



**Columbia, Tennessee**  
**BUDGET**  
**2012 - 2013**

**CITY OF COLUMBIA**  
**700 N. GARDEN STREET**  
**COLUMBIA, TENNESSEE 38401**  
**[www.columbiatn.com](http://www.columbiatn.com)**





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CITY MANAGER**

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Finance Director

Glenn Harper  
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Rick Harrison  
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06/25/12

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# **BUDGET MESSAGE**

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**July 5, 2012**

**2012-2013 FINAL BUDGET MESSAGE**

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**TO: Mayor and Members of the City Council**

I am pleased to transmit the final 2012-13 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 19, 2012.

A work session was held on April 28<sup>th</sup> to begin preliminary review of the proposed budget with the City Council prior to formal consideration of the Appropriation and Tax Rate Ordinances. At first consideration on May 17, 2012, modifications were presented to and approved by the Council to eliminate most capital purchases in order to forego a tax rate increase. Prior to second consideration, staff received word that the health insurance renewal cost for FY 2012-13 was going to be substantially higher than the amount budgeted. Second consideration of the budget was held on June 7, 2012. A special study session was held on June 14, 2012 to discuss options for funding the insurance increase and consensus was reached that:

- the property tax rate remain intact,
- the City absorb both its share as well as most of the employee portion of the increase, and
- the amount needed would be funded by reducing the budget in other areas.

The legally required Public Hearing was held on June 21<sup>st</sup> and the budget was amended and then adopted at third consideration.

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

**2012-13 OPERATING BUDGET**

The 2012-13 Operating Budget totals \$54,852,801 (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 \$26 million. The General Fund budget reflects a 3.25% increase (\$817,978) over the adopted FY 2011-12 budget. Salaries and benefits increased over \$1.3 million as a result of:

- an adjustment to Police pay to bring Police Officers to a level competitive with surrounding areas,
- a 4% pay increase for most other employees,
- a 2% pay increase for those with salaries over \$75,000,
- funding for the City's increase in health insurance, and
- additional funding to cover most of the employee increase in health insurance.

Salaries and benefits make up 78.2% of the General Fund budget. With the exception of replacement computers and additional equipment to increase computer storage space, no capital outlay items were included in this year's General Fund budget. All vehicle replacements and

capital improvements to facilities were deferred. As noted above, most departmental operating budgets were reduced to offset the increased cost of health insurance.

Additionally, matching funds for a pending Hazard Mitigation Grant from the Federal Emergency Management Agency (\$160,000) and a grant application with the Tennessee Department of Transportation for an enhancement grant for beautification and pedestrian facilities at the Trotwood/James Campbell Boulevard intersection (\$125,000) were removed to balance the budget prior to adoption.

The balance of the City's budget incorporates expenditures for special revenue funds, enterprise funds, capital projects and debt service. Debt payments include \$1,207,924 for general purposes and \$2,908,653 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.

An emphasis towards sewer improvements in the Greenlick Basin was initiated during FY 2011-12. Greenlick Basin projects that are continuing in FY 2012-13 include a major pump station replacement, force main construction, and sewer line rehabilitation to reduce inflow and infiltration.

Other planned projects include completion of the Duck River Wetwell rehabilitation.

**BUDGET COVER**

The cover page of the budget document depicts several recent accomplishments of the City of Columbia. Depicted at the top of the page, Columbia's Riverwalk Park is a newly developed system of multi-use trailways that follow the path of the Duck River in a complete loop from the old Columbia Dam site to just beyond the 5<sup>th</sup> Street Bridge in historic downtown Columbia. Additionally, the Park is the site of a newly constructed, permanent home for the Columbia Farmers Fresh Market. The U.S. Department of Agriculture and the Tennessee Department of Agriculture each provided grants in the amount of \$99,000 to fund construction of the pavilion, depicted in the center right of the page, which was dedicated to public service on June 16, 2012. At center, left is a photo of the City of Columbia's new City Hall located prominently in downtown on the corner of N. Garden Street and W. 6<sup>th</sup> Street. The 29,000 square foot facility was renovated from a vacant 3-story building into Class A office space with energy efficiency upgrades and other amenities that will serve the City for decades to come. A building dedication and open house was held on April 5, 2012. Lastly, the photo at the bottom of the page depicts the two new apparatus purchased for the Columbia Fire Department in FY 2012: on the left, a 100-foot aerial platform truck with rescue tools and, at right, a pumper equipped with firefighting foam capabilities and a permanent hose bed cover specifically designed for public safety.

**July 5, 2012**

**2012-2013 FINAL BUDGET MESSAGE**

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**OUR COMMITMENT TO THE CITY**

The Management Team worked together to reduce the budget in order to offset an increase in health insurance expense. Each department presented a listing of items to be reduced for Council consideration. The budget was balanced without a property tax increase, but several positions were frozen and line items were reduced. The budget continues to provide funding to maintain essential City services and programs without adding new programs or staff. No replacement vehicles/equipment was budgeted for General Fund departments and no funding for facility improvements (except for Wastewater) has been incorporated within the budget.

**RECOGNITION AND THANKS**

I wish to thank the Mayor and City Council for their time and effort in working to balance the budget particularly in light of the unexpected cost of renewing the health insurance reinsurance program. I also wish to thank the Management Team for their extra effort to reduce their departments' operating budgets to avoid any need for a tax increase.

Special thanks to the personnel of the Finance Department led by Patti Amorello and Liz Bermudez in the City Manager's Office for the extra time and effort expended to compile and assemble the many documents used during the budget process and 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, 2012, and ending June 30, 2013, 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**

### **General Fund**

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 2012-13 General Fund budget include the following items:

- The property tax rate has been adjusted from \$1.31 to \$1.35,
- No positions have been eliminated from the budget,
- An adjustment to entry level Police pay to bring positions to market has been incorporated within the budget to address the City's Police retention issues and a 4% pay increase has been budgeted for other City employees (no raises were budgeted for FY 2009-10 or FY 2010-11 and a 2% COLA was budgeted for FY 2011-12),
- A 3% increase in health insurance has been incorporated within the proposed budget,
- No increase in funding to the City's retirement plan has been included,
- Minimal capital equipment replacement has been included as follows:
  - \$175,000 for replacement equipment/vehicles and
  - \$249,600 for replacement computers/software.
- \$140,000 has been budgeted within the Management Information Systems budget for additional storage space for backups/email, etc., and
- \$77,500 has been included within the Fire Department budget for driveway improvements at Station 1 (\$37,500) and a roof replacement at Station 3 (\$40,000).

The majority of Columbia's General Fund expenditures is related to personnel costs. For FY 2012-13, 75% (\$19.85 million) of the proposed General Fund budget (\$26.3 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 \$19 million (FY 2011-12), \$18.3 million (FY 2010-11), \$18.1 million (FY 2009-10) and \$17.9 million (FY 2008-09). As highlighted above, the proposed FY 2012-13 budget includes an adjustment to entry level Police pay to bring positions to market within the area in an attempt to address critical staffing retention issues, a 4% pay increase for other employees and a 3% increase toward funding of employee health insurance. The cost of the proposed salary adjustments are as follows:

Cost to Move Police Personnel to Mid-Point of Salary Range	\$515,000
Cost to Increase Other Police Personnel 4%	35,000
Cost to Increase All Other Regular Employees 4%	<u>300,000</u>
<b>TOTAL COST OF SALARY INCREASES</b>	<b>\$850,000</b>

The Capital Outlay budget within the General Fund totals \$679,100 or approximately 2.6% of the General Fund budget.

- Equipment replacement programmed within the budget includes:
  - A replacement backhoe and truck for Public Works-Streets (\$123,000),
  - two pieces of maintenance equipment for Parks & Recreation (\$32,000),
  - a replacement vehicle for Engineering (\$20,000), and
  - replacements of computer hardware and software (\$249,600).
- Other capital outlay items included within the budget are:
  - Additional data storage space for computer back-ups and e-mail - \$140,000,
  - \$22,000 within Public Works-Streets to convert flashers from a paging system to a radio system, and
  - \$15,000 within Public Works-Streets for half of the cost of a replacement diesel fueling system for City equipment (other half is budgeted within Sanitation).
  - \$77,500 for Fire facility improvements as outlined above.

Budgeted General Fund expenses for services and supplies (\$4,775,206) have increased approximately \$146,000 when compared to the adopted FY 2011-12 budget, primarily as a result of the inclusion of \$160,000 within General Government-Reserves to provide matching funds for a portion of a pending FEMA Hazard Mitigation grant. Within the Personnel Department, \$25,000 has been included for a compensation study. Several departmental budgets decreased from FY 2011-12, including Grants & Planning (the FY 2011-12 budget had included an allocation for \$42,000 to update the Zoning ordinance) and the Police Department, which had a \$102,000 reserve allocation for FY 2011-12 for planning of the department's relocation to 707 North Main Street. Funds for that project are anticipated to come from a debt issue.

The number of employees within all departments remained the same as in the FY 2011-12 budget. A reorganization of the development review functions will be presented to City Council via separate correspondence but in time for discussion during the April 28<sup>th</sup> budget workshop. The objective of this reorganization is to create one individual who

will speak for this function and serve as the primary management contact for the function. The reorganization will be accomplished without additional employees or other expenditures.

**State Street Aid Fund**

The City will once again use State Street Aid funds for the monthly utility/street light investment bill for street lighting (\$500,000). That amount will be combined with a \$75,000 allocation in the Streets & Transportation Fund for a total street lighting budget of \$575,000. The FY 2012-13 State Street Aid budget also includes a \$300,000 allocation for resurfacing. It is likely that this allocation will be carried over to FY 2013-2014 to provide the resources for a larger, more cost effective contract. Funds are also budgeted within State Street Aid for sign supplies, signal parts and system-wide improvements to traffic signals.

**Sanitation Fund**

Within the Public Works-Sanitation Department, \$50,000 is included within the FY 2012-13 budget for replacement of two trucks and \$15,000 is budgeted for half of the anticipated cost to replace the diesel fueling system at Public Works.

**Debt Service Fund**

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). The debt service (principal and interest payments) for General Obligation bonds and notes has been included within the proposed FY 2012-13 budget. Detail of general debt service payments is included behind the “Debt Service Fund Expenditures” tab in this book.

**Capital Projects Fund**

During FY 2011-12, the following projects were completed or are anticipated to be completed:

- The Duck River Riverwalk project is being coordinated by the City in conjunction with other governmental and private entities. “SAFETEA-LU” funding from the Federal Transportation Act has provided approximately \$5.7 million for transportation enhancements administered by the Tennessee Department of Transportation. Between FY 2006-07 and FY 2010-11, the City allocated approximately \$1.4 million total in required matching funds. It is anticipated that the enhancements, which include walkways, streetscapes, utility relocations and bridge improvements will be complete before the end of the fiscal year. Utility relocation agreements total approximately \$1 million and construction costs (bid award made to Civil Constructors, Inc. on August 5, 2010) are nearly \$4.5 million. Engineering, design and construction oversight services make up approximately \$1 million of the project cost. A budget allocation of \$500,000 has been included within the FY 2012-13 budget. This amount will be adjusted based upon final expenditures at June 30<sup>th</sup>.
- The Safe Routes to School grant project (funding from the Federal Highway Administration administered by the Tennessee Department of Transportation) is also nearing completion. The amended grant award of \$350,000 is being used to construct

and reconstruct sidewalks and crosswalks to provide increased safety and access for children who attend Baker Elementary and Whitthorne Middle schools. Bid award for this project was made on July 21, 2011.

- The renovation and relocation of 700 North Garden Street was completed and City Hall was relocated to the new building. The total project, including acquisition of the building, totaled approximately \$3 million.
- Construction of a Farmers' Market pavilion (\$217,000) at Riverwalk Park was completed. The bulk of funding for this project came from a USDA Rural Business Enterprise Grant (\$99,000) and a Tennessee Department of Agriculture grant (\$99,000).

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

- \$1,700,000 in Surface Transportation Program projects,
- \$450,000 for expenditures related to a Neighborhood Stabilization Grant from the U.S. Department of Housing and Urban Development (HUD),
- \$360,000 for improvements to a Youth Empowerment Center (funded with a grant from HUD and matching funds), and
- \$91,500 for Roadscape Improvements at Bear Creek Pike and Interstate 65.

New capital projects for FY 2012-13:

- Due to a mandate by the Federal Communication Commission (FCC), the Police and Fire departments must upgrade their current radio stock to narrow band capable units. To minimize radio coverage area loss, the departments are recommending replacing their current analog radios with a digital system and linking the current antenna towers together through microwave technology. During FY 2012-13, \$465,000 has been incorporated within the Capital Projects Fund for this initiative with funding budgeted to come from a Capital Outlay Note.
- The Police Department will be consolidating its Westover and Pillow Drive locations and relocating to the former City Hall building at 707 North Main Street. Within the FY 2012-13 budget, \$1.5 million has been included within the Capital Projects Fund for this project, with the proposed funding source to be a Capital Outlay Note.

**Wastewater Fund**

On April 7, 2011, after several years of dialogue, a 53% sewer rate increase was approved to enable the Wastewater 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). Per discussion with the City Council throughout the process, annual minimal increases will be presented each year with the budget cycle to maintain adequate funding. Within the proposed FY

2012-13 budget, a .24 adjustment is being included on the volume charge from \$4.90 to \$5.14 (the flat rate remains the same), resulting in an average 3% increase on a typical user’s monthly bill. The increase will provide additional funding for the collection system rehabilitation program so that it can be expanded beyond the Greenlick Basin thereby resolving other chronic overflow and flooding 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.

**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>
2011-12	1.31	2.597	3.907
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

**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 a slight increase in funding for health insurance premiums. As previously discussed with the City Council, our employees’ pay continues to lag behind our peers and we have experienced significant, sustained issues with Police staffing retention.

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.

**Revenues:**

Most revenue line items remained relatively constant when compared with the FY 2011-12 budget. Property tax collections were budgeted with the .04 (3.1%) increase and a slight (.98%) increase anticipated in collections. Local Sales Tax was increased by 1.43%. An overall discussion of revenue items will be incorporated within our budget meetings. Within the General Fund, \$1,632,568 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.
- Approximately \$290,000 within General Government-Reserves for matching funds for previously-approved grant applications (\$125,000 for a TDOT Enhancement Grant, \$160,000 for a portion of the pending FEMA Hazard Mitigation Grant and \$6,512 for a Recreation Trails Program grant),
- An increase of \$11,280 within the Police Department for field access to the National Crime Information Center database, an anticipated increase in the E-Com dispatching contract (\$5,162) and a \$15,000 reserve allocation for relocation of the department once the renovation of 707 North Main Street has been completed.

After balancing the General Fund budget with the use of prior year revenues, it is expected that the City’s fund balance will be close to the minimum recommended level of 25% of the budget (\$6.7 million), or 3 months of operating expenditures, depending on final revenue and expenditure figures for FY 2011-12. 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 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 2012-13 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.

**2012-2013 PROGNOSIS**

Sales tax collections appear to have stabilized. Revenues from Local Sales Tax for the current fiscal year are projected to be \$7 million (collections were \$6.9 million for FY 2010-11) and FY 2012-13 includes a budget of \$7.1 million for those collections. Maury County continues to have a higher unemployment rate than many counties to the north (10.2% for February as compared with 14.2 for February 2011). Most capital equipment replacement and facility maintenance items have again been deferred. Current revenue indicators show a projected increase in General Fund revenues for the City of Columbia in FY 2012-13 as compared with the current fiscal year budget as a result of the increase in the property tax rate.

**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 Finance Director Patti Amorello, 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 2012-13 Budget for your consideration.

# **BUDGET ISSUES**

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## **BUDGET ISSUES**

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

## BUDGET ISSUES

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### 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.

Police retention has been a primary concern for several years as further addressed in the budget message. A pay adjustment was incorporated within the proposed FY 2012-13 budget to bring entry level pay for Police Officers, Sergeants and Lieutenants to market average. A 4% cost of living increase was budgeted for all other employees. The City Council subsequently reduced the 4% increase to 2% for those earning \$75,000 or more.

A 3% increase in health insurance premiums was budgeted for FY 2012-13. Extensive discussion followed when actual renewal rates that were received reflected a significant increase. Funding for the increase was provided by reductions to other areas within the proposed budget. The City Council changed the previous formula for employee contribution for family health insurance to pass on only a 3% increase to employees. The remainder was absorbed via departmental budget reductions.

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

FY 12/13	Adjustment to bring entry level Police pay to market average, 4% COLA for all other employees except for those earning \$75,000 or more, who received 2%. An additional 34% was funded for employee health insurance, including the majority of the increase in cost for family coverage.
FY 11/12	2% COLA on July 1 <sup>st</sup> , 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 <sup>st</sup> , 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 <sup>st</sup> , 3% adjustment on anniversary date.
FY 06/07	1.5% COLA on July 1 <sup>st</sup> , 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).

**RECOMMENDATION:** Budgeted per above.

## BUDGET ISSUES

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### ISSUE NO. 2

#### CAPITAL IMPROVEMENTS PROGRAM (CIP) - \$9,899,681

**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.

<b>PROJECT CATEGORY</b>	<b>2011-12 Estimated</b>	<b>2012-13 Proposed</b>	<b>2013-14 Estimated</b>	<b>2014-15 Estimated</b>	<b>2015-16 Estimated</b>	<b>2016-17 Estimated</b>
Municipal Buildings	\$ 1,910,742	\$ 1,500,000	\$ 0	\$ 0	\$ 0	\$ 0
Transportation System	1,515,879	2,033,300	340,000	340,000	340,000	340,000
Stormwater Utility	0	0	0	0	0	0
Parks and Recreation	4,197,124	500,000	1,075,000	175,000	75,000	0
Wastewater System	3,270,463	7,816,381	1,000,000	1,000,000	1,000,000	1,000,000
<b>GRAND TOTAL</b>	<b>\$ 10,894,208</b>	<b>\$ 11,849,681</b>	<b>\$ 2,415,000</b>	<b>\$ 1,515,000</b>	<b>\$ 1,415,000</b>	<b>\$ 1,340,000</b>

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 Surface Transportation Program (STP) funds. As a result, amounts represented above may not appear as budgeted City funds.

Many projects shown in the FY 2011-12 column are multi-year projects and several of those projects currently in process will have outstanding balances at June 30, 2012. Unexpended project balances at June 30, 2012 will be appropriated into the 2012-13 fiscal year budget via an appropriation amendment.

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

Funds have been included in the FY 2012-13 Annual Budget as follows:

<b>Breakdown by Category:</b>		
<b>Municipal Buildings</b>	\$ <u>1,500,000</u>	Police Department relocation-Capital Projects Fund
	\$ 1,500,000	<b>Total Municipal Buildings</b>
<b>Transportation System</b>	\$ 300,000	Street Resurfacing– State Street Aid Fund
	160,000	City match-STP Projects-State Street Aid Fund
	18,300	City match-Roadscapes grant-Capital Projects Fund
	<u>15,000</u>	Traffic Control – State Street Aid Fund
	<b>\$ 493,300</b>	<b>Total Transportation System</b>
<b>Parks &amp; Recreation</b>	\$ <u>90,000</u>	Duck River Riverwalk-matching-Capital Proj Fund
	<b>\$ 90,000</b>	<b>Total Parks &amp; Recreation</b>
<b>Wastewater System</b>	\$ 32,000	East Bigby Interceptor
	1,250,000	Greenlick sewer rehabilitation
	750,000	Royal Oaks sewer rehabilitation
	4,942,125	Greenlick Basin improvements (pump station)
	375,000	Inflow & Infiltration System Study
	342,256	Duck River Wetwell rehabilitation
	<u>125,000</u>	SCADA System
	<b>\$ 7,816,381</b>	<b>Total Wastewater Fund</b>
<b>Breakdown by Fund:</b>		
State Street Aid Fund	\$ 475,000	
Capital Projects Fund	1,608,300	
Wastewater Fund	<u>7,816,381</u>	
	<b>\$9,899,681</b>	<b>Total City budgeted funds FY 2012-13</b>

## BUDGET ISSUES

### ISSUE NO. 3

#### CAPITAL EQUIPMENT AND REPLACEMENT PROGRAM (CERP) - \$167,000

**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 2012-13 by department is detailed below. The entire CERP program is included within this budget document and should be reviewed in detail.

	2011-12	2012-13	2013-14	2014-15	2015-16	2015-16
<b>General Fund:</b>	<b><u>Budgeted</u></b>	<b><u>Proposed</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
Mgt. Information Systems	\$ 0	\$ 0	\$ 25,000	\$ 0	\$ 0	\$ 0
Grants & Planning	0	0	0	0	0	0
Police	126,690	0	373,898	385,196	425,085	408,646
Fire	0	0	137,500	62,000	0	600,000
Public Works-Streets *	0	0	233,000	265,000	60,000	120,000
Engineering	0	0	20,000	0	0	0
Code Administration	0	0	20,000	0	0	0
Parks & Recreation	<u>9,000</u>	<u>0</u>	<u>187,000</u>	<u>75,650</u>	<u>93,400</u>	<u>0</u>
<b>Total General Fund</b>	<b>\$135,690</b>	<b>\$ 0</b>	<b>\$ 996,398</b>	<b>\$ 787,846</b>	<b>\$578,485</b>	<b>\$1,128,646</b>
	2011-12	2012-13	2013-14	2014-15	2015-16	2015-16
<b>Special Revenue Funds:</b>	<b><u>Budgeted</u></b>	<b><u>Proposed</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
State Street Aid	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Drug	0	20,000	75,000	70,000	60,000	40,000
Public Works-Sanitation*	<u>90,000</u>	<u>0</u>	<u>70,000</u>	<u>1,000,000</u>	<u>40,000</u>	<u>0</u>
<b>Total Special Rev Funds</b>	<b>\$ 90,000</b>	<b>\$ 20,000</b>	<b>\$ 145,000</b>	<b>\$1,070,000</b>	<b>\$100,000</b>	<b>\$ 40,000</b>
	2011-12	2012-13	2013-14	2014-15	2015-16	2015-16
<b>Enterprise Fund:</b>	<b><u>Budgeted</u></b>	<b><u>Proposed</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>	<b><u>Estimated</u></b>
Wastewater	\$ 0	\$ 147,000	\$ 397,000	\$ 378,500	\$ 158,500	\$ 158,500
<b>Total Enterprise Fund</b>	<b>\$ 0</b>	<b>\$ 147,000</b>	<b>\$ 397,000</b>	<b>\$ 378,500</b>	<b>\$ 158,500</b>	<b>\$ 158,500</b>
<b>Total CERP Expenses</b>	<b>\$225,690</b>	<b>\$167,000</b>	<b>\$1,538,398</b>	<b>\$2,236,346</b>	<b>\$836,985</b>	<b>\$1,327,146</b>

**ACTION:** Within the General Fund, \$167,000 included within the proposed budget for replacement equipment was subsequently eliminated for health insurance funding. Within Special Revenue Funds, \$20,000 has been incorporated within the proposed FY 2012-13 budget and \$147,000 has been budgeted within the Wastewater Enterprise Fund for FY 2012-13 per the above schedule.

## BUDGET ISSUES

### ISSUE NO. 4

#### MANAGEMENT INFORMATION SYSTEMS (MIS) SCHEDULE - \$249,600

**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 was transitioned from a 5-year replacement schedule to a 3-year replacement schedule.

DEPARTMENT	Budgeted 2011-12	Proposed 2012-13	Estimated 2013-14	Estimated 2014-15
City Council	\$ 0	\$ 1,700	\$ 0	\$ 0
MIS	500	3,700	18,200	500
City Manager	5,500	3,900	3,700	5,400
Finance	1,000	3,700	8,800	1,000
City Recorder	7,100	1,500	13,600	7,100
Personnel	1,500	0	9,100	1,500
General Government*	114,250	98,500	57,900	168,550
Police	57,300	65,200	87,900	27,300
Fire	14,000	29,700	15,100	14,000
Public Works	1,700	10,000	17,600	3,400
Development Services	7,100	11,800	15,600	7,100
Parks and Recreation	<u>18,800</u>	<u>3,400</u>	<u>1,700</u>	<u>16,800</u>
<b>SUBTOTAL</b>	<b>\$228,750</b>	<b>\$233,100</b>	<b>\$249,200</b>	<b>\$252,750</b>
Wastewater	<u>\$19,750</u>	<u>\$16,500</u>	<u>\$16,500</u>	<u>\$19,750</u>
<b>SUBTOTAL</b>	<b>\$19,750</b>	<b>\$16,500</b>	<b>\$16,500</b>	<b>\$19,750</b>
<b>GRAND TOTAL</b>	<b>\$248,500</b>	<b>\$249,600</b>	<b>\$265,700</b>	<b>\$272,500</b>

\* 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 \$228,750 within the General Fund (Management Information Systems Department) and \$19,750 within the Wastewater Fund as detailed above.

# **BUDGET FORMAT AND OVERVIEW**

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## **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.

