

**RESOLUTION NO. 955**

**A RESOLUTION AUTHORIZING SEVEN YEAR LEASE-PURCHASE FINANCING FOR A PEABODY MYERS 2110 VACTOR CATCH BASIN AND SEWER CLEANER.**

WHEREAS, the adopted City of Wilsonville Budget for the 1992-93 Fiscal Year includes a Sewer Operating Fund allocation in the amount of \$32,000 toward one year of a seven year lease-purchase of a Vactor unit; and

WHEREAS, the City of Portland has completed formal advertisement for bids to purchase five (5) Vactor units (Bid No. 125, Calendar No. 1034) and determined that Pacific Utility Equipment Company is the lowest responsible bidder; and

WHEREAS, the City of Wilsonville will realize an estimated savings of approximately 5.75 percent from the original quote for a Vactor unit by purchasing through the City of Portland bid amount; and

WHEREAS, the City of Wilsonville has duly requested five proposals for financing of a lease-purchase service contract and KeyCorp leasing Ltd., Portland, Oregon, has offered the lowest responsible lease-purchase terms and conditions for financing; and

WHEREAS, the City of Wilsonville staff has submitted written documentation of the above as part of the record in this matter; and

WHEREAS, the Finance Director has reviewed the fund to which expenditures will be accounted to, and has verified that funds are available to purchase the Vactor unit as budgeted; and

WHEREAS, the City of Wilsonville desires to initiate an ongoing preventative maintenance program for the storm and sanitary sewer system this fiscal year in a timely manner.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The purchase of the Vactor catch basin and sewer cleaner through the City of Portland publicly advertised bid is consistent with Chapter 279, Public Bids and Contracting, Oregon Revised Statutes and Chapter 2.314, Contracts with the City, Wilsonville Code in that such a purchasing practice takes into account market realities of substantial savings through quantity purchasing and with the public bidding process having occurred in Portland, it is unlikely that an exemption by the City of Wilsonville would

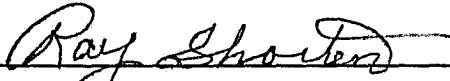
encourage favoritism or substantially diminish competition under the circumstances.

2. Subject to the final review and approval of the City Attorney, the City Manager is authorized to execute a seven year lease-purchase agreement with KeyCorp Leasing Ltd., at an interest rate of 6.30 percent, and seven annual payments of \$31,359.49 as the lowest, responsible financial services contract.

3. Authorize the expenditure of funds for this purchase from:

<u>ACCOUNT NO.</u>	<u>AMOUNT</u>
3020-1-7102500	\$32,000.00

4. The Finance Director, by his signature below, has verified that funds are available in the account number mentioned in Item No. 3 above for payment of all billings for this project.


9-22-92

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Finance Director Date

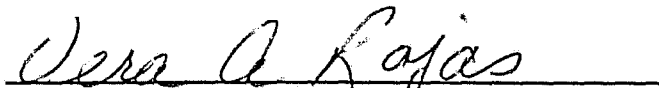
5. The final payment shall not be paid until the City Council has authorized said payment to be made.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof the 21st day of September, 1992 and filed with the Wilsonville City Recorder this date.



GERALD A. KRUMMEL, Mayor

ATTEST:



VERA A. ROJAS, CMC/AAE, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Chandler	<u>AYE</u>
Councilor Carter	<u>ABSENT</u>
Councilor Lehan	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>



City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E  
Wilsonville, Oregon 97070  
FAX (503) 682-1015  
(503) 682-1011

**MEMORANDUM**

**PUBLIC WORKS DEPARTMENT**

**DATE:** SEPTEMBER 15, 1992  
**TO:** RAY SHORTEN, FINANCE DIRECTOR  
**FROM:** STEVE STARNER, PUBLIC WORKS DIRECTOR *SS*  
**SUBJECT:** LEASE-PURCHASE OF VACTOR UNIT

In addition to the lease contract information supplied by Pacific Utility, I also contacted the financing companies which you recommended in order to obtain a comparison of financing terms available. The comparison of seven year lease-purchase agreement options for \$183,883.50 may be presented as follows:

1. KeyCorp Leasing Ltd., Oregon - 6.30 per cent - \$31,359.49 annually
2. Capital Financial Services, California - 6.85 per cent - \$31,765.98 annually
3. T and W Leasing, Washington - 7.34 per cent - \$32,165.50 annually
4. Government Leasing Co., Colorado - 7.38 per cent - \$32,198.00 annually
5. Bell Atlantic, Minnesota (Option 2) - 7.35 per cent - \$33,228.56 annually

Provided that Mike Kohlhoff, City Attorney, has a favorable review of the terms and conditions of the lease-purchase agreement as presented by KeyCorp Leasing, Ltd., I recommend that we proceed with acquisition of the Vactor unit as budgeted.

