | |
| Drive/parking area repair | 248 | |
| Tool/equipment rental | 400 | |
| Garbage dumping fee (Century Park Building) | 450 | 1,098 |
| 61562 **MAINTENANCE/BUILDING & GROUNDS**: | | |
| Century Park Building | 2,500 | |
| Repairs specific to shelter rentals (all parks) | 1,000 | |
| Camping area maintenance - River Park | 1,500 | 5,000 |
| 61902 **UTILITIES**: | | |
| Power and gas for Century Park Building | 1,920 | 1,920 |

# PROGRAM INFORMATION

## CENTURY PARK GRANT



**PROGRAM DESCRIPTION**:

The Lebanon Area Chamber of Commerce established an Adopt a Park Program. The first park to be refurbished is Century Park. The Chamber expects to raise $75,000 in cash and in kind donations to make park improvements, including making the restrooms handicapped accessible, installing underground sprinklers, renovating the lawn, and building a 20' X 40' picnic shelter. A grant from Oregon Downtown Tourism Development Project of $25,000 was prepared to assist with this project.

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 534 CENTURY PARK GRANT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | | | 41050 STATE GRANT FUNDS | 25,000 | 25,000 | 25,000 |
| 0.00 | 0.00 | 0 | | | 48053 DONATIONS | | | |
| 0.00 | 0.00 | 0 | | | 48100 INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | | | 48140 MISCELLANEOUS REVENUE | | | |
| 0.00 | 0.00 | 0 | | | 49901 BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | | | 49998 TOTAL REVENUE | 25,000 | 25,000 | 25,000 |
| | | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | | | 61240 DEPT/OPERATING EXPENSE | 600 | 600 | 600 |
| 0.00 | 0.00 | 0 | | | 69999 TOTAL MAT & SERV | 600 | 600 | 600 |
| | | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | | | 72300 IMPROVEMENTS | 24,400 | 24,400 | 24,400 |
| 0.00 | 0.00 | 0 | | | 79999 TOTAL CAPITAL OUTLAY | 24,400 | 24,400 | 24,400 |
| 0.00 | 0.00 | 0 | | | 99000 TOTAL DEPT EXP | 25,000 | 25,000 | 25,000 |
| 0.00 | 0.00 | 0 | | | 99450 TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 534 - CENTURY PARK GRANT**

| MATERIALS AND SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 600 | 600 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | 24,400 | 24,400 |

## PROGRAM INFORMATION

### GIS



**PROGRAM DESCRIPTION**:

This fund is used to administer the continuing development of Lebanon's Geographic Information System (GIS). GIS is a computer-based system of "layered" maps and records which are used to solve complex management and planning problems.

In December, 1992, Linn County completed a feasibility study for a county-wide GIS system. The feasibility study concluded that a GIS "will provide a more accessible, accurate, timely and cost-effective method of maintaining maps and related reports within Linn County". A cost benefit ratio of greater than 4 to 1 was estimated. Based on the feasibility study, Linn County has given GIS development a high priority, to include cost sharing within urban areas.

For the 1994-95 budget year, this fund continues to pace Lebanon's GIS development activity with that of Linn County to achieve cost savings. Specific work includes translating tax maps and records into computer formats, computerized aerial mapping, and limited computer hardware purchases. A variety of other funds provide financing through interfund transfers.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 540 GIS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | 300 | 300 | 300 |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 0.00 | 13,500 | 49022 | FROM WATER FUND | 18,000 | 18,000 | 18,000 |
| 0.00 | 0.00 | 6,500 | 49023 | FROM WATER CIP | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 13,500 | 49025 | FROM W WATER FUND | 20,000 | 20,000 | 20,000 |
| 0.00 | 0.00 | 6,500 | 49026 | FROM WW CIP | 20,000 | 20,000 | 20,000 |
| 0.00 | 0.00 | 0 | 49046 | FROM STREETS FUND | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 7,000 | 49105 | FROM STR CAP PROJ | 15,000 | 15,000 | 15,000 |
| 0.00 | 0.00 | 53,000 | 49106 | FROM STR CAP IMP-RESTR | | | |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | 31,080 | 31,080 | 41,700 |
| 0.00 | 0.00 | 100,000 | 49998 | TOTAL REVENUE | 119,380 | 119,380 | 130,000 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | 61011 | ADVERTISING (ENG) | 500 | 500 | 500 |
| 0.00 | 0.00 | 200 | 61126 | COMPUTER EXP (ENG) | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 95,000 | 61133 | CONTRACT SERV (ENG) | 78,680 | 78,680 | 89,300 |
| 0.00 | 0.00 | 200 | 61701 | OFFICE SUPPLIES (ENG) | 200 | 200 | 200 |
| 0.00 | 0.00 | 95,500 | 69999 | TOTAL MAT & SERV | 89,380 | 89,380 | 100,000 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72301 | IMPROVEMENTS (ENG) | | | 30,000 |
| 0.00 | 0.00 | 4,500 | 72502 | OFFICE EQPT (MAINT) | 30,000 | 30,000 | |
| 0.00 | 0.00 | 4,500 | 79999 | TOTAL CAPITAL OUTLAY | 30,000 | 30,000 | 30,000 |
| 0.00 | 0.00 | 100,000 | 99000 | TOTAL DEPT EXP | 119,380 | 119,380 | 130,000 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 540 - GEOGRAPHICAL INFORMATION SYSTEM (GIS)**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61011 **ADVERTISING (ENG):** | | |
| Consultant proposals for aerial photography | 100 | 500 |
| 61126 **COMPUTER EXPENSE (ENG):** | | |
| GIS software | 10,000 | 10,000 |
| 61133 **CONTRACT SERVICES (ENG):** | | |
| GIS - Digital parcel mapping | 22,680 | |
| GIS - Aerial mapping | 66,620 | 89,300 |
| 61701 **OFFICE SUPPLIES (ENG):** | 200 | 200 |
| **CAPITAL OUTLAY** | | |
| 72301 **IMPROVEMENTS (ENG):** | | |
| GIS - Station hardware (workstation) | 30,000 | 30,000 |

## PROGRAM INFORMATION

## STATE FOOT AND BIKE PATH



**PROGRAM DESCRIPTION**:

This fund was originally set up to administer revenues from the state gas tax. The revenues may only be used to fund qualified foot and bike path projects.

The City now uses the fund for all budgeted projects relating to pedestrian and bikeway improvements.

Budget cuts in the general fund left this fund without the major portion of its revenue. This budget proposes to support a continuation of the City's Sidewalk Construction/Repair Incentive Program through FY 1994-95. Funds are also included to install the high priority sidewalks not installed by property owners as requested by City Council in FY 1993-94. The money spent installing these sidewalks will eventually be reimbursed to the city.

In addition, funding is included for year one and two of a three-year program to bring the city into compliance with new ADA requirements for curb access ramps on public sidewalks as indicated in the Sidewalk Improvement Program of the Transportation Capital Improvement Program. Included in this program is funding for construction of a limited number of ramps requested by the public during FY 1994-95.

| **POSITIONS**: | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary-Public Works | .1600 FTE | .1600 FTE |
| Director of Public Works | .0200 FTE | .0400 FTE |
| Engineering Technician I | .0100 FTE | .0100 FTE |
| Secretary/Receptionist | .0200 FTE | .0300 FTE |
| SUBTOTAL - Regular | .2100 FTE | .2400 FTE |
| Temporary Public Works Accounting Clerk | .0022 FTE | .0022 FTE |
| TOTAL | .2122 FTE | .2422 FTE |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 550 STATE FOOT & BIKE PATH

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | **REVENUES** | | | | | |
| 0.00 | 0.00 | 0 | | 42060 | UNBONDED PRINCIPAL-LID | | | |
| 0.00 | 0.00 | 0 | | 42070 | UNBONDED INT-LID | | | |
| 2,229.04 | 1,311.88 | 1,000 | | 48100 | INTEREST ON INVESTMENT | 1,000 | 1,000 | 1,000 |
| 20.00 | 20.00 | 0 | | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 0.00 | 0 | | 49010 | FROM GENERAL FUND | | | |
| 4,409.49 | 4,754.42 | 4,000 | | 49045 | STATE HIGHWAY REVENUE | 4,000 | 4,000 | 4,000 |
| 0.00 | 0.00 | 0 | | 49046 | FROM STREETS FUND | | | |
| 27,910.00 | 2,255.00 | 98,854 | | 49105 | FROM STR CAP PROJ | 55,000 | 55,000 | 55,000 |
| 31,360.19 | 52,439.16 | 14,982 | | 49901 | BEGINNING BALANCE | 41,412 | 41,412 | 48,971 |
| 65,928.72 | 60,780.46 | 118,836 | | 49998 | TOTAL REVENUE | 101,412 | 101,412 | 108,971 |
| | | | **PERSONNEL SERVICES** | | | | | |
| 1,747.57 | 7,322.04 | 4,825 | | 50001 | SALARIES | 6,894 | 6,894 | 6,894 |
| 748.35 | 2,719.61 | 2,062 | | 50003 | FRINGE BENEFITS | 2,549 | 2,549 | 2,549 |
| 0.00 | 0.00 | 0 | | 50250 | PART TIME | | | |
| 0.00 | 0.00 | 0 | | 50600 | OVERTIME | 400 | 400 | 400 |
| 2,495.92 | 10,041.65 | 6,887 | | 59999 | TOTAL PERSONNEL SERV | 9,843 | 9,843 | 9,843 |
| | | | **MATERIALS & SERVICES** | | | | | |
| 1,239.70 | 198.19 | 800 | | 61010 | ADVERTISING | 800 | 800 | 800 |
| 0.00 | 0.00 | 200 | | 61128 | COMPUTER EXP (PW) | 200 | 200 | 200 |
| 0.00 | 4.87 | 40 | | 61130 | CONTRACT SERVICES | 40 | 40 | 40 |
| 67.93 | 131.17 | 400 | | 61240 | DEPT/OPERATING EXPENSE | 400 | 400 | 400 |
| 8,782.21 | 4,657.58 | 25,427 | | 61852 | SIDEWALK GRANTS | 15,000 | 15,000 | 15,000 |
| 10,089.84 | 4,991.81 | 26,867 | | 69999 | TOTAL MAT & SERV | 16,440 | 16,440 | 16,440 |
| | | | **CAPITAL OUTLAY** | | | | | |
| 903.80 | 29,588.05 | 80,611 | | 72300 | IMPROVEMENTS | 73,000 | 73,000 | 73,000 |
| 0.00 | 0.00 | 0 | | 72301 | IMPROVEMENTS (ENG) | | | |
| 903.80 | 29,588.05 | 80,611 | | 79999 | TOTAL CAPITAL OUTLAY | 73,000 | 73,000 | 73,000 |
| | | | **CONTINGENCIES** | | | | | |
| 0.00 | 0.00 | 4,471 | | 80005 | OPERATING CONTINGENCY | 2,129 | 2,129 | 9,688 |
| 0.00 | 0.00 | 4,471 | | 89999 | TOTAL CONTINGENCIES | 2,129 | 2,129 | 9,688 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 550 STATE FOOT & BIKE PATH

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 13,489.56 | 44,621.51 | 118,836 | 99000 | TOTAL DEPT EXP | 101,412 | 101,412 | 108,971 |
| 52,439.16- | 16,158.95- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL**
**DEPARTMENT: 550 - STATE FOOT AND BIKE PATH**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING**: | | |
| Projects | 500 | |
| Sidewalk Incentive Program | 300 | 800 |
| 61128 **COMPUTER EXPENSE (PW):** | | |
| Service and repair of hardware | 100 | |
| Supplies | 25 | |
| Software | 25 | |
| Training | 50 | 200 |
| 61130 **CONTRACT SERVICES:** | | |
| Accounting Services | 40 | 40 |
| 61240 **DEPARTMENT/OPERATING EXPENSE**: | | |
| General expense | 200 | |
| Project expense | 100 | |
| Testing expense | 100 | 400 |
| 61852 **SIDEWALK GRANTS**: | | |
| Repair Incentive Program | 2,000 | |
| Construction Incentive Program | 3,000 | |
| High priority sidewalk incentive | 10,000 | 15,000 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS**: | | |
| Fourth-year priority sidewalk installation | 30,000 | |
| 1993 & 1994 City Sidewalk Project | 22,500 | |
| Ramp Project (Phase 1) | 20,500 | 73,000 |

## PROGRAM INFORMATION

## ENGINEERING DEVELOPMENT REVIEW



**PROGRAM DESCRIPTION**:

The Engineering Division provides technical review of development in Lebanon. This review occurs in two primary areas: public improvements by private contract and planning related submittals.

Public improvements are new transportation, water, wastewater, and drainage systems constructed in public rights-of-way or easements. They can be constructed by property owners, by a contractor hired by a property owner, city crews, or contractors hired by the city. For example, a subdivision developer is usually required to install new public streets and utilities as part of the subdivision. When a public improvement is installed by private contract, the developer must acquire either a public improvements permit, for major work involving drawing review, or a right-of-way permit for simple work. These permits cover the city's cost for plan review and inspections to assure the improvements meet city standards.

Engineering development review is also a part of the planning process. Work in this category includes review and inspection of site plans, subdivisions, major and minor land partitions, planned developments, annexations and planning administrative reviews.

This department accounts for all revenues and expenditures related to engineering development review.

| **POSITIONS**: | 1993-94 | 1994-95 |
|---|---|---|
| Engineering Technician III | .0000 FTE | .3000 FTE |
| TOTAL | .0000 FTE | .3000 FTE |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 555 ENG DEVELOPMENT REVIEW

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 46015 | DEVELOPMENT REVIEW FEE | 17,000 | 17,000 | 17,000 |
| 0.00 | 0.00 | 0 | 48061 | PUBLIC IMP APPS | 17,024 | 17,024 | 17,024 |
| 0.00 | 0.00 | 0 | 48065 | RIGHT OF WAY PERMITS | 17,000 | 17,000 | 17,000 |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 0.00 | 0 | 49080 | FROM ENG IMP PERMITS | | | |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | 5,700 | 5,700 | 7,082 |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 56,724 | 56,724 | 58,106 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | 7,848 | 7,848 | 7,848 |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | 3,176 | 3,176 | 3,176 |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 11,024 | 11,024 | 11,024 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61133 | CONTRACT SERV (ENG) | 42,000 | 42,000 | 43,382 |
| 0.00 | 0.00 | 0 | 61241 | OPERATING EXP (ENG) | | | |
| 0.00 | 0.00 | 0 | 61251 | OP SUPPLIES (ENG) | 3,700 | 3,700 | 3,700 |
| 0.00 | 0.00 | 0 | 69999 | TOTAL MAT & SERV | 45,700 | 45,700 | 47,082 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 56,724 | 56,724 | 58,106 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 555 - ENGINEERING DEVELOPMENT REVIEW**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61133 **CONTRACT SERVICES (ENG):** | | |
| Plan reviews | 20,000 | |
| Inspection services | 22,000 | 42,000 |
| 61251 **DEPARTMENT OPERATING SUPPLIES (ENG):** | | |
| Surveying and inspection supplies | 1,000 | |
| Drafting, blueprint and reproduction supplies | 1,700 | |
| Assessor maps, surveys | 1,000 | 3,700 |

## PROGRAM INFORMATION

## STREETS



**PROGRAM DESCRIPTION**:

The street budget funds several activities. Street maintenance is handled by the Street Section of the Maintenance Services Division.

Primary maintenance functions under the jurisdiction of the Street Section include graveling and grading of streets and alleys, street and curb repair and patching, sidewalk repairs, and in some cases replacement. The Street Section is also responsible for repair and maintenance of all traffic signing, three traffic signals, and traffic striping which includes the painting of 140 crosswalks, 312 stop bars, over 5 miles of centerline stripe, miles of yellow curb, and many other legends and delineators. Street Section personnel mow along many city rights-of-way, pick up trash throughout the city (including dead animals), clean streets by sweeping and flushing, trim trees in the right-of-way, and build and maintain facilities and buildings throughout the city.

Our vehicle maintenance is performed by the Lebanon Fire District. We pay for one mechanic and the Fire District provides another mechanic, supervision, a shop and equipment. This has been a very cost effective arrangement and will continue.

The Engineering Services Division provides design, construction supervision, and contract administration services for construction, reconstruction, overlay, and crack sealing projects. The division is also responsible for acquisition of needed easements and rights-of-way, for conducting vacation proceedings to dispose of unneeded property interests, and for reviewing development proposals to ensure compliance with the City's Transportation Master Plan.

The division investigates and resolves traffic control problems such as street lighting, traffic signals and signing, road geometry problems, vision obstructions, and parking problems. Staff members regularly review traffic accident reports and often make on-site investigations in an effort to identify and correct traffic hazards.

Also included in this fund is the revenue from leasing property for the Lebanon Transfer Station and the expenditures for maintaining the old Lebanon landfill property. The expenditures are mowing and groundwater testing. We will be proposing to create a separate fund for this property in the 1995-96 budget year.

**PROGRAM DESCRIPTION**: (continued)

In recent past, the Street Section has relied on temporary help about seven months out of each year. We will again supplement our work force with a temporary position during peak seasons and activities.

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Accounting Clerk - Confidential | .0700 FTE | .0700 FTE |
| Administrative Secretary-Public Works | .0600 FTE | .0600 FTE |
| City Administrator | .1300 FTE | .1300 FTE |
| Crew Chief | 1.0000 FTE | 1.0000 FTE |
| Director of Public Works | .2300 FTE | .1500 FTE |
| Engineering Division Manager | .1300 FTE | .0300 FTE |
| Engineering Technician I | .3000 FTE | .2500 FTE |
| Engineering Technician III | .2300 FTE | .1500 FTE |
| Environmental Technician | .0000 FTE | .1000 FTE |
| Finance Director | .0600 FTE | .0600 FTE |
| Finance Operations Manager | .0600 FTE | .0600 FTE |
| Maintenance Division Manager | .2800 FTE | .2800 FTE |
| Maintenance Supervisor | .0000 FTE | .2500 FTE |
| Secretary/Accounts Payable Clerk | .0800 FTE | .0800 FTE |
| Secretary/Receptionist | .1600 FTE | .2000 FTE |
| Sr. Maintenance Worker (3) | 2.0500 FTE | 2.0500 FTE |
| SUBTOTAL - Regular | 4.8400 FTE | 4.9200 FTE |
| Temporary Public Works Accounting Clerk | .0407 FTE | .0407 FTE |
| Temporary Maintenance Worker (contract) | .5800 FTE | .5800 FTE |
| TOTAL | 5.4607 FTE | 5.5407 FTE |
| Contract - City Attorney | 5.76% of Contract Wage | |
| Mayor and City Council | 9% of stipend | |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 558 STREET MAINTENANCE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | | | REVENUES | | | |
| 439,585.52 | 470,686.92 | 460,000 | | | 41075 ST DEPT OF TRANS | 480,000 | 480,000 | 480,000 |
| 0.00 | 0.00 | 0 | | | 44025 VALLEY LANDFILLS | 2,000 | 2,000 | 2,000 |
| 3,500.00- | 3,500.00 | 3,500 | | | 45020 REV FROM RENTED PROP | 6,800 | 6,800 | 6,800 |
| 1,487.33 | 6,760.33 | 0 | | | 48060 ENGINEERING FEES | | | |
| 178.71 | 1,910.28 | 1,000 | | | 48100 INTEREST ON INVESTMENT | 1,500 | 1,500 | 1,500 |
| 1,678.42 | 6,836.66 | 4,000 | | | 48140 MISCELLANEOUS REVENUE | 4,000 | 4,000 | 4,000 |
| 4,000.00 | 0.00 | 0 | | | 49012 FROM PUB IMPROV FUND | | | |
| 53,719.68 | 34,775.96 | 88,587 | | | 49901 BEGINNING BALANCE | 59,680 | 59,680 | 81,000 |
| 497,149.66 | 524,470.15 | 557,087 | | | 49998 TOTAL REVENUE | 553,980 | 553,980 | 575,300 |
| | | | | | PERSONNEL SERVICES | | | |
| 143,749.46 | 140,194.55 | 147,826 | | | 50001 SALARIES | 158,452 | 158,452 | 158,452 |
| 60,219.15 | 59,508.15 | 64,272 | | | 50003 FRINGE BENEFITS | 67,160 | 67,160 | 67,160 |
| 3,743.55 | 5,982.58 | 0 | | | 50250 PART TIME | | | |
| 0.00 | 0.00 | 100 | | | 50255 PARENTAL LEAVE EXPENSE | 100 | 100 | 100 |
| 259.14 | 1,101.93 | 1,700 | | | 50600 OVERTIME | 1,700 | 1,700 | 1,700 |
| 207,971.30 | 206,787.21 | 213,898 | | | 59999 TOTAL PERSONNEL SERV | 227,412 | 227,412 | 227,412 |
| | | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 400 | | | 61009 ADVERTISING (PW) | 25 | 25 | 25 |
| 145.00 | 1,004.00 | 100 | | | 61010 ADVERTISING | 200 | 200 | 200 |
| 0.00 | 0.00 | 100 | | | 61011 ADVERTISING (ENG) | 100 | 100 | 100 |
| 0.00 | 0.00 | 200 | | | 61012 ADVERTISING (MAINT) | 50 | 50 | 50 |
| 0.00 | 0.00 | 50 | | | 61121 COMMUNICATION (ENG) | 50 | 50 | 50 |
| 181.22 | 101.23 | 400 | | | 61122 COMMUNICATION (MAINT) | 400 | 400 | 400 |
| 27.50 | 46.08 | 35 | | | 61123 COMMUNICATION (PW) | 100 | 100 | 100 |
| 253.48 | 428.47 | 750 | | | 61124 COMPUTER EXPENSE | 750 | 750 | 750 |
| 1,099.90 | 559.00 | 1,000 | | | 61126 COMPUTER EXP (ENG) | 1,000 | 1,000 | 1,000 |
| 247.64 | 611.96 | 1,100 | | | 61127 COMPUTER EXP (MAINT) | 1,100 | 1,100 | 1,100 |
| 151.27 | 525.05 | 1,480 | | | 61128 COMPUTER EXP (PW) | 245 | 245 | 245 |
| 2,850.00 | 3,938.38 | 2,940 | | | 61130 CONTRACT SERVICES | 3,600 | 3,600 | 3,600 |
| 0.00 | 0.00 | 2,990 | | | 61131 CONTRACT SERVICES (PW) | 740 | 740 | 740 |
| 2,349.50 | 3,214.81 | 1,000 | | | 61133 CONTRACT SERV (ENG) | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 13,680 | | | 61134 CONTRACT SERV (MAINT) | 12,750 | 12,750 | 12,750 |
| 0.00 | 387.62 | 624 | | | 61239 OPERATING EXP (ADMIN) | 624 | 624 | 624 |
| 1,283.51 | 1,116.49 | 1,000 | | | 61240 DEPT/OPERATING EXPENSE | 851 | 851 | 851 |
| 65.67 | 172.70 | 500 | | | 61241 OPERATING EXP (ENG) | 500 | 500 | 500 |
| 36,633.13 | 29,051.67 | 46,849 | | | 61242 OPERATING EXP (MAINT) | 42,850 | 42,850 | 42,850 |
| 489.80 | 598.88 | 480 | | | 61243 OPERATING EXP (PW) | 2,860 | 2,860 | 6,260 |
| 147.16 | 194.15 | 500 | | | 61251 OP SUPPLIES (ENG) | 500 | 500 | 500 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 558 STREET MAINTENANCE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 810.56 | 839.22 | 900 | 61252 | OP. SUPPLIES (MAINT) | 900 | 900 | 900 |
| 371.85 | 211.75 | 180 | 61253 | OP SUPPLIES (PW) | 225 | 225 | 225 |
| 0.00 | 0.00 | 0 | 61290 | DUES & SUBSCRIPTIONS | 200 | 200 | 200 |
| 35.00 | 1,061.26 | 500 | 61291 | DUES & SUBSCRIPT (ENG) | 500 | 500 | 500 |
| 28.00 | 80.50 | 100 | 61292 | DUES & SUBS (MAINT) | 100 | 100 | 100 |
| 87.00 | 299.50 | 685 | 61293 | DUES & SUBSCRIPT (PW) | 290 | 290 | 290 |
| 0.00 | 25.83 | 40 | 61319 | ED & TRNG (ADMIN) | 40 | 40 | 40 |
| 765.90 | 172.58 | 300 | 61321 | EDUCATION & TRNG (ENG) | 300 | 300 | 300 |
| 1,006.51 | 1,426.76 | 1,400 | 61322 | ED & TRNG (MAINT) | 1,400 | 1,400 | 1,400 |
| 169.66 | 455.11 | 400 | 61323 | EDUCATION & TRNG (PW) | 400 | 400 | 400 |
| 88,155.60 | 88,677.28 | 85,000 | 61390 | STREET LIGHTS | 85,000 | 85,000 | 85,000 |
| 18,691.68 | 20,591.97 | 21,000 | 61400 | INSURANCE | 22,000 | 22,000 | 22,000 |
| 171.00 | 1,392.00 | 500 | 61401 | UNEMPLOY INS | 500 | 500 | 500 |
| 150.00 | 0.00 | 1,000 | 61420 | INS REPAIR & DEDUCT | 1,000 | 1,000 | 1,000 |
| 0.00 | 34.62 | 25 | 61501 | UNIFORMS (ENG) | 25 | 25 | 25 |
| 684.58 | 1,538.76 | 1,600 | 61502 | UNIFORMS (MAINT) | 1,600 | 1,600 | 1,600 |
| 108.92 | 286.36 | 400 | 61562 | MAINT/BLDG (MAINT) | 3,400 | 3,400 | 3,400 |
| 41.41 | 0.00 | 100 | 61571 | MAINT/EQPT (ENG) | 100 | 100 | 100 |
| 396.99 | 1,120.87 | 1,700 | 61572 | MAINT/EQPT (MAINT) | 1,700 | 1,700 | 1,700 |
| 76.67 | 44.30 | 75 | 61573 | MAINT/EQPT (PW) | 75 | 75 | 75 |
| 0.00 | 0.00 | 0 | 61580 | MAINT/VEHICLES | | | |
| 153.78 | 1,393.99 | 500 | 61581 | MAINT/VEHICLES (ENG) | 300 | 300 | 300 |
| 22,861.90 | 26,961.99 | 31,625 | 61582 | MAINT/VEHICLES (MAINT) | 29,186 | 29,186 | 29,186 |
| 0.00 | 374.66 | 600 | 61599 | MTGS & CONF (ADMIN) | 600 | 600 | 600 |
| 0.00 | 33.00 | 0 | 61600 | MEETINGS & CONFERENCES | 250 | 250 | 250 |
| 0.00 | 0.00 | 300 | 61601 | MTGS & CONF (ENG) | 300 | 300 | 300 |
| 112.12 | 127.10 | 300 | 61602 | MTGS & CONF (MAINT) | 300 | 300 | 300 |
| 107.47 | 63.26 | 330 | 61603 | MTGS & CONF (PW) | 400 | 400 | 400 |
| 0.00 | 0.00 | 0 | 61700 | OFFICE SUPPLIES | | | |
| 0.00 | 8.33 | 100 | 61701 | OFFICE SUPPLIES (ENG) | 100 | 100 | 100 |
| 114.82 | 100.31 | 150 | 61702 | OFF SUPPLIES (MAINT) | 150 | 150 | 150 |
| 332.27 | 521.06 | 450 | 61703 | OFFICE SUPPLIES (PW) | 500 | 500 | 500 |
| 49.49 | 33.28 | 100 | 61801 | PETROLEUM (ENG) | 100 | 100 | 100 |
| 6,332.39 | 6,308.84 | 7,500 | 61802 | PETROLEUM (MAINT) | 7,800 | 7,800 | 7,800 |
| 1,599.05 | 1,946.17 | 2,000 | 61902 | UTILITIES (MAINT) | 2,000 | 2,000 | 2,000 |
| 189,339.40 | 198,081.15 | 236,038 | 69999 | TOTAL MAT & SERV | 232,036 | 232,036 | 235,436 |