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# **REVENUES**

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**GENERAL FUND**

**(110)**

**REVENUES**

<b>Account Number</b>	<b>Account Name</b>	<b>Actual Revenues 2010-2011</b>	<b>Budgeted Revenues 2011-2012</b>	<b>Estimated Revenues 2011-2012</b>	<b>Budgeted Revenues 2012-2013</b>	<b>% Adj. from Prior FY</b>
31100	Property Taxes - Current	8,678,894	8,615,623	8,640,000	8,724,928	0.98 %
31200	Property Taxes - Delinquent	568,010	400,000	407,226	400,000	-1.77 %
31300	Penalty & Interest on Delinquent	87,615	50,000	55,220	50,000	-9.45 %
31511	Tax Equivalent - Electrical	1,089,559	1,089,000	1,152,204	1,152,204	0.00 %
31512	Tax Equivalent - Water System	130,029	130,000	133,911	133,911	0.00 %
31513	Tax Equivalent - Wastewater System	435,766	466,013	466,013	460,784	-1.12 %
31514	Atmos Gas	424,961	450,000	426,089	430,000	0.92 %
31520	Tax Equivalent - Industrial Park	46,998	25,000	36,000	25,000	-30.56 %
31610	Local Sales Tax	6,889,626	6,800,000	7,000,000	7,100,000	1.43 %
31611	Telecommunication Sales Tax	2,144	2,300	1,540	1,540	0.00 %
31710	Beer Tax Local	794,237	770,000	781,000	785,000	0.51 %
31720	Retailers Alcoholic Beverage	200,787	197,000	205,000	206,000	0.49 %
31730	Mixed Drink Tax	41,187	43,000	44,300	44,000	-0.68 %
31820	Gross Receipts Tax	653,559	500,000	530,000	530,000	0.00 %
31830	Gross Receipts - Interest	537	150	338	200	-40.83 %
31912	Cable TV Franchise	449,202	420,000	451,000	450,000	-0.22 %
31930	Excise Tax	891	20,000	20,000	20,000	0.00 %
32210	Application Fee - Beer Permit	11,450	4,000	6,500	7,000	7.69 %
32220	Liquor Privilege Tax	15,425	15,000	15,000	15,000	0.00 %
32230	Beer Privilege Tax	12,034	10,000	11,125	10,000	-10.11 %
32400	Fireworks Permit	30,000	20,000	20,000	20,000	0.00 %
32410	Animal Registration	2,667	2,800	2,300	2,300	0.00 %
32600	Building & Inspection Permits	140,435	140,000	134,000	140,000	4.48 %
32600-1	Engineering Inspection Fees	0	0	0	0	0.00 %
32600-2	Street Cut Fees	400	100	100	100	0.00 %
32611	Gas & Mechanical Code Permits	5,874	6,000	6,000	6,000	0.00 %
32612	Subdivision , Construction & Grading	0	0	0	0	0.00 %
32612-1	Stormwater Management Fees	5,625	4,000	4,800	5,000	4.17 %
32660	Zoning Permits & Fees	20,174	16,000	16,000	16,000	0.00 %
32720	Alarm Permits	33,313	33,000	30,000	30,000	0.00 %
33191	FEMA Grant -Firefighter Asst Grant	257,991	0	0	0	0.00 %
33193	FEMA/TEMA Grant	77,459	0	0	0	0.00 %
33199	2009 Byrne/Jag	0	78,490	78,490	0	-100.00 %
33200	Bullet Proof Vest Grant	862	0	0	0	0.00 %
33201	Arra-Byrne/Jag Recovery G	35,787	23,318	23,318	0	-100.00 %
33204	Federal Equitable Sharing Agreemt	50,828	2,960	22,079	0	-100.00 %
33208	2008 Justice Assistance Grant	151	4,498	4,498	0	-100.00 %
33209	Arra-Cops Hiring Recovery	103,035	75,000	30,000	0	-100.00 %
33211	2010 Byrne/Jag Grant	2,687	26,351	26,351	0	-100.00 %
33212	Arra Energy Efficiency Grant	24,870	75,130	75,130	0	-100.00 %
33213	Hud Community Challenge Grant	15,160	250,000	194,644	0	-100.00 %
33290	OCDEF Overtime Reimb Pro	8,398	0	417	0	-100.00 %
33291	OT Reimb-Safe Streets Task Force	10,626	0	4,003	0	-100.00 %

## GENERAL FUND REVENUES (CONTINUED)

		Actual	Budgeted	Estimated	Budgeted	% Adj.
Account		Revenues	Revenues	Revenues	Revenues	from
Number	Account Name	2010-2011	2011-2012	2011-2012	2012-2013	Prior FY
33293	DEA Task Force	3,060	0	348	0	-100.00 %
33320	TVA Replacement Tax	377,900	370,000	406,645	410,000	0.83 %
33510	Sales Tax Allocation - State	2,200,734	2,177,000	2,242,000	2,300,000	2.59 %
33520	Income Tax Allocation - State	231,611	202,800	231,610	180,000	-22.28 %
33530	Beer Tax Allocation - State	17,245	16,000	17,775	17,000	-4.36 %
34111	Received from Collection Agency	23	0	0	0	0.00 %
34112	Sales of GIS Data	122	10	0	10	0.00 %
34120	Collecting Fee - Gross Receipts	11,645	9,000	9,000	9,000	0.00 %
34190	Received Grass Cutting/Demolition	37,610	15,000	26,500	20,000	-24.53 %
34231	Fingerprinting Revenue	1,395	900	1,035	900	-13.04 %
34232	Sexual Offender Registry	6,000	3,000	3,000	3,000	0.00 %
34722	Fairview Swimming Pool	4,622	4,000	3,500	3,500	0.00 %
34725	Fairview Concession Stand	1,214	1,300	1,000	1,000	0.00 %
34742	Basketball Fees-Parks & Recreation	10,571	10,000	8,989	8,900	-0.99 %
34743	Membership Fitness Fee-Parks & Rec	14,028	11,000	11,000	11,000	0.00 %
34744	Recreation Programs	25,495	28,000	21,000	21,000	0.00 %
34745	Playground Equipment Fund	2,500	0	0	0	0.00 %
34746	Ridley Park	3,350	14,650	14,650	15,000	2.39 %
34747	Ridley Park Concessions	2,524	0	5,000	5,200	4.00 %
35110	Police Court	532,788	528,000	300,000	350,000	16.67 %
35116	Littering Fine	100	0	0	0	0.00 %
35120	Non-Moving Traffic Fines	21,686	20,000	21,000	20,000	-4.76 %
36100	Miscellaneous Interest Earned	83,992	58,000	34,000	35,000	2.94 %
36213	Parking Garage Rental	9,780	9,000	9,000	9,000	0.00 %
36300	Sales & Recovery of Loss of Property	36,296	10,000	17,575	10,000	-43.10 %
36320	Sale-Animal Shelter Bldg	128,079	139,606	139,606	133,843	-4.13 %
36700	Downtown Parking Lot	3,355	2,500	3,370	3,000	-10.98 %
36720	Donations	0	0	0	0	0.00 %
36770	Public Fire Ed. Program	1,200	104	1,148	0	-100.00 %
36900	Miscellaneous Revenues	59,612	28,000	28,000	28,000	0.00 %
36900-1	Copies - Police Reports	7,574	6,000	7,500	7,000	-6.67 %
36900-2	Sale -Aherns Fox Print	0	0	50	0	-100.00 %
36902	Petty Cash Over/Short	0	0	0	0	0.00 %
36908	Capital Outlay Note-Streets/Fire	1,700,000	0	0	0	0.00 %
37110	Prior Years Revenue	2,961,468	1,374,165	1,374,165	1,632,568	18.80 %
37943	Transfer From Cap Proj Fund	0	0	0	0	0.00 %
	<b>Fund Total</b>	<b>29,856,828</b>	<b>25,802,768</b>	<b>25,993,062</b>	<b>25,998,888</b>	<b>0.02 %</b>

**STATE STREET AID FUND**

**(121)**

**REVENUES**

<b>Account Number</b>	<b>Account Name</b>	<b>Actual Revenues 2010-2011</b>	<b>Budgeted Revenues 2011-2012</b>	<b>Estimated Revenues 2011-2012</b>	<b>Budgeted Revenues 2012-2013</b>	<b>% Adj. from Prior FY</b>
33550	State Collected Gas Tax	715,725	675,000	706,000	675,000	-4.39 %
33551	Additional 3-cent Gasoline	185,719	185,000	180,000	180,000	0.00 %
34331	Special Assessments - Street Paving	0	0	0	0	0.00 %
36100	Miscellaneous Interest Earned	6,500	5,000	6,700	5,000	-25.37 %
36101	Interest-LGIP-Garden St	0	0	0	0	0.00 %
36102	Interest-LGIP Industrial	2	0	0	0	0.00 %
36150	Interest on Special Assessments	0	0	0	0	0.00 %
36900	Miscellaneous Revenues	0	0	0	0	0.00 %
37110	Prior Years Revenue	770,719	1,119,430	1,119,430	415,187	-62.91 %
	<b>Fund Total</b>	<b>1,678,664</b>	<b>1,984,430</b>	<b>2,012,130</b>	<b>1,275,187</b>	<b>-36.63 %</b>

**N & V CHIEF'S FUND**

**(122)**

**REVENUES**

<b>Account Number</b>	<b>Account Name</b>	<b>Actual Revenues 2010-2011</b>	<b>Budgeted Revenues 2011-2012</b>	<b>Estimated Revenues 2011-2012</b>	<b>Budgeted Revenues 2012-2013</b>	<b>% Adj. from Prior FY</b>	
35110	Fines	0	5,000	0	0	0.00 %	
36300	Settlements	11,951	20,000	10,000	20,000	100.00 %	
36900	Miscellaneous Revenue	20	0	0	0	0.00 %	
36911	Receipts from Drug Fund	40,000	40,000	40,000	40,000	0.00 %	
	Fund Total	51,971	65,000	50,000	60,000	20.00 %	

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

<b>Account Number</b>	<b>Account Name</b>	<b>Actual Revenues 2010-2011</b>	<b>Budgeted Revenues 2011-2012</b>	<b>Estimated Revenues 2011-2012</b>	<b>Budgeted Revenues 2012-2013</b>	<b>% Adj. from Prior FY</b>
33560	State Allocated Revenue	70,968	70,000	71,180	70,000	-1.66 %
36100	Miscellaneous Interest Earned	145	100	72	75	4.17 %
37110	Prior Years Revenue	4,900	4,900	4,900	4,925	0.51 %
	Fund Total	76,012	75,000	76,152	75,000	-1.51

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

<b>Account Number</b>	<b>Account Name</b>	<b>Actual Revenues 2010-2011</b>	<b>Budgeted Revenues 2011-2012</b>	<b>Estimated Revenues 2011-2012</b>	<b>Budgeted Revenues 2012-2013</b>	<b>% Adj. from Prior FY</b>	
35110	Police Court	12,997	10,000	13,000	13,000	0.00	%
36100	Miscellaneous Interest Earned	1,103	900	1,100	900	-18.18	%
36300	Sale & Recovery Loss Property	24,773	4,000	0	0	0.00	%
36900	Miscellaneous Revenues	915	800	1,250	800	-36.00	%
36908	Receipts MC Drug Task Force	2,529	0	0	0	0.00	%
36909	Receipts Columbia Task Force	39,059	30,000	40,000	35,000	-12.50	%
37110	Prior Years Revenue	53,390	65,265	65,265	71,233	9.14	%
	Fund Total	134,766	110,965	120,615	120,933	0.26	%

**SANITATION FUND**

**(127)**

**REVENUES**

<u>Account Number</u>	<u>Account Name</u>	<u>Actual Revenues 2010-2011</u>	<u>Budgeted Revenues 2011-2012</u>	<u>Estimated Revenues 2011-2012</u>	<u>Budgeted Revenues 2012-2013</u>	<u>% Adj. from Prior FY</u>
31325	Penalty on User Fee	41,878	35,000	37,500	35,000	-6.67 %
34430	Residential User Fee	2,145,062	2,128,000	2,130,000	2,130,000	0.00 %
34431	Commercial User Fee Class 1	208,027	200,000	202,000	200,000	-0.99 %
34432	Commercial User Fee Class 2	594,111	580,000	590,000	580,000	-1.69 %
36100	Interest Income	5,212	4,000	5,275	4,000	-24.17 %
36300	Sales & Recovery of Loss	120,580	0	1,206	0	-100.00 %
36900	Miscellaneous	1,908	500	603	500	-17.08 %
36901	Sanitation Equipment Loan	188,490	0	0	0	0.00 %
37110	Prior Years Revenue	355,958	416,484	416,484	340,443	-18.26 %
	<b>Fund Total</b>	<b>3,661,226</b>	<b>3,363,984</b>	<b>3,383,068</b>	<b>3,289,943</b>	<b>-2.75 %</b>

**DEBT SERVICE FUND****(211)****REVENUES**

<b>Account Number</b>	<b>Account Name</b>	<b>Actual Revenues 2010-2011</b>	<b>Budgeted Revenues 2011-2012</b>	<b>Estimated Revenues 2011-2012</b>	<b>Budgeted Revenues 2012-2013</b>	<b>% Adj. from Prior FY</b>
36100	Miscellaneous Interest Earned	3,694	4,000	4,000	3,000	-25.00 %
37110	Prior Years Revenue	220,000	0	0	9,550	0.00 %
37940	Transfer From General Fund	671,763	1,000,035	1,000,035	987,534	-1.25 %
37941	Transfer From Sanitation	168,155	226,940	226,940	207,840	-8.42 %
	<b>Fund Total</b>	<b>1,063,612</b>	<b>1,230,975</b>	<b>1,230,975</b>	<b>1,207,924</b>	<b>-1.87 %</b>

**CAPITAL PROJECTS FUND**

**(311)**

**REVENUES**

<u>Account Number</u>	<u>Account Name</u>	<u>Actual Revenues 2010-2011</u>	<u>Budgeted Revenues 2011-2012</u>	<u>Estimated Revenues 2011-2012</u>	<u>Budgeted Revenues 2012-2013</u>	<u>% Adj. from Prior FY</u>
33120	Safetea-Lu Funds - Riverwalk*	1,512,054	3,592,052	3,187,052	405,000	-87.29 %
33432	TDEC Grant - Youth Emp Center	29,598	270,402	7,802	262,601	3,266.03 %
33434	Safe Routes to School Grant	11,423	323,375	323,375	0	-100.00 %
33435	USDA Grant-Farmer's Market	13,385	85,615	85,615	0	-100.00 %
33436	THDA-Neighborhood Stabliz Grant	21,200	497,816	47,816	450,000	841.11 %
33437	TN Dept Ag-Farmers Mkt Grant	0	99,000	99,000	0	-100.00 %
33438	TDOT-Surface Transp Funds	0	1,688,709	151,469	1,540,000	916.71 %
33439	TDOT-Roadscapes Grant	0	73,200	0	73,200	0.00 %
36100	Miscellaneous Interest Earned	12,283	5,000	8,000	5,000	-37.50 %
36102	Interest-2008 GO Bond proceeds	418	0	0	0	0.00 %
36103	Interest-2010 GO Bond	3,859	0	0	0	0.00 %
36900	Miscellaneous Revenues	0	6,000	0	0	0.00 %
36907	Recd From Others-Grant Matching	0	0	0	0	0.00 %
36908	Debt Proceeds	0	0	0	1,965,000	0.00 %
37110	Prior Years Revenue	2,385,225	2,871,481	2,871,481	205,700	-92.84 %
37940	Transfer From General Fund***	1,660,343	108,060	0	0	0.00 %
37941	Tsf fm Other Funds (SSA-STP match)	0	204,000	44,000	160,000	263.64 %
	<b>Fund Total</b>	<b>5,649,788</b>	<b>9,824,710</b>	<b>6,825,609</b>	<b>5,066,500</b>	<b>-25.77 %</b>

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

<b>Account Number</b>	<b>Account Name</b>	<b>Actual Revenues 2010-2011</b>	<b>Budgeted Revenues 2011-2012</b>	<b>Estimated Revenues 2011-2012</b>	<b>Budgeted Revenues 2012-2013</b>	<b>% Adj. from Prior FY</b>
32600	Sewer Permits	6,150	4,000	4,250	4,500	5.88 %
32601	Inspection Fee Sewer Main Exten	2,394	1,000	0	1,000	0.00 %
33118	Comm Dev Block Grant (CDBG)	0	0	0	0	0.00 %
33193	FEMA Grant	14,758	0	0	0	0.00 %
33400	TDOT Utility Relocation C	0	0	0	0	0.00 %
36133	Interest-2008 Sewer Rev B	852	0	20,000	0	-100.00 %
36300	Sale & Recovery of Loss Property	35,066	0	0	0	0.00 %
36900	Miscellaneous	18,181	0	1,271	0	-100.00 %
36912	2011 Sewer Revenue & Tax Bond	0	7,000,000	7,000,000	0	-100.00 %
37110	Prior Years Revenue	5,519,004	2,959,658	2,959,658	8,898,400	200.66 %
37110-1	Sew Imp #1 Prior Year Revenue	0	0	0	0	0.00 %
37110-2	Sewer Imp Fee #2 Prior Year	32,511	32,511	32,511	32,511	0.00 %
37110-6	Prior Year - Expansion Saturn	214,000	214,000	214,000	214,000	0.00 %
37210	Sewer Charge	5,508,453	7,808,126	7,810,000	7,900,000	1.15 %
37211	Saturn Sewer Service Charge	418,909	539,000	480,000	500,000	4.17 %
37221	Sewer Installation Charge	10,015	10,000	10,000	10,000	0.00 %
37231	Industrial User Fees	47,533	30,000	38,000	38,000	0.00 %
37293	Contributed Sewer Line	210,245	0	0	0	0.00 %
37294	Sewer Tap Fee	148,531	110,000	100,000	110,000	10.00 %
37298	Sewer Assessment	0	0	0	0	0.00 %
37910	Interest	66,891	68,000	42,123	50,000	18.70 %
37916	Int Sewer Imp #2	33	15	30	15	-50.00 %
37918	Interest - Expansion Saturn	1,185	1,000	596	0	-100.00 %
	<b>Fund Total</b>	<b>12,254,709</b>	<b>18,777,310</b>	<b>18,712,439</b>	<b>17,758,426</b>	<b>-5.10 %</b>

**GENERAL FUND**

**EXPENDITURES**

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**GENERAL FUND  
DEPARTMENT: CITY COUNCIL**

**FINANCIAL SUMMARY**

<b>Category</b>	<b><u>Budget FY 2011</u></b>	<b><u>Actual FY 2011</u></b>	<b><u>Budget FY 2012</u></b>	<b><u>Estimated FY 2012</u></b>	<b><u>Budget FY 2013</u></b>
Personnel Services	\$ 69,793	\$ 69,678	\$ 72,414	\$ 72,415	\$ 76,648
Services & Supplies	<u>261,965</u>	<u>256,493</u>	<u>260,557</u>	<u>260,374</u>	<u>267,800</u>
<b>TOTAL</b>	<b>\$331,758</b>	<b>\$329,171</b>	<b>\$332,971</b>	<b>\$332,789</b>	<b>\$344,448</b>

**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 2012-13 budget includes the following special appropriations and contractual obligations. Items were funded at the same level as FY 2011-12 with the exception of Maury County Senior Citizens, which was increased from \$36,000 to \$37,000.

Special Appropriations:           \$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

Contractual Agreements:       \$192,000

Maury Alliance	\$100,000	Maury County Senior Citizens	\$37,000
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, \$18,000 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**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$46,378	\$46,200	\$46,200	\$46,200
141	FICA	3,239	3,534	3,535	3,534
142	Group Insurance	19,053	21,600	21,600	25,834
145	Dental Insurance	1,008	1,080	1,080	1,080
148	Vision Insurance	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Personnel:</b>	<b>\$69,678</b>	<b>\$72,414</b>	<b>\$72,415</b>	<b>\$76,648</b>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 0	\$ 0	\$ 435	\$ 200
245	Telephones	252	300	231	300
250	Professional Services	15,765	16,357	16,500	18,000
269	Maintenance & Repair-Other	0	0	0	0
280	Travel	7,811	7,000	6,746	7,000
290	Other Services	20,561	21,600	21,143	26,000
310	Office Supplies	426	400	360	400
320	Operating Supplies	217	400	394	400
326	Wearing Apparel	0	0	0	0
510	Insurance & Bonds	0	0	0	0
530	Rentals	0	0	0	0
720	Special Appropriations	23,500	23,500	23,500	23,500
721	Contractual Agreements	190,961	191,000	191,000	192,000
733	Awards	<u>0</u>	<u>0</u>	<u>65</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	<b>\$259,493</b>	<b>\$260,557</b>	<b>\$260,374</b>	<b>\$267,800</b>
	<b>GRAND TOTAL</b>	<b>\$329,171</b>	<b>\$332,971</b>	<b>\$332,789</b>	<b>\$344,448</b>

**GENERAL FUND  
DEPARTMENT: LEGAL SERVICES**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$ 53,509	\$ 53,323	\$ 53,891	\$ 53,891	\$ 54,949
Services & Supplies	<u>241,535</u>	<u>208,818</u>	<u>227,600</u>	<u>204,500</u>	<u>218,723</u>
<b>TOTAL</b>	\$295,044	\$ 262,141	\$281,491	\$258,391	\$273,222

**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**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$ 40,104	\$44,644	\$43,664	\$44,644
119	Miscellaneous	4,712	0	962	0
141	FICA	3,219	3,415	3,310	3,415
142	Group Insurance	4,856	5,400	5,524	6,458
145	Dental Insurance	<u>432</u>	<u>432</u>	<u>432</u>	<u>432</u>
	<b>Total Personnel:</b>	\$ 53,323	\$53,891	\$53,891	\$54,949
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 0	\$ 0	\$ 0	\$ 0
250	Professional Services	205,228	222,600	204,000	215,723
280	Travel	0	500	300	500
290	Other Services	3,590	4,500	200	2,500
320	Operating Supplies	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	\$208,818	\$227,600	\$204,500	\$218,723
	<b>GRAND TOTAL</b>	\$262,141	\$281,491	\$258,391	\$273,222

**GENERAL FUND  
DEPARTMENT: CITY MANAGER**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$340,626	\$336,762	\$355,563	\$351,204	\$356,781
Services & Supplies	88,469	76,372	80,900	52,145	65,020
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	\$429,095	\$413,134	\$436,463	\$403,349	\$421,801

**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. Prepare recommendations to the Council related to specific legislative issues, financial programs, capital expenditures and improvements, as well as other administrative matters.

This office also coordinates 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 represents the City at official meetings and conferences, while working with other governmental agencies, including the Tennessee Municipal League, other cities, state and county governments.

Additional support is provided by the Assistant City Manager position. The primary job duties of the Assistant City Manager include development and facilitation of a proactive city-wide public information program. The position also provides policy research and development support to the City Manager and functions as the City’s grant coordinator. The effective use and coordination of grant funds has many positive impacts including: helping to limit pressure to increase the tax rate; funding capital projects and purchases that would not be possible otherwise; and building the capacity to garner future grants.

**GENERAL FUND**  
**DEPARTMENT: CITY MANAGER**

**FY 2011-12 ACCOMPLISHMENTS**

- Ridley Park Sports Complex completed successful league and tournament play during the summer and fall seasons. In addition, Ridley Park was awarded Tennessee's "Project of the Year" for 2011 by the Tennessee Chapter of the Public Works Association for demonstrating outstanding project planning, construction, and management.
- Wastewater rates were adjusted, bonds were issued and work begun to correct the deficiencies that caused the building permit moratorium in the Greenlick Basin. The Tennessee Department of Environment and Conversation granted partial relief on the moratorium.
- The City maintained an Aa2, stable credit rating from Moody's Investors Service.
- 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 2012 will be completed and adopted by Council prior to July 2012. Its implementation then becomes a major ongoing effort of the City Manager's Office.
- The City of Columbia hosted a regional meeting 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.
- Completed customer service training for all city employees.
- Managed the City's transition to a self-funded employee health insurance program; enhancing City Council's ability to manage the overall structure of the benefit plan and to control future costs.
- Supported the development of an Employee Wellness Committee and Wellness Program to encourage healthier behaviors within the employee population.
- Supported organization culture change by facilitating the creation of a voluntary employee committee, the "Columbia Action Team," whose mission is to "advocate, communicate, and monitor the progress of new initiatives from the cultural view of enhancing the effectiveness of the City of Columbia."
- Coordinated federal and state agency support for revitalization of James Campbell Boulevard, as identified in the Boulevard 2050 Plan, in an effort to build partnerships and attract future funding and resources for implementation of the Plan's recommendations.
- The renovation of 700 N. Garden Street was completed. It opened as the Columbia City Hall on March 27, 2012 and was dedicated on April 5, 2012.

**GENERAL FUND**  
**DEPARTMENT: CITY MANAGER**

**ONGOING PROJECTS**

- As a result of moving City Hall to 700 N. Garden Street, the City will strategically relocate Police Headquarters into the former City Hall at 707 N. Main Street in downtown Columbia. The City Manager's Office continues to work with Police Department staff to coordinate space planning and renovations necessary to prepare the building to efficiently and successfully operate as a Police Headquarters.
- Construction of downtown improvements related to the Duck RiverWalk project continues and is anticipated to be complete in early FY 2012-2013.
- Construction of a pavilion for the Columbia Farmers' Fresh Market was completed in January 2011 with a dedication ceremony anticipated to be held in June 2012.
- Participation in Maury Alliance's Economic Development Council and the Maury County Public Relations Committee; recent activities include hiring a retail attraction specialist and public relations consultant.
- Continue to study options for creating a municipal Stormwater Utility.
- Coordination of the City's partnership with Columbia Housing, the Boys & Girls Club of Maury County and Maury County HeadStart for the Youth Empowerment Center project.
- Coordination of the Neighborhood Stabilization Program in partnership with Columbia Housing and Redevelopment Corporation on revitalization projects in Columbia.
- Promotion and marketing of the City's curbside recycling program.
- Publication of a quarterly city newsletter.
- Participation in updating the Maury County Hazard Mitigation Plan.
- Coordination of the City's application for flood-related assistance under FEMA's Hazard Mitigation Grant Program.
- Evaluation and recommendations on Employee Compensation and Benefits Plan.
- Ongoing participation in professional development and training programs.
- Development of administrative policies and procedures continues as needed.

**GENERAL FUND  
DEPARTMENT: CITY MANAGER**

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$242,045	\$254,156	\$245,135	\$260,286
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	2,668	0	4,759	0
115	Sick Pay	1,030	0	2,370	0
116	Holiday Pay	2,850	0	1,892	0
118	Longevity Pay	800	950	950	850
119	Miscellaneous	8,148	8,112	8,112	8,112
141	FICA	17,698	19,516	17,829	20,598
142	Group Insurance	20,106	23,700	22,646	21,114
143	Retirement	19,977	23,805	22,188	20,309
145	Dental Insurance	828	864	864	648
149	Other Pensions	<u>20,612</u>	<u>24,460</u>	<u>24,459</u>	<u>24,864</u>
	<b>Total Personnel:</b>	<b>\$336,762</b>	<b>\$355,563</b>	<b>\$351,204</b>	<b>\$356,781</b>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 31	\$ 0	\$ 200	\$ 150
245	Telephones	1,357	1,500	1,568	1,600
250	Professional Services	61,441	52,000	23,481	33,700
269	Maintenance & Repair-Other	0	0	0	0
280	Travel	4,626	12,000	11,968	12,500
290	Other Services	7,777	13,700	13,571	16,170
310	Office Supplies	94	700	452	500
320	Operating Supplies	211	1,000	905	400
321	Operating Supplies Controllable	835	0	0	0
326	Clothing	0	0	0	0
530	Rentals	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	<b>\$ 76,372</b>	<b>\$ 80,900</b>	<b>\$ 52,145</b>	<b>\$ 65,020</b>
	<b>GRAND TOTAL</b>	<b>\$413,134</b>	<b>\$436,463</b>	<b>\$403,349</b>	<b>\$421,801</b>

**GENERAL FUND  
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$311,199	\$299,957	\$325,493	\$320,450	\$332,938
Services & Supplies	63,800	112,295	55,000	54,715	51,150
Capital Outlay	<u>132,800</u>	<u>18,050</u>	<u>285,750</u>	<u>285,750</u>	<u>373,100</u>
<b>TOTAL</b>	\$507,799	\$430,302	\$666,243	\$660,915	\$757,188

**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.

**FY 2011-12 ACCOMPLISHMENTS**

- Deployment of Police Patrol Laptops - Improved availability of access to TBI information database; officers can remain in the field longer to maintain a presence in the community while entering data into PolicePak; lays the groundwork for future applications.
- Updated Applications for Compatibility with 64-bit Windows 7 Operating Systems (ADP, Laserfiche, Cisco AnyConnect VPN client, Java, Adobe Flash, etc.) - It was critical to update the application software to be compatible with the new 64-bit Windows 7 computers being deployed; there are additional benefits to the 64-bit applications, including increased operating speed and the ability to use additional memory for selected software (faster performance).
- Anti-Virus Deployment - ePolicy Orchestrator - To deploy the latest available anti-virus client software, the ePolicy Orchestrator was implemented to speed and facilitate the installation, upgrade, and maintenance of McAfee VirusScan on our fleet of computers. It also greatly enhanced our ability to combat an increased incidence of viruses and malware.
- Servers Moved to Data Center - Improved access in speed and reliability for Police and E911 applications. It also ensured availability of the servers to emergency personnel in the event of power loss at City Hall.
- Upgraded CAD (Computer-Aided Dispatch), Microsoft SQL and PolicePak - The upgrades provided additional features that are used by Police, Fire, and E911.
- Upgraded Firewall and Added Intrusion Detection/Prevention System - The enhancements provide greater security to the City's network.