I have enclosed additional backup material for your review. Please be sure and let me know if more information is needed. Thanks for your assistance.

ss/js

Encls.

*Des'd 9/15/92*



"THE COMPANY THAT'S EASY TO DO BUSINESS WITH"

1967

25TH ANNIVERSARY

1992



August 26, 1992

Mr. Steve Starner  
Public Works Director  
City of Wilsonville  
30000 S.W. Town Center Loop E.  
Wilsonville, OR 97070

Phone: 682-9772

Dear Mr. Starner:

Per our meeting regarding the purchase of a Vactor catch basin and sewer cleaner through local inter-government agreement from the City of Portland's bid #125, calendar #1034, Pacific Utility Equipment Co. agrees to honor a similar bid contract with the City of Wilsonville for a similar unit for \$176,617.00, delivered F.O.B. Wilsonville, Oregon.

Sincerely,

Phil VanderLende  
Municipal Sales Rep  
Portland Service Center

/cr

c: Steve Lapsley, General Sales Manager  
Keith Delk, Sales Coordinator



"THE COMPANY THAT'S EASY TO DO BUSINESS WITH"

1967

25TH ANNIVERSARY

1992



**\*\* QUOTATION \*\***

Date: August 26, 1992

City of Wilsonville  
P. O. Box 220  
Wilsonville, OR 97070

Phone: 682-1160

Attention: Dave McKay  
Equipment Maintenance Supervisor

We propose the following for your consideration.

Item

1

**PEABODY MYERS VACTOR MODEL 2110 10 CU. YD. CAPACITY CATCH BASIN AND SEWER CLEANER WITH 359 CU. IN. CUMMINS 6 CYLINDER DIESEL ENGINE WITH HI-TEMPERATURE/LOW OIL PRESSURE SHUTDOWN SYSTEM AND ENGINE NOISE SHROUD to include the following:**

- a. Twin 38" aluminum centrifugal compressors.
- b. Twin disc overcenter clutch.
- c. Gear type step up transmission to operate compressors.
- d. Hydraulically driven variable pressure water pump 60 GPM at 2000 psi.
- e. 600 ft. capacity telescopic - rotating hose reel with 400 ft. of 1-inch, 2500 psi operating pressure, 6250 psi burst pressure sewer hose.
- f. Double acting hydraulic dump hoist.
- g. Two (2) each tungsten carbide tipped nozzles.
- h. Electric over hydraulic 4 ft. extendable boom with 180 degree rotation.
- i. Joystick boom controls.
- j. Full opening rear door hinged at top.

continued.....

● QUOTATION (CONT.) ●

City of Wilsonville

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- k. Hydraulic rear door locks.
- l. 5" Butterfly valve on rear door.
- m. Variable flow handgun with 35' of 1/2" hose.
- n. Debris body flush out system.
- o. Stainless steel float ball shut off system.
- p. 1000 Gallon aluminum water tank capacity.
- q. Low water alarm.
- r. Accumulator.
- s. Hose reel footage counter.
- t. Hose level wind with dual rollers.
- u. Catch basin cleaning water system 20 GPM at 600 psi.
- v. Flexible hose guide.
- w. Sealed electrical system.
- x. Circuit breakers.
- y. Handlight with bumper plug.
- z. Weatherproof tool box 16" x 14" x 36".
- aa. Standard pipe package includes:
  - 3 ft. aluminum pipe extension.
  - 5 ft. aluminum pipe extension.
  - 7 ft. aluminum catch basin nozzle.
  - 8-inch overcenter clamps and gaskets.

continued.....

QUOTATION (CONT.)

