

.....

COLUMBIA, TENNESSEE

2011-12 BUDGET



CITY OF COLUMBIA

707 N. MAIN STREET • COLUMBIA, TENNESSEE 38401

www.columbiatn.com

.....



CITY COUNCIL

Mayor Dean Dickey

Vice Mayor Wayne Kennedy

Council Member Carl McCullen
Ward 1

Council Member Debbie Matthews
Ward 2

Council Member Christa Martin
Ward 3

Council Member Mike Greene
Ward 4

Council Member Susan Stephenson
Ward 5

CITY MANAGEMENT TEAM

PAUL C. BOYER, JR.
CITY MANAGER

Mike Anderson
Wastewater Director

Connie Etzkin
Personnel Director

Patti Baltzer
Finance Director

Jim Fuller
City Engineer

Lee Bergeron
Fire Chief

Rick Harrison
Management Information
Systems Director

Joseph Bishop
Chief of Police

Johnny McClanahan
Code Administration Director

Mark Blackwood
Emergency Management Director

Betty Modrall
City Recorder

Brian Borden
Parks & Recreation Director

Jennifer Moody
Assistant City Manager

Ken Donaldson
Public Works Director

Norman Wright
Grants & Planning Director

06/30/11

BOARDS AND COMMISSIONS

ARCHITECTURAL REVIEW TEAM

Elizabeth West
Jim Fuller
Norman Wright
Debbie Greene
George Nuber

BEER BOARD

Demetrius Dooley
Joan Jackson
Johnny Butler
Ray Messick
Nancy Richardson

BOARD OF PUBLIC UTILITIES

John Collier, Jr.
Robert W. Martin
Carl McCullen
Daniel Murphy
Teresa Beck
Marvin Sandrell

BOARD OF ZONING APPEALS

Stephen Walker
Jimmy Campbell
Jimmy Dugger
Kristi Martin
George Vrailas

CIVIL SERVICE BOARD

Tommy Logue
Ken York
Roben Mounger
Murenda Frierson
Eugene Williams

COLUMBIA HISTORIC ZONING COMMISSION

Dot Sowell
A.C. Howell
Joe Kilgore
George Nuber
Pat Selle
Darrell Sharp
Montee Sneed

COLUMBIA HOUSING AND REDEVELOPMENT CORPORATION

John Chappell
Danny King
Willie Morgan
Jane Eve Rayburn
JaDonna Secrest

COLUMBIA HOUSING BOARD OF ADJUSTMENTS/APPEALS

Angela Slack
Eric W. Cox
Mike Ford
Walter H. Keller
Tim Sandrell

COLUMBIA REGIONAL PLANNING COMMISSION

Eddie Campbell
Eslick Daniel
Dean Dickey
Charles Garner
Patrick Harlan
Rose Ogilvie McClain
Debbie Matthews

CONSTRUCTION BOARD OF ADJUSTMENTS/APPEALS

Billy Fitzgerald
Randy McBroom
George Nuber
Phillip Rogers
Tim Sandrell
Eddie Vaughn

PARKS AND RECREATION COMMISSION

Gale Moore
Eddie Bobo
Ray Pace
Greg Buie
Adar Hassan Jr.
Buford Moss
Glenn Rose
Manuel Young, Jr.
Sheryl Yvette Sweeney

PRIVATE ALARM SYSTEMS APPEALS BOARD

Steve Cross
Paul Corvin
Bradley Dugger
Kenny Brady
Paulette Torretto

STORMWATER ADVISORY COMMITTEE

Darryl Martin
Garland Brown
Leslie Colley
Chet Rhodes
Jason Terhune
Thomas Hannen
Tommy Yokley

WASTEWATER APPEALS BOARD

Rick Hamilton
Roy Johnson
Barry Wood

TABLE OF CONTENTS

I.	<u>Budget Message</u>	
	Final Budget Message.....	2
	Preliminary Budget Message.....	4
II.	<u>Budget Issues</u>	13
	1) Compensation Plan	14
	2) Capital Improvements Program (CIP).....	15
	3) Capital Equipment Replacement Program (CERP)	17
	4) Management Information System (MIS).....	18
III.	Budget Format and Overview.....	20
IV.	Revenues – All Funds.....	25
V.	<u>General Fund Expenditures</u>	
	City Council	36
	Legal Services	38
	City Manager	40
	Management Information Systems	45
	Office of Emergency Management.....	49
	Finance.....	55
	City Recorder	58
	Personnel.....	61
	Grants & Planning.....	65
	Police.....	68
	Fire	75
	Public Works – Streets.....	82
	Engineering	87
	Code Administration.....	90
	Parks & Recreation	93
	General Government.....	98
VI.	<u>Special Revenue Fund Expenditures</u>	
	State Street Aid Fund	103
	Narcotics & Vice Fund	105
	Street & Transportation Fund	106
	Drug Fund	107
	Public Works - Sanitation Fund.....	109

VII.	<u>Debt Service Fund Expenditures</u>	
	Debt Service Fund.....	114
	General Debt Service Requirements.....	116
VIII.	Capital Projects Fund Expenditures.....	119
IX.	<u>Enterprise Fund Expenditures</u>	
	Wastewater Fund	122
	Enterprise Fund Debt Service Requirements.....	128
X.	Capital Improvements Program (CIP).....	131
XI.	<u>Capital Equipment Replacement Program (CERP)</u>	
	CERP Summary	136
	Management Information Systems.....	137
	Grants and Planning.....	138
	Police.....	139
	Fire	143
	Public Works -Streets	144
	Engineering.....	146
	Code Administration.....	147
	Parks & Recreation	148
	State Street Aid Fund.....	149
	Public Works - Sanitation Department	150
	Wastewater Department.....	151
XII.	Management Information Systems Schedule (MIS).....	153
XIII.	Appendixes	
	Appendix A: Personnel Summary/Schedule.....	163
	Appendix B: Glossary.....	170
	Appendix C: City Organization Chart	175
	Appendix D: Budget Ordinance.....	178
	Appendix E: Budget Summary	181

BUDGET MESSAGE

Intentionally Left Blank

July 13, 2011

2011-2012 FINAL BUDGET MESSAGE

TO: Mayor and Members of the City Council

I am pleased to transmit the final 2011-12 Annual Budget for the City of Columbia. In compliance with the City Charter and State law, the budget is balanced for all funds. An overview of issues for the coming year was provided in the preliminary budget message dated April 21, 2011.

Discussions with Council members in late 2010 indicated that while many projects need to be funded, the consensus was that maintenance of the current property tax rate was the highest priority in consideration of the high unemployment rate. A work session was held on April 30th to begin preliminary review of the proposed budget with the City Council prior to formal consideration of the Appropriation and Tax Rate Ordinances. First and second considerations of the budget were held on May 19, 2011 and June 2, 2011. The legally required Public Hearing was held on June 16th and the budget was adopted without modification at third consideration.

The property tax levy was also adopted on June 16th. The property tax rate remained unchanged at \$1.31.

2011-12 OPERATING BUDGET

The 2011-12 Operating Budget totals \$58,245,836 (a summary of the adopted budget is provided in Appendix D). Of this total, the General Fund, which provides the majority of the day-to-day services for the community, is approximately \$25 million. The General Fund budget reflects a 2.5% decrease (\$628,179) over the adopted FY 2010-11 budget. A detailed explanation of items related to the decrease is provided within the Preliminary Budget message.

The balance of the City's budget incorporates expenditures for special revenue funds, enterprise funds, capital projects and debt service. Debt payments include \$1,016,202 for general purposes and \$2,411,793 for Wastewater system improvements.

ONGOING PROJECTS

The City is in the midst of several multi-year projects as highlighted in the Preliminary Budget message. Detail regarding the City's capital projects may be found in the Capital Improvement Schedule within this document.

Last month, the City sold \$7 million in Sewer System Revenue and Tax Bonds for Greenlick Basin infrastructure issues (replacing the pump station and beginning to address inflow and infiltration issues). The interest rate on the 20-year bond issue was 3.26%. During the process of issuing the debt, the City's bond rating of Aa2 was confirmed by Moody's Investor's Service.

BUDGET COVER

The cover of the budget document depicts the recently-opened Ridley Park Athletic Complex. Ridley Park is located at 6148 Trotwood Avenue, 3 miles west of James Campbell Boulevard.

July 13, 2011

2011-2012 FINAL BUDGET MESSAGE

The park includes four multi-purpose ball fields, six girls fast pitch softball fields and two football fields that may also be used for soccer. This state-of-the-art complex includes wireless scoreboards, spacious dugouts, a Bermuda grass playing surface, two centrally-located restrooms/concession stands and over 500 parking spaces. The grand opening for the facility was held on April 9, 2011.

OUR COMMITMENT TO THE CITY

The Management Team worked together to present a balanced budget for the City Council's consideration without a property tax increase. Central to this development is the Strategic Plan which provides the work plan for the coming fiscal year. Last year, a 3 cent property tax decrease was proposed and approved as a result of staff and Council's sensitivity to the high unemployment rate in the area and the financial challenges being experienced by many of our citizens. The budget continues to provide funding to maintain essential City services and programs without adding new programs or staff.

RECOGNITION AND THANKS

I wish to thank the Mayor and City Council for their time and effort in working to understand the ongoing challenge of linking available resources to the essential operating needs of each City department. I would also like to thank the Management Team and all of our employees who participated in the budget process and those who will assist in the implementation of the many projects and issues incorporated within this budget.

Special thanks to the personnel of the Finance Department led by Patti Baltzer and Liz Bermudez in the City Manager's Office for the extra time and effort expended to compile and assemble this document.

Finally, we express appreciation to the Citizens of Columbia who work as our partners in making Columbia a better place to live.

Respectfully submitted,



Paul C. Boyer, Jr.

City Manager

TO: Honorable Mayor and Members of City Council

FROM: Paul C. Boyer, Jr., City Manager

INTRODUCTION

The City staff is pleased to present the proposed operating and capital budget for the fiscal year beginning July 1, 2011, and ending June 30, 2012, for your review and consideration. This budget has been developed in accordance with the City Charter, applicable city ordinances, state and federal laws, and city policies and procedures.

The proposed budget plans for the next year by linking anticipated expenditures for City services and programs to projected revenues. Priority items identified within the City's Strategic Plan have been incorporated as funding permits.

OVERVIEW

This document is a proposed comprehensive budget including both operating and capital budgets. The General Fund is the largest operating budget of the City. The major points related to the proposed FY 2011-12 General Fund budget include the following items:

- The property tax rate has been maintained at \$1.31,
- No positions have been eliminated from the budget,
- A 2% pay increase has been budgeted for City employees (no raises were budgeted for FY 2009-10 or FY 2010-11),
- A 13% increase in health insurance has been incorporated within the proposed budget,
- A 2.57% increase in funding to the City's retirement plan has been included,
- Minimal capital equipment replacement has been included, primarily 5 replacement vehicles in the Police Department, and
- The Management Information Systems schedule was amended from a 5-year replacement of computer hardware and software replacement to a 3-year replacement schedule, at an increased cost of approximately \$96,000.

The majority of Columbia's General Fund expenditures represents personnel costs. For FY 2011-12, 75% (\$19 million) of the proposed General Fund budget (\$25.2 million) is linked to employee salaries and benefits, with the remainder covering other operating expenses, transfers and capital equipment acquisitions. Prior year General Fund salary/benefit totals are \$18.3 million (FY 2010-11), \$18.1 million (FY 2009-10), \$17.9 million (FY 2008-09) and \$17.3 million (FY 2007-08). As highlighted above, the proposed FY 2011-12 budget includes a 2% pay increase for employees, a 13% increase toward funding of employee health insurance and a 2.57% increase in funding to the retirement plan.

The Capital Outlay budget within the General Fund totals \$530,510 or approximately 2% of the General Fund budget.

- Equipment replacement programmed within the budget includes \$127,000 for 5 replacement vehicles for the Police Department, one piece of maintenance equipment for Parks & Recreation (\$9,000) and replacements of computer hardware and software (\$248,750).
- Other capital outlay items included within the budget are:
 - An upgrade to Microsoft Exchange for City e-mail - \$37,000,
 - Funding for radio upgrades (narrow banding) for Police and Fire - \$50,000,
 - Replacement fire hose - \$20,550,
 - A replacement HVAC system for Fire Station #3 - \$14,520, and
 - A replacement HVAC system for Public Works - \$24,000.

Budgeted General Fund expenses for services and supplies (\$4,629,167) have increased approximately \$150,000 when compared to the adopted FY 2010-11 budget as a result of a \$33,000 increase in utilities within General Government for the new City Hall building, a \$45,000 budget allocation for election expense, \$12,000 for customer service software maintenance, and an increase of \$59,000 within the City Manager's budget (when compared to the initially-adopted FY 2010-11 budget) for professional services for Sherrill Morgan and AMEC.

The number of employees within all departments remained the same as in the FY 2010-11 budget.

The City will once again use State Street Aid funds for the monthly utility/street light investment bill for street lighting (\$465,000). That amount will be combined with a \$75,000 allocation in the Streets & Transportation Fund for a total street lighting budget of \$530,000. The FY 2010-11 State Street Aid \$600,000 budget allocation for resurfacing and a \$100,000 balance from the Cayce Lane repair project will be carried forward and combined with an additional \$300,000 for a total FY 2011-12 street resurfacing budget of \$1,000,000. It is anticipated that the resurfacing contract will be awarded in early FY 2011-12. Funds are also budgeted within State Street Aid for sign supplies, signal parts and system-wide improvements to traffic signals.

City staff continues to coordinate construction of the Duck River Riverwalk with other governmental and private entities. The majority of the funding for this project comes from SAFETEA-Lu Federal Transportation Grant Funds (\$5.7 million in Federal funds and \$1.4 million in City matching funds between 2005 and 2010). In January 2007, the City entered into a contract with Fisher & Arnold, Inc. for engineering services for the Riverwalk project. The contract was subsequently amended to add services for right-of-way acquisition and construction oversight. In August 2010, the construction bid for the project was awarded to Civil Constructors in the amount of \$4.5 million to construct sidewalks, streetscapes, parking improvements, bridge improvements and a restroom facility. An estimated budget allocation has been made for the projected amount of \$4.3

million of unexpended funds at June 30, 2011. This allocation will be adjusted depending on the status of project expenditures at the close of the FY 2010-11. Completion of the project is estimated to occur within 9 months.

In December 2009, the City Council approved purchase of a building at 700 North Garden Street (the former Middle Tennessee Bank building) for the relocation of City Hall. A \$1.5 million budget was established for the project within the Capital Projects Fund from a portion of the proceeds of the 2010 General Obligation Refunding and Improvement Bond issue. An additional \$1.3 million was allocated to the Capital Projects Fund during FY 2010-11. Lyman, Davidson, Dooley has been working with the City on design plans and space planning. Interior demolition was completed last month and award of the construction bid is anticipated during May. Approximately \$1.2 million has been incorporated in the FY 2011-12 budget for this project, as the majority of construction expenditures will take place next fiscal year. Any outstanding obligations at fiscal year-end will be allocated to the FY 2011-12 Budget via a budget amendment during the first quarter of the new fiscal year.

Other capital projects that will be continued during the year include:

- \$1,920,000 in Surface Transportation Program projects,
- \$419,016 for expenditures related to a Neighborhood Stabilization Grant from the U.S. Department of Housing and Urban Development (HUD),
- \$365,000 for a Youth Empowerment Center (funded with a grant from HUD and matching funds),
- \$225,868 for the Safe Routes to School grant,
- \$178,000 in grants for the construction of a Farmers' Market.

During FY 2010-11, the first phase of the Ridley Park recreation complex was completed and Fire Station #2 was relocated and opened.

Within the Public Works-Sanitation Department, \$90,000 is included within the FY 2011-12 budget for replacement of a brush truck.

During FY 2008-09, a rate study was performed for the Wastewater System and a recommendation for a rate increase was unsuccessfully presented to the City Council. During the FY 2009-10 budget process, several capital projects were removed from the Wastewater budget to reduce the drawdown on fund balance in the interim until a rate adjustment was implemented. Prior to first consideration of the FY 2010-11 budget, additional dialogue was conducted related to the critically-needed Wastewater rate adjustment. After the proposed rate increase failed again, the City's budget ordinance was amended by reducing the Wastewater Fund over \$5.5 million. \$5.3 million in capital outlay items and projects were eliminated along with 3 full-time and 2 part-time positions. The FY 2010-11 Wastewater Fund budget appropriated \$2,146,000 as a capital budget: \$2,000,000 for the ongoing Santa Fe Force Main rehabilitation project and \$146,000 for capital equipment repair/replacement items.

Over the past two months, staff and Council have had extensive dialogue regarding the

appropriate level for an increase. The Wastewater Fund has operated at a loss for the previous two fiscal years and is expected to again this year. Additionally, the fund had negative net assets during FY 2009-10 and is again anticipated for the current fiscal year. After two years of negative net assets, the State considers the system to be financially distressed and the State Division of Municipal Audit will forward the annual financial report to the Water and Wastewater Financing Board for their review and action.

On April 7, 2011, a 53% sewer rate increase was approved which will enable the system to operate “in the black” and provide funding for debt service for a bond issue to address the Greenlick Basin infrastructure issues (replacing the pump station and addressing inflow and infiltration issues).

Additional detail may be found within the Wastewater Department section behind the “Enterprise Fund” tab.

The Wastewater Fund also supports debt service for bond issues and other financing that is established to provide for improvements to the wastewater system. Detail of all Wastewater system-related debt is included behind the “Enterprise Fund Expenditures” tab in this book.

Resources for the Debt Service Fund are provided via transfers from the funds that issued the respective debt (typically the General Fund and Sanitation Fund). A 10-year Capital Outlay Note in the amount of \$1.7 million was issued earlier this year to provide funding for replacement of a ladder truck and a pumper truck for the Fire Department and an excavator for Public Works. A Sanitation Equipment Capital Outlay Note totaling \$189,000 was issued last month for the replacement of a commercial collection vehicle. The debt service (principal and interest payments) for those notes has been included within the proposed FY 2011-12 budget together with principal and interest for previous issues. Detail of general debt service payments is included behind the “Debt Service Fund Expenditures” tab in this book.

Many capital maintenance and repair items remain unfunded due to lack of available resources. The City Council’s Strategic Planning process continues to include discussion related to the development of/enhancement to potential available revenue streams.

TAX LEVIES

Property tax levies for prior fiscal years are as follows:

<u>Fiscal Year</u>	<u>City of Columbia</u>	<u>Maury County</u>	<u>Total</u>
2010-11	(reappraisal) 1.31	2.597	3.907
2009-10	1.38	2.65	4.03
2008-09	1.38	2.50	3.88
2007-08	1.08	2.50	3.58
2006-07	(reappraisal).99	(reappraisal) 2.50	3.49

Under the Tennessee certified tax rate law, the formal reappraisal of real and personal property for assessed valuation purposes is conducted every four years. In Columbia, the

Maury County Assessor of Property performs this function. With increases in assessed valuation, each local unit is required to rollback the tax rate so that the net effect is no increase in tax revenues. Should the local governing body desire to increase the certified tax rate following the roll-back, State law authorizes this action by the local government following a public hearing so that citizens are aware and can have input into the intended tax adjustment. The most recent reappraisal of real and personal property was conducted in FY 2009-10, with the rollback provisions applicable to FY 2010-11. As a result of the reappraisal process, the certified tax rate received from the Maury County Assessor changed from \$1.38 to \$1.34. Even though the certified tax rate was four cents lower than the current rate, it seemed essential that given Maury County and Columbia's economic challenges, some form of property tax reduction be provided due to the area having one of the highest unemployment rates in Tennessee. A number of General Fund cost reductions were applied to allow a three cent decrease in the property tax rate to \$1.31 and the final rate of \$1.31 was adopted for FY 2010-11 at the June 29, 2010 special-called meeting.

This proposed FY 2011-12 budget, as presented herein, constitutes the City Manager's recommended budget. Acknowledging the continued overall economic picture within the City and Maury County and in conjunction with that sensitivity, expenditures have been held to a minimum and the budget has been balanced with no increase in the property tax rate.

BALANCING THE BUDGET

The proposed budget continues basic services for our residents and does not provide for any new services or projects. The budget provides for a pay increase for City employees as well as additional funding for health insurance premiums and the retirement plan. As previously discussed with the City Council, our employees' pay continues to lag behind our peers.

Revenues:

Most revenue line items remained relatively constant when compared with the FY 2010-11 budget. Property tax collections were budgeted at a decreased amount based upon lower collections, but the decrease within that line item was nearly offset by a similar increase in delinquent property tax collections. An overall discussion of revenue items will be incorporated within our budget meetings. Within the General Fund, \$1,183,157 of fund balance was used to balance the budget, with the assumption that those funds will be available from "revenues over budgeted amounts" and "expenditures under budgeted amounts" within the current fiscal year.

Expenditures:

Items included within the proposed budget in addition to the capital outlay items detailed above include:

- Funding in the amount of \$40,000 for the City of Columbia Senior Property Tax Relief Program. This is the third year the program has been budgeted.

- An increase of \$18,700 within the Police Department for software maintenance for crime mapping (\$6,200), annual expense for aircards for Patrol laptops (\$7,200), and an anticipated increase in the E-Com dispatching contract (\$5,300).
- Within Code Administration, \$12,000 has been included for software maintenance for the new customer service software and \$4,500 has been budgeted for additional maintenance expense for the new City Hall facility.
- Within Grants & Planning, \$42,000 has been carried forward from the current fiscal year for revisions to the zoning ordinance.
- The Police Department includes reallocation of a reserve amount of \$102,000 for expenses related to future relocation of the Department to the current City Hall building.

After balancing the General Fund budget with the use of prior year revenues (\$1,183,157), it is expected that the City's fund balance will be close to the minimum recommended level of 25% of the budget (\$6,287,727), or 3 months of operating expenditures, depending on final revenue and expenditure figures for FY 2010-11. It is anticipated that the fund balance will fall below that 3-month minimum for several months of the fiscal year as revenues within the General Fund peak during October-December each year as a result of property tax collections. Staff will continue to work to rebuild the fund balance to maintain that threshold throughout the year by minimizing expenditures where possible.

BUDGET ISSUES

During the presentation of the proposed budget, staff identifies a series of budget issues that require focus and attention. The time of the City Council is spent more effectively on significant policy matters and less to line item review of the budget document. This allows the City Council to ask questions about individual expense items during budget review sessions when City staff is represented and available for questions.

The budget issues for fiscal year 2011-12 are abbreviated below with specific commentary and supplemental information provided following this budget message.

1. Compensation Plan
2. Capital Improvements Program (CIP)
3. Capital Equipment Replacement Program (CERP)
4. Management Information System (MIS) Schedule

Readers of this budget message are invited to review the budget issues, appendixes and other schedules incorporated in this document to gain an insight into some of the issues pending before the City Council throughout this particular budget adoption process.

2010-2011 PROGNOSIS

Sales tax collections seem to have stabilized after declines during FY2009 and FY2010. During FY2008, Local Sales Tax collections were nearly \$7.6 million. For FY2009,

those collections dropped to \$7.1 million and a further drop occurred during FY 2010 which had collections of \$6.9 million. Revenues from Local Sales Tax for the current fiscal year are projected to be over \$6.7 million and FY 2011-12 includes a budget of \$6.8 million for those collections. Maury County continues to have a higher unemployment rate than many counties to the north (14.2% for February). In February, the City of Columbia had an unemployment rate of 16%, the highest rate among Tennessee cities with a population greater than 25,000. City administrative staff held budgetary requests to a minimum during the budget process, with almost all capital equipment replacement and facility maintenance items again being deferred. Current revenue indicators show a projected decrease in General Fund revenues for the City of Columbia in FY 2011-12 as compared with the current fiscal year budget as a result of:

- budget amendments that occurred during the fiscal year which resulted in a higher use of prior year revenue, and
- capital outlay note proceeds received during FY 2010-11.

RECOGNITION AND THANKS

The development of the proposed budget requires significant resources from each department. The Management Team works within the budget parameters established at the outset of the process to prepare and present this proposed budget document.

Special thanks to the personnel of the Finance Department led by Patti Baltzer, City Recorder Betty Modrall, and Liz Bermudez in the City Manager's Office for the extra time and effort expended to compile and assemble this document.

It is our privilege to present the FY 2011-12 Budget for your consideration.

Intentionally Left Blank

BUDGET ISSUES

Intentionally Left Blank

BUDGET ISSUES

- 1) Compensation Plan**
- 2) Capital Improvements Program (CIP)**
- 3) Capital Equipment Replacement Program (CERP)**
- 4) Management Information Systems (MIS) Schedule**

BUDGET ISSUES

ISSUE NO. 1 COMPENSATION PLAN

BACKGROUND: Each year, the City Council considers general wage adjustments for City employees based on the established Compensation Plan. Salaries and benefits continue to comprise the largest percentage of the overall budget. The plan still reflects a minimum and a maximum for each pay grade, with no steps.

The proposed budget was prepared with a 2% cost of living increase for employees.

Funding for the retirement plan was increased by 2.57%.

A 13% increase in health insurance premiums was budgeted for FY 2011-12.

Following is a breakdown of salary adjustments provided over the past 10 years:

FY 11/12	2% COLA on July 1 st , an additional 2.57% was funded for the retirement plan and an additional 13% was funded for employee health insurance.
FY 10/11	0% pay adjustment. An additional 15% was funded for employee health insurance.
FY 09/10	0% adjustment on anniversary date. An additional 1.06% was funded for the retirement plan and a .6% increase was funded for post-employment health insurance.
FY 08/09	2% COLA on July 1 st , 3% adjustment on anniversary date. An additional 3.53% was funded for retirement and post-employment health insurance.
FY 07/08	1.5% COLA on July 1 st , 3% adjustment on anniversary date.
FY 06/07	1.5% COLA on July 1 st , 3% adjustment on anniversary date. Top-out pay rate for each grade was increased by 6%.
FY 05/06	3% adjustment on anniversary date.
FY 04/05	3% adjustment on anniversary date.
FY 03/04	3% adjustment on anniversary date, raised maximum salary levels by 9%, steps removed from pay plan the City funded an additional 1.5% into the City of Columbia's Retirement Plan).
FY 02/03	Zero COLA with 3% longevity based adjustments on anniversary date; in cases where employees' years of service in their current position are more than their step level, employees would be allowed up to two 3% longevity based adjustments.

RECOMMENDATION: Budgeted per above.

BUDGET ISSUES

ISSUE NO. 2

CAPITAL IMPROVEMENTS PROGRAM (CIP) - \$11,828,059

BACKGROUND: The purpose of the Capital Improvements Program (CIP) is to organize and schedule the repair, replacement and refurbishment of public improvements as well as to propose new capital projects. A summary of CIP expenditures by major category is detailed below with suggested review of the entire CIP program as included in the budget document.

PROJECT CATEGORY	2010-11 Estimated	2011-12 Proposed	2012-13 Estimated	2013-14 Estimated	2014-15 Estimated	2015-16 Estimated
Municipal Buildings	\$ 505,632	\$ 1,321,000	\$ 0	\$ 0	\$ 0	\$ 0
Transportation System	640,000	3,160,868	340,000	340,000	340,000	340,000
Stormwater Utility	0	0	0	0	0	0
Parks and Recreation	2,728,329	4,508,134	75,000	1,150,000	25,000	75,000
Wastewater System	1,852,968	8,422,032	1,000,000	1,000,000	1,000,000	1,000,000
GRAND TOTAL	\$ 5,726,929	\$ 17,412,034	\$ 1,415,000	\$ 2,490,000	\$ 1,365,000	\$ 1,415,000

The Capital Improvements Program (CIP) is intended to be a public document. To this effect, it is organized and presented by functional area to give the public an understanding of the various proposed municipal projects and relevant cost information. The cost information is presented in current day estimates and provides for all anticipated costs, including design, construction, project management, and contingency. Many of the items in the CIP are actually funded through other agencies: Tennessee Department of Transportation (TDOT), Safe, Accountable, Flexible, Efficient Transportation Equity Act (SAFETEA-Lu) and American Recovery & Reinvestment Act (ARRA) funds. As a result, amounts represented above may not appear as budgeted City funds.

Many projects shown in the FY 2010-11 column are multi-year projects and several of those projects currently in process will have outstanding balances at June 30, 2011. Unexpended project balances at June 30, 2011 will be appropriated into the 2011-12 fiscal year budget via an appropriation amendment.

ISSUE NO. 2**CAPITAL IMPROVEMENTS PROGRAM (CIP) - CONTINUED**

Funds have been included in the FY 2011-12 Annual Budget as follows:

Breakdown by Category:		
Municipal Buildings	\$ 1,219,000	City Hall Project-Capital Projects Fund
	<u>102,000</u>	Police Department relocation-General Fund
	\$ 1,321,000	Total Municipal Buildings
Transportation System	\$ 1,000,000	Street Resurfacing- State Street Aid Fund
	204,000	City match-STP Projects-State Street Aid Fund
	<u>15,000</u>	Traffic Control – State Street Aid Fund
	\$ 1,219,000	Total Transportation System
Parks & Recreation (multi-year City matching)	\$ <u>866,027</u>	Duck River Riverwalk-matching-Capital Proj Fund
	\$ 866,027	Total Parks & Recreation
Wastewater System	\$ 1,273,032	Santa Fe Force Main rehabilitation
	32,000	East Bigby Interceptor
	1,000,000	Greenlick sewer rehabilitation
	5,005,000	Greenlick Basin improvements (pump station)
	375,000	Inflow & Infiltration System Study
	600,000	Duck River Wetwell rehabilitation
	<u>137,000</u>	SCADA System
	\$ 8,422,032	Total Wastewater Fund
Breakdown by Fund:		
General Fund	\$ 102,000	
State Street Aid Fund	1,219,000	
Capital Projects Fund	2,085,027	
Wastewater Fund	<u>8,422,032</u>	
	\$11,828,059	Total City budgeted funds FY 2011-12

BUDGET ISSUES

ISSUE NO. 3

CAPITAL EQUIPMENT AND REPLACEMENT PROGRAM (CERP) - \$245,690

BACKGROUND: The purpose of the Capital Equipment Replacement Program (CERP) is to provide for the scheduled replacement of motor vehicles and other major pieces of equipment for all City departments. A summary of the CERP schedule for FY 2011-12 by department is detailed below. The entire CERP program is included within this budget document and should be reviewed in detail.

	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
General Fund:	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Mgt. Information Systems	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0
Grants & Planning	0	0	0	0	0	0
Police	171,000	126,690	391,470	403,215	387,618	399,252
Fire *	1,400,000	0	102,000	31,000	62,000	500,000
Public Works-Streets *	250,000	0	183,000	170,000	265,000	60,000
Engineering	0	0	20,000	0	0	0
Code Administration	0	0	0	20,000	0	0
Parks & Recreation	<u>32,000</u>	<u>9,000</u>	<u>100,400</u>	<u>108,600</u>	<u>97,650</u>	<u>93,400</u>
Total General Fund	\$1,853,000	\$135,690	\$ 821,870	\$ 732,815	\$ 812,268	\$ 1,052,652
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Special Revenue Funds:	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
State Street Aid	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Drug	0	20,000	0	93,421	0	0
Public Works-Sanitation*	<u>245,000</u>	<u>90,000</u>	<u>300,000</u>	<u>60,000</u>	<u>1,000,000</u>	<u>40,000</u>
Total Special Rev Funds	\$ 245,000	\$ 110,000	\$ 300,000	\$ 153,421	\$1,000,000	\$ 40,000
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Enterprise Fund:	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Wastewater	<u>\$ 38,500</u>	<u>\$ 0</u>	<u>\$ 278,500</u>	<u>\$ 362,000</u>	<u>\$ 378,500</u>	<u>\$ 158,500</u>
Total Enterprise Fund	\$ 38,500	\$ 0	\$ 278,500	\$ 362,000	\$ 378,500	\$ 158,500
Total CERP Expenses	\$2,136,500	\$245,690	\$1,400,370	\$1,248,236	\$ 2,190,768	\$ 1,251,152

ACTION: Within the General Fund, \$135,690 has been budgeted for replacement equipment per the above schedules. Within Special Revenue Funds, \$110,000 has been incorporated within the proposed FY 2011-12 budget. No Enterprise Funds have been budgeted within FY 2011-12 per the above schedule.

*During FY 2010-11, \$1,650,000 of budgeted capital equipment within the General Fund was funded via a capital outlay note (two replacement Fire trucks - \$1,400,000 and a replacement grader - \$250,000). Additionally \$225,000 within the Sanitation Fund was funded via a capital outlay note for a replacement commercial garbage collection vehicle.

BUDGET ISSUES

ISSUE NO. 4

MANAGEMENT INFORMATION SYSTEMS (MIS) SCHEDULE - \$269,100

BACKGROUND: The Management Information System (MIS) Schedule is an ongoing projection of computer acquisition and replacement needs involving all hardware and software components throughout the entire municipal organization. The MIS schedule is compiled for easy access and comprehension by the public of the total computer infrastructure investment by the municipality. The reinvestment in MIS technologies, as shown in the MIS schedule, also highlights the use of modern computer equipment to improve municipal operations and services.

For FY 2011-12, the schedule has been transitioned from a 5-year replacement schedule to a 3-year replacement schedule.

