



2016 - 2017
BUDGET

City of Columbia
700 N. Garden Street
Columbia, Tennessee 38401
www.columbiatn.com





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BUDGET MESSAGE

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June 15, 2016

2016-2017 FINAL BUDGET MESSAGE

TO: Mayor and Members of the City Council

I am pleased to transmit the final 2016-17 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 18, 2016.

A work session was held on May 10th to begin preliminary review of the proposed budget with the City Council prior to formal consideration of the Appropriation and Tax Rate Ordinances. The ordinances were passed on first and second considerations on May 12 and June 9, 2016 and the budget was adopted without amendment.

Public Hearings for the Tax Rate and Budget Ordinances were held on June 9th. The recommended and adopted tax rate remained at the previous \$1.44 level.

2016-17 OPERATING BUDGET

The 2016-17 Operating Budget totals \$53,375,808 (a summary of the adopted budget is provided in Appendix E). Of this total, the General Fund, which provides the majority of the day-to-day services for the community, is approximately \$31.7 million.

The General Fund budget reflects a 9% increase (\$2.6 million) over the adopted FY 2015-16 budget. Several significant capital and capital reserve items are incorporated within the FY 2016-17 budget. Detailed explanations of the various increases are included within the Preliminary Budget Message which follows this Final Budget Message. A 3% pay increase was incorporated within the budget and was approved. Pay scales for each pay grade were shifted 2.2% to maintain place with the market.

The balance of the City's budget incorporates expenditures for special revenue funds, enterprise funds, capital projects and debt service. Debt payments include \$1,426,899 for general obligation debt service and \$1,825,540 for debt related to Wastewater system improvements. During FY 2015-16, several debt issues were refunded, resulting in over \$1 million in interest savings.

RETIREMENT PLAN FUNDING

Full-time employees hired before July 1, 2012 participate in the City of Columbia, Tennessee Employee's Retirement Plan, a single-employer defined benefit pension plan. The City is committed to funding 100% of the Actuarially Determined Contribution (ADC) for this plan annually. For FY 2016-17, the ADC is \$2,793,112. The City's share of funding is budgeted within each fund, department and activity within the "143-Retirement" line item. Full time employees hired on or after July 1, 2012 participate in a 401 defined contribution plan. The funds required to match the employees' 4% contributions to this plan are also budgeted in that line item within each department.

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.

Within the Wastewater Fund, \$1.6 million has been incorporated for infrastructure rehabilitation, including the West 7th Street corridor improvements (\$810,000), Dixie Pump Station Replacement (\$250,000) and other infrastructure improvements (\$500,000).

BUDGET COVER

The cover page of the budget document depicts several significant events within the City of Columbia:

- The top left of the budget cover shows both an “in process” and “after” photo of Public Works staff creating an additional parking lot at Ridley Park in preparation for the MidState Classic held in March. The lot construction required a cut and fill process of approximately 4,000 cubic yards of dirt and surfacing the area with a 6” layer of gravel. The parking lot was then striped, providing an additional 300 parking spaces. By using City staff and equipment instead of contracting out the project, it is estimated that the City saved over \$100,000.
- The middle left corner shows a photo of our former City Recorder, Betty R. Modrall. Betty was a loyal City employee for nearly 60 years and passed away on March 15th after a brief illness. Betty's distinguished service, strong work ethic and dedication to the City of Columbia will always be remembered.
- The City was approached by the Columbia Noon Rotary Club and Ambassador Disc Golf to partner on the construction of a Disc Golf Course at Woodland Park. The club provided all materials and Ambassador Disc Golf prepared the course layout and performed the installation, assisted by Parks & Recreation staff. The middle-right photo shows the opening toss for the City's disc golf course (photo by Mariah Timms).
- The bottom left photo depicts the new cedar split rail fence installed at Fairview Park. The previous chain link fence had deteriorated beyond repair and the new fence is much more aesthetically pleasing, providing a more open and inviting atmosphere both within and outside of the park.

June 15, 2016

2016-2017 FINAL BUDGET MESSAGE

- The bottom right represents the logo for the 2016 MidState Classic which was held at Ridley Park on March 8, 2016. The 2016 Classic was comprised of a doubleheader: the first game was Columbia State Community College playing Calhoun State and the second was an NCAA game featuring the Belmont Bruins and the University of Tennessee Vols. The match drew over 2,500 attendees.

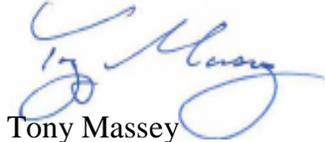
RECOGNITION AND THANKS

In looking at the many Strategic Plan items that are either in progress or have been accomplished over the past year, the Mayor and City Council are to be commended for identifying the items they felt to be priorities for funding to move our City forward. Staff is excited about the progress that has been made to in conjunction with the Strategic Plan and looks forward to making progress on additional items during the coming months.

Special thanks to the personnel of the Finance Department led by Patti Amorello and to 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 budget book.

Finally, we express appreciation to those who dedicate their time and energy by serving on the City's boards and those who work to improve the quality of life in our City and to responsibly plan for the future.

Respectfully submitted,



Tony Massey
City Manager

TO: Honorable Mayor and Members of City Council

FROM: Anthony R. Massey, City Manager

INTRODUCTION

City staff herein presents the proposed operating and capital budget for the fiscal year beginning July 1, 2016, and ending June 30, 2017, 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. Many of the priority items identified by the City Council in the Strategic Plan are incorporated within the proposed budget.

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 2016-17 General Fund budget include the following items:

Revenues:

- Budgeted property tax collections have been increased by 2.6% to \$10,149,860, or approximately \$261,000 when compared to the FY 2015-16 budget. Current FY 2015-16 collections are \$10,141,179 and the budgeted amount was \$9,889,000.
- The property tax rate has been maintained at the current rate of \$1.44.
- Local sales tax collections are budgeted with an increase of \$100,000 (1.16%) from the FY 2015-16 estimate of \$8,600,000. For FY 2015-16, \$8,250,000 was budgeted and anticipated collections are 4.2% over budget.
- State sales tax allocation has been increased by \$20,000 (1.92%). Projected State sales tax collections for FY 2015-16 are 1.5% (\$40,000) over budget.
- Enabling legislation for a Hotel/Motel tax was adopted in July 2015 and anticipated collections from that source are \$600,000 for FY 2016-17.
- Overall, other General Fund revenue line items have remained relatively constant with FY 2015-16.

Expenditures:

Salaries & Benefits:

- No filled positions have been eliminated from the budget.
- During budget discussions, dialogue will be conducted on options to address pay compression and a COLA recommendation.
- Health insurance has been budgeted at the same rate as FY 2015-16,
- The total funding percentage to the Employees' Retirement Plan and Post

Employment Health Insurance Plan remains the same, but modifications were made to increase Retirement Trust Funding and decrease Health Insurance Trust funding to ensure that contributions are in line with funding recommendations from the actuary.

Services & Supplies:

- Departmental operating budgets have been maintained at previous levels with the exception of the following items:
 - A \$7,000 allocation for MIS for training on new windows server operating systems and \$15,000 in funding for a new e-mail archival system (this will be a recurring expenditure),
 - \$15,000 within the City Manager's budget to support economic development activities affiliated with the Industrial Development Board (this mirrors the amount incorporated within the FY 2015-16 budget),
 - \$5,945 in funding for an increase to the Ecom dispatching contract for the Police Department,
 - \$30,754 in recurring funding for Fire Department for an increase to the Ecom dispatching contract (\$2,154), Firehouse/Medic CEU software (\$13,600) and an increase to the training budget \$15,000.
 - Within General Government, \$600,000 has been incorporated for Tourism Enhancement-related expenditures from the proceeds of the Hotel/Motel tax. Of that \$600,000 budget allocation, \$250,000 is reserved to be programmed for soccer fields at Ridley Park. Additional reserve allocations within General Government include \$200,000 for overall contingency funding, \$750,000 for Ridley Park soccer fields (to be combined with \$250,000 of Tourism Enhancement funding), \$214,000 carried forward from FY 2015-16 for East 9th Street CDBG matching funds (grant application pending) and a \$400,000 reserve to be set aside for use towards the purchase of a replacement fire engine in FY 2017-18.

Transfers:

A transfer to the Debt Service Fund in the amount of \$1,165,233 (compared with \$1,178,312 for FY 2015-16) is included within the General Fund for principal and interest payments on General Obligation debt.

Capital Outlay:

- \$377,629 in capital equipment replacement funding has been included in the proposed budget. Equipment scheduled includes 9 replacement Police vehicles (\$313,290), an animal control truck (\$28,339) and 1 replacement Fire vehicle (\$36,000).

Note: Prior year budgets provided for replacement equipment funding as follows:

<u>Fiscal year</u>	<u>Replacement equipment budgeted:</u>
2015-16	Police vehicles (9), Fire vehicles (2), Pickup trucks for Public Works-Streets (3), used dump truck (1), 2 pickup trucks and field aerator for Parks & Recreation
2014-15	Police Vehicles (12), backhoe for Public Works-Streets, 2 mowers, 1 tractor and 1 field machine for Parks & Recreation
2013-14	Police vehicles (9) and rescue truck for the Fire Department (1)
2012-13	None

- New equipment programmed includes a tandem truck with plow for Public Works-Streets (\$140,000) and a new tractor for Parks & Recreation (\$42,000).
- Other capital items programmed within the proposed FY 2016-17 budget include:
 - Radio system enhancement for the Police Department (\$225,000) for construction of a new tower,
 - \$175,000 for one-third of the cost of replacement of Self-Contained Breathing Apparatus (SCBA) for the Fire Department (2 more years of equal funding amounts will be required to complete the replacement),
 - Fire Station #4 driveway repair (\$50,000) and replacement of existing lighting at Fire Station 4 with LED's (\$15,000),
 - Replacement of insulation in the garage at the Public Works Service Center (\$85,000) and LED lighting (\$6,500) for the garage. Of this amount, \$39,000 is being carried forward from FY 2015-16. Also within Public Works-Streets, \$40,000 is budgeted to replace sign equipment and software, as the current system is obsolete.
 - Capital budget allocations within Parks & Recreation include \$60,000 for replacing the roof and interior paint at the Fairview Recreation Center and \$25,000 for replacement of outdated fitness equipment.
- Funding in the amount of \$300,650 has been budgeted for replacement of computer hardware and software in accordance with the 4-year Management Information Systems schedule.
- Programmed expenditures (\$600,000) from Hotel/Motel Tax Revenues include:
 - \$250,000 earmarked towards Ridley Park soccer fields
 - \$50,000 for a marketing plan for the City
 - \$225,000 set aside for Presidential Park,
 - \$75,000 for continued support of the James K. Polk Home, two historic markers, one at the Train Depot and the other at the site of the Bethel Hotel, continued support of the Mid-State Classic Softball game, and paying a portion of the salary/benefits for a marketing/public information position for the City.

Other:

- \$2,202,556 of fund balance was used to balance the General Fund budget. Of that amount, over \$1.2 million is associated with capital equipment or capital

maintenance items, \$750,000 will be used towards Ridley Park Soccer Fields and \$214,000 is “carry-forward” money from FY 2014-15 General Government Reserve account. Additionally, \$400,000 is the reserve allocation amount set aside for purchase of a fire engine in a future fiscal year.

Several departments within the General Fund provide administrative and other support functions to the Wastewater and Sanitation Funds. In FY 2013-14, the City began allocating a portion of those costs to Wastewater and Sanitation based on their pro rata share of those items (Personnel, Finance, MIS, City Manager, Council and Legal). The indirect cost is anticipated to be \$220,000 for Wastewater and \$107,000 for Sanitation, with formulas and calculations reviewed each year in conjunction with the budget process. The combined total of transfers to the General Fund for these items is \$327,000.

Personnel costs make up the majority of Columbia’s General Fund expenditures. For FY 2015-16, 69% (\$21.9 million) of the proposed General Fund budget (\$31.7 million) is linked to employee salaries and benefits, with the remainder covering other operating expenses, transfers and capital outlay items (replacement of existing equipment and new equipment/capital improvements as highlighted above). Previous General Fund salary/benefit totals are \$21.7 million (FY 2015-16), \$21.6 million (FY 2014-15), \$21.1 million (FY 2013-14) and \$20.3 million (FY 2012-13).

Budgeted General Fund expenses for services and supplies (\$7,039,333) have increased by \$1,645,962 when compared to the adopted FY 2015-16 budget, primarily as a result of a \$1,150,000 in General Government Reserve allocations as discussed above and \$600,000 in programmed Tourism Enhancement expenditures from the proceeds of the hotel/motel tax.

The budget includes a \$350,000 allocation within Public Works-Streets for continuation of the “Columbia Works” program. Of that amount \$100,000 is being carried forward from FY 2015-16 and combined with an additional \$114,000 allocation to be set aside for grant matching for a pending CDBG grant application. Staff will continue to develop a list of projects for the year for this program and will identify items for priority action.

The authorized number of employees within all departments remains the same as the FY 2015-16.

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 (\$530,000). That amount will be combined with a \$70,000 allocation in the Streets & Transportation Fund for a total street lighting budget of \$600,000. The FY 2016-17 State Street Aid budget also includes a \$800,000 allocation for resurfacing, \$300,000 of which is being carried forward from FY 2015-16 in anticipation of obtaining economies of scale for a more cost-effective contract. Previous State Street Aid budgets included a budget allocation to fund 49% of Traffic Control staff salaries & benefits. That practice was discontinued during FY 2015-16, and 100% of Traffic Control salary and benefit amounts are now being paid solely from the General Fund. Funds are also budgeted within State Street Aid for striping, sign supplies, signal

parts and system-wide improvements to traffic signals and \$79,000 has been incorporated as the balance of matching funds for Surface Transportation Program projects. Finally, \$70,000 is incorporated as funding for a Transportation Master Plan (bid award has been made) with funds carried forward from FY 2015-16.

Sanitation Fund

The FY 2016-17 budget provides for continuation of current operations including the residential recycling program implemented in FY 2013-14. During FY 2014-15, a capital outlay note in the amount of \$1 million was issued to fund the purchase of 4 replacement residential collection vehicles, a replacement commercial vehicle, a new recycling truck and a pickup truck.

The Sanitation Fund provides \$252,266 for a transfer to the Debt Service Fund for payment of principal and interest on the new note and an existing capital outlay note. As noted above, it is anticipated that the Sanitation Fund will transfer \$107,000 to the General Fund for indirect costs during the fiscal year. The Sanitation Department transports non-recyclable solid waste to the Maury County Solid Waste Department, where is transported to the Cedar Ridge landfill. In June of 2015, the City received notification from Maury County that hauling costs for waste would increase from \$27.83 to \$34.18 per ton. As a result, waste disposal costs have increased \$150,000 from FY 2014-15. Commercial collection rates were adjusted in the first quarter of FY 2015-16 to aid in defraying the increased hauling costs.

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). Debt service (principal and interest payments) for General Obligation bonds and notes has been included within the proposed FY 2016-17 budget. Details of general debt service payments are included behind the “Debt Service Fund Expenditures” tab in this book.

Capital Projects Fund

During FY 2015-16, the Duck River Riverwalk project was completed, including the resolution of ongoing litigation.

Capital projects that will be continued during the year include:

- \$88,800 for Roadscape Improvements on Highway 31 in the Neapolis area,
- 348,640 for improvements to the Jack & Jill building adjacent to the Police Department,
- \$500,617 for intersection improvements at James Campbell Boulevard/Highland Avenue,
- \$527,758 for West 6th Streetscape improvements, and
- \$1,727,554 for the West 7th Street Multimodal Streetscape project.

Other items programmed within the Capital Projects Fund for FY 2016-17 include:

- \$310,410 for the continuation of a Community Development Block Grant for

demolition of vacant, blighted properties in target areas identified for redevelopment in the East Columbia Neighborhood Revitalization Plan.

- \$250,000 for the estimated balance of a Tennessee Housing Development Agency Home Grant for rehabilitation to existing, eligible housing units, and
- \$286,698 from program income from a Neighborhood Stabilization Program grant for further redevelopment in targeted areas of the City.

Wastewater Fund

Sewer rates were raised in April 2011 to enable the Wastewater system to operate “in the black” and to provide funding for debt service for a bond issue to address Greenlick Basin infrastructure issues. The rate for FY 2016-17 has been maintained at the same level as the past five years.

As noted above, it is anticipated that the Wastewater Fund will transfer \$220,000 to the General Fund for indirect costs during the fiscal year. The Wastewater Fund also supports debt service for bond issues and other financing that is established to provide for improvements to the wastewater system.

Capital equipment programmed within the Wastewater budget includes \$270,000 for a replacement flushing/vacuum truck and \$80,000 for a skid steer with brush cutter.

Several capital improvement projects are currently underway, including the \$1.3 million Royal Oaks/Stevens Bottom project (cured in place linings, manhole improvements, upsizing of the force main, line rehab and replacing Stevens Bottom pump station). Construction of the Carter Creek Pike Pump station renovation/upgrade is in process with Cleary Construction (\$651,000), and a project to replace the Dixie Pump Station is in the design phase, with bids anticipated in the first quarter of FY 2016-17. A major upcoming project involves the improvement of the sanitary sewer system within the proposed West 7th Street Multimodal Streetscape Project. At this time, an agreement has been executed for engineering services and a \$810,000 budget allocation is incorporated within the FY 2016-17 budget.

Capital improvement items included in the preliminary Wastewater budget include:

Collection System Improvement (SSO reduction)	\$ 500,000
Dixie pump station replacement	250,000
West 7 th Street improvements (streetscape)	810,000
Various project easements	<u>30,000</u>
Total	\$1,590,000

Additional detail related to expenditures for the fund including Wastewater system-related debt is included behind the “Enterprise Fund Expenditures” tab in this book.

TAX LEVIES

No property tax increase is proposed for the FY 2016-17 budget. Levies for prior fiscal years are as follows:

<u>Fiscal Year</u>	<u>City of Columbia</u>	<u>Maury County</u>	<u>Total</u>
2015-16	1.44	2.62	4.06
2014-15	(reappraisal) 1.44	2.62	4.06
2013-14	1.44	2.597	4.037
2012-13	1.31	2.597	3.907
2011-12	1.31	2.597	3.907

BALANCING THE BUDGET

As outlined above, the proposed budget continues basic operations for the City’s residents without providing any new services.

The City Council’s Strategic Planning process will continue to include discussion related to the development of/enhancement to potential available revenue streams.

Revenues:

Current indicators show General Fund revenues for the City of Columbia in FY 2016-17 increasing when compared with anticipated receipts for the current fiscal year, particularly as a result of local sales tax, property tax and revenues from the new Hotel/Motel tax. Additional discussion surrounding revenue items will take place during our budget meetings. Within the General Fund, approximately \$2.2 million of fund balance is being used to balance the budget, with the assumption that most, if not all, of those funds will be available from “revenues over budgeted amounts” and “expenditures under budgeted amounts” within the current fiscal year.

Expenditures:

The proposed budget maintains service and supply funding at previous rates. No supplemental funds for fuel, utilities, operating supplies, construction materials, etc. are incorporated within the budget with the exception of the items listed on the second page.

After balancing the General Fund budget with the use of prior year revenues, the City’s fund balance will remain above the minimum recommended level of 25% of the budget (\$7.9 million), or 3 months of operating expenditures, depending on final revenue and expenditure figures for FY 2015-16. Revenues within the General Fund peak during October-December each year as a result of property tax collections.

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 2016-17 are abbreviated below with specific commentary and supplemental information provided following this budget message.