City of Wilsonville

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Page 3

Item 2 1992 KENWORTH MODEL T450 - see attached chassis specifications.  
TOTAL BUDGET ESTIMATE.....\$176,617.00

Item 3 OPTIONAL EQUIPMENT:

- a. Continuous fill system. ADD.....\$ 1,080.00
- b. Fold down tube rack with handle. ADD.....\$ 617.50
- c. 200' Extra sewer hose. ADD.....\$ 570.00
- d. Extra Vactor manual. ADD.....\$ 72.50
- e. Engine safety shut down. ADD.....\$ 195.00
- f. Worklight on boom. ADD.....\$ 450.00
- g. Front tow hooks. ADD.....\$ 195.00
- h. 8" to 6" reducer. ADD.....\$ 80.00
- i. Lateral cleaning kit. ADD.....\$ 1,917.50
- j. Two (2) each brackets and wiring. ADD.....\$ 515.00
- k. Two (2) each Impulse #2024-3 revolving lights. ADD.....\$ 400.00
- l. Arrow board. ADD.....\$ 1,174.00

PACIFIC UTILITY EQUIPMENT CO.

*Phil VanderLende*  
Phil VanderLende  
Municipal Sales Rep  
Portland Service Center

Prepared by: *Keith Delk*  
Keith Delk  
Sales Coordinator

/cr (CTYWILSO.QUO) Unit 1

Attch.



"THE COMPANY THAT'S EASY TO DO BUSINESS WITH"

1967

25TH ANNIVERSARY

1992



September 2, 1992

Mr. Steve Starner
Public Works Director
City of Wilsonville
30000 S.W. Town Center Loop E.
Wilsonville, OR 97070

Dear Mr. Starner:

Following are competitive lease rates per your request for the Vactor proposal dated August 26, 1992. These rates are for a seven year lease, annual payments, with a \$1.00 residual, first payment due upon delivery of equipment.

As you will note, there are two dollar amounts listed. The lesser amount reflects the unit as proposed. The high amount includes all options added.

Schedule A: T & W leasing
P. O. Box 6104
Federal Way, WA 98063

Amount - \$176,617.00; Annual Payment - \$30,896.88
Amount - \$183,883.50; Annual Payment - \$32,165.61

Interest Rate = 7.34%

Schedule B: Government Leasing Company
P. O. Box 60519
Colorado Springs, CO 80960

Amount - \$176,617.00; Annual Payment - \$30,925.64
Amount - \$183,883.50; Annual Payment - \$32,198.00

Interest Rate = 7.38%

A lease/purchase contract can be initiated with a progress payment to insure current interest rates, or started at delivery of the vehicle.

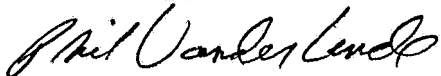
continued.....



City of Wilsonville  
September 2, 1992  
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Steve, if you should have any questions, or need any additional information, please contact me or Keith Delk at 620-0611.

Sincerely,



Phil VanderLende  
Municipal Sales Rep  
Portland Service Center

/cr

c: Steve Lapsley, General Sales Manager  
Keith Delk, Sales Coordinator

**PROPOSAL**

September 11, 1992

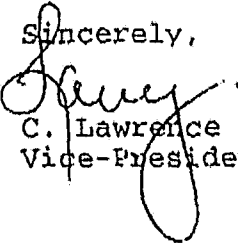
City of Wilsonville  
30000 S.W. Town Center Loop East  
Wilsonville, OR 97070  
Attn: Joyce

**CAPITOL FINANCIAL SERVICES, Inc.**, is pleased to offer our proposal for lease of the following equipment:

EQUIPMENT:	Vector Catch Basin
COST:	\$183,883.50
STRUCTURE:	Annual payments in advance.
TERM:	Seven Years
PAYMENT:	\$31,765.98
RATE:	6.85%
PURCHASE: OPTION	\$1.00

This lease document will contain standard non-appropriation language and will require review by Counsel. Rates will be good for 30 days unless accepted within this time period.

Sincerely,

  
C. Lawrence Kennedy  
Vice-President

Bell Atlantic TriCon  
 3601 Minnesota Drive, Suite 960  
 Bloomington, MN 55435  
 612 897 1540  
 Fax 612 831-3583

**Government Finance**

September 9, 1992

Mr. Steve Starner, Public Works Director  
 30,000 S.W. Town Center Loop E  
 Wilsonville, OR 97070

Dear Mr. Starner:

It is a pleasure to submit for your consideration the following proposal to provide lease-purchase financing based upon the terms and conditions set forth below:

1. **Transaction Type:** This financing arrangement shall be structured as a tax exempt lease-purchase arrangement. Bell Atlantic TriCon Government Finance, Inc. shall be the Lessor under the lease agreement and City of Wilsonville shall be the Lessee.