CAPITAL OUTLAY

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 0.00 | 0.00 | 0 | 72102 | BUILDINGS (MAINT) | | | |
| 0.00 | 0.00 | 0 | 72302 | IMPROVEMENTS (MAINT) | | | |
| 541.00 | 15.00 | 500 | 72501 | OFFICE EQPT (ENG) | 500 | 500 | 500 |
| 0.00 | 999.74 | 0 | 72502 | OFFICE EQPT (MAINT) | 250 | 250 | 250 |
| 0.00 | 50.00 | 1,000 | 72503 | OFFICE EQPT (PW) | 820 | 820 | 820 |
| 1,829.00 | 1,816.62 | 950 | 72602 | OTHER EQPT (MAINT) | | | |
| 0.00 | 0.00 | 6,400 | 72802 | VEHICLES (MAINT) | | | |
| 2,370.00 | 2,881.36 | 8,850 | 79999 | TOTAL CAPITAL OUTLAY | 1,570 | 1,570 | 1,570 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 558 STREET MAINTENANCE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 37,297 | 80005 | OPERATING CONTINGENCY | 33,250 | 33,250 | 51,170 |
| 0.00 | 0.00 | 1,640 | 80030 | RES - MED INS | | | |
| 0.00 | 0.00 | 38,937 | 89999 | TOTAL CONTINGENCIES | 33,250 | 33,250 | 51,170 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90025 | TO GIS | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 90035 | TO ST FT & BIKE PTH FD | | | |
| 32,000.00 | 28,133.00 | 32,000 | 90052 | TO STORM DRAINAGE | 33,216 | 33,216 | 33,216 |
| 0.00 | 0.00 | 0 | 90060 | TO FAU STREET PROJECT | | | |
| 37,693.00 | 0.00 | 27,364 | 90105 | TO EQPT ACQ & REP FUND | 21,496 | 21,496 | 21,496 |
| 69,693.00 | 28,133.00 | 59,364 | 90990 | TOTAL INTERFUND TRANS | 59,712 | 59,712 | 59,712 |
| 469,373.70 | 435,882.72 | 557,087 | 99000 | TOTAL DEPT EXP | 553,980 | 553,980 | 575,300 |
| 27,775.96- | 88,587.43- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW):** | | |
| Personnel recruitment and ads | 25 | 25 |
| 61010 **ADVERTISING (FI):** | | |
| Public notices | 200 | 200 |
| 61011 **ADVERTISING (ENG):** | | |
| Personnel recruitment | 100 | 100 |
| 61012 **ADVERTISING (MT):** | | |
| Personnel recruitment | 50 | 50 |
| 61121 **COMMUNICATIONS (ENG):** | | |
| Service and repair of radio equipment | 50 | 50 |
| 61122 **COMMUNICATIONS (MT):** | | |
| Service and repair of radio equipment | 400 | 400 |
| 61123 **COMMUNICATIONS (PW):** | | |
| Service and repair of radio equipment | 100 | 100 |
| 61124 **COMPUTER EXPENSE (FI):** | | |
| Programs and programming | 750 | 750 |
| 61126 **COMPUTER EXPENSE (ENG):** | | |
| Service and repair of hardware | 100 | |
| Supplies | 150 | |
| Software | 750 | 1,000 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61127 **COMPUTER EXPENSE (MT):** | | |
| Service and repair of hardware | 200 | |
| Supplies | 100 | |
| Software | 800 | 1,100 |
| 61128 **COMPUTER EXPENSE (PW):** | | |
| Service and repair of hardware | 125 | |
| Supplies | 40 | |
| Software | 40 | |
| Training | 40 | 245 |
| 61130 **CONTRACT SERVICES:** | | |
| City attorney | 3,600 | 3,600 |
| 61131 **CONTRACT SERVICES (PW):** | | |
| Project accounting services | 740 | 740 |
| 61133 **CONTRACT SERVICES (ENG):** | | |
| Surveying and material testing expenses | 1,000 | 1,000 |
| 61134 **CONTRACT SERVICES (MT):** | | |
| Janitorial service for shop | 350 | |
| Temporary maintenance worker (.58 FTE) | 12,400 | 12,750 |
| 61239 **DEPARTMENT/OPERATING EXPENSE (ADMIN):** | | |
| Expense reimbursement | 624 | 624 |
| 61240 **DEPARTMENT/OPERATING EXPENSE (FI):** | | |
| Expense reimbursement | 144 | |
| Safety Incentive Program | 400 | |
| Employee Assistance Program | 307 | 851 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61241 **DEPARTMENT/OPERATING EXPENSE (ENG):** | | |
| Expense reimbursement | 200 | |
| Testing lab expense | 300 | 500 |
| 61242 **DEPARTMENT/OPERATING EXPENSE (MT):** | | |
| Hazardous spill cleanup materials and disposal | 1,000 | |
| Expense reimbursement | 150 | |
| Shop operations - welding supplies, materials, contracted services, etc. | 1,000 | |
| Bridge repairs | 4,000 | |
| Street repairs | 12,000 | |
| Gravel | 2,000 | |
| Concrete repairs and finishing | 3,000 | |
| Public property cleaning, vegetation control, leaf pickup, landfill fees | 2,200 | |
| Traffic control/painting | 6,000 | |
| Sign maintenance/barricades | 3,000 | |
| Tool/equipment rental | 500 | |
| Snow/ice control | 1,000 | |
| Dust control | 7,000 | 42,850 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Outside engineering and surveying services | 500 | |
| Expense reimbursement | 552 | |
| Lab testing - landfill | 5,208 | 6,260 |
| 61251 **DEPARTMENT/OPERATING SUPPLIES (ENG):** | | |
| References, code books | 200 | |
| Drafting, surveying and inspection supplies | 200 | |
| Assessor maps/microfilm | 100 | 500 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61252 **DEPARTMENT/OPERATING SUPPLIES (MT):** | | |
| Hand tools, shovels, rakes, picks, drills, sanders, cement finishing tools, blades, brushes | 500 | |
| Small hardware items, equipment cleaner, shop towels, shop supplies | 400 | 900 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | | |
| Assessor maps/microfilm | 25 | |
| Reference, code and other books | 200 | 225 |
| 61290 **DUES & SUBSCRIPTIONS (FI):** | 200 | 200 |
| 61291 **DUES & SUBSCRIPTIONS (ENG):** | | |
| American Public Works Association (APWA) | 50 | |
| Regional Highway Advocacy Contribution | 450 | 500 |
| 61292 **DUES & SUBSCRIPTIONS (MT):** | | |
| American Public Works Association (APWA) | 100 | 100 |
| 61293 **DUES & SUBSCRIPTIONS (PW):** | | |
| T2 Center | 130 | |
| American Public Works Association (APWA) | 60 | |
| Subscriptions | 100 | 290 |
| 61319 **EDUCATION & TRAINING (ADMIN):** | | |
| Training, workshops, seminars | 40 | 40 |
| 61321 **EDUCATION & TRAINING (ENG):** | | |
| Training, workshops, seminars | 300 | 300 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61322 **EDUCATION & TRAINING (MT):** | | |
| Training, workshops, seminars | 1,000 | |
| Reimbursement for course work | 400 | 1,400 |
| 61323 **EDUCATION & TRAINING (PW):** | | |
| Training, workshops, seminars | 400 | 400 |
| 61390 **STREET LIGHTS:** | | |
| Electricity and maintenance fee for city street lights | 85,000 | 85,000 |
| 61400 **INSURANCE:** | | |
| Vehicle, general liability, equipment and building coverage | 22,000 | 22,000 |
| 61401 **UNEMPLOYMENT INSURANCE:** | 500 | 500 |
| 61420 **INSURANCE REPAIR & DEDUCT:** | 1,000 | 1,000 |
| 61501 **UNIFORM PURCHASE/LAUNDERING (ENG):** | | |
| Rain gear | 25 | 25 |
| 61502 **UNIFORM PURCHASE/LAUNDERING (MT):** | | |
| Rain gear, rubber boots, gloves | 200 | |
| Purchase, repair, cleaning of uniforms, safety equipment | 1,400 | 1,600 |

**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61562 **MAINTENANCE/BUILDING & GROUNDS (MT):** | | |
| Building repair, paint, light bulbs, gravel | 400 | |
| Maintenance of rental house (925 4th St.) | 3,000 | 3,400 |
| 61571 **MAINTENANCE/EQUIPMENT (ENG):** | | |
| Maintenance of field/office equipment | 100 | 100 |
| 61572 **MAINTENANCE/EQUIPMENT (MT):** | | |
| Power tools, tree trimming tools, grinders, edgers, cutters | 300 | |
| Hydraulic tools, Stanley power unit, tampers, saws, hoses | 400 | |
| Other equipment, sand spreader, concrete saw, chipper, trailer, rear deck mower, cement mixer, chainsaws, power plant, hot box | 1,000 | 1,700 |
| 61573 **MAINTENANCE/EQUIPMENT (PW):** | | |
| Service and repair of office equipment | 75 | 75 |
| 61581 **MAINTENANCE/VEHICLES (ENG):** | | |
| Engineering vehicles | 100 | |
| Payment to Fire District for mechanic | 200 | 300 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61582 **MAINTENANCE/VEHICLES (MT):** | | |
| Portion of jointly-owned vehicles | 400 | |
| Flat bed trucks (2) | 1,000 | |
| Station Wagon | 200 | |
| Dump trucks (2) | 2,000 | |
| Pickups (3) | 500 | |
| Van | 200 | |
| Grader | 1,500 | |
| Street Sweeper | 1,000 | |
| Street Flusher | 500 | |
| Tractors and attachments (3) | 3,000 | |
| Crane | 500 | |
| Roller | 300 | |
| Bucket Truck (annual certification) | 900 | |
| Payment to Fire District for mechanic | 17,186 | 29,186 |
| 61599 **MEETINGS & CONFERENCES (ADMIN):** | | |
| Business meetings and travel luncheons | 600 | 600 |
| 61600 **MEETINGS & CONFERENCES (FI):** | | |
| Business meetings and travel luncheons | 250 | 250 |
| 61601 **MEETINGS & CONFERENCES (ENG):** | | |
| American Public Works Association Conference | 100 | |
| Streets and Roads Conference | 150 | |
| Business meetings and travel luncheons | 50 | 300 |
| 61602 **MEETINGS & CONFERENCES (MT):** | | |
| American Public Works Association Conference | 150 | |
| Business meetings and travel lunches | 150 | 300 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| American Public Works Association Conference | 90 | |
| Streets and Roads Conference | 210 | |
| Business meetings and travel luncheons | 100 | 400 |
| 61701 **OFFICE SUPPLIES (ENG):** | 100 | 100 |
| 61702 **OFFICE SUPPLIES (MT):** | 150 | 150 |
| 61703 **OFFICE SUPPLIES (PW):** | 500 | 500 |
| 61801 **PETROLEUM PRODUCTS (ENG):** | | |
| Gasoline, oil lubricants | 100 | 100 |
| 61802 **PETROLEUM PRODUCTS (MT):** | | |
| Gasoline, oil lubricants | 7,800 | 7,800 |
| 61902 **UTILITIES (MT):** | | |
| Electricity at shop | 1,500 | |
| Natural Gas at shop | 500 | 2,000 |
| **CAPITAL OUTLAY** | | |
| 72501 **OFFICE EQUIPMENT (ENG):** | | |
| Upgrade of existing computers for network | 500 | 500 |
| 72502 **OFFICE EQUIPMENT (MT):** | | |
| Desk, chair and file cabinet (1/3) | 250 | 250 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 558 - STREETS**

| | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| **CAPITAL OUTLAY** | | |
| 72503 **OFFICE EQUIPMENT (PW):** | | |
| Upgrade existing computers for network | 620 | |
| Desk, chair, bookcase | 200 | 820 |
| **INTERFUND TRANSFERS** | | |
| 90025 **TO GIS FUND** | 5,000 | 5,000 |
| 90052 **TO STORM DRAINAGE FUND** | 33,216 | 33,216 |
| 90105 **TO EQUIPMENT ACQUISITION AND REPLACEMENT FUND:** | 21,496 | 21,496 |

## PROGRAM INFORMATION

## STORM DRAINAGE



**PROGRAM DESCRIPTION**:

The Public Works Collection Section is responsible for storm drainage throughout the city.

The crew is responsible for all functions mentioned under the Wastewater Program as well as cleaning of catch basins, storm lines, and open drainage ditches throughout the city.

The Engineering Division investigates drainage problems and develops solutions to the problems. Division personnel provide design and construction engineering for drainage projects.

Engineering staff members review development proposals to ensure that each extension of the drainage system conforms with modern engineering and construction standards and with the Storm Drainage Master Plan.

This fund has lost approximately 40% of its funding due to cuts in the general fund three years ago. The result will be a reduction in culvert, storm drain pipe, and drainage swale cleaning and an increase in the amount of silt and gravel in these drainage structures. The result is that the work included in this budget will be complaint driven. Very little preventative maintenance will be accomplished within this budgeting constraint. Unlike the other utilities, Lebanon does not have a user fee to fund maintenance and improvement of the storm drainage system. We expect that this lack of funding may become acute as early as the 1995-96 budget year when the Environmental Protection Agency may require smaller cities to initiate a storm water quality program.

| **POSITIONS**: | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary-Public Works | .0500 FTE | .0500 FTE |
| Crew Chief | .1500 FTE | .1500 FTE |
| Director of Public Works | .0500 FTE | .0600 FTE |
| Engineering Division Manager | .0300 FTE | .0300 FTE |
| Engineering Technician I | .1100 FTE | .1100 FTE |
| Engineering Technician III | .0000 FTE | .0500 FTE |
| Environmental Technician | .0000 FTE | .0600 FTE |
| Maintenance Division Manager | .0200 FTE | .0200 FTE |
| Maintenance Supervisor | .0000 FTE | .0300 FTE |
| Secretary/Receptionist | .0100 FTE | .0100 FTE |
| Sr. Maintenance Worker | .2000 FTE | .2000 FTE |
| SUBTOTAL - Regular | .6200 FTE | .7700 FTE |
| Temporary Public Works Accounting Clerk | .0080 FTE | .0060 FTE |
| TOTAL | .6280 FTE | .7760 FTE |

Date : 7/11/94
Time : 11:30
Date Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 559 STORM DRAINAGE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | REVENUES | | | | | |
| 551.90 | 623.99 | 200 | | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | | 49010 | FROM GENERAL FUND | | | |
| 32,000.00 | 28,133.00 | 32,000 | | 49046 | FROM STREETS FUND | 33,216 | 33,216 | 33,216 |
| 11,649.46 | 12,579.97 | 6,000 | | 49901 | BEGINNING BALANCE | 7,700 | 7,700 | 9,400 |
| 44,201.36 | 41,336.96 | 38,200 | | 49998 | TOTAL REVENUE | 40,916 | 40,916 | 42,616 |
| | | | PERSONNEL SERVICES | | | | | |
| 18,451.33 | 19,413.22 | 18,095 | | 50001 | SALARIES | 23,845 | 23,845 | 23,845 |
| 7,918.20 | 7,840.11 | 7,585 | | 50003 | FRINGE BENEFITS | 9,357 | 9,357 | 9,357 |
| 0.00 | 0.00 | 0 | | 50250 | PART TIME | | | |
| 0.00 | 0.00 | 0 | | 50255 | PARENTAL LEAVE EXPENSE | | | |
| 0.00 | 0.00 | 100 | | 50600 | OVERTIME | 200 | 200 | 200 |
| 26,369.53 | 27,253.33 | 25,780 | | 59999 | TOTAL PERSONNEL SERV | 33,402 | 33,402 | 33,402 |
| | | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 100 | | 61009 | ADVERTISING (PW) | 25 | 25 | 25 |
| 0.00 | 0.00 | 50 | | 61011 | ADVERTISING (ENG) | 50 | 50 | 50 |
| 0.00 | 0.00 | 0 | | 61012 | ADVERTISING (MAINT) | | | |
| 0.00 | 150.00 | 420 | | 61128 | COMPUTER EXP (PW) | 440 | 440 | 440 |
| 0.00 | 0.00 | 693 | | 61131 | CONTRACT SERVICES (PW) | 110 | 110 | 110 |
| 0.00 | 0.00 | 100 | | 61133 | CONTRACT SERV (ENG) | 100 | 100 | 100 |
| 85.07 | 60.95 | 0 | | 61240 | DEPT/OPERATING EXPENSE | | | |
| 0.00 | 72.27 | 100 | | 61241 | OPERATING EXP (ENG) | 100 | 100 | 100 |
| 1,797.89 | 3,683.05 | 5,100 | | 61242 | OPERATING EXP (MAINT) | 2,100 | 2,100 | 2,100 |
| 120.00 | 215.00 | 363 | | 61243 | OPERATING EXP (PW) | 545 | 545 | 1,200 |
| 0.00 | 0.00 | 0 | | 61250 | DEPT/OP SUPPLIES | | | |
| 1.50 | 0.00 | 100 | | 61251 | OP SUPPLIES (ENG) | 100 | 100 | 100 |
| 81.88 | 125.46 | 200 | | 61252 | OP. SUPPLIES (MAINT) | 200 | 200 | 200 |
| 306.40 | 236.88 | 300 | | 61253 | OP SUPPLIES (PW) | 225 | 225 | 225 |
| 0.00 | 0.00 | 0 | | 61323 | EDUCATION & TRNG (PW) | 100 | 100 | 100 |
| 0.00 | 96.02 | 100 | | 61502 | UNIFORMS (MAINT) | | | |
| 0.00 | 0.00 | 0 | | 61570 | MAINT/EQPT | | | |
| 0.00 | 275.76 | 200 | | 61572 | MAINT/EQPT (MAINT) | 200 | 200 | 200 |
| 2,400.00 | 198.91 | 1,000 | | 61582 | MAINT/VEHICLES (MAINT) | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 170 | | 61603 | MTGS & CONF (PW) | 200 | 200 | 200 |
| 61.44 | 95.01 | 0 | | 61703 | OFFICE SUPPLIES (PW) | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | | 61800 | PETROLEUM | | | |
| 397.68 | 504.25 | 1,000 | | 61802 | PETROLEUM (MAINT) | 500 | 500 | 500 |
| 5,251.86 | 5,713.56 | 9,996 | | 69999 | TOTAL MAT & SERV | 6,195 | 6,195 | 6,850 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 559 STORM DRAINAGE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | CAPITAL OUTLAY | | | | | |
| 0.00 | 0.00 | 0 | 72501 | OFFICE EQPT (ENG) | | | |
| 0.00 | 150.00 | 0 | 72503 | OFFICE EQPT (PW) | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 72600 | OTHER EQPT. | | | |
| 0.00 | 0.00 | 350 | 72602 | OTHER EQPT (MAINT) | | | |
| 0.00 | 150.00 | 350 | 79999 | TOTAL CAPITAL OUTLAY | 200 | 200 | 200 |
| | | CONTINGENCIES | | | | | |
| 0.00 | 0.00 | 2,074 | 80005 | OPERATING CONTINGENCY | 1,119 | 1,119 | 2,164 |
| 0.00 | 0.00 | 2,074 | 89999 | TOTAL CONTINGENCIES | 1,119 | 1,119 | 2,164 |
| 31,621.39 | 33,116.89 | 38,200 | 99000 | TOTAL DEPT EXP | 40,916 | 40,916 | 42,616 |
| 12,579.97- | 8,220.07- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 559 - STORM DRAINAGE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW)**: | | |
| Personnel recruitment and ads | 25 | 25 |
| 61011 **ADVERTISING (ENG)**: | | |
| Personnel recruitment and ads | 50 | 50 |
| 61128 **COMPUTER EXPENSE (PW)**: | | |
| Service and repair of hardware | 125 | |
| Supplies | 105 | |
| Software | 105 | |
| Training | 105 | 440 |
| 61131 **CONTRACT SERVICES (PW)**: | | |
| Project accounting services | 110 | 110 |
| 61133 **CONTRACT SERVICES (ENG)**: | | |
| Contract service/surveying, appraisals | 100 | 100 |
| 61241 **DEPARTMENT/OPERATING EXPENSE (ENG)**: | | |
| Expense reimbursement | 100 | 100 |
| 61242 **DEPARTMENT/OPERATING EXPENSE (MT)**: | | |
| Hazardous spill cleanup materials and disposal | 500 | |
| Employee Assistance Program | 65 | |
| Safety Incentive Program | 35 | |
| Vegetation control | 500 | |
| Equipment rental | 1,000 | 2,100 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 559 - STORM DRAINAGE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Outside engineering and surveying services | 200 | |
| Expense reimbursement | 120 | |
| Miscellaneous expenses | 880 | 1,200 |
| 61251 **DEPARTMENT/OPERATING SUPPLIES (ENG):** | | |
| Drafting and surveying supplies | 100 | 100 |
| 61252 **DEPARTMENT/OPERATING SUPPLIES (MT):** | | |
| Hand tools, shovels, rakes, blades | 200 | 200 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | | |
| Assessor maps/microfilm | 25 | |
| Reference, code and other books | 200 | 225 |
| 61323 **EDUCATION & TRAINING (PW):** | | |
| Seminars, workshops and classes | 100 | 100 |
| 61572 **MAINTENANCE/EQUIPMENT (MT):** | | |
| Weedeaters, chainsaws, other small equipment | 200 | 200 |
| 61582 **MAINTENANCE/VEHICLES (MT):** | 1,000 | 1,000 |
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| American Public Works Association Conference | 150 | |
| Business meetings and travel lunches | 50 | 200 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 559 - STORM DRAINAGE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61703 **OFFICE SUPPLIES (PW):** | 200 | 200 |
| 61802 **PETROLEUM PRODUCTS (MT):** | | |
| Gasoline, oil, lubricants | 500 | 500 |
| **CAPITAL OUTLAY** | | |
| 72503 **OFFICE EQUIPMENT (PW):** | 200 | 200 |

## PROGRAM INFORMATION

## 911 COMMUNICATIONS



**PROGRAM DESCRIPTION**:

Resources for this fund come from telephone taxes and are sent directly to the Linn County Sheriff's Office to help maintain the 911 Communications Center.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 562 911 COMMUNICATIONS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | REVENUES | | | | | |
| 0.00 | 0.00 | 31,000 | 41020 | FEDERAL GRANT FUNDS | 34,000 | 34,000 | 34,000 |
| 0.00 | 0.00 | 31,000 | 49998 | TOTAL REVENUE | 34,000 | 34,000 | 34,000 |
| | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 0 | 60300 | DEPRECIATION | | | |
| 0.00 | 0.00 | 31,000 | 61130 | CONTRACT SERVICES | 34,000 | 34,000 | 34,000 |
| 0.00 | 0.00 | 31,000 | 69999 | TOTAL MAT & SERV | 34,000 | 34,000 | 34,000 |
| 0.00 | 0.00 | 31,000 | 99000 | TOTAL DEPT EXP | 34,000 | 34,000 | 34,000 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

**PROGRAM DESCRIPTION**:

The Civil Forfeiture fund accounts for receipt and expenditures of monies forfeited as a result of a narcotics arrest. While this is not a large fund, it is necessary as the forfeiture statute mandates that this money can only be spent for narcotics enforcement. The statute also requires public notice advertising as part of the process. The City Attorney is our forfeiture counsel. Therefore, advertising, attorney expense, and investigation expense are the major areas of spending in this fund. This year, the fund will finance our participation fees for VALIANT (Valley Interagency Narcotics Team).