DEPARTMENT	Budgeted 2010-11	Proposed 2011-12	Estimated 2012-13	Estimated 2013-14
City Council	\$ 0	\$ 0	\$ 2,000	\$ 1,700
MIS	6,000	5,100	4,200	6,000
City Manager	1,700	2,000	3,500	3,900
Finance	2,000	3,400	4,400	5,700
City Recorder	10,500	13,600	4,900	5,100
Personnel	3,200	3,400	3,700	3,500
Grants and Planning	3,200	2,000	3,400	3,200
General Government*	54,000	126,250	83,500	79,400
Police	21,000	54,900	81,000	73,900
Fire	8,600	14,900	29,100	16,300
Public Works	2,000	8,500	7,200	13,600
Engineering	5,100	3,200	7,100	3,400
Code Administration	3,400	3,200	3,400	7,100
Parks and Recreation	1,700	8,300	12,200	5,100
SUBTOTAL	\$122,400	\$248,750	\$249,600	\$227,900
Wastewater	\$ 12,500	\$20,350	\$10,800	\$14,500
SUBTOTAL	12,500	\$20,350	\$10,800	\$14,500
GRAND TOTAL	\$134,900	\$269,100	\$260,400	\$242,400

* Amount reflected above for General Government includes a pool of \$30,000 per year for software acquisition.

The corresponding MIS schedule will be evaluated and updated annually within the budget process.

RECOMMENDATION: Funds are budgeted in the amount of \$248,750 within the General Fund (Management Information Systems Department) and \$20,350 within the Wastewater Fund as detailed above.

BUDGET FORMAT AND OVERVIEW

Intentionally Left Blank

BUDGET FORMAT

BUDGET ORGANIZATION

The budget document is organized to provide a summary of the total budget within the schedule pages, showing revenues and expenditures for each fund.

The major portion of the budget consists of detail pages providing a description of funds and activities within each function. This document provides historical, present and future comparisons of revenues and expenditures; allocations of resources; and descriptions of each department, accomplishments and objectives for the coming year.

Also included are schedules detailing Capital Improvements, Capital Equipment Replacement and Management Information Systems. Appendixes at the end of the document include a Personnel Schedule, a Glossary, an Organization Chart and a copy of the proposed budget ordinance and summary. After the budget is finalized, a Schedule of Budget Modifications will also be incorporated

FINANCIAL STRUCTURE

Accounts of the City of Columbia are organized by fund and account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts composed of its assets, liabilities, fund equity, revenues and expenditures or expenses. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent. The various funds are grouped into five basic fund types and two broad fund categories as follows:

Governmental Funds

GENERAL FUND

The General Fund is the City's principal fund and is used to account for all activities of the City not included in other specified funds. The General Fund accounts for the normal recurring activities of the City (police and fire protection, parks and recreation, public works, general government etc.).

SPECIAL REVENUE FUNDS

Special revenue funds including the State Street Aid Fund, Narcotics & Vice Fund, Street and Transportation Fund, Drug Fund and Sanitation Fund are used to account for the proceeds of specific revenue sources legally restricted to expenditures for specified purposes.

DEBT SERVICE FUND

The Debt Service Fund is used to account for the payment of principal and interest on long-term general obligation debt. This debt obligation is serviced entirely through operating transfers from the General and Sanitation Funds and interest earnings.

CAPITAL PROJECTS FUND

The Capital Projects Fund is used to account for financial resources segregated for the acquisition of or construction of major capital facilities other than those financed by enterprise operations. Funding sources include operating transfers from the General Fund and grants received by the City.

Proprietary Funds

ENTERPRISE FUND

The City's Wastewater Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where the intent of the governing body and/or the requirements under state law are that the costs of providing goods or services to the general public be financed or recovered primarily through user charges.

BASIS FOR BUDGETING

Budgets for the General Fund, special revenue funds, Debt Service Fund, Capital Projects Fund and Wastewater Fund are adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts and actual comparisons are as originally adopted or as amended by the City Council.

The City Manager is authorized to transfer budgeted amounts within departmental activities; however transfers between activities within a department or any revisions that alter the total expenditures of any fund must be approved by the City Council. Expenditures may not exceed appropriations at the fund level. Appropriations not expended lapse at year-end (unless rebudgeting is requested & approved by the budget amendment process).

BASIS OF ACCOUNTING

All governmental fund types are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. All intergovernmental revenues are recorded as revenue when received. Property tax revenues are recognized in the fiscal year for which they were levied. Licenses and permits, charges for services, fines and forfeitures, and other revenues are recorded as revenue when received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. However, an exception to this rule would include principal and interest on general long-term debt which is recognized when due.

The City's Wastewater Fund is accounted for using the accrual basis of accounting. Revenues are recognized when earned, and expenses are recognized when incurred.

Intentionally Left Blank

REVENUES

Intentionally Left Blank

GENERAL FUND

(110)

REVENUES

Account Number	Account Name	Actual Revenues 2009-2010	Budgeted Revenues 2010-2011	Estimated Revenues 2010-2011	Budgeted Revenues 2011-2012	% Adj. from Prior FY
31100	Property Taxes - Current	8,864,553	8,869,286	8,500,000	8,615,623	1.36 %
31200	Property Taxes - Delinquent	402,119	200,000	500,000	400,000	-20.00 %
31300	Penalty & Interest on Delinquent	67,987	30,000	60,401	50,000	-17.22 %
31511	Tax Equivalent - Electrical	924,024	924,000	1,089,558	1,089,000	-0.05 %
31512	Tax Equivalent - Water System	111,175	111,175	130,028	130,000	-0.02 %
31513	Tax Equivalent - Wastewater System	411,742	435,766	435,766	466,013	6.94 %
31514	Atmos Gas	458,006	500,000	452,000	450,000	-0.44 %
31520	Tax Equivalent - Industrial Park	55,208	25,000	25,000	25,000	0.00 %
31610	Local Sales Tax	6,861,346	6,500,000	6,730,000	6,800,000	1.04 %
31611	Telecommunication Sales Tax	2,898	3,000	2,319	2,300	-0.82 %
31710	Beer Tax Local	808,070	810,000	766,000	770,000	0.52 %
31720	Retailers Alcoholic Beverage	165,600	195,000	197,000	197,000	0.00 %
31730	Mixed Drink Tax	42,562	50,000	42,200	43,000	1.90 %
31820	Gross Receipts Tax	625,233	500,000	497,000	500,000	0.60 %
31830	Gross Receipts - Interest	7,547	3,000	250	150	-40.00 %
31912	Cable TV Franchise	437,193	400,000	420,000	420,000	0.00 %
31930	Excise Tax	17,813	25,000	20,000	20,000	0.00 %
32210	Application Fee - Beer Permit	8,300	4,000	7,600	4,000	-47.37 %
32220	Liquor Privilege Tax	15,300	15,000	15,425	15,000	-2.76 %
32230	Beer Privilege Tax	11,843	10,000	11,000	10,000	-9.09 %
32400	Fireworks Permit	32,500	20,000	20,000	20,000	0.00 %
32410	Animal Registration	3,503	3,000	2,790	2,800	0.36 %
32600	Building & Inspection Permits	156,567	140,000	110,000	140,000	27.27 %
32600-1	Engineering Inspection Fees	3,500	1,000	0	0	0.00 %
32600-2	Street Cut Fees	225	100	300	100	-66.67 %
32611	Gas & Mechanical Code Permits	9,689	8,000	5,500	6,000	9.09 %
32612	Subdivision , Construction & Grading	750	0	0	0	0.00 %
32612-1	Stormwater Management Fees	4,465	5,000	4,400	4,000	-9.09 %
32660	Zoning Permits & Fees	20,756	16,000	16,158	16,000	-0.98 %
32720	Alarm Permits	34,149	32,000	32,800	33,000	0.61 %
33191	FEMA Grant -Firefighter As	0	257,991	257,991	0	-100.00 %
33193	FEMA/TEMA Grant	0	0	0	0	0.00 %
33199	2009 Byrne/Jag	40,530	22,230	22,230	0	-100.00 %
33200	Bullet Proof Vest Grant	2,887	5,000	399	0	-100.00 %
33201	Arra-Byrne/Jag Recovery G	198,874	59,104	34,169	0	-100.00 %
33203	Jag Grant 2006	8,158	0	0	0	0.00 %
33204	Federal Equitable Sharing Agreemt	0	0	0	0	0.00 %
33207	2007 Jag Grant	19,701	0	756	0	-100.00 %
33208	2008 Justice Assistance Grant	566	4,649	4,649	0	-100.00 %
33209	Arra-Cops Hiring Recovery	73,167	100,000	75,000	75,000	0.00 %
33211	2010 Byrne/Jag Grant	0	58,947	0	0	0.00 %
33212	Arra Energy Efficiency Grant	0	100,000	0	0	0.00 %
33213	Hud Community Challenge Grant	0	250,000	0	0	0.00 %
33290	OCDETF Overtime Reimb Pro	20,921	0	3,834	0	-100.00 %
33291	OT Reimb-Safe Streets Task Force	9,811	0	4,157	0	-100.00 %

GENERAL FUND REVENUES (CONTINUED)

		Actual	Budgeted	Estimated	Budgeted	% Adj.
Account		Revenues	Revenues	Revenues	Revenues	from
Number	Account Name	2009-2010	2010-2011	2010-2011	2011-2012	Prior FY
33292	South Central TN Workforce	5,304	0	0	0	0.00 %
33320	TVA Replacement Tax	369,526	370,000	377,900	370,000	-2.09 %
33510	Sales Tax Allocation - State	2,124,698	1,800,000	2,135,000	2,177,000	1.97 %
33520	Income Tax Allocation - State	202,833	220,000	202,833	202,800	-0.02 %
33530	Beer Tax Allocation - State	16,381	16,000	16,000	16,000	0.00 %
34111	Received from Collection Agency	53	0	23	0	-100.00 %
34112	Sales of GIS Data	86	50	9	10	11.11 %
34120	Collecting Fee - Gross Receipts	10,150	8,500	10,245	9,000	-12.15 %
34190	Received Grass Cutting/Demolition	22,355	15,000	30,500	15,000	-50.82 %
34231	Fingerprinting Revenue	1,275	900	920	900	-2.17 %
34232	Sexual Offender Registry	4,150	3,000	3,900	3,000	-23.08 %
34722	Fairview Swimming Pool	4,290	3,500	4,000	4,000	0.00 %
34725	Fairview Concession Stand	1,266	1,500	1,160	1,300	12.07 %
34742	Basketball Fees-Parks & Recreation	12,259	12,000	10,069	10,000	-0.69 %
34743	Membership Fitness Fee-Parks & Rec	13,316	11,000	11,000	11,000	0.00 %
34744	Recreation Programs	26,403	30,000	25,200	28,000	11.11 %
34745	Playground Equipment Fund	2,500	0	0	0	0.00 %
34746	Ridley Park	0	0	0	14,650	0.00 %
35110	Police Court	528,377	500,000	528,000	528,000	0.00 %
35116	Littering Fine	0	0	50	0	-100.00 %
35120	Non-Moving Traffic Fines	22,295	22,000	19,300	20,000	3.63 %
36100	Miscellaneous Interest Earned	97,350	62,000	59,000	58,000	-1.69 %
36213	Parking Garage Rental	10,126	10,000	9,000	9,000	0.00 %
36300	Sales & Recovery of Loss of Property	29,411	5,000	19,000	10,000	-47.37 %
36310	Sale of Land	0	0	0	0	0.00 %
36320	Sale-Animal Shelter Bldg	128,079	145,370	145,370	139,606	-3.97 %
36700	Downtown Parking Lot	2,965	2,500	2,900	2,500	-13.79 %
36720	Donations	634	0	0	0	0.00 %
36770	Public Fire Ed. Program	1,334	0	0	0	0.00 %
36900	Miscellaneous Revenues	75,026	30,000	26,153	28,000	7.06 %
36900-1	Copies - Police Reports	12,751	5,000	6,700	6,000	-10.45 %
36904	TN Municipal Bond Fund Proceeds	0	0	0	0	0.00 %
36906	Contribution MC for Emergency	0	0	0	0	0.00 %
36908	Capital Outlay Note-Streets/Fire	0	1,650,000	1,650,000	0	-100.00 %
37110	Prior Years Revenue	3,292,136	2,727,946	2,727,946	1,183,158	-56.63 %
37943	Transfer From Cap Proj Fund	242,730	0	0	0	0.00 %
	Fund Total	28,199,295	28,344,514	28,518,859	25,150,910	-11.81 %

STATE STREET AID FUND

(121)

REVENUES

Account Number	Account Name	Actual Revenues 2009-2010	Budgeted Revenues 2010-2011	Estimated Revenues 2010-2011	Budgeted Revenues 2011-2012	% Adj. from Prior FY
33550	State Collected Gas Tax	696,014	675,000	702,000	675,000	-3.85 %
33551	Additional 3-cent Gasoline	179,749	170,000	183,000	185,000	1.09 %
34331	Special Assessments - Street Paving	0	0	0	0	0.00 %
36100	Miscellaneous Interest Earned	6,193	5,000	5,700	5,000	-12.28 %
36101	Interest-LGIP-Garden St	0	0	0	0	0.00 %
36102	Interest-LGIP Industrial	362	0	2	0	-100.00 %
36150	Interest on Special Assessments	0	0	0	0	0.00 %
36900	Miscellaneous Revenues	0	0	0	0	0.00 %
37110	Prior Years Revenue	473,217	770,719	770,719	1,114,613	44.62 %
	Fund Total	1,355,534	1,620,719	1,661,420	1,979,613	19.15 %

N & V CHIEF'S FUND

(122)

REVENUES

Account Number	Account Name	Actual Revenues 2009-2010	Budgeted Revenues 2010-2011	Estimated Revenues 2010-2011	Budgeted Revenues 2011-2012	% Adj. from Prior FY
35110	Fines	0	5,000	5,000	5,000	0.00 %
36300	Settlements	36,101	25,000	15,000	20,000	33.33 %
36900	Miscellaneous Revenue	0	0	0	0	0.00 %
36911	Receipts from Drug Fund	52,000	15,000	30,000	40,000	33.33 %
	Fund Total	88,101	45,000	50,000	65,000	30.00 %

STREET AND TRANSPORTATION FUND**(123)****REVENUES**

Account Number	Account Name	Actual Revenues 2009-2010	Budgeted Revenues 2010-2011	Estimated Revenues 2010-2011	Budgeted Revenues 2011-2012	% Adj. from Prior FY
33560	State Allocated Revenue	70,989	70,000	70,947	70,000	-1.33 %
36100	Miscellaneous Interest Earned	201	100	100	100	0.00 %
37110	Prior Years Revenue	4,700	4,900	4,900	4,900	0.00 %
	Fund Total	75,890	75,000	75,947	75,000	-1.25

DRUG FUND**(125)****REVENUES**

Account Number	Account Name	Actual Revenues 2009-2010	Budgeted Revenues 2010-2011	Estimated Revenues 2010-2011	Budgeted Revenues 2011-2012	% Adj. from Prior FY	
35110	Police Court	19,525	15,000	7,693	10,000	29.99	%
36100	Miscellaneous Interest Earned	1,329	1,000	963	900	-6.54	%
36300	Sale & Recovery Loss Property	11,418	4,000	9,132	4,000	-56.20	%
36900	Miscellaneous Revenues	1,095	0	1,115	800	-28.25	%
36908	Receipts MC Drug Task Force	3,244	0	1,940	0	-100.00	%
36909	Receipts Columbia Task Force	61,931	40,000	30,263	30,000	-0.87	%
37110	Prior Years Revenue	113,760	53,390	53,390	58,765	10.07	%
	Fund Total	212,301	113,390	104,496	104,465	-0.03	%

SANITATION FUND

(127)

REVENUES

<u>Account Number</u>	<u>Account Name</u>	<u>Actual Revenues 2009-2010</u>	<u>Budgeted Revenues 2010-2011</u>	<u>Estimated Revenues 2010-2011</u>	<u>Budgeted Revenues 2011-2012</u>	<u>% Adj. from Prior FY</u>
31325	Penalty on User Fee	40,216	35,000	39,150	35,000	-10.60 %
34430	Residential User Fee	2,136,448	2,130,000	2,135,000	2,128,000	-0.33 %
34431	Commercial User Fee Class 1	212,421	200,000	206,000	200,000	-2.91 %
34432	Commercial User Fee Class 2	596,887	560,000	591,285	580,000	-1.91 %
36100	Interest Income	6,216	4,200	4,669	4,000	-14.33 %
36101	Interest -San Equip Accou	771	0	0	0	0.00 %
36300	Sales & Recovery of Loss	31,500	0	0	0	0.00 %
36900	Miscellaneous	2,025	0	1,748	500	-71.40 %
36901	Sanitation Equipment Loan	633,804	0	0	0	0.00 %
37110	Prior Years Revenue	472,378	355,958	355,958	398,200	11.87 %
	Fund Total	4,132,665	3,285,158	3,333,810	3,345,700	0.36

DEBT SERVICE FUND

(211)

REVENUES

Account Number	Account Name	Actual Revenues 2009-2010	Budgeted Revenues 2010-2011	Estimated Revenues 2010-2011	Budgeted Revenues 2011-2012	% Adj. from Prior FY	
36100	Miscellaneous Interest Earned	6,605	5,000	3,764	4,000	6.27	%
37110	Prior Years Revenue	307,840	220,000	220,000	0	-100.00	%
37940	Transfer From General Fund	923,924	623,047	623,047	1,000,035	60.51	%
37941	Transfer From Sanitation	0	168,155	168,155	226,940	34.96	%
	Fund Total	1,238,369	1,016,202	1,014,966	1,230,975	21.28	%

CAPITAL PROJECTS FUND

(311)

REVENUES

<u>Account Number</u>	<u>Account Name</u>	<u>Actual Revenues 2009-2010</u>	<u>Budgeted Revenues 2010-2011</u>	<u>Estimated Revenues 2010-2011</u>	<u>Budgeted Revenues 2011-2012</u>	<u>% Adj. from Prior FY</u>
33120	Safetea-Lu Funds - Riverwalk*	52,558	5,064,107	1,600,000	3,464,107	116.51 %
33432	TDEC Grant - Youth Emp Center	0	300,000	35,000	265,000	657.14 %
33434	Safe Routes to School Grant	16,869	229,868	25,000	204,868	719.47 %
33435	USDA Grant-Farmer's Market	1,203	99,000	20,000	79,000	295.00 %
33436	THDA-Neighborhood Stabiliz Grant	0	519,016	100,000	419,016	319.02 %
33437	TN Dept Ag-Farmers Mkt Grant	0	99,000	0	99,000	0.00 %
33438	TDOT-Surface Transp Funds	0	1,716,000	0	1,716,000	0.00 %
36100	Miscellaneous Interest Earned	8,935	9,000	9,000	5,000	-44.44 %
36102	Interest-2008 GO Bond proceeds	5,701	0	310	0	-100.00 %
36103	Interest-2010 GO Bond	4,079	0	4,000	0	-100.00 %
36900	Miscellaneous Revenues	11,255	0	0	0	0.00 %
36901	2005 TMBF Loan Proceeds**	754,085	0	0	0	0.00 %
36903	2007 TMBF Loan Proceeds**	616,019	0	0	0	0.00 %
36904	2008 Bond proceeds (Fire Hall)	0	0	0	0	0.00 %
36906	2010 GO Ref & Imp Bonds	5,453,153	0	0	0	0.00 %
36907	Recd From Others-Grant Matching	75,000	0	0	0	0.00 %
37110	Prior Years Revenue	2,823,382	2,385,225	2,385,225	2,280,027	-4.41 %
37940	Transfer From General Fund***	321,000	1,605,220	1,605,220	0	-100.00 %
37941	Tsf fm Other Funds (SSA-STP match)	237,000	204,000	0	204,000	0.00 %
	Fund Total	10,380,237	12,230,435	5,783,755	8,736,018	51.04 %

WASTEWATER FUND**(412)****REVENUES**

Account Number	Account Name	Actual Revenues 2009-2010	Budgeted Revenues 2010-2011	Estimated Revenues 2010-2011	Budgeted Revenues 2011-2012	% Adj. from Prior FY
32600	Sewer Permits	7,493	4,000	5,550	4,000	-27.93 %
32601	Inspection Fee Sewer Main Exten	1,900	1,500	800	1,000	25.00 %
33118	Comm Dev Block Grant (CDBG)	0	0	0	0	0.00 %
33400	TDOT Utility Relocation C	9,727	0	0	0	0.00 %
36133	Interest-2008 Sewer Rev B	10,745	0	858	0	-100.00 %
36300	Sale & Recovery of Loss Property	16,125	0	24,000	0	-100.00 %
36900	Miscellaneous	40,542	0	1,690	0	-100.00 %
36911	2008 Sewer Rev & Tax Bond-Rutherford	0	0	858	0	-100.00 %
36912	2011 Sewer Revenue & Tax Bond	0	0	0	7,000,000	0.00 %
37110	Prior Years Revenue	9,211,929	5,519,004	5,519,004	1,740,503	-68.46 %
37110-2	Sewer Imp Fee #2 Prior Year	32,485	32,511	32,511	32,511	0.00 %
37110-6	Prior Year - Expansion Saturn	213,000	214,000	214,000	214,000	0.00 %
37210	Sewer Charge	5,204,991	5,200,000	5,227,000	7,808,126	49.38 %
37211	Saturn Sewer Service Charge	762,619	550,000	399,000	539,000	35.09 %
37221	Sewer Installation Charge	14,435	13,000	9,000	10,000	11.11 %
37231	Industrial User Fees	44,584	35,000	39,000	30,000	-23.08 %
37293	Contributed Sewer Line	325,350	0	0	0	0.00 %
37294	Sewer Tap Fee	237,600	200,000	98,500	110,000	11.68 %
37298	Sewer Assessment	0	0	0	0	0.00 %
37910	Interest	77,900	70,000	67,800	68,000	0.29 %
37913	Interest-LGIP	0	0	0	0	0.00 %
37916	Int Sewer Imp #2	33	15	29	15	-48.28 %
37918	Interest - Expansion Saturn	1,179	1,000	1,184	1,000	-15.54 %
	Fund Total	16,212,635	11,840,030	11,640,784	17,558,155	50.83 %

GENERAL FUND

EXPENDITURES

Intentionally Left Blank

**GENERAL FUND
DEPARTMENT: CITY COUNCIL**

FINANCIAL SUMMARY

Category	<u>Budget FY 2010</u>	<u>Actual FY 2010</u>	<u>Budget FY 2011</u>	<u>Estimated FY 2011</u>	<u>Budget FY 2012</u>
Personnel Services	\$ 67,882	\$ 66,377	\$ 65,193	\$ 69,843	\$ 72,414
Services & Supplies	<u>268,100</u>	<u>260,375</u>	<u>255,200</u>	<u>250,507</u>	<u>255,200</u>
TOTAL	\$335,982	\$326,752	\$320,393	\$320,351	\$327,614

DEPARTMENT DESCRIPTION

The City Council is the governing body of the City of Columbia and has the power to make and enforce all laws and regulations with respect to municipal affairs, subject only to the limitations and restrictions of the City Charter and the State Constitution. The Council has the power, in the name of the City, to do whatever is appropriate for the municipal corporation and the general welfare of the City’s inhabitants, unless the State Constitution specifically forbids it.

The elected officers of the City are the Mayor, Vice Mayor and five Council Members. The Mayor, Vice Mayor and all Council Members serve a four-year term with terms staggered between the Mayor and Vice Mayor’s terms and the Council Members’ terms. Terms are established to provide for elections to be held the first Tuesday in November of the odd-numbered years.

The City Council appoints the City Manager, City Attorney, Special City Attorney, City Judge, City Prosecutor, and members of all advisory boards, commissions and committees, all of whom serve at the Council’s pleasure.

BUDGET HIGHLIGHTS

The FY 2011-12 budget includes the following special appropriations and contractual obligations. Items were funded at the same level as FY 2010-11.

<u>Special Appropriations:</u>	\$23,500		
James K Polk Memorial Assn	\$3,000	Family Center	\$5,000
Crimestoppers of Maury County	\$2,500	Columbia Cares	\$3,000
Boys & Girls Club of Maury County	\$5,000	Hope House	\$5,000
 <u>Contractual Agreements:</u>	 \$191,000		
Maury Alliance	\$100,000	Maury County Senior Citizens	\$36,000
Maury Regional Airport	\$10,000	Keep Maury Beautiful	\$ 8,000
Columbia Main Street	\$20,000	Tennessee Rehabilitation Center	\$17,000

**GENERAL FUND
DEPARTMENT: CITY COUNCIL**

BUDGET HIGHLIGHTS (continued)

To continue with the Strategic Planning process, \$9,000 has been programmed within Professional Services.

Dues for the Tennessee Municipal League, National League of Cities and South Central Tennessee Development District are included within the “Other Services and Charges” category.

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$46,214	\$46,200	\$46,200
141	FICA	3,267	3,381	3,534
142	Group Insurance	16,086	19,327	21,600
145	Dental Insurance	810	936	1,080
148	Vision Insurance	<u>0</u>	<u>0</u>	<u>0</u>
	Total Personnel:	\$66,377	\$69,844	\$72,414
SERVICES AND SUPPLIES				
211	Office Services	\$ 244	\$ 0	\$ 0
245	Telephones	255	259	300
250	Professional Services	20,299	9,000	11,000
269	Maintenance & Repair-Other	0	0	0
280	Travel	3,806	4,126	7,000
290	Other Services	20,346	21,761	21,600
310	Office Supplies	160	319	400
320	Operating Supplies	734	442	400
326	Wearing Apparel	0	0	0
510	Insurance & Bonds	0	0	0
530	Rentals	0	0	0
720	Special Appropriations	23,500	23,500	23,500
721	Contractual Agreements	190,961	191,000	191,000
733	Awards	<u>70</u>	<u>100</u>	<u>0</u>
	Total Services & Supplies:	\$260,375	\$250,507	\$255,200
	GRAND TOTAL	\$326,752	\$320,351	\$327,614

**GENERAL FUND
DEPARTMENT: LEGAL SERVICES**

FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2010</u>	<u>Actual</u> <u>FY 2010</u>	<u>Budget</u> <u>FY 2011</u>	<u>Estimated</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>
Personnel Services	\$ 52,779	\$ 53,597	\$ 53,509	\$ 53,503	\$ 53,891
Services & Supplies	<u>290,300</u>	<u>235,947</u>	<u>252,900</u>	<u>244,665</u>	<u>227,600</u>
TOTAL	\$343,079	\$ 289,544	\$306,409	\$298,168	\$281,491

DEPARTMENT DESCRIPTION

The City Attorney provides the City and its representative agencies and officers the necessary and proper legal services to ensure that activities of the City are conducted in accordance with the requirements of the law, that the City is properly represented in civil litigation, and that violations of City laws are prosecuted through appropriate representation. The City Attorney is appointed by, is responsible to, and serves at the pleasure of the City Council.

The Office of City Attorney represents and appears for the City, the City Council and advisory boards, in all actions and proceedings in which they are concerned or are a party. This office also appears for a City officer or employee in all actions or proceedings in which these individuals are party defendants due to performance. Additionally, the City Attorney furnishes services at all meetings of the Council, and prepares ordinances, resolutions, contracts and other legal documents. The City Attorney performs other legal duties as required. The City Attorney is responsible for the supervision and coordination of all outside counsel engaged to provide legal services on various matters. Further, the City Attorney reviews all significant claims made against the City and makes appropriate recommendations.

In addition to legal services through the City Attorney, the City of Columbia also participates as a member of the TML Risk Management Pool and receives supporting legal services for general liability and workers compensation claims. The City also contracts arrangements with other firms as the need for specialized legal services arises.

**GENERAL FUND
DEPARTMENT: LEGAL SERVICES**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$ 44,190	\$41,937	\$44,644
119	Miscellaneous	1,322	2,885	0
141	FICA	3,273	3,325	3,415
142	Group Insurance	4,380	4,924	5,400
145	Dental Insurance	<u>432</u>	<u>432</u>	<u>432</u>
	Total Personnel:	\$ 53,597	\$53,503	\$53,891
SERVICES AND SUPPLIES				
211	Office Services	\$ 0	\$ 0	\$ 0
250	Professional Services	231,126	241,508	222,600
280	Travel	91	100	500
290	Other Services	4,730	3,057	4,500
320	Operating Supplies	<u>0</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$235,947	\$244,665	\$227,600
	GRAND TOTAL	\$289,544	\$298,168	\$281,491

**GENERAL FUND
DEPARTMENT: CITY MANAGER**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$282,731	\$264,770	\$340,626	\$336,008	\$355,563
Services & Supplies	137,652	42,306	88,469	81,774	80,900
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$420,383	\$307,076	\$429,095	\$417,782	\$436,463

DEPARTMENT DESCRIPTION

The City Manager is appointed by the City Council to direct the delivery of municipal services. The City Manager’s Office is responsible for providing the City Council with information and implementing Council policies. This involves administrative decision-making, provision of basic administrative support, direction and guidance for all City departments, programs and projects. The City Manager’s Office provides needed administrative services to all City departments for the coordination of City operations and is the focal point for the day-to-day management of the City government.

As chief administrative officer of the City, the City Manager is responsible for recommending such measures for adoption by the City Council, which are deemed necessary for the welfare of the citizens and the efficient administration of the City organization. Recommendations to the Council relate to specific legislative issues, financial programs, capital expenditures and improvements, as well as other administrative matters.

This office also coordinates the activities to citywide risk management activities, as the City Manager serves as the City representative to the TML Risk Management Pool. Further, this office coordinates media relations and works with other governmental agencies, including the Tennessee Municipal League, other cities, state and county governments, plus representing the City at official meetings and conferences.

Additional support is provided by the Assistant City Manager position, which was approved for the City Manager’s Office during the FY 2010-2011 budget. The primary job duties of the Assistant City Manager include development and facilitation of a proactive city-wide public information program. The position also functions as the City’s grant coordinator and provides policy research and development support to the City Manager.

GENERAL FUND
DEPARTMENT: CITY MANAGER

FY 2010-11 ACCOMPLISHMENTS

- Ridley Park Sports Complex is complete and celebrated its Grand Opening on Saturday, April 9, 2011.
- The project to replace Fire Station 2 is complete and a dedication ceremony was held in November 2010.
- The Columbia Property Tax Relief program was implemented for the 2010 tax year and provided assistance to approximately 600 residents.
- Proposals for adjustment of wastewater rates were presented to City Council.
- The City maintained an A1, stable credit rating from Moody's Investors Service.
- Connie Etzkin was hired as Personnel Director.
- The City hired the professional consulting services of Sherrill Morgan & Associates, LLC to evaluate health plan options, develop a 3-year financial plan for managing the costs of employee and retiree health benefits, and assist with implementing the requirements of the new Federal Health Care Act.
- The City of Columbia has completed a "business friendly audit" and customer service training in all City departments will be completed during FY 2010-11.
- Lyle Sumek returned to Columbia to facilitate strategic planning workshops to update the Strategic Plan 2010-2015-2025 with the Management Team and City Council. The Strategic Plan 2011 will be completed and adopted by Council prior to July 2010. Its implementation then becomes a major ongoing effort of the City Manager's Office.
- The City of Columbia began recycling in all City buildings in January 2011.
- Posted signage and dedicated a portion of N. James Campbell Boulevard in Columbia as the CW2 Clayton Marshall Hickman Memorial Highway.
- Posted signage at the gateways into Columbia recognizing the 2011 Tennessee 5A State Football Champions Columbia Central High School Lions.
- The City of Columbia became a member of the Tennessee Renewable Energy and Economic Development Council, whose mission is to promote innovative technology and renewable energy projects as a sustainable rural economic development strategy.

GENERAL FUND
DEPARTMENT: CITY MANAGER

ONGOING PROJECTS

- The City Manager continues to manage the demolition, rehabilitation, and move of City Hall to a new building at 700 N. Garden Street. The move will allow the City to achieve several strategic objectives, including relocating Police headquarters to downtown Columbia and serving the immediate and future needs of City Hall. Additionally, the City combined borrowing for the new facility with refunding/refinancing two existing variable rate loans to fixed rate debt; which allows the purchase and operation of the building to occur with a neutral budget impact for the next 8 years.
- Construction of the City's Duck RiverWalk project in Riverside Park began September 2010. It is anticipated that the project will be complete in FY 2011-12.
- The City was awarded a Tennessee Agriculture Enhancement Program grant from the Tennessee Department of Agriculture in the amount of \$99,000 to support the construction of a permanent pavilion for the Columbia Farmers' Fresh Market. The project design, bidding, and construction will be completed in FY 2011-12 and is anticipated to open for the Farmer's Market season June - October 2012.
- The City has an ongoing public-private partnership with EarthSavers, LLC to support a voluntary curbside recycling program in Columbia. All residents and businesses within the City are eligible for service. The City has committed to provide advertising and promotional services to encourage participation in the program and provides the first 2,000 subscribers with free carts. EarthSavers began curbside recycling pickup in September 2010. The City has added a recycling page to the city's website.
- Implementation of the goals and objectives of the City's Strategic Plan is a major ongoing effort of the City Manager's Office.
- Efforts to resolve the Greenlick Basin Wastewater Moratorium.
- Participate in Maury Alliance Economic Development Council.
- HUD Community Challenge Planning Grant \$250,000 for James Campbell Community Corridor Revitalization Plan.
- Initiated an Employee Wellness Program.
- Continue to study options for creating a municipal Stormwater Utility.
- Began issuing Traffic Safety Public Service Announcements with Police Chief Bishop.
- Research and study of new legislation authorizing the creation of a municipal Administrative Hearings Officer.