**GENERAL FUND**  
**DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

**FY 2011-12 ACCOMPLISHMENTS (continued)**

- Upgrade of Voice over Internet Protocol (VoIP) telephone systems - The VoIP phone operating systems were upgraded because their former operating systems were no longer supported by the vendor. The upgrade allowed the City to keep the systems under maintenance.
- Three-Year MIS Replacement Schedule - The 2011-12 budget was approved to include a three-year equipment replacement cycle. The result is newer and faster equipment for City staff, promoting efficiency and better technology. The replacement cycle was previously set at five years.
- Increased Internet bandwidth - Internet bandwidth was increased from 3Mbps to 20Mbps, resulting in faster response time and increased availability of Internet services, including online training, streaming video and audio.
- Installation of software (ipTTY) to allow communication with the deaf and hearing-impaired over VoIP Phone Systems - Software was installed for each department to facilitate communications with members of the public who are either deaf, hearing impaired, or visually impaired. This keeps us in compliance with new ADA regulations and requirements.
- eAgent NCIC access for Patrol Officers - Installed software on approximately 100 desktops and laptops so that officers can directly access TBI information. This allows the officers to remain in the field longer as well as reduced response time in obtaining needed information.
- Voice, Data and Multimedia Services for the New City Hall - Planning, design work, specifications and implementation of the phone, data, and multimedia systems for the new City Hall so that essential services will be available to employees.
- Installation of PinPoint Software - Increased accuracy of caller-ID information for VoIP phone system users.
- New Software for testing employee candidates' skills - Installed and configured ProveIt! Software for the Personnel Department. These are used for testing candidates' Microsoft Office and other computer-based skills.
- GIS Upgrade - New features available for GIS users.

**GENERAL FUND**  
**DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

**ONGOING PROJECTS**

- MIS Replacement Schedule - FY2012 equipment has been approved by Council and ordered. Installation will follow immediately upon receipt.
- Microsoft Exchange Upgrade - Migration/upgrade of Exchange 2003 to Exchange 2010. This version will more readily support the use of iPhone devices. The new Exchange server will be virtualized in order to take advantage of Disaster Recovery capabilities.
- Remodeling and transition of the Police Department into the old City Hall - MIS is responsible for the communications portion of the move: phones, data services, and wiring specifications.
- Upgrading domain controllers to Microsoft Windows 2008 Server – This is necessary in order to administer Active Directory group policy on Windows 7 computers.
- Online Transactions – MIS has worked with the Finance and City Recorder’s Departments and VitalChek to facilitate processing of tax and City Court payments. Other transactions will follow, including various types of permits.
- VoIP Hardware Upgrade – Replacement of 5-year old VoIP servers.

**GENERAL FUND  
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$220,648	\$235,168	\$235,168	\$239,747
112	Overtime Pay	0	0	0	0
114	Vacation Pay	1,678	0	0	0
115	Sick Pay	189	0	0	0
118	Longevity Pay	2,450	2,800	2,600	3,000
119	Miscellaneous	904	0	0	0
141	FICA	16,985	18,204	17,933	18,570
142	Group Insurance	19,495	23,434	21,551	27,499
143	Retirement	36,797	45,023	42,370	43,258
145	Dental Insurance	<u>811</u>	<u>864</u>	<u>828</u>	<u>864</u>
	<b>Total Personnel:</b>	\$299,957	\$325,493	\$320,450	\$332,938
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 64	\$ 250	\$ 250	\$ 250
245	Telephones	6,828	6,000	6,000	6,000
250	Professional Services	13,522	0	1,600	0
255	Software Maint. & Support	45,282	30,000	30,000	30,000
261	Maintenance & Repair-Auto	0	1,000	1,000	0
269	Maintenance & Repair-Other	0	1,500	1,500	1,500
280	Travel	83	3,000	2,649	900
290	Other Services	179	2,500	1,923	2,500
310	Office Supplies	729	1,000	1,000	1,000
320	Operating Supplies	43,359	9,000	8,548	9,000
321	Controllable Assets	2,050	0	0	0
331	Fuel	79	750	225	750
332	Automotive Supplies	120	0	0	0
341	Small Tools	<u>0</u>	<u>0</u>	<u>20</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	\$112,295	\$55,000	\$54,715	\$51,150
<b>CAPITAL OUTLAY</b>					
941	Equipment	\$ 18,050	\$ 0	\$ 0	\$ 0
945	Communication Equipment	0	0	0	0
948	Computer Equipment	<u>0</u>	<u>285,750</u>	<u>285,750</u>	<u>373,100</u>
	<b>Total Capital Outlay:</b>	\$18,050	\$285,750	\$285,750	\$373,100
	<b>GRAND TOTAL</b>	\$430,302	\$666,243	\$660,915	\$757,188

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

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$89,446	\$89,433	\$ 93,633	\$ 92,250	\$97,213
Services & Supplies	<u>20,000</u>	<u>15,650</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Total</b>	\$109,446	\$105,083	\$113,633	\$112,250	\$117,213

**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 2011-2012 ACCOMPLISHMENTS**

- 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 \$1,849,632, as follows:
  - Homeland Security Grant - \$21,346 - to expand and enhance existing hazardous operations teams' response capabilities both locally and district-wide.
  - Hazardous Materials Emergency Planning Grant - \$12,000 – for the purchase of training materials and supplies.
  - Emergency Management Performance Grant - \$38,000 – for the enhancement and sustainment of emergency management programs and projects.
  - Emergency Operations Center/Safe Space Grant - \$1,778,286 – for the construction of an Emergency Operations Center and Safe Space Facility.
- Hosted and conducted six table-top exercises and three full-scale 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.

## **GENERAL FUND**

### **DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT**

#### **FY 2011-2012 ACCOMPLISHMENTS (continued)**

- Recovery of costs for responses to hazardous operations incidents. To date, over \$70,000 has been collected for FY2011-12. 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 600 people with disaster awareness and preparedness training and education during FY2011-12. 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.
- Implementation 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 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. Approximately 24 large special events are conducted within the City of Columbia annually.

## **GENERAL FUND**

### **DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT**

#### **FY 2011-2012 ACCOMPLISHMENTS (continued)**

- Created Fire Investigations 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 Fire Investigation Team. This new team currently consists of members from Maury County Fire and Sheriff's Departments that have received specialized training in fire investigation. The new team is available to assist the City of Columbia, when needed. Future plans are to expand the team and involve personnel from Columbia, Mt. Pleasant, and Spring Hill. To date, this team has assisted at numerous fire cause determinations and investigations and has lead to one successful conviction of aggravated arson. This new team has been created with no impact to the budget.
- Replacement of Hazardous Devices Unit (HDU) Response Apparatus. This new apparatus replaced an outdated and vastly undersized truck. The new apparatus transports the team's highly specialized equipment and is capable of adequately and safely towing the bomb containment vessel. The apparatus was acquired with grant funding. The acquisition of this vehicle was accomplished with no impact to the budget.

#### **ONGOING PROJECTS**

- Updating the All Hazards Mitigation Plan continues. 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 all of Maury County are eligible for the maximum amount of disaster reimbursement, should it be needed. This huge plan is required to be updated every 5 years.
- 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, almost 2 million dollars in grant funding has been applied for, managed, and expended by Emergency Management for these purposes. This process also involves ongoing specialized training for personnel. Current Hazardous Operations Teams directly coordinated by emergency management include:
  - CBRNE/Hazardous Materials
  - Medical
  - Water Operations – Above/Swift Water, Below/Dive Recovery, and Boat Operations
  - Hazardous Devices Unit (Bomb Squad)
  - Ropes
  - Search and Rescue
  - Trench rescue
  - Fire Investigation Team – Fire Cause & Origin and Investigation
  - Disaster Animal Response Team
  - Command Post
  - Communications

## **GENERAL FUND**

### **DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT**

#### **ONGOING PROJECTS (continued)**

- 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 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**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
	<b>PERSONNEL SERVICES</b>				
110	Salaries	\$66,495	\$67,825	\$67,825	\$70,267
118	Longevity Pay	1,150	1,200	1,200	1,500
119	Miscellaneous	0	0	0	0
141	FICA	5,188	5,281	5,195	5,490
142	Group Insurance	5,366	6,052	5,727	6,951
143	Retirement	11,018	13,059	12,087	12,789
145	Dental Insurance	<u>216</u>	<u>216</u>	<u>216</u>	<u>216</u>
	<b>Total Personnel:</b>	\$89,433	\$93,633	\$92,250	\$97,213
	<b>OTHER</b>				
761	Transfer to Maury County	<u>\$15,650</u>	<u>\$20,000</u>	<u>\$20,000</u>	<u>\$20,000</u>
	<b>Total Other:</b>	\$15,650	\$20,000	\$20,000	\$20,000
	<b>GRAND TOTAL</b>	\$105,083	\$113,633	\$112,250	\$117,213

**GENERAL FUND  
DEPARTMENT: FINANCE DEPARTMENT**

**FINANCIAL SUMMARY**

<b>Category</b>	<b><u>Budget FY 2011</u></b>	<b><u>Actual FY 2011</u></b>	<b><u>Budget FY 2012</u></b>	<b><u>Estimated FY 2012</u></b>	<b><u>Budget FY 2013</u></b>
Personnel Services	\$331,756	\$315,257	\$350,523	\$345,248	\$361,403
Services & Supplies	<u>13,200</u>	<u>9,621</u>	<u>13,200</u>	<u>12,093</u>	<u>10,512</u>
<b>TOTAL</b>	\$344,956	\$324,878	\$363,723	\$357,341	\$371,915

**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 2011-12 ACCOMPLISHMENTS**

- Issued \$7 million in 2011 Sewer Revenue and Tax Bonds at an interest cost of 3.257 for 20 years. In conjunction with the bond issue, the City’s Aa2 rating was affirmed by Moody’s Investors Service
- Requested proposals for purchasing cards and transitioned from Regions and US Bank to UMB for regular and declining balance credit cards.
- Requested proposals for banking services and awarded proposal for a second three-year term to First Farmers and Merchants Bank.
- Assisted with the transition of the 457 Plan for City employees from Nationwide Retirement Solutions to ICMA-RC in affiliation with the establishment of a defined contribution retirement plan for new hires.
- Finance staff participated as part of the team working on the City Hall project which relocated City Hall from 707 N. Main Street to 700 N. Garden Street.

**GENERAL FUND**  
**DEPARTMENT: FINANCE DEPARTMENT**

**FY 2011-12 ACCOMPLISHMENTS (continued)**

- A Fund Balance Policy was prepared and presented for Council consideration and adoption.
- Grant billings were prepared and submitted for the HUD Community Challenge grant, Riverwalk project, Safe Routes to School, Justice Assistance Grants, COPS Hiring Recovery Grant, Farmer's Market and several other grants.
- An Insurance Fund was established to manage funding and expenditures in conjunction from the transition from a fully funded health insurance plan to a self-funded plan
- The City received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 12<sup>th</sup> consecutive year.
- The in-house document imaging system for Finance Department documents was expanded. Documents since FY 1997-98 are stored either on CD (from previously contracted scanning services) or on Laserfiche software.

**ONGOING PROJECTS**

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

**GENERAL FUND  
DEPARTMENT: FINANCE DEPARTMENT**

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$224,563	\$256,349	\$247,490	\$263,861
114	Vacation Pay	6,849	0	2,837	0
115	Sick Pay	996	0	570	0
116	Holiday Pay	2,846	0	1,596	0
118	Longevity Pay	3,950	4,100	4,100	4,250
119	Miscellaneous	0	0	0	0
141	FICA	17,549	19,924	18,884	20,51
142	Group Insurance	19,926	23,481	23,482	27,542
143	Retirement	37,751	45,805	45,426	44,376
145	Dental Insurance	828	864	864	864
	<b>Total Personnel:</b>	<b>\$ 315,257</b>	<b>\$ 350,523</b>	<b>\$ 345,248</b>	<b>\$ 361,403</b>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 106	\$ 500	\$ 229	\$ 500
245	Telephones	1,362	2,700	1,760	2,100
250	Professional Services	0	0	0	0
255	Software Maintenance	0	0	784	900
269	Maintenance & Repair-Other	380	300	95	200
280	Travel	1,203	2,700	2,115	1,000
290	Other Services	1,824	3,000	1,115	2,000
310	Office Supplies	1,128	2,000	1,371	2,000
320	Operating Supplies	3,618	2,000	4,624	1,812
321	Controllable Assets	0	0	0	0
326	Wearing Apparel	0	0	0	0
530	Rentals	0	0	0	0
	<b>Total Services &amp; Supplies:</b>	<b>\$ 9,621</b>	<b>\$ 13,200</b>	<b>\$ 12,093</b>	<b>10,512</b>
	<b>GRAND TOTAL</b>	<b>\$324,878</b>	<b>\$363,723</b>	<b>\$357,341</b>	<b>\$371,915</b>

**GENERAL FUND  
DEPARTMENT: CITY RECORDER**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$484,563	\$449,590	\$482,061	\$472,907	\$500,454
Services & Supplies	14,100	12,190	14,100	12,287	13,531
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$498,663</b>	<b>\$461,780</b>	<b>\$496,161</b>	<b>\$485,194</b>	<b>\$513,985</b>

**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**

**2011-2012 ACCOMPLISHMENTS**

- Implemented debit and credit card payments and payments over the phone for City citations, parking tickets, and other revenues.
- Scanned and shredded court citations from 1970 to 2000.
- Turned all unpaid citations 6 months to 10 years over to Solutia for collection.

**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 2011 City taxes.
- Processing Garbage Fee relief for eligible citizens.
- Mailing applications to animal owners who purchased permits for their animals in 2011, as the permits expire during the year.
- Maintain records to prepare and mail 2012 Alarm System applications to alarm system owners who purchased a permit in 2011.
- 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**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$305,391	\$338,787	\$325,699	\$349,468
112	Overtime Pay	0	0	0	0
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	9,596	0	4,455	0
115	Sick Pay	5,490	0	2,794	0
116	Holiday Pay	7,010	0	3,925	0
118	Longevity Pay	6,150	6,450	6,450	6,750
119	Miscellaneous	0	0	0	0
141	FICA	24,493	26,411	25,283	27,251
142	Group Insurance	37,777	45,658	44,422	54,024
143	Retirement	52,063	63,027	58,151	61,233
145	Dental Insurance	1,620	1,728	1,728	1,728
146	Worker's Comp	0	0	0	0
148	Vision Insurance	0	0	0	0
	<b>Total Personnel:</b>	<u>\$449,590</u>	<u>\$482,061</u>	<u>\$472,907</u>	<u>\$500,454</u>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 5,557	\$ 6,200	\$ 6,158	\$ 6,200
245	Telephones	1,343	1,650	1,496	1,500
250	Professional Services	0	150	0	150
255	Data Proc. Support Scanner	0	325	304	325
269	Maintenance & Repair-Other	0	0	0	0
280	Travel	2,787	3,000	1,664	2,431
290	Other Services	907	625	525	625
310	Office Supplies	1,035	1,220	1,217	1,370
320	Operating Supplies	491	930	923	930
321	Controllable Assets	0	0	0	0
510	Insurance & Bonds	70	0	0	0
	<b>Total Services &amp; Supplies:</b>	<u>\$12,190</u>	<u>\$14,100</u>	<u>\$12,287</u>	<u>\$13,531</u>
	<b>GRAND TOTAL</b>	<b>\$461,780</b>	<b>\$496,161</b>	<b>\$485,194</b>	<b>\$513,985</b>

**GENERAL FUND  
DEPARTMENT: PERSONNEL**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$205,679	\$185,337	\$213,299	\$210,601	\$221,576
Services & Supplies	35,300	31,339	19,550	18,192	37,646
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	\$240,979	\$216,676	\$232,849	\$228,793	\$259,222

**DEPARTMENT DESCRIPTION**

The Personnel Department must parallel the needs of the City’s changing organization. While the department is responsible for employee benefits administration and compensation which are traditional roles, it is also responsible for the following functions:

- Recruiting, the selection process, hiring and on-boarding
- Training and career development
- Organizational development and communication
- Performance management and coaching
- Policy recommendation
- Employee relations and team building

The Personnel objectives are established to support the attainment of the overall Strategic Plan and objectives. This strategic partnership impacts Personnel services such as the design of work positions; hiring; reward, recognition and strategic pay; performance development and appraisal systems; career and succession planning; and employee development. The Personnel function implements the City’s human resource requirements effectively, taking into account federal, state and city laws, regulations and ordinances, using ethical practices in a manner that maximizes employee motivation, commitment and productivity.

**FY 2011-12 ACCOMPLISHMENTS**

- Wrote revisions for the City’s Personnel Manual and have been reviewing it with the Department Heads.
- 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.

**GENERAL FUND**  
**DEPARTMENT: PERSONNEL**

**FY 2011-12 ACCOMPLISHMENTS (Continued)**

- Expanded the citywide wellness program, “Well, I’ll Be!” This year a kickoff event was held to notify employees of the program and the events that would be occurring. Working with the YMCA, two group fitness training sessions have been established: one at Public Works, the other at City Hall. In addition, a Weight Watchers Program was established and the department held a “Picture This” contest where employees identified objects in a designated walking area, and held a contest to track fruits and grain consumption. The department will continue these events and add new ones such as Community Supported Agriculture.
- Working with Sherrill Morgan, the department identified provisions and plan changes to make the City’s group medical insurance sustainable.
- Conducted a survey of police compensation in surrounding agencies to determine where the City should be. Turnover in the Police Officer position has been excessive. A comparison of select middle Tennessee employers and current City employees was completed to determine where the City falls compensation-wise. This comparison indicates that the City is lagging by over 30 percent in some positions. The City is continuing to experience a 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.
- Received a grant from TML for 3 firefighters to attend the International Association of Fire Fighters training to develop a physical fitness and wellness program that is educational and rehabilitative to incorporate into the Columbia’s daily activities.
- The Safety Committee is instituting an incentive program. It awards nominated employees for a safety suggestion or safety performance. The Safety Committee will select a winner quarterly.

**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.
- Review and update job descriptions which are required in order to do accurate compensation study.

**GENERAL FUND  
DEPARTMENT: PERSONNEL**

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ. CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$135,524	\$152,909	\$149,112	\$158,415
114	Vacation Pay	2,548	0	1,893	0
115	Sick Pay	231	0	948	0
116	Holiday Pay	1,562	0	956	0
118	Longevity Pay	1,150	1,250	1,250	1,350
119	Miscellaneous	1,700	0	2,692	0
141	FICA	10,379	11,793	11,634	12,222
142	Group Insurance	9,047	17,532	14,117	20,471
143	Retirement	22,622	29,167	27,352	28,470
145	Dental Insurance	<u>576</u>	<u>648</u>	<u>648</u>	<u>648</u>
	<b>Total Personnel:</b>	\$185,337	\$213,299	\$210,601	\$221,576
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 582	\$ 1,200	\$ 1,200	\$ 1,000
245	Telephones	1,302	1,350	2,097	490
250	Professional Services	15,151	9,000	8,913	34,100
280	Travel	2,138	2,200	2,200	0
290	Other Services	9,764	2,100	944	850
310	Office Services	213	2,200	2,200	1,206
320	Operating Supplies	2,189	1,500	154	0
320	Wearing Apparel	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	\$31,339	\$19,550	\$18,192	\$37,646
<b>CAPITAL OUTLAY</b>					
947	Office Equipment	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
	<b>Total Capital Outlay:</b>	\$0	\$0	\$0	\$0
	<b>GRAND TOTAL</b>	\$216,676	\$232,849	\$228,793	\$259,222

**GENERAL FUND  
DEPARTMENT: GRANTS & PLANNING**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$0	\$0	\$0	\$0	\$0
Services & Supplies	0	0	0	0	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0

**DEPARTMENT DESCRIPTION**

The Grants and Planning Department was consolidated into the new Department of Development Services with the FY 2012-13 budget. Prior year budget and expenditure information was consolidated as well. Please see page 81 for the Department of Development Services.

**GENERAL FUND  
DEPARTMENT: POLICE DEPARTMENT**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$5,508,720	\$5,331,025	\$5,652,119	\$5,586,341	\$6,246,806
Services & Supplies	1,235,532	929,161	1,287,909	1,101,618	1,020,547
Capital Outlay	<u>479,404</u>	<u>445,499</u>	<u>165,382</u>	<u>130,461</u>	<u>0</u>
<b>TOTAL</b>	\$7,223,656	\$6,705,685	\$7,105,410	\$6,818,420	\$7,267,353

**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 utilizes 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 2011-2012 ACCOMPLISHMENTS**

- The Columbia Police Department has completed its third consecutive year of crime reduction. The official report is expected in April 2012, by the Tennessee Bureau of Investigation.
- Purchased five (5) new patrol vehicles.
- Awarded Advanced Accreditation by CALEA on Saturday, March 24, 2012.

**GENERAL FUND**  
**DEPARTMENT: POLICE DEPARTMENT**

**FY 2011-2012 ACCOMPLISHMENTS (continued)**

- Completed the process of filling all remaining command staff and management level vacancies within the department to maintain effective leadership in all components resulting in more productive and efficient operation.
- Purchased technology software to allow officers to have field access to National Crime Information Center for information on wanted subjects and stolen property.
- Four new Neighborhood Watch Groups established during the year and the creation of a monthly newsletter that is distributed to all Neighborhood Watch Members that provides timely information on crime prevention, past meetings, upcoming events and recent crime trend that may affect the community.
- The Juvenile Program has successfully transitioned from exclusive work detail program to a mentoring program with approved lesson plans designed to teach life skills in addition to participation in community cleanup projects.
- The intelligence-led crime fighting strategies continue to produce successful results. The collective efforts of all departmental components, collectively focusing on our identified problem people, areas, and events has let to noticeable decreased in non family incidents of crime violence which has resulted in a reduction of the violent crime rate. Partnerships with federal agencies by assigning two officers to federal task forces (DEA and FBI) have produced favorable results. Utilizing these federal resources have lessened the impact on our budget and the collaboration has aided our efforts in promoting increased federal prosecution of our worst violators. The shared intelligence and resources have greatly enhanced our ability to identify, target, and prosecute our worst offenders thus leading to a safer community.
- Conducted three (3) separate round-ups of street and mid level drug dealers through undercover drug buys and grand jury indictments. Other Narcotic and Vice Division cases and search warrants have resulted in constant pressure on activity in the area that also assisted with our crime reduction.

**OBLIGATED ACTIVITIES 2011**

- **Calls for Service:** The Department responded to 37,156 calls for service.
- **Vehicle Crashes:** The department investigated 1,905 vehicle crashes which included property and personal injury.
- **Fatalities Resulting from Vehicle Crashes:** The department investigated 4 fatalities.
- **Alarm Calls:** The department responded to 1,828 alarms calls.
- **Escorts:** The department provided 4,491 escorts for funerals, banks & other businesses.
- **Traffic Stops:** The department initiated 9,597 traffic stops.

**GENERAL FUND  
DEPARTMENT: POLICE DEPARTMENT**

**OBLIGATED ACTIVITIES 2011 (continued)**

• **Events Worked:**

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

**ADDITIONAL 2012-13 BUDGET HIGHLIGHTS**

The FY 2012-13 proposed budget includes a total of \$465,000 budget allocation to cover both the Police Department and Fire Department to change the existing two-way radio system to a digital and narrowband capability.

**ACTIVITY BREAKDOWN**

Administration	\$ 699,788
Detectives	931,274
Patrol	3,537,477
Animal Control	87,602
Support Services	1,139,207
Narcotics & Vice	<u>872,005</u>
Total	\$7,267,353

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$3,267,138	\$3,622,589	\$3,501,377	\$4,029,587
112	Overtime Pay	205,684	325,913	259,975	331,184
114	Vacation Pay	174,105	0	88,896	0
115	Sick Pay	88,538	0	33,680	0
116	Holiday Pay	125,480	0	72,859	0
118	Longevity Pay	45,550	47,450	45,400	46,700
119	Miscellaneous	49,747	31,200	52,870	31,200
141	FICA	292,148	305,691	304,120	340,612
142	Group Insurance	428,888	559,095	492,012	666,876
143	Retirement	631,590	738,797	713,267	779,263
145	Dental Insurance	18,647	21,384	19,586	21,384
146	Worker's Comp.	<u>3,510</u>	<u>0</u>	<u>2,299</u>	<u>0</u>
	<b>Total Personnel:</b>	\$5,331,025	\$5,652,119	\$5,586,341	\$6,246,806

(continued on next page)

**GENERAL FUND  
DEPARTMENT: POLICE DEPARTMENT**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 9,242	\$ 7,500	\$ 7,484	\$ 7,500
240	Utilities	41,580	36,180	39,220	36,180
245	Telephones	44,827	57,923	41,527	43,400
250	Professional Services	15,534	19,220	17,340	9,895
255	Software Maintenance	26,925	31,890	31,305	51,524
261	Maintenance & Repair-Auto	30,310	37,824	42,746	36,824
269	Maintenance & Repair-Other	45,522	49,926	44,346	54,726
280	Travel	49,030	77,034	77,100	67,772
290	Other Services	14,394	19,024	15,641	18,109
297	Supplement to E-911	176,239	181,565	181,368	182,527
310	Office Supplies	13,276	11,338	10,464	12,343
320	Operating Supplies	60,285	103,608	101,170	55,028
321	Operating Supplies – Controllable	9,129	20,383	20,200	4,900
322	Chemical & Cleaning Supplies	4,011	4,595	4,331	4,595
324	Sexual Offender Registry	4,802	5,347	5,260	0
326	Wearing Apparel	43,044	71,061	67,698	62,031
329	Cleaning Uniforms	10,350	9,700	9,066	10,500
331	Fuel	247,727	267,950	256,587	267,950
332	Maint. & Repair Supplies-Auto	58,285	57,157	57,024	61,244
340	Maint. & Repair Supplies-Other	2,770	2,800	2,551	2,650
341	Small Tools	6,182	5,360	5,367	2,965
510	Insurance & Bonds	0	0	0	0
530	Rentals	13,522	12,884	12,871	12,884
733	Awards	1,895	2,000	1,749	0
761	Transfer to Maury County	280	49,203	49,203	0
800	Reserves	<u>0</u>	<u>146,437</u>	<u>0</u>	<u>15,000</u>
	<b>Total Services &amp; Supplies:</b>	\$ 929,161	\$ 1,287,909	\$ 1,101,618	\$ 1,020,547
<b>CAPITAL OUTLAY</b>					
920	Building/Structure	\$ 0	\$ 0	\$ 0	\$ 0
941	Machinery/Auto Equip	403,804	126,690	126,769	0
947	Communications Equip	0	35,000	0	0
948	Computer Equipment	<u>41,695</u>	<u>3,692</u>	<u>3,692</u>	<u>0</u>
	<b>Total Capital Outlay:</b>	\$ 445,499	\$ 165,382	\$ 130,461	\$ 0
	<b>GRAND TOTAL</b>	\$6,705,685	\$7,105,410	\$6,818,420	\$7,267,353

**GENERAL FUND  
DEPARTMENT: FIRE DEPARTMENT**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$5,698,151	\$5,567,507	\$5,972,428	\$5,962,617	\$6,222,692
Services & Supplies	511,958	413,402	541,189	499,878	485,372
Capital Outlay	<u>1,721,261</u>	<u>1,721,209</u>	<u>50,070</u>	<u>45,070</u>	<u>0</u>
<b>Total</b>	<b>\$7,931,370</b>	<b>\$7,702,118</b>	<b>\$6,563,687</b>	<b>\$6,507,565</b>	<b>\$6,708,064</b>

**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. The department’s 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.