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 563 CIVIL FORFEITURES

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | REVENUES | | | | | |
| 2,857.58 | 1,245.00 | 400 | | 43020 | SUM. RELEASE FORFEIT | 400 | 400 | 400 |
| 1,227.34 | 1,878.00 | 6,000 | | 43030 | AWARDED BY COURT | 6,044 | 6,044 | 6,044 |
| 373.74 | 344.80 | 100 | | 48100 | INTEREST ON INVESTMENT | 200 | 200 | 200 |
| 0.00 | 316.00 | 400 | | 48140 | MISCELLANEOUS REVENUE | 400 | 400 | 400 |
| 6,029.34 | 5,559.27 | 2,700 | | 49901 | BEGINNING BALANCE | 2,256 | 2,256 | 1,537 |
| 10,488.00 | 9,343.07 | 9,600 | | 49998 | TOTAL REVENUE | 9,300 | 9,300 | 8,581 |
| | | | MATERIALS & SERVICES | | | | | |
| 451.41 | 505.82 | 1,000 | | 61010 | ADVERTISING | 1,000 | 1,000 | 600 |
| 1,744.35 | 5,395.75 | 3,300 | | 61014 | CITY ATTORNEY | 3,000 | 3,000 | 3,000 |
| 1,732.97 | 359.20 | 100 | | 61240 | DEPT/OPERATING EXPENSE | 100 | 100 | 100 |
| 1,000.00 | 0.00 | 5,200 | | 61855 | SPCL INVESTIGATIVE EXP | 5,200 | 5,200 | 4,881 |
| 4,928.73 | 6,260.77 | 9,600 | | 69999 | TOTAL MAT & SERV | 9,300 | 9,300 | 8,581 |
| 4,928.73 | 6,260.77 | 9,600 | | 99000 | TOTAL DEPT EXP | 9,300 | 9,300 | 8,581 |
| 5,559.27- | 3,082.30- | 0 | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - CAPITAL PROJECTS FUNDS**
**DEPARTMENT: 563 - CIVIL FORFEITURES**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | | |
| Advertising required by Statute | 1,000 | 1,000 |
| 61014 **CITY ATTORNEY:** | | |
| Attorney fees | 3,000 | 3,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 100 | 100 |
| 61855 **SPECIAL INVESTIGATION EXPENSE:** | | |
| VALIANT participation | 4,881 | 4,881 |

## PROGRAM INFORMATION

### DIAL-A-BUS



**PROGRAM DESCRIPTION:**

The Dial-A-Bus service under the proposed budget will provide transportation to the elderly, handicapped, and general public residing within the Lebanon city limits from 8:30 a.m. to 4:00 p.m. weekdays. During FY 93-94, we will have logged nearly 13,000 miles and over 9,000 rides.

Our Dial-A-Bus system remains a curb-to-curb service. A reservation 24 hours in advance is recommended to guarantee scheduled pick ups for appointments. Priority transportation is given to senior citizens, and handicapped individuals. Rides to the general public are provided on a space availability basis.

Within the Dial-A-Bus budget is the Volunteer Transportation Program (VTP). Supported fully by Special Transportation Formula Program (STFP) grant money, the Senior Center connects volunteer drivers with senior citizens who have out-of-town medical appointments for life sustaining therapies and rural elderly persons needing transportation to and from Lebanon. Volunteer drivers are then reimbursed for their milage expenses. During FY 93-94 approximately 23,000 miles were logged, making over 250 trips.

With both the medical and rural transportation programs a suggested donation of $2.00 for the round trip will be encouraged.

Through STFP funding we are also granted funds to employ a part-time (10 hrs/wk) Volunteer Coordinator for our transportation program.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Dial-A-Bus Driver | 1.0000 FTE | 1.0000 FTE |
| Relief Driver | .1330 FTE | .1330 FTE |
| Volunteer Coordinator | .2517 FTE | .2517 FTE |
| TOTAL | 1.3847 FTE | 1.3847 FTE |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 569 DIAL-A-BUS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 11,305.00 | 14,768.50 | 23,000 | 41050 | STATE GRANT FUNDS | 22,000 | 22,000 | 18,040 |
| 104.92 | 297.62 | 100 | 48100 | INTEREST ON INVESTMENT | 300 | 300 | 300 |
| 2,067.94 | 2,736.15 | 2,500 | 48140 | MISCELLANEOUS REVENUE | 2,500 | 2,500 | 2,500 |
| 19,008.00 | 27,085.00 | 22,085 | 49010 | FROM GENERAL FUND | 29,606 | 29,606 | 29,606 |
| 2,811.08 | 2,085.61 | 7,000 | 49901 | BEGINNING BALANCE | 4,000 | 4,000 | 8,000 |
| 35,296.94 | 46,972.88 | 54,685 | 49998 | TOTAL REVENUE | 58,406 | 58,406 | 58,446 |
| | | | | PERSONNEL SERVICES | | | |
| 14,662.88 | 18,072.73 | 24,342 | 50001 | SALARIES | 19,101 | 19,101 | 19,101 |
| 9,413.53 | 10,950.43 | 11,115 | 50003 | FRINGE BENEFITS | 9,775 | 9,775 | 9,775 |
| 1,269.36 | 2,027.04 | 1,500 | 50250 | PART TIME | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 25,345.77 | 31,050.20 | 36,957 | 59999 | TOTAL PERSONNEL SERV | 28,876 | 28,876 | 28,876 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61130 | CONTRACT SERVICES | 3,050 | 3,050 | 3,050 |
| 3,257.50 | 2,406.00 | 6,400 | 61230 | DRIVER REIMB | 5,645 | 5,645 | 5,645 |
| 817.98 | 618.52 | 1,567 | 61240 | DEPT/OPERATING EXPENSE | 1,435 | 1,435 | 1,435 |
| 444.13 | 197.11 | 633 | 61250 | DEPT/OP SUPPLIES | 600 | 600 | 600 |
| 0.00 | 0.00 | 0 | 61401 | UNEMPLOY INS | 6,000 | 6,000 | 6,000 |
| 1,883.80 | 2,619.80 | 3,000 | 61580 | MAINT/VEHICLES | 3,000 | 3,000 | 3,000 |
| 1,462.15 | 1,700.96 | 2,300 | 61800 | PETROLEUM | 2,300 | 2,300 | 2,300 |
| 7,865.56 | 7,542.39 | 13,900 | 69999 | TOTAL MAT & SERV | 22,030 | 22,030 | 22,030 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72600 | OTHER EQPT. | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 0 | 72800 | VEHICLES | | | |
| 0.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 2,000 | 2,000 | 2,000 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 3,578 | 80005 | OPERATING CONTINGENCY | 2,500 | 2,500 | 2,540 |
| 0.00 | 0.00 | 250 | 80030 | RES - MED INS | | | |
| 0.00 | 0.00 | 3,828 | 89999 | TOTAL CONTINGENCIES | 2,500 | 2,500 | 2,540 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 569 DIAL-A-BUS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90105 | TO EQPT ACQ & REP FUND | 3,000 | 3,000 | 3,000 |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 3,000 | 3,000 | 3,000 |
| 33,211.33 | 38,592.59 | 54,685 | 99000 | TOTAL DEPT EXP | 58,406 | 58,406 | 58,446 |
| 2,085.61- | 8,380.29- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAILS



**FUND: 50 INTERGOVERNMENTAL**
**DEPARTMENT: 569 DIAL-A-BUS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | | |
| Relief drivers | 3,050 | 3,050 |
| 61230 **DRIVER REIMBURSEMENTS:** | 5,645 | 5,645 |
| 61240 **DEPARTMENT OPERATING EXPENSE:** | | |
| Employee Assistance Program, safety incentive, and other misc. expenses | 555 | |
| Special Transportation Formula Grant fee | 880 | 1,435 |
| 61250 **DEPARTMENT OPERATING SUPPLIES:** | | |
| Ridership & business cards, misc. supplies | 600 | 600 |
| 61401 **UNEMPLOYMENT INSURANCE:** | 6,000 | 6,000 |
| 61580 **MAINTENANCE/VEHICLES:** | | |
| Lebanon Fire District | 900 | |
| Supplies & parts | 2,100 | 3,000 |
| 61800 **PETROLEUM:** | | |
| Gasoline & oil | 2,300 | 2,300 |
| 72600 **EQUIPMENT:** | | |
| Radio | 2,000 | 2,000 |
| **INTERFUND TRANSFERS:** | | |
| 90105 **TO EQUIPMENT ACQUISITION AND REPLACEMENT** | | |
| Dial-A-Bus Replacement | 3,000 | 3,000 |

## PROGRAM INFORMATION

## SENIOR CENTER GRANT



**PROGRAM DESCRIPTION:**

During the course of FY 94-95, the Senior Center will be concluding its last five months, of a three year grant awarded in the Fall of 1991 by the Department of Human Resources, Senior and Disabled Services Division. The goal of the grant is to work with elderly residents in the Lebanon Area to assist them in maintaining their independence by providing home safety inspections, education and minor home repairs. This project also purchases and installs safety products such as grab bars, handrails, deadbolts, motion sensor lights and fire extinguishers for qualifying seniors at little or no charge.

This program has been so successful that in April of 1994, the Senior Center won the Community Partnership Award from the National Council on Aging and the National Institute of Senior Centers. Lebanon's Home Safety Program will be used as a national model for other communities working to maintain senior citizens, who are at risk of losing their independence, in their own homes for as long as possible.

Through the Lebanon Eldercare Coalition, the grant project will continue to identify, develop solutions, and be instrumental in the programs and services established to meet the needs in our community. This program will receive $4,166.65 in grant funds during FY 94-95.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Project Assistant | .25 FTE | .25 FTE |
| TOTAL | .25 FTE | .25 FTE |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 570 SENIOR CENTER GRANT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | REVENUES | | | |
| 14,999.62- | 16,667.00 | 20,000 | | | 41050 | STATE GRANT FUNDS | 4,167 | 4,167 | 4,167 |
| 400.00 | 313.95 | 2,000 | | | 48053 | DONATIONS | 200 | 200 | 200 |
| 55.00- | 50.79- | 0 | | | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 701.23 | 2,000 | | | 49901 | BEGINNING BALANCE | 1,178 | 1,178 | 1,178 |
| 14,654.62- | 17,631.39 | 24,000 | | | 49998 | TOTAL REVENUE | 5,545 | 5,545 | 5,545 |
| | | | | | | PERSONNEL SERVICES | | | |
| 9,857.26 | 10,306.84 | 14,006 | | | 50001 | SALARIES | 4,703 | 4,703 | 4,703 |
| 4,441.13 | 4,013.01 | 4,624 | | | 50003 | FRINGE BENEFITS | 642 | 642 | 642 |
| 0.00 | 0.00 | 0 | | | 50600 | OVERTIME | | | |
| 14,298.39 | 14,319.85 | 18,630 | | | 59999 | TOTAL PERSONNEL SERV | 5,345 | 5,345 | 5,345 |
| | | | | | | MATERIALS & SERVICES | | | |
| 345.00 | 323.15 | 504 | | | 61240 | DEPT/OPERATING EXPENSE | | | |
| 0.00 | 67.10 | 2,000 | | | 61250 | DEPT/OP SUPPLIES | 200 | 200 | 200 |
| 345.00 | 390.25 | 2,504 | | | 69999 | TOTAL MAT & SERV | 200 | 200 | 200 |
| | | | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | | | 72500 | OFFICE EQPT. | | | |
| 0.00 | 0.00 | 0 | | | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | | | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 2,866 | | | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 2,866 | | | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| 14,643.39 | 14,710.10 | 24,000 | | | 99000 | TOTAL DEPT EXP | 5,545 | 5,545 | 5,545 |
| 29,298.01 | 2,921.29- | 0 | | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAILS



**FUND: 50 INTERGOVERNMENTAL**
**DEPARTMENT: 570 SENIOR CENTER GRANT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61250 DEPARTMENT OPERATING SUPPLIES: | 200 | 200 |

## PROGRAM INFORMATION

## STP STREET PROJECT



**PROGRAM DESCRIPTION:**

In the past, the Federal Aid/Urban (FAU) program has distributed funds from the FHWA, through state governments, for use in constructing and reconstructing urban collector and arterial roads. The city's annual allocation has accumulated in our "account" maintained by the state.

The recent "Intermodal Surface Transportation Efficiency Act of 1991" has eliminated the FAU program. In its place will be a Surface Transportation Program (STP) which will function similar to a block grant program. The STP program funds must be allocated within the year received. The state currently offers an exchange program to allow a broad range of uses and releasing the city from the administrative burden by exchanging state funds for federal STP funds. The project in this fund is the sidewalk Access Ramp Project for compliance with the Americans with Disabilities Act. This project will meet our obligation during the next three fiscal years.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Director of Public Works | .0100 FTE | .0100 FTE |
| Engineering Division Manager | .0300 FTE | .0300 FTE |
| SUBTOTAL - Regular | .0400 FTE | .0400 FTE |
| Temporary Public Works Accounting Clerk | .0544 FTE | .0544 FTE |
| TOTAL | .0944 FTE | .0944 FTE |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 571 STP STREET PROJECT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item | Description | | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | REVENUES | | | | |
| 11,382.76 | 0.00 | 0 | | | 41020 | FEDERAL GRANT FUNDS | | | | |
| 0.00 | 0.00 | 399,928 | | | 41050 | STATE GRANT FUNDS | | 110,215 | 110,215 | 110,215 |
| 252.55 | 111.72 | 0 | | | 48100 | INTEREST ON INVESTMENT | | | | |
| 0.00 | 0.00 | 0 | | | 49046 | FROM STREETS FUND | | | | |
| 2,680.00 | 0.00 | 21,804 | | | 49105 | FROM STR CAP PROJ | | 14,055 | 14,055 | 14,055 |
| 0.00 | 0.00 | 0 | | | 49130 | FROM SDC-STREET | | | | |
| 4,554.41 | 3,329.91 | 12,000 | | | 49901 | BEGINNING BALANCE | | 81 | 81 | 7,031 |
| 18,869.72 | 3,441.63 | 433,732 | | | 49998 | TOTAL REVENUE | | 124,351 | 124,351 | 131,301 |
| | | | | | | PERSONNEL SERVICES | | | | |
| 2,430.13 | 1,446.28 | 1,600 | | | 50001 | SALARIES | | 1,916 | 1,916 | 1,916 |
| 1,000.92 | 490.27 | 668 | | | 50003 | FRINGE BENEFITS | | 714 | 714 | 714 |
| 0.00 | 0.00 | 0 | | | 50250 | PART TIME | | | | |
| 0.00 | 0.00 | 0 | | | 50600 | OVERTIME | | 100 | 100 | 100 |
| 3,431.05 | 1,936.55 | 2,268 | | | 59999 | TOTAL PERSONNEL SERV | | 2,730 | 2,730 | 2,730 |
| | | | | | | MATERIALS & SERVICES | | | | |
| 0.00 | 4.87 | 990 | | | 61130 | CONTRACT SERVICES | | 990 | 990 | 990 |
| 8.76 | 31.47 | 200 | | | 61240 | DEPT/OPERATING EXPENSE | | 50 | 50 | 50 |
| 0.00 | 0.00 | 0 | | | 61243 | OPERATING EXP (PW) | | 25 | 25 | 25 |
| 0.00 | 0.00 | 0 | | | 61250 | DEPT/OP SUPPLIES | | | | |
| 0.00 | 0.00 | 0 | | | 61700 | OFFICE SUPPLIES | | | | |
| 0.00 | 0.00 | 0 | | | 61800 | PETROLEUM | | | | |
| 8.76 | 36.34 | 1,190 | | | 69999 | TOTAL MAT & SERV | | 1,065 | 1,065 | 1,065 |
| | | | | | | CAPITAL OUTLAY | | | | |
| 3,800.00 | 0.00 | 0 | | | 72300 | IMPROVEMENTS | | | | |
| 0.00 | 0.00 | 422,000 | | | 72301 | IMPROVEMENTS (ENG) | | 117,250 | 117,250 | 117,250 |
| 3,800.00 | 0.00 | 422,000 | | | 79999 | TOTAL CAPITAL OUTLAY | | 117,250 | 117,250 | 117,250 |
| | | | | | | CONTINGENCIES | | | | |
| 0.00 | 0.00 | 8,274 | | | 80005 | OPERATING CONTINGENCY | | 3,306 | 3,306 | 10,256 |
| 0.00 | 0.00 | 8,274 | | | 89999 | TOTAL CONTINGENCIES | | 3,306 | 3,306 | 10,256 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 571 STP STREET PROJECT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | INTERFUND TRANSFERS | | | |
| 8,300.00 | 0.00 | 0 | 90120 | TO WATER CIP | | | |
| 8,300.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 15,539.81 | 1,972.89 | 433,732 | 99000 | TOTAL DEPT EXP | 124,351 | 124,351 | 131,301 |
| 3,329.91- | 1,468.74- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 571 - STP STREET PROJECT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | | |
| Accounting Services | 990 | 990 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 50 | 50 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | 25 | 25 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Ramp Project (Phase 1) | 117,250 | 117,250 |

## PROGRAM INFORMATION

### TGM GRANT



**PROGRAM DESCRIPTION**:

The City of Lebanon received a grant from the Oregon Department of Transportation to provide staff funding for the preparation and adoption of bike, pedestrian and transit-friendly amendments to the City's Zoning Ordinance, Comprehensive Plan and Transportation Master Plan which implement Section 045 of the Transportation Planning Rule.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 578 TGM GRANT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 41050 | STATE GRANT FUNDS | | | 6,600 |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | 100 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 0 | 0 | 6,700 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61130 | CONTRACT SERVICES | | | 6,500 |
| 0.00 | 0.00 | 0 | 61240 | DEPT/OPERATING EXPENSE | | | 100 |
| 0.00 | 0.00 | 0 | 61250 | DEPT/OP SUPPLIES | | | 100 |
| 0.00 | 0.00 | 0 | 69999 | TOTAL MAT & SERV | 0 | 0 | 6,700 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 0 | 0 | 6,700 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL**
**DEPARTMENT: 578 - TGM GRANT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES**: | | |
| Contract for planning staff to prepare amendments | 6,500 | 6,500 |
| 61240 **DEPARTMENT/OPERATING EXPENSE**: | 100 | 100 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES**: | 100 | 100 |

**PROGRAM DESCRIPTION**:

The objective of this grant is to prepare an historic context for the Lebanon area. A previous State Historic Preservation Office funded survey and inventory conducted in 1984 identified 156 historic resource sites, yet did not include a historic narrative or historic context. The Lebanon Historic Resources Commission has subsequently evaluated and placed 38 of the 156 identified sites on the Lebanon Historic Register. Decisions regarding numerous candidate Historic Register sites have been postponed or tabled until additional historic background information is available. Additionally, an historic context is necessary as soon as possible to assist in the preparation of analysis for various candidate Lebanon Historic Register sites where a conflict to preserving the site has been identified.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 572 HISTORIC RESOURCES

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | REVENUES | | | | | |
| 0.00 | 0.00 | 4,000 | 41050 | STATE GRANT FUNDS | | | |
| 0.00 | 0.00 | 50 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 1,500 | 49028 | FROM HOUSING REHAB | | | |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 5,550 | 49998 | TOTAL REVENUE | 5,000 | 5,000 | 5,000 |
| | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 5,500 | 61130 | CONTRACT SERVICES | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 61240 | DEPT/OPERATING EXPENSE | | | |
| 0.00 | 0.00 | 0 | 61700 | OFFICE SUPPLIES | | | |
| 0.00 | 0.00 | 5,500 | 69999 | TOTAL MAT & SERV | 5,000 | 5,000 | 5,000 |
| | | INTERFUND TRANSFERS | | | | | |
| 0.00 | 0.00 | 50 | 90010 | TO GENERAL FUND | | | |
| 0.00 | 0.00 | 50 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 0.00 | 0.00 | 5,550 | 99000 | TOTAL DEPT EXP | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 572 - HISTORIC RESOURCES**

| MATERIALS AND SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | | |
| Contract with Cascades West Council of Governments to prepare historic context | 5,000 | 5,000 |

## PROGRAM INFORMATION

## 1983/84 HOUSING REHABILITATION



**PROGRAM DESCRIPTION:**

Revenue for this program is being generated by repayment of housing rehabilitation loans. This fund will be used for maintenance in buildings as needed.

In January 1993, the City was awarded a grant of $277,100 to restore the unused 79 year old Lebanon Train Depot into a multi-purpose transit facility housing a travel center, bus depot, car pool park and ride, the Lebanon Area Chamber of Commerce, and the regional headquarters for a railroad company. The grant for the Santiam Travel Station requires $60,000 matching funds of which $30,000 will be paid from this fund.

This fund is also used to pay for needed building repairs and equipment acquisition when no other funding is available. Examples of items purchased from this fund are roof repairs for the Library, improvements to Mural Park, a portion of the phone system, a facsimile machine and color printer for the Police Department.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 585 83/84 HOUSING REHAB.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 1,614.88 | 2,505.71 | 100 | 48100 | INTEREST ON INVESTMENT | 1,000 | 1,000 | 1,000 |
| 18,280.18 | 44,194.39 | 1,000 | 48110 | GRANT LOAN PRINC REC | 11,000 | 11,000 | 11,000 |
| 670.91 | 469.04 | 200 | 48112 | GRANT LOAN INT REC | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 49085 | FROM BANC BOND FD | 38,030 | 38,030 | 38,030 |
| 20,484.01 | 36,821.78 | 78,700 | 49901 | BEGINNING BALANCE | 33,000 | 33,000 | 43,000 |
| 41,049.98 | 83,990.92 | 80,000 | 49998 | TOTAL REVENUE | 83,230 | 83,230 | 93,230 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 4,222.63 | 29,100 | 61130 | CONTRACT SERVICES | 1,275 | 1,275 | 1,275 |
| 3,992.35 | 732.00 | 500 | 61240 | DEPT/OPERATING EXPENSE | 13,000 | 13,000 | 13,000 |
| 0.00 | 0.00 | 0 | 61350 | GRANT LOANS MADE | | | |
| 0.00 | 11,707.20 | 40,800 | 61560 | MAINT/BLDG (ADMIN) | 54,755 | 54,755 | 54,755 |
| 3,992.35 | 16,661.83 | 70,400 | 69999 | TOTAL MAT & SERV | 69,030 | 69,030 | 69,030 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72100 | BUILDINGS | | | |
| 0.00 | 0.00 | 0 | 72300 | IMPROVEMENTS | 7,000 | 7,000 | 7,000 |
| 0.00 | 0.00 | 0 | 72350 | ADA IMPROVEMENTS | | | |
| 0.00 | 0.00 | 0 | 72500 | OFFICE EQPT. | 5,500 | 5,500 | 5,500 |
| 0.00 | 2,868.00 | 6,800 | 72600 | OTHER EQPT. | 1,700 | 1,700 | 5,420 |
| 0.00 | 2,868.00 | 6,800 | 79999 | TOTAL CAPITAL OUTLAY | 14,200 | 14,200 | 17,920 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 1,300 | 80005 | OPERATING CONTINGENCY | | | 6,280 |
| 0.00 | 0.00 | 1,300 | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 6,280 |
| | | | | INTERFUND TRANSFERS | | | |
| 235.85 | 0.00 | 0 | 90011 | TO GEN FUND-LOAN REPAY | | | |
| 0.00 | 0.00 | 0 | 90018 | TO SANTIAM TRAV STAT | | | |
| 0.00 | 0.00 | 1,500 | 90145 | TO HIST RESOURCES | | | |
| 235.85 | 0.00 | 1,500 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 4,228.20 | 19,529.83 | 80,000 | 99000 | TOTAL DEPT EXP | 83,230 | 83,230 | 93,230 |

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 585 83/84 HOUSING REHAB.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 36,821.78- | 64,461.09- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL**
**DEPARTMENT: 585 - HOUSING REHABILITATION**

| MATERIALS & SERVICES: | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | | |
| City's share of $5,100 income survey of Lebanon residents to qualify for CDBG Housing Funds. Balance is to be paid by Linn County. | 1,275 | 1,275 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Economic development | 5,000 | |
| Rent for affordable housing | 2,400 | |
| Support affordable housing activities | 5,600 | 13,000 |
| 61560 **BUILDING MAINTENANCE:** | | |
| One time costs for building repairs | 54,755 | 54,755 |
| **CAPITAL OUTLAY:** | | |
| 72300 **IMPROVEMENTS:** | | |
| After ADA repairs are complete, replace City Hall carpet & vinyl downstairs, replace the Court stairs carpet with safety floor covering | 7,000 | 7,000 |
| 72500 **OFFICE EQUIPMENT:** | | |
| Upgrade Admin. computers to 486, inclusion in network | 5,500 | 5,500 |
| 72600 **OTHER EQUIPMENT:** | | |
| Traffic classifier | 1,700 | |
| Power broom to clean streets & pathways | 3,720 | 5,420 |

## PROGRAM INFORMATION

## 1985/86 OCD HOUSING REHABILITATION GRANT



**PROGRAM DESCRIPTION**:

Revenue for this fund is from a state Community Development Block Grant for housing rehabilitation. The expenditure is for housing rehabilitation or related housing activities for the balance of the fund not previously expended.

In 1993-94, the City was awarded a $300,000 Housing Rehabilitation Grant from the State of Oregon.

Funds from 1985-86 grant repayments will be used as a city match for the new grant.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 590 85/86 HOUSING REHAB.