2. **Tax Status:** This proposal is submitted assuming Lessee is a qualified governmental entity or "political subdivision" within the meaning of Section 103(A) of the Internal Revenue Code.

3. **Equipment Description:** The equipment to be financed is described below and has a total cost of \$ 183,883.50.

Description: Sewer vacuum truck

4. **Purchase Option:** Lessee may prepay the Lease on any regularly scheduled payment date. At lease end, the purchase option is \$1,00.

5. **Payment Terms:** Lessee will make payments as follows:

Option 1:	Option 2:
Number of payments: 5	Number of payments: 7
Payment frequency: Quarterly	Payment frequency: Quarterly
Interest rate: 7.06%	Interest rate: 7.35%
Payment amount: \$10,801.64	Payment amount: \$8,307.14
Payments due: advance	Payments due: advance

6. **Lease Termination Requirement:** Due to statutory restrictions, the lease-purchase agreement shall include nonappropriation language which provides the Lessee with the right to terminate the lease each fiscal year in the event funds are not appropriated for the equipment financed or for similar equipment or services.

7. **Designation as a "Qualified" Investment:** Lessee shall designate this lease as a "qualified" transaction as defined in Section 265(b)(3) of the Tax Code resulting from the Tax Reform Act of 1986. In order for Lessee to make such a designation, Lessee will pass a resolution indicating that it reasonably expects to issue less than \$10 million in debt obligations in the calendar year of the issue.

**KeyCorp Leasing Ltd.**

A Keycorp Company



1222 SW Sixth, Suite 200  
Portland, Oregon 97204-1098  
(503) 790-7700  
(503) 790-7693 Fax

September 9, 1992

Ms. Joyce Swearingen  
City of Wilsonville  
Department of Public Works  
P.O. Box 20  
Wilsonville, Oregon 97070

Dear Ms. Swearingen:

KeyCorp Leasing Ltd is pleased to present the following proposal to lease certain capital equipment pursuant to the following terms and conditions.

**LESSOR:** KeyCorp Leasing Ltd.

**LESSEE:** City of Wilsonville.

**LEASE TYPE:** Municipal Lease.

**EQUIPMENT:** One (1) Vactor Catch Basin and Sewer Cleaner.

**EQUIPMENT COST:** \$183,883.50.

**TERM:** Seven (7) years.

**RATE:** 6.30%.

**PAYMENT STRUCTURE:** Seven annual payments, in advance, of \$31,359.49 (i.e. \$183,883.50 x 17.054).

**OPTION AT LEASE EXPIRATION:** At the end of the term of the agreement, Lessee shall have the right to purchase the equipment for one-dollar (\$1.00), assuming the Lease is not in default and all terms and conditions of the Lease have been met.

**FEES:** Lessee agrees to pay Lessor an origination, documentation, legal, processing and filing fee of \$250.00.

**NON-APPROPRIATION:** This proposal is subject to annual appropriation for each fiscal year.

Ms. Joyce Swearingen  
September 9, 1992  
Page 2

**NET LEASE:** This lease will be a net lease transaction with maintenance and insurance coverage, acceptable to Lessor, the responsibility of the Lessee.

**DOCUMENTATION:** All documentation will be provided by KeyCorp Leasing, and must be satisfactory to all parties concerned.

**LEASE AMORTIZATION SCHEDULE:** An amortization schedule and interest cost breakdown shall be provided to the Lessee for review as part of documentation of this transaction.

**LEASE AND PRICING ASSUMPTIONS:** (A) Proposal pricing assumes that the City of Wilsonville is a Bank ualified" municipality. The Lessee shall indemnify Lessor and represents to the Lessor that Lessee designates the Lease Agreement as a "qualified tax-exempt obligation" within the meaning of the Tax Reform Act of 1986, IRS Code Section 265 (b) (3). To qualify, the municipality covenants to issue not more than \$10,000,000 in debt obligations during the 1993 calendar year.

If the municipality loses its eligibility for the "Small Issuer Exemption", the annual percentage rate shall be adjusted for a change in the Financial Institution Interest Disclosure (IRS Code Section 265).

(B) Equipment must be "Essential Use".

**WARRANTIES:** KeyCorp Leasing is bidding only as to the provision of installment purchase financing for the purchase cost of the equipment and will have no responsibility to the Lessee or any other person for the selection, furnishing, delivery, servicing or maintaining of the equipment. All equipment manufacturer or vendor warranties will be passed to the Lessee under the agreement.