1. Compensation
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.

2016-2017 PROGNOSIS

Sales tax collections have been trending upward over the past 5 years, particularly the past 3 years. Revenues from Local Sales Tax for the current fiscal year are projected to be \$8.6 million due to an improved overall economy in the area (collections were \$8.2 million for FY 2014-15 and nearly \$7.7 million for FY 2013-14) and FY 2015-16 includes a budget of \$8.7 million for those collections. Columbia's unemployment rate has been gradually declining (5.9% for December 2015 as compared with 6.4% during December 2014), a sign of overall economic improvement in the area.

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 and Liz Bermudez in the City Manager's Office for the extra time and effort expended to compile and assemble this document.

We look forward to working through the adoption of the budget as a team.

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BUDGET ISSUES

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BUDGET ISSUES

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

BUDGET ISSUES

ISSUE NO. 1 COMPENSATION

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.

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

FY 16/17	3% pay adjustment (pay scales shifted 2.2%) to maintain pace with the market. No increase in overall Retirement benefit funding was included, but allocation has been shifted between the Retirement Plan and the Health Insurance Trust.
FY 15/16	2% pay adjustment (pay scales shifted 1.9%). An additional .5% is being funded for the City of Columbia Employees' Retirement Plan.
FY 14/15	2% pay adjustment. An additional 2.44% is being funded for the City of Columbia Employees' Retirement Plan and .82% for the Post-Employment Health Insurance Trust. Health insurance has been budgeted with a 6% increase.
FY 13/14	Pay adjustments (varying amounts) for many employees to implement recommendations from the Austin Peters Compensation Study. Revised entry levels funded, as well as a portion of the compression issue. An additional 3.99% was funded for the City of Columbia Employees' Retirement Plan. Reduction in City health insurance funding based upon plan changes adopted by City Council.
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 st , an additional 2.57% was funded for the retirement plan and an additional 13% was funded for employee health insurance.
FY 10/11	0% pay adjustment. An additional 15% was funded for employee health insurance.
FY 09/10	0% adjustment on anniversary date. An additional 1.06% was funded for the retirement plan and a .6% increase was funded for post-employment health insurance.
FY 08/09	2% COLA on July 1 st , 3% adjustment on anniversary date. An additional 3.53% was funded for retirement and post-employment health insurance.
FY 07/08	1.5% COLA on July 1 st , 3% adjustment on anniversary date.

RECOMMENDATION: Dialogue will take place with the City Council regarding options to address compression and a COLA recommendation.

BUDGET ISSUES

ISSUE NO. 2

CAPITAL IMPROVEMENTS PROGRAM (CIP) - \$4,588,937

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

PROJECT CATEGORY	2015-16 Estimated	2016-17 Estimated	2017-18 Estimated	2018-19 Estimated	2018-19 Estimated	2020-21 Estimated
Municipal Buildings*	\$ 39,993	\$ 474,640	\$ 0	\$ 0	\$ 0	\$ 0
Transportation System	239,894	3,783,429	610,000	610,000	610,000	610,000
Parks and Recreation	494,000	7,156,000	0	0	0	0
Stormwater/Drainage	13,753	35,747	0	0	0	0
Other	0	0	194,713	0	0	0
Wastewater System	2,300,000	1,560,000	1,000,000	1,000,000	1,000,000	1,000,000
GRAND TOTAL	\$ 3,087,640	\$13,009,816	\$ 1,610,000	\$ 1,610,000	\$ 1,610,000	\$ 1,610,000

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

Many projects shown in the FY 2015-16 column are multi-year projects and several of those projects currently in process will have outstanding balances at June 30, 2016. Unexpended project balances at June 30, 2016 will be appropriated into the 2016-17 fiscal year budget via an appropriation amendment.

Additionally, funds are reserved in several locations as matching funds for pending grant applications and, as such, are not currently reflected in budgeted CIP totals (pending receipt of notification of grant award).

ISSUE NO. 2

CAPITAL IMPROVEMENTS PROGRAM (CIP) - CONTINUED

Funds have been included in the FY 2016-17 Annual Budget as follows:

Breakdown by Category:		
Municipal Buildings	\$ 348,640	Jack & Jill Building-General Fund
	<u>126,000</u>	Jack & Jill Building-Drug Fund
	\$474,640	Total Municipal Buildings
Transportation System	\$ 136,000	“Columbia Works”- General Fund
	800,000	Street Resurfacing– State Street Aid Fund
	35,000	City match-West 6 th Street Streetscape-State Street Aid
	71,000	City match-West 6 th Street Streetscape-General Fund
	18,300	City match-Roadscapes grant-Capital Projects Fund
	<u>352,250</u>	West 7 th Street Streetscape – General Fund
\$1,412,550	Total Transportation System	
Parks & Recreation	\$ 856,000	Ridley Park-General Fund
	<u>250,000</u>	Ridley Park-General Fund-Hotel Motel Tax
	\$1,106,000	Total Parks & Recreation
Stormwater/Drainage	\$ <u>35,747</u>	Design Services-9 th Street Project-General Fund
	\$ 35,747	Total Stormwater/Drainage
Wastewater System	\$ 500,000	Rehabilitation Activities
	810,000	West 7 th Street Improvements
	<u>250,000</u>	Dixie Pump Station replacement
	\$1,560,000	Total Wastewater Fund
Breakdown by Fund:		
General Fund	\$2,049,637	
Drug Fund	126,000	
State Street Aid Fund	835,000	
Capital Projects Fund	18,300	
Wastewater Fund	<u>1,560,000</u>	
	\$4,588,937	Total City budgeted funds FY 2016-17

BUDGET ISSUES

ISSUE NO. 3

CAPITAL EQUIPMENT AND REPLACEMENT PROGRAM (CERP) - \$929,629

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 2016-17 by department is detailed below. The entire CERP program is included within this budget document and should be reviewed in detail.

	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
General Fund:	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Mgt. Information Systems	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Police	252,000	341,629	860,520	295,448	369,731	352,629
Fire	67,000	36,000	913,500	450,000	0	875,000
Public Works-Streets	66,000	140,000	532,000	98,000	285,000	0
Development Services	0	20,000	0	0	0	0
Parks & Recreation	<u>80,000</u>	<u>42,000</u>	<u>174,750</u>	<u>69,400</u>	<u>24,000</u>	<u>0</u>
Total General Fund	\$ 465,000	\$ 579,629	\$ 2,480,770	\$ 912,848	\$ 678,731	\$ 1,227,629
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Special Revenue Funds:	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
State Street Aid	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Drug	25,000	0	50,000	75,000	0	25,000
Public Works-Sanitation*	<u>960,972</u>	<u>0</u>	<u>473,000</u>	<u>135,000</u>	<u>135,000</u>	<u>135,000</u>
Total Special Rev Funds	\$ 985,972	\$ 0	\$ 523,000	\$ 210,000	\$ 135,000	\$ 160,000
	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Enterprise Fund:	<u>Budgeted</u>	<u>Proposed</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Wastewater	<u>\$ 125,000</u>	<u>\$ 350,000</u>	<u>\$ 185,000</u>	<u>\$ 205,000</u>	<u>\$ 210,000</u>	<u>\$ 188,000</u>
Total Enterprise Fund	\$ 125,000	\$ 350,000	\$ 185,000	\$ 205,000	\$ 210,000	\$ 188,000
Total CERP Expenses	\$ 1,575,972	\$ 929,629	\$ 3,188,770	\$ 1,327,848	\$ 1,023,731	\$ 1,575,629

ACTION: Within the General Fund, \$579,629 has been included within the proposed budget for new and replacement equipment. Within Special Revenue Funds, no funds were allocated in the proposed FY 2016-17 budget and \$350,000 has been budgeted within the Wastewater Enterprise Fund for FY 2016-17 per the above schedule.

Note: Within General Government Reserves, a \$400,000 allocation has been set aside for the future purchase (FY 2017-18) of a replacement fire engine.

BUDGET ISSUES

ISSUE NO. 4

MANAGEMENT INFORMATION SYSTEMS (MIS) SCHEDULE - \$327,400

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.

In FY 2014-15, the schedule was changed to a 4-year replacement schedule due to warranty and other support issues. The MIS schedule will be evaluated and updated annually within the budget process.

DEPARTMENT	Budgeted 2015-16	Estimated 2016-17	Estimated 2017-18	Estimated 2018-19	Estimated 2019-20	Estimated 2020-21
City Council	\$0	\$2,000	\$0	\$0	\$0	\$2,000
MIS	0	3,000	0	15,000	6,000	3,000
City Manager	3,000	1,500	0	3,000	5,000	1,500
Finance	1,000	2,500	0	7,000	0	2,500
City Recorder	4,500	5,100	0	12,000	4,500	0
Personnel	0	0	0	7,500	0	0
General Government*	95,000	149,050	107,300	191,700	85,000	160,050
Police	25,000	88,000	39,000	52,500	27,000	90,500
Fire	10,500	25,500	2,000	12,000	10,500	24,000
Public Works	1,500	9,000	1,500	13,500	3,000	7,500
Development Services	7,000	12,000	0	15,500	6,000	9,000
Parks and Recreation	<u>15,000</u>	<u>3,000</u>	<u>0</u>	<u>6,000</u>	<u>16,500</u>	<u>3,000</u>
SUBTOTAL	\$162,500	\$300,650	\$149,800	\$335,700	\$163,500	\$303,050
Wastewater	<u>\$7,500</u>	<u>\$26,750</u>	<u>\$0</u>	<u>\$18,500</u>	<u>\$7,500</u>	<u>\$26,750</u>
SUBTOTAL	\$7,500	\$26,750	\$0	\$18,500	\$7,500	\$26,750
GRAND TOTAL	\$170,000	\$327,400	\$149,800	\$354,200	\$171,000	\$329,800

* The amount reflected above for General Government includes a pool of \$30,000 per year for software acquisition. Software maintenance is budgeted as a line item within the "Services" budget.

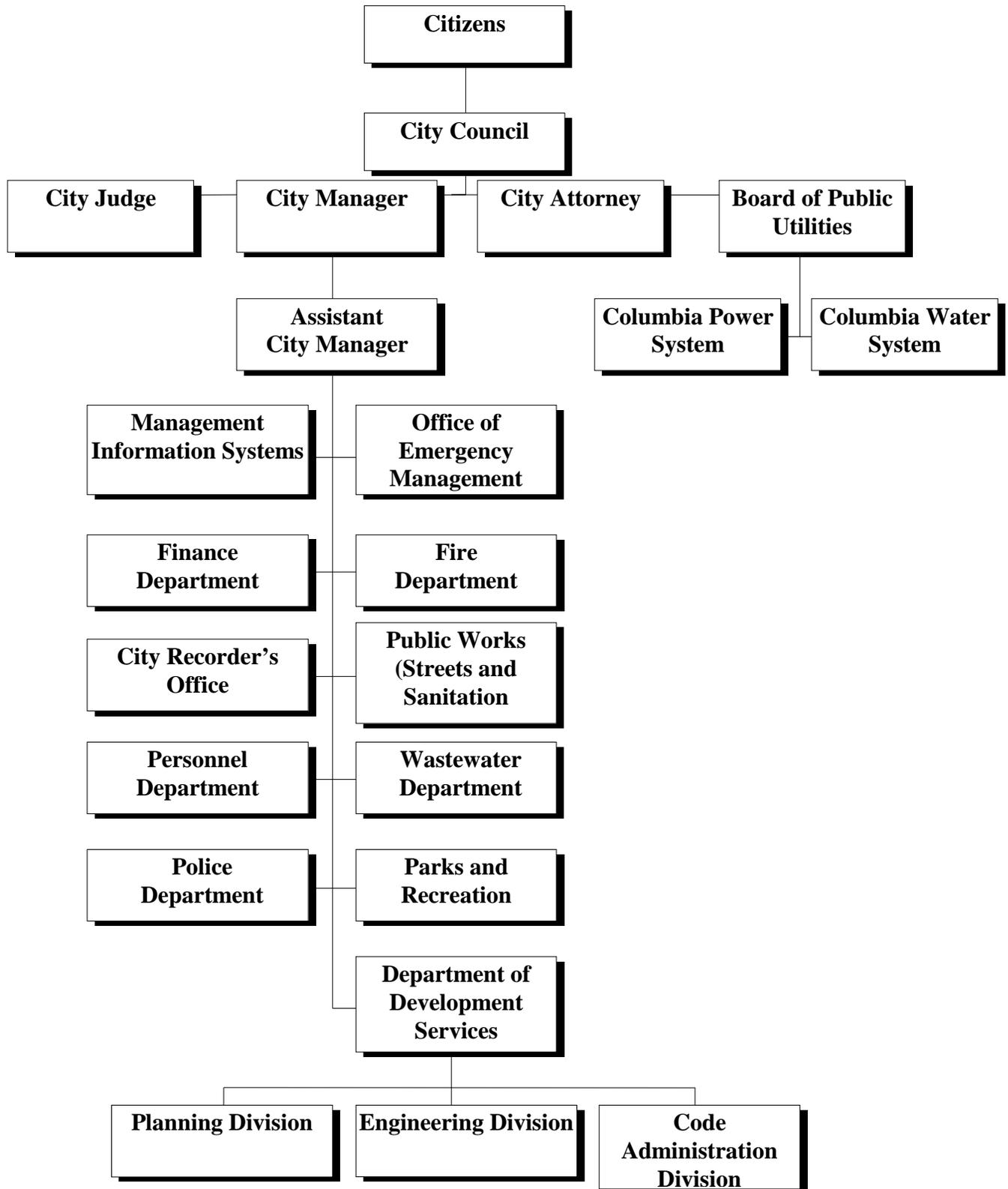
RECOMMENDATION: Funds are budgeted in the amount of \$300,650 within the General Fund (Management Information Systems Department) and \$26,750 within the Wastewater Fund as detailed above.

BUDGET FORMAT AND OVERVIEW

- **ORGANIZATION CHART**
- **OPERATING BUDGET POLICIES**
- **FUND BALANCE POLICY**
- **DEBT MANAGEMENT POLICY**
- **REVENUE POLICIES**
- **BUDGET FORMAT**

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**CITY OF COLUMBIA
Organization Chart
FY 2016-17**



OPERATING BUDGET POLICIES

1. The City's operating budget will consider as its highest priority the maintenance of basic public services and facilities necessary to meet the needs of its residential, institutional and commercial "citizens". The budgeting process will strive to provide for improvement in service levels, balancing the competing needs to meet service demands and to contain operating cost. A basic public service is one that would not be provided without public action, and one that is either:
 - a. Essential to the health and safety of the City's residents; or
 - b. Necessary in order to avoid irreparable damage to City resources; or
 - c. A service which enhances the quality of life and the absence of which the City's residents would find unacceptable.
2. In January each year, the City Manager will provide guidance to staff for preparation of the proposed budget for the next fiscal year.
3. Each department of the City will continuously examine its methods for program delivery. Changes which would improve productivity, lower costs, improve services, enhance job knowledge and employee safety and further communication with the public will be implemented when practical.
4. The City will avoid procedures that balance the operating budget (anticipated revenues equaling or exceed anticipated expenses) by shifting ongoing obligations to future years.
5. In all actions to balance the budget, the City will attempt to avoid layoffs. If possible, any necessary personnel reductions will be effected through attrition.
6. The City will continue actions to ensure that all City staff members are sensitive to the special needs of the community and its residents.
7. The City will continue to fund educational opportunities for employees; to provide for the training and retention of a quality professional staff; and to improve the leadership, motivational and communication skills of all supervisory personnel.
8. The City will endeavor to provide for a competitive, progressive and rewarding employee benefits and compensation program to attract and retain quality employees.
9. The City will maintain a financial control system to ensure compliance with the adopted budget and will prepare monthly reports comparing actual revenues and expenditures to budgeted amounts.

OPERATING BUDGET POLICIES

10. The City will maintain a minimum unassigned fund balance for the General Fund in excess of 25% of annual operating expenses for this fund. Such fund balance shall serve cash flow needs, protect against unforeseen emergencies and enhance the creditworthiness of the City.

FUND BALANCE POLICY

Purpose

The City of Columbia hereby enacts the following policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance and use of resources for financial stabilization purposes. The City's primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The City also seeks to maintain the highest possible credit ratings which are dependent, in part, on the City's maintenance of a healthy fund balance.

Definitions

Fund Balance – The excess assets over liabilities in a governmental fund.

Non-Spendable Fund Balance – Amounts that cannot be spent because they are either in a (a) non-spendable form, including items not expected to be converted to cash (i.e. inventories, prepaid amounts, long-term portion of loans and notes receivable and property acquired for resale), or (b) legally or contractually required to be maintained intact (i.e. the principal of a permanent fund).

Restricted Fund Balance – Amounts constrained to be used for a specific purpose by their providers (such as grantors, bondholders and higher levels of government), through constitutional provisions or by enabling legislation.

Committed Fund Balance – Amounts constrained to specific purposes by the City Council. Amounts classified as committed are not subject to legal enforceability like restricted resources; however, they cannot be used for any other purpose unless the City Council removes or changes the commitment by taking the same action it employed to impose the commitment.

Assigned Fund Balance – Amounts intended to be used by the City for a specific purpose, but are neither restricted nor committed. The intent shall be expressed by the City Council or a designee authorized by the City Council for a specific purpose in accordance with policy established by the City Council. The nature of the actions necessary to remove or modify an assignment is not as rigid as required under a committed fund balance classification.

Unassigned Fund Balance – Amounts available for any purpose (amounts that are not Non-Spendable, Restricted, Committed or Assigned) in the General Fund. This category also provides the resources necessary to meet unexpected expenditure and revenue shortfalls.

FUND BALANCE POLICY

Policy Statement

The City has endeavored to limit expenditures to anticipated revenues in order to maintain a balanced budget. The fund balance of the City's General Fund has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The City's target is to maintain an unrestricted fund balance of not less than 25% of annual operating expenditures for the fiscal year.

The decision to retain an unrestricted fund balance of not less than 25% of annual operating expenditures stems from the following: The amount provides adequate funding to cover approximately 3 months of operating expenses,

- The amount provides for the liquidity necessary to accommodate the City's uneven cash flow, which is inherent in its periodic tax collection schedule,
- The amount provides the liquidity to respond to contingent liabilities.

Spending Policy:

For the City's General Fund, it is the City's policy to spend the most restricted dollars before less restricted dollars in the following order:

- Restricted Fund Balance
- Committed Fund Balance
- Assigned Fund Balance
- Unassigned Fund Balance

This Spending Policy assumes costs are incurred for purposes for which both restricted and unrestricted funds are available.

For all other governmental funds other than the General Fund, interest income, if any, will be utilized first followed by restricted, committed and assigned revenues when an expense is incurred for purposes for which both restricted and unrestricted funds are available. Transfers to other funds are considered committed for these purposes.

Governmental Fund Balances Beginning Year of Implementation:

In the initial GASB 54 implementation year, beginning fund balances for all governmental funds, except the General Fund, will be classified as restricted. Beginning fund balance in the General Fund will be classified as unassigned.

This policy may be amended from time to time per the City Council.

DEBT MANAGEMENT POLICY

I. PURPOSE

The City of Columbia hereby amends Resolution No. 11-62 enacting a policy to specify the appropriate uses for debt. The “Debt Policy” reinforces the commitment of the City of Columbia and its officials to manage the City’s issuance of bonds in a way in a way that achieves the long-term capital improvement objectives while minimizing risks, avoiding conflicts of interest and ensuring transparency while still meeting the capital needs of the City and its utilities operated by the City’s Board of Public Utilities through Columbia Power and Water Systems (CPWS). This debt policy provides a formal commitment to the public, credit rating agencies, investors and the capital markets that the City will use a disciplined and defined approach to financing its capital needs.