**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 700 North Garden 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 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
- Emergency Medical Response
- Heavy Rescue and Vehicle Extrication
- Rescue
- Water Rescue
- Animal Rescue
- Public Education Programs/Events
- Fire Cause/Origin Determination and Arson Investigation
- Fire and Life Safety Codes Enforcement
- Plan Review for new construction
- Hazardous Materials Response 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)

**Other Services Provided**

- Honor Guard
- Facility 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**

**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 2011-2012 ACCOMPLISHMENTS**

- Took delivery on a Pierce Arrow XT PUC Fire Engine and a Pierce Arrow XT PUC 100 foot Aerial Fire Truck. The aerial truck allows ladder access for rescue and firefighting at any of the city's tallest buildings and the Pierce fire engine upgraded the department's frontline apparatus average age to less than six years old.
- Upgraded Hurst "Jaws of Life" and extrication capabilities with new state of the art equipment to address new alloys and metals used in motorized vehicles.
- Identified and implemented program managers within the department to allow ownership in ongoing projects that affect the department and its employees and improve efficiency.

**GENERAL FUND**  
**DEPARTMENT: FIRE DEPARTMENT**

**FY 2011-2012 ACCOMPLISHMENTS (Continued)**

- Completed operations level training for all response personnel for three high risk call groups improving overall capabilities in regard to Special Operations including but not limited to: Water Rescue, High and Low Angle Rescue and Confined Space. These primary responsibilities are being provided by Columbia Fire Department personnel that have volunteered to enhance their training and to manage these new programs. Special Operations programs include the following:
  - Swift Water
  - Confined Space Team
  - Hazmat Team/Confined Space
  - Rapid Intervention
  - Hazmat/Terrorism
  
- Developed and implemented a Building Preplan/Hazard Survey.
  
- Rescue One (a two-person response vehicle that responds to EMS calls in the Central Zone) has completed over a year of service. This vehicle has responded to over 788 medical calls in a year, representing approximately 71% of Station One's EMS calls. This has resulted in savings on fuel, tires, oil and maintenance and increases the available response units from six to seven, giving the department an increase in available emergency response resources.
  
- Conducted a successful Labor Management/Team Building Workshop at Henry Horton State Park.
  
- Partnered with Maury Regional Medical Center EMS to provide the community with opportunities to learn cardio-pulmonary resuscitation (CPR).
  
- Hosted Maury Alliance Youth Leadership Day
  
- Hosted Maury Alliance Leadership afternoon meeting on Public Safety
  
- Participated in "MASH" program sponsored by Maury Regional Medical Center/EMS to demonstrate an extrication and educational day for area high school students.
  
- CFD increased Public Education events from 467 with 5,725 adults and 5,166 children contacts in 2010 to 598 events with 7,256 adults and 9,571 children contacts in 2011.

**GENERAL FUND  
DEPARTMENT: FIRE DEPARTMENT**

**FY 2011-2012 ACCOMPLISHMENTS (Continued)**

- Placed over 38 smoke detectors in residential homes and purchased/installed several smoke detectors for the hearing impaired.
- Improved the appearance of Station Four, addressed plumbing issues at Station Three and repaired/replaced HVAC units at Station Three and Station Four.
- Burn permits are now issued at each fire station allowing citizens to obtain permits closer to their homes and businesses.

**ONGOING PROJECTS**

- Seek funding to add an additional station, apparatus and personnel to improve ISO services from a class 9 to a class 3 for the Bear Creek Pike and I-65 area.
- Consider replacing Station Three at a location more feasible for emergency services on the Nashville Highway/Highway 31 corridor.
- Front line supervisor training (professional development).
- 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.
- Knox Box Program/Private Alarm Ordinance.
- Columbia Fire Department SOG's (Standard Operating Guidelines)/Best Practices Manual.
- Continued education to ensure that the department meets Federal Communications mandates and provides accurate and clear communications during emergency operations.

**GENERAL FUND  
DEPARTMENT: FIRE DEPARTMENT**

**ONGOING PROJECTS (Continued)**

- Communications Group continues to work with other agencies in the community on interoperability, narrow banding and to improve working relationships within the department and other agencies.
- Computer Aided Dispatch.
- 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.

**ACTIVITY BREAKDOWN**

Administration	\$ 350,685
Suppression	6,077,429
Investigation	179,482
Training	<u>100,468</u>
Total	\$6,708,064

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
	<b>PERSONNEL SERVICES</b>				
110	Salaries	\$3,400,901	\$3,859,322	\$3,729,670	\$4,001,322
112	Overtime Pay	87,344	203,352	162,681	207,677
114	Vacation Pay	245,241	0	126,372	0
115	Sick Pay	143,422	0	77,959	0
116	Holiday Pay	170,970	164,111	167,303	170,573
118	Longevity Pay	61,650	67,000	67,000	72,650
119	Miscellaneous	37,796	0	26,497	0
141	FICA	305,815	328,474	326,044	340,595
142	Group Insurance	419,622	518,128	483,001	616,832
143	Retirement	674,862	812,385	774,408	793,387
145	Dental Insurance	18,774	19,656	19,242	19,656
146	Worker's Comp	<u>1,110</u>	<u>0</u>	<u>2,440</u>	<u>0</u>
	<b>Total Personnel:</b>	<b>\$5,567,507</b>	<b>\$5,972,428</b>	<b>\$5,962,617</b>	<b>\$6,222,692</b>

(continued on next page)

**GENERAL FUND  
DEPARTMENT: FIRE DEPARTMENT**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 320	\$ 1,300	\$ 806	\$ 1,300
240	Utilities	66,924	64,950	67,891	64,950
245	Telephones	8,718	12,810	8,265	10,310
250	Professional Services	51,178	52,250	52,247	52,250
255	Software Maintenance	1,418	5,200	5,118	8,950
261	Maintenance & Repair-Auto	7,325	6,500	6,262	7,200
269	Maintenance & Repair-Other	22,056	22,100	21,500	21,300
280	Travel	13,280	23,195	13,868	17,333
290	Other Services	6,202	6,925	4,845	7,075
291	Education Expense	4,562	6,204	6,204	4,900
293	Towel Service	5,970	6,300	5,872	2,300
297	E911 Dispatch	61,930	63,791	63,788	65,791
310	Office Supplies	2,543	3,785	3,470	3,785
320	Operating Supplies	21,538	18,701	17,851	22,551
321	Operating Supplies Controllable	11,412	26,297	26,297	6,412
322	Chemicals & Cleaning Supplies	17,205	12,000	12,000	16,000
326	Wearing Apparel	26,274	99,676	99,276	74,450
327	Breathing Air	1,389	1,000	1,000	1,000
329	Cleaning Uniforms	8,293	10,075	9,333	4,300
331	Fuel	40,896	55,295	45,989	48,295
332	Main. & Repair Supplies-Auto	23,478	26,065	13,317	25,765
340	Maint. & Repair Supplies-Other	7,312	7,000	7,000	7,000
341	Small Tools	2,310	5,280	6,380	11,165
410	Concrete Supplies	79	0	0	0
530	Rentals	757	2,990	800	990
773	Awards	33	1,500	500	0
	<b>Total Services &amp; Supplies:</b>	<b>\$ 413,402</b>	<b>\$ 541,189</b>	<b>\$ 499,879</b>	<b>\$ 485,372</b>
<b>CAPITAL OUTLAY</b>					
		\$			
920	Building Improvements	0	\$ 0	\$ 0	\$ 0
930	Improve Other Than Bldgs	0	14,520	14,520	0
941	Machinery/Auto Equip	1,721,209	20,550	20,550	0
945	Communications Equip	0	15,000	10,000	0
	<b>Total Capital Outlay:</b>	<b>\$ 1,721,209</b>	<b>\$ 50,070</b>	<b>\$ 45,070</b>	<b>\$ 0</b>
	<b>GRAND TOTAL</b>	<b>\$ 7,702,118</b>	<b>\$ 6,563,687</b>	<b>\$ 6,507,566</b>	<b>\$ 6,708,064</b>

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

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$1,859,732	\$1,842,156	\$1,943,658	\$1,925,776	\$1,973,047
Services & Supplies	384,136	368,776	352,942	368,921	333,555
Capital Outlay	<u>415,312</u>	<u>407,982</u>	<u>20,481</u>	<u>17,826</u>	<u>0</u>
<b>TOTAL</b>	<b>\$2,659,180</b>	<b>\$2,618,914</b>	<b>\$2,317,081</b>	<b>\$2,312,523</b>	<b>\$2,306,602</b>

**DEPARTMENT 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.

**FY 2011-2012 ACCOMPLISHMENTS**

Removed fallen and damaged trees after two major wind storms felled trees throughout the city. The cleanup lasted two and a half months during which time we worked six day work weeks.

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

**FY 2011-2012 ACCOMPLISHMENTS (continued)**

Major Storm Sewer projects:

- 1931 to 1934 Lynnwood Drive
- 1708 to 1711 University Drive
- 315, 317, 319 to 321 Chapman Lane

Signal Projects:

- Installed new controller, cabinet, and left turn signals on Oakland Parkway and advance warning flashers at Highway 43 and Oakland Parkway.
- Started annual check on the retro-reflectivity of all stop and yield signs.
- Milled and asphalted the section of North James Campbell Blvd. between 505 and 509.
- Final conversion of yellow signals to LED using funds from Recovery Energy Grant.

Participated in the following events:

- Mule Day (including race and parade)
- Southern Fried Festival (including race)
- Boys and Girls Club
- Martin Luther King Jr. observance
- Hope House
- Haunting on the Square
- Veterans Day
- National Day of Prayer

Assisted with the following projects:

- New City Hall construction/renovation
- FEMA housing mitigation program
- Fire Station 2
- Ridley Park
- Bike safety ride
- Safe routes to school crossing safety
- Mule Town Baseball
- Oakland Park road rehab

**2012-2013 BUDGET HIGHLIGHTS**

\$160,000 in capital outlay items initially included within the proposed budget were eliminated during the budget process.

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

**ACTIVITY BREAKDOWN**

Administration	\$ 250,595
Street Maintenance	1,332,501
Vehicle Maintenance	557,561
Traffic Control	<u>165,945</u>
Total	\$2,306,602

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
	<b>PERSONNEL SERVICES</b>				
110	Salaries	\$1,095,809	1,266,715	\$1,201,047	1,243,576
112	Overtime Pay	56,015	70,243	58,456	71,379
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	75,904	0	41,126	0
115	Sick Pay	35,670	0	18,157	0
116	Holiday Pay	51,986	0	23,482	0
118	Longevity Pay	22,800	21,900	21,900	22,450
119	Miscellaneous	3,067	0	3,915	0
141	FICA	97,588	103,953	99,803	102,312
142	Group Insurance	185,048	222,057	217,567	280,771
143	Retirement	208,984	250,247	231,419	243,368
145	Dental Insurance	8,073	8,543	8,474	9,191
146	Worker's Compensation	<u>1,213</u>	<u>0</u>	<u>430</u>	<u>0</u>
	<b>Total Personnel:</b>	<b>\$1,842,157</b>	<b>\$1,943,658</b>	<b>\$1,925,776</b>	<b>\$1,973,047</b>
	<b>SERVICES AND SUPPLIES</b>				
211	Office Services	\$272	\$0	\$175	\$0
240	Utilities	25,194	24,840	24,840	24,840
245	Telephones	6,284	6,000	6,000	6,000
250	Professional Services	820	700	498	500
255	Software Maintenance	1,550	1,550	1,550	1,550
261	Maintenance & Repair-Auto	5,978	4,000	4,000	4,000
268	Resurfacing	0	0	0	0
269	Maintenance & Repair-Other	8,587	8,970	8,970	8,970
280	Travel	4,464	6,200	6,450	6,200
290	Other Services	6,210	6,900	6,700	6,700
310	Office Services	3,329	2,750	2,750	2,750
320	Operating Supplies	27,278	22,300	26,441	23,500
321	Operating Supplies Controllable	0	0	0	0

(continued on next page)

**GENERAL FUND**

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

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES AND SUPPLIES (CONTINUED)</b>					
322	Chemicals & Cleaning Supplies	\$38,112	\$45,000	\$44,892	\$44,800
326	Wearing Apparel	3,972	6,000	5,500	5,500
329	Cleaning Uniforms	11,326	11,750	11,750	11,750
331	Fuel	107,830	91,195	93,984	94,245
332	Maint. & Repair Supplies-Auto	55,129	38,830	45,775	33,830
340	Maint. & Repair Supplies-Other	18,128	16,900	16,900	13,600
341	Small Tools	4,376	16,900	16,900	6,900
410	Concrete Supplies	10,931	8,000	8,000	8,000
420	Metal Products	6,367	7,770	8,147	7,770
450	Construction Materials	5,967	8,000	8,000	8,000
470	Asphalt	14,066	10,000	11,967	12,000
530	Rentals	2,606	2,300	2,645	2,150
800	Reserves	<u>0</u>	<u>6,087</u>	<u>6,087</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	\$368,776	\$352,942	\$368,921	\$333,555
<b>CAPITAL OUTLAY</b>					
930	Other Improvements	\$ 0	\$10,700	\$10,495	\$ 0
931	East 10 <sup>th</sup> Street Sidewalk	0	0	0	0
941	Machinery/Auto Equip	<u>407,981</u>	<u>9,781</u>	<u>7,331</u>	<u>0</u>
	<b>Total Capital Outlay:</b>	\$407,981	\$20,481	\$17,826	\$ 0
	<b>Grand Total:</b>	\$2,618,914	\$2,317,081	\$2,312,523	\$2,306,602

**GENERAL FUND  
DEPARTMENT: DEVELOPMENT SERVICES**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$1,058,880	\$998,047	\$1,115,221	\$1,019,498	\$1,175,920
Services & Supplies	156,401	114,125	176,361	163,581	130,493
Capital Outlay	<u>17,439</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$1,232,720</b>	<b>1,112,172</b>	<b>1,291,582</b>	<b>1,183,079</b>	<b>1,306,413</b>

**DEPARTMENT DESCRIPTION**

The Department of Development Services was created with the FY 2012-13 budget and consolidates the former departments of Grants & Planning, Engineering and Code Administration. The department was created to facilitate cohesive decision-making and to improve services to the development community and citizens at large. The Department of Development Services is comprised of three divisions:

**Planning Division**

The Planning Division 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 \$250,000 Community Challenge Planning Grant from the U.S. Department of Housing & Urban Development for the James Campbell Corridor Plan, to revitalize a section of James Campbell Boulevard.

**Engineering Division**

The Engineering Division works closely with departmental staff, the Columbia Regional Planning Commission, developers and contractors to assure quality in Columbia’s new commercial and residential developments. The division also keeps up with the Letters of Credit for these projects to ensure completion of the developments. The Engineering Division is also responsible for planning, designing and supervising various public works projects and for the

**GENERAL FUND**  
**DEPARTMENT: DEVELOPMENT SERVICES**

**DEPARTMENT DESCRIPTION (continued)**

Engineering Division (continued)

supervision of construction inspections, which includes working with the Public Works Department to coordinate public improvements. The division 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.

Code Administration Division

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. The division also maintains abandoned properties the City has acquired through delinquent tax sales.

Building Maintenance falls under the Code Administration Division and is responsible for cleaning and making minor repairs to City Hall and the parking garage.

**FY 2011-12 ACCOMPLISHMENTS**

Planning Division

- Six rezoning requests were administered in 2011.
- Six development plans were administered in 2011.
- There were 214 zoning enforcement cases for the year 2011.
- Hosted the inaugural award ceremony for 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.
- Awarded Enhancement Grant for landscaping and signage at the Gateways in Columbia.
- Awarded Roadscapes Grant for landscaping and signage at the I-65 area.

Engineering Division

- Completion of the Duck River Walk project
- Coordinated repair of a second Duck River bank failure/stabilization project
- Completed in-house site design and supervised construction of the Farmers' Market Facility
- Completed the Safe Routes to Schools Grant project

## **GENERAL FUND**

### **DEPARTMENT: DEVELOPMENT SERVICES**

#### **FY 2011-12 ACCOMPLISHMENTS (continued)**

##### Engineering Division (continued)

- Completed wastewater service line repairs for Fire Hall No. 3
- Attended various webinars to obtain PDH credits required to maintain professional licenses
- Worked with the consultant to complete the second phase of the Highway 31 traffic study
- Obtained approval of the Subdivision Regulations
- Completed plans, specifications, bidding and construction supervision of the City's \$1,000,000 street paving program
- Served on various committees to improve employee relations and city services (i.e. Stormwater Action Committee, Architectural Review Team and Employee Wellness Committee)

##### Code Administration Division

- Implemented energy saving improvements utilizing the funds received from the Energy Efficiency and Conservation Block Grant from the Tennessee Department of Economic & Community Development.
  - LED traffic signals have been installed throughout the city which has been estimated to result in an 80% energy savings.
  - A large fan was installed in the Parks and Recreation gymnasium creating better ventilation and cooling during the summer.
  - A high efficiency boiler was installed in City Hall which should reduce natural gas consumption by approximately 15% while providing more reliable heating.
  - 60% of the overhead light fixtures in the garage were replaced by energy efficient LED's.
  - All the EXIT signs in City Hall were replaced with LED fixtures resulting in 62% energy savings.
- Received approval from the State Fire Marshal's Office for Columbia to maintain its current exempt jurisdiction status. This compliance audit is performed every 3 years.

#### **ONGOING PROJECTS**

##### Planning Division

- Deliver the new zoning code for approval
- Zoning enforcement
- James Campbell Corridor Plan

##### Engineering Division

- Surface Transportation Program (STP) Projects – Working with consultant to move the five selected projects toward design completion
- Develop a Floodplain Ordinance
- Continue Stormwater Program and efforts to establish a Stormwater Utility

**GENERAL FUND  
DEPARTMENT: DEVELOPMENT SERVICES**

**ONGOING PROJECTS (continued)**

Engineering Division (continued)

- New Stormwater Permit
- Review site plans for new development in the City
- Continue to improve procedures for site plan review to help make the City more developer-friendly while maintaining proper design standards

Code Administration Division

- Implementation of the permitting, code enforcement, and customer request management systems. Final modifications are being made to the system.
- Selling unused city owned properties acquired through delinquent tax sales.
- Development of the program for the Property Maintenance Inspector to issue citations for code violations.

**ACTIVITY BREAKDOWN**

Planning Division	\$ 443,328
Engineering Division	422,184
Code Administration Division	331,710
Building Maintenance	<u>109,191</u>
Total	\$1,306,413

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
	<b>PERSONNEL SERVICES</b>				
110	Salaries	\$ 696,048	\$ 800,179	\$ 713,838	\$ 847,706
112	Overtime Pay	4	0	58	0
114	Vacation Pay	17,450	0	12,860	0
115	Sick Pay	10,679	0	5,403	0
116	Holiday Pay	15,584	0	6,621	0
118	Longevity Pay	6,450	7,150	7,100	8,150
119	Miscellaneous	3,825	0	3,400	0
141	FICA	55,373	61,760	56,022	65,473
142	Group Insurance	71,873	97,757	83,396	101,549
143	Retirement	117,485	144,703	127,398	149,370
145	Dental Insurance	3,277	3,672	3,402	3,672
146	Worker's Comp.	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Personnel:</b>	\$ 998,048	\$1,115,221	\$1,019,498	\$1,175,920

(continued on next page)

**GENERAL FUND  
DEPARTMENT: DEVELOPMENT SERVICES**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 534	\$ 19,200	\$ 3,856	\$ 2,400
245	Telephones	4,089	4,300	4,288	4,420
250	Professional Services	898	46,750	41,805	4,379
255	Permitting Software	13,253	16,000	14,813	14,000
261	Maintenance & Repair-Auto	22	1,000	2,000	1,700
269	Maintenance & Repair-Other	12,665	10,255	10,005	20,002
272	NSP Grant – Demo Exp	0	0	0	0
280	Travel	4,704	9,711	6,611	9,500
282	Car Allowance	0	100	100	100
290	Other Services	57,788	55,925	55,698	47,381
310	Office Supplies	4,542	4,200	2,349	4,200
320	Operating Supplies	3,619	6,200	7,448	7,086
321	Operating Supplies Controllable	0	700	0	0
322	Chemical & Cleaning Supp.	4,020	4,250	4,250	4,250
326	Wearing Apparel	169	1,160	937	410
329	Cleaning Uniforms	185	300	300	300
331	Fuel	4,642	7,170	3,893	5,245
332	Maint. & Repair Supplies-Auto	1,858	2,100	825	970
340	Maint. & Repair Supplies-Other	989	4,100	4,100	4,100
341	Small Tools	0	150	150	50
510	Insurance & Bonds	0	70	0	0
530	Rentals	148	0	153	0
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	\$114,125	\$ 176,361	\$ 163,581	\$ 130,493
<b>CAPITAL OUTLAY</b>					
941	Machinery/Auto Equip	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
	<b>Total Capital Outlay:</b>	\$ 0	\$ 0	\$ 0	\$ 0
	<b>GRAND TOTAL</b>	\$1,112,173	\$1,291,582	\$1,183,079	\$1,306,413

**GENERAL FUND  
DEPARTMENT: ENGINEERING DEPARTMENT**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$0	\$0	\$0	\$0	\$0
Services & Supplies	0	0	0	0	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0

**DEPARTMENT DESCRIPTION**

The Engineering Department was consolidated into the new Department of Development Services with the FY 2012-13 budget. Prior year budget and expenditure information was consolidated as well. Please see page 81 for the Department of Development Services.

**GENERAL FUND  
DEPARTMENT: CODE ADMINISTRATION**

**FINANCIAL SUMMARY**

<b>Category</b>	<b><u>Budget FY 2011</u></b>	<b><u>Actual FY 2011</u></b>	<b><u>Budget FY 2012</u></b>	<b><u>Estimated FY 2012</u></b>	<b><u>Budget FY 2013</u></b>
Personnel Services	\$0	\$0	\$0	\$0	\$0
Services & Supplies	0	0	0	0	0
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**DEPARTMENT DESCRIPTION**

The Code Administration Department was consolidated into the new Department of Development Services with the FY 2012-13 budget. Prior year budget and expenditure information was consolidated as well. Please see page 81 for the Department of Development Services.

**GENERAL FUND  
DEPARTMENT: PARKS & RECREATION**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$1,300,608	\$1,085,828	\$1,334,124	\$1,290,071	\$1,347,856
Services & Supplies	484,403	384,875	491,153	483,918	486,253
Capital Outlay	<u>157,909</u>	<u>157,085</u>	<u>9,000</u>	<u>10,748</u>	<u>0</u>
<b>TOTAL</b>	\$1,942,920	\$1,627,788	\$1,834,277	\$1,784,737	\$1,834,109

**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  
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 2011-2012 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 shown 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
  10. Whitthorne Middle School Baseball and Softball
  11. Columbia Men’s Church Softball League
  12. Maury County Men’s Softball League
  13. Maury County Adult Co-ed Softball League
  14. All of the Lights Adult softball League
  15. Mule Town Baseball League
  
- **Center Programs, Events, Offerings**
  1. City League Basketball
  2. Summerfest
  3. Playgrounds & Game Rooms
  4. Family Hayride
  5. Annual Easter Egg Hunts
  6. Swimming Lessons
  7. Pre-School Soccer
  8. Facility Rentals
  9. Swimming
  10. Movies In The Park
  11. Fit-4- Lunch Fitness Program
  12. New Fitness Equipment
  13. Playground Programs (Summer)
  14. Fitness Memberships, Classes & Challenges
  15. Sports Tournaments
  16. Fitness Circuit Training Class
  17. Black History Programs
  18. Community Volleyball
  19. Youth Basketball (Ages 4, 5, 6)
  20. Community Kite Fly
  21. Bike Rodeo
  22. Adult Co-ed Kickball League
  23. Mommy, Daddy & Me Dance

**GENERAL FUND**  
**DEPARTMENT: PARKS & RECREATION**

**FY 2011-2012 ACCOMPLISHMENTS (continued)**

- **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 League

**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 those listed below.

- Installed new roof on portion of Rainey House.
- Installed field lights on the field used by Mule Town Baseball at Fairview Park.
- Staff reshaped the drainage area around concession stand and press box at the field used by Mule town Baseball.
- Installed new backstop and outfield fencing on the field used by Mule Town Baseball.
- Installed new covered dugouts at the field used by Mule Town Baseball at Fairview Park.

**Ridley Park:**

- Ridley Park hosted over 900 tournament and league games during the first year of operations.
- Ridley Park won the Tennessee Public Works Association Project of the Year for the State of Tennessee.

**Riverwalk Park:**

- Fifty (50) trees were purchased and planted at Riverwalk Park through a grant from the Tennessee Agricultural Enhancement Program.
- The new Farmers Market Pavilion will open June 2<sup>nd</sup> for the local farmers to sell their items during the summer and fall.
- Staff worked on clearing out the underbrush along the Riverwalk located between the TWRA Boat Ramp and the Columbia Dam.