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 41050 | STATE GRANT FUNDS | | | |
| 374.02 | 270.51 | 100 | 48100 | INTEREST ON INVESTMENT | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 48110 | GRANT LOAN PRINC REC | | | |
| 6,959.27 | 5,546.79 | 5,000 | 49901 | BEGINNING BALANCE | 6,000 | 6,000 | 6,000 |
| 7,333.29 | 5,817.30 | 5,100 | 49998 | TOTAL REVENUE | 6,100 | 6,100 | 6,100 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | | | |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | MATERIALS & SERVICES | | | |
| 1,786.50 | 721.84 | 2,000 | 61240 | DEPT/OPERATING EXPENSE | | | |
| 0.00 | 0.00 | 3,100 | 61350 | GRANT LOANS MADE | | | |
| 1,786.50 | 721.84 | 5,100 | 69999 | TOTAL MAT & SERV | 0 | 0 | 0 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90083 | TO 94 HOUSING REHAB | 6,100 | 6,100 | 6,100 |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 6,100 | 6,100 | 6,100 |
| 1,786.50 | 721.84 | 5,100 | 99000 | TOTAL DEPT EXP | 6,100 | 6,100 | 6,100 |
| 5,546.79- | 5,095.46- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 590 - 85/86 HOUSING REHABILITATION**

| INTERFUND TRANSFERS | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 90083 TRANSFER TO 94 HOUSING REHABILITATION | 6,100 | 6,100 |

## PROGRAM INFORMATION

## 1985/86 OCD HOUSING REHABILITATION GRANT UNRESTRICTED



**PROGRAM DESCRIPTION:**

The 1985-86 Housing Rehabilitation Grant was officially closed out in June, 1990. Any collections on loans outstanding may be used for other purposes than housing rehabilitation as long as the City has no open Community Development Block Grants. Funds from this will be used as a City match for the 1993-94 Housing Rehabilitation Grant.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 591 85-86 HSING REHAB UNRESTRICTED

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 380.70 | 657.77 | 0 | 48100 | INTEREST ON INVESTMENT | 200 | 200 | 200 |
| 10,618.21 | 22,188.94 | 0 | 48110 | GRANT LOAN PRINC REC | 3,000 | 3,000 | 3,000 |
| 11,944.44 | 7,209.41 | 20,500 | 49901 | BEGINNING BALANCE | 25,000 | 25,000 | 25,000 |
| 22,943.35 | 30,056.12 | 20,500 | 49998 | TOTAL REVENUE | 28,200 | 28,200 | 28,200 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | | | |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | MATERIALS & SERVICES | | | |
| 103.60 | 0.00 | 0 | 61240 | DEPT/OPERATING EXPENSE | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 61350 | GRANT LOANS MADE | 4,000 | 4,000 | 4,000 |
| 15,630.34 | 4,064.00 | 20,500 | 61560 | MAINT/BLDG (ADMIN) | | | |
| 15,733.94 | 4,064.00 | 20,500 | 69999 | TOTAL MAT & SERV | 4,200 | 4,200 | 4,200 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 2,868.00 | 0 | 72600 | OTHER EQPT. | | | |
| 0.00 | 2,868.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90083 | TO 94 HOUSING REHAB | 24,000 | 24,000 | 24,000 |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 24,000 | 24,000 | 24,000 |
| 15,733.94 | 6,932.00 | 20,500 | 99000 | TOTAL DEPT EXP | 28,200 | 28,200 | 28,200 |
| 7,209.41- | 23,124.12- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 591 - 85/86 HOUSING REHABILITATION (UNRESTRICTED)**

| MATERIAL & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE** | 200 | 200 |
| 61350 **GRANT LOANS MADE** | | |
| Match funds for future grants | 4,000 | 4,000 |
| **INTERFUND TRANSFERS** | | |
| 90083 **TRANSFER TO 94 HOUSING REHABILITATION** | 24,000 | 24,000 |

## PROGRAM INFORMATION

## GILL'S LANDING BOAT RAMP



**PROGRAM DESCRIPTION**:

The annual Oregon State Marine Board grant is used for ongoing maintenance of, and minor improvements to, the boating facilities at Gill's Landing. The grant amount is variable and is renewable annually as long as we satisfy certain Marine Board criteria in applying for and using the funds.

Revenue is placed in two line items — contract services for those maintenance projects that arise beyond our manpower and experience, and operating expense for in-house repairs and maintenance.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 593 GILLS LANDING BOAT RAMP

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 2,000.00 | 2,500.00 | 2,500 | 41050 | STATE GRANT FUNDS | 2,500 | 2,500 | 2,500 |
| 19.46 | 114.12 | 50 | 48100 | INTEREST ON INVESTMENT | 50 | 50 | 50 |
| 4,741.14 | 245.60 | 700 | 49901 | BEGINNING BALANCE | 1,800 | 1,800 | 1,800 |
| 6,760.60 | 2,859.72 | 3,250 | 49998 | TOTAL REVENUE | 4,350 | 4,350 | 4,350 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 1,844.00 | 1,500 | 61130 | CONTRACT SERVICES | 1,800 | 1,800 | 1,800 |
| 80.00 | 0.00 | 1,750 | 61240 | DEPT/OPERATING EXPENSE | 2,550 | 2,550 | 2,550 |
| 80.00 | 1,844.00 | 3,250 | 69999 | TOTAL MAT & SERV | 4,350 | 4,350 | 4,350 |
| | | | | CAPITAL OUTLAY | | | |
| 6,435.00 | 0.00 | 0 | 72300 | IMPROVEMENTS | | | |
| 6,435.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| 6,515.00 | 1,844.00 | 3,250 | 99000 | TOTAL DEPT EXP | 4,350 | 4,350 | 4,350 |
| 245.60- | 1,015.72- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL**
**DEPARTMENT: 593 - GILLS LANDING BOAT RAMP**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | | |
| Dock repair | 700 | |
| Asphalt extension in parking area | 1,100 | 1,800 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Brush clearing, rock and rip rap, parking lot painting, dock maintenance, loam and seed | 2,550 | 2,550 |

## PROGRAM INFORMATION

## 1994 OCD HOUSING REHABILITATION GRANT



**PROGRAM DESCRIPTION**:

In 1993-94, the City was awarded a $300,000 grant to provide housing rehabilitation to low income families. The City will use $30,000 from prior grants as a match.

Fund : 50 INTERGOVERNMENTAL FUNDS
Dept : 594 1994 HOUSING REHAB GRANT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | REVENUES | | | | | |
| 0.00 | 0.00 | 0 | 41050 | STATE GRANT FUNDS | 300,000 | 300,000 | 300,000 |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | 48110 | GRANT LOAN PRINC REC | | | |
| 0.00 | 0.00 | 0 | 48112 | GRANT LOAN INT REC | | | |
| 0.00 | 0.00 | 0 | 49028 | FROM HOUSING REHAB | 30,100 | 30,100 | 30,100 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 330,100 | 330,100 | 330,100 |
| | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 15,000 | 61130 | CONTRACT SERVICES | 29,800 | 29,800 | 29,800 |
| 0.00 | 0.00 | 0 | 61240 | DEPT/OPERATING EXPENSE | 300 | 300 | 300 |
| 0.00 | 0.00 | 0 | 61350 | GRANT LOANS MADE | 300,000 | 300,000 | 300,000 |
| 0.00 | 0.00 | 15,000 | 69999 | TOTAL MAT & SERV | 330,100 | 330,100 | 330,100 |
| 0.00 | 0.00 | 15,000 | 99000 | TOTAL DEPT EXP | 330,100 | 330,100 | 330,100 |
| 0.00 | 0.00 | 15,000 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 50 - INTERGOVERNMENTAL FUNDS**
**DEPARTMENT: 594 - 1994 HOUSING REHABILITATION GRANT**

| MATERIAL & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES** | | |
| Contract with Community Services Consortium to set up loan agreements and supervise rehabilitation construction projects | 29,800 | 29,800 |
| 61240 **DEPARTMENT/OPERATING EXPENSE** | 300 | 300 |
| 61350 **GRANT LOANS MADE** | 300,000 | 300,000 |

# SPECIAL ASSESSMENT FUND

**PROGRAM DESCRIPTION:**

The Bancroft Bonding Act (ORS 223.205 to 223.285) permits benefitted property owners to pay assessments for improvements over a period of ten years in equal semi-annual installments, together with interest on the unpaid balance. The assessments receivable and debt service requirements for the Bancroft Improvement Bond issues are recorded in this fund. The city has elected to limit to ten years the period in which to pay assessments and retire the bonds. Every year a cash flow projection is done to project any fund deficiency.

In 1993-94, the remaining outstanding debt in the General Bancroft Bond Fund debt was defeased. This means that enough money was placed in escrow to pay off the remaining debt. Debt issued since 1985 is separately accounted for in each department of the Bancroft Bond Fund. Currently, there are four special assessment districts: Walker Road, Oak Street, Santiam Canal Industrial Park, and East Grant Street. Only one of these, Oak Street, is funded by traditional Bancroft Bonds. Two others; Walker Road, and East Grant Street, were funded internally. SCIP was funded by a loan from the Oregon Economic Development Department.

Since the debt in the General Bancroft Bond Fund is fully defeased, the remaining cash in the fund, plus all future collections, are available for whatever purpose the City deems appropriate. For 1994-95, it is proposed that this fund continue to pay the federally required trustee fees to the banks on the outstanding debt, plus place enough in reserve to pay all future fees on currently outstanding debt. In addition, a provision is made to repay internal loans on the Walker Road and East Grant Street local improvement district in full. Any future collections from these LID's will also be available for other purposes. $35,000 will be transferred to fund the minimum ADA required improvements to City Hall, the Senior Center, and the Library. The balance will be transferred to 1983-84 Housing Rehabilitation to be used for one time expenditures for which there is no other source of funding. The proposed uses are listed in the 83-84 Housing Rehabilitation budget.

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 720 GENERAL BANCROFT BONDS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | REVENUES | | | | |
| 74,084.48 | 12,133.35 | 2,800 | | | 42010 | BANCROFT BOND PRINCIPA | 2,000 | 2,000 | 2,000 |
| 15,727.95 | 4,219.29 | 1,000 | | | 42020 | BANCROFT BOND INTEREST | 1,000 | 1,000 | 1,000 |
| 2,462.93 | 16,758.28 | 0 | | | 45010 | REV FROM SALE OF PROP | | | |
| 2,000.00 | 0.00 | 0 | | | 45020 | REV FROM RENTED PROP | | | |
| 2,356.15 | 4,934.71 | 4,000 | | | 48100 | INTEREST ON INVESTMENT | 3,000 | 3,000 | 3,000 |
| 0.00 | 0.00 | 0 | | | 49092 | FROM WALKER RD LID | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 0 | | | 49093 | FROM E GRANT LID | 4,600 | 4,600 | 4,600 |
| 51,541.25 | 111,839.01 | 107,000 | | | 49901 | BEGINNING BALANCE | 103,000 | 103,000 | 103,000 |
| 148,172.76 | 149,884.64 | 114,800 | | | 49998 | TOTAL REVENUE | 115,600 | 115,600 | 115,600 |
| | | | | | MATERIALS & SERVICES | | | | |
| 0.00 | 5,075.94 | 1,000 | | | 61130 | CONTRACT SERVICES | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 90,900 | | | 61240 | DEPT/OPERATING EXPENSE | | | |
| 0.00 | 5,075.94 | 91,900 | | | 69999 | TOTAL MAT & SERV | 2,000 | 2,000 | 2,000 |
| | | | | | CAPITAL OUTLAY | | | | |
| 0.00 | 0.00 | 0 | | | 72050 | LAND | | | |
| 0.00 | 0.00 | 0 | | | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | | | | | INTERFUND TRANSFERS | | | | |
| 0.00 | 3,021.00 | 0 | | | 90010 | TO GENERAL FUND | 7,500 | 7,500 | 7,500 |
| 0.00 | 0.00 | 0 | | | 90016 | TO ADA REQUIREMENTS FD | 35,000 | 35,000 | 35,000 |
| 0.00 | 0.00 | 0 | | | 90080 | TO 83-84 HSING REHAB | 38,030 | 38,030 | 38,030 |
| 0.00 | 0.00 | 0 | | | 90136 | TO WALKER RD LID | 6,500 | 6,500 | 6,500 |
| 0.00 | 0.00 | 0 | | | 90137 | TO E GRANT LID | 5,500 | 5,500 | 5,500 |
| 0.00 | 3,021.00 | 0 | | | 90990 | TOTAL INTERFUND TRANS | 92,530 | 92,530 | 92,530 |
| | | | | | UNAPPROPRIATED | | | | |
| 0.00 | 0.00 | 11,500 | | | 92010 | UNAPROP END FUND BAL | 10,600 | 10,600 | 10,600 |
| 0.00 | 0.00 | 11,500 | | | 92199 | TOTAL UNAPPROPRIATED | 10,600 | 10,600 | 10,600 |
| | | | | | DEBT SERVICE | | | | |

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 720 GENERAL BANCROFT BONDS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 0.00 | 0.00 | 0 | 95101 | PRIN-79 ISSUE (DK 33) | | | |
| 25,000.00 | 20,000.00 | 0 | 95102 | PRIN-82 ISS (DK 34) | | | |
| 5,000.00 | 10,000.00 | 10,000 | 95103 | PRIN-84 ISS (DK 36/37) | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 0 | 95201 | INTEREST-1979 ISSUE (D | | | |
| 3,355.00 | 1,040.00 | 0 | 95202 | INT-82 ISS (DK 34) | | | |
| 2,978.75 | 2,310.00 | 1,400 | 95203 | INT-84 ISS (DK 36/37) | 470 | 470 | 470 |
| 36,333.75 | 33,350.00 | 11,400 | 95999 | TOTAL DEBT SERVICE | 10,470 | 10,470 | 10,470 |
| 36,333.75 | 41,446.94 | 114,800 | 99000 | TOTAL DEPT EXP | 115,600 | 115,600 | 115,600 |
| 111,839.01- | 108,437.70- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 70 - SPECIAL ASSESSMENT FUNDS**
**DEPARTMENT: 720 - GENERAL BANCROFT BOND**

| MATERIAL & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES** | | |
| Fees to bank for registered bonds (Federally required) | 2,000 | 2,000 |
| **INTERFUND TRANSFERS** | | |
| 90010 **TO GENERAL FUND** | | |
| Park Improvements for Chamber of Commerce sponsored project | 7,500 | 7,500 |
| 90016 **TO ADA TO MEET FEDERAL REQUIREMENTS** | | |
| Various one time costs | 35,000 | 35,000 |
| 90080 **TO HOUSING REHABILITATION** | 38,030 | 38,030 |
| 90136 **TO WALKER ROAD** | 6,500 | 6,500 |
| Repay loan to Urban Renewal District | | |
| 90137 **TO EAST GRANT STREET** | | |
| Repay loan to bridge construction reserve | 5,500 | 5,500 |

**PROGRAM DESCRIPTION**:

In 1989, improvements to Walker Road were completed and $30,880 billed to residents for sidewalk improvements. Of those assessed, $13,567 were bancrofted or liened against the property at the request of the property owner to be repaid over 10 years. Because of the small amount, these liens were funded internally with a loan from the Urban Renewal District where the improvements were made. The balance of the loan, plus interest, will be repaid using funds from the General Bancroft Bond Fund. Thereafter, as repayments are received, the funds will be transferred to the General Fund for use as determined by the Budget Committee and City Council.

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 721 WALKER RD IMP'S

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 2,464.63 | 1,396.21 | 1,000 | 42010 | BANCROFT BOND PRINCIPA | 1,000 | 1,000 | 1,000 |
| 517.49 | 362.46 | 300 | 42020 | BANCROFT BOND INTEREST | 400 | 400 | 400 |
| 0.00 | 0.00 | 0 | 42060 | UNBONDED PRINCIPAL-LID | | | |
| 231.82 | 93.46 | 100 | 48100 | INTEREST ON INVESTMENT | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 49085 | FROM BANC BOND FD | 6,500 | 6,500 | 6,500 |
| 4,288.48 | 2,802.42 | 2,400 | 49901 | BEGINNING BALANCE | 500 | 500 | 500 |
| 7,502.42 | 4,654.55 | 3,800 | 49998 | TOTAL REVENUE | 8,500 | 8,500 | 8,500 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90095 | TO BANCROFT BOND FD | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 2,000 | 2,000 | 2,000 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 0 | 92010 | UNAPROP END FUND BAL | | | |
| 0.00 | 0.00 | 0 | 92199 | TOTAL UNAPPROPRIATED | 0 | 0 | 0 |
| | | | | DEBT SERVICE | | | |
| 1,854.55 | 2,464.63 | 3,700 | 95501 | LOAN PRINC | 6,000 | 6,000 | 6,000 |
| 2,845.45 | 35.37 | 100 | 95601 | LOAN INT | 500 | 500 | 500 |
| 4,700.00 | 2,500.00 | 3,800 | 95999 | TOTAL DEBT SERVICE | 6,500 | 6,500 | 6,500 |
| 4,700.00 | 2,500.00 | 3,800 | 99000 | TOTAL DEPT EXP | 8,500 | 8,500 | 8,500 |
| 2,802.42- | 2,154.55- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 70 - SPECIAL ASSESSMENT FUNDS**
**DEPARTMENT: 721 - WALKER ROAD IMPROVEMENTS**

| INTERFUND TRANSFERS | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 90095 TO BANCROFT BOND FUND | 2,000 | 2,000 |
| **DEBT SERVICE** | | |
| 95501 LOAN PRINCIPAL | 6,000 | 6,000 |
| 95601 LOAN INTEREST | 500 | 500 |

**PROGRAM DESCRIPTION**:

In 1988, improvements to the Santiam Canal Industrial Park were completed and $112,934 billed to property owners for bridge and street improvements. All were bancrofted or liened against the property at the request of the property owners to be repaid over 10 years. Because of the small amount, these liens were funded with a loan from the Oregon Development Department. The funds were loaned to the City at 5% and repayment delayed until July, 1995. In November, 1988, when assessments were being made, the Oregon Department of Environmental Quality announced that it would begin testing the James River site in the Industrial Park for pollution. As a result of that announcement, the City Council voted to allow the property owners to delay repayment until the issue had been resolved. While the issue has not been finally resolved, several of the property owners chose to begin repaying the liens. As of March, 1994, only $45,295 of the principal amount remained unpaid.

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 722 S.C.I.P. LID

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 5,147.27 | 9,190.17 | 5,000 | 42010 | BANCROFT BOND PRINCIPA | 6,000 | 6,000 | 6,000 |
| 3,069.52 | 5,680.24 | 2,500 | 42020 | BANCROFT BOND INTEREST | 2,500 | 2,500 | 2,500 |
| 2,331.84 | 2,742.24 | 2,500 | 48100 | INTEREST ON INVESTMENT | 2,500 | 2,500 | 2,500 |
| 38,774.39 | 49,323.02 | 68,000 | 49901 | BEGINNING BALANCE | 98,000 | 98,000 | 98,000 |
| 49,323.02 | 66,935.67 | 78,000 | 49998 | TOTAL REVENUE | 109,000 | 109,000 | 109,000 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 10,000 | 92010 | UNAPROP END FUND BAL | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 10,000 | 92199 | TOTAL UNAPPROPRIATED | 10,000 | 10,000 | 10,000 |
| | | | | DEBT SERVICE | | | |
| 0.00 | 0.00 | 33,000 | 95100 | BOND PRINCIPAL | 42,000 | 42,000 | 42,000 |
| 0.00 | 0.00 | 35,000 | 95200 | BOND INTEREST | 57,000 | 57,000 | 57,000 |
| 0.00 | 0.00 | 68,000 | 95999 | TOTAL DEBT SERVICE | 99,000 | 99,000 | 99,000 |
| 0.00 | 0.00 | 78,000 | 99000 | TOTAL DEPT EXP | 109,000 | 109,000 | 109,000 |
| 49,323.02- | 66,935.67- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 70 - SPECIAL ASSESSMENT FUNDS**
**DEPARTMENT: 722 - S.C.I.P. LID**

| DEBT SERVICE | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 95501 **BOND PRINCIPAL** | 42,000 | 42,000 |
| 95601 **BOND INTEREST** | 57,000 | 57,000 |

**PROGRAM DESCRIPTION**:

In 1990, street and sidewalk improvements were made to West Oak and Twelfth streets. $146,612 was assessed to the property owners and $80,849 requested Bancroft financing. Bonds were sold to fund the assessment district and are being repaid over 10 years. Of the original $80,849, $32,858 in principal remains to be collected.

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 723 OAK ST LID

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 16,820.03 | 14,390.33 | 6,000 | 42010 | BANCROFT BOND PRINCIPA | 7,000 | 7,000 | 7,000 |
| 5,396.85 | 4,478.82 | 4,000 | 42020 | BANCROFT BOND INTEREST | 4,000 | 4,000 | 4,000 |
| 727.84 | 958.00 | 1,000 | 48100 | INTEREST ON INVESTMENT | 1,000 | 1,000 | 1,000 |
| 7,071.19 | 18,410.97 | 28,700 | 49901 | BEGINNING BALANCE | 30,528 | 30,528 | 30,528 |
| 30,015.91 | 38,238.12 | 39,700 | 49998 | TOTAL REVENUE | 42,528 | 42,528 | 42,528 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 1,000 | 80005 | OPERATING CONTINGENCY | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 1,000 | 89999 | TOTAL CONTINGENCIES | 1,000 | 1,000 | 1,000 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 29,095 | 92010 | UNAPROP END FUND BAL | 32,323 | 32,323 | 32,323 |
| 0.00 | 0.00 | 29,095 | 92199 | TOTAL UNAPPROPRIATED | 32,323 | 32,323 | 32,323 |
| | | | | DEBT SERVICE | | | |
| 5,849.00 | 5,000.00 | 5,000 | 95100 | BOND PRINCIPAL | 5,000 | 5,000 | 5,000 |
| 5,755.94 | 5,105.00 | 4,605 | 95200 | BOND INTEREST | 4,205 | 4,205 | 4,205 |
| 11,604.94 | 10,105.00 | 9,605 | 95999 | TOTAL DEBT SERVICE | 9,205 | 9,205 | 9,205 |
| 11,604.94 | 10,105.00 | 39,700 | 99000 | TOTAL DEPT EXP | 42,528 | 42,528 | 42,528 |
| 18,410.97- | 28,133.12- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 70 - SPECIAL ASSESSMENT FUNDS**
**DEPARTMENT: 723 - OAK STREET LID**

| DEBT SERVICE | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 95501 **BOND PRINCIPAL** | 5,000 | 5,000 |
| 95601 **BOND INTEREST** | 4,205 | 4,205 |

## PROGRAM INFORMATION

## EAST GRANT STREET LOCAL IMPROVEMENT DISTRICT



**PROGRAM DESCRIPTION:**

In 1992, improvements to East Grant Street were completed and $22,397 billed to residents for sidewalk improvements. Of those assessed, $9,866 were bancrofted or liened against the property at the request of the property owner to be repaid over 10 years. Because of the small amount, these liens were funded internally with a loan from the Equipment Acquisition and Replacement Fund Bridge Replacement. The balance plus interest will be repaid using funds from the General Bancroft Bond Fund. Thereafter, as repayments are received, the funds will be transferred to the General Fund for use as determined by the Budget Committee and City Council.

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 724 EAST GRANT ST LID

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 3,000 | 42010 | BANCROFT BOND PRINCIPA | 4,000 | 4,000 | 4,000 |
| 0.00 | 0.00 | 120 | 42020 | BANCROFT BOND INTEREST | 500 | 500 | 500 |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 49085 | FROM BANC BOND FD | 5,500 | 5,500 | 5,500 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | 2,500 | 2,500 | 2,500 |
| 0.00 | 0.00 | 3,120 | 49998 | TOTAL REVENUE | 12,600 | 12,600 | 12,600 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90095 | TO BANCROFT BOND FD | 4,600 | 4,600 | 4,600 |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 4,600 | 4,600 | 4,600 |
| | | | | DEBT SERVICE | | | |
| 0.00 | 0.00 | 3,000 | 95100 | BOND PRINCIPAL | 7,500 | 7,500 | 7,500 |
| 0.00 | 0.00 | 120 | 95200 | BOND INTEREST | 500 | 500 | 500 |
| 0.00 | 0.00 | 3,120 | 95999 | TOTAL DEBT SERVICE | 8,000 | 8,000 | 8,000 |
| 0.00 | 0.00 | 3,120 | 99000 | TOTAL DEPT EXP | 12,600 | 12,600 | 12,600 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 70 - SPECIAL ASSESSMENT FUNDS**
**DEPARTMENT: 724 - EAST GRANT STREET LID**

| | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| **DEBT SERVICE** | | |
| 95501 **BOND PRINCIPAL** | 7,500 | 7,500 |
| 95601 **BOND INTEREST** | 500 | 500 |
| **INTERFUND TRANSFERS** | | |
| 90095 **TRANSFER TO BANCROFT BOND FUND** | 4,600 | 4,600 |

**PROGRAM DESCRIPTION**:

This fund is used to budget for public improvement projects for which reimbursement of costs is expected. These public improvement projects originate at the public's request and usually involve forming a Local Improvement District (LID). The number and degree of requests for improvements can vary significantly from year to year. This fund provides a rudimentary budget for administering an LID until the district is formed and city costs are reimbursed.

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 750 PUB. IMP. - ADMINISTRATION

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 185,158.40- | 209,140.16- | 0 | 99500 | FUND TOTAL (SURP)/DEF | 0 | 0 | 0 |

Fund : 70 SPECIAL ASSESSMENT FUNDS
Dept : 750 PUB. IMP. - ADMINISTRATION

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | REVENUES | | | | |
| 0.00 | 0.00 | 0 | | | 42030 | BOND SALE PROCEEDS | | | |
| 6,532.05 | 15,349.95 | 0 | | | 42060 | UNBONDED PRINCIPAL-LID | | | |
| 175.77 | 80.05 | 0 | | | 42070 | UNBONDED INT-LID | | | |
| 200.84 | 118.14 | 0 | | | 48100 | INTEREST ON INVESTMENT | | | |
| 2,374.32 | 2,782.98 | 2,800 | | | 49901 | BEGINNING BALANCE | 3,500 | 3,500 | 3,500 |
| 9,282.98 | 18,331.12 | 2,800 | | | 49998 | TOTAL REVENUE | 3,500 | 3,500 | 3,500 |
| | | | | | MATERIALS & SERVICES | | | | |
| 0.00 | 0.00 | 200 | | | 61010 | ADVERTISING | 200 | 200 | 200 |
| 0.00 | 0.00 | 2,350 | | | 61130 | CONTRACT SERVICES | 3,000 | 3,000 | 3,000 |
| 0.00 | 0.00 | 200 | | | 61240 | DEPT/OPERATING EXPENSE | 200 | 200 | 200 |
| 0.00 | 0.00 | 50 | | | 61820 | POSTAGE | 50 | 50 | 50 |
| 0.00 | 0.00 | 2,800 | | | 69999 | TOTAL MAT & SERV | 3,450 | 3,450 | 3,450 |
| | | | | | CAPITAL OUTLAY | | | | |
| 0.00 | 0.00 | 0 | | | 72300 | IMPROVEMENTS | | | |
| 0.00 | 0.00 | 0 | | | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | | | | | CONTINGENCIES | | | | |
| 0.00 | 0.00 | 0 | | | 80005 | OPERATING CONTINGENCY | 50 | 50 | 50 |
| 0.00 | 0.00 | 0 | | | 89999 | TOTAL CONTINGENCIES | 50 | 50 | 50 |
| | | | | | INTERFUND TRANSFERS | | | | |
| 2,500.00 | 0.00 | 0 | | | 90010 | TO GENERAL FUND | | | |
| 4,000.00 | 0.00 | 0 | | | 90045 | TO STREETS FUND | | | |
| 0.00 | 14,852.00 | 0 | | | 90150 | TO SDC-STREETS | | | |
| 6,500.00 | 14,852.00 | 0 | | | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 6,500.00 | 14,852.00 | 2,800 | | | 99000 | TOTAL DEPT EXP | 3,500 | 3,500 | 3,500 |
| 2,782.98- | 3,479.12- | 0 | | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 70 - SPECIAL ASSESSMENT FUNDS**
**DEPARTMENT: 750 - PUBLIC IMPROVEMENTS - ADMINISTRATION**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING (PW):** | | |
| Project advertisement | 200 | 200 |
| 61130 **CONTRACT SERVICES (PW):** | | |
| Consultant engineering for Local Improvement District engineering reports | 3,000 | 3,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE (PW):** | 200 | 200 |
| 61820 **POSTAGE (PW):** | 50 | 50 |

# CAPITAL PROJECTS FUND

## PROGRAM INFORMATION

## EQUIPMENT ACQUISITION AND REPLACEMENT



**PROGRAM DESCRIPTION**:

Reserves for equipment acquisition and replacement are built up in this fund so that equipment replacement costs may be distributed more evenly over the years. In addition, instead of paying for maintenance contracts on computer equipment, funds are accumulated to replace equipment as needed.