The City of Columbia has a need for capital intensive projects and equipment purchases that are beyond the normal resources of the City and require the issuance of long-term general obligation debt and revenue debt. These expenditures are planned for and prioritized in the City’s Capital Improvement Program Budget and the City’s 5-year Capital Equipment Replacement Program, which are updated and approved annually. The issuance of debt enables the City to fund the up-front costs of these major equipment purchases and public infrastructure improvement projects. The issuance of debt also insures that the future beneficiaries of the expenditures will help pay for the cost over the life of the improvements.

In the State of Tennessee, there is no legal debt limit and therefore the City of Columbia is not subject to statutory debt limitations. Regardless, the following policies are adopted by the City of Columbia to provide budgetary guidance in developing the City’s short and long-term financial planning.

II. GENERAL POLICIES

A. The City may issue General Obligation, Revenue, and other debt as it determines most appropriate. Unless specifically disallowed by this policy, the City authorizes the use of all types of debt permitted by applicable Tennessee state statutes so long as such debt is issued in full compliance with applicable Tennessee state statutes and regulations implemented by the State Funding Board and so long as such debt is specifically authorized by resolution duly adopted by the City Council. Types of debt authorized include, but are not necessarily limited to:

- General obligation bonds, notes, and loan agreements
- Revenue bonds, notes and loan agreements
- Revenue and tax bonds, notes and loan agreements
- Leases
- Interfund loans

DEBT MANAGEMENT POLICY

- B. The City authorizes the use of debt to finance capital projects, to refinance existing debt, or to address temporary cash flow deficiencies (tax anticipation notes, revenue anticipation notes and interfund loans) all as permitted by and in full compliance with applicable Tennessee state statutes.
- C. Any new debt issuance will comply with State Form CT-0253 as well as any other state required forms that detail all associated costs for the issuance of the debt. These records will be available for public and City Council inspection as prescribed by applicable Tennessee state statutes and regulations implemented by the State Funding Board.
- D. The City will utilize long-term borrowing only for major capital improvement projects in the current year's Capital Projects Fund Budget and Sewer Fund Budget or Capital Improvements Plan of CPWS that cannot be financed from current revenue sources. The City will not use long-term debt to finance current operations.
- E. When the City finances capital projects by issuing bonds, it will pay back the interest and principal on the bonds for a period not exceeding the expected life of the improvements.
- F. The City will seek level or declining debt repayment schedules and will avoid issuing debt that provides for balloon principal payments reserved at the end of the term of the issue.
- G. The City will avoid variable-rate debt due to the potential volatility of such instruments, and will only consider such a debt structure as a last resort when current interest rates are deemed excessive and will likely decline in future years. The maximum amount of variable rate debt shall not exceed 25% of total outstanding debt.
- H. The City prohibits the use of debt related derivatives, such as interest rate swaps.
- I. The use of credit enhancements will be considered on a case-by-case basis, evaluating the economic benefit versus cost for each case.
- J. The City may issue debt for economic development only if a feasibility study is independently performed and attested by a Certified Public Accountant showing that the benefits outweigh the costs of the project to the City.
- K. The "Debt Policy" established within this document shall be reviewed annually with the approval of the annual budget.

DEBT MANAGEMENT POLICY

III. PROCEDURE FOR ISSUANCE OF DEBT

A. Authority

- 1) The City of Columbia will only issue debt by utilizing the statutory authorities provided by *Tennessee Code Annotated* as may be supplemented and periodically revised (“TCA”) and the Internal Revenue Code (the “Code”).
- 2) The City of Columbia will also adhere to any lawfully promulgated rules and regulations of the State of Tennessee and those promulgated under the Code.
- 3) All debt shall be formally authorized by resolution of the City of Columbia City Council.

B. Method of Issuance

It shall be the general policy of the City to sell General Obligation and Revenue bonds through a competitive bid process, however; the City may periodically authorize the issuance of debt by negotiated sale as permitted by and in full compliance with applicable Tennessee state statutes. In the competitive bid process, the City’s bonds will be offered in a public sale to any and all eligible bidders. Unless all bids are rejected, the debt will be awarded to the bidder providing the lowers true interest cost as long as the bid adheres to the requirements set forth in the official notice of sale.

C. Transparency

- 1) It is understood that the issuance of debt will require various approvals and, on occasion, written reports provided to the State of Tennessee Comptroller’s Office either prior to adoption of resolutions authorizing such debt, prior to issuance and/or following issuance. The City and/or its Financial Advisor will ensure compliance with TCA, the Code, and all applicable Federal and State rules and regulations. The City shall comply with legal requirements for notice and for public meetings related to debt issuance. In the interest of transparency, all costs (including interest, issuance, continuing, and one-time) shall be disclosed to the citizens, City Council, and other stakeholders in a timely manner. All notices shall be posted in customary and required posting locations. All costs for which City Council approval is not required will be presented via an informational memo at the conclusion of the bond sale.
- 2) The City will maintain good communications with bond rating agencies about the financial condition of the City and will follow a policy of full disclosure on every financial report and bond prospectus.

DEBT MANAGEMENT POLICY

- 3) The City will seek to maintain and improve its creditworthiness from its current long-term obligation rating of “Aa2” from Moody’s Investors Service.
- 4) In an effort to demonstrate transparency in financial reporting, the City will strive to receive the Certificate for Achievement of Excellence in Financial Reporting presented annually by the Government Finance Officers Association.
- 5) Costs related to the repayment of debt, including liabilities for future years, shall be provided in the context of the annual budgets from which such payments will be funded. The costs of General Obligation bonds will be provided in the context of Debt Service Fund; and the costs of Revenue bonds will be provided in the context of the dedicated revenue stream and related expenditures.

IV. REFINANCING OUTSTANDING DEBT

The Finance Director and City Manager, with assistance from the City’s Financial Advisor, will have the responsibility to analyze outstanding debt for refunding opportunities. The following parameters will be considered when analyzing possible refunding opportunities:

A. Debt Service Savings

Absent other compelling considerations, the City will require in any refunding bond issue a minimum net present value savings threshold of at least three (3) percent of the refunded debt principal amount.

B. Restructuring for economic purposes

The City may also consider refunding debt when it is in its best financial interest to do so. Such a refunding will be limited to restructuring to meet unanticipated revenue shortfalls, achieve annual cost savings, mitigate irregular debt service payments, etc.

C. Term of Refunding Issues

Normally, the City will refinance debt equal to or within its existing term. However, the City may consider maturity extension for economic purposes, when necessary to achieve desired outcomes, provided that such extension is legally permissible. The City may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financial facility and the concept of inter-generational equity will guide these decisions.

D. Escrow Structuring

The City will utilize the least costly securities available in structuring refunding escrows. In the case of open market securities, a certificate will be provided by a third party agent, who is not the financial advisor or broker-dealer stating that the securities were procured through an arms-length, competitive bid process.

DEBT MANAGEMENT POLICY

V. PROFESSIONAL SERVICES

The City requires the financial staff and City Attorney to be familiar with the applicable constitutions, charters, laws, rules, and regulations and report the effects on planned and outstanding debt. The City requires all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the City and the lender or conduit issuer, if any. This includes “soft” costs or compensation in lieu of direct payments.

A. Counsel

The City of Columbia shall enter into an engagement letter agreement with each lawyer or law firm representing the City in a debt transaction. No engagement letter is required for any lawyer who is an employee of the City or lawyer or law firm which is under a general appointment or contract to serve as counsel to the City and not serving as bond counsel for the transaction. The City does not need an engagement letter with counsel not representing the City, such as underwriters’ counsel.

B. Financial Advisor

If the City of Columbia chooses to hire financial advisors, the City shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions. Whether in a competitive or negotiated sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance.

C. Underwriter

When considering the engagement of an underwriter for a negotiated sale, the City will take the following criteria into account:

- Reputation
- Experience
- Professional qualifications and licenses
- Capital adequacy and financial wherewithal indicating an ability to fulfill financial commitments to the City
- Financing plans, ideas, and analysis
- Costs including underwriter’s compensation and all other costs associated with a financing transaction

If an Underwriter is used for a debt issue, the City of Columbia shall require the Underwriter to clearly identify itself in writing (e.g., in a response to a request for proposals or in promotional materials provided to an issuer) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the City with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm’s length commercial transaction and that it has financial and other interests that differ from those of the City. The Underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per

DEBT MANAGEMENT POLICY

maturity to the Mayor, Finance Director or other designated official in advance of the pricing of the debt.

VI. CONFLICTS

- A. Professionals involved in a debt transaction hired or compensated by the City of Columbia shall be required to disclose to the City existing client and business relationships between and among the professionals to a transactions (including but not limited to financial advisor, bond counsel, trustee, paying agent, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the City to appreciate the significance of the relationships.

- B. Professionals who become involved in the debt transaction as a result of a bid submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

REVENUE POLICIES

1. The City will attempt to develop a diversified and stable revenue system to shelter it from short run fluctuations in any one revenue source. Specifically, the City will do the following:
 - a. Continually monitor and assess the local taxing effort of Columbia as compared to other Tennessee cities.
 - b. Maintain a local revenue structure for financing public services which encourages the use and development of alternative revenue sources such as the local option sales tax and user fees.
2. From an equity and fairness standpoint, the City will follow an aggressive policy of collecting all revenues.
3. The City will consider the “going market” rates and charges levied by other public and private organizations for similar services in establishing tax rates, fines, fees and charges.
4. All charges for services, licenses, permits, etc. will be reviewed periodically and, when appropriate, recommendations for adjustment will be made to the City Council. Before adoption of new user fees, the City will first determine the cost of administering and collecting the fees, fees other jurisdictions are charging for similar services, the purpose of the fees, and if the fees can be effectively and efficiently implemented.
5. The City will seek Federal and State grants as they may become available. These revenues will be targeted for capital and infrastructure improvements to the greatest extent possible.
6. The City will ensure that Columbia receives a fair proportion of all State and County shared taxes and revenue.

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 departments; however, transfers between departments or 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 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.

REVENUES

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GENERAL FUND**(110)****REVENUES**

		Actual	Budgeted	Estimated	Budgeted	% Adj.
Account		Revenues	Revenues	Revenues	Revenues	from
Number	Account Name	2014-2015	2015-2016	2015-2016	2016-2017	Prior FY
31100	Property Taxes - Current	9,978,021	9,889,000	10,000,000	10,149,860	1.50
31200	Property Taxes - Delinquent	560,683	500,000	500,000	500,000	0.00
31300	Penalty & Interest on Delinquent	91,898	80,000	81,000	83,000	2.47
31511	Tax Equivalent - Electrical	1,245,856	1,245,855	1,247,646	1,247,646	0.00
31512	Tax Equivalent - Water System	171,086	171,086	173,948	173,948	0.00
31513	Tax Equivalent - Wastewater System	531,714	513,575	513,575	500,532	-2.54
31514	Atmos Gas	447,145	445,000	445,000	450,000	1.12
31520	Tax Equivalent - Industrial Park	23,766	7,774	20,000	30,000	50.00
31610	Local Sales Tax	8,326,872	8,250,000	8,600,000	8,700,000	1.16
31611	Telecommunication Sales Tax	3,527	3,564	3,430	3,500	2.04
31710	Beer Tax Local	916,844	900,000	932,000	935,000	0.32
31720	Retailers Alcoholic Beverage	253,561	230,000	300,000	305,000	1.67
31730	Mixed Drink Tax	48,822	49,200	56,000	57,000	1.79
31820	Gross Receipts Tax	782,840	600,000	630,000	650,000	3.17
31830	Gross Receipts - Interest & Penalty	4	0	0	0	0.00
31850	Hotel/Motel Tax	0	500,000	500,000	600,000	20.00
31912	Cable TV Franchise	522,519	499,000	530,000	535,000	0.94
31930	Excise Tax	5,529	4,600	4,600	4,600	0.00
32210	Application Fee - Beer Permit	6,200	4,000	5,700	5,000	-12.28
32220	Liquor Privilege Tax	14,490	13,000	6,400	12,000	87.50
32230	Beer Privilege Tax	13,116	12,500	12,500	12,500	0.00
32400	Fireworks Permit	25,000	20,000	20,000	20,000	0.00
32410	Animal Registration	1,373	1,400	1,400	1,400	0.00
32600	Building & Inspection Permits	221,799	120,000	440,000	250,000	-43.18
32600-2	Street Cut Fees	200	100	200	100	-50.00
32602	Called Letters of Credit	39,880	0	0	0	0.00
32611	Gas & Mechanical Code Permits	8,513	6,000	18,000	8,000	-55.56
32612	Subdivision , Construction & Grading	2,086	0	0	0	0.00
32612-1	Stormwater Management Fees	5,025	5,000	18,000	7,000	-61.11
32660	Zoning Permits & Fees	22,024	16,000	24,000	25,000	4.17
32720	Alarm Permits	34,689	34,000	34,000	34,000	0.00
33200	Bullet Proof Vest Grant	4,877	0	0	0	0.00
33202	2013 Justice Assistance Grant	16,699	1,420	1,420	0	-100.00
33203	2012 Byrne/Justice Asst Grant	0	0	0	0	0.00
33204	Federal Equitable Sharing Agreemt	6,187	0	9,263	0	-100.00
33205	Arts Build Communities Grant	968	0	0	0	0.00
33207	2014 Jag Grant	31,967	0	0	0	0.00
32217	Targeted Comm Crime Red Grant	138,054	0	0	0	0.00
33218	LPRF Grant	0	0	0	0	0.00
33219	TML Pool Safety Partners Grant	1,925	0	0	0	0.00
33290	Ocdetf Overtime Reimb Program	9,507	0	3,628	0	-100.00
33291	OT Reimb-Safe Streets Task Force	9,839	0	0	0	0.00
33293	DEA Task Force	18,519	0	4,976	0	-100.00
33310	Tax Equivalent - Public Housing	0	0	0	0	0.00
33320	TVA Replacement Tax	407,863	400,000	412,886	400,000	-3.12
33440	TN Arts Grant	0	0	1,750	0	-100.00
33510	Sales Tax Allocation - State	2,616,093	2,650,000	2,690,000	2,710,000	0.74

GENERAL FUND

(110)

REVENUES

Account		Actual	Budgeted	Estimated	Budgeted	
Number	Account Name	Revenues	Revenues	Revenues	Revenues	from
		2014-2015	2015-2016	2015-2016	2016-2017	Prior FY
33520	Income Tax Allocation - State	527,083	225,000	527,082	300,000	-43.08
33530	Beer Tax Allocation - State	16,587	17,000	17,000	17,000	0.00
34112	Sales of GIS Data	250	0	345	0	-100.00
34120	Collecting Fee - Gross Receipts	8,918	4,000	8,000	8,000	0.00
34190	Received Grass Cutting/Demolition	6,864	8,000	8,000	8,000	0.00
34231	Fingerprinting Revenue	793	600	800	800	0.00
34232	Sexual Offender Registry	5,700	4,000	4,000	4,000	0.00
34722	Fairview Swimming Pool	7,062	6,500	6,500	6,500	0.00
34725	Fairview Concession Stand	2,260	1,700	1,800	1,900	5.56
34742	Basketball Fees-Parks & Recreation	9,273	9,000	8,000	8,000	0.00
34743	Membership Fitness Fee-Parks & Rec	9,090	8,500	8,800	8,800	0.00
34744	Recreation Programs	29,927	25,000	27,000	28,000	3.70
34745	Playground Equipment Fund	1,500	0	0	0	0.00
34746	Ridley Park	18,370	17,000	19,000	20,000	5.26
34747	Ridley Park Concessions	13,883	12,000	8,000	8,000	0.00
34751	Mid State Classic - Sponsorships	0	0	21,000	0	-100.00
34752	Mid State Classic - Ticket Sales	0	0	24,000	0	-100.00
34753	Mid State Classic - Other Revenues	0	0	0	0	0.00
34754	Muletown Open BBQ Event - Regist	600	3,000	2,500	2,500	
34755	Muletown BBQ-Event Sponsorships		9,500	10,000	10,000	
34756	Muletown BBQ-Vendor registrations	100	1,300	800	800	
35110	Police Court	345,620	301,500	240,000	250,000	4.17
35116	Littering Fine	50	0	50	0	-100.00
35120	Non-Moving Traffic Fines	17,664	16,000	16,000	16,000	0.00
36100	Miscellaneous Interest Earned	68,200	35,000	65,000	40,000	-38.46
36213	Parking Garage Rental	9,360	8,000	8,400	8,000	-4.76
36300	Sales & Recovery of Loss of Property	25,359	10,000	22,000	12,000	-45.45
36301	Sale of Seized Weapons	15,084	0	20,000	0	-100.00
36310	Sale of Land	0	40,000	39,670	0	-100.00
36311	Sale of Buildings/Structures	0	314,000	314,000	0	-100.00
36700	Downtown Parking Lot	2,278	2,500	1,200	1,200	0.00
36701	Donations - Police Department	500	0	189	0	-100.00
36716	Donations - Arts Council	3,500	0	0	0	0.00
36720	Donations	165	0	0	0	0.00
36770	Public Fire Ed. Program	165	0	189	0	-100.00
36900	Miscellaneous Revenues	72,100	30,000	50,000	30,000	-40.00
36900-1	Copies - Police Reports	874	500	300	300	0.00
36900-2	Sale -Aherns Fox Print	100	0	0	0	0.00
36901	Insurance proceeds	13,816	0			0.00
37110	Prior Years Revenue	2,669,948	2,208,057	2,208,057	2,214,085	0.27
37944	Transfer fm Wastewater - Admin Fee	205,000	220,000	220,000	220,000	0.00
37945	Transfer fm Sanitation - Admin Fee	100,360	107,000	107,000	107,000	0.00
	Fund Total	31,775,980	30,816,731	32,256,004	31,740,971	-1.60

STATE STREET AID FUND

(121)

REVENUES

		Actual	Budgeted	Estimated	Budgeted	% Adj.	
Account		Revenues	Revenues	Revenues	Revenues	from	
Number	Account Name	2014-2015	2015-2016	2015-2016	2016-2017	Prior FY	
33550	State Collected Gas Tax	724,674	720,000	745,000	750,000	0.67	%
33551	Additional 3-cent Gasoline	185,801	182,000	196,000	190,000	-3.06	%
34331	Special Assessments - Street Paving	0	0	0	0	0.00	%
36100	Miscellaneous Interest Earned	4,295	4,000	3,700	3,800	2.70	%
36150	Interest on Special Assessments	0	0	0	0	0.00	%
36900	Miscellaneous Revenues	0	0	156	0	-100	%
37110	Prior Years Revenue	634,958	345,198	345,198	675,200	95.60	%
	Fund Total	1,549,729	1,251,198	1,290,054	1,619,000	25.50	%

N & V CHIEF'S FUND

(122)

REVENUES

Account Number	Account Name	Actual Revenues 2014-2015	Budgeted Revenues 2015-2016	Estimated Revenues 2015-2016	Budgeted Revenues 2016-2017	% Adj. from Prior FY
35110	Fines	0	0	0	0	0.00 %
36300	Settlements	18,283	20,000	30,000	20,000	-33.33 %
36900	Miscellaneous Revenue	2	0	0	0	0.00 %
36911	Receipts from Drug Fund	5,000	40,000	20,000	30,000	50.00 %
	Fund Total	23,284	60,000	50,000	50,000	0.00 %

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

Account Number	Account Name	Actual Revenues 2014-2015	Budgeted Revenues 2015-2016	Estimated Revenues 2015-2016	Budgeted Revenues 2016-2017	% Adj. from Prior FY	
33560	State Allocated Revenue	70,785	70,000	70,575	70,000	-0.81	%
36100	Miscellaneous Interest Earned	118	60	78	60	-23.08	%
37110	Prior Years Revenue	-	-	-		0.00	%
	Fund Total	70,903	70,060	70,653	70,060	-0.84	