GENERAL FUND
DEPARTMENT: CITY MANAGER

ONGOING PROJECTS (continued)

- Evaluation and recommendations on Employee Compensation and Benefits and the Retirement Plan.
- Researched and developed proposals for a social service ordinance.
- Considering participation in the State's Retire Tennessee program.
- Studying membership with the Nashville Municipal Planning Organization.
- Participated in developing an application for the "HUD Sustainable Communities Regional Planning Grant" with the Nashville-MP and Cumberland Region Tomorrow. While unsuccessful in being awarded, the organizations are moving forward with developing the Regional Plan and more collaboration is to come in FY 2011-2012.
- Created a grant tracking database and present weekly status reports on grants to City Council.
- Ongoing participation in professional development and training programs.

**GENERAL FUND
DEPARTMENT: CITY MANAGER**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$188,896	\$244,307	\$254,156
113	Salary Adjustment	0	0	0
114	Vacation Pay	1,455	1,502	0
115	Sick Pay	1,696	362	0
116	Holiday Pay	2,569	1,476	0
118	Longevity Pay	550	800	950
119	Miscellaneous	9,624	8,112	8,112
141	FICA	13,163	17,850	19,516
142	Group Insurance	14,419	19,512	23,700
143	Retirement	11,137	30,953	23,805
145	Dental Insurance	648	828	864
149	Other Pensions	<u>20,613</u>	<u>10,306</u>	<u>24,460</u>
	Total Personnel:	\$264,770	\$336,008	\$355,563
SERVICES AND SUPPLIES				
211	Office Services	\$ 50	\$ 0	\$ 0
245	Telephones	1,078	1,115	1,500
250	Professional Services	18,150	59,503	59,000
269	Maintenance & Repair-Other	346	0	0
280	Travel	1,785	3,816	5,000
290	Other Services	20,072	15,306	13,700
310	Office Supplies	174	594	700
320	Operating Supplies	651	1,440	1,000
321	Operating Supplies Controllable	0	0	0
326	Clothing	0	0	0
530	Rentals	<u>0</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$42,306	\$81,774	\$ 80,900
	GRAND TOTAL	\$307,076	\$417,782	\$436,463

**GENERAL FUND
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$312,294	\$308,069	\$311,199	\$309,528	\$325,493
Services & Supplies	55,000	135,459	63,800	69,078	55,000
Capital Outlay	<u>162,000</u>	<u>26,251</u>	<u>132,800</u>	<u>126,050</u>	<u>285,750</u>
TOTAL	\$529,294	\$469,779	\$507,799	\$504,656	\$666,243

DEPARTMENT DESCRIPTION

The Management Information Systems department was created as part of the FY 2005-06 budget process. This department provides overall supervision and support for City's Management Information System and other technical / technological systems, including phone and data services, the City web site and general network administration. The department also coordinates Graphical Information Systems (GIS) functions for the City.

ACCOMPLISHMENTS 2010-2011

- Network Segmentation Project – The network was physically segmented to reduce network traffic and increase performance for internal network operations.
- Acceptance of Credit and Debit Card Payments for Taxes – MIS worked with the City Recorder's Office to implement the use of credit and debit cards to make tax payments. Currently this is available only in person or by phone; MIS is working with the vendor and affected departments to implement on-line payments.
- Unified Wireless System – A new wireless access system was installed which is administered from a single point and provides greater security for wireless operations.
- CrimeView Crime Mapping for Police – MIS installed a new server for use in crime mapping to provide essential tools for the Police Department and information to the public. MIS assisted the software vendor in installing and configuring the software.
- Installation of Barracuda Web Filter - The Barracuda web filter replaced the WebSense product and has enabled the City to reduce unnecessary web traffic while increasing the speed at which internal communications operate. Barracuda is a more effective product, easier to administer, and less expensive than WebSense.
- Physical relocation of Police/E911-related servers – Several servers were relocated to the Columbia Power & Water Systems facilities to ensure that Police and E911-related services remain operational and available, even if communications to City Hall are cut off. Also moved were the City's email system, a Blackberry server, and a domain controller so that those services are available during any power outages at City Hall.

GENERAL FUND
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS

ACCOMPLISHMENTS 2010-2011 (CONTINUED)

- Installation of a new Spam Filter – Increased performance of spam filter with enhanced features for users and ease of administration for MIS staff.
- New General Ledger Software for Finance Department and City Recorder’s Office – The beta software has been installed on new virtual servers set up by MIS and is in use by the Finance Department and City Recorder’s Office. The City is participating as a beta site for the new Windows-based general ledger software from Local Government Corporation. In addition to the new features the software will provide, the City is saving the cost of training and installation by the vendor by serving as a beta site.
- Internet bandwidth was increased to 10Mb which has dramatically improved the performance of Internet access. A 20Mb connection is being evaluated (at no cost) to determine if more bandwidth is needed.
- Upgrade to VMware vSphere Version 4.1 – This was an intermediate-level upgrade to the City’s server system software. VMware allows us to run machines “virtually” so that multiple servers can be run on a single piece of equipment. This has enhanced disaster recovery capability, saved money on hardware, and reduced consumption of electricity.
- Upgrades of Various Software Applications – Keeping software applications up-to-date is essential due to security requirements, the need for new features, and industry trends. The following are some of the applications that were updated this year: Adobe Reader, Adobe Flash, ADP (payroll), KBOX, Firefox, McAfee VirusScan, McAfee AntiSpyware, Microsoft Office 2007 and 2010, OpenOffice, TightVNC, and others.
- Continued development of a Disaster Recovery Strategy – Virtual machines now comprise 80% of the City’s file servers, providing the ability to quickly relocate services in the event of a disaster.
- Wiring and Communications for new Fire Station 2 – Phone and data services were installed and are in operation at the new facility.
- Wiring and Communications for Ridley Park – Phone and data services were installed and are in operation at the new facility.
- Deployment of Windows 7 – MIS staff trained themselves in the operation and administration of the Windows 7 operating system for all newly-deployed computers.

GENERAL FUND
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS

ONGOING PROJECTS

- Online Tax Payments and Other Online Transactions – MIS continues to work with the City Recorder’s Office and VitalChek to expand the online payment program.
- MIS Replacement Program – Replacement of 5-year old computer equipment per the Replacement Schedule in the 2010-11 budget.
- Upgrade of the operating systems on the Cisco VoIP CallManagers.
- Testing and selection of a TTY system for the deaf to install on the VoIP system. This is dependent of the completion of the OS upgrade to the Cisco CallManagers.
- Installation of Security Enhancements – Intrusion Detection System for Firewall.
- Conversion/upgrade of domain controllers to Windows Server 2008.
- Virtualization of RUBY Exchange server.
- Planning for moving City Hall to the bank building – MIS is responsible for the communications portion of the move, phones and data services, and wiring.
- Upgrade of the Southern Software Police Pak application in conjunction with Computer-Aided Dispatch and the CrimeView project.

**GENERAL FUND
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$231,780	\$230,557	\$235,168
112	Overtime Pay	0	0	0
114	Vacation Pay	0	0	0
115	Sick Pay	0	0	0
116	Holiday Pay	0	0	0
118	Longevity Pay	2,300	2,650	2,800
119	Miscellaneous	-1,301	0	0
141	FICA	17,685	17,700	18,204
142	Group Insurance	18,810	20,093	23,434
143	Retirement	37,931	38,096	45,023
145	Dental Insurance	864	432	864
	Total Personnel:	\$308,069	\$309,528	\$325,493
SERVICES AND SUPPLIES				
211	Office Services	\$ 37	\$ 250	\$ 250
245	Telephones	5,699	5,690	6,000
250	Professional Services	3,200	8,800	0
255	Software Maint. & Support	14,181	29,961	30,000
261	Maintenance & Repair-Auto	5	1,000	1,000
269	Maintenance & Repair-Other	15,180	2,000	1,500
280	Travel	37	3,000	3,000
290	Other Services	475	2,500	2,500
310	Office Supplies	18	999	1,000
320	Operating Supplies	12,473	14,528	9,000
321	Controllable Assets	83,987	0	0
331	Fuel	57	230	750
332	Automotive Supplies	0	120	0
341	Small Tools	110	0	0
	Total Services & Supplies:	\$135,459	\$69,078	\$55,000
CAPITAL OUTLAY				
941	Equipment	\$ 0	\$ 0	\$ 0
945	Communication Equipment	0	0	0
948	Computer Equipment	26,251	126,050	285,750
	Total Capital Outlay:	\$26,251	\$126,050	\$285,750
	GRAND TOTAL	\$469,779	\$504,656	\$666,243

**GENERAL FUND
DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$91,434	\$90,774	\$ 89,446	\$ 88,446	\$ 93,633
Services & Supplies	<u>20,000</u>	<u>13,644</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Total	\$111,434	\$104,418	\$109,446	\$108,446	\$113,633

DEPARTMENT DESCRIPTION

On April 21, 2005, the City of Columbia approved an Interlocal Agreement with Maury County to form an official partnership and to provide a permanent director for emergency management. The City created a Department of Emergency Management in July 2005 (funded within the FY 2005-06 budget) to provide funds for salary and benefit expenses for the Emergency Management Director. On December 17, 2007, the agreement was updated to include an Emergency Management Assistant position to be funded by Maury County. Other expenses for this department (office space, vehicles, telephones, etc.) are included within Maury County's operating budget. Expenses for this department are allocated between the City of Columbia and Maury County.

The Office of Emergency Management's primary functions are to coordinate, plan, prepare, recover, and promote disaster mitigation and homeland security issues. These functions are accomplished by developing and implementing a system for the Seven Phases of Homeland Security and Emergency Management. These seven phases are:

1. Mitigation- reducing or lessening the effects of disasters
2. Response – implementation of plans, warning systems, and activation of personnel
3. Recovery – process for dealing with aftermath of disasters
4. Detection – all measures available to recognize threats
5. Prevention- deterrence of man-made or intentional acts
6. Preparedness - planning and preparation in anticipation of a disaster
7. Protection- the ability to respond quickly and effectively when threats materialize

These Seven Phases are designed to reduce the vulnerability of citizens and communities of the entire county to damage, to injury, and to loss of life and property from natural or manmade disasters or catastrophic events.

Operations: The response capability of the Office of Emergency Management is provided by the Maury Hazardous Operations Team. This team is currently responsible for preventing, responding to, and mitigating chemical, biological, radiological, nuclear, and explosive (CBRNE) incidents on a regional level. The team is also responsible for responding to and mitigating other types of highly technical and specialized incidents and rescues. This is an on-going effort and the team will continue to improve and expand the services it provides in an effort to protect our communities from all types of manmade and natural disasters or catastrophic events.

GENERAL FUND

DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT

FY 2010-2011 ACCOMPLISHMENTS

- The City of Columbia and Maury County experienced unprecedented flooding on May 1st and 2nd, 2010. Approximately \$13 million of damage occurred throughout Columbia and Maury County. Emergency Management assisted and coordinated response and recovery efforts with local, state, and federal entities and agencies. Recovery efforts were also coordinated with volunteers, faith based organizations, and private sector partners. Recovery efforts are still ongoing. Emergency Management coordinated the gathering of critical information and damage assessments so that we could receive our federal disaster declaration. The declaration allowed our citizens and entities to request and receive federal assistance.
- All state and federally-mandated emergency management/homeland security reports have been completed and submitted. Timely and accurate submittal of mandated reports and participation in mandated programs is a prerequisite to continue to receive federal grant funding.
- The Office of Emergency Management continues to remain in the Federal Emergency Management Agency / Tennessee Emergency Management Agency Emergency Management Performance Grant Program. The Program provides funding to a limited number of emergency management agencies across the nation that are able to meet and maintain stringent performance standards. The funding is used to enhance current objectives and programs.
- The City of Columbia and Maury County, Mt. Pleasant, and Spring Hill continue to remain as designated StormReady Communities by the National Weather Service. Earning StormReady recognition indicates that communities have done everything possible to improve emergency first responder and citizen preparedness in the event of a natural disaster. These improvements continue to be coordinated by Emergency Management and involve all four entities working together and supporting the project. StormReady communities are better prepared to save lives from the onslaught of severe weather through advanced planning, education, and awareness. No community is storm proof, but preparing for them can definitely save lives.
- Receipt of grant funds totaling \$208,203, as follows:
 - Homeland Security Grant - \$95,701 - to expand and enhance existing hazardous operations teams' response capabilities both locally and district-wide.
 - Hazardous Materials Planning Grant - \$8,125 – for the purchase of training materials and supplies.
 - Hazard Mitigation Grant - \$66,377 – funds are being utilized to update the All Hazards Mitigation Plan. This plan is required for Columbia and all Maury County citizens to be eligible to participate in the National Flood Insurance Program. It also helps to ensure that Columbia and Maury County are eligible for the maximum amount of disaster reimbursement when needed.

GENERAL FUND

DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT

FY 2010-2011 ACCOMPLISHMENTS (continued)

- Emergency Management Performance Grant - \$38,000 - to enhance the services and capabilities of the Office of Emergency Management.
- Hosted and conducted three full-scale training exercises. Since disasters and major emergencies cannot be prevented, planning is one of the most important ways to limit their effects. Plans must be exercised to ensure their applicability and adequacy. Exercising plans improves the safety of our citizens and the safety of responders. These exercises were conducted with no impact to the budget.
- Recovery of costs for responses to hazardous operations incidents. To date, approximately \$70,000 has been collected for FY2010-11 with approximately \$61,000 currently in the collection process. The majority of these recovered costs are used to reimburse Hazardous Operations Team (Haz-Ops Team) partner agencies and required contractors for their labor and material costs. The small amount of remaining funding is utilized to sustain and enhance the Haz-Ops Team. No line item currently exists within the City budget for direct support of the Haz-Ops Team. Recovering these costs allows the Haz-Ops Team to continue to provide specialized services to our local communities with no support from the budget.
- Increased disaster awareness and preparedness training and education. Since disasters cannot be prevented, awareness and preparedness training and education are needed to reduce their effects and save lives. To date, Emergency Management has directly reached over 500 people with disaster awareness and preparedness training and education during FY2010-11. Additionally, Emergency Management has a web-site and routinely conducts radio and news media releases to promote awareness and preparedness issues to the public.
- National Incident Management System (NIMS) compliance. NIMS is a formalized command structure that defines how incidents must be managed. Compliance with NIMS requires extensive training and education of staff for all entities within a county. The Tennessee Emergency Management Agency has charged each local emergency management agency with being responsible to ensure NIMS compliance. Each local emergency management agency must certify annually to the state and federal governments that their county and all entities are in compliance. Failure of one or all entities to comply with NIMS can result in the denial of all federal grants and can result in reduced federal disaster reimbursement. The Office of Emergency Management continues to work with all entities to provide on-going training and ensure NIMS compliance. Fortunately Maury County and all entities remain in compliance. This allows the City of Columbia to be eligible to apply for federal grant funding.
- Adoption of Mass Gatherings Legislation. Special events and mass gatherings have the potential to vastly overwhelm local resources and place citizens, visitors, and staff at great risk. The City of Columbia and Maury County have both adopted extensive

GENERAL FUND

DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT

FY 2010-2011 ACCOMPLISHMENTS (continued)

legislation regarding mass gatherings and special events. This legislation requires event organizers to coordinate with local agencies and also requires that adequate safety plans be developed before large events can occur. This has the potential to reduce injuries and save lives and reduce the impact to the city caused by special events.

- Updated Basic Emergency Operations Plans (BEOP). The City of Columbia and Maury County BEOPs have been updated following the May flooding. Both plans are awaiting review by the Tennessee Emergency Management Agency (TEMA). The updated Columbia BEOP will be forwarded to City Council for adoption once approved by TEMA.
- Created Search and Rescue Team. Emergency Management has enhanced the service levels that it provides to the citizens and visitors of Columbia and Maury County by the creation of a Search and Rescue Team. This new team will assist law enforcement with searching and locating missing or lost persons. Numerous team members have been trained in proper search techniques and the use of technology to increase efficiency and safety while searching. Personal protective equipment, supplies, and technological equipment has been purchased and placed into service. This new team has been created with no impact to the budget.
- Created Disaster Animal Response Team. Federal law requires that local entities develop capabilities for dealing with pet and animal issues and concerns following disasters. Emergency Management also realizes the importance that agricultural animals play on our local economy. Mule Day also poses a significant planning challenge because of the possibility of an equine-borne disease being introduced onto local farms and/or spread to farms nation-wide. Team members are receiving training and equipment is being purchased to address these needs. This new team has been created with no impact to the budget.

ONGOING PROJECTS

- Continual upgrade and enhancement of the Hazardous Operations Team. This process is ongoing and involves the purchasing and maintaining of highly specialized equipment and supplies for technical responses. To date, over \$1.7 million in grant funding has been applied for, managed, and expended by Emergency Management for these purposes. This process also involves ongoing specialized training.
- Continual National Incident Management System (NIMS) training and documentation to ensure continued compliance. NIMS compliance is mandatory to continue to receive federal grant funding.
- Continual review, revision, and training of Basic Emergency Operations and other local safety plans to ensure continued federal and state compliance. Compliance helps to

GENERAL FUND
DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT

ONGOING PROJECTS (continued)

enhance safety and to ensure the maximum amount of federal reimbursement after a disaster.

- Continual public education to enhance the preparedness levels of the citizens, visitors, and businesses of the City of Columbia.
- Application and management of available grants. Emergency Management continues to pursue all available and applicable grant opportunities. Proper management of received grants is also critical to ensure compliance and future eligibility.
- Training and exercising in the proper use of plans, equipment, and emergency management and homeland security programs with local, district, state, and federal entities and agencies.
- Continual review and training of state and federal plans, projects and programs such as:
 - Communicable Disease Planning
 - State-Wide Mutual Aid Planning
 - CHEMPACK Planning
 - Incident Management Team Planning
 - Animals in Disasters Planning
- Ensuring that mass or large gathering events are conducted as safely as possible. This requires the coordination and development of safety plans with all local agencies.

**GENERAL FUND
DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
	PERSONNEL SERVICES			
110	Salaries	\$66,458	\$66,560	\$67,825
118	Longevity Pay	1,100	1,150	1,200
119	Miscellaneous	1,593	0	0
141	FICA	5,246	5,175	5,281
142	Group Insurance	4,891	5,435	6,052
143	Retirement	11,270	11,060	13,059
145	Dental Insurance	<u>216</u>	<u>216</u>	<u>216</u>
	Total Personnel:	\$90,774	\$89,596	\$93,633
	OTHER			
761	Transfer to Maury County	<u>\$13,644</u>	<u>\$20,000</u>	<u>\$20,000</u>
	Total Other:	\$13,644	\$20,000	\$20,000
	GRAND TOTAL	\$104,418	\$109,596	\$113,633

**GENERAL FUND
DEPARTMENT: FINANCE DEPARTMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$328,985	\$304,692	\$331,756	\$326,140	\$350,523
Services & Supplies	<u>14,000</u>	<u>8,088</u>	<u>13,200</u>	<u>12,601</u>	<u>13,200</u>
TOTAL	\$342,985	\$312,780	\$344,956	\$338,741	\$363,723

DEPARTMENT DESCRIPTION

The Finance Department exercises general supervision over the fiscal affairs of the City and general accounting supervision over City property and assets. The Finance Director has a seat and a voice, but no vote in the meetings of the Council.

This Department is responsible for payroll processing, disbursement of funds (vendor payments, bank wires, debt repayment, etc.), administration of the Purchasing Card program, accounting on all fixed assets and financial compliance with various local, State and Federal agencies. The Department handles monthly reconciliation of City bank accounts and the preparation of monthly revenue and expense reports for departmental budget monitoring purposes.

The Finance Department provides other support to City departments in accounting and general business functions and preparation of grant financial reports. The Assistant Finance Director serves as the Purchasing Agent for the City and coordinates most bid processes. The Finance Department also assists with coordinating the City’s annual audit, investment of City funds, the issuance of long-term debt, and serves a primary role in the preparation of the annual budget.

FY 2010-11 ACCOMPLISHMENTS

- Requested bids and issued \$1,700,000 in ten-year Capital Outlay notes at 3.45%. Note proceeds will be used to purchase two pieces of equipment (a ladder truck and a pumper) for the Fire Department and an excavator for Public Works.
- Requested bids and issued \$225,000 in four-year Sanitation Equipment Capital Outlay notes at 1.98%. Note proceeds will be used to purchase a replacement commercial collection vehicle for the Sanitation department.
- After extensive research, tax forms and letters of explanation were issued to recipients of payments from the salary lawsuit judgment.
- Coordinated submittal of claims to the Federal Emergency Management Agency (FEMA) through the Tennessee Emergency Management Agency (TEMA) for the May 2010 flood event.

GENERAL FUND
DEPARTMENT: FINANCE DEPARTMENT

FY 2010-11 ACCOMPLISHMENTS (continued)

- Prepared and submitted grant billings for the Riverwalk project, Safe Routes to School, Justice Assistance Grants, COPS Hiring Recovery Grant and several other grants.
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 11th consecutive year.
- Continued and added to in-house document imaging system by scanning invoices, payroll information, purchasing card transactions, bank statements, journal entries and budget adjustments. Added grant documents after scanned transactions are reviewed and annual audit is complete, hard-copy documents are destroyed. Documents since FY 1997-98 are stored either on CD (from previously contracted scanning services) or on a server at City Hall.

ONGOING PROJECTS

- The City continues to participate as a Beta site for Local Government Data Processing's new General Ledger software program.
- Development of Financial Policies for review and adoption by the City Council.

**GENERAL FUND
DEPARTMENT: FINANCE DEPARTMENT**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$ 211,718	\$ 238,070	\$ 256,349
114	Vacation Pay	6,966	3,928	0
115	Sick Pay	7,336	354	0
116	Holiday Pay	2,725	1,289	0
118	Longevity Pay	3,100	3,800	4,100
119	Miscellaneous	592	0	0
141	FICA	16,935	18,550	19,924
142	Group Insurance	17,724	19,379	23,481
143	Retirement	36,786	39,978	45,805
145	Dental Insurance	810	792	864
	Total Personnel:	\$ 304,692	\$ 326,140	\$ 350,523
SERVICES AND SUPPLIES				
211	Office Services	\$ 430	\$ 473	\$ 500
245	Telephones	1,899	2,116	2,700
250	Professional Services	0	0	0
269	Maintenance & Repair-Other	370	380	300
280	Travel	1,280	2,665	2,700
290	Other Services	1,990	2,773	3,000
310	Office Supplies	1,621	1,500	2,000
320	Operating Supplies	498	2,694	2,000
321	Controllable Assets	0	0	0
326	Wearing Apparel	0	0	0
530	Rentals	0	0	0
	Total Services & Supplies:	\$ 8,088	\$ 12,601	\$ 13,200
	GRAND TOTAL	\$312,780	\$338,741	\$363,723

**GENERAL FUND
DEPARTMENT: CITY RECORDER**

FINANCIAL SUMMARY

Category	<u>Budget FY 2010</u>	<u>Actual FY 2010</u>	<u>Budget FY 2011</u>	<u>Estimated FY 2011</u>	<u>Budget FY 2011</u>
Personnel Services	\$494,340	\$465,710	\$484,565	\$448,298	\$482,061
Services & Supplies	14,100	15,130	14,100	14,097	14,100
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$508,440	\$480,840	\$498,665	\$462,395	\$496,161

DEPARTMENT DESCRIPTION

The City Recorder’s Office is responsible to receive, receipt and account for all City revenues. The Recorder’s Office is responsible for depositing City funds and requiring adequate security before deposits are made. The office invests in certificates of deposit by obtaining bids from local banks, purchases and redeems CD’s at maturity dates.

The City Recorder is to be present at all meetings of the City Council and record the motion and vote of Council Members. A primary responsibility of the City Recorder’s Office is to provide service and information to the public. Other responsibilities include serving as Clerk of the City Court, processing City tax bills, serving as Trustee and Secretary of the City of Columbia Employees’ Retirement Plan, keeper of City Retirement Plan records, keeper of the City seal, Ordinance, Resolution and minute books, titles, contracts, bonds, deeds, letters of credit and other City records. The Recorder’s Office is responsible for additional billing of accounts receivable if the initial billing is not paid timely.

The City Recorder’s Office is responsible for preparing revenue reports for auditors, assisting auditors, answering bankruptcy claims, mailing renewal notices regarding City revenue accounts, preparing applicable Federal and State reports, preparing reports for the Retirement Plan actuarial consultant and submitting required City Ordinances and other notices to be published in the local newspaper. The City Recorder certifies copies of City documents, attests all instruments signed in the name of the City and all official acts of the Mayor by signature and City seal and administers the oaths of office to City personnel and boards when requested.

The City Recorder assists the City Manager in the budget process and forecasting City revenues.

GENERAL FUND
DEPARTMENT: CITY RECORDER

2010-2011 ACCOMPLISHMENTS

- Implemented debit and credit card payments and payments over the phone for City property taxes.
- Scanned and shredded court citations from 1970 to 2000.
- Changed the City of Columbia Municipal Court from Thursday at 1:30 p.m. to Tuesday mornings at 8:30 a.m. This change was beneficial in eliminating overtime after 4:00 p.m. for the City Recorder's Office, Police Department and Code Administration.

ONGOING PROJECTS

- Receipting and accounting for all City revenue.
- Continuous City Court Clerk functions to include maintaining court records.
- Administer the State of Tennessee Property Tax Relief Program and the City of Columbia Property Tax Relief Program for City property owners who qualify.
- Maintaining the records for the City of Columbia Employees Retirement Plan Trust fund and the City of Columbia Retirement Health Insurance Post-Employment Benefit.
- Collection of 2010 City taxes.
- Processing Garbage Fee relief for eligible citizens.
- Mailing applications to animal owners who purchased permits for their animals in 2010, as the permits expire during the year.
- Maintain records to prepare and mail 2011 Alarm System applications to alarm system owners who purchased a permit in 2010.
- Prepare Delinquent Tax Ordinances and listing of delinquent tax information for the City Attorney to present to the Clerk & Master for delinquent tax collection or sale of property.
- Preparing for acceptance of credit and debit card usage for other City revenues.
- Preparing for acceptance of on-line payments for other City revenues.
- Continue to scan and shred City Recorder's documents.
- Answer inquires and provide information to the citizens of Columbia.
- Perform other duties listed in the City Charter, Municipal Code Book and City Manager direction.

**GENERAL FUND
DEPARTMENT: CITY RECORDER**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$315,496	\$317,134	\$338,787
112	Overtime Pay	0	0	0
113	Salary Adjustment	0	0	0
114	Vacation Pay	9,498	4,613	0
115	Sick Pay	6,138	2,005	0
116	Holiday Pay	8,848	2,862	0
118	Longevity Pay	6,550	6,150	6,450
119	Miscellaneous	739	0	0
141	FICA	25,530	24,622	26,411
142	Group Insurance	36,504	37,952	45,658
143	Retirement	54,679	51,304	63,027
145	Dental Insurance	1,728	1,656	1,728
146	Worker's Comp	0	0	0
148	Vision Insurance	0	0	0
	Total Personnel:	\$465,710	\$448,298	\$482,061
SERVICES AND SUPPLIES				
211	Office Services	\$ 4,937	\$ 5,965	\$ 6,200
245	Telephones	1,520	1,550	1,650
250	Professional Services	0	100	150
255	Data Proc. Support Scanner	303	325	325
269	Maintenance & Repair-Other	0	0	0
280	Travel	1,629	3,150	3,000
290	Other Services	2,536	921	625
310	Office Supplies	1,130	1,220	1,220
320	Operating Supplies	483	866	930
321	Controllable Assets	2,522	0	0
510	Insurance & Bonds	70	0	0
	Total Services & Supplies:	\$15,130	\$14,097	\$14,100
	GRAND TOTAL	\$480,840	\$462,395	\$496,161

**GENERAL FUND
DEPARTMENT: PERSONNEL**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$214,079	\$203,700	\$205,679	\$185,957	\$213,299
Services & Supplies	46,235	29,466	35,300	34,958	19,550
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$260,314	\$233,166	\$240,979	\$220,915	\$232,849

DEPARTMENT DESCRIPTION

The Personnel Department aligns the supply of skilled and qualified individuals and the capabilities of the current workforce, with the City's ongoing and future business plans and requirements. The Personnel function implements the City's human resource requirements effectively, taking into account federal, state and local labor laws and regulations; ethical business practices; and net cost, in a manner that maximizes employee motivation, commitment and productivity.

The Personnel Department may set strategies and develop policies, standards, systems, and processes that implement strategies in the following areas:

- Maintaining awareness of and compliance with local, state and federal labor laws
- Recruitment, selection, and “on boarding” through the Civil Service System
- Employee recordkeeping and confidentiality
- Organizational design and development
- Business transformation and change management
- Performance, conduct and behavior management
- Employee relations
- Human resources (workforce) analysis and workforce personnel data management
- Compensation and employee benefit management
- Training and development
- Employee motivation and morale-building (employee retention and loyalty)
- Workers Compensation, Safety and Risk Management

GENERAL FUND
DEPARTMENT: PERSONNEL

FY 2010-11 ACCOMPLISHMENTS

- Wrote an Affirmative Action plan to bring the City into compliance with a Police grant. This also strengthened our recruitment process and should increase diversity within City departments.
- Continued the safety inspections of the various department facilities within the City and issued written reports of the findings to the Safety Committee and Management Team. An inspection is conducted each month with each facility being inspected on an annual basis.
- Created a Citywide wellness program, Well, I'll Be! Previously the City had been conducting health screenings. While health screenings continue to be offered, the program has been drastically enhanced. The City has a created monthly wellness newsletter. Each month a topic is featured and a speaker is brought in to lecture and provide information on the subject. In addition, the City is hosting *Weight Watchers at Work* and has invited the County to participate. Employees who do not join Weight Watchers are also participating in the 10-week program. Snacks in the vending machines have been changed to provide healthier alternatives. Scales and blood pressure machines have been ordered for each department and Maury Regional Medical Center is coming to do a demonstration and answer questions. The plan also allows for departments or sub-groups of employees to request funding for an idea or program for their area. We are working with Parks and Recreation and hope to provide a softball team and Zumba class for our employees.
- Working with the Civil Service Board, the Personnel Department has enhanced the interview process by having a prepared list of appropriate questions for interviews. The testing process has also been strengthened by allowing only Personnel Department staff to administer tests and by having the proctor in the room. In addition, we have streamlined the process of the employee becoming a civil service employee. Previously every employee who had completed their year of service was required to come before the Civil Service Board. The new process provides that only those who wish to or have questions need to appear. We have also expanded the time limits for established eligibility lists, which requires less advertising, interviewing, and processing time.
- Working with Sherrill Morgan, the department assisted with supplying information and reviewing the Requests for Proposals (RFP) for group medical insurance. A RFP has been issued for both self and fully-funded plans, one for dental, one for under 65 retirees, and one for over 65 retirees. A timeline has been created and proposal review will begin after April 18 with a presentation to the City Council on June 2, 2011.

GENERAL FUND
DEPARTMENT: PERSONNEL

FY 2010-11 ACCOMPLISHMENTS

- The City has registered for the Early Retiree Reinsurance Program (ERRP) created by the Affordable Care Act. This funding provides financial assistance for health plan sponsors including state and local governments to help early retirees and their families maintain access to quality, affordable health coverage. ERRP reimburses participating plan sponsors for a portion of health coverage costs for early retirees and their spouses, surviving spouses, and dependents.
- The City is in the process of registering for Medicare Secondary Payer Mandatory Reporting, scheduled to begin on April 1, 2011. Medicare Secondary Payer Reporting requirements are intended to ensure that Medicare remains the secondary payer when a Medicare beneficiary has medical expenses that should be paid primarily by a liability, no-fault or workers compensation plan.
- Compared the City of Columbia's current established salary ranges with other Tennessee municipalities who have 200-500 employees. The City's pay grades are either the lowest or second to the lowest of all cities in the survey. A comparison of current City employees' salaries to average salaries in the survey indicate that the City is lagging by 20 to 30 percent. We are currently experiencing a small loss of employees to neighboring cities and from one department to another. As the economy improves, this trend will continue, making it more difficult to recruit and retain qualified employees.
- We have scheduled Customer Service Training for all employees. This training will take place from May 12 through June 23, 2011. These will be half-day sessions and will be presented by the University of Tennessee's Municipal Technical Advisory Service.
- Review and update of Personnel Handbook - In the process of reviewing, updating and bringing the City into compliance with new legislation and regulations that have been passed since the manual was last revised. The revision will include new policies such as social media, cell phone use, etc.

ONGOING PROJECTS

- Revision of the Personnel Policy and Procedures manual for the City of Columbia.
- Renewal of the City's health insurance plan.
- Wellness program (including enhancements) for the upcoming year.
- Beginning to review and update job descriptions.