This year, four pieces of equipment will be purchased within this fund. A new survey vehicle for the Engineering Services Division will be purchased to replace a 1981 Mazda pickup. A 1979 Chevy pickup and a 1979 Dodge 1-ton flatbed truck will be replaced for the Street Crew. The fourth item is replacement of the 1979 V-bed Sand Spreader for snow and ice control.

Also included in this fund is $5,000 to purchase undesignated equipment or vehicles from the State Surplus Agency. This funding will be used if an opportunity arises to purchase equipment or vehicles which, because of infrequent use, cannot be justified if purchased new or used on the open market. The price of equipment or vehicles at the state surplus is often quite reasonable. This funding allows the City to take advantage of opportunities as they arise. Examples of vehicles purchased in the past is a small crane and a forklift. Equipment purchased in the past has been a brush chipper and temporary traffic sign stands.

Reserve funds have also been placed in this fund for unexpected equipment repairs or replacements at the Water Treatment Plant and the Wastewater Treatment Plant.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 820 EQUIPMENT ACQ. & REPLACEMENT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 8,573.92 | 17,750.29 | 18,000 | 48100 | INTEREST ON INVESTMENT | 18,000 | 18,000 | 18,000 |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 5,900.00 | 6,901.00 | 17,820 | 49010 | FROM GENERAL FUND | 9,650 | 9,650 | 9,650 |
| 15,450.00 | 20,309.00 | 12,110 | 49022 | FROM WATER FUND | 15,910 | 15,910 | 15,910 |
| 700.00 | 0.00 | 0 | 49023 | FROM WATER CIP | | | |
| 18,750.00 | 23,802.00 | 22,090 | 49025 | FROM W WATER FUND | 33,940 | 33,940 | 33,940 |
| 700.00 | 0.00 | 0 | 49026 | FROM WW CIP | | | |
| 0.00 | 0.00 | 0 | 49029 | FROM DIAL-A-BUS | 3,000 | 3,000 | 3,000 |
| 37,693.00 | 0.00 | 7,527 | 49046 | FROM STREETS FUND | 21,496 | 21,496 | 21,496 |
| 0.00 | 0.00 | 0 | 49093 | FROM E GRANT LID | 8,000 | 8,000 | 8,000 |
| 50,000.00 | 200,000.00 | 0 | 49105 | FROM STR CAP PROJ | | | |
| 79,899.40 | 200,658.59 | 417,219 | 49901 | BEGINNING BALANCE | 420,314 | 420,314 | 484,095 |
| 217,666.32 | 469,420.88 | 494,766 | 49998 | TOTAL REVENUE | 530,310 | 530,310 | 594,091 |
| | | | | CAPITAL OUTLAY | | | |
| 10,683.28 | 1,394.41 | 7,000 | 72500 | OFFICE EQPT. | 12,000 | 12,000 | 16,072 |
| 4,121.61 | 2,560.25 | 30,000 | 72600 | OTHER EQPT. | 5,000 | 5,000 | 20,809 |
| 0.00 | 0.00 | 0 | 72602 | OTHER EQPT (MAINT) | 17,500 | 17,500 | 17,500 |
| 0.00 | 0.00 | 0 | 72603 | OTHER EQPT (PW) | 30,000 | 30,000 | 30,000 |
| 2,202.84 | 48,591.69 | 47,400 | 72800 | VEHICLES | | | 30,900 |
| 0.00 | 0.00 | 0 | 72801 | VEHICLES (ENG) | 12,000 | 12,000 | 25,000 |
| 0.00 | 0.00 | 0 | 72802 | VEHICLES (MAINT) | 41,500 | 41,500 | 41,500 |
| 17,007.73 | 52,546.35 | 84,400 | 79999 | TOTAL CAPITAL OUTLAY | 118,000 | 118,000 | 181,781 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 669 | 80010 | RES - EQ REP (ENG) | 1,100 | 1,100 | 1,100 |
| 0.00 | 0.00 | 9,635 | 80011 | RES - EQ REP (PARKS) | 9,800 | 9,800 | 9,800 |
| 0.00 | 0.00 | 9,238 | 80012 | RES - EQ REP (WATER) | 22,300 | 22,300 | 22,300 |
| 0.00 | 0.00 | 63,812 | 80013 | RES - EQ REP (WST WTR) | 66,200 | 66,200 | 66,200 |
| 0.00 | 0.00 | 258,392 | 80014 | RES - EQ REP (STR) | 250,010 | 250,010 | 250,010 |
| 0.00 | 0.00 | 1,679 | 80015 | RES - EQ REP (FINANCE) | 400 | 400 | 400 |
| 0.00 | 0.00 | 10,000 | 80016 | RES - POLICE CANINE | 10,600 | 10,600 | 10,600 |
| 0.00 | 0.00 | 0 | 80017 | RES - DIAL-A-BUS | 3,100 | 3,100 | 3,100 |
| 0.00 | 0.00 | 56,941 | 80020 | RES - BRIDGE REPLACE | 48,800 | 48,800 | 48,800 |
| 0.00 | 0.00 | 410,366 | 89999 | TOTAL CONTINGENCIES | 412,310 | 412,310 | 412,310 |
| | | | | INTERFUND TRANSFERS | | | |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 820 EQUIPMENT ACQ. & REPLACEMENT

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 0.00 | 7,545.00 | 0 | 90150 | TO SDC-STREETS | | | |
| 0.00 | 7,545.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 17,007.73 | 60,091.35 | 494,766 | 99000 | TOTAL DEPT EXP | 530,310 | 530,310 | 594,091 |
| 200,658.59- | 409,329.53- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - CAPITAL PROJECTS FUNDS**
**DEPARTMENT: 820 - EQUIPMENT ACQUISITION AND REPLACEMENT**

| CAPITOL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 72500 **OFFICE EQUIPMENT**: | | |
| Emergency equipment repair/replacement | 4,072 | |
| Network equipment upgrade | 12,000 | 16,072 |
| 72600 **OTHER EQUIPMENT**: | | |
| Emergency equipment repair/replacement | 20,809 | 20,809 |
| 72602 **OTHER EQUIPMENT (MT)**: | | |
| Sand spreader | 15,000 | |
| State Surplus equipment | 2,500 | 17,500 |
| 72603 **OTHER EQUIPMENT (PW)**: | | |
| Water Treatment Plant repair/replacement reserve | 15,000 | |
| Wastewater Treatment Plant repair/replacement reserve | 15,000 | 30,000 |
| 72800 **VEHICLES**: | | |
| Emergency vehicle replacement | 30,900 | 30,900 |
| 72801 **VEHICLES (ENG)**: | | |
| Survey vehicles (2) | 25,000 | 25,000 |
| 72802 **VEHICLES (MT)**: | | |
| Water utility vehicle | 24,500 | |
| Streets pickup | 15,000 | |
| Streets flatbed | 24,000 | |
| State Surplus vehicle | 2,500 | 66,000 |

**PROGRAM INFORMATION**

**HISTORIC RESOURCE COMMISSION TRUST**



**PROGRAM DESCRIPTION**:

The Historic Resources Commission manages this trust account which was established for donations to help with preserving historic buildings in Lebanon.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 824 HISTORIC RESOURCE COMM. TRUST

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 48053 | DONATIONS | | | 2,000 |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | 50 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 0 | 0 | 2,050 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61250 | DEPT/OP SUPPLIES | | | 2,050 |
| 0.00 | 0.00 | 0 | 69999 | TOTAL MAT & SERV | 0 | 0 | 2,050 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 0 | 0 | 2,050 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 824 - HISTORIC RESOURCE COMMISSION TRUST**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61250 **DEPARTMENT/OPERATING SUPPLIES**: | 2,050 | 2,050 |

**PROGRAM DESCRIPTION:**

The Pioneer Cemetery Restoration Trust is set up to receive revenue from donations in two different forms. The first form is a donation to the Perpetual Maintenance Fund. The donations to this fund will be held indefinitely and only interest earned on the original donation may be spent on maintenance or capital improvement items in Pioneer Cemetery. The donation amounts are reflected in the unappropriated ending fund balance. The second form of donation is a form of trust which may be used immediately in its entirety. Gifts to this trust may be donated to a specific purchase or activity.

Revenue from the sale of the "History of Pioneer Cemetery" were placed in this fund and used to finance a second printing of the book. If sufficient copies of the second edition are sold, the fund will finance a third printing. Excess revenues from the sale of this book will be used for maintenance of and projects in the Lebanon Pioneer Cemetery.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 825 PIONEER CEMETERY RESTOR TRUST

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 722.75 | 164.00 | 2,000 | 48053 | DONATIONS | 2,000 | 2,000 | 2,000 |
| 728.75 | 164.00 | 2,000 | 48054 | DONAT.-PERPET. MAINT | 2,000 | 2,000 | 2,000 |
| 114.68 | 136.94 | 100 | 48100 | INTEREST ON INVESTMENT | | | |
| 1,012.31 | 2,548.24 | 2,889 | 49901 | BEGINNING BALANCE | 1,000 | 1,000 | 1,000 |
| 2,578.49 | 3,013.18 | 6,989 | 49998 | TOTAL REVENUE | 5,000 | 5,000 | 5,000 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 200 | 61009 | ADVERTISING (PW) | 100 | 100 | 100 |
| 30.25 | 58.21 | 3,141 | 61240 | DEPT/OPERATING EXPENSE | 1,750 | 1,750 | 1,750 |
| 0.00 | 0.00 | 200 | 61250 | DEPT/OP SUPPLIES | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 61293 | DUES & SUBSCRIPT (PW) | | | |
| 30.25 | 58.21 | 3,541 | 69999 | TOTAL MAT & SERV | 1,950 | 1,950 | 1,950 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 3,448 | 72300 | IMPROVEMENTS | 50 | 50 | 50 |
| 0.00 | 0.00 | 3,448 | 79999 | TOTAL CAPITAL OUTLAY | 50 | 50 | 50 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 0 | 92010 | UNAPROP END FUND BAL | 3,000 | 3,000 | 3,000 |
| 0.00 | 0.00 | 0 | 92199 | TOTAL UNAPPROPRIATED | 3,000 | 3,000 | 3,000 |
| 30.25 | 58.21 | 6,989 | 99000 | TOTAL DEPT EXP | 5,000 | 5,000 | 5,000 |
| 2,548.24- | 2,954.97- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 825 - PIONEER CEMETERY RESTORATION TRUST**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW):** | 100 | 100 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Pioneer Cemetery book printing expense | 1,750 | 1,750 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | 100 | 100 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Undesignated Projects | 50 | 50 |

## PROGRAM INFORMATION

### D.A.R.E. TRUST



**PROGRAM DESCRIPTION**:

The Drug Abuse Resistance Education program was started by the Lebanon Police Department in 1992-93. Donations for the program, and the school district contributions, are deposited in the trust and spent to purchase program materials.

Each year the Lebanon D.A.R.E. Program impacts over 1,500 students in Lebanon Public Schools. D.A.R.E. officers visit each school weekly to provide instruction and leadership to kindergarten through fifth grade students.

Training materials and program incentives are purchased with D.A.R.E. trust funds. T-Shirts are purchased for all of the fifth grade students who graduate from the 17 week D.A.R.E. curriculum. Other incentives, such as stickers, hats, travel mugs, sunglasses, pencils, and frisbees are given to students as prizes for exceptional work. As you can imagine, the program goes through a tremendous amount of these items.

This program has been a great success, both with the students and with the community at large. This fund will help to ensure that D.A.R.E. remains firmly rooted in the City of Lebanon.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 828 D.A.R.E. TRUST

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | REVENUES | | | | | | |
| 0.00 | 0.00 | 0 | 48053 | DONATIONS | | | |
| 0.00 | 14,203.32 | 2,000 | 48056 | D.A.R.E. DONATIONS | 4,000 | 4,000 | 4,000 |
| 24.92 | 308.01 | 200 | 48100 | INTEREST ON INVESTMENT | 400 | 400 | 400 |
| 0.00 | 224.55 | 0 | 49090 | FROM POLICE TRUST FD | | | |
| 388.37 | 413.29 | 8,000 | 49901 | BEGINNING BALANCE | 9,000 | 9,000 | 9,000 |
| 413.29 | 15,149.17 | 10,200 | 49998 | TOTAL REVENUE | 13,400 | 13,400 | 13,400 |
| | MATERIALS & SERVICES | | | | | | |
| 0.00 | 0.00 | 0 | 61010 | ADVERTISING | 1,000 | 1,000 | 1,000 |
| 0.00 | 907.00 | 1,500 | 61240 | DEPT/OPERATING EXPENSE | 1,500 | 1,500 | 1,500 |
| 0.00 | 7,508.45 | 8,700 | 61250 | DEPT/OP SUPPLIES | 5,900 | 5,900 | 5,900 |
| 0.00 | 8,415.45 | 10,200 | 69999 | TOTAL MAT & SERV | 8,400 | 8,400 | 8,400 |
| | CAPITAL OUTLAY | | | | | | |
| 0.00 | 0.00 | 0 | 72300 | IMPROVEMENTS | | | |
| 0.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | CONTINGENCIES | | | | | | |
| 0.00 | 0.00 | 0 | 80005 | OPERATING CONTINGENCY | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 89999 | TOTAL CONTINGENCIES | 5,000 | 5,000 | 5,000 |
| 0.00 | 8,415.45 | 10,200 | 99000 | TOTAL DEPT EXP | 13,400 | 13,400 | 13,400 |
| 413.29- | 6,733.72- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - CAPITAL PROJECTS FUNDS**
**DEPARTMENT: 828 - D.A.R.E. TRUST**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | | |
| Various events, and media ads | 1,000 | 1,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Vehicle detailing, training, office supplies, and signs | 1,500 | 1,500 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | | |
| T-shirts, workbooks, stickers, hats, and other items for student incentive | 5,000 | |
| Contingency | 5,900 | 10,900 |

**PROGRAM DESCRIPTION:**

The Police Trust will account for receipt and expenditure of donations to the Police Department. These funds continue to support the "soft room", the bicycles used for the department's bicycle patrol, and the canine program. This trust allows an account for a donation for any purpose in the Police Department that is not covered in the budget.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 829 POLICE TRUST FUND

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 238.06 | 0.00 | 0 | 41047 | COUNTY GRANT FUNDS | | | |
| 1,032.65 | 130.39 | 300 | 48053 | DONATIONS | 100 | 100 | 100 |
| 224.55 | 0.00 | 0 | 48056 | D.A.R.E. DONATIONS | | | |
| 57.60 | 57.82 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 110.30 | 1,242.16 | 1,200 | 49901 | BEGINNING BALANCE | 1,500 | 1,500 | 1,500 |
| 1,663.16 | 1,430.37 | 1,500 | 49998 | TOTAL REVENUE | 1,600 | 1,600 | 1,600 |
| | | | | MATERIALS & SERVICES | | | |
| 21.00 | 44.43 | 1,500 | 61240 | DEPT/OPERATING EXPENSE | 1,600 | 1,600 | 1,600 |
| 0.00 | 0.00 | 0 | 61320 | EDUCATION & TRAINING | | | |
| 21.00 | 44.43 | 1,500 | 69999 | TOTAL MAT & SERV | 1,600 | 1,600 | 1,600 |
| | | | | CAPITAL OUTLAY | | | |
| 400.00 | 0.00 | 0 | 72600 | OTHER EQPT. | | | |
| 400.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 0 | 0 | 0 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 224.55 | 0 | 90135 | TO DARE TRUST FUND | | | |
| 0.00 | 224.55 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 421.00 | 268.98 | 1,500 | 99000 | TOTAL DEPT EXP | 1,600 | 1,600 | 1,600 |
| 1,242.16- | 1,161.39- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - CAPITAL PROJECTS FUNDS**
**DEPARTMENT: 829 - POLICE TRUST FUND**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | | |
| Soft Room, or bicycle program needs | 1,600 | 1,600 |

**PROGRAM DESCRIPTION:**

The Library Trust Fund receives revenue from two sources: 1) donations from library users, usually in the form of memorial gifts; and 2) per capita state aid.

Most donors specify that their gift is to be used to purchase a specific item or type of item for the library collection. The majority of donors request that books be purchased for the library collection.

Per capita state aid is distributed annually to public libraries in Oregon through the Oregon State Library. The amount is determined by a formula which allocates 80% of the funds by population of children from birth to age 14, and 20% by square mileage. In order to be eligible to receive these funds libraries must meet a maintenance of effort requirement. That requirement states that "in order to be eligible for state financial assistance...a public library must not reduce its actual operating expenditures for public library service...in any fiscal year to less than the lesser amount expended for the same purpose in either of the two preceding fiscal years." ORS 357.770(1).

Per capita state aid was not received in FY 92-93 or FY 93-94 because the library did not meet the maintenance of effort requirement. The library does expect to receive these funds for FY 94-95. State legislation now requires that per capita aid be used for children's services; it cannot be used to offset basic services funding. In line with that requirement, the library will fund its after school reading hour which is currently funded by a grant from the Ezra Jack Keats Foundation. In past years, per capita funds have been used to purchase computer equipment including the computer, software and CD-ROMs currently used as a vital tool in the library's cataloging and automation project.

The Library Advisory Board is responsible for overseeing the trust and approves all expenditures. This year, no expenditure has been designated, but funds are being appropriated to provide the Board the opportunity to spend them if they choose.

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 830 LIBRARY TRUST FUND

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | | | REVENUES | | | |
| 104.38 | 189.85 | 0 | | | 48100 INTEREST ON INVESTMENT | 100 | 100 | 100 |
| 1,311.00 | 0.00 | 1,200 | | | 48118 LIBR-ST PER CAPITA AID | 1,200 | 1,200 | 1,200 |
| 1,545.62 | 6,790.92 | 0 | | | 48120 TRUST FUND DONATIONS | | | |
| 0.00 | 100.00 | 0 | | | 48140 MISCELLANEOUS REVENUE | | | |
| 2,151.47 | 1,065.43 | 3,000 | | | 49901 BEGINNING BALANCE | 4,800 | 4,800 | 4,800 |
| 5,112.47 | 8,146.20 | 4,200 | | | 49998 TOTAL REVENUE | 6,100 | 6,100 | 6,100 |
| | | | | | MATERIALS & SERVICES | | | |
| 852.04 | 4,207.67 | 300 | | | 61250 DEPT/OP SUPPLIES | 300 | 300 | 300 |
| 852.04 | 4,207.67 | 300 | | | 69999 TOTAL MAT & SERV | 300 | 300 | 300 |
| | | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 1,765 | | | 72300 IMPROVEMENTS | 500 | 500 | 500 |
| 3,195.00 | 788.40 | 2,135 | | | 72500 OFFICE EQPT. | 5,300 | 5,300 | 5,300 |
| 3,195.00 | 788.40 | 3,900 | | | 79999 TOTAL CAPITAL OUTLAY | 5,800 | 5,800 | 5,800 |
| | | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | | | 80005 OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 0 | | | 89999 TOTAL CONTINGENCIES | 0 | 0 | 0 |
| 4,047.04 | 4,996.07 | 4,200 | | | 99000 TOTAL DEPT EXP | 6,100 | 6,100 | 6,100 |
| 1,065.43- | 3,150.13- | 0 | | | 99450 TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET

### LIBRARY TRUST



**FUND: 80 - CAPITAL IMPROVEMENT FUND**
**DEPARTMENT: 830 - LIBRARY TRUST**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61250 DEPARTMENT OPERATING SUPPLIES: | 300 | 300 |
| **CAPITAL OUTLAY** | | |
| 72300 IMPROVEMENTS: | 500 | 500 |
| 72500 OFFICE EQUIPMENT: | 5,300 | 5,300 |

**PROGRAM DESCRIPTION**:

This fund has been established to administer funds that are collected and disbursed on behalf of the Library/Senior Center Building project.

Revenues for the project may consist of gifts secured through fundraising efforts, deferred giving, donations, and grants. The Library/Senior Center Building Committee will be responsible for overseeing the trust and approving expenditures.

These appropriations are being made to provide the opportunity to expend from resources such as fundraisers. Oregon budget law allows gifts or grants to be appropriated at any time during the year, but all other funding sources must be appropriated during the initial budget process.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 832 LIBR/SR CNTR BLDG TRUST

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 0.00 | 0 | 48120 | TRUST FUND DONATIONS | | | |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | 115,000 | 115,000 | 115,000 |
| 0.00 | 0.00 | 0 | 49010 | FROM GENERAL FUND | 8,458 | 8,458 | 8,458 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | | | |
| 0.00 | 0.00 | 0 | 49998 | TOTAL REVENUE | 123,458 | 123,458 | 123,458 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61130 | CONTRACT SERVICES | 58,458 | 58,458 | 58,458 |
| 0.00 | 0.00 | 0 | 61240 | DEPT/OPERATING EXPENSE | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 61250 | DEPT/OP SUPPLIES | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 0 | 69999 | TOTAL MAT & SERV | 73,458 | 73,458 | 73,458 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72050 | LAND | 50,000 | 50,000 | 50,000 |
| 0.00 | 0.00 | 0 | 72100 | BUILDINGS | | | |
| 0.00 | 0.00 | 0 | 72600 | OTHER EQPT. | | | |
| 0.00 | 0.00 | 0 | 79999 | TOTAL CAPITAL OUTLAY | 50,000 | 50,000 | 50,000 |
| 0.00 | 0.00 | 0 | 99000 | TOTAL DEPT EXP | 123,458 | 123,458 | 123,458 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET

## LIBRARY/SR. CENTER BUILDING TRUST FUND



**FUND: 80 - CAPITAL PROJECTS FUND**
**DEPARTMENT: 832 - LIBRARY/SR. CENTER BUILDING TRUST**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | | |
| Architect | 7,500 | |
| Pre-construction services | 958 | |
| Project development | 50,000 | 58,458 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 5,000 | 5,000 |
| 61250 **DEPARTMENT OPERATING SUPPLIES:** | 10,000 | 10,000 |
| **CAPITAL OUTLAY** | | |
| 72050 **LAND:** | 50,000 | 50,000 |

## PROGRAM INFORMATION

## SENIOR SERVICES TRUST



PROGRAM DESCRIPTION:

The Senior Services Trust Fund is a fund to receive and expend donated funds given in trust to be used for a specific purpose or purposes. It is anticipated that the specified uses for the Senior Services Trust donations will fall into one of four categories:

1) Building:

   Money designated for the purpose of remodeling or the construction of a facility to be maintained as a Senior Citizens Center.

2) Supplies/Expenses:

   Money designated for a specific event or activity.

3) Repairs/Improvements:

   Money designated to repair and/or make improvements to the current facility.

4) Equipment:

   Money designated to purchase equipment.

The Trust is also the depository for all money raised through Senior Center fund raising efforts. Senior and Disabled Services Advisory Board is responsible for overseeing the trust and approving expenditures.