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

Account Number	Account Name	Actual Revenues 2014-2015	Budgeted Revenues 2015-2016	Estimated Revenues 2015-2016	Budgeted Revenues 2016-2017	% Adj. from Prior FY	
35110	Police Court	14,816	12,000	13,000	12,000	-7.69	%
36100	Miscellaneous Interest Earned	941	750	900	800	-11.11	%
36300	Sale & Recovery Loss Property	27,478	0	0	0	0.00	%
36311	Sale of Building/Structures	0	126,000	126,000	0	-100.00	%
36900	Miscellaneous Revenues	11,635	0	0	0	0.00	%
36908	Receipts MC Drug Task Force	1,080	0	0	0	0.00	%
36909	Receipts Columbia Task Force	27,556	12,000	30,000	15,000	-50.00	%
37110	Prior Years Revenue	101,208	123,841	123,841	199,253	60.89	%
	Fund Total	184,715	274,591	293,741	227,053	-22.70	%

SANITATION FUND

(127)

REVENUES

Account Number	Account Name	Actual Revenues 2014-2015	Budgeted Revenues 2015-2016	Estimated Revenues 2015-2016	Budgeted Revenues 2016-2017	% Adj. from Prior FY
31325	Penalty on User Fee	39,344	36,000	39,000	40,000	2.56 %
33190	Recycling Grant	0		0	0	
33200	TDEC Recycling Grant	124,944	0	0	0	
34430	Residential User Fee	2,212,926	2,205,000	2,220,000	2,225,000	0.23 %
34431	Commercial User Fee Class 1	199,975	270,000	208,000	200,000	-3.85 %
34432	Commercial User Fee Class 2	598,977	618,000	628,000	630,000	0.32 %
36100	Interest Income	5,119	3,000	4,000	3,000	-25.00 %
36300	Sales & Recovery of Loss			0	0	0.00 %
36900	Miscellaneous	20,743	0	2,200	1,500	-31.82 %
36901	Sanitation Equipment Loan	0	960,972	960,972		-100.00 %
37110	Prior Years Revenue	498,123	579,228	579,228	583,569	0.75 %
	Fund Total	3,700,151	4,672,200	4,641,400	3,683,069	-20.65 %

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

Account Number	Account Name	Actual Revenues 2014-2015	Budgeted Revenues 2015-2016	Estimated Revenues 2015-2016	Budgeted Revenues 2016-2017	% Adj. from Prior FY	
36100	Miscellaneous Interest Earned	2,872	2,000	2,300	2,000	-13.04	%
36900	Miscellaneous Revenue	0	0	1,466	0	-100.00	%
37110	Prior Years Revenue	200,100	0	0	7,000	0.00	%
37940	Transfer From General Fund	778,860	1,178,312	1,178,312	1,165,233	-1.11	%
37941	Transfer From Sanitation	217,390	251,150	251,150	252,666	0.60	%
	Fund Total	1,199,222	1,431,462	1,433,228	1,426,899	-0.44	%

CAPITAL PROJECTS FUND

(311)

REVENUES

Account Number	Account Name	Actual Revenues 2014-2015	Budgeted Revenues 2015-2016	Estimated Revenues 2015-2016	Budgeted Revenues 2016-2017	% Adj. from Prior FY
33120	Safetea-Lu Funds - Riverwalk	0	374,540	125,000	0	-100.00 %
33431	Fema Hazard Mitigation Grant	0	0	0	0	0.00 %
33436	CDBG Demolition grant	6,100	315,000	39,233	269,667	587.35 %
33438	TDOT-Surface Transp Funds	1,848,401	422,814	0	500,617	0.00 %
33439	TDOT-Roadscapes Grant	0	73,200	2,160	71,040	3,188.89 %
33440	West 7th Street Multi-Modal grant	0	1,375,304	0	1,375,304	0.00 %
33441	FEMA HMGP-State Funding	0	0	0	0	0.00 %
33442	THDA Home Grant	0	500,000	250,000	250,000	0.00 %
33443	STP-West 6th Street Improvements	0	0	0	421,758	0.00 %
35100	NSP Program Income	0	0	0	0	0.00 %
36100	Miscellaneous Interest Earned	3,765	2,000	4,000	3,000	-25.00 %
36900	Miscellaneous Revenues	1	0	0	0	0.00 %
36907	Recd From Others-Grant Matching	0	0	0	0	0.00 %
36908	Note Proceeds	1,900,000	0	0	0	0.00 %
37110	Prior Years Revenue	249,817	239,165	239,165	867,393	262.68 %
37111	Restricted PY Revenue (NSP Income)	0	286,698	0	286,698	0.00 %
37940	Transfer From General Fund*	51,280	706,250	706,250	35,000	-95.04 %
37941	Tsf fm Other Funds (SSA-STP match)	0	106,000	32,900	73,100	122.19 %
						%
	Fund Total	4,059,364	4,400,971	1,398,708	4,153,577	196.96 %

WASTEWATER FUND

(412)

REVENUES

		Actual	Budgeted	Estimated	Budgeted	% Adj.	
Account		Revenues	Revenues	Revenues	Revenues	from	
Number	<u>Account Name</u>	<u>2014-2015</u>	<u>2015-2016</u>	<u>2015-2016</u>	<u>2016-2017</u>	<u>Prior FY</u>	
32600	Sewer Permits	8,200	5,500	17,215	6,500	-62.24	%
32601	Inspection Fee Sewer Main Exten	2,864	1,000	3,600	1,200	-66.67	%
36300	Sale & Recovery of Loss Property	99,082	0	24,287	0	-100.00	%
36900	Miscellaneous	1,133	0	6,689	0	-100.00	%
36901	Insurance Proceeds	4,919	0	0	0	0.00	
37110	Prior Years Revenue	3,006,421	3,645,390	3,645,390	1,299,968	-64.34	%
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	0	-100.00	%
37210	Sewer Charge	8,007,074	7,900,000	8,051,000	8,050,000	-0.01	%
37211	GM Sewer Service Charge	633,932	675,000	585,000	590,000	0.85	%
37221	Sewer Installation Charge	15,355	7,500	23,000	15,000	-34.78	%
37231	Industrial User Fees	59,676	52,500	79,000	65,000	-17.72	%
37293	Contributed Sewer Line	32,598	0	0	0	0.00	%
37294	Sewer Tap Fee	275,500	160,000	400,000	300,000	-25.00	%
37910	Interest	54,356	42,000	55,000	45,000	-18.18	%
37918	Interest - Expansion Saturn	1,086	1,000	1,000	0	-100.00	%
	Fund Total	12,448,707	12,736,401	13,137,692	10,405,179	-20.80	%

GENERAL FUND

EXPENDITURES

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**GENERAL FUND
DEPARTMENT: CITY COUNCIL**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$ 76,862	\$ 73,246	\$ 76,879	\$ 77,294	\$ 70,179
Services & Supplies	<u>269,550</u>	<u>261,736</u>	<u>276,550</u>	<u>263,443</u>	<u>269,550</u>
TOTAL	\$ 346,412	\$ 334,982	\$ 353,429	\$ 340,737	\$ 339,729

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 following the first Monday in November of even-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 2016-17 budget includes the following special appropriations and contractual obligations. Special Appropriation items were funded at the same level as FY 2015-16.

Special Appropriations: \$ 22,000

James K Polk Memorial Assn	\$ 3,000	Family Center	\$ 5,000
Crimestoppers of Maury County	\$ 1,000	Columbia Cares	\$ 3,000
Boys & Girls Club of Maury County	\$ 5,000	Center of Hope	\$ 5,000

Contractual Agreements: \$ 174,000

Maury County Chamber	\$ 82,000	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

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 46,294	\$ 46,200	\$ 46,200	\$ 46,200
141	FICA	3,142	3,534	3,473	3,534
142	Group Insurance	22,820	26,065	26,541	19,580
145	Dental Insurance	990	1,080	1,080	865
	Total Personnel:	\$ 73,246	\$ 76,879	\$ 77,294	\$ 70,179
SERVICES AND SUPPLIES					
211	Office Services	\$ 104	\$ 300	\$ 327	\$ 300
245	Telephones	23	100	31	50
250	Professional Services	21,788	43,000	30,000	36,000
280	Travel	5,977	8,050	9,109	8,200
290	Other Services	35,728	26,000	26,695	26,000
310	Office Supplies	440	800	347	600
320	Operating Supplies	40	250	100	300
326	Wearing Apparel	62	550	540	600
720	Special Appropriations	23,500	22,000	22,000	22,000
721	Contractual Agreements	174,000	174,000	174,000	174,000
733	Awards	74	1,500	294	1,500
800	Reserves	0	0	0	0
	Total Services & Supplies:	\$ 261,736	\$ 276,550	\$ 263,443	\$ 269,550
	GRAND TOTAL	\$ 334,982	\$ 353,429	\$ 340,737	\$ 339,729

**GENERAL FUND
DEPARTMENT: LEGAL SERVICES**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$ 55,099	\$ 55,055	\$ 55,099	\$ 56,958	\$ 55,099
Services & Supplies	<u>321,600</u>	<u>320,575</u>	<u>279,100</u>	<u>266,964</u>	<u>229,100</u>
TOTAL	\$ 376,699	\$ 375,630	\$ 334,199	\$ 323,922	\$ 284,199

DEPARTMENT DESCRIPTION

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

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

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

**GENERAL FUND
DEPARTMENT: LEGAL SERVICES**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 44,816	\$ 44,644	\$ 46,361	\$ 44,644
119	Miscellaneous	0	0	0	0
141	FICA	3,208	3,415	3,437	3,415
142	Group Insurance	6,599	6,608	6,728	6,608
145	Dental Insurance	<u>432</u>	<u>432</u>	<u>432</u>	<u>432</u>
	Total Personnel:	\$ 55,055	\$ 55,099	\$ 56,958	\$ 55,099
SERVICES AND SUPPLIES					
250	Professional Services	\$ 312,359	\$ 273,600	\$ 265,889	\$ 223,600
280	Travel	0	500	500	500
290	Other Services	<u>8,216</u>	<u>5,000</u>	<u>575</u>	<u>5,000</u>
	Total Services & Supplies:	\$ 320,575	\$ 279,100	\$ 266,964	\$ 229,100
	GRAND TOTAL	\$ 375,630	\$ 334,199	\$ 323,922	\$ 284,199

**GENERAL FUND
DEPARTMENT: CITY MANAGER’S OFFICE**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$ 355,938	\$ 349,621	\$ 365,133	\$ 338,610	\$ 363,251
Services & Supplies	<u>75,020</u>	<u>55,889</u>	<u>85,020</u>	<u>75,297</u>	<u>85,020</u>
TOTAL	\$ 430,958	\$ 405,510	\$ 450,153	\$ 413,907	\$ 448,271

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 information to support City Council decision-making and for carrying out the policies and priorities set by Council. This involves administrative decision-making and the provision of support, leadership and oversight for all City departments, programs and projects. The City Manager’s Office ensures the coordination of City operations and is responsible for the day-to-day management of the city government.

The City Manager’s 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.

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. The City Manager prepares recommendations to the Council related to specific legislative issues, financial programs, capital expenditures and improvements, as well as other administrative matters.

Additional support is provided by the Assistant City Manager position. The primary job duties of the Assistant City Manager include oversight and coordination of the City’s annual strategic plan, economic development planning and promotion, representing the City in meetings with intergovernmental and partner agencies as directed by the City Manager and to serve as acting City Manager if the City Manager is unable to exercise duties.

The assistant chief administrative officer of the City, the Assistant City Manager is responsible for proactive citywide communications and media outreach. The position also provides policy research and development support to the City Manager, acts to liaison with governmental and nonprofit agencies across various levels of government, and oversees the City’s grants program. Use and coordination of grant and other third-party funds and other resources allows the City to provide the highest quality municipal services at a greater value to Columbia citizens.

GENERAL FUND
DEPARTMENT: CITY MANAGER'S OFFICE

FY 2015-16 ACCOMPLISHMENTS

- Maury County ranked 2nd in the 10-County, Middle Tennessee region for record job growth during 2015 (Maury Alliance) and ranked 3rd statewide and 86th nationally among counties for the “most incoming investment” across diverse types of investment areas.
- National HealthCare Corporation (NHC) and Maury Regional broke ground on a joint venture to build a skilled nursing and transitional care center in Columbia to open in the Fall of 2016, representing a \$18.3 million investment by NHC.
- Global Manufacturing Services, Inc. (GMS) in Columbia announced that the company will invest \$620,000 in new equipment upgrades at its Columbia tire mold manufacturing facility, creating 43 new manufacturing jobs in Maury County.
- Sleep Solutions and Services, LLC (S3) announced that the company will open a call center facility in Columbia, generating \$3.6 million in capital investment and 137 new jobs.
- Announcement that the new Acadia SUV engine will be built at the GM/Spring Hill Manufacturing Facility; doubling the number of jobs at the plant with half of the new jobs slated to be added at the plant reserved for local applicants according to the company.
- Numerous businesses have opened in the downtown area and construction of a new brick façade building is nearly complete at the corner of E. 6th Street and N. Main Street; new downtown businesses include restaurant Red 7 Pizza to home décor shop the Faded Farmhouse, which has make significant improvements to the structure at 113 E. 6th Street.
- Additional parking spaces for the Columbia Farmers Fresh Market and Riverwalk Park.
- Completed the demolition of nine (9) homes in Phase I of the Neighborhood Revitalization Project in East Columbia with funding from the CDBG 2014 Small Communities Grant.
- The City partnered with CareHere to open an off-site health care clinic; the clinic is estimated to provide net savings due to reduced claims in years 1, 2, and 3 at \$88,560, \$159,349, and \$292,448, respectively, as well as annual deductible savings for employees of \$58,196, \$75,655, and \$94,418 over the same three-year period.
- The City refinanced municipal debt during FY 2015-2016 to capture approximately \$1.1 million in savings on debt service.

GENERAL FUND

DEPARTMENT: CITY MANAGER'S OFFICE

FY 2015-16 ACCOMPLISHMENTS (CONTINUED)

- Columbia Arts Council was awarded a grant to fund the participation fee (\$1,750) for the Americans for the Arts *Americans for Economic Prosperity V Study*; the study measures the economic impact of nonprofit arts and culture organizations in Columbia during 2016.
- The City implemented a new website designed to improve customer service, make easier to navigate, and improve ascetics to establish a more professional and up-to-date website.
- Hired Thad Jablonski as Assistant City Manager and Mackel Reagan as Parks & Recreation Director.
- The City established Columbia's first municipal communications program with the program including non-traditional media across major social media platforms and increased outreach to state and regional media; the City has experienced growing recognition by national (USA Today), state and regional news outlets which continue to feature positive news coverage for the City of Columbia in FY 2015-2016.
- The 2nd MidState Classic Softball Tournament was held Tuesday, March 8, 2016, bringing sporting and softball enthusiasts to Ridley Park to see the UT Vols softball team play the Belmont Bruins and Columbia State vs. Calhoun State; plans for 2017 include expanding the event to three games, including a matchup of two (2) Division I power teams.
- Completed construction and dedication of a new disc golf course at Woodland Park, a successful public-private partnership made possible by donations from the Noon Rotary Club.

GENERAL FUND
DEPARTMENT: CITY MANAGER'S OFFICE

ONGOING PROJECTS

- Continue transportation improvement projects, such as the West 7th Streetscape Project, currently in design, a recently announced streetscape improvement project on E. 6th Street that the state announced the availability of funds and linking the West 7th project to the Riverwalk, and a major update and overhaul of the City's transportation and land use plans.
- Continue planned stabilization of the Jack-n-Jill Building.
- Continue to engage the Tennessee Department of Transportation to advocate for high priority projects to the City, projects of regional significance that also benefit the City, and potential funding opportunities.
- Continue development of tourism assets, recreational amenities and programs that attract new residents and tourists to Columbia.
- Continue to work through the newly established Columbia Sports Council to attract sports tourism to the City.
- Continue development of the seven (7) field soccer complex to complement the existing softball complex at Ridley Park.
- Continue to pursue plans for the proposed *Presidential Park*, continuing discussions with the County and exploring available alternatives.
- Continue to promote arts and culture through efforts to establish an Arts District, currently underway, and attract new and unique events to Columbia, such as the Meriwether Lewis Arts and Crafts Festival.
- Continue the "Columbia Works" program of dedicated funding for citywide infrastructure improvement projects.
- Continue an ongoing partnership with Columbia Housing and Redevelopment Corporation to carry out revitalization projects in East Columbia.
- Continue participation in Maury Alliance's Economic Development Council, Education Task Force, and the Maury County Tourism Advisory Board.
- Continue participation in the Nashville Area MPO, which provides Columbia with additional funding opportunities for transportation projects that enhance the City.

GENERAL FUND
DEPARTMENT: CITY MANAGER'S OFFICE

ONGOING PROJECTS (CONTINUED)

- Continue to work with downtown businesses and Columbia Main Street Corp. regarding downtown infrastructure, design guidelines, economic development, and promotion.
- Continue to support employee wellness an Employee Wellness Committee, City Wellness Program and the new offsite CareHere health care clinic and CareHere Wellness Coach.
- Continue to support a positive organizational culture through such initiatives as facilitating the “Columbia Action Team,” and management’s setting a tone that exudes organizational values identified by the City Council and a professional code of conduct.
- Ongoing participation in professional development and training programs.
- Ongoing development of administrative policies and procedures continues as needed.

**GENERAL FUND
DEPARTMENT: CITY MANAGER'S OFFICE**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 254,998	\$ 272,694	\$ 269,993	\$ 286,060
112	Overtime	0	0	0	0
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	4,416	0	1,409	0
115	Sick Pay	665	0	404	0
116	Holiday Pay	1,887	0	888	0
117	Bonus	0	0	213	0
118	Longevity Pay	800	1,050	800	850
119	Miscellaneous	8,250	8,112	8,112	8,112
141	FICA	18,974	21,562	17,491	22,569
142	Group Insurance	21,437	21,532	17,590	21,959
143	Retirement	29,428	31,341	12,582	13,699
145	Dental Insurance	612	648	558	648
149	Other Pensions	8154	8,194	8,570	9,354
	Total Personnel:	\$ 349,621	\$ 365,133	\$ 338,610	\$ 363,251
SERVICES AND SUPPLIES					
211	Office Services	\$ 278	\$ 5,300	\$ 5,179	\$ 5,500
245	Telephones	1,340	1,500	1,357	1,600
250	Professional Services	33,000	50,616	50,616	50,500
269	Maintenance & Repair-Other	0	0	0	0
280	Travel	8,665	8,684	7,325	9,000
290	Other Services	9,175	14,220	6,823	15,000
310	Office Supplies	527	650	571	820
320	Operating Supplies	2,204	1,100	874	2,000
321	Operating Supplies Controllable	0	2,400	2,025	0
326	Wearing Apparel	275	550	527	600
530	Rentals	425	0	0	0
	Total Services & Supplies:	\$ 55,889	\$ 85,020	\$ 75,297	\$ 85,020
	GRAND TOTAL	\$ 405,510	\$ 450,153	\$ 413,907	\$ 448,271

**GENERAL FUND
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$ 367,720	\$ 326,965	\$ 359,625	\$ 357,320	\$ 367,905
Services & Supplies	92,000	109,653	92,000	97,345	107,000
Capital Outlay	<u>231,850</u>	<u>146,058</u>	<u>167,000</u>	<u>163,162</u>	<u>300,650</u>
TOTAL	\$ 691,570	\$ 582,676	\$ 618,625	\$ 617,827	\$ 775,555

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 the City’s Management Information System and other technical/technological systems, including phone and data services, the City website and general network administration. The department also coordinates Graphical Information Systems (GIS) functions for the City.