**GENERAL FUND
DEPARTMENT: PERSONNEL**

DEPARTMENTAL BUDGET SUMMARY

OBJ. CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$145,607	\$137,213	\$152,909
114	Vacation Pay	4,352	1,984	0
115	Sick Pay	219	156	0
116	Holiday Pay	1,578	781	0
118	Longevity Pay	1,650	1,150	1,250
119	Miscellaneous	1,700	1,700	0
141	FICA	11,331	10,721	11,793
142	Group Insurance	11,589	8,575	17,532
143	Retirement	25,044	23,100	29,167
145	Dental Insurance	<u>630</u>	<u>577</u>	<u>648</u>
	Total Personnel:	\$203,700	\$185,957	\$213,299
SERVICES AND SUPPLIES				
211	Office Services	\$ 285	\$ 1,200	\$ 1,200
245	Telephones	1,645	1,579	1,350
250	Professional Services	12,441	12,441	9,000
280	Travel	15	2,500	2,200
290	Other Services	13,091	13,091	2,100
310	Office Services	186	2,200	2,200
320	Operating Supplies	1,803	1,947	1,500
320	Wearing Apparel	<u>0</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$29,466	\$34,958	\$19,550
CAPITAL OUTLAY				
947	Office Equipment	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Total Capital Outlay:	\$0	\$0	\$0
	GRAND TOTAL	\$233,166	\$220,915	\$232,849

**GENERAL FUND
DEPARTMENT: GRANTS & PLANNING**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$243,125	\$229,814	\$221,758	\$220,090	\$234,972
Services & Supplies	21,436	15,410	57,986	10,491	59,986
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$264,561	\$245,224	\$279,744	\$230,581	\$294,958

DEPARTMENT DESCRIPTION

The Grants and Planning Department is responsible for reviewing and coordinating staff recommendations to the City Council on rezoning requests, Ordinance amendments, annexation proposals, land use planning issues and special assignments. In addition, the staff coordinates the monthly Planning Commission agendas regarding subdivision plats, site plan reviews, zoning issues and annexation proposals. This involves coordinating reviews and recommendations from City departments and public agencies. This endeavor extends to three additional boards: the Board of Zoning Appeals (regarding variances, conditional use activities and administrative appeals), the Columbia Historic Zoning Commission (regarding urban design and historic preservation), and the Architectural Review Team (regarding urban design). Additional responsibilities include reviewing building permits, review and recommendation of amendments to development regulations (zoning, subdivision regulations and standards, transportation, utilities and public facilities) and the creation of community plans at a range of scopes. A significant amount of staff time is spent answering citizen and general public inquiries on land use matters, flood zone/insurance information and Municipal Code regulations.

Special projects assigned to staff are essential to the overall functioning of the administrative process and the betterment of the community. Our current “special project” is a Community Challenge Planning Grant from the U.S. Department of Housing & Urban Development for the James Campbell Corridor Plan. This grant is for \$250,000 and will help in revitalizing a section of James Campbell Boulevard. Two other grant applications are also pending: a 2011 Enhancement Grant for landscaping and signage at the Gateways to Columbia and a 2010 Roadscapes Grant for landscaping and signage at the I-65 area. Both grants will be awarded in Fall 2011.

2010-11 ACCOMPLISHMENTS

- Two rezoning requests were administered in 2010.
- Eight development plans were administered in 2010.
- Updated the Zoning Ordinance by implementing several text amendments. They included the Historic Zoning appeal process, real estate signage and swimming pools.
- Staff developed a new file and classification system to handle all zoning enforcement cases. There were 214 cases for the year 2010.

GENERAL FUND
DEPARTMENT: GRANTS & PLANNING

2010-11 ACCOMPLISHMENTS (continued)

- Created the Mayor's Design and Mayor's Beautification Award with the Architectural Review Team. These awards will be used to recognize developers and property owners alike that go above and beyond the requirements of the Zoning Ordinance.
- Created a Developer's Handbook to help anyone through the Development Review Process.

ONGOING PROJECTS

- Creating a new Zoning Ordinance using Form Based Code
- Zoning enforcement
- James Campbell Corridor Plan

**GENERAL FUND
DEPARTMENT: GRANTS & PLANNING**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ACTUAL/ANTIC 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$142,862	\$154,792	\$165,467
112	Overtime	5	0	0
113	Salary Adjustment	0	0	0
114	Vacation Pay	15,187	2,339	0
115	Sick Pay	5,612	1,356	0
116	Holiday Pay	4,441	1,529	0
118	Longevity Pay	2,200	1,200	1,400
119	Miscellaneous	3,246	0	0
141	FICA	12,510	11,956	12,765
142	Group Insurance	14,611	19,828	22,905
143	Retirement	28,366	26,226	31,571
145	Dental Insurance	774	864	864
	Total Personnel:	<u>\$229,814</u>	<u>\$220,090</u>	<u>\$234,972</u>
SERVICES AND SUPPLIES				
211	Office Services	\$50	\$230	\$500
245	Telephones	853	554	600
250	Professional Services	122	0	42,000
255	Software Maintenance	0	1,313	4,000
261	Maintenance & Repair-Auto	0	0	200
269	Maintenance & Repair-Other	1,313	0	250
280	Travel	4,821	2,628	3,211
290	Other Services	3,941	1,436	3,500
310	Office Services	2,466	2,220	2,500
320	Operating Supplies	1,437	1,438	1,600
321	Operating Supplies Controllable	0	0	700
326	Clothing	149	150	200
331	Fuel	44	522	725
332	Maint. & Repair Supplies-Auto	24	0	0
733	Awards	190	0	0
	Total Services & Supplies:	<u>\$15,410</u>	<u>\$10,491</u>	<u>\$59,986</u>
CAPITAL OUTLAY				
941	Machinery, Equipment & Auto	\$ 0	\$ 0	\$ 0
947	Office Equipment	0	0	0
	Total Capital Outlay:	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
	GRAND TOTAL	\$245,224	\$230,581	\$294,958

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$5,475,641	\$5,390,287	\$5,508,720	\$5,462,103	\$5,652,119
Services & Supplies	1,383,449	1,128,949	1,235,532	1,132,816	1,112,469
Capital Outlay	<u>561,048</u>	<u>161,679</u>	<u>479,404</u>	<u>479,404</u>	<u>161,690</u>
TOTAL	\$7,420,138	\$6,680,915	\$7,223,656	\$7,074,323	\$6,926,278

DEPARTMENT DESCRIPTION

The purpose of the Columbia Police Department is to protect life and property, prevent crime, preserve the peace and enforce all laws and ordinances within the confines of its jurisdiction. The Columbia Police Department is a full service department that utilizes a Community Oriented Policing philosophy. The department recognizes that working with citizens, community leaders and businesses is the key to reducing crime. It is our goal to provide the very best service to the community we serve. We will endeavor to protect, serve and educate the entire community in the prevention of crime and the apprehension of those who commit crime in our community.

The Police Department is comprised of three major divisions: Patrol, Criminal Investigations, and Support Services. The Assistant Chief of Police supervises the three division commanders and oversees the day-to-day operations for the department.

Patrol Division: The Patrol Division is responsible for handling the daily calls for service within the city. This division’s core responsibility includes handling all emergencies, daily service calls and ensuring around the clock services. The patrol division is the primary component that delivers our enforcement and community policing efforts. The officers assigned to the Patrol Division are focused towards working in partnership with members of the community to anticipate, prevent and deter crime and disorder to improve the quality of life for Columbia’s residents and visitors.

The Patrol Division consists of three shifts supervised by a lieutenant, one Special Response Team, (SRT), and a Community Oriented Policing unit (COP).

The SRT Unit is designed to respond to prevention and proactive-oriented efforts, specifically those situations based on intelligence, crime data and strategies developed by the shift commanders and their team of officers. The SRT Unit is a proactive unit and does not primarily handle general service calls unless they are needed due to an overload of calls.

The (COPS) Unit embraces our community policing philosophy. Every officer is trained in community policing concepts and is primarily responsible for maintaining ties with our business, faith and neighborhood groups. Each officer assigned helps implement crime prevention programs to address community problems and concerns. The COPS Unit is responsible for the

GENERAL FUND

DEPARTMENT: POLICE DEPARTMENT

DEPARTMENT DESCRIPTION (continued)

growth and development of community watch groups. COPS officers attend community meetings and conduct foot, bicycle, and vehicle patrols during investigations. Building community partnerships by participating in community outreach efforts is a major objective of this unit. D.A.R.E. concepts are also taught in the schools as part of their duties.

Criminal Investigations Division: This is the investigative arm of the Department. The (CID) is responsible for follow-up investigations of specific criminal cases generated by the patrol division to include all criminal and juvenile investigations. These cases are usually the more serious incidents reported to the police department such as homicides, robberies, sexual assaults, physical assaults, child abuse and neglect cases and any other felony cases that demand specialized investigative knowledge and time.

The Criminal Investigations Division (CID) consists of criminal investigations, criminal intelligence and narcotics investigations units. The CID consists of two sections: Criminal Investigations and Criminal Vice. The Criminal Investigations section consists of two units of Criminal Investigators and a Juvenile Investigations Sergeant. The Criminal Vice section consists of the Crime Suppression Unit (CSU), as well as the Criminal Intelligence/Gang Unit and a Narcotics Unit.

The two CID units are supervised by a sergeant. The formation of these two units was developed to maximize the coverage and availability of on-duty detectives on a daily basis. The primary function of CID unit is to review and investigate reports of felony and misdemeanor criminal acts, identify suspects, both adult and juvenile, and prepare cases for prosecution. The Juvenile Investigations Sergeant investigates all juvenile cases, and works closely with juvenile court and administers Project CLEAN.

The Criminal Vice Section is supervised by a police lieutenant who oversees the following units: Crime Suppression, Intelligence/Gang and Narcotics. Each unit is supervised by a police sergeant.

The Crime Suppression Unit is designed to combat street level drug and vice activity. CSU specializes in problem solving in neighborhoods where normal patrol response is often driven by the volume of calls for service or the length of time needed to resolve the problem. The Crime Suppression Unit conducts mission-oriented police activities focused on timely and increased responsiveness.

Intelligence/Gang Unit is responsible for the intelligence gathering, processing and dissemination of potential and actual gang members and their organizations. Information sharing is also a key component that is critical to the effectiveness of the Department's overall objectives.

The Narcotics Unit is responsible for investigating the illegal sale and distribution of controlled substances and other vice associated criminal activity in the City of Columbia.

GENERAL FUND

DEPARTMENT: POLICE DEPARTMENT

DEPARTMENT DESCRIPTION (continued)

The Narcotics Unit exhausts all efforts to obtain intelligence resources to rid the community of illicit drugs and prostitution.

Whereas CSU provides street level enforcement, officers assigned to the Narcotics Unit handle both long and short term investigations into narcotics trafficking and sales organizations.

Support Services Division: The Support Services Division (SSD) is responsible for most non-operational activities that allow the Columbia Police Department to remain focused on providing law enforcement services to the community. This division ensures that our officers have the necessary equipment and support to provide quality law enforcement services to the citizens of Columbia. Also, this division (SSD) is responsible for the Plans, Standards and Research Unit.

The Plans, Standards and Research Unit is managed by the Accreditation Manager who reports to the Support Services Captain and is responsible for the process of maintaining all requirements for the successful completion of the Accreditation process and update departmental policies and procedures.

An administrative Lieutenant oversees the training function and assists the Division Commander with the overall operation of the division. The following functions fall under this division: equipment issuance (Quartermaster), parking enforcement, vehicle maintenance, building maintenance, animal control, and school patrol. Other functions and services such as the records section, property and evidence, Reserve Officers, and Police Explorers are also part of the SSD.

Additionally, the Division Commander oversees the operations of SWAT and the Bomb Unit. *The SWAT Team* is responsible for providing highly trained, specially equipped personnel to deal with high risk police situations. The SWAT Team is comprised of certified police officer volunteers from a variety of divisions within the Police Department. Officers are specially trained in SWAT and hostage negotiations procedures, use of special weapons and equipment.

The Bomb Unit investigates all bomb threats, actual devices, and all calls relating to explosive devices. The Bomb Unit is also assigned to the County Wide HazMat Team. This unit is responsible for calls and services which the Patrol Division is not equipped to deal with. This unit also responds to all Homeland Security District 8 bomb related calls.

FY 2010-2011 ACCOMPLISHMENTS

- The Columbia Police Department has completed its second consecutive year of crime reduction. The official report is expected in April 2011, by the Tennessee Bureau of Investigation.
- Enhancement of department's intelligence capabilities to disperse information to divisions, sections, and units for more effective enforcement efforts. Intelligence Led Policing philosophy, which promotes a collective effort by all components of the

GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT

FY 2010-2011 ACCOMPLISHMENTS (continued)

department to focus on problem people, places and areas, has led to fewer incidents of violence and overall thefts in the community. By focusing resources on these known/suspected criminals, the department has been successful in bring a number of those individuals to justice. This type of strategy resulted in more arrests of violent offenders. For example, every murder case in 2010 was solved and arrests were made in each case.

- Thirteen (13) new students graduated from the Citizen Police Academy. This academy provides citizens with information and education as to the different divisions within the Columbia Police Department and provides a better understanding of the procedures that the department follows to make us accountable to the community.
- Increased the number of Neighborhood Watch Groups to nineteen (19). The Community Policing Unit worked diligently to organize new Neighborhood Watch groups and reestablish exiting groups in an effort to achieve more community involvement. Our “Night Out Against Crime” event in 2010 was very successful. Several Neighborhood Watch groups hosted events in their neighborhoods such as a barbecues and other type gatherings. This aided the department with closer community relationships to further our community policing efforts.
- Purchase of eight (8) new in car video cameras for patrol vehicles. These cameras allow for greater surveillance and accountability for officers during the performance of their duties.
- Purchase of sixty (60) laptop computers and air cards for use in patrol cars. These computers allow officers to complete reports in their zones of responsibility rather than in an office or substation which allows officers to spend more time in their assigned zone. Twenty (20) laptops have been issued with forty (40) more being prepared for field use.
- Developed the Columbia’s Most Wanted bulletin. This bulletin is a list of subjects that have active warrants at the Columbia Police Department and are the most sought. The Columbia’s Most Wanted is disseminated to several Middle Tennessee law enforcement agencies and the local press. Narcotics Investigators have developed relationships with many other agencies in the area. Twenty-seven (27) subjects listed on Columbia’s Most Wanted have been arrested year-to-date. Four (4) of those subjects were also featured on the TBI-Fox 17 Most Wanted and in The Daily Herald.
- Coordinated with local law enforcement agencies, such as all surrounding Maury County agencies, Jackson Police Department, Rutherford County Sheriff’s Department, Murfreesboro Police Department, and Metro-Nashville Police Department implementing Intelligence-Led Policing strategies on gang-related issues. This has led to the successful arrest and prosecution of gang offenders in each of these agencies.

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

FY 2010-2011 ACCOMPLISHMENTS (continued)

- Began tracing every gun seized by the Columbia Police Department through the Bureau of Alcohol, Tobacco and Firearms' E-Trace database.
- Developed relationships with local pharmacies and hardware stores to help identify persons involved in the promotion of Methamphetamine and the abuse of prescription medication. Intelligence has been gathered and arrests made for the offenses of the Promotion of Methamphetamine and "doctor shopping" for prescription medication.
- During the 2010 calendar year, the Crime Suppression Unit has continued its efforts in the investigation of vehicle burglaries. These investigations have resulted in nineteen (19) cases being closed by arrest with the arrest of eight (8) different offenders. Five (5) of the arrested offenders were charged with more than one (1) burglary.
- Assigned an officer to the Drug Enforcement Agencies Task Force which will provide more federal resources and assistance to support enforcement efforts in combating drug and gang violence in the community. This partnership has also resulted in a significant increase in federal drug forfeitures.

OBLIGATED ACTIVITIES 2010

- **Calls for Service:** The Department responded to 39,565 calls for service.
- **Vehicle Crashes:** The department investigated 2,076 vehicle crashes which included property and personal injury.
- **Fatalities Resulting from Vehicle Crashes:** The department investigated 0 fatalities.
- **Alarm Calls:** The department responded to 2,002 alarms calls.
- **Escorts:** The department provided 4,816 escorts for funerals, banks & other businesses.
- **Traffic Stops:** The department initiated 13,825 traffic stops.
- **Events Worked:**

Mule Day	Craft Memorial Nativity Scene	Christmas Parade
Martin Luther King Parade	Haunting in the District	Veterans Day Parade
Bridge Street Block Party	Night Out Against Crime	Fall Festival - 2 days
Emergency Preparedness Fair	Prescription Drug Take Back with DEA	

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

ADDITIONAL 2011-12 BUDGET HIGHLIGHTS

The FY 2011-12 proposed budget includes a \$126,690 budget allocation for 5 replacement vehicles.

ACTIVITY BREAKDOWN

Administration	\$ 692,190
Detectives	880,614
Patrol	3,230,567
Animal Control	84,106
Support Services	1,224,839
Narcotics & Vice	<u>813,962</u>
Total	\$6,926,278

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$3,336,110	\$3,498,500	\$3,622,589
112	Overtime Pay	226,780	226,661	325,913
114	Vacation Pay	172,093	94,966	0
115	Sick Pay	73,873	36,810	0
116	Holiday Pay	132,043	70,119	0
118	Longevity Pay	45,450	49,600	47,450
119	Miscellaneous	49,233	49,305	31,200
141	FICA	297,236	300,754	305,690
142	Group Insurance	393,087	461,791	559,094
143	Retirement	642,178	651,225	738,797
145	Dental Insurance	18,846	19,746	21,386
146	Worker's Comp.	<u>3,358</u>	<u>2,626</u>	<u>0</u>
	Total Personnel:	\$5,390,287	\$5,462,103	\$5,652,119
SERVICES AND SUPPLIES				
211	Office Services	\$ 8,237	\$ 7,479	\$ 7,500
240	Utilities	36,332	36,091	36,180
245	Telephones	37,261	44,114	43,400
250	Professional Services	6,923	22,959	9,870
255	Software Maintenance	556	25,685	31,890
261	Maintenance & Repair-Auto	20,351	37,791	36,824
269	Maintenance & Repair-Other	63,151	50,368	49,926
280	Travel	59,890	89,930	77,034
290	Other Services	16,745	49,348	19,024

(continued on next page)

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SERVICES AND SUPPLIES (CONTINUED)				
297	Supplement to E-911	176,239	176,264	181,565
310	Office Supplies	13,564	10,832	11,338
320	Operating Supplies	74,582	74,327	61,028
321	Operating Supplies – Controllable	96,094	4,930	20,383
322	Chemical & Cleaning Supplies	4,137	4,554	4,595
324	Sexual Offender Registry	3,110	4,337	0
326	Wearing Apparel	53,948	81,108	62,061
329	Cleaning Uniforms	11,428	9,697	9,700
331	Fuel	215,078	268,540	267,950
332	Maint. & Repair Supplies-Auto	75,938	60,963	57,157
340	Maint. & Repair Supplies-Other	2,572	2,799	2,800
341	Small Tools	4,072	5,807	5,360
510	Insurance & Bonds	0	0	0
530	Rentals	13,807	13,410	12,884
733	Awards	1,075	2,000	2,000
761	Transfer to Maury County	133,859	49,483	0
800	Reserves	0	0	102,000
	Total Services & Supplies:	<u>\$1,128,949</u>	<u>\$ 1,132,816</u>	<u>\$ 1,112,469</u>
CAPITAL OUTLAY				
920	Building/Structure	\$ 51,234	\$ 0	\$ 0
941	Machinery/Auto Equip	72,929	408,617	126,690
945	Communications Equip	0	0	35,000
947	Office Equipment	0	0	0
948	Computer Equipment	37,516	70,787	0
	Total Capital Outlay:	<u>\$ 161,679</u>	<u>\$ 479,404</u>	<u>\$ 161,690</u>
	GRAND TOTAL	\$6,680,915	\$7,074,323	\$6,926,278

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$5,789,451	\$5,566,700	\$5,698,151	\$5,727,170	\$5,972,428
Services & Supplies	562,718	452,928	510,119	446,834	514,659
Capital Outlay	<u>286,656</u>	<u>0</u>	<u>1,695,276</u>	<u>1,695,276</u>	<u>50,070</u>
Total	\$6,638,825	\$6,019,628	\$7,903,546	\$7,869,280	\$6,537,157

DEPARTMENT DESCRIPTION

Organization: The Columbia Fire Department, since its inception in 1868, has provided the highest possible level of services to the citizens and visitors of the City of Columbia. Our mission is to protect, to promote and to improve the health of all persons living, working, or visiting the City of Columbia, Tennessee!

The Columbia Fire Department is a comprehensive, all hazards department. The men and women of the department respond to emergent events involving the following: fire suppression emergencies, technical rescues (water, confined spaces, extrications and industrial accidents), medical emergencies, hazardous materials, natural disasters and potential terrorism events. The City currently holds an Insurance Service Organization (ISO) public protection class rating of 3/9. Only a small percentage of fire departments across the nation have achieved this high ISO rating. The Fire Department consists of four Divisions that work to compliment each other.

Administrative Division: The Administrative Division of the Columbia Fire Department is located at 1000 South Garden Street and is responsible for the overall leadership and management of the Fire Department. The Administrative Division consists of four members-- Fire Chief, Deputy Fire Chief, Executive Secretary, and Administrative Secretary.

Prevention Division: The Prevention Division is located at 707 North Main Street and is responsible for fire and life safety codes enforcement and fire/arson investigation. This division also reviews plans for new construction and does periodic inspections of existing buildings. The Prevention Division consists of two members—Fire Marshal and Assistant Fire Marshal.

Suppression Division: The Suppression Division operates out of five fire stations strategically located throughout the City of Columbia. The Suppression Division consists of 84 members-3 Shift Commanders, 18 Captains, 18 Drivers and 45 Firefighters who staff our fire apparatus/stations 24 hours a day, 365 days a year to provide emergency and support services to the City’s citizens and visitors. The Suppression Division also responds to all life-threatening medical emergencies within the city limits of Columbia.

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

DEPARTMENT DESCRIPTION (Continued)

Training Division: The Training Division is located at 1000 South Garden Street and is responsible for the development and delivery of quality training classes to prepare firefighters to meet the needs of the citizens. Training is at the core of our organization. Fire personnel participate in excess of 240 hours of training annually. All personnel participate in the Tennessee Firefighting Commission certification programs. The Training Division consists of one member—Training Officer.

Columbia Fire Station Locations are as follows:

Station 1:	1000 South Garden Street
Station 2:	711 Lion Parkway
Station 3:	1306 Nashville Highway
Station 4:	5040 Trotwood Avenue
Station 5:	2633 Nashville Highway

Emergency Services and Educational Opportunities Provided by the Columbia Fire Department

- Response to Fire-Related Emergencies
- Hazardous Materials Response by providing a home base for the Maury Hazardous Material Team and providing 16 technical members of the team
- Biological Samplings and Identification (Hazardous Material Team)
- Emergency Medical Response
- Heavy Rescue and Vehicle Extrication
- Public Education Programs/Events
- Fire Cause/Origin Determination and Arson Investigation
- Fire and Life Safety Codes Enforcement
- Plan Review for new construction
- Rescue
- Water Rescue
- Animal Rescue

Other Services Provided

- Honor Guard
- Facilities' maintenance for five stations (carpentry, painting, light plumbing etc. and janitorial services)
- Partner with the Public Works Department for light and preventative maintenance for millions of dollars of fire apparatus and automobiles for Department
- Maintain two public education and one service trailer(s)

GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT

DEPARTMENT DESCRIPTION (Continued)

Other Services Provided (continued)

- Lawn and shrubbery maintenance of stations
- Preplans and inspections
- Smoke detector installation/testing program
- Participate in community charities such as: Relay for Life, Muscular Dystrophy Association, Camp Hope (Burn Survivors), United Way, Celebrity Waiters

Public Education Classes: The Columbia Fire Department offers a wide variety of training opportunities to the public and strives to educate more than 10,000 citizens annually in lifesaving and accident/fire prevention techniques. The following is not an exhaustive list of training opportunities:

- Career Day at schools
- Fire, Weather Emergency and Fire Sprinkler Education Safety Trailer
- Look Up For Safety (Fire Sprinkler Training)
- Play-Safe-Be-Safe
- Fire Extinguisher Training
- Risk Watch (safety program for children)
- Puppets
- Risk Watch – Injury Prevention/Natural disasters
- Remembering When/Fall Prevention for Seniors
- Fire Prevention Poster Contest
- Community C.P.R. and the use of Automatic External Defibrillator (AED) classes-partnered with Maury County EMS

FY 2010-2011 ACCOMPLISHMENTS

- The Columbia Fire Department moved Station Two into its new state-of-the-art “green” facility at 711 Lion Parkway. The new station was dedicated on November 4, 2010.
- The Columbia Fire Department purchased Self Contained Breathing Apparatus (SCBA) from the \$286,000 Federal grant received during the 2010-11 budget year. The Scott Air-Pak SCBA upgrade brought the department from 2002-compliant to in line with the current National Fire Protection Association 1981, 2007 Standard for Self Contained Breathing Apparatus. These devices are the most important tools used by firefighters on a daily basis and allow firefighters to protect their lungs while affording rescue and firefighting in our community. The Department also upgraded its air-filling station (compressor) with this grant money. The grant was supplemented with departmental funding to provide needed improved emergency escape devices as well as a rescue harness for rescues on steep embankments.

GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT

FY 2010-2011 ACCOMPLISHMENTS (Continued)

- Emergency lighting, Automatic External Defibrillators (AED's), and emergency medical equipment were added to all four staff cars, which allowed the addition of three First Responders and another Emergency Medical Technician to respond during peaks in demand for medical calls and to have more AED's available throughout the community.
- The Columbia Fire Department continues to partner with Maury Regional Emergency Medical Services (EMS) to provide emergency care during medical emergencies within the community. The Department now has Emergency Medical Technicians (EMT's) assigned to every apparatus in every station. These employees work with our first responders to provide citizens with the second highest level of emergency care.
- The Columbia Fire Department received an inflatable Rescue Boat from the local International Association of Fire Fighters (4381). Rescue Helmets and Personal Floatation Devices (PFD's) for rescue were provided by the City of Columbia's Safety Committee. This equipment coupled with future training will allow the department to begin Water Rescue operations until advanced teams arrive on the scene.
- Bid specifications were developed for a new 100-foot Aerial Apparatus and a Fire Pumper Truck. The bid has been advertised and the department is awaiting bid replies.
- The new Chief interviewed all Fire Department employees. Also, a time slot was set aside for appointments for employees to speak with the Chief.

ONGOING PROJECTS

- Continued an Internal Bulletin Board "In The Know".
- Continued support of the partnership between Maury County and the Columbia Fire Department to obtain State of Tennessee Accreditation at the level of CBRNE for the Maury Hazardous Operations Team as follows:
 - The Columbia Fire Department has completed having all of its Haz-Mat team members trained to the technician level.
 - Working to maintain new member training requirements.
- Hazardous Operations Team
 - Work closely with the Maury County/City of Columbia Emergency Management Director to:
 - Recruit partner agency participation in Haz-ops team.
 - Assist the team in obtaining CBRNE accreditation.
 - Worked with Methamphetamine Task force for response to meth labs.

GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT

ONGOING PROJECTS (continued)

- Knox Box Program/Private Alarm Ordinance
- Columbia Fire Department SOG's (Standard Operating Guidelines)/Best Practices Manual
- Formation of a Communications Group to work with other agencies in the community on interoperability, narrow banding and to improve working relationships within the department and other agencies.
- Members and Staff attended seminars to help ensure that the department meets Federal Communications mandates and to ensure accurate and clear communications during emergency operations.
- Continue to plan and host annual September 11th Firefighter Appreciation service and added a Walk/Climb to New York fitness challenge dedicated to the Tenth Anniversary of the tragic bombings on September 11th.
- Continue to seek out grant opportunities to fund ongoing and capital projects.
- Continue building relationships and seeking training opportunities with other emergency response agencies in the region.
- Continue to work to become more proactive in educating the public in the need for and purpose of residential fire sprinkler systems.
- Implement a one-year "Basic Fire Inspection/Preplan" program with the Fire Marshal's Division/Training Officer's Division to enhance public safety through codes and education.
- Several Captains and Firefighters are in the process of being trained to operational levels for response to Rope Rescue, Water Rescue, and Confined Space Rescue.
- The Department recently implemented a trial program with a two-person crew (Rescue One) to respond to emergency medical calls and rescues. Occasionally a fire suppression crew will respond to calls with three firefighters instead of the recommended four personnel to allow staffing of this resource. This is an obvious reduction in fire suppression capabilities for that crew but every effort will be made to not compromise firefighter safety and performance. This two-person response crew will respond for a large majority of Station One's emergency medical calls. This will reduce wear and tear on very expensive fire apparatus.

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

ACTIVITY BREAKDOWN

Administration	\$ 359,583
Suppression	5,912,384
Investigation	171,059
Training	<u>94,131</u>
Total	\$6,537,157

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$3,282,333	\$3,768,310	\$3,859,322
112	Overtime Pay	134,957	138,368	203,352
113	Salary Adjustment	0	0	0
114	Vacation Pay	266,520	134,305	0
115	Sick Pay	211,174	72,552	0
116	Holiday Pay	169,753	76,701	164,111
118	Longevity Pay	60,200	64,450	67,000
119	Miscellaneous	50,308	34,747	0
141	FICA	307,718	317,260	328,475
142	Group Insurance	385,168	422,393	518,128
143	Retirement	676,772	677,786	812,384
145	Dental Insurance	18,900	19,188	19,656
146	Worker's Comp	<u>2,897</u>	<u>1,110</u>	<u>0</u>
	Total Personnel:	\$5,566,700	\$5,727,170	\$5,972,428
SERVICES AND SUPPLIES				
211	Office Services	\$ 428	\$ 845	\$ 1,300
240	Utilities	58,979	64,249	64,950
245	Telephones	8,576	9,425	12,810
250	Professional Services	47,218	47,460	52,250
255	Software Maintenance	0	1,418	5,200
261	Maintenance & Repair-Auto	8,719	6,714	6,500
269	Maintenance & Repair-Other	29,786	25,360	22,100
280	Travel	19,046	16,759	23,195
290	Other Services	7,080	6,694	6,925
291	Education Expense	5,967	4,900	4,900
293	Towel Service	5,804	6,300	6,300
297	E911 Dispatch	61,930	61,933	63,791

(Continued on next page)

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SERVICES AND SUPPLIES (CONTINUED)				
310	Office Supplies	4,494	3,368	3,785
320	Operating Supplies	25,337	19,683	18,701
321	Operating Supplies Controllable	6,830	11,412	26,297
322	Chemicals & Cleaning Supplies	12,934	12,259	12,000
324	Supplies-Comm Enhancement Grant	0	0	0
326	Wearing Apparel	60,461	54,804	74,450
327	Breathing Air	1,506	993	1,000
329	Cleaning Uniforms	8,077	8,263	10,075
331	Fuel	32,313	45,427	55,295
332	Main. & Repair Supplies-Auto	32,763	25,739	26,065
340	Maint. & Repair Supplies-Other	8,909	7,000	7,000
341	Small Tools	3,284	3,150	5,280
360	Hydrant Materials	0	0	0
410	Concrete Supplies	0	80	0
450	Construction Supplies	0	0	0
530	Rentals	2,445	1,066	2,990
550	Hydrant Rental	42	0	0
773	Awards	0	1,533	1,500
800	Reserves	<u>0</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$452,928	\$ 446,834	\$ 514,659
CAPITAL OUTLAY				
930	Improve Other Than Bldgs	\$ 0	\$ 0	\$ 14,520
941	Machinery/Auto Equip	0	1,695,276	20,550
945	Communications Equip	0	0	15,000
948	Computer Equip	<u>0</u>	<u>0</u>	<u>0</u>
	Total Capital Outlay:	\$ 0	\$ 1,695,276	\$ 50,070
	GRAND TOTAL	\$6,019,628	\$7,869,280	\$6,537,157

**GENERAL FUND
DEPARTMENT: PUBLIC WORKS – STREETS & MAINTENANCE**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$1,897,082	\$1,808,113	\$1,883,187	\$1,831,326	\$1,943,658
Services & Supplies	365,555	326,498	344,275	335,553	333,555
Capital Outlay	<u>294,000</u>	<u>27,712</u>	<u>432,682</u>	<u>432,682</u>	<u>24,000</u>
TOTAL	\$2,556,637	\$2,162,323	\$2,660,144	\$2,599,561	\$2,301,213

DIVISION DESCRIPTION

Vision: The City of Columbia’s Public Works Department will be one of the top Public Works organizations in the State of Tennessee. Public Works projects and maintenance activities will play a vital role to help maintain the quality of life for the citizens of Columbia.

Mission: Provide the citizens of Columbia with safe and accessible infrastructure, and transportation systems by performing a variety of routine and special maintenance projects.

The Street Division is organized into four major service activities:

1. **Public Works Administration.** Organizes, leads, delegates, and evaluates all service areas of the Department. This group prepares the budget, develops priorities and overall planning.
2. **Street Maintenance Division.** Performs routine to complex maintenance services involving pavement maintenance, snow and ice removal, sidewalk and curb replacement, street sweeping, right of way maintenance, and other infrastructure maintenance and repairs.
3. **Traffic Control Division.** Provides and maintains traffic control devices, and markings for the safe and orderly movement of vehicles on Columbia city streets. Traffic control activities involve the installation, or maintenance of traffic signs, signals, striping and markings.
4. **Fleet Division.** Maintains and repairs all City vehicles and equipment, and coordinates the use of contract services for fleet maintenance and repairs. This activity may involve minor to major equipment and vehicle repairs.