**GENERAL FUND  
DEPARTMENT: PARKS & RECREATION**

**ACTIVITY BREAKDOWN**

Administrative Services	\$ 170,807
Maintenance Services	913,285
Fitness Program	12,200
Recreation Programs	445,800
Fairview Park Pool	46,225
Ridley Park	<u>245,792</u>
Total	\$1,834,109

**DEPARTMENTAL BUDGET SUMMARY**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$704,411	\$954,243	\$923,343	\$954,413
112	Overtime Pay	5,224	12,988	2,822	7,051
114	Vacation Pay	39,641	0	2,692	0
115	Sick Pay	17,133	0	7,763	0
116	Holiday Pay	23,667	0	10,445	0
118	Longevity Pay	12,450	10,950	10,950	11,300
119	Miscellaneous	5,391	0	1,818	0
141	FICA	59,862	74,830	63,055	74,413
142	Group Insurance	95,753	129,525	120,363	153,909
143	Retirement	116,905	146,620	132,085	141,802
145	Dental Insurance	4,122	4,968	4,734	4,968
146	Worker's Comp.	<u>1,269</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Personnel:</b>	\$1,085,828	\$1,334,124	\$1,290,070	\$1,347,856
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 2,718	\$ 4,550	\$ 4,550	\$ 4,450
240	Utilities	159,136	181,680	181,680	181,680
245	Telephones	5,971	7,250	7,297	6,450
250	Professional Services	1,610	3,350	2,795	2,350
261	Maintenance & Repair-Auto	3,088	3,200	3,200	2,500
269	Maintenance & Repair-Other	11,096	8,800	9,560	7,000
280	Travel	530	4,750	4,745	4,750
290	Other Services	30,815	75,575	72,544	66,250
310	Office Supplies	6,997	8,500	8,236	7,250
320	Operating Supplies	54,831	58,743	55,486	63,518
321	Operating Supplies Controllable	9,500	12,700	12,700	11,500

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**GENERAL FUND  
DEPARTMENT: PARKS & RECREATION**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES &amp; SUPPLIES (CONTINUED)</b>					
322	Chemical & Cleaning Supplies	17,683	13,550	13,550	18,550
325	Concession Supplies	838	1,000	1,000	1,000
326	Wearing Apparel	3,029	6,400	6,466	6,250
329	Cleaning Uniforms	5,766	6,650	5,398	6,200
331	Fuel	31,718	40,673	40,755	46,248
332	Maint. & Repair Supplies-Auto	5,084	9,057	9,057	8,057
340	Maint. & Repair Supplies-Other	21,261	32,025	30,657	30,250
341	Small Tools	7,254	4,800	4,800	4,500
410	Concrete Supplies	1,084	1,000	1,564	0
450	Construction Materials	0	0	396	0
470	Asphalt	0	0	0	0
530	Rentals	3,323	3,500	4,072	5,200
733	Awards	963	3,400	3,400	2,300
790	Refunds	<u>285</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Services &amp; Supplies:</b>	\$384,580	\$491,153	\$483,908	\$486,253
<b>CAPITAL OUTLAY</b>					
930	Other Improvements	\$ 35,028	\$ 0	\$ 1,748	\$ 0
941	Machinery/Auto Equipment	<u>122,058</u>	<u>9,000</u>	<u>9,000</u>	<u>0</u>
	<b>Total Capital Outlay:</b>	\$ 157,086	\$9,000	\$ 10,748	\$ 0
	<b>GRAND TOTAL</b>	\$1,627,494	\$1,834,277	\$1,784,726	\$1,834,109

**GENERAL FUND  
DEPARTMENT: GENERAL GOVERNMENT**

**FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget FY 2011</b>	<b>Actual FY 2011</b>	<b>Budget FY 2012</b>	<b>Estimated FY 2012</b>	<b>Budget FY 2013</b>
Personnel Services	\$ 1,024,971	\$ 1,019,350	\$1,026,771	\$1,022,777	\$ 1,368,487
Services & Supplies	1,153,751	938,263	1,259,210	1,135,485	1,161,332
Transfers	2,332,106	2,332,106	1,058,095	1,058,095	987,534
Capital Outlay	<u>20,000</u>	<u>0</u>	<u>19,709</u>	<u>19,709</u>	<u>0</u>
<b>TOTAL</b>	<b>\$4,530,828</b>	<b>\$4,289,719</b>	<b>\$3,363,785</b>	<b>\$3,236,066</b>	<b>\$3,517,353</b>

**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**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$ 11,862	\$ 14,000	\$ 13,712	\$ 13,500
119	Miscellaneous Pay	1,575	0	0	0
141	FICA	6,436	1,071	1,185	1,033
142	Group Insurance	670,542	821,700	650,107	1,143,954
146	Worker's Compensation	325,842	180,000	351,373	200,000
147	Unemployment Insurance	<u>3,093</u>	<u>10,000</u>	<u>6,400</u>	<u>10,000</u>
	<b>Total Personnel:</b>	\$ 1,019,350	\$ 1,026,771	\$ 1,022,777	\$ 1,368,487
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 48,080	\$ 63,000	\$ 58,812	\$ 55,000
240	Utilities	85,617	110,000	103,942	110,000
245	Telephones	15,206	16,000	15,236	16,000
250	Professional Services	24,408	34,500	18,168	27,000
253	Auditing Services	27,350	32,000	28,500	32,000
254	Workers' Comp Administration	25,776	14,400	15,136	0
255	Software Maintenance	6,229	0	6,000	6,000
269	Maintenance & Repair-Other	7,855	25,950	24,926	20,000
280	Meetings, Travel	4,228	4,000	3,783	4,500
290	Other Services	127,906	134,920	125,914	143,070
297	Animal Serv Facility Operation	163,036	230,000	200,000	230,000
298	Election Expenses	0	45,000	36,285	0
310	Office Supplies	9,190	12,000	11,495	12,000
320	Operating Supplies	18,990	31,000	28,679	17,262
321	Operating Supp-Controllable	0	0	0	0
322	Chemicals & Cleaning Supplies	0	0	38	0
326	Wearing Apparel	249	500	112	500
340	Maint & Repair Supplies-Other	7	1,000	1,001	1,000
510	Insurance & Bonds	296,387	325,000	310,015	325,000
511	Liability & Other Ins. Claims	29,538	35,000	24,268	35,000
530	Rentals	7,504	9,000	7,735	7,000
591	Senior Property Tax Relief	34,448	40,000	39,939	40,000
733	Awards	660	2,000	1,155	2,000
790	Refunds	5,599	3,000	9,346	3,000
800	Reserves	<u>0</u>	<u>90,940</u>	<u>65,000</u>	<u>75,000</u>
	<b>Total Services &amp; Supplies:</b>	\$ 938,263	\$ 1,259,210	\$ 1,135,485	\$ 1,161,332

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**GENERAL FUND  
DEPARTMENT: GENERAL GOVERNMENT**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>TRANSFERS:</b>					
763	Transfer to Debt Service Fund	\$ 671,763	\$ 1,000,035	\$ 1,000,035	\$ 987,534
766	Transfer to Cap Projects Fund	<u>1,660,343</u>	<u>58,060</u>	<u>58,060</u>	<u>0</u>
	<b>Total Transfers:</b>	\$ 2,332,106	\$ 1,058,095	\$ 1,058,095	\$ 987,534
<b>CAPITAL OUTLAY</b>					
911	Land & Easements	\$ 0	\$ 0	\$ 0	\$ 0
920	Buildings & Structures	0	0	0	0
930	Other Improvements	0	0	0	0
941	Machinery, Equip & Automotive	0	19,709	19,709	0
945	Communications Equip	0	0	0	0
947	Office Equipment	0	0	0	0
948	Computer Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Capital Outlay:</b>	\$ 0	\$ 19,709	\$ 19,709	\$ 0
	<b>GRAND TOTAL</b>	\$ 4,289,719	\$ 3,363,785	\$ 3,236,066	\$ 3,517,353

**SPECIAL REVENUE**

**FUND**

**EXPENDITURES**

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## STATE STREET AID FUND - 121

### FINANCIAL SUMMARY

<b>Category</b>	<b>Budget FY 2011</b>	<b>Actual FY 2011</b>	<b>Budget FY 2012</b>	<b>Estimated FY 2012</b>	<b>Budget FY 2013</b>
Personnel Services	\$ 116,706	\$ 116,578	\$ 123,613	\$ 112,543	\$ 129,187
Services & Supplies	1,261,014	540,521	1,626,817	1,577,938	971,000
Transfers	204,000	0	204,000	44,000	160,000
Capital Outlay	<u>38,999</u>	<u>26,368</u>	<u>30,000</u>	<u>24,888</u>	<u>15,000</u>
Total	\$1,620,719	\$ 683,467	\$1,984,430	\$1,759,369	\$ 1,275,187

### 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 - \$300,000
- Provides funding for street light utility bills - \$500,000
- Includes a "Transfer to Capital Project Fund" line item in the amount of \$160,000 for City matching funds for Surface Transportation Program (STP) Projects
- Includes capital outlay expenditures as follows:

Traffic Signal Upgrade	\$15,000
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# STATE STREET AID FUND – 121

## BUDGET SUMMARY

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$ 84,464	\$ 86,325	\$ 78,408	\$ 89,434
141	FICA	6,461	6,604	5,998	6,842
142	Group Insurance	11,349	13,822	13,724	16,445
143	Retirement	13,810	16,333	13,971	15,937
145	Dental Insurance	<u>494</u>	<u>529</u>	<u>442</u>	<u>529</u>
	<b>Total Personnel:</b>	\$ 116,578	\$ 123,613	\$ 112,543	\$ 129,187
<b>SERVICES AND SUPPLIES</b>					
240	Utilities	\$ 448,500	\$ 465,000	\$ 495,593	\$ 500,000
250	Professional Services	30,747	34,817	33,013	35,000
255	Software Maintenance	4,918	5,000	4,918	5,000
261	Maint. & Repair Supplies-Auto	0	0	0	0
268	Resurfacing	0	1,000,000	931,576	300,000
269	Maintenance & Repair-Other	0	0	400	0
290	Other Services & Charges	7,550	20,000	20,000	20,000
320	Operating Supplies	31,204	45,000	20,158	40,000
321	Operating Supplies Controllable	0	10,000	10,000	10,000
340	Maint. & Repair Supplies-Other	5,155	10,000	10,000	10,000
410	Concrete & Clay Supplies	5,157	26,000	33,880	25,000
420	Metal Products	1,584	0	5,000	0
450	Construction Materials	2,615	10,000	13,400	10,000
470	Asphalt	3,091	1,000	0	1,000
761	Transfer to Capital Projects Fund	0	204,000	44,000	160,000
800	Reserves	<u>0</u>	<u>0</u>	<u>0</u>	<u>15,000</u>
	<b>Total Services &amp; Supplies:</b>	\$ 540,521	\$ 1,830,817	\$ 1,621,938	\$ 1,131,000
<b>CAPITAL OUTLAY</b>					
930	Other Improvements	\$ 9,197	\$ 15,000	\$ 10,000	\$ 15,000
932	Bridge Improvements	9,001	0	0	0
941	Machinery/Auto Equipment	8,170	0	0	0
948	Computer Equipment	<u>0</u>	<u>15,000</u>	<u>14,888</u>	<u>0</u>
	<b>Total Capital Outlay:</b>	\$ 26,368	\$ 30,000	\$ 24,888	\$ 15,000
	<b>GRAND TOTAL</b>	\$ 683,467	\$ 1,984,430	\$ 1,759,369	\$ 1,275,187

## NARCOTICS & VICE FUND - 122

### FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2011</u>	<u>Actual</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2012</u>	<u>Budget</u> <u>FY 2013</u>
Services & Supplies	\$ <u>70,000</u>	\$ <u>46,973</u>	\$ <u>65,000</u>	\$ <u>50,000</u>	\$ <u>60,000</u>
Total	\$ 70,000	\$ 46,973	\$ 65,000	\$ 50,000	\$ 60,000

### 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 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	BUDGETED 2012-2013
	<b>SERVICES AND SUPPLIES</b>				
290	Other Services	\$ 28,221	\$ 40,000	\$ 30,000	\$ 40,000
320	Operating Supplies	<u>18,752</u>	<u>25,000</u>	<u>20,000</u>	<u>20,000</u>
	<b>Total Services &amp; Supplies:</b>	\$ 46,973	\$ 65,000	\$ 50,000	\$ 60,000
	<b>GRAND TOTAL</b>	\$ 46,973	\$ 65,000	\$ 50,000	\$ 60,000

## STREET AND TRANSPORTATION FUND - 123

### FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2011</u>	<u>Actual</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2012</u>	<u>Budget</u> <u>FY 2013</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 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	BUDGETED 2012-2013
	<b>SERVICES AND SUPPLIES</b>				
240	Utilities	\$ <u>75,000</u>	\$ <u>75,000</u>	\$ <u>75,000</u>	\$ <u>75,000</u>
	<b>Total Services &amp; Supplies:</b>	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
	<b>GRAND TOTAL</b>	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000

## DRUG FUND - 125

### FINANCIAL SUMMARY

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Services & Supplies	\$ 53,390	\$ 35,284	\$ 63,965	\$ 63,419	\$ 60,933
Transfers	40,000	40,000	40,000	40,000	40,000
Capital Outlay	<u>20,000</u>	<u>0</u>	<u>7,000</u>	<u>7,000</u>	<u>20,000</u>
Total	\$113,390	\$ 75,284	\$ 110,965	\$ 110,419	\$ 120,933

### 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:

Replacement vehicle     \$ 20,000

## DRUG FUND - 125

### BUDGET BREAKDOWN

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 16	\$ 0	\$ 0	\$ 0
240	Utilities	2,289	1,800	1,794	1,800
245	Telephones	9,886	10,010	9,973	12,060
250	Professional Services	840	7,740	7,700	1,240
255	Software Maintenance	650	0	0	650
261	Maint. & Repair Auto	85	1,500	1,417	1,500
269	Maint. & Repair Other	796	3,000	2,940	3,000
280	Travel/School	90	9,000	8,950	9,000
290	Other Services	3,893	2,600	2,586	3,543
310	Office Supplies	0	0	0	0
320	Operating Supplies	3,279	7,440	7,226	7,440
321	Operating Supplies Controllable	2,916	6,500	6,446	6,500
322	Chemical & Cleaning Supplies	0	300	482	300
326	Wearing Apparel	0	0	0	0
331	Fuel	90	0	0	0
332	Maint. & Repair Supplies-Auto	234	1,500	1,371	1,500
340	Maint. & Repair Supplies-Other	73	2,000	2,000	2,000
341	Small Tools	72	500	459	500
410	Concrete & Clay Supplies	175	175	175	0
530	Rentals	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>
	<b>Total Services &amp; Supplies:</b>	\$ 35,284	\$ 63,965	\$ 63,419	\$ 60,933
<b>TRANSFERS</b>					
764	Transfer to N & V Fund	\$ <u>40,000</u>	\$ <u>40,000</u>	\$ <u>40,000</u>	\$ <u>40,000</u>
	<b>Total Transfers:</b>	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
<b>CAPITAL OUTLAY</b>					
941	Machinery/Auto Equip	\$ <u>0</u>	\$ <u>7,000</u>	\$ <u>7,000</u>	\$ <u>20,000</u>
	<b>Total Capital Outlay:</b>	\$ 0	\$ 7,000	\$ 7,000	\$ 20,000
	<b>GRAND TOTAL</b>	\$75,284	\$ 110,965	\$ 110,419	\$ 120,933

## **PUBLIC WORKS -SANITATION FUND - 127**

### **FINANCIAL SUMMARY**

<b>Category</b>	<b>Budget <u>FY 2011</u></b>	<b>Actual <u>FY 2011</u></b>	<b>Budget <u>FY 2012</u></b>	<b>Estimated <u>FY 2012</u></b>	<b>Budget <u>FY 2013</u></b>
Personnel Services	\$1,674,734	\$1,515,696	\$1,716,800	\$1,486,206	\$1,772,040
Services & Supplies	1,570,215	1,315,683	1,538,500	1,457,268	1,502,903
Capital Outlay	<u>265,209</u>	<u>208,699</u>	<u>108,684</u>	<u>108,684</u>	<u>0</u>
<b>TOTAL</b>	<b>\$3,510,158</b>	<b>\$3,040,078</b>	<b>\$3,363,984</b>	<b>\$3,052,158</b>	<b>\$3,289,943</b>

### **DEPARTMENT 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 2011-12 ACCOMPLISHMENTS**

- Removed fallen and damaged trees after two major wind storms felled trees throughout the city. The cleanup lasted two and a half months during which time we worked six day work weeks.
- Assisted the group “People Helping People Together.” Approximately 800 people volunteered to spruce up blighted areas on the east side of Columbia. Sanitation collected the items at the end of the clean up.
- Participated in the following special events:
  - Mule Day (including race and parade)
  - Southern Fried Festival (including race)
  - Boys and Girls Club
  - Martin Luther King, Jr. observance
  - Tour of Homes
  - Haunting on the Square
  - National Day of Prayer
  - Hope House
  - Veteran’s Day

## **PUBLIC WORKS -SANITATION FUND – 127**

### **FY 2011-12 ACCOMPLISHMENTS (continued)**

- Continued partnership with Earthsavers, LLC to provide citywide recycling.

### **FY 2012-13 BUDGET HIGHLIGHTS**

- \$15,000 - attachments for loaders

Note: The majority of capital outlay items initially included within the proposed budget were deleted during the budget process to offset the cost of increased health insurance.

## PUBLIC WORKS - SANITATION FUND - 127

### ACTIVITY BREAKDOWN

General	\$1,654,254
Brush & Trash	510,114
Commercial	329,635
Residential	<u>795,943</u>
Total	\$3,289,943

### DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	BUDGETED 2012-2013
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$ 849,061	\$1,004,350	\$ 905,738	\$1,002,757
112	Overtime Pay	21,530	61,718	51,901	61,574
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	58,936	0	28,298	0
115	Sick Pay	28,401	0	18,088	0
116	Holiday Pay	35,006	0	14,288	0
118	Longevity Pay	19,200	20,750	13,500	17,900
119	Miscellaneous	3,432	0	2,284	0
141	FICA	74,200	83,142	74,337	82,791
142	Group Insurance	206,655	264,029	189,328	336,925
143	Retirement	161,534	202,683	177,329	189,965
145	Dental Insurance	6,354	7,128	6,282	7,128
146	Worker's Compensation	51,388	70,000	4,833	70,000
147	Unemployment Claims	<u>0</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>
<b>Total Personnel:</b>		\$1,515,697	\$1,716,800	\$1,486,206	\$1,772,040
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 7,220	\$ 5,000	\$ 7,500	\$ 7,500
240	Utilities	24,206	22,300	22,300	22,300
245	Telephones	2,382	3,000	3,000	3,000
250	Professional Services	2,402	5,000	5,000	5,000
253	Auditing Services	2,925	3,000	3,000	3,000
254	Worker's Comp. Administration	3,932	5,600	5,220	0
261	Maintenance & Repair-Auto	5,817	23,300	19,633	19,350
269	Maintenance & Repair-Other	949	4,000	4,312	4,000
280	Travel	71	2,000	2,000	5,000
290	Other Services	113,009	154,000	134,487	154,000
294	Uncollected Revenue	0	0	0	0
295	Landfill Charges	549,125	600,000	543,206	600,000
310	Office Supplies	2,270	2,250	2,250	2,250

(continued on next page)

**PUBLIC WORKS - SANITATION FUND - 127**

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES AND SUPPLIES (CONTINUED)</b>					
320	Operating Supplies	\$ 114,426	\$ 98,750	\$ 90,750	\$ 83,750
321	Operating Supplies, Controllable	0	0	0	0
322	Chemical & Cleaning Supplies	7,055	6,500	6,500	6,500
326	Wearing Apparel	3,412	5,947	5,219	5,000
329	Cleaning Uniforms	8,483	9,800	9,800	9,800
331	Fuel	175,784	176,013	176,013	176,013
332	Maint & Repair Supplies-Auto	62,722	92,000	90,992	91,000
340	Maint & Repair Supplies-Other	688	3,000	3,000	3,000
341	Small Tools	388	600	1,999	600
410	Concrete Supplies	0	0	0	0
420	Metal Products	0	0	0	0
450	Construction Materials	2,212	5,500	5,500	10,000
470	Asphalt	0	0	4,647	0
510	Insurance & Bonds	33,078	42,000	42,000	42,000
511	Liability and Other Insurance	14,972	15,000	15,000	15,000
530	Rental Equipment	10,000	0	0	0
761	Transfer to Debt Service	168,155	226,940	226,940	207,840
762	Transfer to General Fund	0	0	0	0
790	Refunds	0	2,000	2,000	2,000
800	Reserves	<u>0</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
<b>Total Services &amp; Supplies:</b>		<b>\$1,315,683</b>	<b>\$1,538,500</b>	<b>\$1,457,268</b>	<b>\$1,502,903</b>
<b>CAPITAL OUTLAY</b>					
941	Machinery/Auto Equip	\$208,698	\$108,684	\$ 108,684	\$15,000
945	Communications Equip	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Outlay:</b>		<b>\$ 208,698</b>	<b>\$108,684</b>	<b>108,684</b>	<b>\$15,000</b>
<b>GRAND TOTAL</b>		<b>\$3,040,078</b>	<b>\$3,363,984</b>	<b>\$3,052,158</b>	<b>\$3,289,943</b>

**DEBT SERVICE FUND**  
**EXPENDITURES**

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## DEBT SERVICE FUND - 211

### FINANCIAL SUMMARY

	<u>Budget</u> <u>FY 2011</u>	<u>Actual</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2012</u>	<u>Budget</u> <u>FY 2013</u>
Principal	\$ 673,759	\$ 673,272	\$ 795,821	\$ 786,968	\$ 796,794
Interest	390,659	390,659	434,644	433,947	410,620
Administrative Fees	500	500	500	500	500
Other	0	487	0	0	0
Reserves	<u>10</u>	<u>0</u>	<u>10</u>	<u>0</u>	<u>10</u>
Total	\$1,064,928	\$1,064,918	\$ 1,230,975	\$1,221,415	\$ 1,207,924

### 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.
- FY 2010-11:
  - \$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.
  - \$188,490 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 \$77,700 interest for the 2008 General Obligation Bond issue,
- \$340,000 principal and \$269,869 interest for the 2010 General Obligation Refunding & Improvement Bond issue,
- \$160,049 principal and \$8,106 interest for the 2009 Sanitation Vehicle Capital Outlay Notes,
- \$150,093 principal and \$52,362 interest for the 2011 Equipment Capital Outlay Notes, and
- \$46,652 principal and \$2,583 interest for the 2011 Sanitation Vehicle Capital Outlay Notes.

## DEBT SERVICE FUND - 211

### BUDGET BREAKDOWN

OBJ CODE	TITLE	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	BUDGETED 2012-2013
<b>DEBT SERVICE</b>					
610	2010 GO Refunding & Imp Prin.	\$ 335,000	\$ 340,000	\$ 340,000	\$ 340,000
612	2009 Sanitation Note Principal	153,516	156,176	156,176	160,049
613	2011 Equipment Note Principal	48,228	145,046	145,046	150,093
615	2011 Sanitation Note Principal	0	54,599	45,746	46,652
618	2008 GO Bond Principal	100,000	100,000	100,000	100,000
620	Woodland Street Property Principal	36,527	0	0	0
630	2010 GO Refunding & Imp Interest	290,195	280,069	280,069	269,869
633	2011 Equipment Note Interest	0	57,410	57,410	52,362
634	2009 Sanitation Note Interest	14,639	11,979	11,979	8,106
635	2011 Sanitation Note Interest	0	4,186	3,489	2,583
638	2008 GO Bond Interest	84,000	81,000	81,000	77,700
640	Woodland Street Property Interest	1,826	0	0	0
690	2010 GO Ref & Imp Admin. Fee	250	250	250	250
691	2011 GO Cap Outlay Note prepmt	487	0	0	0
693	2008 GO Bond Admin. Fee	250	250	250	250
763	Transfer to Capital Projects Fund	0	0	0	0
800	Reserves	<u>0</u>	<u>10</u>	<u>0</u>	<u>10</u>
	<b>Total Debt Service:</b>	\$ 1,064,918	\$ 1,230,975	\$ 1,221,415	\$ 1,207,924
	<b>ACTIVITY GRAND TOTAL:</b>	\$ 1,064,918	\$ 1,230,975	\$ 1,221,415	\$ 1,207,924

**CITY OF COLUMBIA, TENNESSEE  
SCHEDULE OF DEBT SERVICE REQUIREMENTS - GENERAL LONG-TERM DEBT  
FISCAL YEAR 2012-2013 BUDGET**

Year	General Obligation													
	Bonds - 2008*		Sanitation Equipment Capital Outlay Note 2009 **		Refunding & Improvement Bonds - 2010***		Equipment Capital Outlay Note 2011 ****		Sanitation Equipment Capital Outlay Note 2011 *****		Note / Bond Issue 2012*****		Total Requirements	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2013	100,000	77,700	160,049	8,106	340,000	269,869	150,093	52,362	46,652	2,583			796,794	410,620
2014	100,000	74,300	164,063	4,092	345,000	259,594	155,316	47,140	47,575	1,660	167,499	68,775	979,453	455,561
2015	100,000	70,750			355,000	249,094	160,721	41,735	48,517	718	173,362	62,913	837,600	425,210
2016	100,000	67,150			360,000	238,369	166,314	36,142			179,429	56,845	805,743	398,506
2017	100,000	63,500			370,000	227,419	172,101	30,355			185,710	50,565	827,811	371,839
2018	105,000	59,800			385,000	216,094	178,089	24,366			192,209	44,065	860,298	344,325
2019	110,000	55,810			395,000	204,394	184,286	18,169			198,937	37,337	888,223	315,710
2020	110,000	51,520			410,000	192,318	190,699	11,757			205,899	30,375	916,598	285,970
2021	115,000	47,120			425,000	179,528	197,335	5,120			213,106	23,168	950,441	254,936
2022	120,000	42,405			445,000	165,656					220,565	15,710	785,565	223,771
2023	125,000	37,425			460,000	150,662					228,284	7,990	813,284	196,077
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	\$ 1,900,000	\$ 746,255	\$ 324,112	\$ 12,198	\$ 8,085,000	\$ 2,890,597	\$ 1,554,954	\$ 267,146	\$ 142,744	\$ 4,961	\$ 1,965,000	\$ 397,743	\$ 13,971,810	\$ 4,318,900

\* 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, are being 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%)

\*\*\*\*\* Proceeds from the 2012 Note/Bond issue will be used to fund building renovations for the Police Department and the narrow banding radio upgrade for Police/Fire

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**CAPITAL PROJECTS**

**FUND**

**EXPENDITURES**

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## CAPITAL PROJECTS FUND – 311

### FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2011</u>	<u>Actual</u> <u>FY 2011</u>	<u>Budget</u> <u>FY 2012</u>	<u>Estimated</u> <u>FY 2012</u>	<u>Budget</u> <u>FY 2013</u>
Services	\$ 0	\$ 130,815	\$ 0	\$ 0	\$ 0
Other	998,016	50,798	901,218	58,218	810,000
Capital Outlay	<u>11,295,310</u>	<u>2,604,509</u>	<u>8,923,492</u>	<u>6,631,992</u>	<u>4,256,500</u>
<b>TOTAL</b>	<b>\$12,293,326</b>	<b>\$ 2,786,122</b>	<b>\$ 9,824,710</b>	<b>\$ 6,690,210</b>	<b>\$ 5,066,500</b>

### 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 2012-2013 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	\$ 500,000
Surface Transportation Program projects	1,700,000
Neighborhood Stabilization Program	450,000
Youth Empowerment Center	360,000
TDOT Roadscapes grant	91,500
Communication Improvements	465,000
Police Building Improvements	<u>1,500,000</u>
Total	\$5,066,500

Budgets for the projects listed above will be adjusted as needed based upon final expenditures at June 30, 2012.