**PROPOSAL EXPIRATION:** This proposal is subject to acceptance by Lessee Lessee within ten (10) days from the date of this proposal, and is this proposal is not accepted within said ten days, it will be considered automatically terminated without further action on the part the Lessor.

Ms. Joyce Swearingen  
September 9, 1992  
Page 3

**RATE ADJUSTMENT:** The rates quoted herein are fixed for 45 days, after which time they may be adjusted upward for every 25 basis point movement in the five (5) year U.S. Treasury Rates as published in the Wall Street Journal.

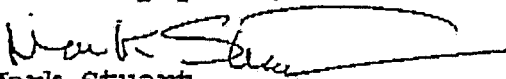
**FINANCIAL STATEMENTS:** Lessee shall furnish Lessor with its financial statements for the last three fiscal years and its current fiscal year budget.

**BASIS OF PROPOSAL:** This proposal should not be construed nor relied upon as a commitment by KeyCorp Leasing. Such a commitment is subject to formal credit review and approval by KeyCorp Leasing and the execution of mutually acceptable documentation. The contract, and not the proposal, will set forth the agreement between the parties.

KeyCorp Leasing is in compliance with all necessary regulations to implement an installment purchase financing of this type. Our financing allows the Lessee to select, at its option, the best and lowest cost equipment for its needs from any vendor, while providing the Lessee with financial, legal and tax experience necessary to implement this financing in a prompt, efficient and cost effective manner.

If the foregoing meets with your approval, please sign the acceptance below and return it to me evidencing your acknowledgment of such acceptance. Upon receipt of acceptance, KeyCorp Leasing will pursue formal credit approval. If you should have any questions, or would like further information, please do not hesitate to call me at (503) 790-7700.

Sincerely yours,

  
Mark Stuart  
District Manager

The foregoing is acknowledged and accepted as of the    day of   , 1992.

City of Wilsonville

By:    Title:

**DEFEATED**

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING REVISIONS TO AND TRANSFERS WITHIN THE FY 92-93 GENERAL FUND BUDGET TO INCLUDE A \$4,592 INCREASE IN THE PARKS AND RECREATION DEPARTMENT BUDGET; AND AUTHORIZING THE CITY MANAGER TO EMPLOYE A FULL-TIME RECREATION LEADER TO COORDINATE YOUTH PROGRAMS AND ACTIVITIES.**

WHEREAS, the City Council incorporated the 1991-92 City Council Goal #7 to provide more recreation classes and activities for youth ages 11-14; and

WHEREAS, the Parks and Recreation Department has developed and implemented a highly successful youth/teen program serving over 750 different youth and has recorded over 4,790 who have attended the programs and classes over the past year; and

WHEREAS, in order to continue to develop the youth/teen program and maintain a high quality program it is necessary to combine the existing budget of four less than part time Recreation Leaders into one regular/full-time Recreation Leader; and

WHEREAS, the increased cost (\$4,592) will be more than off-set by user fees for these programs and classes.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The adopted Budget for FY 1992-93 is hereby revised by transfers as authorized as follows:

<u>FUND</u>	<u>DEPT.</u>	<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
1000	148	5125000	FULL TIME EMPLOYEES	\$111,000	\$126,552
1000	148	5127000	LESS THAN 1/2 TIME EMP.	57,000	43,186
1000	148	5205000	RETIREMENT	14,000	14,682
1000	148	5210000	SOCIAL SECURITY	14,200	15,390
1000	148	5220000	EMPLOYEE INSURANCE	13,866	17,066
1000	148	5230000	WORKER'S COMPENSATION	3,750	4,328

1000	148	5240000	EMPLOYMENT TAX	3,342	3,746
1000	148	6058050	CONTRACTUAL SERVICES INSTRUCTORS	28,000	<u>24,800</u> - 3,700
TOTAL PARKS & REC EXPENSES:				<u>\$327,768</u>	<u>\$332,360</u>
DIFFERENCE:					\$ 4,592

2. In addition, to accomplish the above, a transfer from the General Fund Contingency line item in the sum of \$4,592.00 to the General Fund/Parks & Recreation Department Full-time Employees line item to provide for the net difference is hereby authorized, the Finance Director having reviewed this matter and having advised that there are sufficient funds available to accomplish the above transfer as evidenced by his signature hereto.