GENERAL FUND

DEPARTMENT: PUBLIC WORKS – STREETS & MAINTENANCE

FY 2010-2011 ACCOMPLISHMENTS

- During two weekends in May of 2010, the City of Columbia was overwhelmed with major flooding. Staff closed roads at over 40 locations and cleared the drainage ways at each location. Subsequently, Public Works performed major repairs at the following locations:
 - Old 31 Highway and Springmeade Boulevard
 - 424 to 422 Westover Drive
 - Cayce Lane and Eskew Drive to Robert Road
 - Lion Parkway at Maury County Park
 - 1912 to 1916 Fieldstone Drive
 - Porter Circle and Jackson Heights
 - Westover Drive

The Department worked with the Federal Emergency Management Agency (FEMA), Tennessee Emergency Management Agency (TEMA) and Office of Emergency Management after the flood with the following activities:

- Assessing damage,
 - Filing FEMA reports,
 - Cleaning streets,
 - Emergency repairs,
 - Compiling repair estimates, and
 - Assisting other departments as needed.
- Modified the traffic lanes and upgraded the signals at the intersection of James Campbell Boulevard and Commerce Place for the Kroger redevelopment project.
 - Worked with the South Central Workforce Alliance to find and hire extra employees for citywide flood relief projects. The employees were hired with the use of the National Emergency Grant (NEG), which was a part of the National Stimulus Package.
 - Assisted other City departments as follows:
 - Cook Soccer Park – repaired concrete damaged from the May 2010 flood.
 - Ridley Park – removed temporary construction entrance
 - Riverwalk Park – post flood clean-up
 - K-9 Concrete Pads – two formed and poured
 - Had discussions with Engineering and the Tennessee Attorney General’s Office concerning the condemnation of properties along the Trotwood Railroad Bridge.
 - Assisted with the preparation and submission of documents for the “Hazard Mitigation Grant Program” to FEMA.

GENERAL FUND
DEPARTMENT: PUBLIC WORKS – STREETS & MAINTENANCE

FY 2010-2011 ACCOMPLISHMENTS (continued)

- Major street repair projects that involved extensive asphalt road base repairs:
 - Halifax Drive north of Bear Creek Pike
 - Taylors Bend south of Theta Pike
 - School Street and 13th to 14th

- Provided support for special events:
 - Mule Day
 - Southern Fried Festival
 - Haunting in the District
 - Bunny Mania
 - Christmas Parade
 - Fall Festival

2011-2012 BUDGET HIGHLIGHTS

Within the Public Works-Streets budget, \$24,000 has been budgeted for heating and cooling system replacement at the Public Works facility.

**GENERAL FUND
DEPARTMENT: PUBLIC WORKS – STREETS & MAINTENANCE**

ACTIVITY BREAKDOWN

Administration	\$ 269,925
Street Maintenance	1,298,568
Vehicle Maintenance	572,612
Traffic Control	<u>160,108</u>
Total	\$2,301,213

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
	PERSONNEL SERVICES			
110	Salaries	\$1,089,713	1,165,018	\$1,266,715
112	Overtime Pay	58,160	66,594	70,243
113	Salary Adjustment	0	0	0
114	Vacation Pay	64,357	40,915	0
115	Sick Pay	37,606	12,749	0
116	Holiday Pay	52,064	22,505	0
118	Longevity Pay	20,150	22,175	21,900
119	Miscellaneous	1,828	1,831	0
141	FICA	95,821	95,133	103,953
142	Group Insurance	171,962	192,623	222,057
143	Retirement	207,498	202,643	250,247
145	Dental Insurance	8,298	8,500	8,543
146	Worker's Compensation	<u>656</u>	<u>640</u>	<u>0</u>
	Total Personnel:	\$1,808,113	\$1,831,326	\$1,943,658
	SERVICES AND SUPPLIES			
211	Office Services	\$ 350	\$ 166	\$ 0
240	Utilities	22,508	24,840	24,840
245	Telephones	6,086	6,000	6,000
250	Professional Services	512	700	700
255	Software Maintenance	0	1,550	1,550
261	Maintenance & Repair-Auto	3,771	4,000	4,000
268	Resurfacing	0	0	0
269	Maintenance & Repair-Other	7,868	8,970	8,970
280	Travel	2,275	6,285	6,200
290	Other Services	4,995	6,900	6,900
310	Office Services	2,354	2,750	2,750
320	Operating Supplies	17,683	22,877	22,300
321	Operating Supplies Controllable	0	0	0

(continued on next page)

GENERAL FUND

DEPARTMENT: PUBLIC WORKS – STREETS & MAINTENANCE

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SERVICES AND SUPPLIES (CONTINUED)				
322	Chemicals & Cleaning Supplies	\$44,227	\$ 45,000	\$45,000
326	Wearing Apparel	4,821	6,105	6,000
329	Cleaning Uniforms	11,211	11,750	11,750
331	Fuel	80,384	91,195	91,195
332	Maint. & Repair Supplies-Auto	43,380	38,889	38,830
340	Maint. & Repair Supplies-Other	13,301	14,284	13,600
341	Small Tools	4,673	6,900	6,900
410	Concrete Supplies	26,700	8,000	8,000
420	Metal Products	9,090	7,770	7,770
450	Construction Materials	6,882	8,000	8,000
470	Asphalt	10,295	10,000	10,000
530	Rentals	3,132	2,622	2,300
800	Reserves	<u>0</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$ 326,498	\$ 335,553	\$ 333,555
CAPITAL OUTLAY				
930	Other Improvements	\$ 17,862	\$ 0	\$ 24,000
931	East 10 th Street Sidewalk	0	0	0
941	Machinery/Auto Equip	<u>9,850</u>	<u>432,682</u>	<u>0</u>
	Total Capital Outlay:	\$ 27,712	\$ 432,682	\$24,000
	Grand Total:	\$2,162,323	\$2,599,561	\$2,301,213

**GENERAL FUND
DEPARTMENT: ENGINEERING DEPARTMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$441,861	\$437,369	\$444,948	\$442,374	\$472,012
Services & Supplies	20,555	18,861	19,475	19,436	20,435
Capital Outlay	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$482,416	\$456,230	\$464,423	\$461,810	\$492,447

DEPARTMENT DESCRIPTION

The Engineering Department works closely with the Codes Administration and Grants and Planning Departments, the Columbia Regional Planning Commission, developers and contractors to assure quality in Columbia’s new commercial and residential developments. The department also keeps up with the Letters of Credit for these projects to ensure completion of the developments. The Engineering Department is also responsible for planning, designing, and supervising various public works projects and supervision of construction inspections, which includes working with the Public Works Department on coordinating public improvements. The Engineering Department also prepares the specifications, maps and paving list and oversees the street resurfacing program and ensures City compliance with its Municipal Separate Storm Sewer System (MS4) Permit to discharge into waters of the State of Tennessee. Compliance with this permit includes enforcement of the Aquatic Buffer and Stormwater Management Ordinances, which specifies requirements of land disturbance permits, erosion control, and general stormwater regulations.

FY 2010-11 ACCOMPLISHMENTS

- Construction of the Duck River Walk project is underway,
- Coordinated design and bidding of the Duck River bank stabilization project,
- Improved the City web site to provide data and guidance to engineers/developers,
- Completed construction complete of Ridley Park and access road,
- Completed College Park Drive realignment with Oak Springs Drive,
- Continued work with the Safe Routes to Schools Grant from the Tennessee Department of Transportation (TDOT) to construct improvements to promote walking/biking to Whitthorne Middle and Baker Elementary Schools. The plans will also include a crosswalk and signalization at Hampshire Pike and Oak Springs Drive.
- Completed reroofing project for the Macedonia Recreation Center,
- Attended various webinars to obtain credits required to maintain professional licenses,
- Continued Stormwater Program efforts to establish a Stormwater Utility,
- Worked with the consultant to move forward on the second phase of the Highway 31 traffic study, and
- Continued finalizing the Subdivision Regulations.

GENERAL FUND
DEPARTMENT: ENGINEERING DEPARTMENT

ONGOING PROJECTS

- Duck River Walk Project – Construction underway
- Duck River Bank Stabilization Project – Almost complete
- Safe Routes To School Project – Hampshire Pike / College Park Drive
- Surface Transportation Program (STP) Projects – Consultant has been selected
- Youth Empowerment Center
- Subdivision Regulations
- Phase II - Highway 31 Corridor Study
- Stormwater Program
- Preparation of site plans (in-house) for the Farmer's Market Project
- 2011 Paving Program
- New Stormwater Permit
- Review site plans for new development in the City

**GENERAL FUND
DEPARTMENT: ENGINEERING DEPARTMENT**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$316,700	\$323,827	\$341,655
112	Overtime Pay	0	0	0
114	Vacation Pay	4,037	3,045	0
115	Sick Pay	3,922	1,145	0
116	Holiday Pay	5,121	1,909	0
118	Longevity Pay	1,950	2,350	2,600
119	Miscellaneous	3,400	3,400	0
141	FICA	25,121	25,524	26,335
142	Group Insurance	21,652	25,261	34,992
143	Retirement	54,170	54,617	65,134
145	Dental Insurance	<u>1,296</u>	<u>1,296</u>	<u>1,296</u>
	Total Personnel:	\$437,369	\$442,374	\$472,012
SERVICES AND SUPPLIES				
211	Office Services	\$360	\$913	\$920
245	Telephones	1,075	1,593	1,600
250	Professional Services	23	4,000	3,000
261	Maintenance & Repair-Auto	106	472	500
269	Maintenance & Repair-Other	0	100	100
280	Travel	4,243	2,850	2,900
290	Other Services	5,861	3,633	5,800
310	Office Supplies	597	699	700
320	Operating Supplies	4,840	1,992	2,000
326	Wearing Apparel	0	400	260
331	Fuel	1,504	1,946	1,955
332	Maint. & Repair Supplies-Auto	201	738	600
340	Maint. & Repair Supplies-Other	51	100	100
341	Small Tools	0	0	0
510	Insurance & Bonds	<u>0</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$18,861	\$19,436	\$20,435
CAPITAL OUTLAY				
941	Machinery/Auto Equip	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	Total Capital Outlay:	\$0	\$0	\$0
	GRAND TOTAL	\$456,230	\$461,810	\$492,477

**GENERAL FUND
DEPARTMENT: CODE ADMINISTRATION**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$402,077	\$ 334,429	\$ 391,674	\$ 338,226	\$ 408,237
Services & Supplies	108,969	72,215	79,440	75,492	95,940
Capital Outlay	<u>13,363</u>	<u>13,363</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 524,409	\$ 420,007	\$ 471,114	\$ 413,718	\$ 504,177

DEPARTMENT DESCRIPTION

The Code Administration Division issues permits for construction of new homes, additions, remodels, swimming pools, commercial buildings, accessory structures and demolitions. Permits are also required for plumbing, mechanical, and gas system installations. Inspections are performed during various aspects of construction to verify code compliance.

The maintenance of existing buildings and properties is regulated through the Property Maintenance Code and City Charter. Violations are enforced by the City’s property maintenance inspector. We also maintain abandoned properties the City has acquired through delinquent tax sales.

Another function of the department is to assist with obtaining and implementing grants as necessary.

The Building Maintenance Division is responsible for cleaning and making minor repairs to City Hall and the parking garage.

FY 2010-11 ACCOMPLISHMENTS

- Completed demolition of 3 blighted structures eligible for funding through the U.S. Department of Housing & Urban Development’s Neighborhood Stabilization Program.
- Columbia received a \$100,000 Energy Efficiency and Conservation Block Grant from the Tennessee Department of Economic & Community Development to promote energy conservation.

ONGOING PROJECTS

- Implementation of the permitting, code enforcement, and customer request management systems. Data is being provided to WebQa for customization of the management system.
- Implementation of the Energy Efficiency and Conservation Block Grant- Light Emitting Diode (LED) traffic signals have been installed throughout the City, creating an 88% energy reduction. A large fan will be installed in the Parks and Recreation gymnasium for better ventilation and cooling during the summer. New plumbing fixtures will be

GENERAL FUND
DEPARTMENT: CODE ADMINISTRATION

ONGOING PROJECTS (continued)

installed in City Hall, decreasing annual water usage by approximately 119,000 gallons. A high efficiency boiler in conjunction with automated controls will also be installed to reduce natural gas and electrical consumption while providing more reliable heating and cooling operations. Garage lighting fixtures will be upgraded to energy efficient LED's as well as some interior lighting improvements.

ACTIVITY BREAKDOWN

Code Administration	\$407,931
Building Maintenance	<u>96,246</u>
Total	\$504,177

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
	PERSONNEL SERVICES			
110	Salaries	\$217,184	\$237,614	\$293,057
112	Overtime Pay	25	0	0
114	Vacation Pay	12,597	6,483	0
115	Sick Pay	5,333	1,889	0
116	Holiday Pay	6,977	3,114	0
118	Longevity Pay	4,600	2,900	3,150
119	Miscellaneous	1,233	425	0
141	FICA	18,002	18,808	22,660
142	Group Insurance	29,616	29,722	39,860
143	Retirement	37,458	36,046	47,998
145	Dental Insurance	1,404	1,225	1,512
146	Worker's Comp.	<u>0</u>	<u>0</u>	<u>0</u>
	Total Personnel:	\$334,429	\$338,226	\$408,237

(continued on next page)

**GENERAL FUND
DEPARTMENT: CODE ADMINISTRATION**

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
	SERVICES AND SUPPLIES			
211	Office Services	\$ 112	\$ 125	\$ 500
245	Telephones	1,872	1,822	2,100
250	Professional Services	69	1,675	1,750
255	Permitting Software	0	0	12,000
261	Maintenance & Repair-Auto	100	300	300
269	Maintenance & Repair-Other	10,385	9,905	9,905
272	NSP Grant – Demo Exp	0	0	0
280	Travel	1,193	3,414	3,600
282	Car Allowance	28	50	100
290	Other Services	47,480	40,759	46,625
310	Office Supplies	1,309	1,000	1,000
320	Operating Supplies	393	1,354	2,600
321	Operating Supplies Controllable	0	0	0
322	Chemical & Cleaning Supp.	3,615	4,250	4,250
326	Wearing Apparel	196	300	700
329	Cleaning Uniforms	206	300	300
331	Fuel	2,661	4,490	4,490
332	Maint. & Repair Supplies-Auto	147	1,500	1,500
340	Maint. & Repair Supplies-Other	2,303	4,000	4,000
341	Small Tools	36	100	150
510	Insurance & Bonds	70	0	70
530	Rentals	40	148	0
800	Reserves	0	0	0
	Total Services & Supplies:	\$ 72,215	\$ 75,492	\$ 95,940
	CAPITAL OUTLAY			
941	Machinery/Auto Equip	<u>\$ 13,363</u>	<u>\$ 0</u>	<u>\$ 0</u>
	Total Capital Outlay:	\$ 13,363	\$ 0	\$ 0
	GRAND TOTAL	\$420,007	\$413,718	\$504,177

**GENERAL FUND
DEPARTMENT: PARKS & RECREATION**

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$1,279,784	\$1,051,916	\$1,299,608	\$1,183,398	\$1,334,124
Services & Supplies	466,003	294,139	486,303	487,853	486,253
Capital Outlay	<u>115,500</u>	<u>16,800</u>	<u>151,008</u>	<u>151,008</u>	<u>9,000</u>
TOTAL	\$1,861,287	\$1,362,855	\$1,936,919	\$1,822,259	\$1,829,377

DEPARTMENT DESCRIPTION

The City of Columbia Parks and Recreation Department manages more than twenty (20) parks and facilities totaling approximately 360 acres. These sites range in size from small neighborhood parks to sports field complexes and community parks. Facilities have been designed to allow for both passive and active recreation. The City parks and facilities can be classified by size and type.

Regional Parks – Special Use

Columbia Dam

Community Parks

Fairview Park

Pioneer Park (*undeveloped*)

Woodland Park

Riverwalk Park

Community Parks – Special Use

Cook Soccer Park

Eva Gilbert Park

Oakland Parkway (Babe Ruth) Baseball Complex

Riverwalk Park (*under construction*)

Rutherford Lane Practice Fields

Buck Davis Field

Ridley Park

Fairview Park Baseball Fields

Recreation Centers

Fairview Park Community Center

Macedonia Community Center

Armory Recreation & Fitness Center

Neighborhood Parks

Betty Lee Park

Frierson-Johnson Park

Old Hickory Park

West Haven Park

Circle Park

Historic Sites

Greenwood Cemetery

Pop Geers Monument

Miscellaneous Sites

Administrative Offices (Rainey House)

Maintenance Shop (Nashville Highway)

Public Pool

Fairview Park Pool

GENERAL FUND
DEPARTMENT: PARKS & RECREATION

FY 2010-2011 ACCOMPLISHMENTS

Recreation Division: To serve the community, a broad variety of passive and active leisure time experiences are provided annually via the recreation facilities (interior and exterior), community related / specialty program implementations, Non-Exclusive Use Agreements, facility rentals and Partnerships. The quality and quality of programs are increasing annually, although the operational budget has show little increase over the past few years.

- Athletic Support -Leagues, Organization and Schools
 1. Columbia Soccer Association
 2. Columbia Girls Fast Pitch Softball League
 3. Columbia Pop Warner Football League
 4. Middle Tennessee Youth Football League
 5. Columbia Babe Ruth Baseball League
 6. Maury County Cal Ripken League
 7. Columbia Central High School – Cross County and Tennis Programs
 8. Maury County Boys & Girls Club- Various Activities
 9. Spring Hill High School - Tennis Program

- Center Programs, Events, Offerings
 1. City League Basketball
 2. Summerfest
 3. Playgrounds & Game Rooms
 4. Family Hayride
 5. Annual Egg Hunts
 6. Swimming Lessons
 7. Pre-School Soccer
 8. Facility Rentals
 9. Swimming
 10. Tot Stop (Child Watch)
 11. Playground Programs (Spring, Summer, Fall)
 12. Fitness Memberships, Classes & Challenges
 13. Sports Tournaments
 14. Fitness Circuit Training Class
 15. Black History
 16. Community Volleyball
 17. Youth Basketball (Ages 4, 5, 6)
 18. Community Kite Fly
 19. Bike Rodeo

- Collaborations, Partnerships, Community Support: The Parks and Recreation Department is always eager to work with and support like-minded individuals, groups, and organizations with projects and special events that benefit the citizens of Columbia. Toward this goal, the following groups and projects are highlighted:
 1. Ambassadors Golf Club – Annual Christmas Dinner for Seniors
 2. YMCA – Annual Mule Day 5K Race
 3. University of Tennessee Extension Office Senior Cooking Class
 4. Maury County Boys & Girls Club – Mule Town Baseball Camp

GENERAL FUND
DEPARTMENT: PARKS & RECREATION

FY 2010-2011 ACCOMPLISHMENTS (continued)

Maintenance Division: The delivery of clean, safe, well maintained parks and facilities is a priority expectation of City park users. Beyond attending to routine maintenance needs, the Department continues to strive to upgrade and improve our existing facilities. Examples include but are not limited to these below.

- Installed new roof at the Macedonia Community Center
- Resurfaced Woodland Park Tennis Courts
- Staff reshaped the drainage area around the playground area at Fairview Park
- Staff spread new mulch around all playground equipment in all parks
- Staff reshaped the areas at Frierson-Johnson Park that were causing drainage issues
- Staff installed new lighting at Pop Geers Park to spotlight the monument
- Staff reworked all street lighting inside Woodland Park

Completion of Ridley Park

During FY 2010-11, the construction of Phase 1 of Ridley Park was completed. The facility includes four multi-purpose ball fields, six girls fast pitch softball fields, two football fields, lighting, fencing, bleachers, concession/restroom buildings and a maintenance building. Approximately \$7.7 million has been expended on this project

The Grand Opening was held on April 9, 2011.

ONGOING PROJECTS

- Riverwalk Park

**GENERAL FUND
DEPARTMENT: PARKS & RECREATION**

ACTIVITY BREAKDOWN

Administrative Services	\$ 167,012
Maintenance Services	903,460
Fitness Program	13,800
Recreation Programs	458,636
Fairview Park Pool	53,561
Ridley Park	<u>232,908</u>
Total	\$1,829,377

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$706,100	\$841,698	\$954,243
112	Overtime Pay	3,348	2,426	12,988
114	Vacation Pay	28,297	21,568	0
115	Sick Pay	14,471	12,268	0
116	Holiday Pay	22,643	9,640	0
118	Longevity Pay	11,950	13,500	10,950
119	Miscellaneous	294	701	0
141	FICA	58,090	61,150	74,831
142	Group Insurance	88,356	100,721	129,524
143	Retirement	114,101	115,057	146,620
145	Dental Insurance	4,266	4,392	4,968
146	Worker's Comp.	<u>0</u>	<u>277</u>	<u>0</u>
	Total Personnel:	\$1,051,916	\$1,183,398	\$1,334,124
SERVICES AND SUPPLIES				
211	Office Services	\$ 2,053	\$ 4,550	\$ 4,550
240	Utilities	130,531	181,080	181,680
245	Telephones	6,368	7,751	7,250
250	Professional Services	1,895	3,350	3,350
261	Maintenance & Repair-Auto	1,674	3,200	3,200
269	Maintenance & Repair-Other	23,414	7,206	8,800
280	Travel	1,007	6,450	4,750
290	Other Services	25,915	76,375	70,675
310	Office Supplies	5,098	6,500	8,500
320	Operating Supplies	18,142	63,560	58,743
321	Operating Supplies Controllable	17	12,700	12,700

(continued on next page)

**GENERAL FUND
DEPARTMENT: PARKS & RECREATION**

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SERVICES & SUPPLIES (CONTINUED)				
322	Chemical & Cleaning Supplies	8,683	13,550	13,550
325	Concession Supplies	598	1,500	1,000
326	Wearing Apparel	1,233	4,900	6,400
329	Cleaning Uniforms	5,102	5,450	6,650
331	Fuel	24,292	32,673	40,673
332	Maint. & Repair Supplies-Auto	12,115	9,857	9,057
340	Maint. & Repair Supplies-Other	19,197	31,225	32,025
341	Small Tools	1,918	6,576	4,800
410	Concrete Supplies	275	1,000	1,000
450	Construction Materials	0	0	0
470	Asphalt	0	0	0
530	Rentals	3,062	3,000	3,500
733	Awards	10	3,400	3,400
790	Refunds	<u>1,540</u>	<u>2,000</u>	<u>0</u>
	Total Services & Supplies:	\$294,139	\$487,853	\$486,253
CAPITAL OUTLAY				
930	Other Improvements	\$ 0	\$ 37,000	\$ 0
941	Machinery/Auto Equipment	<u>16,800</u>	<u>114,008</u>	<u>9,000</u>
	Total Capital Outlay:	\$ 16,800	\$ 151,008	\$ 9,000
	GRAND TOTAL	\$1,362,855	\$1,822,259	\$1,829,377

**GENERAL FUND
DEPARTMENT: GENERAL GOVERNMENT**

FINANCIAL SUMMARY

Category	Budget FY 2010	Actual FY 2010	Budget FY 2011	Estimated FY 2011	Budget FY 2012
Personnel Services	\$ 906,471	\$ 905,071	\$1,024,971	\$ 914,759	\$1,026,771
Services & Supplies	3,344,267	3,001,556	1,273,050	1,153,005	1,320,320
Transfers	1,244,924	1,244,924	2,228,267	2,228,267	1,000,035
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$5,495,662	\$5,151,551	\$4,526,288	\$4,296,031	\$3,347,126

DEPARTMENT DESCRIPTION

This activity provides for the centralization of funding for several activities within the City including:

- City's share of family health insurance coverage for all departments within the General Fund,
- Unemployment claims, Wellness Program and Employee Assistance Program for General Fund employees,
- Utilities and telephone service for City Hall,
- Postage for all departments,
- General Fund portion of the City's annual audit,
- An operating transfer to the Debt Service Fund,
- An operating budget allocation to address citywide safety issues as they arise throughout the year,
- A budget allocation for payment of election expenses in applicable years, and
- Funding to Maury County for the City's share of Animal Services Facility operations.
- The City participates in the Tennessee Municipal League Risk Management Pool. As such, the City is self-insured up to specific limits for different types of claims. Workers Compensation, Liability, Property Insurance premiums and self-insured retention for claims for all departments within the General Fund are paid from this activity.
- Beginning in FY 2009-10, the City began providing Senior Property Tax Relief to qualified individuals. Those payments are included within this budget.

**GENERAL FUND
DEPARTMENT: GENERAL GOVERNMENT**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$ 13,122	\$ 13,000	\$ 14,000
141	FICA	1,004	994	1,071
142	Group Insurance	709,431	709,046	821,700
146	Worker's Compensation	174,014	188,577	180,000
147	Unemployment Insurance	<u>7,500</u>	<u>3,142</u>	<u>10,000</u>
	Total Personnel:	\$ 905,071	\$ 914,759	\$1,026,771
SERVICES AND SUPPLIES				
211	Office Services	\$ 51,308	\$ 51,829	\$ 63,000
240	Utilities	66,013	95,000	110,000
245	Telephones	16,386	15,606	16,000
250	Professional Services	13,427	18,832	34,500
253	Auditing Services	26,640	27,350	32,000
254	Workers' Comp Administration	16,133	14,923	14,400
255	Software Maintenance	5,055	3,984	0
269	Maintenance & Repair-Other	27,384	22,886	20,000
280	Meetings, Travel	4,610	3,857	4,000
290	Other Services	2,191,519	124,131	134,920
297	Animal Serv Facility Operation	170,526	230,000	230,000
298	Election Expenses	39,699	0	45,000
310	Office Supplies	10,494	10,890	12,000
320	Operating Supplies	8,776	14,785	26,000
321	Operating Supp-Controllable	2,948	0	0
322	Chemicals & Cleaning Supplies	0	0	0
326	Wearing Apparel	0	549	500
340	Maint & Repair Supplies-Other	600	0	1,000
510	Insurance & Bonds	289,709	300,060	325,000
511	Liability & Other Ins. Claims	18,312	21,765	35,000
530	Rentals	5,693	6,100	9,000
591	Senior Property Tax Relief	35,226	39,248	40,000
733	Awards	670	665	2,000
790	Refunds	428	545	3,000
800	Reserves	<u>0</u>	<u>150,000</u>	<u>163,000</u>
	Total Services & Supplies:	\$3,001,556	\$ 1,153,005	\$1,320,320

(continued on next page)

GENERAL FUND
DEPARTMENT: GENERAL GOVERNMENT

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
TRANSFERS:				
763	Transfer to Debt Service Fund	\$ 923,924	\$ 623,047	\$1,000,035
766	Transfer to Cap Projects Fund	<u>321,000</u>	<u>1,605,220</u>	<u>0</u>
	Total Transfers:	\$1,244,924	\$2,228,267	\$1,000,035
CAPITAL OUTLAY				
911	Land & Easements	\$ 0	\$ 0	\$ 0
920	Buildings & Structures	0	0	0
930	Other Improvements	0	0	0
941	Machinery, Equip & Automotive	0	0	0
945	Communications Equip	0	0	0
947	Office Equipment	0	0	0
948	Computer Equipment	<u>0</u>	<u>0</u>	<u>0</u>
	Total Capital Outlay:	\$ 0	\$ 0	\$ 0
	GRAND TOTAL	\$5,151,551	\$4,296,031	\$3,347,126

Intentionally Left Blank

SPECIAL REVENUE

FUND

EXPENDITURES

Intentionally Left Blank

STATE STREET AID FUND - 121

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$ 123,010	\$ 115,950	\$ 116,706	\$ 115,262	\$ 123,613
Services & Supplies	965,000	471,463	1,465,014	548,285	1,826,000
Capital Outlay	<u>236,207</u>	<u>110,953</u>	<u>38,999</u>	<u>34,001</u>	<u>30,000</u>
Total	\$1,324,217	\$ 698,366	\$1,620,719	\$ 697,548	\$1,979,613

FUND DESCRIPTION

This activity accounts for revenue and expenditures from the City's share of State gasoline taxes. The State distributes the taxes to municipalities based on per capita population. Tennessee law requires that these receipts be kept in a separate fund and used for construction and maintenance of City streets and certain related street expenditures. Streets are defined as streets, highways, avenues, boulevards, public owned right-of-ways, bridges, tunnels, public parking areas, and other public ways dedicated to public use and maintained for general public travel lying within a municipality's corporate boundaries. Related street expenditures include construction, reconstruction, improvements, and maintenance of streets, including paving, repaving, grading and drainage, repairs, cleaning, acquisition and maintenance of rights-of-way, and extension and widening of existing streets. Other allowable expenses include acquisition or lease or lease/purchase of trucks and other equipment necessary in the construction and maintenance of streets. This includes the purchase, construction or leasing of facilities to store such equipment, street lighting, signage and other traffic control devices as well as administrative and other necessary expenses in connection with such street improvements. Resurfacing including milling and rebasing existing streets is included in Services & Supplies (not a Capital Outlay item).

BUDGET HIGHLIGHTS:

- Provides funding for street resurfacing program - \$1,000,000 (\$700,000 of the total is carried forward from previous fiscal years)
- Provides funding for street light utility bills - \$465,000
- Includes a "Transfer to Capital Project Fund" line item in the amount of \$204,000 for City matching funds for Surface Transportation Program (STP) Projects
- Includes capital outlay expenditures as follows:

Traffic Signal Upgrade	\$15,000
Purchase of scanner	<u>15,000</u>
TOTAL	\$30,000

STATE STREET AID FUND – 121

BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$ 84,856	\$ 83,957	\$ 86,325
141	FICA	6,492	6,423	6,604
142	Group Insurance	10,278	10,696	13,822
143	Retirement	13,874	13,727	16,333
145	Dental Insurance	<u>450</u>	<u>458</u>	<u>529</u>
	Total Personnel:	\$115,950	\$115,261	\$ 123,613
SERVICES AND SUPPLIES				
240	Utilities	\$ 359,942	\$ 424,000	\$ 465,000
250	Professional Services	48,157	36,843	30,000
255	Software Maintenance	0	4,918	5,000
261	Maint. & Repair Supplies-Auto	0	0	0
268	Resurfacing	0	0	1,000,000
269	Maintenance & Repair-Other	7,403	0	0
290	Other Services & Charges	8,632	7,550	20,000
320	Operating Supplies	9,694	30,000	45,000
321	Operating Supplies Controllable	0	0	10,000
340	Maint. & Repair Supplies-Other	5,292	20,000	10,000
410	Concrete & Clay Supplies	7,689	10,000	26,000
420	Metal Products	386	352	0
450	Construction Materials	8,473	7,409	10,000
470	Asphalt	15,795	7,214	1,000
761	Transfer to Capital Projects Fund	0	0	204,000
800	Reserves	<u>0</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$ 471,463	\$ 548,286	\$1,826,000
CAPITAL OUTLAY				
930	Other Improvements	\$ 9,155	\$ 15,000	\$ 15,000
932	Bridge Improvements	2,298	9,001	0
941	Machinery/Auto Equipment	99,500	10,000	0
948	Computer Equipment	<u>0</u>	<u>0</u>	<u>15,000</u>
	Total Capital Outlay:	\$ 110,953	\$ 34,001	\$ 30,000
	GRAND TOTAL	\$ 698,366	\$ 697,548	\$1,979,613

NARCOTICS & VICE FUND - 122

FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2010</u>	<u>Actual</u> <u>FY 2010</u>	<u>Budget</u> <u>FY 2011</u>	<u>Estimated</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>
Services & Supplies	\$ <u>90,000</u>	\$ <u>88,830</u>	\$ <u>45,000</u>	\$ <u>45,000</u>	\$ <u>65,000</u>
Total	\$ 90,000	\$ 88,830	\$ 45,000	\$ 45,000	\$ 65,000

FUND DESCRIPTION

The Narcotics & Vice Fund was established in FY 1998-99 in accordance with recommendations from the City's auditors. The Fund is a special revenue fund used to account for confidential operational expenses and payments to the Columbia Drug Task Force and provides access to funds for undercover activities.

Proceeds are received through an operating transfer from the Drug Fund, fines and proceeds from settled cases. Fund expenditures are managed directly by the Police Chief, who is also responsible for quarterly reporting of Fund activities to the Finance Director.

BUDGET BREAKDOWN

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
	SERVICES AND SUPPLIES			
290	Other Services	\$ 64,944	\$30,000	\$40,000
320	Operating Supplies	<u>23,885</u>	<u>15,000</u>	<u>25,000</u>
	Total Services & Supplies:	\$88,830	\$45,000	\$65,000
	GRAND TOTAL	\$88,830	\$45,000	\$65,000

STREET AND TRANSPORTATION FUND - 123

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Services & Supplies	\$ <u>75,000</u>	\$ <u>75,000</u>	\$ <u>75,000</u>	\$ <u>75,000</u>	\$ <u>75,000</u>
Total	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000

FUND DESCRIPTION

Per State law, this special revenue fund has been used to pay a portion of the utility bills for City street lights to satisfy the provisions of specific past legislation. The remainder of street lighting expenses are programmed in the State Street Aid Fund.