## CAPITAL PROJECTS FUND – 311

### BUDGET SUMMARY

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES</b>					
41850-269	Duck River bank stabilization	\$ <u>130,815</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>
	<b>Total Services</b>	\$ 130,815	\$ 0	\$ 0	\$ 0
<b>OTHER</b>					
41900-721	Youth Empowerment Center	\$ 29,598	\$ 370,402	\$ 10,402	\$ 360,000
41850-800	Reserves	0	33,000	0	0
43610-272	Neighborhood Stabilization Grant	<u>21,200</u>	<u>497,816</u>	<u>47,816</u>	<u>450,000</u>
	<b>Total Other</b>	\$ 50,798	\$ 901,218	\$ 58,218	\$ 810,000
<b>CAPITAL OUTLAY</b>					
41850-922	Riverwalk project	\$ 1,843,969	\$ 4,486,164	\$ 3,986,164	\$ 500,000
41850-927	Station #2 & Other Improvements	5,632	85,442	85,442	0
41850-928	Farmers Market	13,385	217,375	217,375	0
41850-929	City Hall project	167,532	1,825,300	1,825,300	0
41850-932	TDOT Roadscapes Grant	0	91,500	0	91,500
41850-934	Safe Routes to School	21,322	328,375	328,375	0
41850-945	Communications Equipment	0	0	0	465,000
42110-920	Police Dept Bldg Improvements	0	0	0	1,500,000
43100-930	Surface Transportation Program	30,664	1,889,336	189,336	1,700,000
44415-934	Recreation Complex (Ridley)	<u>522,005</u>	<u>0</u>	<u>0</u>	<u>0</u>
	<b>Total Capital Outlay</b>	\$2,604,509	\$ 8,923,492	\$ 6,631,992	\$ 4,256,500
	<b>GRAND TOTAL</b>	\$ 2,786,122	\$ 9,824,710	\$6,690,210	\$ 5,066,500

**ENTERPRISE FUND**

**EXPENDITURES**

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## WASTEWATER SYSTEM REVENUE FUND

### FINANCIAL SUMMARY

Category	Budget <u>FY 2011</u>	Actual <u>FY 2011</u>	Budget <u>FY 2012</u>	Estimated <u>FY 2012</u>	Budget <u>FY 2013</u>
Personnel Services	\$2,758,412	\$ 2,421,797	\$ 2,824,724	\$ 2,689,767	\$ 3,034,892
Services & Supplies	3,277,726	2,606,389	3,535,889	3,058,921	3,404,850
Capital Outlay	3,392,099	914,928	9,787,155	3,464,207	8,410,031
Debt Service	<u>2,411,793</u>	<u>2,371,696</u>	<u>2,629,542</u>	<u>2,583,713</u>	<u>2,908,653</u>
<b>TOTAL</b>	\$11,840,030	\$8,314,810	\$18,777,310	\$11,796,608	\$17,758,426

### 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 \$460,000 in taxes to the general government during FY 2012-13.

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)

The adopted user fee during FY 11-12 is \$14.99 per month and the sewer volume fee is \$4.90 per thousand gallons of water used each month. (Billing for 5000 gallons is \$ 39.49)

A rate increase was proposed for FY 12-13 to maintain the \$14.99 per month user fee with a sewer volume fee of \$5.14 per thousand gallons of water used each month. (Billing for 5000 gallons is \$ 40.69) The rate increase was not approved by the City Council.

### BUDGET HIGHLIGHTS - CAPITAL OUTLAY ITEMS

The FY 2012-13 Wastewater budget includes capital outlay expenditures as follows (see right-hand column):

	<u>Proposed</u>
Replacement Pump Assembly	\$ 40,000
Ultraviolet Disinfection Replacement Parts	22,350
Collection System I&I Flow Monitoring Study	375,000
SCADA	137,000
Various Project Easements	30,000
Infrastructure Improvements – Greenlick Station	4,942,125
Computer replacements	16,500
East Bigby Interceptor rehabilitation	32,000
Replacement air release valves	7,500
GIS support and advancement	45,000
Laboratory Equipment	6,000
Infrastructure Rehab -Greenlick - Inflow & Infiltration	1,250,000
Infrastructure Rehab – Royal Oaks Basin	750,000
Duck River Wetwell Rehabilitation Project	342,256
HVAC condenser replacement	26,000
Closed Circuit Video Inspection Package	125,000
Off Road Line Cleaning Unit	65,000
AUMA valve actuators	35,100
Utility Truck with bed (2 units)	77,000
Backhoe	70,000
Brush – hog (rotary cutter)	2,200
Gator UTV	<u>14,000</u>
TOTAL	8,410,031

## **WASTEWATER SYSTEM REVENUE FUND**

### **FY 2011-12 ACCOMPLISHMENTS**

- The engineering design for rehabilitation of the Santa Fe Force Main will be completed in FY 2010-11. The bid award contract was executed and construction was started during FY 2010-11. Construction is anticipated to be complete in FY 2011-12.
- Initial Flow Monitoring in the Greenlick Sewer Basin was initiated and completed during FY 2010-11. The engineering design of a rehabilitation project to reduce Inflow and Infiltration based on the flow monitoring information was completed in FY 2011-12. Construction is anticipated to start in FY 2011-12.
- Design of the Duck River Wetwell rehabilitation was completed in FY2011-12. Construction is anticipated in the spring with construction completed in FY2012-13.
- The redesign of the Greenlick Basin sewer pumping station was completed during FY 2010-11. Changes to reflect the most recent land use information resulted in a relocation and capacity revisions. The project construction phase will begin in FY 2011-12.

### **ONGOING PROJECTS**

- The Greenlick Basin sewer pumping station construction phase will continue during FY 2012-13.
- The Duck River Wetwell Project rehabilitation efforts are underway with completion anticipated in FY 2012-13. The project will include repair of sulfide corrosion in the concrete wetwell structure.
- A study of flow conditions in the Greenlick Sewer Basin was conducted in FY 2011-12. Advancement of design and rehabilitation efforts related to the Inflow and Infiltration issues will continue in FY 2012-13.

# WASTEWATER SYSTEM REVENUE FUND

## ACTIVITY BREAKDOWN

Sewer Line Maintenance	\$ 495,365
Pumping Station	1,413,507
Treatment Plant	4,266,514
Industrial Pretreatment	100,127
Sewer Rehabilitation	2,826,129
Sewer Debt Service	2,908,653
Sewer Construction	<u>5,748,151</u>
Total	\$ 17,758,426

## DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	BUDGETED 2012-2013
<b>PERSONNEL SERVICES</b>					
110	Salaries	\$1,457,705	\$1,740,322	\$1,591,789	\$1,819,507
112	Overtime Pay	7,986	106,515	77,133	105,178
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	79,231	0	38,054	0
115	Sick Pay	45,725	0	35,023	0
116	Holiday Pay	49,611	0	23,124	0
118	Longevity Pay	29,850	30,600	30,600	29,500
119	Miscellaneous	11,516	0	7,379	0
141	FICA	122,666	143,624	134,591	149,495
142	Group Insurance	300,375	389,626	351,197	525,869
143	Retirement	265,422	342,669	319,570	333,975
145	Dental Insurance	8,820	10,368	9,432	10,368
146	Worker's Compensation	42,890	60,000	70,875	60,000
147	Unemployment Insurance	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	<b>Total Personnel Services:</b>	\$2,421,797	\$2,824,724	\$2,689,767	\$3,034,892
<b>SERVICES AND SUPPLIES</b>					
211	Office Services	\$ 947	\$ 2,525	\$ 2,134	\$ 2,600
240	Utilities	1,081,604	1,090,000	1,042,628	1,080,000
245	Telephones	61,934	64,810	64,603	72,310
250	Consulting Services	35,572	91,306	81,502	63,250
253	Auditing Services	10,950	11,000	12,920	12,000
254	Workers Comp Admin	3,157	4,800	4,794	4,800
255	Software Support & Maint	7,385	8,000	7,993	8,000
261	Maintenance & Repair Auto	4,689	16,500	15,839	15,250
269	Maintenance & Repair Other	130,201	159,363	158,054	143,925

(continued on next page)

# WASTEWATER SYSTEM REVENUE FUND

## DEPARTMENTAL BUDGET SUMMARY (continued)

<b>OBJ CODE</b>	<b>TITLE</b>	<b>ACTUAL 2010-2011</b>	<b>BUDGETED 2011-2012</b>	<b>ESTIMATED 2011-2012</b>	<b>BUDGETED 2012-2013</b>
<b>SERVICES AND SUPPLIES</b>					
280	Travel / Schooling	969	16,150	15,459	14,111
290	Other Services	25,309	62,000	58,245	58,500
293	Billing and Collection	161,975	185,400	199,515	199,000
295	Landfill Charges	128,802	263,909	260,317	263,900
310	Office Supplies	3,021	2,700	2,663	2,700
320	Operation Supplies	15,771	14,100	25,056	23,825
321	Operation Supplies - Controllable	2,030	19,000	18,500	15,800
322	Chemical & Cleaning Supplies	94,871	116,700	111,961	114,000
326	Wearing Apparel	6,369	11,200	11,075	10,800
329	Cleaning Uniforms	10,270	14,775	13,795	14,425
331	Fuel	60,879	68,800	70,305	75,070
332	Maintenance & Repair Auto	19,230	20,100	22,313	19,600
340	Maintenance & Repair Other	151,633	164,938	162,641	166,050
341	Small Tools	3,481	6,600	8,714	7,150
410	Concrete Supplies	5,292	15,350	16,820	17,600
420	Metal Products	2,577	12,600	13,089	12,450
450	Construction Materials	27,706	42,200	42,141	42,200
470	Asphalt	16,950	32,600	32,535	32,600
510	Insurance & Bonds	75,143	82,000	81,990	82,000
511	Liability & Other Insurance	15,038	20,000	19,970	20,000
530	Rental Equipment	1,077	7,650	7,537	7,650
592	In Lieu of Taxes	435,766	466,013	466,013	460,784
733	Awards	0	300	300	300
790	Refunds	5,791	7,500	7,500	7,500
800	Reserves	0	200,000	0	100,000
801	Reserves, Sewer Improve	0	200,000	0	200,000
803	Reserves, Sewer Impact Fee	0	35,000	0	35,000
	<b>Total Services &amp; Supplies</b>	<b>\$2,606,389</b>	<b>\$3,535,889</b>	<b>\$3,058,921</b>	<b>\$3,404,850</b>
<b>CAPITAL OUTLAY</b>					
911	Land & Easements	\$ 0	\$ 50,000	\$ 50,000	\$ 30,000
920	Bldg /Structure	0	0	0	26,000
930	Improve Other Than Building	325,560	3,128,032	2,410,321	1,512,256
931	East Bigby Interceptor	0	32,000	0	32,000
933	CDBG - E. Hill Sewer Rehab	0	0	0	0
934	Rutherford Creek Sewer	402,461	50,000	46,888	0
936	Greenlick Creek Project	68,258	6,305,000	862,875	6,192,125
941	Machinery/ Auto Equipment	118,649	65,500	62,500	476,150
945	Communications Equipment	0	0	0	0
947	Office Equipment	0	0	0	0
948	Computer Equipment	0	156,623	31,623	141,500
	<b>Total Capital Outlay:</b>	<b>\$914,928</b>	<b>\$9,787,155</b>	<b>\$3,464,207</b>	<b>\$8,410,031</b>

(continued on next page)

# WASTEWATER SYSTEM REVENUE FUND

## DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2010-2011	BUDGETED 2011-2012	ESTIMATED 2011-2012	BUDGETED 2012-2013
<b>SEWER DEBT SERVICE</b>					
611	1997 TMBF Principal	\$ 850,000	\$ 895,000	\$ 895,000	\$ 942,000
614	2005 SRTB Principal	610,000	630,000	630,000	655,000
616	2008 Bond Principal	215,000	220,000	220,000	225,000
617	2011 Bond Principal	0	0	0	260,000
628	1999 Bond Principal	0	0	0	0
629	2000 Bond Principal	0	0	0	0
634	Amortization Expense	52,530	0	0	0
640	1997 TMBF Interest	18,664	56,366	13,042	28,260
644	2005 SRTB Interest	390,140	372,428	372,428	351,855
646	2008 Bond Interest	231,249	226,420	226,420	220,188
647	2011 Bond Interest	0	223,078	223,078	222,100
648	1999 Bond Interest	0	0	0	0
649	2000 Bond Interest	0	0	0	0
686	2008 Bond Admin Fee	250	250	250	250
687	2011 Bond Admin Fee	0	250	250	250
688	1999 Bond Admin Fee	0	0	0	0
689	2000 Bond Admin Fee	0	0	0	0
690	2005 SRTB Admin Fee	750	750	750	750
698	1997 TMBF Admin Fee	<u>3,113</u>	<u>5,000</u>	<u>2,495</u>	<u>3,000</u>
	<b>Total Debt Service:</b>	\$2,371,696	\$2,629,542	\$2,583,713	\$2,908,653
	<b>GRAND TOTAL</b>	\$8,314,810	\$18,777,310	\$11,796,608	\$17,758,426

City of Columbia Wastewater Fund  
Schedule of Debt Service Requirements  
June 30, 2012

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
2013	942,000	28,260	655,000	351,855	225,000	220,188	260,000	222,100	2,082,000	822,403
2014	-	-	675,000	329,573	235,000	213,283	265,000	216,850	1,175,000	759,706
2015	-	-	700,000	305,848	240,000	205,680	275,000	211,450	1,215,000	722,978
2016	-	-	720,000	280,638	250,000	197,408	280,000	204,500	1,250,000	682,546
2017	-	-	750,000	253,803	260,000	188,415	285,000	196,025	1,295,000	638,243
2018	-	-	780,000	225,108	270,000	178,673	295,000	187,325	1,345,000	591,106
2019	-	-	810,000	194,594	280,000	168,150	305,000	178,325	1,395,000	541,069
2020	-	-	845,000	162,000	290,000	156,818	310,000	169,100	1,445,000	487,918
2021	-	-	540,000	134,300	305,000	144,540	320,000	159,650	1,165,000	438,490
2022	-	-	570,000	109,250	320,000	131,255	335,000	149,825	1,225,000	390,330
2023	-	-	600,000	80,000	330,000	117,115	345,000	139,625	1,275,000	336,740
2024	-	-	635,000	49,125	345,000	102,093	355,000	129,125	1,335,000	280,343
2025	-	-	665,000	16,625	365,000	85,935	365,000	118,325	1,395,000	220,885
2026	-	-	-	-	380,000	68,705	380,000	106,913	760,000	175,618
2027	-	-	-	-	400,000	50,470	395,000	94,063	795,000	144,533
2028	-	-	-	-	420,000	31,095	410,000	79,975	830,000	111,070
2029	-	-	-	-	440,000	10,560	425,000	64,300	865,000	74,860
2030	-	-	-	-	-	-	445,000	46,900	445,000	46,900
2031	-	-	-	-	-	-	465,000	28,700	465,000	28,700
2032	-	-	-	-	-	-	485,000	9,700	485,000	9,700
Totals	\$ 942,000	\$ 28,260	\$ 8,945,000	\$ 2,492,716	\$ 5,355,000	\$ 2,270,383	\$ 7,000,000	\$ 2,712,776	\$ 22,242,000	\$ 7,504,135

\* Variable rate, interest calculated at 3.0%

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**CAPITAL IMPROVEMENTS  
PROGRAM**

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

FUNDING SOURCE		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>MUNICIPAL BUILDINGS</b>							
1. City Hall Relocation	2010 GO Refunding & Imp Bonds	0	0	0	0	0	0
	Capital Projects Fund	1,825,300	0	0	0	0	0
2. Police Department Relocation	Bond Issue/Cap Outlay Note	0	1,500,000	0	0	0	0
3. Fire Facility Improvements	Capital Projects Fund	85,442	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>\$1,910,742</b>	<b>\$1,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TRANSPORTATION SYSTEM</b>							
1. Street Resurfacing	State Street Aid Fund	1,000,000	300,000	300,000	300,000	300,000	300,000
2. Surface Transportation Program projects *							
a. City share	State Street Aid Fund	44,000	160,000	0	0	0	0
b. Surface Transportation Funds from TDOT	TDOT	145,336	1,540,000	0	0	0	0
3. Traffic Control Upgrade Program	State Street Aid Fund	15,000	15,000	40,000	40,000	40,000	40,000
4. Sidewalk Replacement	State Street Aid Fund	0	0	0	0	0	0
5. Street Lighting-Citywide	State Street Aid Fund	0	0	0	0	0	0
6. Safe Routes to School	TDOT	311,543	0	0	0	0	0
7. Roadscapes - Bear Creek Pike	TDOT	0	0	0	0	0	0
a. City share	Capital Projects Fund	0	18,300	0	0	0	0
b. Surface Transportation Funds from TDOT	TDOT	0	73,200	0	0	0	0
	<b>SUBTOTAL</b>	<b>\$ 1,515,879</b>	<b>\$ 2,106,500</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>	<b>\$ 340,000</b>
<b>STORMWATER UTILITY</b>							
1. Stormwater Utility Implementation	General Fund-City Manager	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\* unexpended/unbudgeted portions of these projects at 6/30/12 will be rebudgeted into FY 2012-13 with the first appropriation amendment

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

	FUNDING SOURCE	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>PARKS &amp; RECREATION</b>							
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	0	0	0	0	0	0
3. Old Army 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	75,000	-
7. Ridley Sports Complex*							
Phase 1-Fastpitch, multi purpose fields, etc.	2010 GO Refunding & Imp Bonds	0	0	0	0	0	0
Phase 2 - Soccer fields	Potential Bond Issue	0	0	1,000,000	0	0	0
8. Betty Lee Park							
a. park benches, picnic tables, grills, trash cans		0	0	0	25,000	0	0
9. Duck River Riverwalk							
SAFETEA-LU grant funds* (est. bal 6/30/12)	SAFETEA-LU	3,182,052	410,000	0	0	0	0
City match* (carried forward fm prev years)	Capital Projects Fund	804,112	90,000	0	0	0	0
10. Farmers Market pavilion							
USDA Grant	USDA Grant	79,000	0	0	0	0	0
TN Department of Agriculture	TN Department of Agriculture	99,000	0	0	0	0	0
Capital Projects Fund	Capital Projects Fund	32,960	0	0	0	0	0
11. Duck River Bank Stabilization project	Capital Projects Fund	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>\$ 4,197,124</b>	<b>\$ 500,000</b>	<b>\$ 1,075,000</b>	<b>\$ 175,000</b>	<b>\$ 75,000</b>	<b>\$ 0</b>

\* unexpended portions of these projects at 6/30/12 will be rebudgeted into FY 2012-13 with the first appropriation amendment

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

FUNDING SOURCE		2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>WASTEWATER SYSTEM</b>							
1. Santa Fe Force Main Rehab	Wastewater Fund	2,073,032	0	0	0	0	0
2. East Bigby Interceptor	Wastewater Fund	0	32,000	0	0	0	0
3. Greenlick Sewer Rehab	WW Fund/ Potential Bond	500,000	1,250,000	0	0	0	0
4. Royal Oaks Sewer Rehab	Wastewater Fund	0	750,000	0	0	0	0
5. Infrastructure	WW Fund/ Potential Bond	0	0	1,000,000	1,000,000	1,000,000	1,000,000
a. Greenlick Basin Improvements *	WW Fund/ Potential Bond	362,875	4,942,125	0	0	0	0
b. Rutherford Basin Improvements	2008 Bond Issue	46,888	0	0	0	0	0
6. Inflow and Infiltration System Study	Wastewater Fund	0	375,000	0	0	0	0
7. Duck River Wetwell Rehabilitation Project	Wastewater Fund	257,745	342,256	0	0	0	0
8. SCADA	Wastewater Fund	29,923	125,000	0	0	0	0
9. Sulfide Corrosion Control / Repair	WW Fund/ Potential Bond	0	0	0	0	0	0
	<b>SUBTOTAL</b>	<b>\$ 3,270,463</b>	<b>\$ 7,816,381</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>

\* unexpended portions of these projects at 6/30/12 will be rebudgeted into FY 2012-13 with the first appropriation amendment

**GRAND TOTAL \$ 10,894,208 \$ 11,922,881 \$ 2,415,000 \$ 1,515,000 \$ 1,415,000 \$ 1,340,000**

**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
- TN Dept of Agriculture - Grant from the TN Department of Agriculture

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**CAPITAL EQUIPMENT  
REPLACEMENT PROGRAM**

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**SUMMARY OF CAPITAL EQUIPMENT REPLACEMENT PLAN (CERP)**

<b>General Fund:</b>	<b>2011-12</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-16</b>	<b>2016-17</b>
	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Management Info. Systems	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -
Police	126,690	-	373,898	385,196	425,085	408,646
Fire	-	-	137,500	62,000	-	600,000
Public Works-Streets	-	-	233,000	265,000	60,000	120,000
Development Services	-	-	40,000	-	-	-
Parks & Recreation	9,000	-	187,000	75,650	93,400	-
<b>Total General Fund</b>	<b>\$ 135,690</b>	<b>\$ -</b>	<b>\$ 996,398</b>	<b>\$ 787,846</b>	<b>\$ 578,485</b>	<b>\$ 1,128,646</b>

**Special Revenue Funds:**

	<b>2011-12</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-16</b>	<b>2016-17</b>
	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
State Street Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drug	-	20,000	75,000	70,000	60,000	40,000
Public Works-Sanitation**	90,000	-	70,000	1,000,000	40,000	-
<b>Total Special Rev. Funds</b>	<b>\$ 90,000</b>	<b>\$ 20,000</b>	<b>\$ 145,000</b>	<b>\$ 1,070,000</b>	<b>\$ 100,000</b>	<b>\$ 40,000</b>

**Enterprise Fund:**

	<b>2011-12</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-16</b>	<b>2016-17</b>
	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Wastewater	\$ -	\$ 147,000	\$ 397,000	\$ 378,500	\$ 158,500	\$ 158,500
<b>Total Enterprise Fund</b>	<b>\$ -</b>	<b>\$ 147,000</b>	<b>\$ 397,000</b>	<b>\$ 378,500</b>	<b>\$ 158,500</b>	<b>\$ 158,500</b>

**Total CERP Expenses**

	\$ 225,690	\$ 167,000	\$ 1,538,398	\$ 2,236,346	\$ 836,985	\$ 1,327,146
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**POLICE DEPARTMENT FLEET CAPITAL EQUIPMENT REPLACEMENT PROGRAM**

VIN	Year	Make	Model	Mileage	SERVICE		Assignment	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
					LIFE YRS								
2FAFP71W13X125120	2003	Ford	Crown Vic	128,118	5-7	PTL			26,707				
2FAFP71W53X125122	2003	Ford	Crown Vic	122,891	5-7	PTL			26,707				
2G1WF55K959280717	2005	Chevy	Impala	118,800	5-7	PTL			26,707				
2G1WF55K059388658	2005	Chevy	Impala	113,401	5-7	PTL			26,707				
2G1WF55K23913084	2003	Chevy	Impala	112,388	5-7	PTL			26,707				
1GNEC13T8J178387	2000	Chevy	Tahoe	104,429	5-7	ADMIN			26,707				
2G1WF55K259283104	2005	Chevy	Impala	104,260	5-7	PTL			26,707				
2G1WF55K239305633	2003	Chevy	Impala	101,790	5-7	PTL			26,707				
2G1WF55K459387061	2005	Chevy	Impala	101,452	5-7	PTL			26,707				
2G1WF55K759387961	2005	Chevy	Impala	101,131	5-7	PTL			26,707				
2G1WF55K159283448	2005	Chevy	Impala	99,519	5-7	PTL			26,707				
2G1WF55K559388493	2005	Chevy	Impala	99,058	5-7	PTL			26,707				
2G1WF55K259385048	2005	Chevy	Impala	96,502	5-7	PTL			26,707				
2FAFP71V68X145104	2008	Ford	Crown Vic	94,759	5-7	PTL			26,707				
2G1WF55K13904442	2003	Chevy	Impala	94,673	5-7	PTL			27,514				
2G1WS55R179241129	2007	Chevy	Impala	90,022	5-7	PTL			27,514				
2G1WS55R279244024	2007	Chevy	Impala	87,675	5-7	PTL			27,514				
2G1WF55K959388092	2005	Chevy	Impala	86,859	5-7	PTL			27,514				
2G1WF55K559282190	2005	Chevy	Impala	86,158	5-7	PTL			27,514				
2G1WF55K759387085	2005	Chevy	Impala	85,600	5-7	PTL			27,514				
2FAFP71V18X145107	2008	Ford	Crown Vic	85,008	5-7	PTL			27,514				
2FAFP71V48X145103	2008	Ford	Crown Vic	84,520	5-7	PTL			27,514				
2G1WF55K859281745	2005	Chevy	Impala	83,887	5-7	PTL			27,514				
2G1WS55R779242544	2007	Chevy	Impala	83,807	5-7	PTL			27,514				
2G1WF55K239306281	2003	Chevy	Impala	83,791	5-7	SUPPORT			27,514				
2G1WF52K129292201	2002	Chevy	Impala	83,070	5-7	DET			27,514				
2G1WF55K259384899	2005	Chevy	Impala	80,850	5-7	PTL			27,514				
2G1WF52K629290427	2002	Chevy	Impala	80,000	5-7	DET			27,514				
2G1WF55K859280126	2005	Chevy	Impala	75,009	5-7	DET			28,339				
2G1WF52K659381881	2005	Chevy	Impala	73,854	5-7	SRT			28,339				
2G1WS55RX79240240	2007	Chevy	Impala	69,685	5-7	PTL			28,339				
2G1WF55K259382571	2005	Chevy	Impala	67,933	5-7	PTL			28,339				
2G1WS55R279239454	2007	Chevy	Impala	65,969	5-7	PTL			28,339				
2G1WS55R579251713	2007	Chevy	Impala	63,850	5-7	PTL			28,339				
2FAFP71V38X145108	2008	Ford	Crown Vic	61,970	5-7	SRT			28,339				
2G1WS55R179240689	2007	Chevy	Impala	61,347	5-7	PTL			28,339				
2G1WS551769314528	2006	Chevy	Impala	60,929	5-7	SRT			28,339				
2FAFP71V58X145655	2008	Ford	Crown Vic	60,669	5-7	PTL			28,339				
2G1WS55R979242917	2007	Chevy	Impala	58,811	5-7	PTL			28,339				
2G1WS55R779242219	2007	Chevy	Impala	57,956	5-7	PTL			28,339				
2FAFP71VX8X145106	2008	Ford	Crown Vic	57,995	5-7	PTL			28,339				
2FAFP71V38X145111	2008	Ford	Crown Vic	55,780	5-7	PTL			28,339				
2G1WS55R179248307	2007	Chevy	Impala	55,681	5-7	PTL			28,339				29,189

*Italicized items were requested for replacement within the FY 2012-13 budget and were shifted to FY 2013-14*