FY 2015-16 ACCOMPLISHMENTS

- Website Redesign - Funds were approved in the FY2016 budget to implement redesign of the website. A vendor was selected through competitive bidding. Staff has been working all year with CivicLive to redesign the site and import content from the existing site and expect to get a “first look” at the newly coded site in late March/early April. Training for personnel throughout the departments to update the site took place the week of April 4-8.
- Windows 10 Training - Department staff was trained in the installation and administration of Windows 10 Operating Systems prior to introducing this new OS to our network environment. Security, usability, and deployment were the major focus of concern.
- City Rebranding - MIS assisted with implementation of the City’s new logo and brand. The website was completely updated with the images and city song, “Calling It Home”. Logo files, templates, and fonts were made available to all departments via shared directories.
- Wireless Access - Enhanced the system by including a guest network, isolated from the rest of the city’s internal network, for use by visiting dignitaries, trainers, vendors, etc. Established wireless presence at Public Works and the Rainey House in Woodland Park.
- Credit/debit card payments at Parks & Recreation - ValuePaymentSystems was awarded a competitive bid to provide equipment and software for processing credit and debit card payments for Parks & Recreation transactions. This was implemented in time to accept ticket payments for the Mid-South Classic Softball Tournament.
- Online Real Property Tax Payments – The City is nearing completion of the web portal that will allow lookup and payment of real property taxes via the Internet. Payment types available will be credit, debit, and online check.

GENERAL FUND

DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS

FY 2015-16 ACCOMPLISHMENTS (Continued)

- Software Upgrades - Took advantage of new features and remained current with various software tools. Upgraded various applications including Adobe Flash Player (ActiveX and Plugins), Adobe Reader, Adobe ShockWave Player, AVL (Automatic Vehicle Location), BackupExec, CAD, EdgeWave spam filter, Google Chrome (Internet browser), GoToMeeting, Java, LXR testing software to Windows Server 2012, MDIS, McAfee VirusScan & ePolicy Orchestrator, Microsoft Office Pro 2016, Mozilla Firefox (Internet browser), NextGen (general ledger), Southern Software RMS (formerly known as PolicePak), TightVNC (remote management), TITAN (police), VLC Media Player, and WSUS (Windows Software Update Services) to Server 2012, among others.
- VMware Upgrade to 6.0 - Improved features, staying current in the industry with software versions and trends.
- MIS Replacement Program – To ensure that City personnel have up-to-date computer equipment and Operating System software.

ONGOING PROJECTS

- Website Redesign - Staff in all departments will receive training for updating their portion of the site, and be given approximately one month to make updates and apply the finishing touches to their respective pages. MIS expects the site to be rolled out to the public in mid-to late May 2016.
- MIS Replacement Schedule - FY2016 workstations, laptops, and server equipment were approved by Council and ordered. Staff is nearly finished rolling out the PCs, complete with new Windows 10.
- Upgrade Windows 7 to Windows 10 - Over 260 PCs are running Windows 7 OS, which will be upgraded prior to Microsoft's July 29, 2016 deadline for free upgrades.
- Windows 2003 Server Replacement/Upgrade - The remaining servers running Windows Server 2003 will be upgraded to the 2012/s016 version, since Microsoft will be dropping support this spring or summer.
- Windows SQL 2005 Replacement - Servers running Microsoft SQL 2005 will be upgraded to newer versions due to Microsoft dropping support for 2005 sometime this year.
- VoIP (Voice over Internet Protocol) - Planning and replacement of the existing VoIP servers, per the MIS Replacement Schedule. This will also include conversion from AT&T data circuits to CPWS-provided circuits.
- Unitime - Planning and upgrade of the existing Unitime timekeeping/payroll system to the newest version of Unitime, including migration to a Windows 2012 Server.
- Communications - Continue to replace aging ONTs (Optical Network Transceivers), which connect City sites to the fiber network, to more modern media converters.

**GENERAL FUND
DEPARTMENT: MANAGEMENT INFORMATION SYSTEMS**

ONGOING PROJECTS (Continued)

- Firewall - Planning for implementation of the next-generation firewall for systems in the coming fiscal year.

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 233,950	\$ 254,806	\$ 254,797	\$ 260,898
117	Certification Pay	0	0	216	0
118	Longevity Pay	2,150	2,250	2,250	2,350
119	Miscellaneous	356	0	0	0
141	FICA	17,844	19,665	19,528	20,137
142	Group Insurance	20,499	27,851	21,988	27,908
143	Retirement	51,500	54,189	57,839	55,748
145	Dental Insurance	666	864	702	864
	Total Personnel:	\$ 326,965	\$ 359,625	\$ 357,320	\$ 367,905
SERVICES AND SUPPLIES					
211	Office Services	\$ 33	\$ 250	\$ 233	\$ 250
245	Telephones	6,099	6,000	5,779	6,000
250	Professional Services	2,840	0	3,593	0
255	Software Maint. & Support	54,274	55,000	60,615	70,000
261	Maintenance & Repair-Auto	200	1,000	226	1,000
269	Maintenance & Repair-Other	46	1,500	69	1,000
280	Travel	0	10,000	9,360	10,000
290	Other Services	1,077	7,500	7,002	7,500
310	Office Supplies	317	1,000	717	1,000
320	Operating Supplies	25,191	9,000	8,687	9,000
321	Controllable Assets	19,474	0	0	0
326	Clothing	0	0	307	200
331	Fuel	63	750	494	750
332	Automotive Supplies	39	0	263	300
	Total Services & Supplies:	\$ 109,653	\$ 92,000	\$ 97,345	\$ 107,000
CAPITAL OUTLAY					
948	Computer Equipment	<u>\$ 146,058</u>	<u>\$ 167,000</u>	<u>\$ 163,162</u>	<u>\$ 300,650</u>
	Total Capital Outlay:	\$ 146,058	\$ 167,000	\$ 163,162	\$ 300,650
	GRAND TOTAL	\$ 582,676	\$ 618,625	\$ 617,827	\$ 775,555

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

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$ 108,660	\$ 111,172	\$ 110,810	\$ 110,804	\$ 114,097
Services & Supplies	<u>20,000</u>	<u>15,576</u>	<u>20,000</u>	<u>18,000</u>	<u>20,000</u>
Total	\$ 128,660	\$ 126,748	\$ 130,810	\$ 128,804	\$ 134,097

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. An additional part-time position was added within the 2013/2014 budget to be funded by Maury County. In the 2014/2015 the part-time position was upgraded to a full-time position 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 damages, injuries, and 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 many 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 2015-16 ACCOMPLISHMENTS

- Utilization of the Emergency Operations Safe Space (EOSS) Facility. During calendar year 2015, twelve training classes and thirty-six meetings were hosted in the EOSS. Additionally, the emergency operations center was partially activated thirty-six times during emergency incidents/situations.
- All state and federally-mandated emergency management/homeland security reports have been completed and submitted. Timely and accurate submittal of reports and participation in mandated programs is required to continue to receive 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. This 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.
- Continuation of an early warning/notification system. Previously, Maury County/Columbia did not have any type of early warning/mass notification system. Disasters and major emergencies cause avoidable and unnecessary death and property damage that may be significantly reduced with effective early warnings. This system enhances public safety with no impact to the City of Columbia budget.
- Receipt of grant funds totaling \$71,506.90. These funds are utilized primarily to expand and enhance existing hazardous operations teams' response capabilities both locally and district-wide through:
 - Chemical, biological, radiological, and nuclear, (CBRN) response equipment and supplies
 - Improvised explosive device (IED) response equipment and supplies
 - Training materials, supplies and equipment
- Hazardous Operations Teams provide specialized rescue and response services to the citizens and visitors of our local communities and also our Homeland Security District, thereby increasing public safety. The safety of City personnel is also vastly increased because of the specialized equipment and training that these teams possess and utilize with no direct impact to the City of Columbia budget.

GENERAL FUND

DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT

FY 2015-16 ACCOMPLISHMENTS (continued)

- Application for grant funds totaling over \$61,850. These funds will be utilized to enhance the services and capabilities of the Maury County/City of Columbia Office of Emergency Management.
- Recovery of costs for responses to hazardous operations incidents. Over \$32,180 was recovered during calendar year 2015. Additionally, over \$32,172 is still in the collection process. Once recovered, these funds are used to reimburse all Hazardous Operations Team (Haz-Ops Team) partner agencies for their labor and material costs. These funds are also utilized to sustain and enhance the Haz-Ops Team. No line item currently exists within the City of Columbia Budget for direct support of the Haz-Ops Team. Recovering these costs allows the Haz-Ops Team to continue to provide specialized services to local communities with no direct impact to the City of Columbia budget.
- 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. During calendar 2015, Emergency Management hosted and conducted 43 exercises including monthly communications exercises, table-top exercises, and multi-agency full-scale exercises.
- Increased disaster awareness and preparedness training and education. Since disasters cannot be prevented, awareness and preparedness training and education are required to reduce their effects and save lives. Emergency Management has implemented numerous programs to disseminate preparedness information. These include
 - Quarterly dissemination of written preparedness information to local households and businesses
 - Routine visits and presentations to schools, businesses, and civic groups
 - Routine media releases
 - Development and maintenance of web-site
 - Development of written handout materials for local, district, and state-wide dissemination
 - Annual Preparedness FairSeveral thousand people are contacted annually with some form of public educational material with no direct impact to the City of Columbia budget.

GENERAL FUND
DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT

FY 2015-16 ACCOMPLISHMENTS (continued)

- Continual enhancement of the safety of citizens, visitors, and employees of Maury County/City of Columbia by:
 - Enhancing all Maury Hazardous Operations Team's (to include)
 - Enhancing the CBRNE/Haz-Mat Team
 - Enhancing the Hazardous Devices Unit
 - Enhancing the Communications Unit
 - Enhancing the Command Post Unit
 - Enhancing the Disaster Animal Response Team
 - Enhancing the Medical Team
 - Enhancing the Swift Water Rescue Team
 - Enhancing the Dive/Recovery Team
 - Enhancing the Rope/High Angle Rescue Team
 - Enhancing the Search and Rescue Team
 - Enhancing the Trench Rescue Team
 - Enhancing the Fire Investigation Team
 - Enhancing the Public Educational Team
 - Updating of Basic Emergency Operations Plan.
 - Enhancing public education and disaster preparedness
 - Continual implementation of the Mass Gatherings Permitting Process

These processes are ongoing and involve the purchasing and maintaining of highly specialized equipment and supplies for technical responses. To date, approximately 5 million dollars in grant funding has been applied for, managed, and expended by Emergency Management for these purposes. Also required is the conducting and coordinating of ongoing specialized training for personnel, the development of plans, and the coordination and conducting of exercises. All these services are provided with no direct impact to the City of Columbia budget.

ONGOING PROJECTS

- Enhancing the Office of Emergency Management by:
 - Actively researching, applying for, and managing available grants
 - Continual education and training
 - On-going efforts to enhance partnerships
 - Continual efforts to educate local citizens and elected officials on the roles and responsibilities of Emergency Management
 - Security Assessments
- Enhancing public education and disaster preparedness by:
 - Providing on-going training and seminars to local businesses, health care facilities, school staff and students, and faith-based and other community groups
 - Enhancement of web-site containing disaster preparedness and training information.
 - Providing assessments/walkthroughs and plan reviews for local facilities.

GENERAL FUND

DEPARTMENT: OFFICE OF EMERGENCY MANAGEMENT

ONGOING PROJECTS (continued)

- Management of federal/state projects, programs, and grants. Proper reports, documentation, equipment audits, financial reviews, and training are all constantly required for continuation in federal/state grant programs and projects. Also, improper documentation or audit findings could result in a local entity having to reimburse funding for previous grants.
- Response to major or highly-technical emergencies. Emergency Management responds to a vast array of incidents and provides technical expertise, assistance, resources, and/or on-scene management. During calendar year 2015, Emergency Management responded to 71 incidents.
- Continual National Incident Management System (NIMS) training and documentation to ensure continued compliance. NIMS compliance is mandatory for all entities 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.
- 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.
- Ensuring that mass or large gathering events are conducted as safely as practical. During calendar year 2015, a total of 45 events occurred meeting the definition of a mass gathering. Each of these events required the coordination, development, and implementation of safety plans with local 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

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

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
	PERSONNEL SERVICES				
110	Salaries	\$ 76,686	\$ 76,271	\$ 76,211	\$ 78,558
118	Longevity Pay	1,500	1,500	1,500	1,500
119	Miscellaneous	54	0	54	0
141	FICA	6,006	5,950	5,950	6,124
142	Group Insurance	7,196	6,987	6,987	7,228
143	Retirement	19,514	19,886	19,886	20,471
145	Dental Insurance	<u>216</u>	<u>216</u>	<u>216</u>	<u>216</u>
	Total Personnel:	\$ 111,172	\$ 110,810	\$ 110,804	\$ 114,097
	OTHER				
761	Transfer to Maury County	<u>\$ 15,576</u>	<u>\$ 20,000</u>	<u>\$ 18,000</u>	<u>\$ 20,000</u>
	Total Other:	\$ 15,576	\$ 20,000	\$ 18,000	\$ 20,000
	GRAND TOTAL	\$ 126,748	\$ 130,810	\$ 128,804	\$ 134,097

**GENERAL FUND
DEPARTMENT: FINANCE DEPARTMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$388,817	\$371,498	\$380,078	\$380,071	\$401,785
Services & Supplies	<u>12,700</u>	<u>7,290</u>	<u>12,700</u>	<u>10,941</u>	<u>12,700</u>
TOTAL	\$401,517	\$378,788	\$392,778	\$391,012	\$414,485

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, debt repayment, etc.), administration of the Purchasing Card program, accounting for 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 bid processes and also administers the City's timekeeping system and fixed asset database. 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 2015-16 ACCOMPLISHMENTS

- A Request for Qualifications was prepared for Financial Advisor services and the proposal was awarded after several firms were interviewed.
- One General Obligation and two Wastewater debt issues were successfully refunded in two pieces: a 2015 issue and a 2016 issue. The new debt will save the City over \$1.1 million in interest payments without extending the life of the previous debt.
- The City's Purchasing Manual was revamped and presented for Council adoption. The new manual increases the threshold required for formal bids as permitted by the State of Tennessee and consolidates all purchasing functions under the Purchasing Agent.
- The sale of City-owned buildings at Pillow Drive and South Main Street locations was coordinated and the properties were sold for total proceeds of \$440,000. Several unused parcels of land were also sold during the year, bringing in over \$40,000. Additionally, for 2015, the City sold surplus property totaling over \$141,000 on the GovDeals website.

GENERAL FUND
DEPARTMENT: FINANCE DEPARTMENT

FY 2015-16 ACCOMPLISHMENTS (Continued)

- Staff coordinated the annual audit with Yeary, Howell & Associates and the City received an unqualified audit opinion.
- The Plans and Adoption Agreements for the City's 401 Plans were updated to comply with IRS regulations.
- The City received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 16th consecutive year.
- Grant billings were prepared and submitted for the Surface Transportation Program, Justice Assistance Grants and Bulletproof Vest Grants. STP Program #114780 (James Campbell/Trotwood Avenue Intersection Improvements and signalization at US Hwy 31 and Springmeade Boulevard) was completed.

ONGOING PROJECTS

- Staff is in the process of developing an Internal Control Policy for review and adoption by the City Council prior to June 30, 2016.
- The Assistant Finance Director is providing a support role with the redevelopment of the City's website.
- Discussion and draft of a Request for Proposals for a Street Light Audit is in progress.
- Discussion related to and draft of a Request for Proposals for a Marketing Plan is in progress.

**GENERAL FUND
DEPARTMENT: FINANCE DEPARTMENT**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 241,621	\$ 259,003	\$ 251,172	\$ 275,031
114	Vacation Pay	7,643	0	4,686	0
115	Sick Pay	886	0	824	0
116	Holiday Pay	3,820	0	2,116	0
117	Bonus Pay (Christmas bonus)	0	0	217	0
118	Longevity Pay	4,550	4,700	4,700	4,850
119	Miscellaneous	269	0	0	0
141	FICA	19,445	20,173	20,169	21,411
142	Group Insurance	27,899	27,909	27,894	28,063
143	Retirement	64,500	67,429	67,429	71,566
145	Dental Insurance	864	864	864	864
	Total Personnel:	\$ 371,498	\$ 380,078	\$ 380,071	\$ 401,785
SERVICES AND SUPPLIES					
211	Office Services	\$ 0	\$ 500	\$ 256	\$ 500
245	Telephones	2,181	2,000	1,723	2,000
255	Software Maintenance	784	900	784	900
269	Maintenance & Repair-Other	95	200	0	200
280	Travel	1,777	3,500	3,181	3,500
290	Other Services	990	2,500	1,981	2,500
310	Office Supplies	1,053	1,600	1,394	1,600
320	Operating Supplies	111	1,500	1,284	1,500
326	Wearing Apparel	299	0	338	0
	Total Services & Supplies:	\$ 7,290	\$ 12,700	\$ 10,941	\$ 12,700
	GRAND TOTAL	\$ 378,788	\$ 392,778	\$ 391,012	\$ 414,485

**GENERAL FUND
DEPARTMENT: CITY RECORDER**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$ 464,408	\$ 460,389	\$ 466,121	\$ 445,701	\$ 443,066
Services & Supplies	<u>22,838</u>	<u>21,958</u>	<u>22,838</u>	<u>21,592</u>	<u>22,838</u>
TOTAL	\$ 487,246	\$ 482,347	\$ 488,959	\$ 467,293	\$ 465,904

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, maintains City Court and overtime parking 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 when 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.

2015-16 ACCOMPLISHMENTS

- Retained Automated Collections Services Inc. as the collection agency for collection of delinquent court fines and costs.

GENERAL FUND
DEPARTMENT: CITY RECORDER

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 2015 City taxes.
- Processing Garbage Fee relief for eligible citizens.
- Mailing applications to animal owners who purchased permits for their animals in 2015, as the permits expire during the year.
- Maintain records to prepare and mail 2017 Alarm System applications to alarm system owners who purchased a permit in 2016.
- 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 on-line payments for City property tax.

**GENERAL FUND
DEPARTMENT: CITY RECORDER**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 281,489	\$ 325,159	\$ 305,627	\$ 313,505
112	Overtime Pay	0	0	0	0
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	14,608	0	3,911	0
115	Sick Pay	12,699	0	4,326	0
116	Holiday Pay	7,146	0	3,809	0
117	Certification Pay	0	0	433	0
118	Longevity Pay	5,400	5,450	5,200	4,400
119	Miscellaneous	550	0	350	0
141	FICA	24,263	25,291	24,296	24,320
142	Group Insurance	48,215	47,639	43,653	47,599
143	Retirement	64,488	61,070	52,673	51,730
145	Dental Insurance	1,531	1,512	1,423	1,512
146	Worker's Comp	0	0	0	0
148	Vision Insurance	0	0	0	0
	Total Personnel:	\$ 460,389	\$ 466,121	\$ 445,701	\$ 443,066
SERVICES AND SUPPLIES					
211	Office Services	\$ 14,947	\$ 15,538	\$ 14,950	\$ 15,538
245	Telephones	705	1,050	679	1,050
250	Professional Services	122	150	150	150
255	Data Proc. Support Scanner	304	325	454	325
269	Maintenance & Repair-Other	0	0	0	0
280	Travel	64	2,000	1,542	2,000
290	Other Services	524	575	1,657	575
310	Office Supplies	1,778	2,095	1,465	2,095
320	Operating Supplies	3,138	1,105	645	1,105
321	Controllable Assets	0	0	0	0
326	Clothing	326	0	0	0
510	Insurance & Bonds	50	0	50	0
	Total Services & Supplies:	\$ 21,958	\$ 22,838	\$ 21,592	\$ 22,838
	GRAND TOTAL	\$ 482,347	\$ 488,959	\$ 467,293	\$ 465,904

**GENERAL FUND
DEPARTMENT: PERSONNEL**

FINANCIAL SUMMARY

Category	Budget	Actual	Budget	Estimated	Budget
	<u>FY 2015</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
Personnel Services	\$ 243,265	\$ 233,762	\$ 249,144	\$ 243,466	\$ 255,671
Services & Supplies	<u>19,500</u>	<u>15,032</u>	<u>19,500</u>	<u>13,005</u>	<u>19,500</u>
TOTAL	\$ 262,765	\$ 248,794	\$ 268,644	\$ 256,471	\$ 275,171

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 2015-16 ACCOMPLISHMENTS

- Trained employees on using the self-service portal in Paylocity.
- Work with Sherrill Morgan regarding the City’s group medical plan, monitoring claims, working on plan design changes, renewal rates and other options.
- Worked with CareHere to contract for clinic, obtained space, and facilitated opening.