BUDGET BREAKDOWN

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
	SERVICES AND SUPPLIES			
240	Utilities	\$ <u>75,000</u>	\$ <u>75,000</u>	\$ <u>75,000</u>
	Total Services & Supplies:	\$ 75,000	\$ 75,000	\$ 75,000
	GRAND TOTAL	\$ 75,000	\$ 75,000	\$ 75,000

DRUG FUND - 125

FINANCIAL SUMMARY

Category	Budget	Actual	Budget	Estimated	Budget
	<u>FY 2010</u>	<u>FY 2010</u>	<u>FY 2011</u>	<u>FY 2011</u>	<u>FY 2012</u>
Services & Supplies	\$ 67,830	\$ 67,788	\$ 63,390	\$ 63,381	\$ 57,465
Transfers	52,000	52,000	30,000	30,000	40,000
Capital Outlay	<u>66,930</u>	<u>66,874</u>	<u>20,000</u>	<u>20,000</u>	<u>7,000</u>
Total	\$186,760	\$186,662	\$ 113,390	\$ 113,381	\$104,465

FUND DESCRIPTION

The Drug Fund is a special revenue fund established in accordance with State law to account for funds received directly from the enforcement of laws associated with illegal drug activity. Proceeds are received through fines, forfeitures and the disposal of seized goods resulting from the City's drug enforcement efforts. Under State law, the funds are to be used only for the enforcement of drug laws, for local drug education programs and for nonrecurring general law enforcement expenditures.

Capital Outlay Items budgeted:

 Surveillance Equipment \$ 7,000

DRUG FUND - 125

BUDGET BREAKDOWN

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SERVICES AND SUPPLIES				
211	Office Services	\$ 0	\$ 16	\$ 0
240	Utilities	1,374	1,790	1,800
245	Telephones	4,846	8,695	10,010
250	Professional Services	1,031	6,940	1,240
255	Software Maintenance	650	0	0
261	Maint. & Repair Auto	1,772	500	1,500
269	Maint. & Repair Other	1,444	2,500	3,000
280	Travel/School	6,222	8,590	9,000
290	Other Services	3,310	2,596	2,600
310	Office Supplies	127	0	0
320	Operating Supplies	6,827	8,727	7,440
321	Operating Supplies Controllable	24,663	9,656	6,500
322	Chemical & Cleaning Supplies	0	300	300
326	Wearing Apparel	1,794	0	0
331	Fuel	0	0	0
332	Maint. & Repair Supplies-Auto	3,554	500	1,500
340	Maint. & Repair Supplies-Other	0	1,996	2,000
341	Small Tools	0	500	500
410	Concrete & Clay Supplies	0	175	175
530	Rentals	10,175	9,900	9,900
764	Transfer to N & V Fund	<u>52,000</u>	<u>30,000</u>	<u>40,000</u>
	Total Services & Supplies:	\$ 119,789	\$ 93,381	\$ 97,465
CAPITAL OUTLAY				
941	Machinery/Auto Equip	\$ <u>66,874</u>	\$ <u>20,000</u>	\$ <u>7,000</u>
	Total Capital Outlay:	\$ 66,874	\$ 20,000	\$ 7,000
	GRAND TOTAL	\$186,662	\$113,381	\$ 104,465

PUBLIC WORKS -SANITATION FUND - 127

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$1,669,501	\$1,547,488	\$1,675,944	\$1,609,301	\$1,716,800
Services & Supplies	1,547,577	1,342,932	1,569,214	1,491,362	1,538,900
Capital Outlay	<u>1,110,000</u>	<u>633,804</u>	<u>40,000</u>	<u>240,000</u>	<u>90,000</u>
TOTAL	\$4,327,078	\$3,524,224	\$3,285,158	\$3,340,663	\$3,345,700

DIVISION DESCRIPTION

The Sanitation Division of Public Works collects residential and commercial refuse and other non-hazardous waste throughout the City.

Collection services include:

- Residential collections-Automatic Cart system
- Brush and leaf collection
- Dumpster collection
- Bulky item collection
- Special collections
- Recycling

Note: Within the Public Works Department, salary and benefit expense for the Public Works Director, Assistant Director and office support staff is allocated evenly between the Streets and Sanitation Divisions.

FY 2010-11 ACCOMPLISHMENTS

- Partnered with EarthSavers, LLC. to begin a citywide recycling program.
- Facilitated the start of a recycling program for all City departments
- Purchased a replacement commercial collection vehicle

Assisted with the following special events:

- Mule Day
- Southern Fried Festival
- Haunting in the District
- Bunny Mania
- Christmas Parade
- Fall Festival

FY 2011-12 BUDGET HIGHLIGHTS

- Replacement brush truck - \$90,000

PUBLIC WORKS - SANITATION FUND - 127

ACTIVITY BREAKDOWN

General	\$1,620,668
Brush & Trash	574,402
Commercial	350,798
Residential	<u>799,832</u>
Total	\$3,345,700

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$ 875,631	\$935,848	\$1,004,350
112	Overtime Pay	11,174	49,955	61,718
113	Salary Adjustment	0	0	0
114	Vacation Pay	61,979	32,290	0
115	Sick Pay	36,625	9,919	0
116	Holiday Pay	37,667	15,756	0
118	Longevity Pay	17,100	22,475	20,750
119	Miscellaneous	2,168	4,912	0
141	FICA	76,081	75,898	83,142
142	Group Insurance	188,836	215,881	264,029
143	Retirement	165,200	164,558	202,683
145	Dental Insurance	6,516	6,804	7,128
146	Worker's Compensation	66,878	72,005	70,000
147	Unemployment Claims	<u>1,633</u>	<u>3,000</u>	<u>3,000</u>
	Total Personnel:	1,547,488	1,609,301	1,716,800
SERVICES AND SUPPLIES				
211	Office Services	\$ 4,059	9,053	5,000
240	Utilities	23,326	22,300	22,300
245	Telephones	2,073	3,000	3,000
250	Professional Services	3,586	4,356	5,000
253	Auditing Services	3,000	2,925	3,000
254	Worker's Comp. Administration	5,235	5,566	5,600
261	Maintenance & Repair-Auto	16,030	23,300	23,300
269	Maintenance & Repair-Other	3,241	4,000	4,000
280	Travel	25	2,000	2,000
290	Other Services	308,290	116,340	154,000
294	Uncollected Revenue	0	0	0
295	Landfill Charges	549,744	600,000	600,000
310	Office Supplies	1,432	2,250	2,250

(Continued on next page)

PUBLIC WORKS - SANITATION FUND - 127

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SERVICES AND SUPPLIES (CONTINUED)				
320	Operating Supplies	\$ 112,848	148,753	98,750
321	Operating Supplies, Controllable	0	0	0
322	Chemical & Cleaning Supplies	4,462	6,535	6,500
326	Wearing Apparel	4,819	6,177	5,947
329	Cleaning Uniforms	8,554	9,800	9,800
331	Fuel	144,102	176,413	176,413
332	Maint & Repair Supplies-Auto	89,066	92,824	92,000
340	Maint & Repair Supplies-Other	2,204	3,000	3,000
341	Small Tools	445	615	600
410	Concrete Supplies	0	0	0
420	Metal Products	0	0	0
450	Construction Materials	0	0	5,500
510	Insurance & Bonds	34,158	42,000	42,000
511	Liability and Other Insurance	21,389	15,000	15,000
530	Rental Equipment	0	0	0
761	Transfer to Debt Service	0	168,155	226,940
762	Transfer to General Fund	0	0	0
790	Refunds	844	2,000	2,000
800	Reserves	<u>0</u>	<u>25,000</u>	<u>25,000</u>
	Total Services & Supplies:	\$1,342,932	\$1,491,362	\$1,538,900
CAPITAL OUTLAY				
941	Machinery/Auto Equip	\$633,804	\$ 240,000	\$90,000
945	Communications Equip	<u>0</u>	<u>0</u>	<u>0</u>
	Total Capital Outlay:	\$ 633,804	240,000	\$90,000
	GRAND TOTAL	\$3,524,224	\$3,340,663	\$3,345,700

Intentionally Left Blank

DEBT SERVICE FUND
EXPENDITURES

Intentionally Left Blank

DEBT SERVICE FUND - 211

FINANCIAL SUMMARY

	<u>Budget</u> <u>FY 2010</u>	<u>Actual</u> <u>FY 2010</u>	<u>Budget</u> <u>FY 2011</u>	<u>Estimated</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>
Principal	\$ 586,788	\$ 586,311	\$ 625,043	\$ 625,043	\$ 795,821
Interest	396,226	175,389	390,659	390,659	434,644
Administrative Fees	11,750	7,506	500	500	500
Other	237,000	237,000	0	0	0
Reserves	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>10</u>
Total	\$1,241,764	\$1,006,206	\$1,016,202	\$1,016,202	\$1,230,975

FUND DESCRIPTION

The Debt Service Fund accounts for the accumulation of resources necessary for paying the General Obligation debt of the City.

Highlights of previous borrowings are as follows:

- FY 2008-09 - \$2.3 million 2008 General Obligation Bond issue to construct a replacement Fire Hall for Station #2.
- FY 2009-10:
 - \$633,804 - Sanitation Capital Outlay Notes (4-year) to replace four residential collection trucks.
 - \$8,760,000 - 2010 General Obligation Refunding & Improvement Bond Issue to:
 - purchase and renovate building for relocation of City Hall and
 - refund FY 2005-06 and FY 2007-08 Tennessee Municipal Bond Fund loans for construction of recreation facilities and a replacement fire truck.

During FY 2010-11, the following transactions occurred:

- \$1,700,000 20-year Capital Outlay Note to purchase a ladder truck and pumper for the Fire Department and an excavator for Public Works.
- \$225,000 4-year Capital Outlay Note to purchase a replacement commercial collection vehicle for Sanitation.

The current year budget provides for payment of:

- \$100,000 principal and \$81,000 interest for the 2008 General Obligation Bond issue,
- \$340,000 principal and \$280,069 interest for the 2010 General Obligation Refunding & Improvement Bond issue,
- \$156,176 principal and \$11,979 interest for the 2009 Sanitation Vehicle Capital Outlay Notes,
- \$145,046 principal and \$57,410 interest for the 2011 Equipment Capital Outlay Notes, and
- \$54,599 principal and \$4,186 interest for the 2011 Sanitation Vehicle Capital Outlay Notes.

DEBT SERVICE FUND - 211

BUDGET BREAKDOWN

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
DEBT SERVICE				
610	2010 GO Refunding & Imp Prin.	\$ 0	\$ 335,000	\$ 340,000
612	2009 Sanitation Note Principal	0	153,516	156,176
613	2011 Equipment Note Principal	0	0	145,046
615	2011 Sanitation Note Principal	0	0	54,599
617	2006 TN Municipal Bond Principal	451,523	0	0
618	2008 GO Bond Principal	100,000	100,000	100,000
620	Woodland Street Property Principal	34,788	36,527	0
630	2010 GO Refunding & Imp Interest	66,424	290,194	280,069
633	2011 Equipment Note Interest	0	0	57,410
634	2009 Sanitation Note Interest	0	14,639	11,979
635	2011 Sanitation Note Interest	0	0	4,186
636	2004 TN Municipal Bond Interest	17,537	0	0
637	2006 TN Municipal Bond Interest	1,362	0	0
638	2008 GO Bond Interest	86,500	84,000	81,000
640	Woodland Street Property Interest	3,566	1,826	0
690	2010 GO Ref & Imp Admin. Fee	250	250	250
693	2008 GO Bond Admin. Fee	250	250	250
697	2004 TMBF Loan-Admin. Fees	3,680	0	0
698	2006 TMBF Loan-Admin Fees	3,326	0	0
763	Transfer to Capital Projects Fund	237,000	0	0
800	Reserves	0	0	10
	Total Debt Service:	\$1,006,206	\$1,016,202	\$1,230,975
	ACTIVITY GRAND TOTAL:	\$1,006,206	\$1,016,202	\$1,230,975

**CITY OF COLUMBIA, TENNESSEE
SCHEDULE OF DEBT SERVICE REQUIREMENTS - GENERAL LONG-TERM DEBT
FISCAL YEAR 2011-2012 BUDGET**

Year	General Obligation				General Obligation				Sanitation Equipment				Sanitation Equipment				Total Requirements	
	Bonds - 2008*		Capital Outlay Note 2009 **		Refunding & Improvement		Equipment		Capital Outlay Note 2011 ****		Capital Outlay Note 2011 *****		Principal		Interest		Principal	Interest
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest		
2012	100,000	81,000	156,176	11,979	340,000	280,069	145,046	57,410	54,599	4,186	795,821	434,644						
2013	100,000	77,700	160,049	8,106	340,000	269,869	150,093	52,362	55,685	3,100	805,827	411,137						
2014	100,000	74,300	164,063	4,092	345,000	259,594	155,316	47,140	56,793	1,992	821,172	387,118						
2015	100,000	70,750			355,000	249,094	160,721	41,735	57,923	861	673,644	362,440						
2016	100,000	67,150			360,000	238,369	166,314	36,142			626,314	341,661						
2017	100,000	63,500			370,000	227,419	172,101	30,355			642,101	321,274						
2018	105,000	59,800			385,000	216,094	178,089	24,366			668,089	300,260						
2019	110,000	55,810			395,000	204,394	184,286	18,169			689,286	278,373						
2020	110,000	51,520			410,000	192,318	190,699	11,757			710,699	255,595						
2021	115,000	47,120			425,000	179,528	197,335	5,120			737,335	231,768						
2022	120,000	42,405			445,000	165,656					565,000	208,061						
2023	125,000	37,425			460,000	150,662					585,000	188,087						
2024	130,000	32,175			480,000	134,500					610,000	166,675						
2025	140,000	26,325			500,000	117,350					640,000	143,675						
2026	145,000	20,025			520,000	99,175					665,000	119,200						
2027	150,000	13,500			540,000	79,625					690,000	93,125						
2028	150,000	6,750			560,000	58,650					710,000	65,400						
2029					585,000	36,100					585,000	36,100						
2030					610,000	12,200					610,000	12,200						
Total	\$2,000,000	\$ 827,255	\$ 480,288	\$ 24,177	\$ 8,425,000	\$ 3,170,666	\$ 1,700,000	\$ 324,556	\$ 225,000	\$ 10,139	\$ 12,830,288	\$ 4,356,793						

* Proceeds from the 2008 General Obligation Bond Issue were used for construction of a fire hall to replace Station #2 (currently on Experiment Station Lane). Residual funds, if any, will be used for capital improvements to public safety facilities.

** Note proceeds used for purchase of four residential sanitation collection vehicles (2.46%)

*** Proceeds from the 2010 General Obligation Refunding & Improvement Issue are being used for:

- 1) Repayment of funds drawn on two Tennessee Municipal Bond Fund Loans (amounts drawn used for Ridley Park project, Fairview Park Pool and replacement of a truck for the Fire Department). Converting variable rate debt to fixed rate debt.
- 2) Replace undrawn balances of two Tennessee Municipal Bond Fund loans with fixed rate debt. Funds will be used for completion of Ridley Park (infrastructure, ballfields and a concession stand /restroom building, maintenance building at that facility).
- 3) Acquisition of property on North Garden Street for relocation of City Hall / improvements to that facility.

**** Proceeds from the 2011 Capital Outlay note are being used to purchase 2 pieces of Fire equipment and a grader for Public Works (3.45%)

***** Proceeds from the 2011 Sanitation Capital Outlay note are being used to purchase a replacement commercial collection vehicle (1.98%)

Intentionally Left Blank

CAPITAL PROJECTS

FUND

EXPENDITURES

Intentionally Left Blank

CAPITAL PROJECTS FUND – 311

FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2010</u>	<u>Actual</u> <u>FY 2010</u>	<u>Budget</u> <u>FY 2011</u>	<u>Estimated</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>
Services	\$ 519,016	\$ 0	\$ 519,016	\$ 100,000	\$ 419,016
Other	0	56,350	79,000	0	79,000
Transfers	242,730	242,730	0	0	0
Capital Outlay	<u>14,499,116</u>	<u>7,631,967</u>	<u>11,632,419</u>	<u>3,259,011</u>	<u>8,238,002</u>
TOTAL	\$15,260,862	\$7,931,047	\$12,230,435	\$3,359,011	\$8,736,018

FUND DESCRIPTION

This fund is used to consolidate the acquisition, design and construction of the major capital improvements of the City other than improvements financed by special revenue or enterprise funds. The projects are funded through operating transfers from the General Fund and other revenue sources, such as grant proceeds and bond proceeds. Projects listed below are included within the first year of the five-year Capital Improvements Program and, in many cases, may take more than one fiscal year to be completed.

BUDGETED PROJECTS

The FY 2011-2012 budget anticipates the following projects will be continued or completed during the fiscal year.

<u>Project Title</u>	<u>Amount budgeted</u>
SAFETEA-LU – River Walk project	\$ 4,330,134
Surface Transportation Program projects	1,920,000
City Hall project	1,219,000
Neighborhood Stabilization Program	419,016
Youth Empowerment Center	365,000
Safe Routes to School project	225,868
Farmer’s Market Grants	<u>178,000</u>
Total	\$ 8,657,018

Budgets for the projects listed above will be adjusted as needed based upon final expenditures at June 30, 2011.

CAPITAL PROJECTS FUND – 311

BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SERVICES/OTHER				
41850-692	2010 Bond issuance costs	\$ 56,350	\$ 0	\$ 0
41850-762	Transfer to General Fund	242,730	0	0
41850-800	Reserves	0	0	79,000
43610-272	Neighborhood Stabilization Grant	<u>0</u>	<u>100,000</u>	<u>419,016</u>
	Total Services & Other	\$ 299,080	\$100,000	\$ 498,016
CAPITAL OUTLAY				
41850-921	Riverwalk-ineligible grant exp.	\$ 12,151	\$ 0	\$ 0
41850-922	Riverwalk project	76,063	2,000,000	4,330,134
41850-927	Fire Station #2	1,541,811	5,632	0
41850-928	Farmer's Market	1,203	20,000	178,000
41850-929	City Hall project	1,118,100	500,000	1,219,000
41850-931	Duck River bank stabilization	0	142,333	0
41850-934	Safe Routes to School	16,869	25,000	225,868
41850-935	College Park Drive project	277,586	0	0
41900-931	Youth Empowerment Center	0	35,000	365,000
43100-930	Surface Transportation Program	0	0	1,920,000
44415-934	Recreation Complex (Ridley)	<u>4,588,184</u>	<u>531,046</u>	<u>0</u>
	Total Capital Outlay	\$7,631,967	\$3,259,011	\$8,238,002
	GRAND TOTAL	\$7,931,047	\$3,359,011	\$8,736,018

ENTERPRISE FUND

EXPENDITURES

Intentionally Left Blank

WASTEWATER SYSTEM REVENUE FUND

FINANCIAL SUMMARY

Category	Budget <u>FY 2010</u>	Actual <u>FY 2010</u>	Budget <u>FY 2011</u>	Estimated <u>FY 2011</u>	Budget <u>FY 2012</u>
Personnel Services	\$2,927,668	\$ 2,392,279	\$ 2,758,412	\$ 2,635,641	\$ 2,824,724
Services & Supplies	3,547,955	2,605,516	3,347,176	2,924,672	3,478,007
Capital Outlay	6,897,099	2,745,198	3,322,649	2,001,160	8,625,882
Debt Service	<u>2,412,706</u>	<u>2,349,243</u>	<u>2,411,793</u>	<u>2,410,078</u>	<u>2,629,542</u>
TOTAL	\$15,785,428	\$10,092,236	\$11,840,030	\$9,971,551	\$17,558,155

DEPARTMENT DESCRIPTION

The Columbia Wastewater System consists of collection facilities and treatment facilities designed to transport and remove pollutants from the wastewater generated by users within the service area of the Columbia Wastewater System.

The Columbia Wastewater Collection Facilities include over 280 miles of sewer line and over 6700 manhole structures. The lines range in age from new to over seventy-five years. The construction materials for collection lines include clay, concrete, metal, and PVC. The collection facilities are divided into basins and sub-basins. These basin boundaries are typically defined by the natural topography of the land. Pump stations are used only when wastewater must be transported to another basin. The major stations together with all recently installed stations are equipped with telemetry connections to a centralized supervisory control and data acquisition (SCADA) system. The SCADA system allows quicker response to malfunctions of equipment thereby reducing possible environmental and health concerns.

The Columbia Wastewater System operates a conventional activated sludge treatment facility. The wastewater treatment facility has a design capacity of 14 million gallons per day and has a permitted discharge of 10 million gallons per day. The facility is staffed 24 hours per day. Operating employees must have State of Tennessee certification and licenses based on the conditions of our National Pollutant Discharge Elimination System (NPDES) permit and State of Tennessee regulations. Laboratory analysis must be performed daily for self-monitoring reports and for process control. The system is continually adapting to new rules and regulations issued from the State and the Federal Governments.

The Wastewater System is a government enterprise fund supported from charges and fees associated with the services provided from the department functions. All improvements, equipment, salaries, benefits, repairs, etc are funded from revenues generated by the system. The Wastewater System will also pay over \$466,000 in taxes to the general government during FY 2011-12.

Funds to operate the Wastewater System are generated by service fees charged to customers of the Columbia Wastewater System. City property taxes do not fund the wastewater system. Wastewater bills in Columbia are calculated by adding a "volume fee" and a "user fee".

WASTEWATER SYSTEM REVENUE FUND

DEPARTMENT DESCRIPTION (continued)

Revisions to the sewer service fees were adopted by the Columbia City Council in April 2011 to recover the cost of providing service and to generate adequate revenues to properly operate the system. The revised user fee is \$14.99 per month and the sewer volume fee is \$4.90 per thousand gallons of water used each month.

BUDGET HIGHLIGHTS - CAPITAL OUTLAY ITEMS

The FY 2011-12 Wastewater budget includes capital outlay expenditures as follows (see right-hand column):

	<u>Proposed</u>	<u>Adjusted</u>
Replacement Pump Assembly	\$ 40,000	\$ 40,000
Ultraviolet Disinfection Analyzer	35,000	35,000
Collection System I&I Flow Monitoring Study	375,000	375,000
SCADA	137,000	137,000
Various Project Easements	50,000	50,000
Infrastructure Improvements – Greenlick Station	5,005,000	5,005,000
Computer replacements	20,350	20,350
East Bigby Interceptor rehabilitation	32,000	32,000
Replacement air release valves	7,500	7,500
GIS support and advancement	45,000	45,000
Laboratory Equipment	6,000	6,000
Infrastructure Rehab -Greenlick - Inflow & Infiltration	1,000,000	1,000,000
Infrastructure Rehab (Santa Fe - force main corrosion / continuation from FY 2010-11)	1,273,032	1,273,032
Duck River Wetwell Rehabilitation Project	<u>1,000,000</u>	<u>600,000</u>
TOTAL	\$9,025,882	\$ 8,625,882

FY 2010-11 ACCOMPLISHMENTS

- The Rutherford Basin Sewer Interceptor has been accomplished. The final inspections and closeout paperwork was accomplished in FY 2010-11. The Rutherford Basin Project included the construction of over 26,000 feet of gravity sewer line.

Preliminary Engineering	\$ 57,700
Engineering Design and Inspection	488,300
Construction Contract	4,620,258
Easements (condemnation dispositions are pending)	<u>57,257</u>
Total to date	\$ 5,223,515

WASTEWATER SYSTEM REVENUE FUND

FY 2010-11 ACCOMPLISHMENTS (continued)

- Initial Flow Monitoring in the Greenlick Sewer Basin was initiated and completed during FY 2010-11. The results of the flow monitoring will provide information for rehabilitation efforts to reduce Inflow and Infiltration.

Monitoring Project	\$39,000
--------------------	----------

- Engineering design for rehabilitation of the Santa Fe Force Main was completed in FY 2010-11. The bid award contract was executed and construction was started during FY 2010-11.

Engineering Design and Inspection	\$ 215,000
Construction Contract	<u>2,092,085</u>
Total to date	\$ 2,307,085

ONGOING PROJECTS

- The redesign of the Greenlick Basin sewer pumping station was initiated during FY 2010-11. Changes to reflect the most recent land use information resulted in a relocation and capacity revisions. The project will also require additional environmental reviews and permitting. The advancement of the project to the construction phase will be in FY 2011-12 pending approval of available funding in the proposed FY2011-12 budget.
- The Campbell Blvd Project rehabilitation efforts of the Santa Fe Force Main are underway with completion anticipated in FY 2011-12. The project will include sections of replacement installation and cured in place solutions.
- A Study of flow conditions in the Greenlick Sewer Basin was conducted in FY 2010-11. Advancement of design and rehabilitation efforts related to the Inflow and Infiltration issues is anticipated in FY 2011-12 pending approval of funding request in the proposed FY2010-11 budget.

WASTEWATER SYSTEM REVENUE FUND

ACTIVITY BREAKDOWN

Sewer Line Maintenance	\$ 379,041
Pumping Station	1,587,351
Treatment Plant	4,184,030
Industrial Pretreatment	92,561
Sewer Rehabilitation	2,860,305
Sewer Debt Service	2,629,542
Sewer Construction	<u>5,825,325</u>
Total	\$ 17,558,155

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
PERSONNEL SERVICES				
110	Salaries	\$1,493,058	\$1,661,042	\$1,740,321
112	Overtime Pay	15,848	41,837	106,516
113	Salary Adjustment	0	0	0
114	Vacation Pay	69,567	40,459	0
115	Sick Pay	35,379	15,651	0
116	Holiday Pay	48,542	22,807	0
118	Longevity Pay	26,950	29,800	30,600
119	Miscellaneous	8,740	10,625	0
141	FICA	123,883	134,820	143,624
142	Group Insurance	283,844	338,698	389,626
143	Retirement	269,505	284,431	342,669
145	Dental Insurance	9,216	10,368	10,368
146	Worker's Compensation	7,771	42,103	60,000
147	Unemployment Insurance	<u>-24</u>	<u>3,000</u>	<u>1,000</u>
	Total Personnel Services:	\$2,392,279	\$2,635,641	\$2,824,724
SERVICES AND SUPPLIES				
211	Office Services	\$ 1,066	\$ 1,830	\$ 2,525
240	Utilities	897,358	1,041,493	1,090,000
245	Telephones	56,621	63,765	64,810
250	Consulting Services	91,166	84,622	83,500
253	Auditing Services	10,000	11,000	11,000
254	Workers Comp Admin	558	3,328	4,800
255	Software Support & Maint	0	7,385	8,000
261	Maintenance & Repair Auto	1,786	12,653	16,500
269	Maintenance & Repair Other	89,581	166,458	111,975

(continued on next page)

WASTEWATER SYSTEM REVENUE FUND

DEPARTMENTAL BUDGET SUMMARY (continued)

SERVICES AND SUPPLIES

280	Travel / Schooling	973	16,150	16,150
290	Other Services	261,748	65,054	62,000
293	Billing and Collection	152,229	185,399	185,400
295	Landfill Charges	114,196	159,134	263,909
310	Office Supplies	2,780	2,696	2,700
320	Operation Supplies	5,806	29,369	14,100
321	Operation Supplies - Controllable	0	14,750	19,000
322	Chemical & Cleaning Supplies	89,613	116,099	116,700
326	Wearing Apparel	3,976	10,399	11,200
329	Cleaning Uniforms	10,690	13,789	14,775
331	Fuel	47,717	71,189	68,800
332	Maintenance & Repair Auto	12,989	19,493	20,100
340	Maintenance & Repair Other	177,516	160,818	162,250
341	Small Tools	3,012	6,008	6,600
410	Concrete Supplies	4,301	15,772	15,350
420	Metal Products	7,155	12,439	12,600
450	Construction Materials	25,988	37,853	42,200
470	Asphalt	23,833	31,252	32,600
510	Insurance & Bonds	78,753	82,000	82,000
511	Liability & Other Insurance	16,010	35,299	20,000
530	Rental Equipment	1,091	4,820	7,650
592	In Lieu of Taxes	411,742	435,766	466,013
733	Awards	0	300	300
790	Refunds	5,261	6,290	7,500
800	Reserves	0	0	200,000
801	Reserves, Sewer Improve	0	0	200,000
803	Reserves, Sewer Impact Fee	0	0	35,000
	Total Services & Supplies	\$2,605,516	\$2,924,672	\$3,478,007

CAPITAL OUTLAY

911	Land & Easements	\$ 0	\$ 25,000	\$ 50,000
912	Rutherford Creek Easements	0	0	0
930	Improve Other Than Building	52,943	1,060,852	2,328,032
931	East Bigby Interceptor	0	0	32,000
933	CDBG - E. Hill Sewer Rehab	0	0	0
934	Rutherford Creek Sewer	2,628,392	454,000	0
936	Greenlick Creek Project	9,048	246,659	6,005,000
941	Machinery/ Auto Equipment	54,815	202,149	65,500
945	Communications Equipment	0	0	0
947	Office Equipment	0	0	0
948	Computer Equipment	0	12,500	145,350
	Total Capital Outlay:	\$2,745,198	\$2,001,160	\$8,625,882

(continued on next page)

WASTEWATER SYSTEM REVENUE FUND

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2009-2010	ESTIMATED 2010-2011	BUDGETED 2011-2012
SEWER DEBT SERVICE				
611	1997 TMBF Principal	\$ 808,000	\$ 850,000	\$ 895,000
614	2005 SRTB Principal	100,000	610,000	630,000
616	2008 Bond Principal	210,000	215,000	220,000
628	1999 Bond Principal	310,000	0	0
629	2000 Bond Principal	185,000	0	0
634	Amortization Expense	56,471	0	0
640	1997 TMBF Interest	23,571	107,480	56,366
644	2005 SRTB Interest	401,992	391,343	372,428
646	2008 Bond Interest	236,755	231,970	226,420
647	2011 Bond Interest	0	0	223,078
648	1999 Bond Interest	7,440	0	0
649	2000 Bond Interest	4,718	0	0
686	2008 Bond Admin Fee	250	250	250
687	2011 Bond Admin Fee	0	0	250
688	1999 Bond Admin Fee	0	0	0
689	2000 Bond Admin Fee	0	0	0
690	2005 SRTB Admin Fee	750	750	750
698	1997 TMBF Admin Fee	4,296	3,285	5,000
	Total Debt Service:	\$2,349,243	\$2,410,078	\$2,629,542
	GRAND TOTAL	\$10,092,236	\$9,971,551	\$17,558,155

City of Columbia Wastewater Fund
Schedule of Debt Service Requirements
June 30, 2011

Year	Tennessee Municipal Bond Fund Loan - 1997		Sewer Revenue and Tax Advance Ref. Bonds-2005		Sewer Revenue and Tax Bonds - 2008		Sewer Revenue and Tax Bonds - 2011		Total	
	Principal	Interest*	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2012	895,000	56,366	630,000	372,428	220,000	226,420	-	223,078	1,745,000	878,292
2013	942,000	37,680	655,000	351,855	225,000	220,188	250,000	265,194	2,072,000	874,917
2014	-	-	675,000	329,573	235,000	213,283	255,000	258,869	1,165,000	801,725
2015	-	-	700,000	305,848	240,000	205,680	260,000	251,144	1,200,000	762,672
2016	-	-	720,000	280,638	250,000	197,408	270,000	243,194	1,240,000	721,240
2017	-	-	750,000	253,803	260,000	188,415	280,000	234,944	1,290,000	677,162
2018	-	-	780,000	225,108	270,000	178,673	285,000	226,469	1,335,000	630,250
2019	-	-	810,000	194,594	280,000	168,150	295,000	217,031	1,385,000	579,775
2020	-	-	845,000	162,000	290,000	156,818	305,000	206,531	1,440,000	525,349
2021	-	-	540,000	134,300	305,000	144,540	320,000	195,194	1,165,000	474,034
2022	-	-	570,000	109,250	320,000	131,255	330,000	183,006	1,220,000	423,511
2023	-	-	600,000	80,000	330,000	117,115	340,000	170,444	1,270,000	367,559
2024	-	-	635,000	49,125	345,000	102,093	355,000	157,412	1,335,000	308,630
2025	-	-	665,000	16,625	365,000	85,935	370,000	143,356	1,400,000	245,916
2026	-	-	-	-	380,000	68,705	385,000	128,016	765,000	196,721
2027	-	-	-	-	400,000	50,470	400,000	111,575	800,000	162,045
2028	-	-	-	-	420,000	31,095	420,000	94,150	840,000	125,245
2029	-	-	-	-	440,000	10,560	440,000	75,325	880,000	85,885
2030	-	-	-	-	-	-	460,000	55,075	460,000	55,075
2031	-	-	-	-	-	-	480,000	33,925	480,000	33,925
2032	-	-	-	-	-	-	500,000	11,562	500,000	11,562
Totals	\$ 1,837,000	\$ 94,046	\$ 9,575,000	\$ 2,865,144	\$ 5,575,000	\$ 2,496,803	\$ 7,000,000	\$ 3,485,494	\$ 23,987,000	\$ 8,941,487