**POLICE DEPARTMENT (DRUG FUND) CAPITAL EQUIPMENT REPLACEMENT PROGRAM**

VIN	Year	Make	Model	Mileage	SERVICE LIFE YRS	Assignment	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
IGNET16MX56172416	2005	Chev	Trailblazer	75,177	5-7	CSU			25,000			
IGNET16M056167449	2005	Chev	Trailblazer	74,960	5-7	CSU			25,000			
IFMFU165X7LA57088	2007	Ford	Expedition	50,806	5-7	D.A.R.E.			25,000			
IFMEU63838UA72289	2008	Ford	Explorer	46,605	5-7	D.A.R.E.			25,000			
IFTRW12W89FB18692	2009	Ford	F-150	26,837	5-7	N/V			20,000			
IB3CC4FD6ANI45670	2010	Dodge	Avenger	26,630	5-7	N/V					\$20,000	
IB3CC4FD8ANI45671	2010	Dodge	Avenger	25,514	5-7	Gang/Intel					\$20,000	
3FAHP0HG7AR284668	2010	Ford	Fusion	20,000	5-7	N/V					\$20,000	
IFMEU63E99UA39403	2009	Ford	Explorer	19,030	5-7	N/V					\$20,000	
3FAHP0HG9AR284669	2010	Ford	Fusion	12,800	5-7	Gang/Intel						\$20,000
IFTSX2JR78EA57887	2008	Ford	F-250	71,200	5-7	Gang/Intel						\$20,000
IFTRX17L92NB18532	2002	Ford	F-150	148,702	5-7	N/V						
IGTDT13X73K185308	2003	GMC	Sonoma	82183	1-3	N/V	\$0	\$20,000	\$75,000	\$70,000	\$60,000	\$40,000
<b>TOTALS</b>												
Notes:												
Special Use Vehicles / Support Services Vehicles												
APC	1983	GMAC	APC	10		Armored Personnel Carrier						
1FDJE37MIPH65224	1993	Ford	E37	171,280		Juvenile Program Bus						
2GCEC19V4X1110792	1999	Chev	1500	116,079		Patrol Assistant Truck						
F37YUTO1314	1974	Ford	F250 3/4 Ton	162,486		SWAT Generator Truck						
IGFG35K6J7520089	1988	GMC	Van	113,769		Juvenile Program Van						
IGTEG25KXJ7530816	1988	GMC	Van	103,995		SWAT Equipment Van						
1FTRW07L62KC65146	2002	Ford	F-150	112,797		Bomb Squad Pickup						
2FAGP71W2RX201424	1994	Ford	Crown Vic	53,863		School Car #1, White						
2FAFP71WX1X143502	2001	Ford	Crown Vic	125,872		School Car #2, White						
2FAFP71W21X143509	2001	Ford	Crown Vic	94,695		School Car #3, Gray						
IGCFG15R1V1066562	1997	Chevy	Van	153,000		RAID VAN						
1FCJE39L61HB28055	2001	Ford	E-350	36,744		Crime Scene Box Truck						
2FAFP71W7XX138119	1999	Ford	Crown Vic	181,318		Decoy Patrol Car						
IGDI7DIFIGV509842	1986	GMC	Truck	534,880		Armored HDU Truck						
A27950	1987	AMG	Truck	3847		Humvee-GREEN						
A44962	1993	AMG	Truck	3,102		Humvee-TAN						
1FUGHJA48HA46661	1999	White	Truck	16,320		New Command Post Truck						
1FTRX12W45NA84909	2005	Ford	F-150	87,095		Support						
2 Utility Trailers												
1 Bomb Tech. Trailer												
<b>TOTALS</b>							\$0	\$0	\$0	\$0	\$0	\$0

FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
Description	Mileage/ Hours	Department	Service Life	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
2002 Dodge Intrepid	55,377	Fire-Administration	5-7			35,500				
2002 Chevy Tahoe	94,676	Fire-Administration	5-7			35,500				
2007 Chevy Pickup Truck	66,398	Fire-Suppression	5-7				31,000			
2007-Dodge Dakota	63,936	Fire Prevention	5-7				31,000			
2002 Ford F-150 Pickup Truck	89,256	Fire-Prevention	5-7			35,500				
1998 GMC Pick-up (Fleet)	156,201	Fire-Suppression	0							
1988 Pierce Truck #5	59,118-M	Fire-Suppression	15-20							
1993 Pierce Engine #4	104,293-M	Fire-Suppression	15-20							
2002 Pierce Truck #2	58,858-M	Fire-Suppression	15-20							
1996 E-One Engine #3	55,340-M	Fire-Suppression	15-20						600,000	
1986 Pierce Engine #10 (Reserve)	32,520-M	Fire-Suppression	15-20							
2007 Pierce Truck #1	25,417-M	Fire Suppression	15-20							
1988 Pierce Engine #5 (Reserve)	95,662-M	Fire-Suppression	15-20							
1928 Ahrens Fox (Antique Engine)		Fire-Suppression	0							
2005 Ford 150	65,700	Fire-Training	5-7			31,000				
2008 Pierce Engine #1	20,288-M	Fire Suppression	15-20							
1997 White Ford 250/Support 1	92,366	Fire Suppression	0							
1996 Jeep/Support 4	138,900	Fire Suppression	0							
<b>TOTALS</b>				<b>\$0</b>	<b>\$0</b>	<b>\$137,500</b>	<b>\$62,000</b>	<b>\$0</b>	<b>\$600,000</b>	

\* Proposed debt issue  
Mileage/Hours Recorded February 2012

PUBLIC WORKS - STREET - CAPITAL EQUIPMENT REPLACEMENT PROGRAM									
DESCRIPTION	DEPARTMENT	MILEAGE/ HOURS	SERVICE LIFE YRS	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-17
2003 Chevrolet Impala	Street-Admin	51,626	8-10						
2005 Chevrolet Malibu	Street-Admin	44,736	8-10						
2002 Ford F350 1-ton crew cab 4x4	Street Maintenance	67,729	10-15	30,000					
1996 GMC pickup truck	Street Maintenance	69,866	10-15						
1999 Ford dump truck (SSA)	Street Maintenance	68,561	10-15						
2000 Sterling dump truck	Street Maintenance	63,061	10-15						
1989 GMC dump truck (SSA)	Street Maintenance	79,963	10-15						
1985 Chevrolet truck	Street Maintenance	48,734	10-15						120,000
1997 Mack tractor truck/lowboy	Street Maintenance	336,877	15-20						
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	44,728	8-10						
2003 Chevrolet pickup truck	Street Maintenance	87,250	8-10					20,000	
1998 Ford F150	Street Maintenance	200,916	8-10	20,000					
2003 Chevrolet pickup truck	Street Maintenance	122,893	8-10					20,000	
2000 Massey-Ferguson tractor	Street Maintenance	15,820	15-20						
1997 Ford street sweeper	Street Maintenance	60,909	15-18						
1998 Ford pothole patcher	Street Maintenance	18,970	15-20						
1985 Ford backhoe	Street Maintenance	4,337	15-20	0		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	4,820	15-20						
1999 Ford flat bed truck	Street Maintenance	123,320	10-15	60,000					
1986 Sullivan air compressor	Street Maintenance	863	15-20					20,000	
1998 Ford New Holland backhoe	Street Maintenance	99,442	15-20						
1991 Ford-Super Duty dump truck	Street Maintenance	174,596	15-20						
2011 Freightliner Dump Truck	Street Maintenance	10,106	15-20						
2010 New Holland Tractor	Street Maintenance	344	15-20						

PUBLIC WORKS - STREET - CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	DEPARTMENT	ASSIGNED TO	MILEAGE	SERVICE LIFE YRS	2011-2012					
					2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-17
2006 John Deere Mower (SSA)	Street Maintenance	Street Maintenance	1,479	15-20						
2006 John Deere Mower (SSA)	Street Maintenance	Street Maintenance	1,492	15-20						
1998 Miller curb builder	Street Maintenance	Street Maintenance	n/a	15-20						
2003 Ford F350 4 x 4 pickup	Street Maintenance	Street Maintenance	63,227	8-10						
2005 GMC Sweeper	Street Maintenance	Street Maintenance	39,807	8-10						
2006 Bobcat Skid Steer Loader	Street Maintenance	Street Maintenance	-	15-20						
1995 Badger hydraulic excavator	Street Maintenance	Street Maintenance	12,888	15-20						
1991 Ford dump truck (SSA)	Street Maintenance	Street Maintenance	101,816	10-15						
1986 Mauldin steel wheel roller	Street Maintenance	Street Maintenance	n/a	15-20						
1984 Ford backhoe	Street Maintenance	Street Maintenance	3,687	15-20						
2010 Ford F350	Street Maintenance	Street Maintenance	4,606	15-20						
2009 East Dump Trailer	Street Maintenance	Street Maintenance	n/a	15-20						
2009 Freightliner Pothole Patcher	Street Maintenance	Street Maintenance	18,970	15-20						
Tennant Litter Vacuum	Street Maintenance	Street Maintenance	161	8-10						
2011 Excavator	Street Maintenance	Street Maintenance								
1994 Chevrolet pickup truck	Street-Vehicle Maint	Street-Vehicle Maint	195,906	8-10						
1982 International boom truck	Street-Vehicle Maint	Street-Vehicle Maint	178,663	15-25						
2002 Ford F250 pickup truck	Street-Vehicle Maint	Street-Vehicle Maint	51,709	10-15						
2002 Freightliner water truck	Street-Vehicle Maint	Street-Vehicle Maint	2,962	15-20						
2004 Ford (New Holland) backhoe	Street-Vehicle Maint	Street-Vehicle Maint	3,568	15-20						
2006 Ford dump truck	Street-Vehicle Maint	Street-Vehicle Maint	36,745	15-20						
2006 Ford dump truck	Street-Vehicle Maint	Street-Vehicle Maint	35,088	15-20						
2006 Ford dump truck	Street-Vehicle Maint	Street-Vehicle Maint	39,466	15-20						
2001 GMC Sierra Pickup	Street-Traffic Control	Street-Traffic Control	123,328	10-15		0	25,000			
1997 Bucket Truck (SSA)	Street-Traffic Control	Street-Traffic Control	132,569	15-20						
1990 Ford Van	Street-Traffic Control	Street-Traffic Control	77,226	10-15						
1995 GMC 3/4 ton pickup truck	Street-Traffic Control	Street-Traffic Control	92,855	8-10						
2008 Ford F-150 Pickup (SSA)	Street-Traffic Control	Street-Traffic Control	44,979	8-10						
2010 Ford Platform Truck (SSA)	Street-Traffic Control	Street-Traffic Control	11,242	10-15						
<b>TOTALS</b>					<b>\$0</b>	<b>\$0</b>	<b>\$233,000</b>	<b>\$265,000</b>	<b>\$60,000</b>	<b>\$120,000</b>

**DEPARTMENT OF DEVELOPMENT SERVICES CAPITAL EQUIPMENT REPLACEMENT PROGRAM**

DESCRIPTION	DEPARTMENT	MILEAGE	SERVICE LIFE YRS	2011-2012	2012-2013	2013-2014	2014-2015	2015-16	2016-17
<b>Planning Division</b>									
2007 Ford Ranger	Planning	18,248	8 - 10						
<b>Engineering Division</b>									
1994 GMC Sonoma pickup	Engineering	106,561	8 - 10			20,000			
2002 Chevrolet Blazer	Engineering	22,824	8 - 10						
2006 Ford Escape	Engineering	51,803	8 - 10						
2011 Ford Escape	Engineering	4010	8 - 10						
<b>Codes Division</b>									
2008 Ford F150 Truck	Codes	24,632	8 - 10						
2005 Ford F150 Truck	Codes	31,868	8 - 10						
2003 Chevrolet Impala	Codes	47,561	8 - 10			20,000			
2009 Ford Ranger	Codes	11,434	8 - 10						
<b>TOTALS</b>				\$0	\$0	\$40,000	\$0	\$0	\$0

PARKS & RECREATION DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	MILEAGE /HOURS	SERVICE LIFE YEARS	2011-2012	2012-2013	2013-2014	2014-2015	2015-16	2016-17		
1984 GMC	75,687	12-15								
1987 Kubota	1449 H	12-15								
1990 GMC	187,453	8-10								
1992 Jeep	169,149	8-10		22,000						
1989 Ford	3367 H	12-15								
1994 Chevrolet	122,191	8-10								
1994 Dodge	164,257	8-10				22,000				
2011 Kubota	170 H	5-7								
2001 Kubota	2181 H	5-7			17,300					
2001 Kubota	2136 H	5-7								
2004 Kubota	2033 H	5-7								
2001 Smithco	583 H	8-10	9,000							
2001 Kubota	3523 H	12-15				18,000				
2001 GMC	116,520	8-10								
2001 Ford	47,699	8-10					23,800			
2001 Ford	44,474	8-10					23,800			
2001 Ford	52,177	8-10				40,000				
2011 Kubota	103 H	5-7								
2002 New Holland	1397 H	15-20								
2002 GMC	100,481	8-10			23,000					
2002 Ford	69,075	8-10			19,600					
2002 Ford	81,402	8-10			24,500					
2002 Ford	52,177	8-10					24,000			
2002 Ford	78,958	8-10			24,000					
2002 Ford	68,996	8-10			24,800					
2003 Chevrolet	63,588	8-10			21,800					
2005 Ford	9,301	6-10					21,800			
2006 GMC	23,957	8-10				17,650				
2006 Kubota	998 H	5-7		0	16,000					
2007 Kubota	872 H	5-7		0	16,000					
2007 Ford	11,280	8-10								
2010 John Deere	261 H	5-7								
2010 Bobcat	30 H	8-10								
2009 Tennant	209 H	5-7								

PARKS & RECREATION DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	MILEAGE /HOURS	SERVICE LIFE YEARS	2011-2012	2012-2013	2013-2014	2014-2015	2015-16	2016-17		
2010 John Deere TX Gator	365 H	8-10								
2010 Ford F-150 Pick-Up Truck	14,950	8-10								
<b>TOTALS</b>			\$9,000	\$0	\$187,000	\$75,650	\$93,400	\$0		



**PUBLIC WORKS - SANITATION - CAPITAL EQUIPMENT REPLACEMENT PROGRAM**

DESCRIPTION	DEPARTMENT	MILEAGE	SERVICE LIFE YRS	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-17
2004 Side Loading Garbage Truck	Sanitation-Residential	9,361	5				250,000		
2011 Freightliner Garbage Truck	Sanitation-Residential	20,854							
2004 Side Loading Garbage Truck	Sanitation-Residential	85,056	5				250,000		
1994 Ford diesel garbage packer	Sanitation-Residential	143,380	10						
2004 Side Loading Garbage Truck	Sanitation-Residential	9,994	5				250,000		
2011 Freightliner Garbage Truck	Sanitation-Residential	21,462							
2011 Freightliner Garbage Truck	Sanitation-Residential	17,500							
2000 Sterling diesel garbage pkr	Sanitation-Residential	85,342	10						
2011 Freightliner Garbage Truck	Sanitation-Residential	18,734							
2009 Freightliner Garbage Truck	Sanitation-Commercial	58,269	10						
2004 Side Loading Garbage Truck	Sanitation-Residential	odometer broken	5				250,000		
2006 Ford F150 Pickup	Sanitation-Residential	47,323	8					20,000	
2001 GMC pickup truck	Sanitation-General	92,697	10			20,000			
2004 Front Loading Garbage Truck	Sanitation-Commercial	126,584	5						
2010 Mack Garbage Truck	Sanitation-Commercial	20,737							
1996 Ford brush truck	Sanitation-Brush/Trash	96,519	15	90,000					
2012 Ford F250	Sanitation-Residential	132							
2004 Ford Pickup Truck	Sanitation-Residential	124,213	8		0	25,000			
1999 Ford pickup truck	Sanitation-General	odometer broken	8						
2006 Ford F150 Pickup	Sanitation-Residential	32,632	8					20,000	
1995 Ford 2-ton brush truck	Sanitation-Brush/Trash	79,402	15						
1993 Ford Knuckleboom	Sanitation-Brush/Trash	228,038	10						
2000 Ford Knuckleboom	Sanitation-Brush/Trash	129,400	10						
2006 Ford Knuckleboom	Sanitation-Brush/Trash	66,492	10						
2007 Freightliner Knuckleboom	Sanitation-Brush/Trash	51,103	10						
2007 Freightliner Knuckleboom	Sanitation-Brush/Trash	54,924	10						
2008 Ford Knuckleboom	Sanitation-Brush/Trash	48,227	10						
2004 Ford Pickup Truck	Sanitation-Residential	119,918	8		0	25,000			
Brush Burner	Sanitation-Brush/Trash		20						
Litter 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						
<b>TOTALS</b>				<b>\$ 90,000</b>	<b>\$ 0</b>	<b>\$ 70,000</b>	<b>\$ 1,000,000</b>	<b>\$ 40,000</b>	<b>\$ 0</b>

WASTEWATER DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM (VEHICLES)										
DESCRIPTION	DEPARTMENT	ASSIGNED TO	MILEAGE	SERVICE LIFE YRS	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
1993 Dovetail Trailer	Wastewater	Wastewater	N/A	12-16						
1996 Caterpillar Loader	Wastewater	Wastewater	2,317 hrs.	12-16				95,000		
1996 Ford Backhoe (hoe ram)	Wastewater	Wastewater	2,613 hrs.	8-10						
1998 Kubota Tractor, Loader, Backhoe (surplus)	Wastewater	Wastewater	815.7 hrs.	8-16						
2001 Ford Truck With Auto crane	Wastewater	Wastewater	13,020	7-12		70,000	85,000			
2001 Caterpillar Backhoe	Wastewater	Wastewater	2,585 hrs.	8-10						
2001 Chevrolet Passenger Van	Wastewater	Wastewater	29,320	6-10			35,000			
2001 Econoline Dovetail Trailer	Wastewater	Wastewater	N/A	12-16						
2002 Ingersoll-Rand Air Compressor	Wastewater	Wastewater	131.3 hrs.	7-12				20,000		
2002 Ford High-Cube Series TV Van	Wastewater	Wastewater	29,045	8-12		-				
2002 International Model 4700 (bob-tail tractor)	Wastewater	Wastewater	36,942	8-12						
2003 New Holland Backhoe	Wastewater	Wastewater	2,576 hrs.	8-10				70,000		
2004 International Model 4200 Dump Truck	Wastewater	Wastewater	30,040	8-12				77,500		
2004 International Model 4200 Dump Truck	Wastewater	Wastewater	33,348	8-12			35,000			
2004 GMC 1/2 Ton Truck	Wastewater	Wastewater	44,244	6-10						
2004 John Deere Backhoe	Wastewater	Wastewater	1,805 hrs.	8-10				85,000		85,000
2005 International Flushing Truck	Wastewater	Wastewater	74,847	8-12			165,000			
2005 Dodge Durango	Wastewater	Wastewater	20,190	6-10						35,000
2005 Dodge 3/4 Ton Utility Truck	Wastewater	Wastewater	20,359	6-10						
2005 Dodge 3/4 Ton Utility Truck	Wastewater	Wastewater	50,509	6-10				38,500		38,500
2005 Dodge 3/4 Ton Utility Truck	Wastewater	Wastewater	58,628	6-10						
2006 GMC 3/4 Ton Utility Truck	Wastewater	Wastewater	58,170	6-10			38,500			
2006 GMC 3/4 Ton Utility Truck	Wastewater	Wastewater	114,127	6-10		38,500				
2006 GMC 3/4 Ton Utility Truck	Wastewater	Wastewater	64,655	6-10			38,500			
2007 Ford 3/4 Ton Utility Truck	Wastewater	Wastewater	98,187	6-10		38,500				
2005 Massey Ferguson T33 Tractor	Wastewater	Wastewater	866.5 hrs.	8-16						
2007 Freightliner Dump Truck	Wastewater	Wastewater	71,337	8-12						
2008 International Model 4300 Dump Truck	Wastewater	Wastewater	21,652	8-12						
2008 International Model 4300 Dump Truck	Wastewater	Wastewater	16,718	8-12						
2008 Ford F250 3/4 Ton 4x4 Utility Truck	Wastewater	Wastewater	26,839	6-10						
2008 Ford E250 Cargo Van	Wastewater	Wastewater	7,283	6-10						
2009 Sullair Air Compressor	Wastewater	Wastewater	25.2 hrs.	7-12						
2009 Freightliner Camel Flushing Truck	Wastewater	Wastewater	4,480	8-12						
2009 Ford F250 Pickup Truck	Wastewater	Wastewater	10,989	6-10						
2009 Ford F250 3/4 Ton Utility Truck	Wastewater	Wastewater	31,579	6-10						
2009 Hi-Vac Obrien Flushing Trailer	Wastewater	Wastewater	352 hrs.	7-10						
2009 Kubota Tractor, Loader, Backhoe	Wastewater	Wastewater	125 hrs.	8-16						
2011 Ford F250 3/4 Ton Utility Truck	Wastewater	Wastewater	16,670	6-10						
2011 Ford F250 3/4 Ton Utility Truck	Wastewater	Wastewater	4,212	6-10						
2011 Ford F750 Dump Truck	Wastewater	Wastewater	4,372	8-12						
<b>TOTALS</b>					\$0	\$147,000	\$397,000	\$378,500	\$158,500	\$158,500

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**MANAGEMENT INFORMATION**

**SYSTEM SCHEDULE**

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**MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2012-13 3-YEAR CYCLE**

Department/Item	Tot Qty.	Est. Cost 2011-2012	Qty.	Est. Cost 2012-2013	Qty.	Est. Cost 2013-2014	Qty.	Est. Cost 2014-2015	Qty.
<b>Mayor</b>									
Dell Optiplex 755	1	\$0		\$1,700	1	\$0		\$0	
<b>MIS</b>									
Dell Optiplex 780	6					\$10,200	6		
Dell Optiplex 755 (Ghost Image)	1			\$1,700	1				
Laptop Dell Latitude E5500 (presenta	1			\$2,000	1				
Dell Latitude E6520	4					\$8,000	4		
Printer HP Color Laserjet 2600n	1	\$500	1					\$500	1
		<b>\$500</b>		<b>\$3,700</b>		<b>\$18,200</b>		<b>\$500</b>	
<b>City Manager</b>									
Dell Optiplex 780	1					\$1,700	1		
Dell Optiplex 790	1							\$1,700	1
Printer HP Color Laserjet 3600n	1			\$500	1				
Laptop Dell Latitude E6500	1					\$2,000	1		
Laptop Dell Latitude E6520	1							\$2,000	1
Laptop Gateway E-475M	1	\$2,000	1						
Dell Optiplex 745	1	\$1,700	1						
HP Laserjet 4350tn	1	\$1,800	1					\$1,800	1
Dell Optiplex 755	2	<b>\$5,500</b>		<b>\$3,400</b>	2	<b>\$3,700</b>		<b>\$5,500</b>	

**MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2012-13 3-YEAR CYCLE (continued)**

Department/Item	Tot Qty.	Est. Cost 2011-2012	Qty.	Est. Cost 2012-2013	Qty.	Est. Cost 2013-2014	Qty.	Est. Cost 2014-2015	Qty.
<b>Finance</b>									
Dell Optiplex 780	4					\$6,800	4		
Laptop Dell Latitude E6520	1					\$2,000	1		
HP Laserjet P4015tn	1			\$1,500	1				
Dell Optiplex 755	1			\$1,700	1			\$1,000	2
Okidata ML421	2	\$1,000	2						
HP Color Laserjet CM1320m	1			\$300	1				
		<b>\$1,000</b>		<b>\$3,700</b>		<b>\$8,800</b>		<b>\$1,000</b>	

<b>City Recorder</b>									
Dell Optiplex 780	8					\$13,600	8		
Dell Optiplex 790	3							\$5,100	3
Dell Optiplex GX620	3	\$5,100	3						
Printer Dell 5530DN	1			\$1,500	1				
Okidata ML420	5	\$2,000	5					\$2,000	5
		<b>\$7,100</b>		<b>\$1,500</b>		<b>\$13,600</b>		<b>\$2,000</b>	<b>\$7,100</b>

<b>Personnel</b>									
Dell Optiplex 780	3					\$5,100	3		
Laptop Dell Latitude E6520	1					\$2,000	1		
HP Laserjet 4350TN	1	\$1,500	1					\$1,500	1
Laptop Dell Latitude E6500	1					\$2,000	1		
		<b>\$1,500</b>		<b>\$0</b>		<b>\$9,100</b>		<b>\$1,500</b>	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2012-13 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2011-2012	Qty.	Est. Cost 2012-2013	Qty.	Est. Cost 2013-2014	Qty.	Est. Cost 2014-2015	Qty.
<b>General Government</b>									
APC SmartUPS RM 3000	2					\$4,000	2		
Dell PowerEdge 2950 (sapphire, eme	3	\$20,000	2	\$10,000	1			\$20,000	2
Promise VTrak M300i - iSCSI	2	\$16,000	2					\$16,000	2
Dell PowerEdge R710 (pearl)(crimevi	2	\$10,000	1	\$10,000	1			\$10,000	1
Dell PowerEdge R710 (zircon, ruby,	4			\$10,000	1			\$30,000	3
Dell PowerEdge 2850 (cogis)	1	\$8,000	1						
KBOX	1	\$8,000	1					\$8,000	1
Red Conдор Mag2000 Anti-Spam	1					\$3,000	1		
Barracuda Webfilter	1					\$5,000	1		
Quantum LTO3	1	\$6,000	1						
Cisco ASA 5510 Firewall	1			\$3,000	1				
APC SmartUPS 1500	3			\$2,000	2			\$2,000	1
Catalyst 3560G 24port	8			\$13,000	5	\$7,800	3		
Catalyst 3560G 48port PoE	2			\$10,000	2				
HP E4200G 12port	2					\$1,600	2		
Cisco Catalyst 2960S 48 Port PoE	5								
Cisco Catalyst 2960S FlexStack mod	3								
Cisco Catalyst 3750 12port	3	\$6,500	1	\$6,500	1	\$6,500	1	\$6,500	1
Cisco Catalyst 3750X 24 Port PoE	2							\$13,000	1
LC Connector SX Transceiver	12							\$3,300	12
LC Connector LX/LH Transceiver	3							\$1,650	3
Cisco Catalyst 3750X 48 Port PoE	1							\$12,500	1
Cisco 2821 Voice Gateway	1			\$4,000	1				
MCS-7825-II Call Mgr 75%	2	\$6,000	2					\$6,000	2
Voice Gateway License 2921 UC Bu	1							\$2,800	1
Communication Manager 25 seat lice	1							\$300	1
2 Port Multiflex Truck Voice/Wan In	1							\$1,200	1
Four Port Voice Interface Card	1							\$500	1
Two Port Voice Interface Card	1							\$250	1
PVDM3 32-channel to 64-channel	1							\$800	1
MCS-7825-H2 Unity 75%	1	\$3,750	1					\$3,750	1
Software pool		\$30,000		\$30,000		\$30,000		\$30,000	
		<b>\$114,250</b>		<b>\$98,500</b>		<b>\$57,900</b>		<b>\$168,550</b>	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2012-13 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2011-2012	Qty.	Est. Cost 2012-2013	Qty.	Est. Cost 2013-2014	Qty.	Est. Cost 2014-2015	Qty.
<b>Police</b>									
Dell Optiplex 745	17	\$28,900	17						
Dell Optiplex 780	12					\$20,400	12		
Dell Optiplex 790	9							\$15,300	9
Dell Optiplex GX620	6	\$10,200	6						
Laptop Gateway E-475M	1	\$2,000	1						
Dell Optiplex 755	6			\$10,200	6				
Laptop Dell Latitude D610	1	\$2,000	1						
Laptop Dell Inspiron 1150 (COPS)	1	\$2,000	1						
Laptop Dell Latitude E6500	13					\$26,000	13		
Laptop Dell Latitude E6510	3					\$6,000	3		
Laptop Dell Latitude E6520	10					\$8,000	4	\$12,000	6
Gateway E4100C	6	\$10,200	6						
Laptop Gateway M465E	1	\$2,000	1						
Dell Precision T5500 Workstation	1					\$2,500	1		
Laptop Dell Latitude E5500	5			\$10,000	5				
Laptop Dell Latitude E5400 patrol	69			\$45,000	45	\$25,000	25		
		<b>\$57,300</b>		<b>\$65,200</b>		<b>\$87,900</b>		<b>\$27,300</b>	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2012-13 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2011-2012	Qty.	Est. Cost 2012-2013	Qty.	Est. Cost 2013-2014	Qty.	Est. Cost 2014-2015	Qty.
<b>Fire Department</b>									
Dell Optiplex 755	5			\$8,500	5				
Dell Optiplex 755 (E-911)	1			\$1,700	1				
Dell Optiplex 745	3	\$5,100	3						
Dell Optiplex 790	5					\$8,000	4	\$8,500	5
Laptop Dell Latitude E6500	4					\$2,000	1	\$4,000	2
Laptop Dell Latitude E6520	3			\$3,400	2				
Dell Optiplex GX620	2	\$4,000	2						
Laptop Gateway M465E	2								
Dell Optiplex 780	3					\$5,100	3		
Panasonic Toughbook CF19	5			\$17,500	5				
HP Laserjet 4350TN	1	\$1,500	1					\$1,500	1
Brother MFC-7820n	4			\$1,000	4				
HP 460WBT Mobile	2			\$1,000	2				
		<b>\$14,000</b>		<b>\$29,700</b>		<b>\$15,100</b>		<b>\$14,000</b>	