The Board has designated approximately thirty-four thousand dollars of Trust money to be placed in the Building category. During FY 1994-95, they will continue to aggressively pursue plans for the new construction of a joint facility between the Senior Center and the Library.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 835 SENIOR SERVICES TRUST

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 1,179.96 | 1,000 | 45020 | REV FROM RENTED PROP | 1,180 | 1,180 | 1,180 |
| 1,542.75 | 1,693.63 | 1,000 | 48100 | INTEREST ON INVESTMENT | 1,000 | 1,000 | 1,000 |
| 3,279.54 | 11,006.32 | 6,500 | 48120 | TRUST FUND DONATIONS | 6,000 | 6,000 | 6,000 |
| 28,573.43 | 29,910.08 | 34,810 | 49901 | BEGINNING BALANCE | 38,000 | 38,000 | 38,000 |
| 33,395.72 | 43,789.99 | 43,310 | 49998 | TOTAL REVENUE | 46,180 | 46,180 | 46,180 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | 61130 | CONTRACT SERVICES | 100 | 100 | 100 |
| 0.00 | 0.00 | 100 | 61240 | DEPT/OPERATING EXPENSE | 1,000 | 1,000 | 1,000 |
| 2,296.23 | 1,825.57 | 2,000 | 61250 | DEPT/OP SUPPLIES | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 100 | 61560 | MAINT/BLDG (ADMIN) | 100 | 100 | 100 |
| 0.00 | 3,933.20 | 3,800 | 61840 | REFRESHMENT PURCHASES | 3,800 | 3,800 | 3,800 |
| 2,296.23 | 5,758.77 | 6,100 | 69999 | TOTAL MAT & SERV | 7,000 | 7,000 | 7,000 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 33,200 | 72100 | BUILDINGS | 34,000 | 34,000 | 34,000 |
| 1,136.95 | 44.53 | 100 | 72300 | IMPROVEMENTS | 600 | 600 | 600 |
| 52.46 | 0.00 | 100 | 72500 | OFFICE EQPT. | 100 | 100 | 100 |
| 0.00 | 1,819.11 | 100 | 72600 | OTHER EQPT. | 100 | 100 | 100 |
| 1,189.41 | 1,863.64 | 33,500 | 79999 | TOTAL CAPITAL OUTLAY | 34,800 | 34,800 | 34,800 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 3,610 | 80005 | OPERATING CONTINGENCY | 4,380 | 4,380 | 4,380 |
| 0.00 | 0.00 | 3,610 | 89999 | TOTAL CONTINGENCIES | 4,380 | 4,380 | 4,380 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 100 | 90010 | TO GENERAL FUND | | | |
| 0.00 | 0.00 | 100 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 3,485.64 | 7,622.41 | 43,310 | 99000 | TOTAL DEPT EXP | 46,180 | 46,180 | 46,180 |
| 29,910.08- | 36,167.58- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAILS



**FUND: 80 CAPITAL IMPROVEMENT**
**DEPARTMENT: 835 SENIOR SERVICES TRUST**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61130 **CONTRACT SERVICES:** | 100 | 100 |
| 61240 **DEPARTMENT OPERATING EXPENSE:** | 1,000 | 1,000 |
| 61250 **DEPARTMENT OPERATING SUPPLIES:** | | |
| Supplies for special events, activities and fund raisers | 2,000 | 2,000 |
| 61560 **MAINTENANCE/BUILDING:** | 100 | 100 |
| 61840 **REFRESHMENTS:** | | |
| Coffee bar and refreshment supplies for Senior Center | 3,800 | 3,800 |
| **CAPITAL OUTLAY** | | |
| 72100 **BUILDINGS:** | | |
| Money held in reserve for potential building fund | 34,000 | 34,000 |
| 72300 **IMPROVEMENTS:** | | |
| Gift shop | 600 | 600 |
| 72500 **OFFICE EQUIPMENT:** | 100 | 100 |
| 72600 **OTHER EQUIPMENT:** | 100 | 100 |

## PROGRAM INFORMATION

## STREET CAPITAL IMPROVEMENT FUND



**PROGRAM DESCRIPTION:**

This fund was first established in the 1990-91 Budget to receive funds from Linn County in exchange for taking over the maintenance burden of North Hansard Avenue. The City negotiated a similar exchange of funds with Linn County during the 1991-92 Budget for taking over the maintenance responsibilities on the majority of the remaining county roads within the city limits.

During 1993-94, efforts continued to focuse on the preservation of streets through the Pavement Management System (PMS), reconstruction of 2nd and Morton from Main Street to the S.P.R.R. During 1994-95, efforts will continue on the improvements to existing streets through asphalt overlays, slurry seals, and crack sealing in connection with the Pavement Management System.

A reserve of $230,000 for Hansard Avenue traffic issues has been established for future improvements.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary | .0200 FTE | .0200 FTE |
| Director of Public Works | .0700 FTE | .0900 FTE |
| Engineering Division Manager | .1000 FTE | .1000 FTE |
| Maintenance Division Manager | .0100 FTE | .0100 FTE |
| Secretary/Receptionist | .0500 FTE | .1500 FTE |
| SUBTOTAL - Regular | .2500 FTE | .3700 FTE |
| Temporary Public Works Accounting Clerk | .0560 FTE | .0560 FTE |
| TOTAL | .3060 FTE | .4260 FTE |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 840 STREETS CAPITAL PROJECTS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | REVENUES | | | | | |
| 1,852,809.00 | 0.00 | 0 | | 41047 | COUNTY GRANT FUNDS | | | |
| 82,448.02 | 65,472.04 | 20,000 | | 48100 | INTEREST ON INVESTMENT | 10,700 | 10,700 | 10,700 |
| 160.00 | 1,850.00 | 120,000 | | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 52,519.00 | 0 | | 49010 | FROM GENERAL FUND | | | |
| 0.00 | 8,248.90 | 0 | | 49020 | FROM DEBT SERV FD | | | |
| 0.00 | 0.00 | 0 | | 49026 | FROM WW CIP | | | |
| 235,231.06 | 1,634,513.25 | 1,200,000 | | 49901 | BEGINNING BALANCE | 709,944 | 709,944 | 660,000 |
| 2,170,648.08 | 1,762,603.19 | 1,340,000 | | 49998 | TOTAL REVENUE | 720,644 | 720,644 | 670,700 |
| | | | PERSONNEL SERVICES | | | | | |
| 8,544.98 | 42,294.89 | 8,700 | | 50001 | SALARIES | 13,129 | 13,129 | 13,129 |
| 3,484.86 | 14,964.10 | 3,218 | | 50003 | FRINGE BENEFITS | 4,630 | 4,630 | 4,630 |
| 239.36 | 5,224.69 | 0 | | 50250 | PART TIME | | | |
| 0.00 | 273.28 | 0 | | 50600 | OVERTIME | | | |
| 12,269.20 | 62,756.96 | 11,918 | | 59999 | TOTAL PERSONNEL SERV | 17,759 | 17,759 | 17,759 |
| | | | MATERIALS & SERVICES | | | | | |
| 0.00 | 0.00 | 25 | | 61009 | ADVERTISING (PW) | 25 | 25 | 25 |
| 538.35 | 0.00 | 0 | | 61010 | ADVERTISING | | | |
| 524.00 | 2,533.95 | 0 | | 61011 | ADVERTISING (ENG) | | | |
| 0.00 | 536.13 | 0 | | 61121 | COMMUNICATION (ENG) | | | |
| 0.00 | 0.00 | 0 | | 61124 | COMPUTER EXPENSE | | | |
| 0.00 | 1,925.02 | 0 | | 61126 | COMPUTER EXP (ENG) | | | |
| 0.00 | 0.00 | 450 | | 61128 | COMPUTER EXP (PW) | 430 | 430 | 430 |
| 16,078.74 | 1,758.82 | 0 | | 61130 | CONTRACT SERVICES | | | |
| 0.00 | 225.13 | 1,520 | | 61131 | CONTRACT SERVICES (PW) | 1,020 | 1,020 | 1,020 |
| 3,758.50 | 18,498.04 | 50,000 | | 61133 | CONTRACT SERV (ENG) | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 2,000 | | 61134 | CONTRACT SERV (MAINT) | | | |
| 75.44 | 224.45 | 200 | | 61240 | DEPT/OPERATING EXPENSE | 200 | 200 | 200 |
| 0.00 | 1,438.55 | 0 | | 61241 | OPERATING EXP (ENG) | | | |
| 0.00 | 70.10 | 25 | | 61243 | OPERATING EXP (PW) | 445 | 445 | 445 |
| 3.99 | 0.00 | 0 | | 61250 | DEPT/OP SUPPLIES | | | |
| 7.00 | 662.84 | 0 | | 61251 | OP SUPPLIES (ENG) | | | |
| 0.00 | 16.00 | 25 | | 61253 | OP SUPPLIES (PW) | 25 | 25 | 25 |
| 0.00 | 81.83 | 0 | | 61291 | DUES & SUBSCRIPT (ENG) | | | |
| 0.00 | 0.00 | 0 | | 61300 | DUPLICATION | | | |
| 0.00 | 704.57 | 0 | | 61321 | EDUCATION & TRNG (ENG) | | | |
| 0.00 | 0.00 | 0 | | 61501 | UNIFORMS (ENG) | | | |
| 0.00 | 394.24 | 0 | | 61561 | MAINT/BLDG (ENG) | | | |
| 0.00 | 155.06 | 0 | | 61571 | MAINT/EQPT (ENG) | | | |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 840 STREETS CAPITAL PROJECTS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 0.00 | 150.22 | 0 | 61581 | MAINT/VEHICLES (ENG) | | | |
| 0.00 | 110.00 | 0 | 61601 | MTGS & CONF (ENG) | | | |
| 5.50 | 0.00 | 25 | 61603 | MTGS & CONF (PW) | 25 | 25 | 25 |
| 0.00 | 0.00 | 0 | 61700 | OFFICE SUPPLIES | | | |
| 0.00 | 772.49 | 0 | 61701 | OFFICE SUPPLIES (ENG) | | | |
| 0.00 | 7.22 | 25 | 61703 | OFFICE SUPPLIES (PW) | 75 | 75 | 75 |
| 0.00 | 172.85 | 0 | 61801 | PETROLEUM (ENG) | | | |
| 0.00 | 2,505.04 | 0 | 61881 | RENT (ENG) | | | |
| 0.00 | 365.53 | 0 | 61901 | UTILITIES (ENG) | | | |
| 20,991.52 | 33,308.08 | 54,295 | 69999 | TOTAL MAT & SERV | 12,245 | 12,245 | 12,245 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 71,255.50 | 0 | 72050 | LAND | | | |
| 0.00 | 0.00 | 35,000 | 72052 | LAND (MAINT) | | | |
| 414,252.75 | 8,680.00 | 0 | 72300 | IMPROVEMENTS | | | |
| 0.00 | 154,566.37 | 716,000 | 72301 | IMPROVEMENTS (ENG) | 243,000 | 243,000 | 243,000 |
| 0.00 | 17,284.85 | 66,600 | 72302 | IMPROVEMENTS (MAINT) | 58,600 | 58,600 | 58,600 |
| 0.00 | 619.41 | 0 | 72501 | OFFICE EQPT (ENG) | | | |
| 0.00 | 0.00 | 0 | 72600 | OTHER EQPT. | | | |
| 0.00 | 395.00 | 0 | 72601 | OTHER EQPT (ENG) | | | |
| 414,252.75 | 252,801.13 | 817,600 | 79999 | TOTAL CAPITAL OUTLAY | 301,600 | 301,600 | 301,600 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 197,029 | 80005 | OPERATING CONTINGENCY | 74,985 | 74,985 | 25,041 |
| 0.00 | 0.00 | 0 | 80021 | RES - HANSARD AVE | 230,000 | 230,000 | 230,000 |
| 0.00 | 0.00 | 197,029 | 89999 | TOTAL CONTINGENCIES | 304,985 | 304,985 | 255,041 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90010 | TO GENERAL FUND | | | |
| 8,031.36 | 0.00 | 0 | 90015 | TO G.O. BOND FUND | | | |
| 0.00 | 0.00 | 7,000 | 90025 | TO GIS | 15,000 | 15,000 | 15,000 |
| 27,910.00 | 2,255.00 | 98,854 | 90035 | TO ST FT & BIKE PTH FD | 55,000 | 55,000 | 55,000 |
| 2,680.00 | 0.00 | 21,804 | 90060 | TO FAU STREET PROJECT | 14,055 | 14,055 | 14,055 |
| 50,000.00 | 200,000.00 | 0 | 90105 | TO EQPT ACQ & REP FUND | | | |
| 0.00 | 0.00 | 96,500 | 90120 | TO WATER CIP | | | |
| 0.00 | 0.00 | 35,000 | 90125 | TO W WATER CIP | | | |
| 0.00 | 0.00 | 0 | 90139 | TO STR CAP PROJ-RESTR | | | |
| 88,621.36 | 202,255.00 | 259,158 | 90990 | TOTAL INTERFUND TRANS | 84,055 | 84,055 | 84,055 |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 840 STREETS CAPITAL PROJECTS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 536,134.83 | 551,121.17 | 1,340,000 | 99000 | TOTAL DEPT EXP | 720,644 | 720,644 | 670,700 |
| 1,634,513.25- | 1,211,482.02- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 840 - STREET CAPITAL IMPROVEMENT FUND**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61009 **ADVERTISING (PW):** | 25 | 25 |
| 61128 **COMPUTER EXPENSE (PW):** | | |
| Service and repair of hardware | 100 | |
| Supplies | 110 | |
| Software | 110 | |
| Training | 110 | 430 |
| 61131 **CONTRACT SERVICES (PW):** | | |
| Project accounting services | 1,020 | 1,020 |
| 61133 **CONTRACT SERVICES (ENG):** | | |
| Traffic counts | 2,000 | |
| Pavement testing | 3,000 | |
| Pavement survey | 5,000 | 10,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE (ENG):** | 200 | 200 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW):** | | |
| Outside engineering and surveying services | 200 | |
| Expense Reimbursement | 170 | |
| Miscellaneous expenses | 75 | 445 |
| 61253 **DEPARTMENT/OPERATING SUPPLIES (PW):** | 25 | 25 |
| 61603 **MEETINGS & CONFERENCES (PW):** | | |
| Business meetings and travel lunches | 25 | 25 |
| 61703 **OFFICE SUPPLIES (PW):** | 75 | 75 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 840 - STREET CAPITAL IMPROVEMENT FUND**

| CAPITAL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 72301 **IMPROVEMENTS (ENG):** | | |
| City Sidewalk project | 2,250 | |
| Ramp project (Phase I) | 12,750 | |
| Slurry seals | 70,000 | |
| Crack Seals | 36,000 | |
| Rehabilitation Program | 122,000 | 243,000 |
| 72302 **IMPROVEMENTS (MT):** | | |
| New Shop Site (Phase 1) | 58,600 | 58,600 |
| **INTERFUND TRANSFERS** | | |
| 90025 **TO GIS:** | 15,000 | 15,000 |
| 90035 **TO STATE FOOT & BIKE PATH** | 55,000 | 55,000 |
| 90060 **TO STP STREET PROJECT** | 14,055 | 14,055 |

**PROGRAM DESCRIPTION:**

An agreement was reached with Linn County during the 1991-92 Budget to provide the City with approximately $380,000 in timber funds for street improvements. The money will be set aside in an interest-bearing account, and the county will approve the projects and provide the funding as they are approved. In addition, further such allocations of timber funds could become available each year. The fund is to be used for improvements exclusively, no engineering or administration expenditures are allowed.

Projects included during the 1993-94 Budget included 12th Street Reconstruction, 2nd and Morton Street Reconstruction and the city's structural overlay program identified by the Pavement Management System. During 1994-95, projects include continuation of the city's structural overlay program.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 841 STREETS CAP IMP'S RESTRICTED

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 280,834.00 | 448,000 | 41047 | COUNTY GRANT FUNDS | 167,400 | 167,400 | 167,400 |
| 0.00 | 727.84 | 0 | 48100 | INTEREST ON INVESTMENT | | | |
| 0.00 | 220.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 0.00 | 0 | 49105 | FROM STR CAP PROJ | 3,300 | 3,300 | 3,300 |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | 825 | 825 | 125 |
| 0.00 | 281,781.84 | 448,000 | 49998 | TOTAL REVENUE | 171,525 | 171,525 | 170,825 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 0 | 61011 | ADVERTISING (ENG) | | | |
| 0.00 | 0.00 | 0 | 61130 | CONTRACT SERVICES | | | |
| 0.00 | 0.00 | 0 | 61133 | CONTRACT SERV (ENG) | | | |
| 0.00 | 0.00 | 0 | 69999 | TOTAL MAT & SERV | 0 | 0 | 0 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | 72300 | IMPROVEMENTS | | | |
| 0.00 | 292,813.31 | 395,000 | 72301 | IMPROVEMENTS (ENG) | 157,225 | 157,225 | 157,225 |
| 0.00 | 292,813.31 | 395,000 | 79999 | TOTAL CAPITAL OUTLAY | 157,225 | 157,225 | 157,225 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | 80005 | OPERATING CONTINGENCY | 14,300 | 14,300 | 13,600 |
| 0.00 | 0.00 | 0 | 89999 | TOTAL CONTINGENCIES | 14,300 | 14,300 | 13,600 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 53,000 | 90025 | TO GIS | | | |
| 0.00 | 0.00 | 53,000 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 0.00 | 292,813.31 | 448,000 | 99000 | TOTAL DEPT EXP | 171,525 | 171,525 | 170,825 |
| 0.00 | 11,031.47 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM INFORMATION

## STREET CAPITAL IMPROVEMENT FUND - ALLOCABLE DIRECT COSTS



**PROGRAM DESCRIPTION:**

This fund was established during the 1993-94 budget year to track the direct allocable costs associated with the city's Capital Improvement Program. Instead of allocating an estimated amount for each line item in each budget, all costs, less improvements, will be charged to this department. Then each month charges will be calculated and the fund will be reimbursed by the appropriate project. The fund is used for Capital Improvements Projects exclusively, no administrative, maintenance, or general overhead costs are allowed.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Engineering Technician II | 1.0000 FTE | 1.0000 FTE |
| Engineering Technician III | 1.0000 FTE | 1.0000 FTE |
| Senior Engineer | 1.0000 FTE | 1.0000 FTE |
| Project Engineer | 1.0000 FTE | 1.0000 FTE |
| SUBTOTAL - Regular | 4.0000 FTE | 4.0000 FTE |
| Temporary Public Works Accounting Clerk | .0374 FTE | .0374 FTE |
| Temporary Clerical (CIP) | .7500 FTE | .1000 FTE |
| Temporary Engineering (CIP) | .7500 FTE | .2500 FTE |
| TOTAL | 5.5374 FTE | 4.3874 FTE |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 841 - STREET CAPITAL IMPROVEMENT FUND - RESTRICTED**

| CAPITAL OUTLAY | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 72301 **IMPROVEMENTS (ENG):** | | |
| Preservation | 140,225 | |
| Brewster Road overlay | 17,000 | 157,225 |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 842 ALLOCABLE DIRECT COSTS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 49022 | FROM WATER FUND | | | |
| 0.00 | 0.00 | 66,000 | 49023 | FROM WATER CIP | 69,718 | 69,718 | 69,718 |
| 0.00 | 0.00 | 0 | 49025 | FROM W WATER FUND | | | |
| 0.00 | 0.00 | 77,000 | 49026 | FROM WW CIP | 139,437 | 139,437 | 139,437 |
| 0.00 | 0.00 | 0 | 49031 | FROM SANT. TRAV STATIO | | | |
| 0.00 | 0.00 | 0 | 49032 | FROM GIS | | | |
| 0.00 | 0.00 | 0 | 49035 | FROM ST FOOT & BIKEPAT | | | |
| 0.00 | 0.00 | 40,000 | 49095 | FROM URBAN RENEW FUND | 49,465 | 49,465 | 49,465 |
| 0.00 | 0.00 | 0 | 49098 | FROM NW URBAN RENEWAL | | | |
| 0.00 | 0.00 | 146,000 | 49105 | FROM STR CAP PROJ | 36,253 | 36,253 | 36,253 |
| 0.00 | 0.00 | 0 | 49110 | FROM STP STREETS | | | |
| 0.00 | 0.00 | 0 | 49120 | FROM SDC-SEWER | | | |
| 0.00 | 0.00 | 2,000 | 49125 | FROM SDC-DRAINAGE | | | |
| 0.00 | 0.00 | 0 | 49901 | BEGINNING BALANCE | 39,000 | 39,000 | 37,000 |
| 0.00 | 0.00 | 331,000 | 49998 | TOTAL REVENUE | 333,873 | 333,873 | 331,873 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 131,082 | 50001 | SALARIES | 138,692 | 138,692 | 138,692 |
| 0.00 | 0.00 | 48,380 | 50003 | FRINGE BENEFITS | 50,200 | 50,200 | 50,200 |
| 0.00 | 0.00 | 10,000 | 50600 | OVERTIME | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 189,462 | 59999 | TOTAL PERSONNEL SERV | 198,892 | 198,892 | 198,892 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 10,000 | 61011 | ADVERTISING (ENG) | 7,500 | 7,500 | 7,500 |
| 0.00 | 0.00 | 200 | 61121 | COMMUNICATION (ENG) | 200 | 200 | 200 |
| 0.00 | 0.00 | 7,200 | 61126 | COMPUTER EXP (ENG) | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 680 | 61131 | CONTRACT SERVICES (PW) | 680 | 680 | 680 |
| 0.00 | 0.00 | 50,600 | 61133 | CONTRACT SERV (ENG) | 62,000 | 62,000 | 62,000 |
| 0.00 | 0.00 | 900 | 61240 | DEPT/OPERATING EXPENSE | 500 | 500 | 500 |
| 0.00 | 0.00 | 2,400 | 61241 | OPERATING EXP (ENG) | 4,200 | 4,200 | 4,200 |
| 0.00 | 0.00 | 1,000 | 61251 | OP SUPPLIES (ENG) | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 600 | 61291 | DUES & SUBSCRIPT (ENG) | 600 | 600 | 600 |
| 0.00 | 0.00 | 0 | 61300 | DUPLICATION | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 1,500 | 61321 | EDUCATION & TRNG (ENG) | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 300 | 61501 | UNIFORMS (ENG) | 200 | 200 | 200 |
| 0.00 | 0.00 | 1,200 | 61561 | MAINT/BLDG (ENG) | 1,100 | 1,100 | 1,100 |
| 0.00 | 0.00 | 300 | 61571 | MAINT/EQPT (ENG) | 300 | 300 | 300 |
| 0.00 | 0.00 | 900 | 61581 | MAINT/VEHICLES (ENG) | 900 | 900 | 900 |
| 0.00 | 0.00 | 2,800 | 61601 | MTGS & CONF (ENG) | 1,500 | 1,500 | 1,500 |
| 0.00 | 0.00 | 2,800 | 61701 | OFFICE SUPPLIES (ENG) | 2,500 | 2,500 | 2,500 |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 842 ALLOCABLE DIRECT COSTS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 0.00 | 0.00 | 600 | 61801 | PETROLEUM (ENG) | 600 | 600 | 600 |
| 0.00 | 0.00 | 6,600 | 61881 | RENT (ENG) | 7,200 | 7,200 | 14,400 |
| 0.00 | 0.00 | 2,400 | 61901 | UTILITIES (ENG) | 2,400 | 2,400 | 2,400 |
| 0.00 | 0.00 | 92,980 | 69999 | TOTAL MAT & SERV | 97,380 | 97,380 | 104,580 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 7,500 | 72501 | OFFICE EQPT (ENG) | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 400 | 72601 | OTHER EQPT (ENG) | 200 | 200 | 200 |
| 0.00 | 0.00 | 7,900 | 79999 | TOTAL CAPITAL OUTLAY | 1,200 | 1,200 | 1,200 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 38,992 | 80005 | OPERATING CONTINGENCY | 36,401 | 36,401 | 27,201 |
| 0.00 | 0.00 | 1,666 | 80030 | RES - MED INS | | | |
| 0.00 | 0.00 | 40,658 | 89999 | TOTAL CONTINGENCIES | 36,401 | 36,401 | 27,201 |
| 0.00 | 0.00 | 331,000 | 99000 | TOTAL DEPT EXP | 333,873 | 333,873 | 331,873 |
| 0.00 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 842 - ALLOCABLE DIRECT COSTS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61011 **ADVERTISING (ENG):** | | |
| Engineering consultant | 1,000 | |
| Project advertisement | 6,000 | |
| LID | 500 | 7,500 |
| 61121 **COMMUNICATIONS (ENG):** | | |
| Service and repair of radio equipment | 200 | 200 |
| 61126 **COMPUTER EXPENSE (ENG):** | | |
| Service and repair of hardware | 300 | |
| Supplies | 700 | 1,000 |
| 61131 **CONTRACT SERVICES (PW):** | | |
| Project accounting services | 680 | 680 |
| 61133 **CONTRACT SERVICES (ENG):** | | |
| Temporary engineering services (0.25 FTE) | 10,000 | |
| Temporary clerical services (0.10 FTE) | 2,000 | |
| Surveying services | 30,000 | |
| Foundation services | 10,000 | |
| Engineering services | 10,000 | 62,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 500 | 500 |
| 61241 **DEPARTMENT/OPERATING EXPENSE (ENG):** | | |
| Mileage reimbursement | 100 | |
| Expense reimbursement | 100 | |
| Testing lab expense | 3,000 | |
| Miscellaneous expenses | 1,000 | 4,200 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 842 - ALLOCABLE DIRECT COSTS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61251 **DEPARTMENT/OPERATING SUPPLIES (ENG):** | | |
| Reference books | 100 | |
| Drafting supplies | 300 | |
| Surveying and inspection supplies | 500 | |
| Miscellaneous supplies | 100 | 1,000 |
| 61291 **DUES & SUBSCRIPTIONS (ENG):** | | |
| American Public Works Association | 300 | |
| American Water Works Association | 100 | |
| Engineering dues and subscriptions | 200 | 600 |
| 61300 **DUPLICATION:** | 1,000 | 1,000 |
| 61321 **EDUCATION & TRAINING (ENG):** | 2,000 | 2,000 |
| 61501 **UNIFORM PURCHASE/LAUNDERING (ENG):** | | |
| Rain gear | 100 | |
| Protective equipment | 100 | 200 |
| 61561 **MAINTENANCE BUILDING & GROUNDS (ENG):** | | |
| Satellite office space | 1,100 | 1,100 |
| 61571 **MAINTENANCE/EQUIPMENT (ENG):** | | |
| Service and repair of office/field equipment | 300 | 300 |
| 61581 **MAINTENANCE/VEHICLES (ENG):** | | |
| Engineering vehicles | 900 | 900 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 842 - ALLOCABLE DIRECT COSTS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61601 **MEETINGS & CONFERENCES (ENG):** | | |
| American Water Works Association Conference | 550 | |
| American Public Works Association Conference | 550 | |
| Business meetings and travel luncheons | 400 | 1,500 |
| 61701 **OFFICE SUPPLIES (ENG):** | 2,500 | 2,500 |
| 61801 **PETROLEUM PRODUCTS (ENG):** | | |
| Gasoline, oil lubricants | 600 | 600 |
| 61881 **RENT (ENG):** | | |
| Satellite office space | 14,400 | 14,400 |
| 61901 **UTILITIES (ENG):** | | |
| Satellite office space | 2,400 | 2,400 |
| **CAPITAL OUTLAY** | | |
| 72501 **OFFICE EQUIPMENT (ENG):** | | |
| Tape back-up system | 1,000 | 1,000 |
| 72601 **OTHER EQUIPMENT (ENG):** | | |
| Eight-foot smart level rail | 200 | 200 |

**PROGRAM DESCRIPTION:**

New development typically results in the paving or roofing-over of ground that was permeable to water. The result is increased runoff.