Intentionally Left Blank

**CAPITAL IMPROVEMENTS
PROGRAM**

Intentionally Left Blank

**CAPITAL IMPROVEMENTS PROGRAM
CITY OF COLUMBIA, TENNESSEE**

FUNDING SOURCE	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
MUNICIPAL BUILDINGS						
1. City Hall Relocation*	410,000	0	0	0	0	0
Capital Projects Fund	90,000	1,219,000	0	0	0	0
2008 Bond issue	5,632	0	0	0	0	0
General Fund	0	102,000	0	0	0	0
SUBTOTAL	\$505,632	\$1,321,000	\$0	\$0	\$0	\$0
TRANSPORTATION SYSTEM						
1. Street Resurfacing	600,000	1,000,000	300,000	300,000	300,000	300,000
<i>Did not expend \$600,000 in FY 2010-11 - combining with \$300,000 2011-12 allocation and with \$100,000 funding left in Cayce Lane project budget</i>						
2. Surface Transportation Program projects						
a. City share	0	204,000	0	0	0	0
b. Surface Transportation Funds from TDOT	0	1,716,000	0	0	0	0
3. Intersection realignment-College Park/Oak Springs	0	0	0	0	0	0
a. Construction *	0	0	0	0	0	0
4. Traffic Control Upgrade Program	15,000	15,000	40,000	40,000	40,000	40,000
5. Sidewalk Replacement	0	0	0	0	0	0
6. Street Lighting-Citywide	0	0	0	0	0	0
7. Safe Routes to School *	25,000	225,868	0	0	0	0
SUBTOTAL	\$ 640,000	\$ 3,160,868	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000
STORMWATER UTILITY						
1. Stormwater Utility Implementation	0	0	0	0	0	0
SUBTOTAL	\$0	\$0	\$0	\$0	\$0	\$0

* unexpended/unbudgeted portions of these projects at 6/30/11 will be rebudgeted into FY 2011-12 with the first appropriation amendment

**CAPITAL IMPROVEMENTS PROGRAM
CITY OF COLUMBIA, TENNESSEE**

	FUNDING SOURCE	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
PARKS & RECREATION							
1. Eva Gilbert Park							
a. Football field improvements & bleachers	Unknown	0	0	0	50,000	0	0
b. Softball practice field improvements	Unknown	0	0	0	0	0	0
2. Macedonia Community Center							
a. Gym reroofing	General Fund	34,950	0	0	0	0	0
3. Old Armory Rec Center							
a. Reroof facility	Unknown	0	0	0	100,000	0	0
4. Standardize Park Signage	Unknown	0	0	25,000	0	0	0
5. Fairview Park							
a. Outdoor basketball court, playground and playground equipment, volleyball court	Unknown	0	0	50,000	0	0	0
6. West Haven Park Improvements							
a. Parking, shelter, walkway, playground equip	Unknown	0	0	0	0	0	75,000
7. Ridley Sports Complex*							
Phase 1-Fastpitch, multi purpose fields, etc.	2010 GO Refunding & Imp Bonds	531,046	0	0	0	0	0
Phase 2 - Soccer fields	Potential Bond Issue	0	0	0	1,000,000	0	0
8. Betty Lee Park							
a. park benches, picnic tables, grills, trash cans		0	0	0	0	25,000	0
9. Duck River Riverwalk							
SAFETEA-LU grant funds* (est. bal 6/30/11)	SAFETEA-LU	1,600,000	3,464,107	0	0	0	0
City match* (carried forward fm prev years)	Capital Projects Fund	400,000	866,027	0	0	0	0
10. Farmer's Market pavilion	USDA Grant	20,000	79,000	0	0	0	0
	TN Department of Agriculture		99,000				
11. Duck River Bank Stabilization project	Capital Projects Fund	142,333	0	0	0	0	0
	SUBTOTAL	\$ 2,728,329	\$ 4,508,134	\$ 75,000	\$ 1,150,000	\$ 25,000	\$ 75,000

* unexpended portions of these projects at 6/30/11 will be rebudgeted into FY 2011-12 with the first appropriation amendment

**CAPITAL IMPROVEMENTS PROGRAM
CITY OF COLUMBIA, TENNESSEE**

FUNDING SOURCE	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
WASTEWATER SYSTEM						
1. Santa Fe Force Main Rehab	994,968	1,273,032	0	0	0	0
2. East Bigby Interceptor	0	32,000	0	0	0	0
3. Greenlick Sewer Rehab	0	1,000,000	0	0	0	0
4. Stephens Bottom Station Replacement	0	0	0	0	0	0
5. Infrastructure	0	0	1,000,000	1,000,000	1,000,000	1,000,000
a. Greenlick Basin Improvements *	355,000	5,005,000	0	0	0	0
b. Rutherford Basin Improvements	454,000	0	0	0	0	0
6. Inflow and Infiltration System Study	49,000	375,000	0	0	0	0
7. Duck River Wetwell Rehabilitation Project	0	600,000	0	0	0	0
8. SCADA	0	137,000	0	0	0	0
9. Sulfide Corrosion Control / Repair	0	0	0	0	0	0
SUBTOTAL	\$ 1,852,968	\$ 8,422,032	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000

* unexpended portions of these projects at 6/30/11 will be rebudgeted into FY 2011-12 with the first appropriation amendment

GRAND TOTAL \$ 5,726,929 \$ 17,412,034 \$ 1,415,000 \$ 2,490,000 \$ 1,365,000 \$ 1,415,000

Explanation of Terminology

CDBG - Community Development Block Grant - U S Dept of Housing & Urban Development
 Potential Bond - Proposed to be funded with Wastewater Funds and/or Sewer Revenue & Tax Bond issue based on approval and availability of each.
 STP - Surface Transportation Program (STP) Funds from Tennessee Department of Transportation (TDOT)
 TDOT - Tennessee Department of Transportation (TDOT) or Federal Funding administered by TDOT.
 SAFETEA-LU - Federal funds through TDOT
 USDA Grant - Grant from the US Department of Agriculture - Rural Development

Intentionally Left Blank

**CAPITAL EQUIPMENT
REPLACEMENT PROGRAM**

Intentionally Left Blank

SUMMARY OF CAPITAL EQUIPMENT REPLACEMENT PLAN (CERP)

General Fund:	2010-11	2011-12	2012-2013	2013-2014	2014-2015	2015-16
	<u>Budgeted</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Management Info. Systems	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Grants & Planning	-	-	-	-	-	-
Police	171,000	126,690	391,470	403,215	387,618	399,252
Fire *	1,400,000	-	102,000	31,000	62,000	500,000
Public Works-Streets *	250,000	-	183,000	170,000	265,000	60,000
Engineering	-	-	20,000	-	-	-
Code Administration	-	-	-	20,000	-	-
Parks & Recreation	32,000	9,000	100,400	108,600	97,650	93,400
Total General Fund	\$ 1,853,000	\$ 135,690	\$ 821,870	\$ 732,815	\$ 812,268	\$ 1,052,652

Special Revenue Funds:	2010-11	2011-12	2012-2013	2013-2014	2014-2015	2015-16
	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
State Street Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drug	-	20,000	-	93,421	-	-
Public Works-Sanitation**	245,000	90,000	300,000	60,000	1,000,000	40,000
Total Special Rev. Funds	\$ 245,000	\$ 110,000	\$ 300,000	\$ 153,421	\$ 1,000,000	\$ 40,000

Enterprise Fund:	2010-11	2011-12	2012-2013	2013-2014	2014-2015	2015-16
	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Wastewater	\$ 38,500	\$ -	\$ 278,500	\$ 362,000	\$ 378,500	\$ 158,500
Total Enterprise Fund	\$ 38,500	\$ -	\$ 278,500	\$ 362,000	\$ 378,500	\$ 158,500

Total CERP Expenses \$ 2,136,500 \$ 245,690 \$ 1,400,370 \$ 1,248,236 \$ 2,190,768 \$ 1,251,152

* Debt issue for \$1,650,000-2 Fire trucks (\$1.4 million) & excavator (\$250,000).

** Purchased 1 commercial collection truck (budgeted at \$225,000) during FY 2010-11 via Capital Outlay Note

POLICE DEPARTMENT FLEET CAPITAL EQUIPMENT REPLACEMENT PROGRAM

VIN	Year	Make	Model	Mileage	SERVICE					2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
					LIFE YRS	Assignment	2010-2011	2011-2012	2012-2013						
2FAFP71W51X143505	2001	Ford	Crown Vic	125950	5-7	PTL				25,338					
2FAFP71W1X143502	2001	Ford	Crown Vic	125707	5-7	PTL				25,338					
2FAFP71W13X125120	2003	Ford	Crown Vic	125322	5-7	PTL				25,338					
2FAFP71W31X143499	2001	Ford	Crown Vic	124948	5-7	PTL				25,338					
2G1WF55K139300892	2003	Chevy	Impala	122315	5-7	PTL				25,338					
2G1WF71W53X125119	2003	Ford	Crown Vic	123310	5-7	PTL				26,098					
2G1WF55K039303637	2003	Chevy	Impala	122275	5-7	PTL				26,098					
2FAFP71W33X125118	2003	Ford	Crown Vic	116401	5-7	PTL				26,098					
2FAFP71W53X125122	2003	Ford	Crown Vic	110613	5-7	PTL				26,098					
2G1WF55K759282269	2005	Chevy	Impala	110364	5-7	PTL				26,098					
2G1WF55K23913084	2003	Chevy	Impala	106866	5-7	PTL				26,098					
2G1WF55K959280717	2005	Chevy	Impala	104200	5-7	PTL				26,098					
2G1WF55K239305633	2003	Chevy	Impala	98188	5-7	PTL				26,098					
1GNEC13T8Y1178387	2000	Chevy	Tahoe	96881	5-7	ADMIN				26,098					
2G1WF55K559388493	2005	Chevy	Impala	95202	5-7	PTL				26,098					
2G1WF55K259283104	2005	Chevy	Impala	92887	5-7	CSU				26,098					
2G1WF55K13904442	2003	Chevy	Impala	92290	5-7	PTL				26,098					
2FAFP71W21X143509	2001	Ford	Crown Vic	89568	5-7	DET				26,098					
2G1WF55K259384899	2005	Chevy	Impala	84899	5-7	PTL				26,098					
2G1WF55K459387061	2005	Chevy	Impala	85693	5-7	PTL				26,098					
2G1WF55K259385048	2005	Chevy	Impala	84760	5-7	PTL				26,881					
2G1WF55K159283448	2005	Chevy	Impala	84055	5-7	PTL				26,881					
1GTEC19V76E216487	2006	GMC	PU	82315	5-7	ANIMAL CTL				26,881					
2G1WF52K629290427	2002	Chevy	Impala	80000	5-7	DET				26,881					
2G1WF55K239306281	2003	Chevy	Impala	79239	5-7	Support				26,881					
2G1WF55K759387961	2005	Chevy	Impala	79043	5-7	PTL				26,881					
2G1WF55K759387085	2005	Chevy	Impala	77587	5-7	PTL				26,881					
2G1WS55R179241129	2007	Chevy	Impala	74994	5-7	PTL				26,881					
2G1WF52K129292201	2002	Chevy	Impala	73914	5-7	DET				26,881					
2G1WF55K559282190	2005	Chevy	Impala	73527	5-7	PTL				26,881					
2FAFP71V68X145104	2008	Ford	Crown Vic	72446	5-7	PTL				26,881					
2G1WF55K859281745	2005	Chevy	Impala	72182	5-7	PTL				26,881					
2G1WF55K859280126	2005	Chevy	Impala	70895	5-7	DET				26,881					
2G1WS55R279244024	2007	Chevy	Impala	70390	5-7	PTL				26,881					
2G1WF55K959388092	2005	Chevy	Impala	68791	5-7	PTL				26,881					
2FAFP71V18X145107	2008	Ford	Crown Vic	68241	5-7	PTL				27,687					
2G1WS55R779242544	2007	Chevy	Impala	66287	5-7	PTL				27,687					
2G1WF52K659381881	2005	Chevy	Impala	64727	5-7	DET				27,687					
2FAFP71V48X145103	2008	Ford	Crown Vic	62250	5-7	PTL				27,687					
2G1WS55R79240240	2007	Chevy	Impala	51577	5-7	PTL				27,687					
2G1WF55K259382571	2005	Chevy	Impala	51292	5-7	PTL				27,687					
2G1WS551769314528	2006	Chevy	Impala	51120	5-7	Investigation				27,687					
2G1WS55R779242219	2007	Chevy	Impala	51131	5-7	CSU				27,687					
2G1WS55R579251713	2007	Chevy	Impala	50000	5-7	PTL				27,687					
2G1WS55R979242917	2007	Chevy	Impala	49196	5-7	PTL				27,687					
2G1WF52K159386986	2005	Chevy	Impala	45919	5-7	DET				27,687					

POLICE DEPARTMENT FLEET CAPITAL EQUIPMENT REPLACEMENT PROGRAM													
VEHICLES THAT HAVE BEEN REPLACED BUT HAVE BEEN KEPT AS BACKUP WITHIN PD FLEET													
NONE AT THIS TIME													
VEHICLES TO BE SURPLUSED													
2FAFP71W7XX138119	1999	Ford	Crown Vic	181245	5-7	PTL	19,000						
2FAFP71W91X143507	2001	Ford	Crown Vic	177406	5-7	PTL	19,000						
2FAFP71W6XX239880	1999	Ford	Crown Vic	171396	5-7	PTL	19,000						
2FAF71W93X125124	2003	Ford	Crown Vic	167862	5-7	PTL	19,000						
2FAFP71W71X143506	2001	Ford	Crown Vic	166876	5-7	PTL	19,000						
2FAMP71W7VX186929	1997	Ford	Crown Vic	158173	5-7	PTL	19,000						
2FAFP71W8XX239881	1999	Ford	Crown Vic	156301	5-7	PTL	19,000						
2FAFP71W01X143508	2001	Ford	Crown Vic	154364	5-7	PTL	19,000						
2FAFP71W73X125123	2003	Ford	Crown Vic	153991	5-7	PTL	19,000						
2FAFP71WX1X143497	2001	Ford	Crown Vic	152646	5-7	PTL	FY 09-10						
2FAFP71W11X143503	2001	Ford	Crown Vic	149321	5-7	PTL	FY 09-10						
2FAFP71W5XX138118	1999	Ford	Crown Vic	148347	5-7	PTL	FY 09-10						
2FAFP71W7XX138122	1999	Ford	Crown Vic	147566	5-7	PTL	FY 09-10						
2FAFP71W31X143504	2001	Ford	Crown Vic	144483	5-7	PTL	FY 09-10						
2FAFP71W5XX138121	1999	Ford	Crown Vic	143332	5-7	PTL	FY 09-10						
2FAFP71W61X143500	2001	Ford	Crown Vic	141569	5-7	PTL	FY 09-10						
2FAFP71W6YX131597	2000	Ford	Crown Vic	141215	5-7	JUV	FY 09-10						
2FAFP71W11X143498	2001	Ford	Crown Vic	127983	5-7	PTL	FY 09-10						
2G1WF55K839303207	2003	Chevy	Impala	123260	5-7	PTL	FY 09-10						
2G1WF55K059388658	2005	Chevy	Impala	109164	5-7	PTL	FY 09-10						
TOTALS													
				\$	171,000	\$	126,690	\$	391,470	\$	403,215	\$ 387,618	\$ 399,252

POLICE DEPARTMENT (DRUG FUND) CAPITAL EQUIPMENT REPLACEMENT PROGRAM												
VIN	Year	Make	Model	Mileage	SERVICE LIFE YRS	Assignment	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
IGNDT13S632288053	2003	Chev	Trailblazer	109767	1-3	N/V						
IGTDT13X73K185308	2003	GMC	Sonoma	82183	1-3	N/V		20,000				
IFTRX12W45NA84909	2005	Ford	F-150	86609	5-7	N/V				30,421		
IGNET16MX56172416	2005	Chev	Trailblazer	72934	5-7	CSU				31,500		
IGNET16M056167449	2005	Chev	Trailblazer	70791	5-7	CSU				31,500		
IFMFU165X7LA57088	2007	Ford	Expedition	42796	5-7	D.A.R.E.						
IFMEU63838UA72289	2008	Ford	Explorer	38358	5-7	D.A.R.E.						
IFTRW12W89FB18692	2009	Ford	F-150	20187	5-7	N/V						
IFMEU63E99UA39403	2009	Ford	Explorer	14087	5-7	N/V						
3FAHP0HG7AR284668	2010	Ford	Fusion	10000	5-7	N/V						
3FAHP0HG9AR284669	2010	Ford	Fusion	7600	5-7	Gang/Intel						
1B3CC4FD6AN145670	2010	Dodge	Avenger	14540	5-7	N/V						
1B3CC4FD8AN145671	2010	Dodge	Avenger	13074	5-7	Gang/Intel						
TOTALS							\$0	\$20,000	\$0	\$93,421	\$0	\$0
Notes:												
Special Use Vehicles / Support Services Vehicles												
1FDJE37MIPH65224	1993	Ford	E37	170,791		Juvenile Program Bus						
2GCEC19V4X1110792	1999	Chev	1500	115,172		Patrol Assistant Truck						
E37YUTO1314	1974	Ford	F250 3/4 Ton	162,486		SWAT Generator Truck						
IGFG35K6J7520089	1988	GMC	Van	113,642		Juvenile Program Van						
IGTG25KXJ7530816	1988	GMC	Van	104,139		SWAT Equipment Van						
IFTRW07L62KC65146	2002	Ford	F-150	111,296		Bomb Squad Pickup						
2FAGP71W2RX201424	1994	Ford	Crown Vic	49,716		School Car						
IGCFG15R1V1066562	1997	Chevy	Van	153,000		RAID VAN						
2GCEC19KXS1165875	1995	Chevy	Pickup	107,804		Black Support Pick-Up						
IG2WP52K6XF298891	1999	Pontiac	GP	110,351		N/V						
IFTRX17L92NB18532	2002	Ford	F-150	145,544		N/V						
IFCJE39L61HB28055	2001	Ford	E-350	36,696		Crime Scene Box Truck						
2FAFP71W7XX138119	1999	Ford	Crown Vic	181245		Decoy Patrol Car						
IGD17D1FIGV509842	1986	GMC	Truck	534,880		Armored HDU Truck						
2 Utility Trailers												
1 Bomb Tech. Trailer												

FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
Description	Mileage/ Hours	Department	Service Life	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-16	
2002 Dodge Intrepid	M-52,475	Fire-Administration	5-7			35,500				
2002 Chevy Tahoe	M-89,058	Fire-Administration	5-7			35,500				
2007 Chevy Pickup Truck	M-54,621	Fire Administration	5-7					31,000		
2007-Dodge Dakota	M-50,676	Fire Prevention	5-7					31,000		
2002 Ford F-150 Pickup Truck	M-80,173	Fire-Prevention	5-7			31,000				
1998 GMC Pick-up (Fleet)	M-148,480	Fire-Suppression	0							
1988 Pierce Truck #5	M-58,994 H-6488	Fire-Suppression	15-20	1,000,000						
1993 Pierce Engine #4	M-100,777 H-10,148	Fire-Suppression	15-20	400,000						
2002 Pierce Truck #2	M-52,763 H-5751	Fire-Suppression	15-20							
1996 E-One Engine #3	M-49,887 H-7,667	Fire-Suppression	15-20						500,000	
1986 Pierce Engine #10 (Reserve)	M-87,573 H-7,452	Fire-Suppression	15-20							
2007 Pierce Truck #1	M-22,408 H-2124	Fire Suppression	15-20							
1988 Pierce Engine #5 (Reserve)	M-91,693 H-5973	Fire-Suppression	15-20							
1928 Ahrens Fox (Antique Engine)	N/A	Fire-Suppression	0							
2005 Ford 150	M-58,339	Fire-Training	5-7				31,000			
2008 Pierce Engine #1	M-16,561 H-1590	Fire Suppression	15-20							
1997 White Ford 250/Support 1	M-90,050	Fire Suppression	0							
1996 Jeep/Support 4	M-135,223	Fire Suppression	0							
TOTALS				\$1,400,000	\$0	\$102,000	\$31,000	\$62,000	\$500,000	

* Proposed debt issue
Mileage/Hours Recorded February 2011

PUBLIC WORKS - STREET - CAPITAL EQUIPMENT REPLACEMENT PROGRAM									
DESCRIPTION	DEPARTMENT	MILEAGE/ HOURS	SERVICE LIFE YRS	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
2003 Chevrolet Impala	Street-Admin	44,542	8-10						
2005 Chevrolet Malibu	Street-Admin	34,426	8-10						
2002 Ford F350 1-ton crew cab 4x4	Street Maintenance	55,866	10-15			30,000			
1991 Chev pickup truck (fuel tk)	Street Maintenance	151,830	10-15						
1999 Ford dump truck (SSA)	Street Maintenance	63,387	10-15						
2000 Sterling dump truck	Street Maintenance	54,502	10-15						
1989 GMC dump truck (SSA)	Street Maintenance	79,502	10-15						
1985 Chevrolet truck	Street Maintenance	44,814	10-15						
1997 Mack tractor truck/lowboy	Street Maintenance	331,556	15-20			120,000			
1985 Cat grader	Street Maintenance	3,997	20-25						
1997 Cat D4 dozer	Street Maintenance	1,361	15-20						
1983 Cat track loader	Street Maintenance	5,452	15-20				265,000		
1983 Cat rubber tire loader(SSA)	Street Maintenance	7,824	15-20						
2002 John Deere rubber tire loader	Street Maintenance	1,629	15-20						
2002 Cat skid steer loader (SSA)	Street Maintenance	576	15-20						
2007 Ford F150 4x4 pickup	Street Maintenance	37,465	8-10						
2003 Chevrolet pickup truck	Street Maintenance	81,109	8-10						20,000
1998 Ford F150	Street Maintenance	188,036	8-10			20,000			
2003 Chevrolet pickup truck	Street Maintenance	111,758	8-10						20,000
2000 Massey-Ferguson tractor	Street Maintenance	1,795	15-20						
1997 Ford street sweeper	Street Maintenance	60,909	15-18						
1998 Ford pothole patcher	Street Maintenance	99,442	15-20						
1985 Ford backhoe	Street Maintenance	4,337	15-20			98,000			
2002 Massey-Ferguson tractor (SSA)	Street Maintenance	2,282	15-20						
1990 Ford tractor	Street Maintenance	3,114	15-20						
1993 Ford boom mower	Street Maintenance	3,947	15-20 *						
1997 New Holland flail mower	Street Maintenance	4,254	15-20						
1999 Ford flat bed truck	Street Maintenance	110,379	10-15			60,000			
1986 Sullivan air compressor	Street Maintenance	863	15-20						20,000
1998 Ford New Holland backhoe	Street Maintenance	5,049	15-20						
1991 Ford-Super Duty dump truck	Street Maintenance	165,296	15-20						
2011 Freightliner Dump Truck	Street Maintenance	4,005	15-20						
2010 New Holland Tractor	Street Maintenance	2	15-20						

PUBLIC WORKS - STREET - CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	DEPARTMENT	MILEAGE	SERVICE LIFE YRS	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
STREET	ASSIGNED TO									
2006 John Deere Mower (SSA)	Street Maintenance	15-20	1,109							
2006 John Deere Mower (SSA)	Street Maintenance	15-20	1,126							
1998 Miller curb builder	Street Maintenance	n/a	15-20							
2003 Ford F350 4 x 4 pickup	Street Maintenance	49,398	8-10							
2005 GMC Sweeper	Street Maintenance	33,618	8-10							
2006 Bobcat Skid Steer Loader	Street Maintenance	-	15-20							
1995 Badger hydraulic excavator	Street Maintenance	11,893	15-20							
1991 Ford dump truck (SSA)	Street Maintenance	99,842	10-15							
1986 Mauldin steel wheel roller	Street Maintenance	n/a	15-20							
1984 Ford backhoe	Street Maintenance	3,687	15-20							
2009 East Dump Trailer	Street Maintenance	n/a	15-20							
2009 Freightliner Pothole Patcher	Street Maintenance	11,724	15-20							
Tennant Litter Vacuum	Street Maintenance	161	8-10							
2011 Excavator	Street Maintenance			250,000						
1994 Chevrolet pickup truck	Street-Vehicle Maint	192,935	8-10							
1995 GMC 3/4 ton pickup truck	Street-Vehicle Maint	80,852	8-10							
1982 International boom truck	Street-Vehicle Maint	178,663	15-25							
2002 Ford F250 pickup truck	Street-Vehicle Maint	46,061	10-15							
2002 Freightliner water truck	Street-Vehicle Maint	2,725	15-20							
2004 Ford (New Holland) backhoe	Street-Vehicle Maint	1,930	15-20							
2006 Ford dump truck	Street-Vehicle Maint	28,678	15-20							
2006 Ford dump truck	Street-Vehicle Maint	23,366	15-20							
2006 Ford dump truck	Street-Vehicle Maint	29,500	15-20							
1991 GMC pickup truck	Street-Vehicle Maint	151,373	8-10							
2001 GMC Sierra Pickup	Street-Traffic Control	104,152	10-15			25,000				
1997 Bucket Truck (SSA)	Street-Traffic Control	130,100	15-20							
1990 Ford Van	Street-Traffic Control	75,593	10-15							
1995 GMC 3/4 ton pickup truck	Street-Traffic Control	159,728	8-10							
2008 Ford F-150 Pickup (SSA)	Street-Traffic Control	33,000	8-10							
2010 Ford Platform Truck (SSA)	Street-Traffic Control	5,086	10-15							
TOTALS				\$250,000	\$0	\$183,000	\$170,000	\$265,000	\$60,000	

PARKS & RECREATION DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	MILEAGE /HOURS	SERVICE LIFE YEARS	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-16		
1984 GMC	7000 3-Ton Dump Truck	12-15								
1987 Kubota	Utility Tractor	12-15								
1990 GMC	Sierra 1/2 ton pickup	8-10								
1992 Jeep	Cherokee 4WD	8-10	22,000							
1989 Ford	3910 Tractor	12-15								
1994 Chevrolet	1/2 Ton Pickup	8-10								
1994 Dodge	Ram 15 Pass Van	8-10				22,000				
1996 Kubota	F-3060 Riding Mower (Sold)	10-15	16,000							
1998 Kubota	F-3060 Riding Mower (Sold)	10-15				17,300				
2001 Kubota	F-3060 Riding Mower	5-7								
2001 Kubota	F-3060 Riding Mower	5-7								
2001 Smithco	Field Grooming Machine	8-10		9,000						
2001 Kubota	M-4900 Utility Tractor	12-15					18,000			
2001 GMC	Service Pickup, 3/4 ton	8-10								
2001 Ford	Crewcab pickup, 3/4 ton	8-10						23,800		
2001 Ford	Crewcab pickup, 3/4 ton	8-10						23,800		
2001 Ford	Welding truck, 1 ton	8-10					40,000			
2002 Kubota	F-3060 Riding Mower	5-7	16,000							
2002 New Holland	LB75.B Backhoe	15-20								
2002 GMC	1/2 Ton Pickup	8-10				23,000				
2002 Ford	Extended cab pickup 1/2 ton	8-10			19,600					
2002 Ford	Pickup, 3/4 ton	8-10				24,500				
2002 Ford	Pickup, 3/4 ton	8-10						24,000		
2002 Ford	Pickup, 3/4 ton	8-10			24,000					
2002 Ford	Crewcab pickup, 3/4 ton	8-10			24,800					
2003 Chevrolet	Trailblazer, SUV, 2WD	8-10				21,800				
2005 Ford	15 Passenger Van	6-10						21,800		
2006 GMC	1/2 Ton Pick-Up Truck	8-10					17,650			
2006 Kubota	F-3680 Riding Mower	5-7			16,000					
2007 Kubota	F-3680 Riding Mower	5-7			16,000					
2007 Ford	1/2 Ton Pick-Up Truck	8-10								
TOTALS			\$32,000	\$9,000	\$100,400	\$108,600	\$97,650	\$93,400		

PUBLIC WORKS - SANITATION - CAPITAL EQUIPMENT REPLACEMENT PROGRAM

DESCRIPTION	DEPARTMENT	MILEAGE	SERVICE LIFE YRS	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
1999 Ford pickup truck	Sanitation-General	odometer broken	8	20,000					
2001 GMC pickup truck	Sanitation-General	90,718	10				20,000		
1996 Ford brush truck	Sanitation-Brush/Trash	91,665	15	90,000					
Brush Burner	Sanitation-Brush/Trash		20						
1995 Ford 2-ton brush truck	Sanitation-Brush/Trash	73,511	15			80,000			
2000 Ford Knuckleboom	Sanitation-Brush/Trash	121,232	10						
1993 Ford Knuckleboom	Sanitation-Brush/Trash	228,038	10						
2006 Ford Knuckleboom	Sanitation-Brush/Trash	53,496	10						
2007 Freightliner Knuckleboom	Sanitation-Brush/Trash	37,108	10						
2007 Freightliner Knuckleboom	Sanitation-Brush/Trash	40,503	10						
2008 Ford Knuckleboom	Sanitation-Brush/Trash	38,153	10						
Liter Machine	Sanitation-Brush/Trash		20						
20 ft. brush trailer	Sanitation-Brush/Trash		15						
20 ft. brush trailer	Sanitation-Brush/Trash		15						
20 ft. brush trailer	Sanitation-Brush/Trash		15						
1995 Toro-Olathe tub grinder	Sanitation-Brush/Trash		20						
2004 Front Loading Garbage Truck	Sanitation-Commercial	117,737	5	225,000					
2004 Front Loading Garbage Truck	Sanitation-Commercial	130,069	5			220,000			
1994 Ford diesel garbage packer	Sanitation-Residential	116,253	10						
2000 Sterling diesel garbage pkr	Sanitation-Residential	85,342	10						
2004 Side Loading Garbage Truck	Sanitation-Residential	9,361	5					250,000	
2004 Side Loading Garbage Truck	Sanitation-Residential	82,019	5					250,000	
2004 Side Loading Garbage Truck	Sanitation-Residential	9,994	5					250,000	
2004 Side Loading Garbage Truck	Sanitation-Residential	odometer broken	5					250,000	
2006 Ford F150 Pickup	Sanitation-Residential	37,054	8						20,000
2006 Ford F150 Pickup	Sanitation-Residential	25,009	8						20,000
2004 Ford Pickup Truck	Sanitation-Residential	101,501	8				20,000		
2004 Ford Pickup Truck	Sanitation-Residential	96,769	8				20,000		
2009 Freightliner Garbage Truck	Sanitation-Commercial	43,312	10						
TOTALS				\$ 245,000	\$ 90,000	\$ 300,000	\$ 60,000	\$ 1,000,000	\$ 40,000

WASTEWATER DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM (VEHICLES)										
DESCRIPTION	DEPARTMENT	MILEAGE	SERVICE LIFE YRS	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	
1993 Dovetail Trailer	Wastewater	N/A	12-16							
1996 Caterpillar Loader	Wastewater	2173.2 hrs	12-16				95,000			
1996 Ford Backhoe (hoe ram)	Wastewater	2,545	8-10							
1998 Kubota Tractor, Loader, Backhoe (surplus)	Wastewater	798	8-16							
2001 Ford Truck With Autocrane	Wastewater	12,311	7-12			85,000				
2001 Caterpillar Backhoe	Wastewater	2,270	8-10		70,000					
2001 Chevrolet Passenger Van	Wastewater	27,860	6-10		35,000					
2001 Econoline Dovetail Trailer	Wastewater	N/A	12-16							
2002 Ingersoll-Rand Air Compressor	Wastewater	118	7-12				20,000			
2002 Ford High-Cube Series TV Van	Wastewater	26,881	8-12			135,000				
2002 International Model 4700 (bob-tail tractor)	Wastewater	36,847	8-12							
2003 New Holland Backhoe	Wastewater	2,454	8-10				70,000			
2004 International Model 4200 Dump Truck	Wastewater	27,075	8-12				77,500			
2004 International Model 4200 Dump Truck	Wastewater	31,683	8-12				77,500			
2004 GMC 1/2 Ton Truck	Wastewater	41,033	6-10				35,000			
2004 John Deere Backhoe	Wastewater	1,606	8-10						85,000	
2005 International Flushing Truck	Wastewater	16,056	8-12				165,000			
2005 Dodge Durango	Wastewater	17,817	6-10						35,000	
2005 Dodge 3/4 Ton Utility Truck	Wastewater	17,750	6-10							
2005 Dodge 3/4 Ton Utility Truck	Wastewater	41,540	6-10						38,500	
2005 Dodge 3/4 Ton Utility Truck	Wastewater	52,125	6-10							
2006 GMC 3/4 Ton Utility Truck	Wastewater	50,666	6-10				38,500			
2006 GMC 3/4 Ton Utility Truck	Wastewater	95,930	6-10	38,500						
2006 GMC 3/4 Ton Utility Truck	Wastewater	53,658	6-10			38,500				
2007 Ford 3/4 Ton Utility Truck	Wastewater	79,385	6-10				38,500			
2005 Massey Ferguson T33 Tractor	Wastewater	746.7 hrs	8-16							
2007 Freightliner Dump Truck	Wastewater	70,386	8-12							
2008 International Model 4300 Dump Truck	Wastewater	1,817	8-12							
2008 International Model 4300 Dump Truck	Wastewater	13,658	8-12							
2008 Ford F250 3/4 Ton 4x4 Utility Truck	Wastewater	20,610	6-10							
2008 Ford E250 Cargo Van	Wastewater	5,565	6-10							
2009 Sullair Air Compressor	Wastewater	413	7-12							
2009 Freightliner Camel Flushing Truck	Wastewater	3,730	8-12							
2009 Ford F250 Pickup Truck	Wastewater	6,665	6-10							
2009 Ford F250 3/4 Ton Utility Truck	Wastewater	20,510	6-10							
2009 Hi-Vac Obrien Flushing Trailer	Wastewater	203	7-10							
2011 Ford F250 3/4 Ton Utility Truck	Wastewater	3,872	6-10							
2011 Ford F250 3/4 Ton Utility Truck	Wastewater	1,070	6-10							
2011 Ford F750 Dump Truck	Wastewater	755	8-12							
TOTALS				\$38,500	\$0	\$278,500	\$362,000	\$378,500	\$158,500	