GENERAL FUND
DEPARTMENT: PERSONNEL

- Provided training and assigned performance appraisals to all full time employees, tracked progress of evaluation completion.
- Researched all NIMS credentials and obtained courses required, sent listing to departments of what training was required, what had been achieved and where they could obtain the training.
- Created document to address succession planning and to determine skills gaps.
- Successfully converted retirees' insurance coverage A, B & D to a new carrier.
- Received grants from TML the Pool for workforce safety.
- Performed 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.

We have filled these vacancies since July 1, 2015

Police Department	2 Animal Control Officers, 1 Lieutenant, 1 Custodian, 7 Police Officers
Wastewater	1 Plant Operator, 2 Operation Workers, 2 Equipment Operators, 1 Collection Worker
Fire	1 PT Administrative Assistant, 1 Assistant Chief/Suppression
Public Works	1 Sanitation Operator, 1 Equipment Mechanic, 1 Equipment Operator, 1 Fleet Supervisor, 1 Crew Leader
Parks and Rec	1 Building and Grounds Maintenance Worker, 1 Director, 1 Recreation Manager, 1 Recreation Specialist
City Recorder	1 Asst. City Recorder, 1 Deputy Court Clerk, 1 PT Accounting Technician I
Development Services	1 Building Inspector, 2 Code Enforcement Officers
City Manager	1 Assistant City Manager

**GENERAL FUND
DEPARTMENT: PERSONNEL**

ONGOING PROJECTS

- Researching valid testing for Public Works, Wastewater and Parks department positions along with effective means to test.
- Wellness program (including enhancements) for the upcoming year.
- Continuing work on enhancements in Paylocity to allow IT and Police to track issued equipment.

DEPARTMENTAL BUDGET SUMMARY

OBJ. CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 154,127	\$ 169,031	\$ 166,422	\$ 173,747
112	Overtime	49	0	0	0
114	Vacation Pay	6,751	0	3,761	0
115	Sick Pay	1,059	0	670	0
116	Holiday Pay	3,590	0	2,790	0
117	Bonus Holiday	0	0	162	0
118	Longevity Pay	1,750	1,900	1,900	2,050
119	Miscellaneous	3,562	3,400	3,400	0
141	FICA	12,882	13,077	13,077	13,448
142	Group Insurance	7,805	17,381	7,146	20,826
143	Retirement	41,755	43,707	43,706	44,952
145	Dental Insurance	432	648	432	648
	Total Personnel:	\$ 233,762	\$ 249,144	\$ 243,466	\$ 255,671
SERVICES AND SUPPLIES					
211	Office Services	\$ 16	\$ 100	\$ 0	\$ 0
245	Telephones	1,480	1,600	1,478	1,500
250	Professional Services	6,540	11,000	6,570	12,500
255	Software Maintenance	484	500	484	500
280	Travel	2,581	4,000	2,673	2,500
290	Other Services & Charges	850	1,100	1052	1,500
310	Office Supplies	179	100	148	200
320	Operating Supplies	2,896	500	400	500
326	Wearing Apparel	6	600	200	300
	Total Services & Supplies:	\$ 15,032	\$ 19,500	\$ 13,005	\$ 19,500
	GRAND TOTAL	\$ 248,794	\$ 268,644	\$ 256,471	\$ 275,171

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$6,776,828	\$6,366,588	\$6,805,382	\$6,641,654	\$6,863,964
Services & Supplies	1,565,901	1,292,356	1,197,862	1,034,006	1,112,067
Capital Outlay	<u>384,236</u>	<u>286,737</u>	<u>341,769</u>	<u>341,768</u>	<u>566,629</u>
TOTAL	\$8,726,965	\$7,945,681	\$8,345,013	\$8,017,428	\$8,542,660

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. This division is commanded by a captain.

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, segway, and vehicle patrols during investigations. Building community partnerships by participating in community outreach efforts is a major objective of this unit. COPS officers are assisting with stronger prosecution in the court system by providing full criminal histories to prevent lighter sentencing on repeat offenders.

Criminal Investigations Division: This is the investigative arm of the Department. 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 formation of these two units was developed to maximize the coverage and availability of on-duty investigators on a daily basis. This division is commanded by a captain.

The Criminal Investigations section consists of two units; the Criminal Investigators and the Special Victims Investigators, which is supervised by a lieutenant who oversees both units. They are responsible for follow-up investigations of specific criminal cases generated by the patrol division to include all criminal, juvenile investigations and special victims.

Criminal Investigation's Unit primary function is to review and investigate reports of felony and misdemeanor criminal acts, identify suspects and prepare cases for prosecution. 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. This unit is supervised by two sergeants.

The Special Victim's Unit investigates domestic violence and sexual assault crimes. The unit reaches out to victims, assisting with orders of protection, prosecution, and providing them with all assistance possible. The unit works closely with domestic violence advocates and also the District Attorney's Office to ensure successful prosecution, especially with those who are repeat offenders. This unit is supervised by one sergeant.

The Criminal Vice section consists of the Criminal Intelligence/Gang Unit and a Narcotics Unit, which is supervised by a police lieutenant who oversees the following units: Intelligence/Gang and Narcotics. Each unit is supervised by a sergeant.

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. The Narcotics Unit utilizes intelligence resources to rid the community of illicit drugs and prostitution.

GENERAL FUND

DEPARTMENT: POLICE DEPARTMENT

DEPARTMENT DESCRIPTION (continued)

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 2015-16 ACCOMPLISHMENTS

- CPD purchased a total of fourteen vehicles : Patrol Units (9), Investigation Division Units (3), Narcotic and Vice Division (1), and K-9 (1).
- Since moving into the new Police Headquarters, the department has greatly benefited from the new, larger training room. The facility has allowed us to host training in which we often receive free or reduced cost for our officers to attend. We have conducted two Criminal Investigations courses, taught by CPD officers, and we were able to invite area law enforcement officers. This in turn helped downtown business as most officers had lunch at restaurants on or near the square.
- The Investigation Division purchased “Cellebrite”. This is a software tool allowing investigators to search, with consent or search warrant, phones in our custody for information that would assist in criminal cases. “Cellebrite” also hosted a training course at CPD with attendees from several states. Training was provided free of charge to CPD Officers due to CPD hosting the event.

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

FY 2015-16 ACCOMPLISHMENTS (continued)

- CPD installed sierra wireless modems and mounted antennas into each patrol car. By installing this equipment into the vehicle fleet, we were able to greatly improve the connectivity problem we had been dealing with for several years. These modems work in conjunction with in-car computers and GPS tracking. This equipment allows officers to stay connected to the servers without interruption.

OBLIGATED ACTIVITIES 2015

- **Calls for Service:** The department responded to 36,710 calls for service.
- **Vehicle Crashes:** The department investigated 2,010 vehicle crashes which included property and personal injury.
- **Fatalities Resulting from Vehicle Crashes:** The department investigated 6 fatalities.
- **Alarm Calls:** The department responded to 2,169 alarms calls.
- **Escorts:** The department provided 3,345 escorts for funerals, banks & other businesses.
- **Traffic Stops:** The department initiated 6,104 traffic stops.
- **Events Worked:**

Mule Day	Mule Day 5K Run	Veterans Day Parade
Martin Luther King Parade	Haunting in the District	Cruising the Square
Mule Town Music Festival	Christmas Tree Lighting	Christmas Parade
National Day of Prayer	Chili Cook Off	Camp Hope at 4-H Camp
Family Fall Fun Festival	Small Town Jam – 3 events	Riverside Elementary Color Run
Fourth of July Celebration	Riverside Block Party	Amateur BBQ Cook Off
Candy Lane	Back to School Bash	Thompson Station Church
Maury Co. Colored Hospital	Historic Marker unveiling	Center of Hope Scavenger Hunt
Filming of “Red Letter Day” video for CSCC	Rosa Parks Memorial Parkway Ceremony	Prescription Drug Take Back with DEA
Dream Forest Installation Celebration	Children’s Museum Food Truck Fight Fundraiser	Block Party at the Riverwalk

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

ADDITIONAL 2016-17 BUDGET HIGHLIGHTS

- Ecom dispatching contract increase (est @ 3%) \$ 5,945
- Radio System Enhancement \$ 225,000

ACTIVITY BREAKDOWN

Administration	\$ 721,697
Detectives	1,027,316
Patrol	4,405,918
Animal Control	111,644
Support Services	1,556,387
Narcotics & Vice	<u>719,698</u>
Total	\$8,542,660

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
	PERSONNEL SERVICES				
110	Salaries	\$3,712,964	\$4,260,980	\$4,137,145	\$4,393,489
112	Overtime Pay	135,951	390,023	155,627	342,197
114	Vacation Pay	186,650	0	131,259	0
115	Sick Pay	108,362	0	36,111	0
116	Holiday Pay	151,662	0	117,208	0
117	Bonus	0	0	6,011	0
118	Longevity Pay	46,750	52,900	52,900	53,700
119	Miscellaneous	74,996	38,400	54,402	38,400
141	FICA	336,329	362,785	352,874	369,326
142	Group Insurance	566,197	676,069	623,898	683,829
143	Retirement	1,026,965	1,002,625	954,318	961,207
145	Dental Insurance	18,468	21,600	19,332	21,816
146	Worker's Comp.	<u>1,294</u>	<u>0</u>	<u>569</u>	<u>0</u>
	Total Personnel:	\$6,366,588	\$6,805,382	\$6,641,654	\$6,863,964

(continued on next page)

**GENERAL FUND
DEPARTMENT: POLICE DEPARTMENT**

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES (continued)					
211	Office Services	\$ 6,709	\$ 8,433	\$ 7,131	\$ 8,433
240	Utilities	32,204	57,180	78,254	87,180
245	Telephones	52,332	62,300	71,327	72,300
250	Professional Services	25,822	8,525	6,496	8,525
255	Software Maintenance	68,527	69,624	69,624	68,592
261	Maintenance & Repair-Auto	34,958	35,092	34,717	35,092
269	Maintenance & Repair-Other	24,363	44,491	40,040	45,693
280	Travel	66,478	76,916	84,016	85,044
290	Other Services	40,545	30,094	32,011	23,341
297	Supplement to E-911	192,416	198,187	198,188	204,132
310	Office Supplies	11,195	12,233	9,307	11,208
320	Operating Supplies	224,352	135,152	71,576	61,269
321	Operating Supplies – Controllable	14,938	8,550	18,171	4,500
322	Chemical & Cleaning Supplies	8,217	5,300	7,364	6,900
324	Sexual Offender Registry	3,814	8,385	3,478	0
326	Wearing Apparel	54,353	60,581	55,228	64,116
329	Cleaning Uniforms	10,436	11,100	9,491	11,100
331	Fuel	193,746	267,950	140,115	227,950
332	Maint. & Repair Supplies-Auto	62,744	59,157	60,326	59,157
340	Maint. & Repair Supplies-Other	3,837	2,150	3,473	3,150
341	Small Tools	3,545	9,365	11,261	3,155
410	Concrete	0	0	0	0
510	Insurance & Bonds	50	0	0	0
530	Rentals	16,737	19,230	19,528	19,230
721	Contractual Obligations	117,763	0	0	0
733	Awards	1,437	2,000	1,464	2,000
761	Transfer to Maury County	20,838	1,420	1,420	0
800	Reserves	<u>0</u>	<u>4,447</u>	<u>0</u>	<u>0</u>
	Total Services & Supplies:	\$1,292,356	\$1,197,862	\$1,034,006	\$1,112,067
CAPITAL OUTLAY					
920	Building/Structure	\$ 7,560	\$ 0	\$ 0	\$ 0
930	Other Improvements	0	0	0	0
941	Machinery/Auto Equip	231,634	313,769	313,768	341,629
945	Communications Equip	47,543	28,000	28,000	225,000
948	Computer Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Capital Outlay:	\$ 286,737	\$ 341,769	\$ 341,768	\$ 566,629
	GRAND TOTAL	\$7,945,681	\$8,345,013	\$8,017,428	\$8,542,660

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2015</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$7,020,212	\$6,484,844	\$6,774,020	\$6,726,787	\$6,837,517
Services & Supplies	211,275	475,012	526,962	526,704	534,616
Capital Outlay	<u>84,640</u>	<u>15,400</u>	<u>160,969</u>	<u>154,206</u>	<u>276,000</u>
Total	\$7,316,127	\$6,975,256	\$7,416,951	\$7,407,697	\$7,648,133

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 Services Organization (ISO) public protection class rating of 1/1Y. Only a small percentage of fire departments across the nation have achieved this high ISO rating. We are currently only one of two departments in the State of Tennessee with an ISO rating of 1, and the first to obtain this 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, Assistant Fire Chief, 2 Administrative Assistants (1 full time, 1 part time).

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.

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. FY 2015, Fire personnel participated in excess of over 2,000 hours per month of training annually. All fire

GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT

DEPARTMENT DESCRIPTION (Continued)

department personnel participate in the Tennessee Firefighting Commission certification programs. The Training Division consists of one member—Assistant Chief - Training.

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 Assistant Chiefs - Suppression, 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.

Columbia Fire Station Locations are as follows:

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

Emergency Services and Educational Opportunities Provided by the Columbia Fire Department

Incident Response to:

- Fire-Related Emergencies
- Emergency Medical Incidents
- Heavy Rescue and Vehicle Extrication
- Technical Rescue Incidents (Water, High/Low angle, Confined Spaces)
- Trapped Animal Incidents
- Haz-Mat Incidents
- Mutual Aid Response

Services/Educational Opportunities Provided:

- 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 Materials Team and providing 18 technical members of the team
- Biological Samplings and Identification (Hazardous Materials Team)
- Smoke Alarm Program
- Child Safety Seat Inspections

GENERAL FUND

DEPARTMENT: FIRE DEPARTMENT

Other Services Provided (continued)

- Preplans, hazard surveys, inspections
- Participate in community charities such as: Relay for Life, Muscular Dystrophy Association, Camp Hope (Burn Survivors), United Way, Celebrity Waiters
- Blood Pressure Checks
- Ride-Along program
- Red Cross “Battle of the Badges” blood drive, Mule Town Music Fest, Boys and Girls Club (Christmas parade) Maintain two public education trailers, one boat and one service trailer(s) and one confined space SCBA training prop
- Smoke alarm installation/testing program
- Career Fair Recruitment at High Schools and Colleges

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
- Child Safety Seat Training and Installation
- Safe Home
- Community Smoke Alarm “Get Alarmed” program
- Surviving a Home Fire
- Health and Safety Fair at Public Schools
- Maury Youth Leadership
- Leadership Maury
- MASH (Medical Applications of Science and Health)
- CERT (Community Emergency Response Teams)
- Safe Driving Scenarios in partnership with local schools
- Fire Safety Billboard
- Station tours

GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT

PUBLIC EDUCATION CLASSES (Continued)

- Emergency Preparedness Fair
- Fire Prevention Week
- Christmas Parade
- Interactive display at A'Museum

FY 2015-16 ACCOMPLISHMENTS

- Maintained program managers within the department to allow ownership in ongoing projects that affect the department and its employees and improve efficiency.
- Improved technology with upgrade to the (MDIS) Mobile Data Information System from air cards to a more reliable vehicle mobile device. Continued training for these systems.
- Placed 98 smoke alarms in residential homes and purchased/installed several smoke alarms for the hearing-impaired.
- Personnel attended Fire Officer, Aerial Driver and Apparatus Driver Operator, First Responder, and Fire Investigator Training classes at the Tennessee Fire Service and Codes Enforcement Academy, as well as other training opportunities for Rope, Swift Water, EMS and Child Safety Seat Installation with various agencies.
- Continued to partner with Columbia Police Department to design and remodel a government surplus truck to be used as a Mobile Incident Command Center for large multi-agency emergencies and/or large planned events.
- Participated in communications classes and radio familiarization with new equipment.
- Continued to improve our Wellness/Fitness program to reduce the risk of cardiac related illnesses and death to firefighters, as heart attacks are the number one cause of firefighter deaths and injuries. Continued partnership with the Wellness Committee to purchase jump ropes, fitness bikes and workout videos. Overall, health and fitness of departmental personnel has improved.
- Repairs to the apron of Station 1 back parking area completed.
- Completed entrance to barn and removed dangerous berm at Station 2.
- Re-instituted the Honor Guard, selected new members and purchased new Honor Guard uniforms.

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

FY 2015-16 ACCOMPLISHMENTS (continued)

- Participated in a Homeland Security District 8 multi-agency and multi-jurisdictional drill for bomb threats, public health and terrorism.
- Partnered with Nashville Fire Department to provide Regional training for Public Information Officer, hosting surrounding agencies.
- Replaced and upgraded Car 1 to provide fire suppression capabilities.
- Replaced and upgraded Car 6 to provide fire investigation services.
- Participated in a Career and Technical Education Fair in conjunction with Columbia State Community College.
- Added 4 HazMat Specialists.
- Hosted Maury Alliance Youth Leadership Maury County Day and Leadership Maury County Day.
- Participated in EVOC (Emergency Vehicle Operations Course) and SUIDS (Sudden Unexplained Infant Death Syndrome) classes for Emergency Responders.
- Participated in “MASH” program sponsored by Maury Regional Medical Center/EMS to demonstrate an extrication and educational day for area high school students.
- Assistant Fire Marshal Billy Ring achieved his Fire Investigator certification.
- Received an Insurance Services Organization (I.S.O.) audit, resulting in a rating of 1/1Y.
- Conducted Public Education events, reaching 6,462 adults and 13,010 children during 2015.

FY 2015-2016 OBLIGATED ACTIVITIES:

Total calls for service: 4,112	Service calls: 239
Fires: 158	Good intent calls: 257
Vehicle Accidents: 409	False alarms: 387
Water rescue: 1	Bomb/Explosive removal: 1
EMS calls: 2,525	Special incidents: 6
Hazard Conditions: 99	Overpressure rupture/Explosion: 9

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

FY 2015-2016 OTHER EVENTS:

Music City Fest	Back-To-School Activities
Haunting in the District	Emergency Preparedness Fair
Mule Day	Night Out Against Crime
Mid-State Classic	Fallen Officer Memorial
Columbia Christmas Parade	Maury County Fair

ONGOING PROJECTS

- Improved training and equipment to retain our Insurance Services Organization (I.S.O.) rating. This will be an ongoing program with audits being held every 5 years. Improved training, equipment and response to maintain and improve our I.S.O. rating.
- Participation in the Tennessee Commission on Firefighting certification program.
- Front line supervisor training (professional development).
- CBRNE for the Maury Hazardous Operations Team as follows:
 - Columbia Fire Department continued training of all Haz-Mat team members to the technician level.
 - Working to maintain new member and on-going training requirements.
- Columbia Fire Department SOG's (Standard Operating Guidelines)/Best Practices Manual. Assistant Fire Chief is currently leading an SOG Committee for updating and improvement.
- 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 State of Tennessee CBRNE accreditation
 - Work with Methamphetamine Task force for response to meth labs
 - Prepare to respond to Hazardous and Chemical Materials, Biological, Radiological, Nuclear, Explosives (C.B.R.N.E.)
- Continue education to ensure that the department meets Federal Communications mandates and provides accurate and clear communications during emergency operations.
- Received re-certification as a recognized Fire Department through the State Fire Marshal's Office.