Drainage Systems Development Charges, paid by all new development in the city, go into the Drainage SDC Fund. The City may use the funds for right-of-way and easement acquisition; purchase, maintenance and installation of mainline conduit, curb inlets, catch basins, manholes, junction boxes, culverts and bridges; the rebuilding and replacement of dry wells; the construction of drainage ditches, swales and ways; and for drainage studies, aerial mapping and like work related to drainage. The City may transfer up to 50% of the uncommitted funds to the sanitary sewer SDC fund.

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. Therefore, a new department SDC "Restricted" has been established to account and budget for fees collected after July 1, 1991.

Projects eligible for Drainage SDC funding have been identified in the City's Drainage SDC Plan. The 1994-95 Budget includes funding for some of these projects as the need arises.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 850 SDC - DRAINAGE

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|
| | | | | | REVENUES | | | |
| 4,503.35 | 538.41 | 700 | | 42040 | SDC PRINC - ASSESS | 700 | 700 | 700 |
| 0.00 | 0.00 | 0 | | 42045 | SDC PRINCIPAL | | | |
| 705.00 | 323.54 | 600 | | 42050 | SDC INTEREST | 600 | 600 | 600 |
| 2,021.14 | 1,387.63 | 500 | | 48100 | INTEREST ON INVESTMENT | 50 | 50 | 50 |
| 0.00 | 0.00 | 0 | | 49120 | FROM SDC-SEWER | | | |
| 36,159.16 | 38,853.16 | 21,413 | | 49901 | BEGINNING BALANCE | 2,271 | 2,271 | 2,271 |
| 43,388.65 | 41,102.74 | 23,213 | | 49998 | TOTAL REVENUE | 3,621 | 3,621 | 3,621 |
| | | | | | PERSONNEL SERVICES | | | |
| 251.09 | 2,698.69 | 2,845 | | 50001 | SALARIES | | | |
| 97.46 | 938.47 | 1,055 | | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | | 50250 | PART TIME | | | |
| 0.00 | 3.16 | 0 | | 50600 | OVERTIME | | | |
| 348.55 | 3,640.32 | 3,900 | | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | | 61010 | ADVERTISING | | | |
| 4,186.87 | 4,478.00 | 5,000 | | 61130 | CONTRACT SERVICES | | | |
| 0.07 | 254.83 | 300 | | 61240 | DEPT/OPERATING EXPENSE | 50 | 50 | 50 |
| 0.00 | 0.00 | 200 | | 61250 | DEPT/OP SUPPLIES | | | |
| 4,186.94 | 4,732.83 | 5,600 | | 69999 | TOTAL MAT & SERV | 50 | 50 | 50 |
| | | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 0 | | 72050 | LAND | | | |
| 0.00 | 10,840.99 | 13,713 | | 72300 | IMPROVEMENTS | 3,571 | 3,571 | 3,571 |
| 0.00 | 0.00 | 0 | | 72301 | IMPROVEMENTS (ENG) | | | |
| 0.00 | 10,840.99 | 13,713 | | 79999 | TOTAL CAPITAL OUTLAY | 3,571 | 3,571 | 3,571 |
| | | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 0 | | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| 4,535.49 | 19,214.14 | 23,213 | | 99000 | TOTAL DEPT EXP | 3,621 | 3,621 | 3,621 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 850 - SDC DRAINAGE**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 50 | 50 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Future drainage improvements identified in the SDC Plan | 3,571 | 3,571 |

**PROGRAM DESCRIPTION:**

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. This department accounts and budgets for fees collected after July 1, 1991.

There is no specific project committed in advance for the 1994-95 budget year. However, as required by the new law, projects eligible for funding are limited to those specifically included in the storm drainage SDC system plan.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Building Official | .0300 FTE | .0300 FTE |
| Director of Public Works | .0100 FTE | .0200 FTE |
| Engineering Division Manager | .0200 FTE | .0200 FTE |
| Engineering Technician III | .0200 FTE | .0000 FTE |
| TOTAL | .0800 FTE | .0700 FTE |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 851 SDC-DRAINAGE (RESTRICTED)

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 2,124.89 | 9,206.98 | 0 | 42040 | SDC PRINC - ASSESS | 8,000 | 8,000 | 8,000 |
| 18,702.77 | 7,824.06 | 0 | 42045 | SDC PRINCIPAL | 10,000 | 10,000 | 10,000 |
| 0.00 | 18.91 | 0 | 42050 | SDC INTEREST | 100 | 100 | 100 |
| 729.98 | 1,566.55 | 2,000 | 48100 | INTEREST ON INVESTMENT | 3,500 | 3,500 | 3,500 |
| 0.00 | 21,557.64 | 39,000 | 49901 | BEGINNING BALANCE | 67,000 | 67,000 | 67,000 |
| 21,557.64 | 40,174.14 | 41,000 | 49998 | TOTAL REVENUE | 88,600 | 88,600 | 88,600 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | 2,957 | 2,957 | 2,957 |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | 996 | 996 | 996 |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 3,953 | 3,953 | 3,953 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | 61240 | DEPT/OPERATING EXPENSE | 125 | 125 | 125 |
| 0.00 | 0.00 | 200 | 61250 | DEPT/OP SUPPLIES | 200 | 200 | 200 |
| 0.00 | 0.00 | 300 | 69999 | TOTAL MAT & SERV | 325 | 325 | 325 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 40,700 | 72300 | IMPROVEMENTS | 84,322 | 84,322 | 84,322 |
| 0.00 | 0.00 | 40,700 | 79999 | TOTAL CAPITAL OUTLAY | 84,322 | 84,322 | 84,322 |
| 0.00 | 0.00 | 41,000 | 99000 | TOTAL DEPT EXP | 88,600 | 88,600 | 88,600 |
| 21,557.64- | 40,174.14- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 851 - SDC DRAINAGE (RESTRICTED)**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 125 | 125 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | 200 | 200 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Future drainage improvements identified in the SDC Plan | 72,109 | |
| Cox Creek culvert improvements | 12,213 | 84,322 |

**PROGRAM DESCRIPTION:**

Growth in population and development of properties beyond the currently urbanized portion of the city result in the need for additional park lands and enhancement of recreational opportunities.

Parks Systems Development Charges, paid by all new development in the city, go into the Parks SDC Fund. The City may use the funds for land acquisition and purchase, installation, and maintenance of park recreation equipment, landscaping, restroom facilities, improvements, lighting and irrigation.

On July 1, 1991, new laws governing collection and use of SDC funds became effective. Therefore, a new department SDC "Restricted" has been established to account and budget for fees collected after July 1, 1991.

Projects eligible for Parks SDC funding have been identified in the City's Parks SDC Plan. The 1994-95 Budget includes funding for some of these projects as the need arises.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 860 SDC - PARK

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 1,650.53 | 197.48 | 300 | 42040 | SDC PRINC - ASSESS | 300 | 300 | 300 |
| 0.00 | 0.00 | 0 | 42045 | SDC PRINCIPAL | | | |
| 258.46 | 118.63 | 150 | 42050 | SDC INTEREST | 150 | 150 | 150 |
| 2,081.63 | 1,761.17 | 500 | 48100 | INTEREST ON INVESTMENT | 200 | 200 | 200 |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 37,339.13 | 40,832.34 | 30,720 | 49901 | BEGINNING BALANCE | 10,000 | 10,000 | 10,000 |
| 41,329.75 | 42,909.62 | 31,670 | 49998 | TOTAL REVENUE | 10,650 | 10,650 | 10,650 |
| | | | | PERSONNEL SERVICES | | | |
| 251.09 | 2,701.85 | 2,856 | 50001 | SALARIES | | | |
| 98.75 | 938.47 | 1,059 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 349.84 | 3,640.32 | 3,915 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 347.40 | 200 | 61010 | ADVERTISING | 200 | 200 | 200 |
| 147.50 | 8,532.75 | 12,678 | 61130 | CONTRACT SERVICES | 5,000 | 5,000 | 5,000 |
| 0.07 | 151.24 | 300 | 61240 | DEPT/OPERATING EXPENSE | 350 | 350 | 350 |
| 147.57 | 9,031.39 | 13,178 | 69999 | TOTAL MAT & SERV | 5,550 | 5,550 | 5,550 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 2,000 | 72050 | LAND | 3,000 | 3,000 | 3,000 |
| 0.00 | 0.00 | 7,577 | 72300 | IMPROVEMENTS | 2,000 | 2,000 | 2,000 |
| 0.00 | 0.00 | 9,577 | 79999 | TOTAL CAPITAL OUTLAY | 5,000 | 5,000 | 5,000 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 5,000 | 80005 | OPERATING CONTINGENCY | 100 | 100 | 100 |
| 0.00 | 0.00 | 5,000 | 89999 | TOTAL CONTINGENCIES | 100 | 100 | 100 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 860 SDC - PARK

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 497.41 | 12,671.71 | 31,670 | 99000 | TOTAL DEPT EXP | 10,650 | 10,650 | 10,650 |
| 40,832.34- | 30,237.91- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 860 - SDC PARK**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | | |
| Project advertising | 200 | 200 |
| 61130 **CONTRACT SERVICES:** | | |
| Park facility plans | 5,000 | 5,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 350 | 350 |
| **CAPITAL OUTLAY** | | |
| 72050 **LAND:** | | |
| Future land purchases as outlined in the Parks Master Plan | 3,000 | 3,000 |
| 72300 **IMPROVEMENTS:** | | |
| Future projects identified in the SDC Plan | 2,000 | 2,000 |

## PROGRAM INFORMATION

## SDC PARK (RESTRICTED)



**PROGRAM DESCRIPTION:**

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. This department accounts and budgets for fees collected after July 1, 1991.

There is no specific project committed in advance for the 1994-95 budget year. However, as required by the new law, projects eligible for funding are limited to those specifically included in the parks SDC system plan.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Building Official | .0300 FTE | .0300 FTE |
| Director of Public Works | .0100 FTE | .0200 FTE |
| Engineering Division Manager | .0200 FTE | .0200 FTE |
| Engineering Technician III | .0200 FTE | .0300 FTE |
| TOTAL | .0800 FTE | .1000 FTE |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 861 SDC-PARK (RESTRICTED)

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | REVENUES | | | |
| 793.62 | 3,960.58 | 0 | | | 42040 | SDC PRINC - ASSESS | 3,000 | 3,000 | 3,000 |
| 6,852.05 | 2,835.84 | 0 | | | 42045 | SDC PRINCIPAL | 5,000 | 5,000 | 5,000 |
| 0.00 | 6.93 | 0 | | | 42050 | SDC INTEREST | 100 | 100 | 100 |
| 267.84 | 586.47 | 0 | | | 48100 | INTEREST ON INVESTMENT | 1,000 | 1,000 | 1,000 |
| 0.00 | 0.00 | 0 | | | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 7,913.51 | 12,500 | | | 49901 | BEGINNING BALANCE | 27,803 | 27,803 | 27,803 |
| 7,913.51 | 15,303.33 | 12,500 | | | 49998 | TOTAL REVENUE | 36,903 | 36,903 | 36,903 |
| | | | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | | | 50001 | SALARIES | 3,788 | 3,788 | 3,788 |
| 0.00 | 0.00 | 0 | | | 50003 | FRINGE BENEFITS | 1,328 | 1,328 | 1,328 |
| 0.00 | 0.00 | 0 | | | 50600 | OVERTIME | | | |
| 0.00 | 0.00 | 0 | | | 59999 | TOTAL PERSONNEL SERV | 5,116 | 5,116 | 5,116 |
| | | | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | | | 61240 | DEPT/OPERATING EXPENSE | 125 | 125 | 125 |
| 0.00 | 0.00 | 100 | | | 61250 | DEPT/OP SUPPLIES | 100 | 100 | 100 |
| 0.00 | 0.00 | 200 | | | 69999 | TOTAL MAT & SERV | 225 | 225 | 225 |
| | | | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 12,300 | | | 72300 | IMPROVEMENTS | 31,562 | 31,562 | 31,562 |
| 0.00 | 0.00 | 12,300 | | | 79999 | TOTAL CAPITAL OUTLAY | 31,562 | 31,562 | 31,562 |
| 0.00 | 0.00 | 12,500 | | | 99000 | TOTAL DEPT EXP | 36,903 | 36,903 | 36,903 |
| 7,913.51- | 15,303.33- | 0 | | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 861 - SDC PARK (RESTRICTED)**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 125 | 125 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | 100 | 100 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Future projects identified in the SDC Plan | 31,562 | 31,562 |

**PROGRAM DESCRIPTION:**

As the city's population and industry bases grow, so does the amount of sewage that must be collected and treated. Each new development represents a step toward the need for a new, expanded treatment plant or for replacement of an overloaded sewer main.

Sewer Systems Development Charges, paid by all new development in the city, go into the Sewer SDC fund. The City may use these funds "for no other purpose than extra capacity facilities". Examples of possible uses are planning, design, and construction of new collection facilities, pumping stations, and treatment plants.

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. Therefore, a new department SDC "Restricted" has been established to account and budget for fees collected after July 1, 1991.

Projects eligible for Wastewater SDC funding have been identified in the City's Wastewater SDC Plan. The 1994-95 Budget includes funding for some projects expected to occur during the year and for other projects as the need may arise.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 870 SDC - WASTEWATER

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 4,465.35 | 538.41 | 500 | 42040 | SDC PRINC - ASSESS | 600 | 600 | 600 |
| 0.00 | 0.00 | 500 | 42045 | SDC PRINCIPAL | | | |
| 707.44 | 323.55 | 0 | 42050 | SDC INTEREST | 500 | 500 | 500 |
| 21,077.57 | 19,890.75 | 10,000 | 48100 | INTEREST ON INVESTMENT | 10,000 | 10,000 | 10,000 |
| 0.00 | 0.00 | 0 | 48142 | OVERPAY REFUND | | | |
| 377,046.38 | 403,290.84 | 410,031 | 49901 | BEGINNING BALANCE | 375,000 | 375,000 | 375,000 |
| 403,296.74 | 424,043.55 | 421,031 | 49998 | TOTAL REVENUE | 386,100 | 386,100 | 386,100 |
| | | | | PERSONNEL SERVICES | | | |
| 251.09 | 2,698.69 | 3,230 | 50001 | SALARIES | | | |
| 98.46 | 938.47 | 1,193 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 3.16 | 0 | 50600 | OVERTIME | | | |
| 349.55 | 3,640.32 | 4,423 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 300 | 61010 | ADVERTISING | 300 | 300 | 300 |
| 0.00 | 7,620.23 | 10,000 | 61130 | CONTRACT SERVICES | 15,000 | 15,000 | 15,000 |
| 0.07 | 208.80 | 200 | 61240 | DEPT/OPERATING EXPENSE | 250 | 250 | 250 |
| 0.07 | 7,829.03 | 10,500 | 69999 | TOTAL MAT & SERV | 15,550 | 15,550 | 15,550 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 396,108 | 72300 | IMPROVEMENTS | 300,000 | 300,000 | 300,000 |
| 0.00 | 0.00 | 0 | 72301 | IMPROVEMENTS (ENG) | 70,550 | 70,550 | 70,550 |
| 0.00 | 0.00 | 0 | 72400 | LAND | | | |
| 0.00 | 0.00 | 396,108 | 79999 | TOTAL CAPITAL OUTLAY | 370,550 | 370,550 | 370,550 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 10,000 | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 10,000 | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| | | | | INTERFUND TRANSFERS | | | |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 870 SDC - WASTEWATER

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 0.00 | 0.00 | 0 | 90140 | TO SDC-DRAINAGE | | | |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| 349.62 | 11,469.35 | 421,031 | 99000 | TOTAL DEPT EXP | 386,100 | 386,100 | 386,100 |
| 402,947.12- | 412,574.20- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 870 - SDC WASTEWATER**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | 300 | 300 |
| 61130 **CONTRACT SERVICES:** | | |
| Design for undesignated projects | 15,000 | 15,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 250 | 250 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| West Side Interceptor | 300,000 | 300,000 |
| 72301 **IMPROVEMENTS:** | | |
| Park Street pipe extension | 8,000 | |
| Weldwood pipe extension | 17,000 | |
| S. Main Street pipe extension | 8,000 | |
| Vaughan Lane pipe extension | 29,000 | |
| Future projects identified in the SDC Plan | 8,550 | 70,550 |

**PROGRAM DESCRIPTION:**

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. This department accounts and budgets for fees collected after July 1, 1991.

There is no specific project committed in advance for the 1994-95 budget year. However, as required by the new law, projects eligible for funding are limited to those specifically included in the wastewater SDC system plan.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Building Official | .0300 FTE | .0300 FTE |
| Director of Public Works | .0100 FTE | .0200 FTE |
| Engineering Division Manager | .0300 FTE | .0300 FTE |
| Engineering Technician III | .0200 FTE | .1800 FTE |
| TOTAL | .0900 FTE | .2600 FTE |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 871 SDC-WASTEWATER (RESTRICTED)

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 2,124.89 | 9,029.87 | 0 | 42040 | SDC PRINC - ASSESS | 8,000 | 8,000 | 8,000 |
| 18,702.77 | 7,786.60 | 0 | 42045 | SDC PRINCIPAL | 10,000 | 10,000 | 10,000 |
| 0.00 | 18.91 | 0 | 42050 | SDC INTEREST | 100 | 100 | 100 |
| 729.67 | 1,562.38 | 0 | 48100 | INTEREST ON INVESTMENT | 2,000 | 2,000 | 2,000 |
| 0.00 | 21,557.33 | 32,500 | 49901 | BEGINNING BALANCE | 67,000 | 67,000 | 67,000 |
| 21,557.33 | 39,955.09 | 32,500 | 49998 | TOTAL REVENUE | 87,100 | 87,100 | 87,100 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | 8,733 | 8,733 | 8,733 |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | 3,188 | 3,188 | 3,188 |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 11,921 | 11,921 | 11,921 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | 61240 | DEPT/OPERATING EXPENSE | 125 | 125 | 125 |
| 0.00 | 0.00 | 100 | 61250 | DEPT/OP SUPPLIES | 100 | 100 | 100 |
| 0.00 | 0.00 | 200 | 69999 | TOTAL MAT & SERV | 225 | 225 | 225 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 32,300 | 72300 | IMPROVEMENTS | 74,954 | 74,954 | 74,954 |
| 0.00 | 0.00 | 32,300 | 79999 | TOTAL CAPITAL OUTLAY | 74,954 | 74,954 | 74,954 |
| 0.00 | 0.00 | 32,500 | 99000 | TOTAL DEPT EXP | 87,100 | 87,100 | 87,100 |
| 21,557.33- | 39,955.09- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 871 - SDC WASTEWATER (RESTRICTED)**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 125 | 125 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | 100 | 100 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Future projects identified in the SDC Plan | 74,954 | 74,954 |

**PROGRAM DESCRIPTION:**

As the city develops, larger and more sophisticated transportation systems are needed to handle the traffic. Current and past residents of Lebanon paid for the streets that now serve them. Likewise, new development must pay for the capacity required to handle the resulting increase in traffic.

Street Systems Development Charges are paid by all new development in Lebanon. The resulting Street SDC fund may be used for enlarged capacity facilities including signalization, channelization, arterial and collector streets, street widening, storm drainage, right-of-way acquisition, and for bike paths, foot paths and sidewalks in areas normally paid by the city.

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. Therefore, a new department SDC "Restricted" has been established to account and budget for fees collected after July 1, 1991.

Projects eligible for Street SDC funding have been identified in the City's Street SDC Plan. The 1994-95 Budget includes funding for some of these projects as the need arises.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 880 SDC - STREETS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 4,187.33 | 493.14 | 0 | 42040 | SDC PRINC - ASSESS | 600 | 600 | 600 |
| 0.00 | 0.00 | 0 | 42045 | SDC PRINCIPAL | | | |
| 647.91 | 296.41 | 0 | 42050 | SDC INTEREST | 500 | 500 | 500 |
| 5,479.77 | 180.77 | 0 | 48100 | INTEREST ON INVESTMENT | 300 | 300 | 300 |
| 2,187.40 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 0.00 | 14,852.00 | 20,119 | 49012 | FROM PUB IMPROV FUND | | | |
| 0.00 | 7,545.00 | 0 | 49097 | FROM EQUIP ACQ FUND | | | |
| 0.00 | 0.00 | 0 | 49150 | FROM SCIP ACCESS ROAD | | | |
| 121,845.53 | 3,674.20 | 11,550 | 49901 | BEGINNING BALANCE | 15,500 | 15,500 | 15,500 |
| 134,347.94 | 27,041.52 | 31,669 | 49998 | TOTAL REVENUE | 16,900 | 16,900 | 16,900 |
| | | | | PERSONNEL SERVICES | | | |
| 5,973.99 | 2,701.85 | 3,230 | 50001 | SALARIES | | | |
| 2,454.47 | 938.47 | 1,193 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 8,428.46 | 3,640.32 | 4,423 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | 61010 | ADVERTISING | 100 | 100 | 100 |
| 2,742.00 | 4,506.10 | 2,000 | 61130 | CONTRACT SERVICES | 2,000 | 2,000 | 2,000 |
| 14.75 | 240.47 | 200 | 61240 | DEPT/OPERATING EXPENSE | 250 | 250 | 250 |
| 2,756.75 | 4,746.57 | 2,300 | 69999 | TOTAL MAT & SERV | 2,350 | 2,350 | 2,350 |
| | | | | CAPITAL OUTLAY | | | |
| 119,488.53 | 0.00 | 24,946 | 72300 | IMPROVEMENTS | 14,550 | 14,550 | 14,550 |
| 0.00 | 0.00 | 0 | 72301 | IMPROVEMENTS (ENG) | | | |
| 119,488.53 | 0.00 | 24,946 | 79999 | TOTAL CAPITAL OUTLAY | 14,550 | 14,550 | 14,550 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 0 | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 0 | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| | | | | INTERFUND TRANSFERS | | | |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 880 SDC - STREETS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 0.00 | 0.00 | 0 | 90060 | TO FAU STREET PROJECT | | | |
| 0.00 | 0.00 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| | | | | LOANS | | | |
| 0.00 | 0.00 | 0 | 93120 | INTERFUND LOAN - SEWER | | | |
| 0.00 | 0.00 | 0 | 93199 | TOTAL LOANS | 0 | 0 | 0 |
| 130,673.74 | 8,386.89 | 31,669 | 99000 | TOTAL DEPT EXP | 16,900 | 16,900 | 16,900 |
| 3,674.20- | 18,654.63- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 880 - SDC STREETS**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | 100 | 100 |
| 61130 **CONTRACT SERVICES:** | | |
| Traffic engineering and analysis | 2,000 | 2,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 250 | 250 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Future projects identified in the SDC Plan | 14,550 | 14,550 |

**PROGRAM DESCRIPTION:**

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. This department accounts and budgets for fees collected after July 1, 1991.

There is no specific project committed in advance for the 1994-95 budget year. However, as required by the new law, projects eligible for funding are limited to those specifically included in the street SDC system plan.

**POSITIONS:**

| | 1993-94 | 1994-95 |
|---|---|---|
| Building Official | .0300 FTE | .0300 FTE |
| Director of Public Works | .0100 FTE | .0200 FTE |
| Engineering Division Manager | .0200 FTE | .0200 FTE |
| Engineering Technician III | .0200 FTE | .1800 FTE |
| TOTAL | .0800 FTE | .2500 FTE |

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 881 SDC-STREETS (RESTRICTED)

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 1,938.00 | 8,328.24 | 0 | 42040 | SDC PRINC - ASSESS | 8,000 | 8,000 | 8,000 |
| 17,131.57 | 7,172.75 | 0 | 42045 | SDC PRINCIPAL | 10,000 | 10,000 | 10,000 |
| 0.00 | 17.33 | 0 | 42050 | SDC INTEREST | 100 | 100 | 100 |
| 670.89 | 1,428.14 | 0 | 48100 | INTEREST ON INVESTMENT | 2,000 | 2,000 | 2,000 |
| 0.00 | 19,740.46 | 35,000 | 49901 | BEGINNING BALANCE | 63,000 | 63,000 | 63,000 |
| 19,740.46 | 36,686.92 | 35,000 | 49998 | TOTAL REVENUE | 83,100 | 83,100 | 83,100 |
| | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | 50001 | SALARIES | 8,268 | 8,268 | 8,268 |
| 0.00 | 0.00 | 0 | 50003 | FRINGE BENEFITS | 3,037 | 3,037 | 3,037 |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 0.00 | 0.00 | 0 | 59999 | TOTAL PERSONNEL SERV | 11,305 | 11,305 | 11,305 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | 61240 | DEPT/OPERATING EXPENSE | 125 | 125 | 125 |
| 0.00 | 0.00 | 100 | 61250 | DEPT/OP SUPPLIES | 100 | 100 | 100 |
| 0.00 | 0.00 | 200 | 69999 | TOTAL MAT & SERV | 225 | 225 | 225 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 34,800 | 72300 | IMPROVEMENTS | 71,570 | 71,570 | 71,570 |
| 0.00 | 0.00 | 34,800 | 79999 | TOTAL CAPITAL OUTLAY | 71,570 | 71,570 | 71,570 |
| 0.00 | 0.00 | 35,000 | 99000 | TOTAL DEPT EXP | 83,100 | 83,100 | 83,100 |
| 19,740.46- | 36,686.92- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 881 - SDC STREETS (RESTRICTED)**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 125 | 125 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | 100 | 100 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Future projects identified in the SDC Plan | 71,570 | 71,570 |

**PROGRAM DESCRIPTION:**

Growth in population and industry requires similar growth in the capacity for treatment, storage and distribution of water. Over the long run, Lebanon will also need increased raw water resources.

Water Systems Development Charges are paid by all new development in Lebanon. The City uses the Water SDC fund to pay for over-sizing new water lines. The fund will also be used for planning, engineering and construction of expanded facilities to serve the Lebanon of the future.

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. Therefore, a new department SDC "Restricted" has been established to account and budget for fees collected after July 1, 1991.

Projects eligible for Water SDC funding have been identified in the City's Water SDC Plan. The 1994-95 Budget includes funding for some of these projects expected during the year.