MANAGEMENT INFORMATION

SYSTEM SCHEDULE

Intentionally Left Blank

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2011-12 3-YEAR CYCLE

Department/Item	Tot Qty.	Est. Cost 2010-11	Qty.	Est. Cost 2011-12	Qty.	Est. Cost 2012-13	Qty.	Est. Cost 2013-14	Qty.
Mayor									
Laptop Gateway E-475M	1	\$0		\$0		\$2,000	1	\$1,700	1
Dell Optiplex 755	1	\$0		\$0		\$2,000		\$1,700	1
								\$1,700	
MIS									
Dell Optiplex 780	4			\$5,100	3	\$1,700	1		
Laptop Dell Latitude	3					\$2,000	1	\$4,000	2
Laptop Dell Latitude E5500	1							\$2,000	1
Laptop Gateway M460E	3	\$6,000	3						
Printer HP Color Laserjet 2600n	1					\$500	1		
				\$5,100		\$4,200		\$6,000	
City Manager									
Dell Optiplex 780	1					\$1,700	1		
Printer HP Color Laserjet 3600n	1							\$500	1
Laptop Dell Latitude E6500	1			\$2,000	1				
Dell Optiplex GX620	1	\$1,700	1						
HP Laserjet 4350tn	1					\$1,800	1		
Dell Optiplex 755	2							\$3,400	2
				\$2,000		\$3,500		\$3,900	
Finance									
Dell Optiplex 780	4			\$3,400	2	\$3,400	2		
Laptop Gateway M460E	1	\$2,000	1						
Laptop Dell Latitude E6510	1							\$2,000	1
HP Laserjet P4015tn	1							\$1,500	1
Dell Optiplex 755	1							\$1,700	1
Okidata ML421	2					\$1,000	2		
HP Color Laserjet CM2320nf	1							\$500	1
				\$3,400		\$4,400		\$5,700	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2011-12 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2010-11	Qty.	Est. Cost 2011-12	Qty.	Est. Cost 2012-13	Qty.	Est. Cost 2013-14	Qty.
City Recorder									
Dell Optiplex 780	8			\$5,100	3	\$3,400	2	\$5,100	3
Dell Optiplex GX620	10	\$8,500	5	\$8,500	5				
Printer Dell 5530DN	1					\$1,500	1		
Okidata ML420	5	\$2,000	5						
		\$10,500		\$13,600		\$4,900		\$5,100	

Personnel									
Dell Optiplex 780	3			\$3,400	2	\$1,700	1		
Laptop Dell Latitude E6510	1							\$2,000	1
Dell Optiplex GX620	1	\$1,700	1						
HP Laserjet 4350TN	1	\$1,500	1					\$1,500	1
Laptop Dell Latitude E6500	1					\$2,000	1		
		\$3,200		\$3,400		\$3,700		\$3,500	

Grants & Planning									
Dell Optiplex 755	1							\$1,700	1
Dell Optiplex 780	1					\$1,700	1		
Laptop Dell Latitude E6500	1			\$2,000	1				
Dell Optiplex GX620	1	\$1,700	1						
Dell Optiplex 745	1					\$1,700	1		
HP Laserjet 4350TN	1	\$1,500	1					\$1,500	1
		\$3,200		\$2,000		\$3,400		\$3,200	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2011-12 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2010-11 Qty.	Est. Cost 2011-12 Qty.	Est. Cost 2012-13 Qty.	Est. Cost 2013-14 Qty.
General Government					
APC SmartUPS RM 3000	2				\$4,000
Dell PowerEdge 2850 (ruby,topaz)	2	\$15,000	2		
Dell PowerEdge 2950 (sapphire) (em	3		\$20,000	2	\$10,000
Promise VTrak M300i - iSCSI	2		\$16,000	2	
Promise Vtrak M610i - iSCSI	1				\$6,500
Promise Vtrak M610i - iSCSI	1			\$6,500	1
Dell PoweEdge R710 (pearl)(crimev	2		\$20,000	1	
Dell PowerEdge 1425SC (covice)	1	\$5,000	1		
Dell PowerEdge R710 (zircon)	1			\$10,000	1
Dell PowerEdge 2850 (cogis)	1		\$8,000	1	
KBOX	1		\$8,000	1	
Red Condor Mag2000 Anti-Spam	1				\$3,000
Barracuda Webfilter	1				\$5,000
Dell PowerEdge R210 (vim)	1				\$3,000
Quantum LTO3	1		\$6,000	1	
Cisco ASA 5510 Firewall	1			\$3,000	1
Cisco ASA 5505 Firewall	1			\$500	1
Gateway DS450E (presentation)	1	\$2,000	1		
Sony Projector	1	\$2,000	1		
APC SmartUPS 1500	5		\$2,000	2	\$2,000
Catalyst 3560G 24port	8				\$13,000
Catalyst 3560G 48port PoE	2				\$10,000
HP E4200G 12port	2				\$1,600
Cisco Catalyst 3750 12port	3		\$6,500	1	\$6,500
Cisco 2821 Voice Gateway	1			\$4,000	1
MCS-7825-II Call Mgr 75%	2		\$6,000	1	
MCS-7825-H2 Unity 75%	1		\$3,750	1	
Software pool		\$30,000	\$30,000	\$30,000	\$30,000
		\$54,000	\$126,250	\$83,500	\$79,400

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2011-12 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2010-11	Qty.	Est. Cost 2011-12	Qty.	Est. Cost 2012-13	Qty.	Est. Cost 2013-14	Qty.
Police									
Dell Optiplex 745	17			\$3,400	2	\$25,500	15		
Dell Optiplex 780	13			\$5,100	3			\$17,000	10
Dell Optiplex GX620	16	\$17,000	10	\$10,200	6				
Laptop Gateway E-475M	1					\$2,000	1		
Dell Optiplex 755	6							\$10,200	6
Dell Optiplex 755 (E-911)	1							\$1,700	1
Laptop Dell Latitude E6500	14			\$22,000	11	\$6,000	3		
Laptop Dell Latitude E6510	5							\$10,000	5
Laptop Gateway DS 450L	1								
Laptop N&V Gateway M460E	2	\$4,000	2						
Gateway E4100C	6			\$10,200	6				
Laptop Gateway M465E	2			\$4,000	2				
Dell Precision T5500 Workstation	1					\$2,500	1		
Laptop Dell Latitude E5500	5							\$10,000	5
Laptop Dell Latitude E5400 patrol	69					\$45,000	46	\$25,000	25
		\$21,000		\$54,900		\$81,000		\$73,900	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2011-12 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2010-11 Qty.	Est. Cost 2011-12 Qty.	Est. Cost 2012-13 Qty.	Est. Cost 2013-14 Qty.
Fire Department					
Dell Optiplex 755	5				\$8,500 5
Dell Optiplex 755 (E-911)	1				\$1,700 1
Dell Optiplex 745	3			\$5,100 3	
Laptop Dell Latitude E6500	4		\$6,000 3	\$2,000 1	
Dell Optiplex GX620	5	\$5,100 3	\$3,400 2		
Laptop Gateway M465E	2		\$4,000 2		
Dell Optiplex 780	3				\$5,100 3
Laptop Dell Latitude E6510	1			\$2,000 1	
Laptop Gateway M460E	1	\$2,000 1			
Panasonic Toughbook CF19	5			\$17,500 5	
HP Laserjet 4350TN	1		\$1,500 1		
Brother MFC-7820n	4			\$1,000 4	
Minolta Magicolor 2300	1	\$1,500 1		\$1,500 1	
HP 460WBT Mobile	3				\$1,000 2
		\$8,600	\$14,900	\$29,100	\$16,300

Public Works					
Dell Optiplex 745	1			\$1,700 1	
Dell Optiplex 755	4				\$6,800 4
Dell Optiplex 780	9		\$8,500 5		\$6,800 4
Laptop Dell Latitude E6500	1			\$2,000 1	
Laptop Dell Latitude E6510	1	\$2,000 1		\$2,000 1	
Printer Dell 5530DN	1			\$1,500 1	
		\$2,000	\$8,500	\$7,200	\$13,600

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2011-12 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2010-11 Qty.	Est. Cost 2011-12 Qty.	Est. Cost 2012-13 Qty.	Est. Cost 2013-14 Qty.
Engineering					
Dell Optiplex 745	2			\$3,400	2
Dell Optiplex 780	4		\$1,700	\$1,700	1
Dell Optiplex GX620	3	\$5,100	3		
Gateway E-475M	1			\$2,000	1
Printer Dell 5530DN	1		\$1,500		
		\$5,100	\$3,200	\$7,100	\$3,400

Code Administration					
Dell Optiplex 780	3		\$1,700	1	\$3,400
Dell Optiplex GX620	2	\$3,400	2		
Dell Optiplex 755	3				\$5,100
Laptop Dell Latitude 5500	1				\$2,000
Printer Dell 5530DN	1		\$1,500	1	
		\$3,400	\$3,200	\$3,400	\$7,100

Parks & Recreation					
Dell Optiplex GX620	4	\$1,700	1	\$5,100	3
Dell Optiplex 745	7		\$1,700	1	\$10,200
Dell Optiplex 755	2				\$3,400
Dell Optiplex 780	1				\$1,700
Laptop Gateway E-475M	1			\$2,000	1
HP Laserjet 4350TN	1		\$1,500	1	
		\$1,700	\$8,300	\$12,200	\$5,100

TOTAL GENERAL FUND		\$122,400	\$248,750	\$249,600	\$227,900
---------------------------	--	------------------	------------------	------------------	------------------

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2011-12 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2010-11	Qty.	Est. Cost 2011-12	Qty.	Est. Cost 2012-13	Qty.	Est. Cost 2013-14	Qty.
Wastewater									
Dell Optiplex 745	2					\$3,400	2		
Dell Optiplex GX620	7	\$8,500	5	\$3,400	2				
Dell Optiplex 755	2							\$3,400	2
Dell Optiplex 780	5			\$1,700	1				
Laptop Dell Latitude E6510	2			\$4,000	2	\$3,400	2	\$5,100	3
Laptop Gateway M460E	2	\$4,000	2						
APC SmartUPS RM 3000XL	2					\$4,000	2		
Laptop Dell Latitude E5500	3							\$6,000	3
MCS-7825-II Call Mgr 25%	2			\$2,000	2				
MCS-7825-H2 Unity 25%	1			\$1,250	1				
Cisco 2811 Voice Gateway	1			\$3,000	1				
Catalyst 3560G 48port PoE	1			\$5,000	1				
TOTAL WASTEWATER		\$12,500		\$20,350		\$10,800		\$14,500	

TOTAL ALL FUNDS		\$134,900		\$269,100		\$260,400		\$242,400	
------------------------	--	------------------	--	------------------	--	------------------	--	------------------	--

Intentionally Left Blank

LISTING OF APPENDIXES

APPENDIX A	Personnel Summary/Schedule
APPENDIX B	Glossary
APPENDIX C	City Organization Chart
APPENDIX D	Budget Ordinance
APPENDIX E	Budget Summary

Intentionally Left Blank

APPENDIX A

Intentionally Left Blank

**APPENDIX A
CITY OF COLUMBIA, TENNESSEE
PERSONNEL SCHEDULE
AUTHORIZED POSITIONS**

	<u>Actual</u> <u>FY 2009-10</u>	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>
41320 City Manager			
City Manager	1	1	1
Assistant City Manager	0	1	1
Executive Secretary	1	2	2
Receptionist/Clerk	<u>1</u>	<u>0</u>	<u>0</u>
Total	3	4	4
41300 Management Information Systems			
MIS Director	1	1	1
Computer Services Specialist	<u>3</u>	<u>3</u>	<u>3</u>
Total	4	4	4
41400 Emergency Management			
Emergency Management Director	<u>1</u>	<u>1</u>	<u>1</u>
Total	1	1	1
41500 Finance			
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Senior Accounting Clerk	2	2	2
PT Senior Accounting Clerk	<u>1</u>	<u>1</u>	<u>1</u>
Total	5	5	5
41510 City Recorder			
City Recorder	1	1	1
Assistant City Recorder	1	1	1
Deputy Court Clerk	1	1	1
Business License/Bankruptcy Clerk	1	1	1
Senior Accounting Clerk	5	4	4
Senior Accounting Clerk - PT	<u>5</u>	<u>1</u>	<u>1</u>
Total	9	9	9

	<u>Actual</u> <u>FY 2009-10</u>	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>
41650 Personnel			
Personnel Director	1	1	1
Executive Secretary	1	1	1
Benefits Administrator	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	3	3
41710 Grants and Planning			
Director of Grants and Planning	1	1	1
Planning Associate	1	1	1
Administrative Secretary	1	1	1
Planning Assistant	<u>1</u>	<u>1</u>	<u>1</u>
Total	4	4	4
42100 Police Department reflects department reorganization during FY 2009-10			
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Captain	2	2	3
Lieutenant	6	6	6
Sergeant	7	15	15
Detective	6	0	0
Juvenile Administrator	1	0	0
Accreditation Coordinator	1	0	0
Accreditation Manager	0	1	1
Police Officer	58	62	62
Executive Secretary	1	1	1
Administrative Secretary	2	2	2
Animal Control Officer	2	2	2
Police Records Senior Clerk	1	1	1
Police Records Clerk	3	3	3
Police Evidence Clerk	1	1	1
DARE Community Liaison/COPS Coord.	1	0	0
Patrol Division Assistant	1	1	1
PT Building Custodian	2	2	2
PT Parking Control Officer	2	2	2
School Crossing Guards	<u>7</u>	<u>7</u>	<u>7</u>
Total	106	110	111

	<u>Actual</u> <u>FY 2009-2010</u>	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>
42200 Fire Department			
Fire Chief	1	1	1
Deputy Fire Chief	1	1	1
Shift Commander	3	3	3
Captain	18	18	18
Driver/Pump Operator	18	18	18
Fire Fighter	45	45	45
Fire Marshal	1	1	1
Assistant Fire Marshal	1	1	1
Training Officer	1	1	1
Executive Secretary	1	1	1
Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>
Total	91	91	91
Public Works Department			
43100 Streets and Maintenance Division			
Director of Public Works	1	1	1
Assistant Director of Public Works	1	1	1
Supervisors	5	5	5
Equipment Operator	13	13	13
Equipment Mechanic	5	5	5
Parts Room Technician	1	1	1
Equipment Service Senior Worker	1	1	1
Welder Fabricator	1	1	1
Utility Worker	8	8	8
Concrete Worker	2	2	2
Traffic Control Technician	3	3	3
Electrician	1	1	1
Executive Secretary	1	1	1
Administrative Secretary	1	1	1
PT Custodian	1	1	1
PT Administrative Secretary	1	1	1
PT Utility Worker	<u>3</u>	<u>3</u>	<u>3</u>
Total	49	49	49

	<u>Actual</u> <u>FY 2009-10</u>	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>
Public Works Department			
43200 Sanitation Division			
Supervisors	2	2	2
Sanitation Operator	22	22	22
Sanitation Worker	6	6	6
PT Sanitation Worker	<u>1</u>	<u>1</u>	<u>1</u>
Total	31	31	31
43500 Engineering			
City Engineer	1	1	1
Assistant City Engineer	1	2	2
Engineering Intern Technician	1	0	0
Civil Engineering Associate	1	1	1
Civil Engineering Technician	1	1	1
Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>
Total	6	6	6
43600 Code Administration			
Director of Code Administration	1	1	1
Building Inspector	2	3	3
Property Maintenance Inspector	1	0	0
Executive Secretary	1	1	1
Administrative Secretary	1	1	1
Custodian	1	1	1
PT Custodian	<u>1</u>	<u>1</u>	<u>1</u>
Total	8	8	8

	<u>Actual</u> <u>FY 2009-10</u>	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>
44400 Parks and Recreation			
Director of Parks and Recreation	1	1	1
Deputy Director of Park Operations/Maint.	1	1	1
Deputy Director of Recreational Services	1	0	0
Executive Secretary	1	1	1
Administrative Secretary	1	1	1
Recreation Program Coordinator	1	1	1
Shop Manager	1	1	1
Building and Grounds Maint. Wkr.	6	6	6
Building and Grounds Principal Maint. Wkr.	2	2	2
Building and Grounds Senior Maint. Wkr.	3	3	3
Community Center Supervisor	3	3	3
Recreation Specialist	3	3	3
PT Fitness Instructor/Gym Supervisor	2	2	0
Seasonal Recreation Aides	13	13	13
Seasonal Park Maintenance Workers	11	11	11
Seasonal Pool Manager	1	1	1
Seasonal Head Lifeguard	2	2	2
Seasonal Lifeguard	4	4	4
Seasonal Cashier/Gate Attendant	2	2	0
Seasonal Facility Supervisor	<u>1</u>	<u>1</u>	<u>1</u>
Total	60	59	55

	Actual <u>FY 2009-10</u>	Budget <u>FY 2010-11</u>	Budget <u>FY 2011-12</u>
45220 Wastewater			
Director of Wastewater	1	1	1
Superintendent Treatment Plant	1	1	1
Chief Operator	1	1	1
Plant Operator	8	8	8
Laboratory Supervisor	1	1	1
Pretreatment Coordinator	1	1	1
Collection Superintendent	1	1	1
Foreman	4	4	4
Equipment Operator	3	3	13
Collection Worker	4	4	4
Utility Worker*	10	10	0
Pump Station Maintenance Supervisor	1	1	1
Wastewater Maintenance Workers	6	6	6
Executive Secretary	1	1	1
Projects Coordinator	1	1	1
Civil Engineering Senior Technician	1	1	1
Operation Worker	6	6	6
PT Administrative Secretary	2	2	2
PT Lab Assistant*	2	2	2
PT Custodian	1	1	1
PT Utility Worker	<u>3</u>	<u>3</u>	<u>3</u>
Total	59	59	59

* During the FY 2009-10 budget process, several positions were removed from Wastewater to balance the budget

TOTAL FULL-TIME AND PART-TIME POSITIONS	<u>439</u>	<u>439</u>	<u>440</u>
--	------------	------------	------------

APPENDIX B

Intentionally Left Blank

APPENDIX B GLOSSARY OF TERMS

Accrual Accounting	The basis of accounting in which revenues and expenditures are recorded at the time they are earned or incurred as opposed to the cash basis of accounting where the transfer of funds causes the recording of the transaction.
Activity	A specific and distinguishable unit of service or program performed, such as Grants and Planning (#41710).
Adopted Budget	The budget approved by the City Council and enacted by budget appropriation ordinance, on or before June 30 of each year.
Appropriation	An authorization made by the City Council which permits the City staff to incur obligations against and to make expenditures of governmental funds and resources. Appropriations are usually for a fixed dollar amount for a particular budget year.
Budget Appropriation Ordinance	The official enactment by the City Council on three readings establishing the legal authority for City officials to expend funds.
Appraised Value	The estimate of fair market value assigned to property by an appraiser or the County Tax Assessor. For tax assessment purposes, the value is stated as of the last reappraisal date. See also assessed value.
Assessed Value	The value of personal and real property for use as the basis for levying the real and personal property taxes.
Budget	A plan of the financial operations comprised of estimates of anticipated revenues and expenses for a specific period (fiscal year).
Budget Calendar	The schedule of the dates involved in the preparation, review and passage of the annual budget.
Budget Documents	The official written documents comprised of the annual operating budget and the five-year Capital Improvements Program as approved by the City Council.

Budget Message	Opening section of the budget which provides the City Council and the public with a general summary of the key parts of the budget. Also listed are changes from the current and previous fiscal years with comments from the City Manager.
Capital Outlay	The purchase of equipment and machinery having a useful life of several years and a value of \$5,000 or more.
Capital Improvements Program	The City's plan for major capital projects over the next five years. The plan is reviewed and updated annually.
Capital Projects	Projects identified specifically for the purpose of showing the cost of a particular project. Capital projects are usually large public work projects such as roads, bridges and buildings.
Contractual Services	Services rendered to City activities by private firms and individuals outside City government. Examples include utilities, building maintenance, and equipment maintenance.
Debt Service	Annual payments on the City's outstanding debt including principal, interest and administrative expenses.
Department	Closely associated City activities under the day-to-day oversight of a department head.
Disbursement	The payment of City funds for obligations incurred.
Enterprise Fund	A format of accounting for a particular unit of government that provides services for fees. The accounting for an enterprise fund is similar to that of a private business. The City of Columbia's Wastewater Department is currently the only enterprise fund in operation by the City.
Estimated Revenues	The amount of projected revenue to be collected during the fiscal year.
Expenditures	The cost of goods and services received. Actual payment may not be required at a particular date for an item to be considered an expenditure.
Fiscal Year	A time frame designating the beginning and ending period for recording financial transactions. The City of Columbia uses a fiscal year beginning July 1 through June 30.

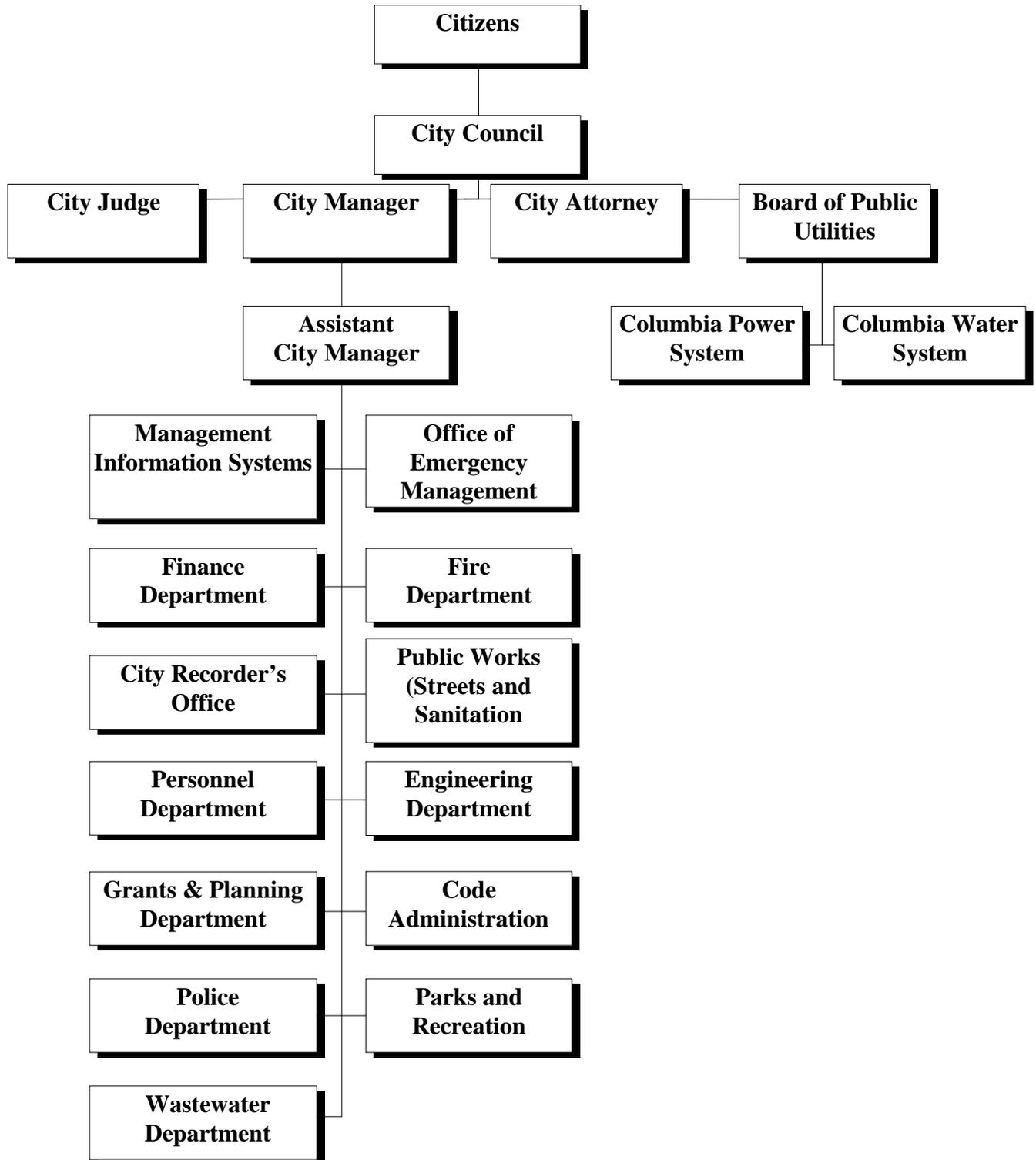
Fund	A fiscal entity with a self-balancing set of accounts used to account for activities with common objectives. Commonly used government funds include: General Fund, Debt Service Fund, Capital Projects Fund, enterprise funds, special revenue funds, and internal service funds.
Fund Balance	The accumulated amount of excess revenues over expenditures in a particular fund at any point in time. A negative fund balance is the accumulated amount of excess expenditures over revenues.
GAAP	Generally Accepted Accounting Principles. The actual rules and procedures governing the accounting profession.
GASB	Governmental Accounting Standards Board. The official policy and procedural organization designated by the American Institute of Certified Public Accountants (AICPA) to establish accounting principles for state and local governments.
GFOA	Government Finance Officers Association. A group of worldwide professional government finance officers.
General Fund	The City's primary operating fund accounting for most all of the financial resources and obligations. General Fund revenues include property taxes, business taxes, sales taxes, building permits plus, other revenues. The Fund provides the resources for most City services including fire, police, streets, planning, and parks and recreation.
Grant	A contribution by the State or Federal government or other entity supporting a particular project.
Moody's Investors Service	A recognized bond rating agency.
Object Code	A detailed line item expenditure category, such as salaries (#110), office supplies (#310), or capital outlay (#941).
Operating Budget	The expenditure plan for continuing everyday service programs and activities. In most instances, operating expenditures are made in a single fiscal year. These expenditures include personal services, contractual services, minor capital outlay, and debt services requirements.

Operating Transfers	Amounts transferred from one fund to another. Transfers are <u>not</u> expenditures. Transfers are to be appropriated for expenditures in the fund receiving the transfer.
Retained Earnings	The total earnings of an enterprise fund (in governmental accounting) consisting of income less expenses.
Revenue	A term used to represent actual or anticipated income.
Tax Levy	The total amount of tax that should be collected based upon the current tax rates and the assessed value of real, personal, and public utility property.
Tax Rate	The amount of taxes collected per \$100 of assessed value of taxable property.

APPENDIX C

Intentionally Left Blank

**APPENDIX C
CITY OF COLUMBIA
Organization Chart
FY 2011-2012**



Intentionally Left Blank

APPENDIX D

Intentionally Left Blank

APPROPRIATION ORDINANCE FOR
THE CITY OF COLUMBIA FOR FISCAL YEAR
JULY 1, 2011 – JUNE 30, 2012

BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE

Section 1: That there is hereby set apart and appropriated out of the revenues to be collected and received by said City from all sources during the Fiscal Year July 1, 2011 through June 30, 2012, the aggregate amount of FIFTY EIGHT MILLION, TWO HUNDRED FORTY FIVE THOUSAND, EIGHT HUNDRED THIRTY SIX DOLLARS of which aggregate amounts shall be allocated as expenditures within each department as follows:

General Government	\$ 6,560,261
Police Department	6,926,278
Fire Department	6,537,157
Public Works Department (Streets)	2,301,213
Engineering Department	492,447
Code Administration	504,177
Parks & Recreation Department	1,829,377
State Street Aid Fund	1,979,613
Narcotics and Vice Fund	65,000
Street & Transportation Fund	75,000
Drug Fund	104,465
Solid Waste – Sanitation Revenue Fund	3,345,700
Debt Service Fund	1,230,975
Capital Projects Fund	8,736,018
Sewer System Revenue Fund	<u>17,558,155</u>
Total	\$58,245,836

Section 2: Said amounts so allocated and appropriated to be on the basis of the analysis of disbursements as shown in the budget, which will be considered by the City Council. All warrants for the expenditures of the funds hereinafter appropriated shall be drawn by the Finance Director, signed by the Mayor and countersigned by the City Manager.

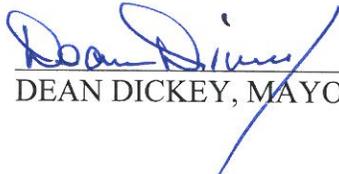
BE IT FURTHER ORDAINED by the City Council of the City of Columbia,
Tennessee:

Section 3: That upon third and final passage, this ordinance shall be effective as of July 1, 2011, which is the beginning of the Fiscal Year, the public welfare requiring it, and that all ordinances or parts of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

This ordinance is enacted pursuant to and in compliance and conformity with Article XV of the Charter of the City of Columbia and has been published on the 24th day of April, 2011, and it shall be executed and construed consistent with the Charter and the laws of the State of Tennessee.

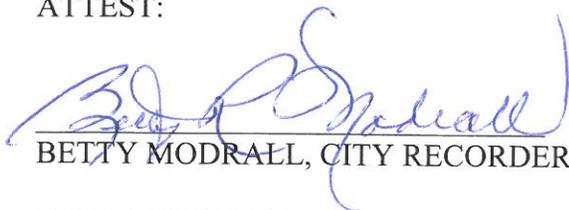
Section 4: This Ordinance is passed after a public hearing held on the 16th day of June, 2011, with notice of said hearing being given in The Daily Herald of Columbia, Tennessee.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 16th day of June, 2011.



DEAN DICKEY, MAYOR

ATTEST:



BETTY MODRALL, CITY RECORDER

LEGAL FORM APPROVED:



C. TIM TISHER, CITY ATTORNEY

APPENDIX E

Intentionally Left Blank

FY 2011-12 Expenditure Summary

4/13/2011													
Departments	PERSONNEL	SERVICES & SUPPLIES	TRANSFERS	CAPITAL OUTLAY	DEBT SERVICE	TOTAL							
City Council	\$72,414	\$255,200	\$0	\$0	\$0	\$327,614							
Legal Services	\$53,891	\$227,600	\$0	\$0	\$0	\$281,491							
Management Info Systems	\$325,493	\$55,000	\$0	\$285,750	\$0	\$666,243							
City Manager	\$355,563	\$80,900	\$0	\$0	\$0	\$436,463							
Office of Emergency Mgt	\$93,633	\$20,000	\$0	\$0	\$0	\$113,633							
Finance	\$350,523	\$13,200	\$0	\$0	\$0	\$363,723							
City Recorder	\$482,061	\$14,100	\$0	\$0	\$0	\$496,161							
Personnel	\$213,299	\$19,550	\$0	\$0	\$0	\$232,849							
Grants & Planning	\$234,972	\$59,986	\$0	\$0	\$0	\$294,958							
General Government	\$1,026,771	\$1,320,320	\$1,000,035	\$0	\$0	\$3,347,126							
Police	\$5,652,119	\$1,112,469	\$0	\$161,690	\$0	\$6,926,278							
Fire	\$5,972,428	\$514,659	\$0	\$50,070	\$0	\$6,537,157							
Streets & Maintenance	\$1,943,658	\$333,555	\$0	\$24,000	\$0	\$2,301,213							
Engineering	\$472,012	\$20,435	\$0	\$0	\$0	\$492,447							
Code Administration	\$408,237	\$95,940	\$0	\$0	\$0	\$504,177							
Parks & Recreation	\$1,334,124	\$486,253	\$0	\$9,000	\$0	\$1,829,377							
Total General Fund	\$18,991,198	\$4,629,167	\$1,000,035	\$530,510	\$0	\$25,150,910							
State Street Aid Fund	\$123,613	\$1,826,000	\$0	\$30,000	\$0	\$1,979,613							
N&V Chief's Fund	\$0	\$65,000	\$0	\$0	\$0	\$65,000							
Street & Transportation	\$0	\$75,000	\$0	\$0	\$0	\$75,000							
Drug Fund	\$0	\$97,465	\$0	\$7,000	\$0	\$104,465							
Solid Waste- Sanitation Revenue Fund	\$1,716,800	\$1,311,960	\$226,940	\$90,000	\$0	\$3,345,700							
Debt Service Fund	\$0	\$0	\$0	\$0	\$1,230,975	\$1,230,975							
Capital Projects Fund	\$0	\$498,016	\$0	\$8,238,002	\$0	\$8,736,018							
Sewer System Revenue Fund	\$2,824,724	\$3,478,007	\$0	\$8,625,882	\$2,629,542	\$17,558,155							
Grand Total	\$23,656,335	\$11,980,615	\$1,226,975	\$17,521,394	\$3,860,517	\$58,245,836							

Intentionally Left Blank