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.
- Continue building relationships and seeking training opportunities with other emergency response agencies in the region.

FY 2016-2017 BUDGET HIGHLIGHTS

- 911 Dispatch funding increase \$2,154 budget allocation-required per contract
- Firehouse/Medic CEU \$5,00 budget allocation – required per contract
- Training budget increase \$15,000 budget allocation
- SCBA Replacement (year 1 of 3) \$175,000 budget allocation
- Quint to replace 1988 Fire Engine reserve allocation in General Government Reserves for future purchase of replacement vehicle - \$400,000
- Vehicle replacement Car 2 (Admin) \$36,000 budget allocation
- Station 4 driveway repair front and back \$50,000 budget allocation
- Station 4 lighting upgrades \$15,000 budget allocation

**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

ACTIVITY BREAKDOWN

Administration	\$ 354,741
Suppression	7,013,828
Investigation	183,479
Training	<u>96,085</u>
Total	\$7,648,133

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$3,717,485	\$4,192,746	\$4,081,986	\$4,261,385
112	Overtime Pay	93,276	224,364	93,162	224,833
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	266,504	0	162,771	0
115	Sick Pay	124,549	0	74,395	0
116	Holiday Pay	204,979	198,016	198,199	201,630
117	Certification Pay	0	0	4,928	0
118	Longevity Pay	61,150	67,600	68,450	69,750
119	Miscellaneous	27,940	0	27,614	0
141	FICA	334,749	358,229	352,692	355,112
142	Group Insurance	541,531	611,400	569,262	612,881
143	Retirement	1,092,174	1,102,225	1,074,230	1,092,486
145	Dental Insurance	18,054	19,440	19,098	19,440
146	Worker's Comp	<u>2,453</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Personnel:	\$6,484,844	\$6,774,020	\$6,726,787	\$6,837,517

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES					
211	Office Services	\$ 279	\$ 800	\$ 1,162	\$ 900
240	Utilities	69,913	66,000	66,000	60,000
245	Telephones	10,204	12,244	9,775	10,244
250	Professional Services	49,852	52,387	51,895	52,387
255	Software Maintenance	7,025	21,000	20,569	26,300
261	Maintenance & Repair-Auto	29,538	10,700	11,877	10,835
269	Maintenance & Repair-Other	24,356	31,466	31,317	31,466

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**GENERAL FUND
DEPARTMENT: FIRE DEPARTMENT**

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES					
291	Education Expense	4,039	3,900	3,894	3,900
293	Towel Service	1,774	2,400	2,401	2,400
297	E911 Dispatch	69,702	71,794	71,794	73,948
310	Office Supplies	3,226	3,550	2,745	3,450
320	Operating Supplies	25,820	23,148	24,078	22,648
321	Operating Supplies Controllable	2,587	18,912	18,734	18,912
322	Chemicals & Cleaning Supplies	13,749	19,387	19,293	19,387
326	Wearing Apparel	73,428	68,401	68,637	68,101
327	Breathing Air	0	1,000	0	1,000
329	Cleaning Uniforms	354	2,433	2,246	2,533
331	Fuel	35,817	48,295	43,560	43,695
332	Maint. & Repair Supplies-Auto	17,142	26,815	32,207	26,815
340	Maint. & Repair Supplies-Other	6,030	5,000	5,770	5,000
341	Small Tools	4,842	6,385	6,079	5,000
410	Concrete Supplies	951	0	4	0
420	Metal Products	25	0	0	0
450	Construction Supplies	332	0	1872	0
510	Insurance & Bonds	50	0	0	50
530	Rentals	2,354	2,470	2,760	2,470
773	Awards	<u>262</u>	<u>100</u>	<u>100</u>	<u>200</u>
Total Services & Supplies:		\$ 475,012	\$ 526,962	\$ 526,704	\$ 534,616
CAPITAL OUTLAY					
920	Building Improvements	\$ 0	\$ 23,000	\$ 23,000	\$ 15,000
930	Improve Other Than Buildings	10,400	44,000	41,000	50,000
941	Machinery/Auto Equipment	<u>5,000</u>	<u>93,969</u>	<u>90,206</u>	<u>211,000</u>
Total Capital Outlay:		\$ 15,400	\$ 160,969	\$ 154,206	\$ 276,000
GRAND TOTAL		\$6,975,256	\$7,461,951	\$7,407,697	\$7,648,133

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

FINANCIAL SUMMARY

Category	Budget FY 2015	Actual FY 2015	Budget FY 2016	Estimated FY 2016	Budget FY 2017
Personnel Services	\$2,181,908	\$2,082,100	\$2,335,398	\$2,166,697	\$2,332,346
Services & Supplies	569,555	463,970	646,302	462,312	683,555
Capital Outlay	<u>218,000</u>	<u>146,636</u>	<u>188,365</u>	<u>148,767</u>	<u>271,500</u>
TOTAL	\$2,969,463	\$2,692,706	\$3,170,065	\$2,777,776	\$3,287,401

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.

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

FY 2015-16 ACCOMPLISHMENTS

Special Projects:

- | | |
|--|-----------------------------|
| • Riverside and Carters Street | farmers market improvements |
| • 6 th Street and North Main | fountain repairs |
| • Riverwalk Park | grading |
| • Garden Street and South 8 th Street | signal upgrades |
| • Ridley Park | parking lot expansion |
| • 1116 Nashville Highway | city clinic |

“Columbia Works”

- | | |
|--|-----------------------|
| • Woodland and 10 th to 11 th Street | storm sewer upgrade |
| • High Street and 8 th Street | sidewalk repair |
| • Deport and High Street | storm sewer repair |
| • 687 Newt Hood Road | drainage improvements |
| • 1216 Carmack | storm sewer repair |
| • Circle Drive and South Main | drainage repair |
| • 105 Cayce Valley | ditching |
| • Mayes Place and 6 th to cul de sac | sidewalk replacement |
| • 2721 Belle Meade | storm sewer upgrade |

Participated in the following events:

- | | |
|----------------------------------|--------------------------|
| • Mule Day (Parade & 5K Race) | • Christmas Parade |
| • Mule Town Music Festival | • Cruisin’ the Square |
| • Haunting the Square | • National Day of Prayer |
| • Martin Luther King, Jr. events | • Veteran’s Day |

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

FY 2016-2017 BUDGET HIGHLIGHTS

- Columbia Works funding - \$214,000 reserved for grant matching on pending CDBG application \$ 350,000
- Garage insulation \$ 85,000
- LED lighting for garage \$ 6,500
- Tandem truck with plow (new equipment) \$ 140,000
- Sign equipment and software \$ 40,000

ACTIVITY BREAKDOWN

Administration	\$ 351,961
Street Maintenance	1,623,909
Vehicle Maintenance	622,131
Columbia Works (Special Projects)	350,000
Traffic Control	<u>339,400</u>
Total	\$3,287,401

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
	PERSONNEL SERVICES				
110	Salaries	\$1,126,655	\$1,472,429	\$1,277,392	\$1,492,869
112	Overtime Pay	72,135	80,159	32,836	78,924
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	78,780	0	64,116	0
115	Sick Pay	41,180	0	30,678	0
116	Holiday Pay	60,367	0	34,014	0
117	Certification Pay	0	0	2,166	0
118	Longevity Pay	23,650	24,825	24,825	22,725
119	Miscellaneous	8,427	0	4,192	0
141	FICA	103,663	120,658	109,126	121,980
142	Group Insurance	231,053	273,288	243,323	275,588
143	Retirement	328,405	355,252	335,298	331,404
145	Dental Insurance	7,785	8,787	8,209	8,856
146	Worker's Compensation	<u>0</u>	<u>0</u>	<u>522</u>	<u>0</u>
	Total Personnel:	\$2,082,100	\$2,335,398	\$2,166,697	\$2,332,346

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

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
	SERVICES AND SUPPLIES				
211	Office Services	\$ 239	\$ 0	\$ 219	\$ 0
240	Utilities	25,906	24,840	24,608	25,000
245	Telephones	7,117	6,600	6,598	6,600
250	Professional Services	103,758	77,747	77,719	500
255	Software Maintenance	1,650	2,000	1,700	2,000
261	Maintenance & Repair-Auto	7,247	5,500	5,201	5,200
268	Resurfacing	0	0	8,800	0
269	Maintenance & Repair-Other	4,257	6,820	6,318	6,600
280	Travel	6,424	5,500	4,715	5,500
290	Other Services	11,168	5,800	5,031	5,800
310	Office Services	1,425	2,650	2,680	2,650
320	Operating Supplies	27,439	27,470	23,458	25,000
322	Chemicals & Cleaning Supplies	32,589	36,800	28,546	49,800
326	Wearing Apparel	6,844	5,000	4,535	5,000
329	Cleaning Uniforms	7,040	9,000	8,626	8,105
331	Fuel	82,336	95,945	90,949	95,500
332	Maint. & Repair Supplies-Auto	58,163	31,880	31,532	32,250
340	Maint. & Repair Supplies-Other	10,762	31,700	25,673	27,700
341	Small Tools	8,899	8,900	7,896	12,900
410	Concrete Supplies	36,506	32,000	28,613	32,000
420	Metal Products	8,089	6,000	4,783	5,000
450	Construction Materials	7,038	51,000	50,040	51,000
470	Asphalt	6,596	12,500	11,155	13,000
530	Rentals	2,478	2,150	2,917	2,450
800	Reserves	0	58,500	0	50,000
801	Reserve for Special Projects	0	100,000	0	214,000
	Total Services & Supplies:	\$ 463,970	\$ 646,302	\$ 462,312	\$ 683,555
	CAPITAL OUTLAY				
920	Building Improvements	\$ 0	\$ 39,000	\$ 0	\$ 91,500
941	Machinery/Auto Equip	146,636	149,365	148,767	180,000
	Total Capital Outlay:	\$ 146,636	\$ 188,365	\$ 148,767	\$ 271,500
	Grand Total:	\$2,692,706	\$3,170,065	\$2,777,776	\$3,287,401

**GENERAL FUND
DEPARTMENT: DEVELOPMENT SERVICES**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$1,054,150	\$993,473	\$1,070,043	\$913,813	\$1,081,673
Services & Supplies	127,993	91,634	133,260	117,500	298,450
Capital Outlay	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL	\$1,182,143	\$1,085,107	\$1,203,303	\$1,031,313	\$1,380,123

DEPARTMENT DESCRIPTION

The Department of Development Services provides a one stop resource for all development reviews, inspections, and permits from the initial application through certificate of occupancy. This is accomplished through the reasonable application of various regulations vetted by the public and approved by the executive body. Staff also coordinates the independent review of all city development-related projects. 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.

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 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.

GENERAL FUND

DEPARTMENT: DEVELOPMENT SERVICES

DEPARTMENT DESCRIPTION (continued)

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.

FY 2015-16 ACCOMPLISHMENTS

- Updated various articles within the Columbia Zoning Ordinance to help bring this policy to more current standards.
- Added new property maintenance personnel
- Reassigned personnel to work with Historic Zoning Commission in combatting Demolition by Neglect and more attention to the corridors.
- CDBG grant - removed 8 blighted structures with 6 more out for bid.
- Home grant - assisting 5 homeowners with repairs.
- Awarded Master Development Plan (Connect Columbia) contract.
- Received notice to proceed with Roadscapes Grant from the State.
- Riverwalk parking lot with green infrastructure complete.

ONGOING PROJECTS

- West 7th Streetscape Master Plan design and construction
- Continue reviewing Zoning Ordinance for needed amendments
- Review Historic Zoning Commission new draft guidelines
- Recommendation of bi-annual paving contract
- West 6th Streetscape design and construction
- Highland and James Campbell STP intersection improvement
- Construction oversight for Ridley Soccer Park
- Cayce Lane Railroad safety improvements
- Oversight of various TDOT road projects

GENERAL FUND
DEPARTMENT: DEVELOPMENT SERVICES

ACTIVITY BREAKDOWN

Planning/Engineering Division	\$1,003,959
Code Admin/Building Maintenance Division	<u>376,164</u>
Total	\$1,380,123

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 668,192	\$ 742,475	\$ 622,281	\$ 771,687
112	Overtime Pay	14	0	8	0
114	Vacation Pay	21,192	0	13,775	0
115	Sick Pay	8,086	0	2,236	0
116	Holiday Pay	14,650	0	6,031	0
117	Certification	3,900	0	0	0
118	Longevity Pay	3,350	8,200	4,050	7,200
119	Miscellaneous	4,319	0	6,288	0
141	FICA	54,310	57,427	49,700	59,585
142	Group Insurance	74,882	99,678	65,710	115,152
143	Retirement	137,444	159,131	140,981	124,809
145	Dental Insurance	2,988	3,132	2,754	3,240
146	Worker's Comp.	<u>146</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Personnel:	\$ 993,473	\$1,070,043	\$ 913,814	\$1,081,673
SERVICES AND SUPPLIES					
211	Office Services	\$ 662	\$ 1,000	\$ 947	\$ 1,000
245	Telephones	7,557	5,000	5,069	5,000
250	Professional Services	571	16,267	14,888	185,300
255	Software Maintenance	1,313	2,000	1,963	2,000
261	Maintenance & Repair-Auto	0	1,200	500	1,200
269	Maintenance & Repair-Other	25,696	19,902	9,184	19,900
280	Travel	4,803	11,000	10,969	11,000
	(continued on next page)				

**GENERAL FUND
DEPARTMENT: DEVELOPMENT SERVICES**

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES (continued)					
290	Other Services	32,409	48,800	48,476	45,000
310	Office Supplies	2,245	1,800	1,907	1,800
320	Operating Supplies	7,228	7,741	5,213	7,700
322	Chemical & Cleaning Supp.	2,842	4,250	4,179	4,250
326	Wearing Apparel	627	900	878	900
329	Cleaning Uniforms	177	0	87	0
331	Fuel	3,700	8,500	8,464	8,500
332	Maint. & Repair Supplies-Auto	1,020	800	756	800
340	Maint. & Repair Supplies-Other	564	4,100	4,019	4,100
341	Small Tools	120	0	0	0
510	Insurance & Bonds	100	0	0	0
	Total Services & Supplies:	<u>\$ 91,634</u>	<u>\$ 133,260</u>	<u>\$ 117,499</u>	<u>\$ 298,450</u>
	GRAND TOTAL	\$1,085,107	\$1,203,303	\$1,031,313	\$1,380,123

**GENERAL FUND
DEPARTMENT: PARKS & RECREATION**

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$1,418,584	\$1,275,872	\$1,415,093	\$1,399,904	\$1,395,861
Services & Supplies	484,302	465,289	514,637	501,574	476,637
Capital Outlay	<u>84,800</u>	<u>76,372</u>	<u>106,000</u>	<u>99,931</u>	<u>127,000</u>
TOTAL	\$1,987,686	\$1,817,533	\$2,035,730	\$2,001,409	\$1,999,498

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 2015-16 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
 - Columbia Soccer Association
 - Columbia Girls Fast Pitch Softball League
 - Columbia Youth Athlete Association (Football)
 - Maury County Youth Football League
 - Columbia American Senior Little League
 - Maury County Cal Ripken League
 - Maury County Public Schools Athletics
 - Maury County Boys & Girls Club- Various Activities
 - Columbia Men's Church Softball League
 - Maury County Men's Softball League
 - Maury County Adult Co-ed Softball League
 - Mule Town Baseball League
 - Columbia Farmers Fresh Market at Riverwalk Park
 - Diamond Elite Sports Travel Baseball
 - Recreational Volleyball League
 - Adult Co-ed Kickball League
 - Youth Basketball League

- Center Programs, Events, Offerings
 - City League Basketball
 - Playgrounds & Game Rooms
 - Family Hayride
 - Annual Easter Egg Hunts
 - Swimming Lessons
 - Facility Rentals
 - Swimming
 - Movies In The Park
 - Line Dancing Class
 - Back To School Bash
 - Monthly Friday Night Concert Series at Riverwalk Park
 - UT Shapes Up Cooking Class
 - Playground Program (Summer)
 - Fun with Santa and Candyland
 - Community Volleyball
 - Adult Co-ed Fall and Spring Kickball League
 - Family Mardi Gras Party
 - Mighty Mites Preschool Basketball (ages 5 & 6)
 - Fitness Memberships, Classes and Challenges
 - Concerts in the Park
 - Holiday Lights in Woodland and Fairview Parks

GENERAL FUND

DEPARTMENT: PARKS & RECREATION

FY 2015-16 ACCOMPLISHMENTS (continued)

- Center Programs, Events, Offerings (continued)
 - Muletown BBQ Cook-off
 - Mid State Classic Softball Tournament
 - Big 5 Volleyball Tournament
 - 4th Friday Night Concert Series at Riverwalk Park
 - Back to School Bash
 - Portraits of Jazz
 - UT Shapes Up Cooking Class

- 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:
 - Ambassadors Golf Club – Annual Christmas Dinner for Seniors
 - Maury Regional Healthcare Foundation – Annual Mule Day 5K Race
 - University of Tennessee Extension Office Senior Cooking Class
 - Maury County Boys & Girls Club – Mule Town Baseball League
 - Noon Rotary Club – 18 Hole Disc Golf Course

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.