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 890 SDC - WATER

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 4,503.34 | 538.41 | 500 | 42040 | SDC PRINC - ASSESS | 600 | 600 | 600 |
| 0.00 | 0.00 | 0 | 42045 | SDC PRINCIPAL | | | |
| 705.03 | 323.56 | 500 | 42050 | SDC INTEREST | 500 | 500 | 500 |
| 1,613.93 | 1,571.77 | 1,000 | 48100 | INTEREST ON INVESTMENT | 1,000 | 1,000 | 1,000 |
| 26,610.57 | 33,083.25 | 31,000 | 49901 | BEGINNING BALANCE | 28,000 | 28,000 | 28,000 |
| 33,432.87 | 35,516.99 | 33,000 | 49998 | TOTAL REVENUE | 30,100 | 30,100 | 30,100 |
| | | | | PERSONNEL SERVICES | | | |
| 251.09 | 2,701.85 | 3,230 | 50001 | SALARIES | | | |
| 98.46 | 938.47 | 1,193 | 50003 | FRINGE BENEFITS | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 349.55 | 3,640.32 | 4,423 | 59999 | TOTAL PERSONNEL SERV | 0 | 0 | 0 |
| | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | 61010 | ADVERTISING | 100 | 100 | 100 |
| 0.00 | 996.00 | 100 | 61130 | CONTRACT SERVICES | 100 | 100 | 100 |
| 0.07 | 254.83 | 300 | 61240 | DEPT/OPERATING EXPENSE | 350 | 350 | 350 |
| 0.07 | 1,250.83 | 500 | 69999 | TOTAL MAT & SERV | 550 | 550 | 550 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 27,000 | 72300 | IMPROVEMENTS | 29,550 | 29,550 | 29,550 |
| 0.00 | 0.00 | 27,000 | 79999 | TOTAL CAPITAL OUTLAY | 29,550 | 29,550 | 29,550 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 1,077 | 80005 | OPERATING CONTINGENCY | | | |
| 0.00 | 0.00 | 1,077 | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| 349.62 | 4,891.15 | 33,000 | 99000 | TOTAL DEPT EXP | 30,100 | 30,100 | 30,100 |
| 33,083.25- | 30,625.84- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 890 - SDC WATER**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING:** | 100 | 100 |
| 61130 **CONTRACT SERVICES:** | 100 | 100 |
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 350 | 350 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Wagon Wheel/S. Main Road pipe extension | 20,000 | |
| Vaughan Lane pipe extension | 9,550 | 29,550 |

## PROGRAM DESCRIPTION:

On July 1, 1991, new laws governing collection and use of SDC funds went into effect. This department accounts and budgets for fees incurred by property owners after July 1, 1991.

There is no specific project committed in advance for the 1994-95 budget year. However, as required by the new law, projects eligible for funding are limited to those specifically included in the water SDC system plan.

## POSITIONS:

| | 1993-94 | 1994-95 |
|---|---|---|
| Building Official | .0300 FTE | .0300 FTE |
| Director of Public Works | .0100 FTE | .0200 FTE |
| Engineering Division Manager | .0300 FTE | .0300 FTE |
| Engineering Technician III | .0200 FTE | .1800 FTE |
| TOTAL | .0900 FTE | .2600 FTE |

Date : 7/11/94
Time : 11:30
Dte Range: Complete Report

CITY OF LEBANON
AIMS General Ledger System
Budget Preparation

G10 Run Date : 7/11/94

Fund : 80 CAPITAL PROJECTS FUNDS
Dept : 891 SDC-WATER (RESTRICTED)

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | | | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | REVENUES | | | |
| 2,124.89 | 9,029.86 | 0 | | | 42040 | SDC PRINC - ASSESS | 8,000 | 8,000 | 8,000 |
| 18,702.77 | 8,247.47 | 0 | | | 42045 | SDC PRINCIPAL | 10,000 | 10,000 | 10,000 |
| 0.00 | 18.91 | 0 | | | 42050 | SDC INTEREST | 100 | 100 | 100 |
| 729.98 | 1,583.09 | 0 | | | 48100 | INTEREST ON INVESTMENT | 2,000 | 2,000 | 2,000 |
| 0.00 | 21,557.64 | 39,000 | | | 49901 | BEGINNING BALANCE | 67,000 | 67,000 | 67,000 |
| 21,557.64 | 40,436.97 | 39,000 | | | 49998 | TOTAL REVENUE | 87,100 | 87,100 | 87,100 |
| | | | | | | PERSONNEL SERVICES | | | |
| 0.00 | 0.00 | 0 | | | 50001 | SALARIES | 8,732 | 8,732 | 8,732 |
| 0.00 | 0.00 | 0 | | | 50003 | FRINGE BENEFITS | 3,188 | 3,188 | 3,188 |
| 0.00 | 0.00 | 0 | | | 50600 | OVERTIME | | | |
| 0.00 | 0.00 | 0 | | | 59999 | TOTAL PERSONNEL SERV | 11,920 | 11,920 | 11,920 |
| | | | | | | MATERIALS & SERVICES | | | |
| 0.00 | 0.00 | 100 | | | 61240 | DEPT/OPERATING EXPENSE | 125 | 125 | 125 |
| 0.00 | 0.00 | 100 | | | 61250 | DEPT/OP SUPPLIES | 100 | 100 | 100 |
| 0.00 | 0.00 | 200 | | | 69999 | TOTAL MAT & SERV | 225 | 225 | 225 |
| | | | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 38,800 | | | 72300 | IMPROVEMENTS | 74,955 | 74,955 | 74,955 |
| 0.00 | 0.00 | 38,800 | | | 79999 | TOTAL CAPITAL OUTLAY | 74,955 | 74,955 | 74,955 |
| 0.00 | 0.00 | 39,000 | | | 99000 | TOTAL DEPT EXP | 87,100 | 87,100 | 87,100 |
| 21,557.64- | 40,436.97- | 0 | | | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |
| 2,482,067.69- | 2,346,485.50- | 0 | | | 99500 | FUND TOTAL (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 80 - SPECIAL REVENUE**
**DEPARTMENT: 891 - SDC WATER (RESTRICTED)**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61240 **DEPARTMENT/OPERATING EXPENSE:** | 125 | 125 |
| 61250 **DEPARTMENT/OPERATING SUPPLIES:** | 100 | 100 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| Future projects identified in the SDC Plan | 74,955 | 74,955 |

# TRUST & AGENCY FUND

**PROGRAM DESCRIPTION:**

The municipal court is required by Oregon Statute to collect fines and remit them to other agencies. This budget reflects the collection and disbursement of these fines.

Fund : 90 TRUST AND AGENCY FUNDS
Dept : 910 BAIL

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 20,022.16 | 41,255.45 | 20,000 | 48155 | BPST COLLECTED | 20,000 | 20,000 | 20,000 |
| 5,581.33 | 5,447.95 | 45,000 | 48240 | SUSPENSE-BAIL | 45,000 | 45,000 | 45,000 |
| 16,393.00 | 11,225.29 | 6,000 | 48241 | SUSP-LC ALC PROGRAM | 6,000 | 6,000 | 6,000 |
| 21,986.50 | 0.00 | 20,000 | 48242 | SUSP-ST INTOX DRVR FND | 20,000 | 20,000 | 20,000 |
| 10,033.00 | 5,893.00 | 10,000 | 48243 | SUSP-ALCH EVAL | 10,000 | 10,000 | 10,000 |
| 1,600.00 | 2,386.00 | 5,000 | 48244 | SUSP-CT APPT ATTORN | 5,000 | 5,000 | 5,000 |
| 120.00 | 0.00 | 0 | 48245 | SUSP-MJ. ASSESS | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 48246 | SUSP-LEMLA | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 48247 | SUSP-UNITARY ASSESS | 5,000 | 5,000 | 5,000 |
| 0.00 | 1,540.51- | 0 | 49901 | BEGINNING BALANCE | | | |
| 75,735.99 | 64,667.18 | 106,000 | 49998 | TOTAL REVENUE | 121,000 | 121,000 | 121,000 |
| | | | | MATERIALS & SERVICES | | | |
| 4,922.84 | 6,106.44 | 20,000 | 61850 | REFUNDS | 20,000 | 20,000 | 20,000 |
| 21,489.16 | 0.00 | 30,000 | 61950 | PSTA | 30,000 | 30,000 | 30,000 |
| 16,393.00 | 11,225.29 | 2,000 | 61951 | LINN CO. ALC PRO | 2,000 | 2,000 | 2,000 |
| 23,123.50 | 38,651.45 | 39,000 | 61952 | ST INTOX DRIVER FUND | 39,000 | 39,000 | 39,000 |
| 9,561.00 | 6,365.00 | 10,000 | 61953 | ALCOHOL EVALUATORS | 10,000 | 10,000 | 10,000 |
| 1,667.00 | 2,319.00 | 5,000 | 61954 | CT. APPOINT. ATTORN. | 5,000 | 5,000 | 5,000 |
| 120.00 | 0.00 | 0 | 61955 | MARIJUANA ASSESS. | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 61956 | LEMLA | 5,000 | 5,000 | 5,000 |
| 0.00 | 0.00 | 0 | 61957 | UNITARY ASSESS | 5,000 | 5,000 | 5,000 |
| 77,276.50 | 64,667.18 | 106,000 | 69999 | TOTAL MAT & SERV | 121,000 | 121,000 | 121,000 |
| 77,276.50 | 64,667.18 | 106,000 | 99000 | TOTAL DEPT EXP | 121,000 | 121,000 | 121,000 |
| 1,540.51 | 0.00 | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |
| 1,540.51 | 0.00 | 0 | 99500 | FUND TOTAL (SURP)/DEF | 0 | 0 | 0 |

# LEBANON URBAN RENEWAL DISTRICT

# PROPOSED ANNUAL BUDGET

1994 - 1995

## PROGRAM INFORMATION

## LEBANON URBAN RENEWAL DISTRICT



**PROGRAM DESCRIPTION**:

The Lebanon Urban Renewal District was established in 1978 and amended in 1980. The district includes portions of South Main Road, Second Street, Airport Road, and Walker Road. The program is designed to provide for development of needed public improvements.

Revenues for the program consist of property taxes set aside for exclusive use in improvement of public facilities in or serving the district. Past improvements include South Main Road and Second Street, Kees Street, the Walker Road project, the Walker/South Main signalization project, part of the improvements to Division Way and Market Streets in support of Wal-Mart's development and part of the parking area at Weldwood Park.

Projects included in the FY 1994-95 Budget include engineering and improvements to Airport Road (Main to 5th) and 2nd Street (H to Airport).

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Administrative Secretary | .0100 FTE | .0100 FTE |
| City Administrator | .0600 FTE | .0600 FTE |
| City Planner | .0624 FTE | .0422 FTE |
| Director of Public Works | .0500 FTE | .0500 FTE |
| Engineering Division Manager | .0200 FTE | .0200 FTE |
| Finance Director | .0500 FTE | .0500 FTE |
| Finance Operations Manager | .0000 FTE | .0100 FTE |
| Secretary/Receptionist | .0000 FTE | .1500 FTE |
| TOTAL | .2624 FTE | .3922 FTE |

Fund : 92 URBAN RENEWAL FUNDS
Dept : 920 LEBANON URBAN RENEWAL

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 1,080,000 | 42030 | BOND SALE PROCEEDS | | | |
| 92,423.68 | 152,463.56 | 186,764 | 47010 | CURRENT PROPERTY TAXES | 96,340 | 96,340 | 96,340 |
| 21,171.22 | 17,849.59 | 10,000 | 47020 | DELINQUENT PROP TAXES | 12,000 | 12,000 | 12,000 |
| 58,479.52 | 0.00 | 0 | 47030 | BONDED DEBT LEVY | | | |
| 12,648.35 | 13,982.28 | 9,000 | 48100 | INTEREST ON INVESTMENT | 50,000 | 50,000 | 50,000 |
| 297.32 | 171.86 | 100 | 48101 | INTEREST ON TAXES | 100 | 100 | 100 |
| 98.76 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 4,700.00 | 2,464.63 | 3,200 | 48205 | SIDEWALK LIENS | 6,000 | 6,000 | 6,000 |
| 0.00 | 35.37 | 200 | 48210 | SIDEWALK LIENS - INT | 500 | 500 | 500 |
| 269,062.68 | 201,354.18 | 320,000 | 49901 | BEGINNING BALANCE | 1,467,000 | 1,467,000 | 1,460,000 |
| 458,881.53 | 388,321.47 | 1,609,264 | 49998 | TOTAL REVENUE | 1,631,940 | 1,631,940 | 1,624,940 |
| | | | | PERSONNEL SERVICES | | | |
| 1,956.21 | 2,342.68 | 10,755 | 50001 | SALARIES | 13,892 | 13,892 | 13,892 |
| 750.29 | 783.88 | 3,249 | 50003 | FRINGE BENEFITS | 4,665 | 4,665 | 4,665 |
| 0.00 | 0.00 | 0 | 50250 | PART TIME | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 2,706.50 | 3,126.56 | 14,004 | 59999 | TOTAL PERSONNEL SERV | 18,557 | 18,557 | 18,557 |
| | | | | MATERIALS & SERVICES | | | |
| 421.10 | 121.11 | 100 | 61010 | ADVERTISING | 100 | 100 | 100 |
| 25,885.06 | 10,261.17 | 5,000 | 61130 | CONTRACT SERVICES | 6,500 | 6,500 | 6,500 |
| 0.00 | 0.00 | 187,000 | 61133 | CONTRACT SERV (ENG) | 100,000 | 100,000 | 100,000 |
| 624.88 | 253.19 | 708 | 61240 | DEPT/OPERATING EXPENSE | 708 | 708 | 708 |
| 0.00 | 0.00 | 0 | 61243 | OPERATING EXP (PW) | 120 | 120 | 120 |
| 0.00 | 0.00 | 100 | 61250 | DEPT/OP SUPPLIES | | | |
| 0.00 | 0.00 | 100 | 61300 | DUPLICATION | | | |
| 0.00 | 0.00 | 0 | 61305 | GRANT APPL (ADMIN) | | | |
| 0.00 | 0.00 | 0 | 61320 | EDUCATION & TRAINING | 100 | 100 | 100 |
| 0.00 | 0.00 | 0 | 61599 | MTGS & CONF (ADMIN) | | | |
| 0.00 | 0.00 | 0 | 61600 | MEETINGS & CONFERENCES | 250 | 250 | 250 |
| 0.00 | 0.00 | 100 | 61700 | OFFICE SUPPLIES | | | |
| 26,931.04 | 10,635.47 | 193,108 | 69999 | TOTAL MAT & SERV | 107,778 | 107,778 | 107,778 |
| | | | | CAPITAL OUTLAY | | | |
| 173,572.56 | 41,564.50 | 0 | 72300 | IMPROVEMENTS | 216,305 | 216,305 | 216,305 |
| 0.00 | 0.00 | 1,294,151 | 72301 | IMPROVEMENTS (ENG) | 1,039,300 | 1,039,300 | 1,039,300 |

Fund : 92 URBAN RENEWAL FUNDS
Dept : 920 LEBANON URBAN RENEWAL

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 161.00 | 0.00 | 0 | 72600 | OTHER EQPT. | | | |
| 173,733.56 | 41,564.50 | 1,294,151 | 79999 | TOTAL CAPITAL OUTLAY | 1,255,605 | 1,255,605 | 1,255,605 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 108,001 | 80005 | OPERATING CONTINGENCY | 250,000 | 250,000 | 243,000 |
| 0.00 | 0.00 | 108,001 | 89999 | TOTAL CONTINGENCIES | 250,000 | 250,000 | 243,000 |
| | | | | INTERFUND TRANSFERS | | | |
| 0.00 | 0.00 | 0 | 90010 | TO GENERAL FUND | | | |
| 0.00 | 5,980.86 | 0 | 90160 | TO LEB URD BOND FUND | | | |
| 0.00 | 5,980.86 | 0 | 90990 | TOTAL INTERFUND TRANS | 0 | 0 | 0 |
| | | | | DEBT SERVICE | | | |
| 25,000.00 | 0.00 | 0 | 95100 | BOND PRINCIPAL | | | |
| 29,156.25 | 0.00 | 0 | 95200 | BOND INTEREST | | | |
| 54,156.25 | 0.00 | 0 | 95999 | TOTAL DEBT SERVICE | 0 | 0 | 0 |
| 257,527.35 | 61,307.39 | 1,609,264 | 99000 | TOTAL DEPT EXP | 1,631,940 | 1,631,940 | 1,624,940 |
| 201,354.18- | 327,014.08- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 92 - URBAN RENEWAL**
**DEPARTMENT: 920 - LEBANON URBAN RENEWAL DISTRICT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING**: | 100 | 100 |
| 61130 **CONTRACT SERVICES** | | |
| First Interstate - bonds | 1,500 | |
| Planning contract | 5,000 | 6,500 |
| 61131 **CONTRACT SERVICES (ENG)**: | | |
| Airport Road combined project engineering | 100,000 | 100,000 |
| 61240 **DEPARTMENT/OPERATING EXPENSE**: | | |
| Expense reimbursement | 708 | 708 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW)**: | 120 | 120 |
| 61320 **EDUCATION & TRAINING**: | 100 | 100 |
| 61600 **MEETINGS & CONFERENCES:** | 250 | 250 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS**: | | |
| S. Main Road Project | 216,305 | 216,305 |
| 72301 **IMPROVEMENTS (ENG)**: | | |
| Airport Road Combined Project | 1,039,300 | 1,039,300 |

## PROGRAM INFORMATION

## LEBANON URBAN RENEWAL DEBT SERVICE



**PROGRAM DESCRIPTION**:

Until 1991, Oregon Budget Law allowed the debt service for Urban Renewal to be combined with the operating budget. Since then, separate accounting for the debt service portion of the tax levy has been required. In March, 1994, $1,080,000 additional bonds for improvements in the Urban Renewal District were issued. Also, the balance of the 1984 issue, $235,000, was refunded for a savings to taxpayers of $38,251 net of issuance costs.

Fund : 92 URBAN RENEWAL FUNDS
Dept : 921 LEBANON URD BONDS

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 61,904.00 | 75,307 | 47010 | CURRENT PROPERTY TAXES | 157,212 | 157,212 | 157,212 |
| 0.00 | 2,106.74 | 2,000 | 47020 | DELINQUENT PROP TAXES | 3,500 | 3,500 | 3,500 |
| 0.00 | 660.86 | 100 | 48100 | INTEREST ON INVESTMENT | 600 | 600 | 600 |
| 0.00 | 69.78 | 25 | 48101 | INTEREST ON TAXES | 250 | 250 | 250 |
| 0.00 | 5,980.86 | 0 | 49095 | FROM URBAN RENEW FUND | | | |
| 0.00 | 0.00 | 15,000 | 49901 | BEGINNING BALANCE | 43,000 | 43,000 | 43,000 |
| 0.00 | 70,722.24 | 92,432 | 49998 | TOTAL REVENUE | 204,562 | 204,562 | 204,562 |
| | | | | UNAPPROPRIATED | | | |
| 0.00 | 0.00 | 38,000 | 92010 | UNAPROP END FUND BAL | 44,276 | 44,276 | 44,276 |
| 0.00 | 0.00 | 38,000 | 92199 | TOTAL UNAPPROPRIATED | 44,276 | 44,276 | 44,276 |
| | | | | DEBT SERVICE | | | |
| 0.00 | 25,000.00 | 30,000 | 95100 | BOND PRINCIPAL | 65,000 | 65,000 | 65,000 |
| 0.00 | 26,937.50 | 24,432 | 95200 | BOND INTEREST | 95,286 | 95,286 | 95,286 |
| 0.00 | 51,937.50 | 54,432 | 95999 | TOTAL DEBT SERVICE | 160,286 | 160,286 | 160,286 |
| 0.00 | 51,937.50 | 92,432 | 99000 | TOTAL DEPT EXP | 204,562 | 204,562 | 204,562 |
| 0.00 | 18,784.74- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 92 - URBAN RENEWAL**
**DEPARTMENT: 921 - LEBANON URBAN RENEWAL DISTRICT BONDS**

| DEBT SERVICE | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 95100 **BOND PRINCIPAL**: | 65,000 | 65,000 |
| 95200 **BOND INTEREST**: | 95,286 | 95,286 |

# NORTHWEST LEBANON
# URBAN RENEWAL DISTRICT

# PROPOSED ANNUAL BUDGET

1994-1995

## PROGRAM INFORMATION

## NORTHWEST LEBANON URBAN RENEWAL DISTRICT



**PROGRAM DESCRIPTION**:

In 1989, the City established the Northwest Lebanon Urban Renewal District. The purpose of the district is to provide for development of infrastructure to serve industrially-zoned property within the district boundaries. The area is located west of Hwy 20 and north of Hwy 34.

Revenue from this urban renewal district will be used to fund future improvements to Hansard Ave. and an extension of 12th Street into the industrial properties.

**POSITIONS**:

| | 1993-94 | 1994-95 |
|---|---|---|
| Director of Public Works | .0100 FTE | .0100 FTE |
| City Planner | .0624 FTE | .0422 FTE |
| TOTAL | .0724 FTE | .0522 FTE |

Fund : 92 URBAN RENEWAL FUNDS
Dept : 925 NORTHWEST URBAN RENEWAL

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| | | | | REVENUES | | | |
| 0.00 | 0.00 | 0 | 42030 | BOND SALE PROCEEDS | | | |
| 13,839.23 | 25,233.80 | 23,910 | 47010 | CURRENT PROPERTY TAXES | 26,119 | 26,119 | 26,119 |
| 133.36 | 766.93 | 600 | 47020 | DELINQUENT PROP TAXES | 1,500 | 1,500 | 1,500 |
| 173.59 | 757.36 | 150 | 48100 | INTEREST ON INVESTMENT | 1,000 | 1,000 | 1,000 |
| 29.24 | 28.19 | 10 | 48101 | INTEREST ON TAXES | | | |
| 0.00 | 0.00 | 0 | 48140 | MISCELLANEOUS REVENUE | | | |
| 210.84 | 2,119.13 | 8,500 | 49901 | BEGINNING BALANCE | 38,000 | 38,000 | 39,200 |
| 14,386.26 | 28,905.41 | 33,170 | 49998 | TOTAL REVENUE | 66,619 | 66,619 | 67,819 |
| | | | | PERSONNEL SERVICES | | | |
| 3,909.21 | 3,777.00 | 508 | 50001 | SALARIES | 498 | 498 | 623 |
| 1,459.26 | 1,238.54 | 167 | 50003 | FRINGE BENEFITS | 159 | 159 | 234 |
| 0.00 | 0.00 | 0 | 50250 | PART TIME | | | |
| 0.00 | 0.00 | 0 | 50600 | OVERTIME | | | |
| 5,368.47 | 5,015.54 | 675 | 59999 | TOTAL PERSONNEL SERV | 657 | 657 | 857 |
| | | | | MATERIALS & SERVICES | | | |
| 122.95 | 110.10 | 100 | 61010 | ADVERTISING | 100 | 100 | 100 |
| 200.00 | 0.00 | 0 | 61124 | COMPUTER EXPENSE | | | |
| 6,558.58 | 1,532.62 | 25,000 | 61130 | CONTRACT SERVICES | 5,000 | 5,000 | 6,000 |
| 17.13 | 249.13 | 200 | 61240 | DEPT/OPERATING EXPENSE | | | |
| 0.00 | 0.00 | 0 | 61243 | OPERATING EXP (PW) | 25 | 25 | 25 |
| 0.00 | 0.00 | 100 | 61250 | DEPT/OP SUPPLIES | | | |
| 0.00 | 0.00 | 100 | 61300 | DUPLICATION | | | |
| 0.00 | 0.00 | 100 | 61700 | OFFICE SUPPLIES | | | |
| 6,898.66 | 1,891.85 | 25,600 | 69999 | TOTAL MAT & SERV | 5,125 | 5,125 | 6,125 |
| | | | | CAPITAL OUTLAY | | | |
| 0.00 | 0.00 | 3,000 | 72300 | IMPROVEMENTS | | | |
| 0.00 | 0.00 | 0 | 72301 | IMPROVEMENTS (ENG) | 60,837 | 60,837 | 60,837 |
| 0.00 | 0.00 | 3,000 | 79999 | TOTAL CAPITAL OUTLAY | 60,837 | 60,837 | 60,837 |
| | | | | CONTINGENCIES | | | |
| 0.00 | 0.00 | 3,895 | 80005 | OPERATING CONTINGENCY | | | |

Fund : 92 URBAN RENEWAL FUNDS
Dept : 925 NORTHWEST URBAN RENEWAL

| 91-92 Prior Yr-2 | 92-93 Prior Yr-1 | 93-94 Cur. Budg | Line Item | Description | 94-95 Prop. Bud | Appr. Bud | Adpt. Bud |
|---|---|---|---|---|---|---|---|
| 0.00 | 0.00 | 3,895 | 89999 | TOTAL CONTINGENCIES | 0 | 0 | 0 |
| | | | | DEBT SERVICE | | | |
| 0.00 | 0.00 | 0 | 95100 | BOND PRINCIPAL | | | |
| 0.00 | 0.00 | 0 | 95200 | BOND INTEREST | | | |
| 0.00 | 0.00 | 0 | 95999 | TOTAL DEBT SERVICE | 0 | 0 | 0 |
| 12,267.13 | 6,907.39 | 33,170 | 99000 | TOTAL DEPT EXP | 66,619 | 66,619 | 67,819 |
| 2,119.13- | 21,998.02- | 0 | 99450 | TTL REV/EXP (SURP)/DEF | 0 | 0 | 0 |

## PROGRAM EXPENDITURE DETAIL SHEET



**FUND: 92 - URBAN RENEWAL**
**DEPARTMENT: 925 - NORTHWEST LEBANON URBAN RENEWAL DISTRICT**

| MATERIALS & SERVICES | SUB-LINE ITEM TOTAL | LINE TOTAL |
|---|---|---|
| 61010 **ADVERTISING**: | 100 | 100 |
| 61130 **CONTRACT SERVICES**: | | |
| Urban Renewal Financial Projections | 1,000 | |
| Planning Services | 5,000 | 6,000 |
| 61243 **DEPARTMENT/OPERATING EXPENSE (PW)**: | 25 | 25 |
| **CAPITAL OUTLAY** | | |
| 72300 **IMPROVEMENTS:** | | |
| 12th Street/Hansard Avenue | 60,837 | 60,837 |