<b>Public Works</b>									
Dell Optiplex 745	1	\$1,700	1						
Dell Optiplex 755	5			\$8,500	5				
Dell Optiplex 780	8					\$13,600	8	\$1,700	1
Dell Optiplex 790	1							\$1,700	1
Laptop Dell Latitude E6500	1					\$2,000	1		
Laptop Dell Latitude E6520	1					\$2,000	1		
Printer Dell 5530DN	1			\$1,500	1				
		<b>\$1,700</b>		<b>\$10,000</b>		<b>\$17,600</b>		<b>\$3,400</b>	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2012-13 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2011-2012	Qty.	Est. Cost 2012-2013	Qty.	Est. Cost 2013-2014	Qty.	Est. Cost 2014-2015	Qty.
<b>Development Services</b>									
Dell Optiplex 755	4		4	\$6,800					
Dell Optiplex 780	8					\$13,600	8		
Dell Optiplex 790	3							\$5,100	3
Laptop Dell Latitude E6500	1					\$2,000	1		
Dell Optiplex 745	3	\$5,100	3						
Laptop Dell Latitude E6520	1							\$2,000	1
Gateway E-475M	1	\$2,000	1						
Printer Dell 5530DN	2			\$3,000	2				
Laptop Dell Latitude 5500	1			\$2,000	1				
		<b>\$7,100</b>		<b>\$11,800</b>		<b>\$15,600</b>		<b>\$7,100</b>	

<b>Parks &amp; Recreation</b>									
Dell Optiplex GX620	3	\$5,100	3						
Dell Optiplex 745	6	\$10,200	6						
Dell Optiplex 755	2			\$3,400	2				
Dell Optiplex 780	1					\$1,700	1		
Dell Optiplex 790	9							\$15,300	9
Laptop Gateway E-475M	1	\$2,000	1						
HP Laserjet 4350TN	1	\$1,500	1					\$1,500	1
		<b>\$18,800</b>		<b>\$3,400</b>		<b>\$1,700</b>		<b>\$16,800</b>	

<b>TOTAL GENERAL FUND</b>		<b>\$228,750</b>		<b>\$233,100</b>		<b>\$249,200</b>		<b>\$252,750</b>	
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MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2012-13 3-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2011-2012	Qty.	Est. Cost 2012-2013	Qty.	Est. Cost 2013-2014	Qty.	Est. Cost 2014-2015	Qty.
<b>Wastewater</b>									
Dell Optiplex 745	2	\$3,400	2						
Dell Optiplex GX620	3	\$5,100	3						
Dell Optiplex 755	5			\$8,500	5				
Dell Optiplex 780	5					\$8,500	5		
Dell Optiplex 790	5							\$8,500	5
Laptop Dell Latitude E5500	3			\$6,000	3				
Laptop Dell Latitude E6520	3					\$6,000	3		
APC SmartUPS RM 3000XL	2			\$2,000	1	\$2,000	1		
MCS-7825-II Call Mgr 25%	2	\$2,000	2					\$2,000	2
MCS-7825-H2 Unity 25%	1	\$1,250	1					\$1,250	1
Cisco 2811 Voice Gateway	1	\$3,000	1					\$3,000	1
Catalyst 3560G 48port PoE	1	\$5,000	1					\$5,000	1
<b>TOTAL WASTEWATER</b>		<b>\$19,750</b>		<b>\$16,500</b>		<b>\$16,500</b>		<b>\$19,750</b>	
<b>TOTAL ALL FUNDS</b>		<b>\$248,500</b>		<b>\$249,600</b>		<b>\$265,700</b>		<b>\$272,500</b>	

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## **LISTING OF APPENDIXES**

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

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# **APPENDIX A**

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

	<u>Budget FY 2010-11</u>	<u>Budget FY 2011-12</u>	<u>Budget FY 2012-13</u>
<b>41320 City Manager</b>			
City Manager	1	1	1
Assistant City Manager	1	1	1
Executive Secretary	2	2	1
PT Administrative Secretary	<u>0</u>	<u>0</u>	<u>1</u>
<b>Total</b>	4	4	4
<b>41300 Management Information Systems</b>			
MIS Director	1	1	1
Computer Services Specialist	<u>3</u>	<u>3</u>	<u>3</u>
<b>Total</b>	4	4	4
<b>41400 Emergency Management</b>			
Emergency Management Director	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total</b>	1	1	1
<b>41500 Finance</b>			
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>
<b>Total</b>	5	5	5
<b>41510 City Recorder</b>			
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	4	4	4
Senior Accounting Clerk - PT	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total</b>	9	9	9

	<b><u>Budget</u></b> <b><u>FY 2010-11</u></b>	<b><u>Budget</u></b> <b><u>FY 2011-12</u></b>	<b><u>Budget</u></b> <b><u>FY 2012-13</u></b>
<b>41650 Personnel</b>			
Personnel Director	1	1	1
Executive Secretary	1	1	1
Benefits Administrator	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>41710 Grants and Planning*</b>			
Director of Grants and Planning	1	1	0
Planning Associate	1	1	0
Administrative Secretary	1	1	0
Planning Assistant	<u>1</u>	<u>1</u>	<u>0</u>
<b>Total</b>	<b>4</b>	<b>4</b>	<b>0</b>

\* These positions were transitioned to the new Department of Development Services for FY 2012-13.

<b>42100 Police Department</b>	reflects department reorganization during FY 2009-10		
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Captain	2	3	3
Lieutenant	6	6	6
Sergeant	15	15	15
Detective	0	0	0
Juvenile Administrator	0	0	0
Accreditation Coordinator	0	0	0
Accreditation Manager	1	1	1
Police Officer	62	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.	0	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>
<b>Total</b>	<b>110</b>	<b>111</b>	<b>111</b>

	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>	<u>Budget</u> <u>FY 2012-13</u>
<b>42200 Fire Department</b>			
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>
<b>Total</b>	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>
<b>Total</b>	49	49	49

	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>	<u>Budget</u> <u>FY 2012-13</u>
<b>Public Works Department</b>			
<b>43200 Sanitation Division</b>			
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>
<b>Total</b>	31	31	31

<b>43500 Engineering *</b>			
City Engineer	1	1	0
Assistant City Engineer	2	2	0
Engineering Intern Technician	0	0	0
Civil Engineering Associate	1	1	0
Civil Engineering Technician	1	1	0
Administrative Secretary	<u>1</u>	<u>1</u>	<u>0</u>
<b>Total</b>	6	6	0

\* These positions were transitioned to the new Department of Development Services for FY 2012-13.

<b>43600 Code Administration*</b>			
Director of Code Administration	1	1	0
Building Inspector	3	3	0
Property Maintenance Inspector	0	0	0
Executive Secretary	1	1	0
Administrative Secretary	1	1	0
Custodian	1	1	0
PT Custodian	<u>1</u>	<u>1</u>	<u>0</u>
<b>Total</b>	8	8	0

\* These positions were transitioned to the new Department of Development Services for FY 2012-13.

	<u>Budget</u> <u>FY 2010-11</u>	<u>Budget</u> <u>FY 2011-12</u>	<u>Budget</u> <u>FY 2012-13</u>
<b>43700 Department of Development Services</b>			
<b>Planning Division</b>			
Director of Development Services	0	0	1
Planning Associate	0	0	1
Administrative Secretary	0	0	1
Planning Assistant	<u>0</u>	<u>0</u>	<u>1</u>
<b>Total</b>	0	0	4
<b>Engineering Division</b>			
City Engineer	0	0	1
Assistant City Engineer	0	0	2
Engineering Intern Technician	0	0	0
Civil Engineering Associate	0	0	1
Civil Engineering Technician	0	0	1
Administrative Secretary	<u>0</u>	<u>0</u>	<u>1</u>
<b>Total</b>	0	0	6
<b>Code Administration Division</b>			
Director of Code Administration	0	0	1
Building Inspector	0	0	3
Property Maintenance Inspector	0	0	0
Executive Secretary	0	0	1
Administrative Secretary	0	0	1
Custodian	0	0	1
PT Custodian	<u>0</u>	<u>0</u>	<u>1</u>
<b>Total</b>	0	0	8

	<b><u>Budget</u></b> <b><u>FY 2010-11</u></b>	<b><u>Budget</u></b> <b><u>FY 2011-12</u></b>	<b><u>Budget</u></b> <b><u>FY 2012-13</u></b>
<b>44400 Parks and Recreation</b>			
Director of Parks and Recreation	1	1	1
Deputy Director of Park Operations/Maint.	1	1	1
Deputy Director of Recreational Services	0	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	0	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	0	0
Seasonal Facility Supervisor	<u>1</u>	<u>1</u>	<u>1</u>
<b>Total</b>	<b>59</b>	<b>55</b>	<b>55</b>

	<b><u>Budget</u></b> <b><u>FY 2010-11</u></b>	<b><u>Budget</u></b> <b><u>FY 2011-12</u></b>	<b><u>Budget</u></b> <b><u>FY 2012-13</u></b>
<b>45220 Wastewater</b>			
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	10
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>0</u>
<b>Total</b>	59	59	53
 <b>TOTAL FULL-TIME AND PART-TIME POSITIONS</b>	 <u>443</u>	 <u>440</u>	 <u>434</u>

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# **APPENDIX B**

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## **APPENDIX B GLOSSARY OF TERMS**

<b>Accrual Accounting</b>	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.
<b>Activity</b>	A specific and distinguishable unit of service or program performed, such as Grants and Planning (#41710).
<b>Adopted Budget</b>	The budget approved by the City Council and enacted by budget appropriation ordinance, on or before June 30 of each year.
<b>Appropriation</b>	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.
<b>Budget Appropriation Ordinance</b>	The official enactment by the City Council on three readings establishing the legal authority for City officials to expend funds.
<b>Appraised Value</b>	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.
<b>Assessed Value</b>	The value of personal and real property for use as the basis for levying the real and personal property taxes.
<b>Budget</b>	A plan of the financial operations comprised of estimates of anticipated revenues and expenses for a specific period (fiscal year).
<b>Budget Calendar</b>	The schedule of the dates involved in the preparation, review and passage of the annual budget.
<b>Budget Documents</b>	The official written documents comprised of the annual operating budget and the five-year Capital Improvements Program as approved by the City Council.

<b>Budget Message</b>	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.
<b>Capital Outlay</b>	The purchase of equipment and machinery having a useful life of several years and a value of \$5,000 or more.
<b>Capital Improvements Program</b>	The City's plan for major capital projects over the next five years. The plan is reviewed and updated annually.
<b>Capital Projects</b>	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.
<b>Contractual Services</b>	Services rendered to City activities by private firms and individuals outside City government. Examples include utilities, building maintenance, and equipment maintenance.
<b>Debt Service</b>	Annual payments on the City's outstanding debt including principal, interest and administrative expenses.
<b>Department</b>	Closely associated City activities under the day-to-day oversight of a department head.
<b>Disbursement</b>	The payment of City funds for obligations incurred.
<b>Enterprise Fund</b>	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.
<b>Estimated Revenues</b>	The amount of projected revenue to be collected during the fiscal year.
<b>Expenditures</b>	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.
<b>Fiscal Year</b>	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.

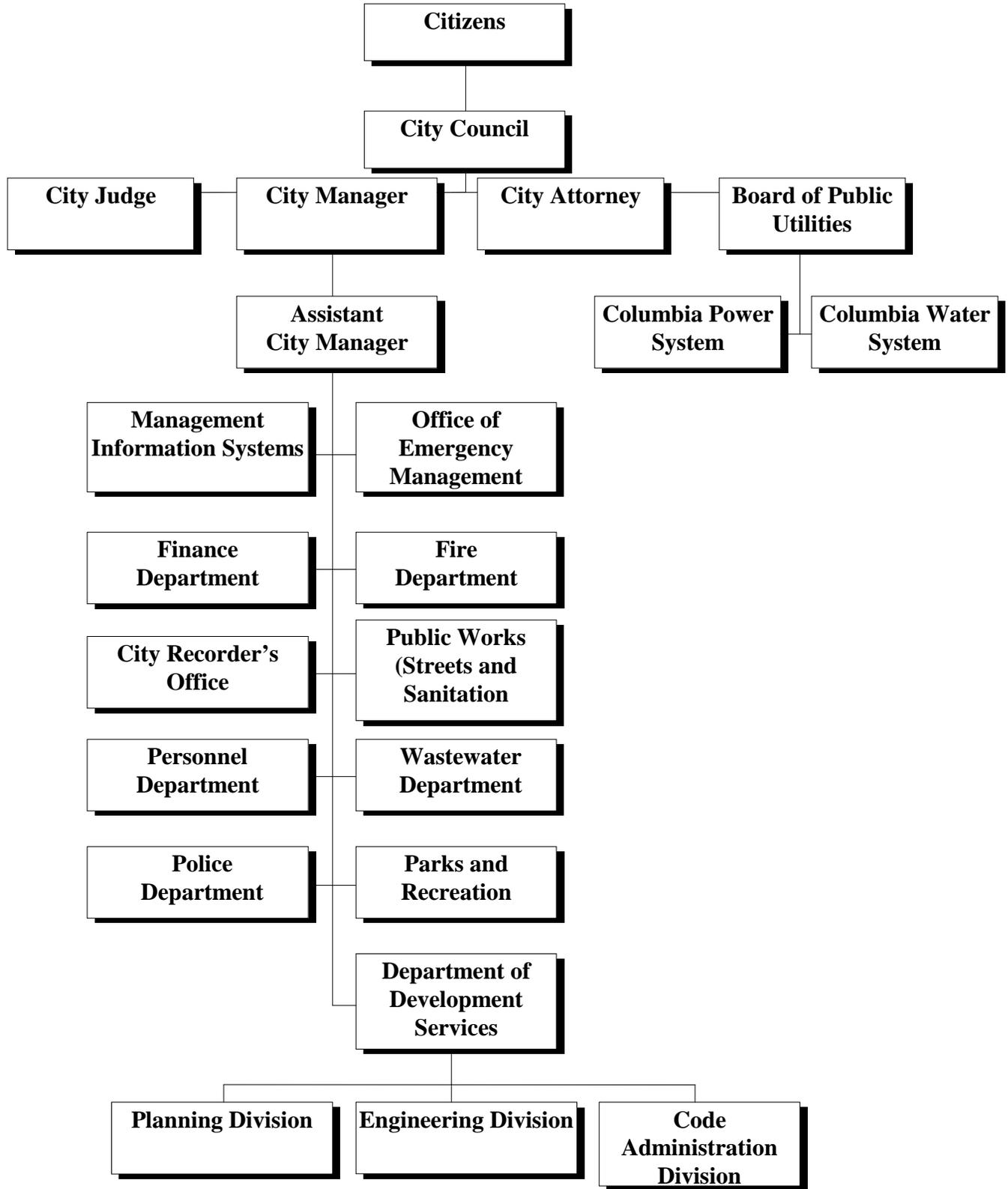
<b>Fund</b>	A fiscal entity with a self-balancing set of accounts used to account for activities with common objectives. Commonly used government funds include: General Fund, Debt Service Fund, Capital Projects Fund, enterprise funds, special revenue funds, and internal service funds.
<b>Fund Balance</b>	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.
<b>GAAP</b>	Generally Accepted Accounting Principles. The actual rules and procedures governing the accounting profession.
<b>GASB</b>	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.
<b>GFOA</b>	Government Finance Officers Association. A group of worldwide professional government finance officers.
<b>General Fund</b>	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.
<b>Grant</b>	A contribution by the State or Federal government or other entity supporting a particular project.
<b>Moody's Investors Service</b>	A recognized bond rating agency.
<b>Object Code</b>	A detailed line item expenditure category, such as salaries (#110), office supplies (#310), or capital outlay (#941).
<b>Operating Budget</b>	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.

<b>Operating Transfers</b>	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.
<b>Retained Earnings</b>	The total earnings of an enterprise fund (in governmental accounting) consisting of income less expenses.
<b>Revenue</b>	A term used to represent actual or anticipated income.
<b>Tax Levy</b>	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.
<b>Tax Rate</b>	The amount of taxes collected per \$100 of assessed value of taxable property.

# **APPENDIX C**

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**APPENDIX C  
CITY OF COLUMBIA  
Organization Chart  
FY 2012-2013**



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# **APPENDIX D**

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ORDINANCE NO. 3913 (PROPOSED)

APPROPRIATION ORDINANCE FOR  
THE CITY OF COLUMBIA FOR FISCAL YEAR  
JULY 1, 2012 – JUNE 30, 2013

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, 2012 through June 30, 2013, the aggregate amount of FIFTY FIVE MILLION, ONE HUNDRED THIRTY SEVEN THOUSAND, THREE HUNDRED TWENTY THREE DOLLARS of which aggregate amounts shall be allocated as expenditures within each department as follows:

General Government	\$ 6,845,374
Police Department	7,272,922
Fire Department	6,739,909
Public Works Department (Streets)	2,501,915
Engineering Department	525,804
Code Administration	529,197
Parks & Recreation Department	1,873,267
State Street Aid Fund	1,273,582
Narcotics and Vice Fund	60,000
Street & Transportation Fund	75,000
Drug Fund	120,933
Solid Waste – Sanitation Revenue Fund	3,285,979
Debt Service Fund	1,207,924
Capital Projects Fund	5,066,500
Sewer System Revenue Fund	<u>17,759,017</u>
Total	\$55,137,323

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, 2012, 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 29<sup>th</sup> day of April, 2012, and it shall be executed and construed consistent with the Charter and the laws of the State of Tennessee.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the \_\_\_\_ day of June, 2012.

\_\_\_\_\_  
DEAN DICKEY, MAYOR

ATTEST:

\_\_\_\_\_  
BETTY MODRALL, CITY RECORDER

LEGAL FORM APPROVED:

\_\_\_\_\_  
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

\_\_\_\_\_  
PAUL C. BOYER, JR., CITY MANAGER

Passed on 1<sup>st</sup> Consideration: \_\_\_\_\_

Passed on 2<sup>nd</sup> Consideration: \_\_\_\_\_

Passed on 3<sup>rd</sup> Consideration: \_\_\_\_\_

Ordinance No. 3913  
Page 2 of 2 Pages

APPROPRIATION ORDINANCE FOR  
 THE CITY OF COLUMBIA FOR FISCAL YEAR  
 JULY 1, 2012 – JUNE 30, 2013

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, 2012 through June 30, 2013, the aggregate amount of FIFTY FOUR MILLION, EIGHT HUNDRED FIFTY TWO THOUSAND, EIGHT HUNDRED ONE DOLLARS of which aggregate amounts shall be allocated as expenditures within each department as follows:

General Government	\$ 6,576,347
Police Department	7,267,353
Fire Department	6,708,064
Public Works Department (Streets)	2,306,602
Development Services	1,306,413
Parks & Recreation Department	1,834,109
State Street Aid Fund	1,275,187
Narcotics and Vice Fund	60,000
Street & Transportation Fund	75,000
Drug Fund	120,933
Solid Waste – Sanitation Revenue Fund	3,289,943
Debt Service Fund	1,207,924
Capital Projects Fund	5,066,500
Sewer System Revenue Fund	<u>17,758,426</u>
Total	\$54,852,801

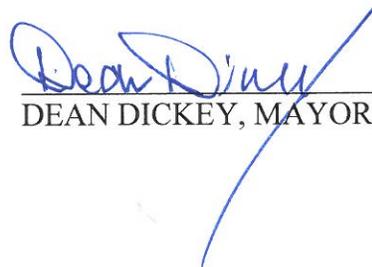
Section 2: Said amounts so allocated and appropriated to be on the basis of the analysis of disbursements as shown in the budget, which will be considered by the City Council. All warrants for the expenditures of the funds hereinafter appropriated shall be drawn by the Finance Director, signed by the 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, 2012, 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 29<sup>th</sup> day of April, 2012, and it shall be executed and construed consistent with the Charter and the laws of the State of Tennessee.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COLUMBIA, TENNESSEE, this the 21<sup>st</sup> day of June, 2012.

  
\_\_\_\_\_  
DEAN DICKEY, MAYOR

ATTEST:

  
\_\_\_\_\_  
BETTY MODRALL, CITY RECORDER

LEGAL FORM APPROVED:

  
\_\_\_\_\_  
C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:

  
\_\_\_\_\_  
PAUL C. BOYER, JR., CITY MANAGER

Passed on 1<sup>st</sup> Consideration: 5/17/12  
Passed on 2<sup>nd</sup> Consideration: 6/7/12  
Passed on 3<sup>rd</sup> Consideration: 6/21/12

Ordinance No. 3913  
Page 2 of 2 Pages

# **APPENDIX E**

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**FY 2012-13 Expenditure Summary (Proposed)**

4/12/2012	PERSONNEL	SERVICES & SUPPLIES	TRANSFERS	CAPITAL OUTLAY	DEBT SERVICE	TOTAL
Departments						
City Council	\$73,134	\$267,800	\$0	\$0	\$0	\$340,934
Legal Services	\$54,071	\$225,600	\$0	\$0	\$0	\$279,671
Management Info Systems	\$331,465	\$55,000	\$0	\$389,600	\$0	\$776,065
City Manager	\$367,273	\$76,650	\$0	\$0	\$0	\$443,923
Office of Emergency Mgt	\$96,350	\$20,000	\$0	\$0	\$0	\$116,350
Finance	\$360,198	\$13,200	\$0	\$0	\$0	\$373,398
City Recorder	\$495,475	\$14,100	\$0	\$0	\$0	\$509,575
Personnel	\$218,955	\$44,550	\$0	\$0	\$0	\$263,505
Grants & Planning	\$241,610	\$17,986	\$0	\$0	\$0	\$259,596
General Government	\$957,253	\$1,537,570	\$987,534	\$0	\$0	\$3,482,357
Police	\$6,231,011	\$1,041,911	\$0	\$0	\$0	\$7,272,922
Fire	\$6,147,750	\$514,659	\$0	\$77,500	\$0	\$6,739,909
Streets & Maintenance	\$2,008,360	\$333,555	\$0	\$160,000	\$0	\$2,501,915
Engineering	\$485,369	\$20,435	\$0	\$20,000	\$0	\$525,804
Code Administration	\$423,260	\$105,937	\$0	\$0	\$0	\$529,197
Parks & Recreation	\$1,355,014	\$486,253	\$0	\$32,000	\$0	\$1,873,267
Total General Fund	\$19,846,548	\$4,775,206	\$987,534	\$679,100	\$0	\$26,288,388
State Street Aid Fund	\$127,582	\$1,131,000	\$0	\$15,000	\$0	\$1,273,582
N&V Chief's Fund	\$0	\$60,000	\$0	\$0	\$0	\$60,000
Street & Transportation	\$0	\$75,000	\$0	\$0	\$0	\$75,000
Drug Fund	\$0	\$100,933	\$0	\$20,000	\$0	\$120,933
Solid Waste- Sanitation Revenue Fund	\$1,703,076	\$1,295,063	\$207,840	\$80,000	\$0	\$3,285,979
Debt Service Fund	\$0	\$0	\$0	\$0	\$1,207,924	\$1,207,924
Capital Projects Fund	\$0	\$810,000	\$0	\$4,256,500	\$0	\$5,066,500
Sewer System Revenue Fund	\$2,902,844	\$3,517,489	\$0	\$8,430,031	\$2,908,653	\$17,759,017
Grand Total	\$24,580,050	\$11,764,692	\$1,195,374	\$13,480,631	\$4,116,577	\$55,137,323

**FY 2012-13 Expenditure Summary**

6/20/2012													
Departments	PERSONNEL	SERVICES & SUPPLIES	TRANSFERS	CAPITAL OUTLAY	DEBT SERVICE	TOTAL							
City Council	\$76,648	\$267,800	\$0	\$0	\$0	\$344,448							
Legal Services	\$54,949	\$218,273	\$0	\$0	\$0	\$273,222							
Management Info Systems	\$332,938	\$51,150	\$0	\$373,100	\$0	\$757,188							
City Manager	\$356,781	\$65,020	\$0	\$0	\$0	\$421,801							
Office of Emergency Mgt	\$97,213	\$20,000	\$0	\$0	\$0	\$117,213							
Finance	\$361,403	\$10,512	\$0	\$0	\$0	\$371,915							
City Recorder	\$500,454	\$13,531	\$0	\$0	\$0	\$513,985							
Personnel	\$221,576	\$37,646	\$0	\$0	\$0	\$259,222							
General Government	\$1,368,487	\$1,161,332	\$987,534	\$0	\$0	\$3,517,353							
Police	\$6,246,806	\$1,020,547	\$0	\$0	\$0	\$7,267,353							
Fire	\$6,222,692	\$485,372	\$0	\$0	\$0	\$6,708,064							
Streets & Maintenance	\$1,973,047	\$333,555	\$0	\$0	\$0	\$2,306,602							
Development Services	\$1,175,920	\$130,493	\$0	\$0	\$0	\$1,306,413							
Parks & Recreation	\$1,347,856	\$486,253	\$0	\$0	\$0	\$1,834,109							
<b>Total General Fund</b>	<b>\$20,336,770</b>	<b>\$4,301,484</b>	<b>\$987,534</b>	<b>\$373,100</b>	<b>\$0</b>	<b>\$25,998,888</b>							
State Street Aid Fund	\$129,187	\$1,131,000	\$0	\$15,000	\$0	\$1,275,187							
N&V Chief's Fund	\$0	\$60,000	\$0	\$0	\$0	\$60,000							
Street & Transportation	\$0	\$75,000	\$0	\$0	\$0	\$75,000							
Drug Fund	\$0	\$100,933	\$0	\$20,000	\$0	\$120,933							
Solid Waste- Sanitation Revenue Fund	\$1,772,040	\$1,295,063	\$207,840	\$15,000	\$0	\$3,289,943							
Debt Service Fund	\$0	\$0	\$0	\$0	\$1,207,924	\$1,207,924							
Capital Projects Fund	\$0	\$810,000	\$0	\$4,256,500	\$0	\$5,066,500							
Sewer System Revenue Fund	\$3,034,892	\$3,404,850	\$0	\$8,410,031	\$2,908,653	\$17,758,426							
<b>Grand Total</b>	<b>\$25,272,889</b>	<b>\$11,178,331</b>	<b>\$1,195,374</b>	<b>\$13,089,631</b>	<b>\$4,116,577</b>	<b>\$54,852,801</b>							