\_\_\_\_\_  
Ray Shorten, Finance Director

\_\_\_\_\_  
(Date)

3. The City Manager is hereby authorized to employ a Recreation Leader to coordinate youth programs and activities.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 8th day of September, 1992 and filed with the City Recorder this date.

\_\_\_\_\_  
GERALD A. KRUMMEL, Mayor

ATTEST:

\_\_\_\_\_  
VERA A. ROJAS, CMC/AAE, City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Chandler	<u>NO</u>
Councilor Carter	<u>ABSENT</u>
Councilor Lehan	<u>AYE</u>
Councilor Van Eck	<u>NO</u>





City of  
**WILSONVILLE**  
 in OREGON

30000 SW Town Center Loop E • PO Box 220  
 Wilsonville, OR 97070  
 (503) 682-1011

**PARKS AND RECREATION DEPARTMENT**  
**MEMORANDUM**

**DATE:** SEPTEMBER 3, 1992  
**TO:** ARLENE LOBLE, CITY MANAGER  
**FROM:** DEBORAH BLESER, PARKS & RECREATION DIRECTOR  
**SUBJECT:** REQUESTED RECREATION LEADER FOR YOUTH/TEEN PROGRAMS

*D. Bleser*

The Parks and Recreation Department is preparing to begin the Fall youth/teen program which incorporates existing on-going programs as well as implementing the approved budget option related programs and activities. The popular Carousel College before and after school program does begin on September 8, 1992 at Boeckman Creek Primary School.

The 1991-92 City Council Goal #7 directed the Parks and Recreation Department to program more recreational classes and activities for youth ages 11-14. The department has been very successful in meeting Goal #7. Four out of the five 1992-93 budget options adopted by City Council are to continue to expand this youth/teen program area.

During the 1991-92 fiscal year the department served a very large number of the youth/teen population in the City of Wilsonville. Below are estimates of the number of participants the department served:

	<u>Enrollment</u>	<u>Attendance</u>	<u>Yearly Attendance</u>
College After School	65	20	720
Break Program	120	55	600
Carousel College-Summer	141	55	2,475
Teen/Youth Dances	275	140	700
Middle School - Summer	18	12	138
General Classes	<u>130</u>	<u>12</u>	<u>156</u>
<b>TOTALS:</b>	<b>749</b>	<b>249</b>	<b>4,789</b>

The Parks and Recreation Department staff emphasize a high quality program. As an attempt to continue to develop, grow and maintain a quality youth/teen program I recommend that the four, budgeted, less than part-time Recreation Leader positions be combined into one regular/full-time Recreation Leader. The benefits which the City of Wilsonville would receive from combining these positions into one year-round position are endless, with very little impact on the department budget. The Recreation Leader would be responsible for developing future youth/teen programs which the community and school district requests.

The Wilsonville/West Linn School District requested proposals from agencies to operate a before and after school daycare program in the schools. The Parks and Recreation Department submitted a proposal in the Spring of 1992. The department staff was very disappointed to find out that the school district offered the program to the YMCA. The reason given is that another Parent Advisory Board would need to be formed in order to have two different agencies serving the daycare needs throughout the district. Several Carousel College parents are upset. I know of three parents that have directly contacted the school administration to place their complaints. Therefore, the \$19,300 approved budget option for starting another before and after school site is no longer necessary for that specific program.

The department has a talented and gifted Recreation Leader who has worked for the department the past two years and who is willing to begin her employment immediately with the City of Wilsonville if the position is approved. I do understand that the union must be notified of this new regular/full-time position. Please remember we are under a time constraint since the before and after school program does begin September 8, 1992.

If the City Council approves this full time Recreation Leader position the Parks and Recreation General Fund Total Expenditure Budget would need to be increased by \$4,592. I have attached a copy of the revised budget which identifies the necessary line item changes. As you can see, the full time position would be replacing four, less than half time positions, as well as reduce the contractual service line items by \$3,200 because the Recreation Leader would be responsible for instructing 50% of the classes which are currently contracted out. The Recreation Leader position has been calculated into the full time employee line item as well as all the added benefit costs.

The youth/teen program user fees would generate enough additional revenue to cover the \$4,592. The department estimates approximately \$6,000 additional revenue if the Recreation Leader position is approved.

I have attached several graphs which clarify expenditures and revenues by program areas. It is confusing to those who do not work closely to the programs. I did try my best to supply the back-up information for reference questions.

Arlene, I appreciate your understanding and guidance in moving this request forward.