- Replaced chain link fence and installed split rail fence around Fairview Park
- Resurfaced upper three (3) tennis courts at Woodland Park
- Received two (2) 100% health inspections at Fairview Pool
- Assisted with the BBQ Cook-off event
- Coordinated the Holiday Lights displays at Woodland and Fairview Parks
- Installed night lights at the Fallen Heroes, Police and the Children's Memorials at Woodland Park
- Installed new park signs
- Painted the inside of the Muletown Baseball Concession Stand
- Top Dressed 13 athletic fields; Ridley Park, Eva Gilbert Football, Fairview Baseball and Babe Ruth Baseball fields
- Repaired drainage ditch at Fairview Park
- Cleared wooded area for two (2) holes for the Disc Golf Course
- Removed the spectator bleachers at Eva Gilbert Football Field
- Assisted with the Mid-State Classic Softball Tournament
- Removed the underbrush at five (5) Riverwalk Lots, one (1) remaining
- Certified Fulltime staff in CPR/First Aid training

**GENERAL FUND
DEPARTMENT: PARKS & RECREATION**

FY 2015-16 ACCOMPLISHMENTS (continued)

Maintenance Division:

- Four (4) staff received weed control certification
- Replaced electrical box at the Armory Recreation Center
- Assisted with City Employee Clinic plumbing work
- Installed new water fountain at Woodland Pond
- Install four new water fountains in the parks

Ridley Park:

- Hosted the four (4) team 2016 Mid-State Classic
- 1,474 Tournament Games, 493 Practices, 872 League Games
- Nine Trainings, Camps or Recreation Field Days were held
- Hosted the inaugural CSA league soccer (spring and fall 2015)
- New mobile press box constructed for Mid-State Classic 2016
- CSFM Certification (Certified Sports Field Manager) of Ridley Supervisor/Crew Leader
- Supervisor/Crew Leader continued education training at national STMA Conference (San Diego 2016)
- Continued First Aid/CPR training and certification of full time staff and facilitators
- Continued AEMT (Advanced Emergency Medical Technician) training and certification of Supervisor/Crew Leader
- Topdressing Athletic Fields
- Aerification (purchase of tractor and aerator)
- Weed Control (regular pesticide management plans and implementation)
- Field A1 (Mid-State Classic Field) complete renovation of infield dirt – February 2016
- Equipment Purchasing: Aerator: \$9,000, Two Commercial Mowers: \$40,000, Tractor: \$18,500, Infield Drag Machine: \$17,000

BUDGET HIGHLIGHTS

- New Fitness Equipment - \$25,000
- New Multi-Purpose Tractor - \$42,000
- New Roof, gutters, downspouts, and renovation at Fairview Center - \$60,000

ACTIVITY BREAKDOWN

Administrative Services	\$ 260,266
Maintenance Services	919,555
Recreation Programs	472,973
Fairview Park Pool	45,846
Ridley Park	<u>300,858</u>
Total	\$1,999,498

**GENERAL FUND
DEPARTMENT: PARKS & RECREATION**

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 795,624	\$ 976,276	\$ 970,008	\$ 985,852
112	Overtime Pay	8,411	16,068	7,191	17,286
114	Vacation Pay	29,914	0	24,624	0
115	Sick Pay	28,162	0	9,219	0
116	Holiday Pay	26,354	0	15,042	0
117	Certification Pay	0	0	1,300	0
118	Longevity Pay	9,250	11,350	11,350	10,550
119	Miscellaneous	4,709	0	2,833	0
141	FICA	67,659	76,782	65,640	74,594
142	Group Insurance	118,738	141,340	125,500	147,992
143	Retirement	183,018	188,741	161,907	154,836
145	Dental Insurance	4,033	4,536	4,212	4,751
146	Worker's Comp.	0	0	1,078	0
	Total Personnel:	\$1,275,872	\$1,415,093	\$1,399,904	\$1,395,861
SERVICES AND SUPPLIES					
211	Office Services	\$ 3,304	\$ 3,000	\$ 2,802	\$ 3,250
240	Utilities	185,834	196,680	191,679	196,680
245	Telephones	4,710	3,950	4,059	6,300
250	Professional Services	1,125	1,900	1,610	1,600
261	Maintenance & Repair-Auto	1,262	1,500	4,015	1,500
269	Maintenance & Repair-Other	29,293	39,150	38,939	28,150
280	Travel	12,921	5,450	5,591	8,150
290	Other Services	25,709	45,550	45,440	37,400
310	Office Supplies	4,436	4,500	4,392	3,800
320	Operating Supplies	78,880	74,550	74,128	56,700
321	Operating Supplies Controllable	7,064	9,600	9,600	9,600
322	Chemical & Cleaning Supplies	28,612	25,750	25,218	25,250
325	Concession Supplies	1,195	1,000	998	1,000
326	Wearing Apparel	4,361	4,200	4,197	4,500
329	Cleaning Uniforms	5,615	6,500	6,495	6,600
331	Fuel	26,795	50,000	39,997	45,000
332	Maint. & Repair Supplies-Auto	8,127	7,057	7,054	7,057

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**GENERAL FUND
DEPARTMENT: PARKS & RECREATION**

DEPARTMENTAL BUDGET SUMMARY (CONTINUED)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES (continued)					
340	Maint. & Repair Supplies-Other	23,173	20,000	19,997	20,000
341	Small Tools	2,391	3,500	3,297	3,000
410	Concrete Supplies	154	1,000	999	1,000
420	Metal Products	179	0	110	0
450	Construction Materials	307	0	276	0
470	Asphalt	0	0	581	500
530	Rentals	8,619	9,000	8,637	9,000
733	Awards	1,023	800	713	600
790	Refunds	200	0	750	0
	Total Services & Supplies:	\$ 465,289	\$ 514,637	\$ 501,574	\$ 476,637
CAPITAL OUTLAY					
920	Building/Structure	\$ 0	\$ 0	\$ 0	\$ 60,000
930	Other Improvements	0	26,000	20,786	0
941	Machinery/Auto Equipment	76,372	80,000	79,145	67,000
	Total Capital Outlay:	\$ 76,372	\$ 106,000	\$ 99,931	\$ 127,000
	GRAND TOTAL	\$1,817,533	\$2,035,730	\$2,001,409	\$1,999,498

**GENERAL FUND
DEPARTMENT: GENERAL GOVERNMENT**

FINANCIAL SUMMARY

Category	Budget FY 2015	Actual FY 2015	Budget FY 2016	Estimated FY 2016	Budget FY 2017
Personnel Services	\$1,393,733	\$1,195,629	\$1,312,749	\$1,212,694	\$1,346,651
Services & Supplies	1,521,561	1,093,844	2,056,158	1,211,077	3,248,300
Transfers	1,262,333	1,262,333	1,884,562	1,884,562	1,200,233
Capital Outlay	206,608	180,087	93,732	50,929	0
TOTAL	\$4,370,235	\$3,731,893	\$5,347,201	\$4,359,262	\$5,795,184

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,
- 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.

BUDGET HIGHLIGHTS

- Within General Government, separate activities were added to track expenditures of funds from Hotel/Motel Tax revenues. Those funds are allocated for Tourism Enhancements. The total allocation for Tourism Enhancements is \$600,000, with expenditures anticipated for the following:
 - \$250,000 reserved to be used towards soccer fields at Ridley Park,
 - \$50,000 for a marketing plan for the City,
 - \$225,000 set aside for Presidential Park, and

**GENERAL FUND
DEPARTMENT: GENERAL GOVERNMENT**

BUDGET HIGHLIGHTS (Continued)

- \$75,000 for the continued support of the James K. Polk Home, two historic market, support of the Mid-State Classic, and paying a portion of the salary/benefits for a marketing/public information position for the City.
- Reserve allocations were made for the following items:
 - \$200,000 for overall reserves for items that occur during the year,
 - \$750,000 reserve for Ridley Park (matched with \$250,000 from Hotel/Motel tax revenues as mentioned above,
 - \$214,000 carried forward from FY 2015-16 for East 9th Street CDBG Match (Grant application pending)
 - \$400,000 reserve to be used towards purchase of a replacement fire engine in FY 2017-18)

ACTIVITY BREAKDOWN

General Government	\$5,195,184
Tourism Enhancements-Parks & Recreation	250,000
Tourism Enhancements-General	<u>350,000</u>
Total	\$5,795,184

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
	PERSONNEL SERVICES				
110	Salaries	\$ 12,099	\$ 13,516	\$ 13,425	\$ 13,610
119	Miscellaneous Pay	950	0	0	0
141	FICA	998	1,033	1,027	1,041
142	Group Insurance	1,103,892	1,088,200	1,117,477	1,122,000
146	Worker's Compensation	77,690	200,000	77,869	200,000
147	Unemployment Insurance	<u>0</u>	<u>10,000</u>	<u>2,896</u>	<u>10,000</u>
	Total Personnel:	\$1,195,629	\$1,312,749	\$1,212,694	\$1,346,651

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**GENERAL FUND
DEPARTMENT: GENERAL GOVERNMENT**

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES					
211	Office Services	\$ 34,467	\$ 42,000	\$ 40,126	\$ 42,000
240	Utilities	112,588	70,000	75,962	73,000
245	Telephones	18,232	25,000	16,884	22,000
250	Professional Services	28,968	477,368	18,935	27,000
253	Auditing Services	29,800	32,000	30,000	32,000
254	Workers' Comp Administration	1,073	0	819	0
255	Software Maintenance	16,275	20,000	16,671	20,000
268	Street Resurfacing	39,880	0	0	0
269	Maintenance & Repair-Other	6,964	17,000	17,413	16,000
280	Meetings, Travel	2,155	4,500	2,391	4,500
290	Other Services	118,974	172,937	155,120	121,300
297	Animal Serv Facility Operation	203,382	200,000	199,914	200,000
298	Election Expenses	3,141	0	0	5,000
310	Office Supplies	4,104	10,000	7,602	8,000
320	Operating Supplies	12,307	20,000	17,298	20,000
321	Operating Supp-Controllable	0	0	934	0
322	Chemicals & Cleaning Supplies	0	0	29	0
326	Wearing Apparel	149	500	69	500
340	Maint & Repair Supplies-Other	402	2,550	31	1,000
341	Small Tools	191	0	0	0
410	Concrete & Clay Products	720	1,200	760	0
420	Metal Products	0	0	0	0
450	Construction Materials	8,848	25,950	193	0
510	Insurance & Bonds	373,021	400,000	394,599	400,000
511	Liability & Other Ins. Claims	30,095	38,000	29,863	38,000
530	Rentals	4,165	13,300	5,543	7,000
591	Senior Property Tax Relief	38,454	40,000	39,629	40,000
733	Awards	800	2,000	1,820	2,000
790	Refunds	4,689	5,000	3,399	5,000
800	Reserves	<u>0</u>	<u>436,853</u>	<u>135,073</u>	<u>2,164,000</u>
Total Services & Supplies:		\$1,093,844	\$2,056,158	\$1,211,077	\$3,248,300

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**GENERAL FUND
DEPARTMENT: GENERAL GOVERNMENT**

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
TRANSFERS:					
763	Transfer to Debt Service Fund	\$1,211,053	\$1,178,312	\$1,178,312	\$1,165,233
766	Transfer to Cap Projects Fund	<u>51,280</u>	<u>706,250</u>	<u>706,250</u>	<u>35,000</u>
	Total Transfers:	\$1,262,333	\$1,884,562	\$1,884,562	\$1,200,233
 CAPITAL OUTLAY					
911	Land & Easements	\$ 27,087	\$ 0	\$ 0	\$ 0
920	Buildings & Structures	153,000	27,143	27,143	0
930	Other Improvements	0	29,139	23,786	0
941	Machinery, Equip & Automotive	0	37,450	0	0
948	Computer Equipment	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Capital Outlay:	\$ 80,087	\$ 93,732	\$ 50,929	\$ 0
	 GRAND TOTAL	 \$3,731,893	 \$5,347,201	 \$4,359,262	 \$5,795,184

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SPECIAL REVENUE

FUND

EXPENDITURES

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STATE STREET AID FUND - 121

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$ 135,547	\$ 114,400	\$ 138,198	\$ 26,126	\$ 0
Services & Supplies	1,232,000	1,077,872	992,000	600,820	1,525,000
Transfers	146,311	0	106,000	27,000	79,000
Capital Outlay	<u>15,000</u>	<u>8,665</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total	\$1,528,858	\$1,200,937	\$1,251,198	\$ 668,946	\$1,619,000

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 \$ 800,000
- Provides funding for street light utility bills \$ 530,000
- Provides a budget allocation for updating Transportation Master Plan (carried forward from FY 2015-16) \$ 70,000
- Includes a "Transfer to Capital Project Fund" line item for City matching funds for Surface Transportation Program (STP) Projects \$ 79,000
- Includes capital outlay expenditures as follows:
 - Traffic Signal replacement parts \$ 15,000

STATE STREET AID FUND – 121

BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 76,059	\$ 93,640	\$ 17,904	\$ 0
141	FICA	5,819	7,163	1,370	0
142	Group Insurance	13,217	16,504	2,204	0
143	Retirement	18,882	20,362	4,578	0
145	Dental Insurance	423	529	70	0
	Total Personnel:	\$ 114,400	\$ 138,198	\$ 26,126	\$ 0
SERVICES AND SUPPLIES					
211	Office Service Expense	\$ 0	\$ 0	\$ 142	\$ 0
240	Utilities	502,195	530,000	526,869	530,000
250	Professional Services	0	70,000	0	105,000
255	Software Maintenance	4,918	7,000	4,918	5,000
261	Maint. & Repair Supplies-Auto	0	0	0	0
268	Resurfacing	543,323	300,000	0	800,000
269	Maintenance & Repair-Other	0	0	725	0
290	Other Services & Charges	12,585	40,000	40,000	40,000
320	Operating Supplies	14,694	30,000	26,791	30,000
321	Operating Supplies Controllable	0	5,000	0	5,000
340	Maint. & Repair Supplies-Other	0	0	1,375	0
410	Concrete & Clay Supplies	157	0	0	0
420	Metal Products	0	0	0	0
450	Construction Materials	0	0	0	0
470	Asphalt	0	0	0	0
761	Transfer to Capital Projects Fund	0	106,000	27,000	79,000
800	Reserves	0	10,000	0	10,000
	Total Services & Supplies:	\$1,077,872	\$1,098,000	\$ 627,820	\$1,604,000
CAPITAL OUTLAY					
930	Other Improvements	\$ 8,665	\$ 15,000	\$ 15,000	\$ 15,000
932	Bridge Improvements	0	0	0	0
941	Machinery/Auto Equipment	0	0	0	0
948	Computer Equipment	0	0	0	0
	Total Capital Outlay:	\$ 8,665	\$ 15,000	\$ 15,000	\$ 15,000
	GRAND TOTAL	\$1,200,937	\$1,251,198	\$ 668,946	\$1,619,000

NARCOTICS & VICE FUND - 122

FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2015</u>	<u>Actual</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2016</u>	<u>Estimated</u> <u>FY 2016</u>	<u>Budget</u> <u>FY 2017</u>
Services & Supplies	\$ 60,000	\$ 32,079	\$ 50,000	\$ 40,000	\$ 50,000
Total	\$ 60,000	\$ 32,079	\$ 50,000	\$ 40,000	\$ 50,000

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 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
	SERVICES AND SUPPLIES				
290	Other Services	\$ 28,265	\$ 30,000	\$ 30,000	\$ 30,000
320	Operating Supplies	3,814	20,000	10,000	20,000
	Total Services & Supplies:	\$ 32,079	\$ 50,000	\$ 40,000	\$ 50,000
	GRAND TOTAL	\$ 32,079	\$ 50,000	\$ 40,000	\$ 50,000

STREET AND TRANSPORTATION FUND - 123

FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2015</u>	<u>Actual</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2016</u>	<u>Estimated</u> <u>FY 2016</u>	<u>Budget</u> <u>FY 2017</u>
Services & Supplies	\$ 70,060	\$ 70,060	\$ 70,060	\$ 70,000	\$ 70,060
Total	\$ 70,060	\$ 70,060	\$ 70,060	\$ 70,000	\$ 70,060

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 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
	SERVICES AND SUPPLIES				
240	Utilities	\$ 70,060	\$ 70,000	\$ 70,000	\$ 70,000
800	Reserves	<u>0</u>	<u>60</u>	<u>0</u>	<u>60</u>
	Total Services & Supplies:	\$ 70,060	\$ 70,060	\$ 70,000	\$ 70,060
	GRAND TOTAL	\$ 70,060	\$ 70,060	\$ 70,000	\$ 70,060

DRUG FUND - 125

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Services & Supplies	\$ 24,444	\$ 46,525	\$ 68,953	\$ 57,334	\$ 71,053
Transfers	40,000	5,000	30,000	5,000	30,000
Capital Outlay	<u>25,000</u>	<u>0</u>	<u>175,638</u>	<u>49,558</u>	<u>126,000</u>
Total	\$ 89,444	\$ 51,525	\$ 274,591	\$ 111,892	\$ 227,053

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:

 Building Improvements – Jack & Jill building \$ 126,000

DRUG FUND - 125

BUDGET BREAKDOWN

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES					
211	Office Services	\$ 0	\$ 0	\$ 0	\$ 0
240	Utilities	3,764	4,800	3,910	4,800
245	Telephones	7,810	12,203	7,346	12,203
250	Professional Services	526	1,240	48	640
255	Software Maintenance	650	3,545	4,345	3,545
261	Maint. & Repair Auto	0	1,500	1,500	1,500
269	Maint. & Repair Other	600	1,500	500	1,500
280	Travel/School	9,172	10,600	12,700	13,700
290	Other Services	7,068	8,825	4,459	8,125
310	Office Supplies	0	0	0	0
320	Operating Supplies	4,548	3,740	957	3,740
321	Operating Supplies Controllable	873	6,500	8,370	6,500
322	Chemical & Cleaning Supplies	469	600	1,363	1,900
326	Wearing Apparel	0	0	0	0
331	Fuel	0	0	0	0
332	Maint. & Repair Supplies-Auto	1,101	1,500	1,500	1,500
340	Maint. & Repair Supplies-Other	20	2,000	0	1,000
341	Small Tools	24	500	436	500
530	Rentals	9,900	9,900	9,900	9,900
	Total Services & Supplies:	\$ 46,525	\$ 68,953	\$ 57,334	\$ 71,053
TRANSFERS					
764	Transfer to N & V Fund	\$ 5,000	\$ 30,000	\$ 5,000	\$ 30,000
	Total Transfers:	\$ 5,000	\$ 30,000	\$ 5,000	\$ 30,000
CAPITAL OUTLAY					
920	Building	\$ 0	\$ 126,000	\$ 0	\$ 126,000
941	Machinery/Auto Equip	0	49,638	49,558	0
	Total Capital Outlay:	\$ 0	\$ 175,638	\$ 49,558	\$ 126,000
	GRAND TOTAL	\$ 51,525	\$ 274,591	\$ 111,892	\$ 227,053

PUBLIC WORKS -SANITATION FUND - 127

FINANCIAL SUMMARY

Category	Budget <u>FY 2015</u>	Actual <u>FY 2015</u>	Budget <u>FY 2016</u>	Estimated <u>FY 2016</u>	Budget <u>FY 2017</u>
Personnel Services	\$1,884,338	\$1,625,857	\$1,909,182	\$1,779,567	\$1,900,653
Services & Supplies	1,606,994	1,380,587	1,550,896	1,432,550	1,530,150
Transfers	49,235	49,235	251,150	251,150	252,266
Capital Outlay	<u>1,089,500</u>	<u>113,302</u>	<u>960,972</u>	<u>960,972</u>	<u>0</u>
TOTAL	\$4,630,067	\$3,168,981	\$4,672,200	\$4,424,239	\$3,683,069

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 Street and Sanitation Divisions.

FY 2015-16 ACCOMPLISHMENTS

Participated in/assisted with the following events:

- Annual School Band Contest
- Mule Day Activities (Parade & 5K Run)
- Martin Luther King, Jr. Events
- Mule Town Music Festival
- Veteran's Day
 - Macedonia Clean up
 - Boys and Girls Club
 - Keep Maury Beautiful
- Cruisin' the Square
- Maury Clean-up
- National Day of Prayer
- Haunting the Square

Change in Bulky Item and Brush Schedule

Altered brush and bulky item schedule from pickup by Ward (once every five to six weeks) to once every two weeks (every other garbage collection day) to improve appearance of City.

PUBLIC WORKS -SANITATION FUND - 127

FY 2015-16 ACCOMPLISHMENTS (CONTINUED)

ACTIVITY BREAKDOWN

General	\$1,963,662
Brush & Trash	561,558
Commercial	321,936
Residential	774,558
Recycling	<u>61,355</u>
Total	\$3,683,069

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$ 851,500	\$1,107,325	\$1,012,803	\$1,106,515
112	Overtime Pay	19,940	67,821	8,499	68,692
113	Salary Adjustment	0	0	0	0
114	Vacation Pay	44,999	0	26,452	0
115	Sick Pay	49,675	0	19,423	0
116	Holiday Pay	37,631	0	24,332	0
117	Certification Pay	0	0	1,570	0
118	Longevity Pay	14,900	19,625	19,625	19,925
119	Miscellaneous	8,461	0	1,333	0
141	FICA	76,238	91,400	83,061	91,428
142	Group Insurance	274,463	308,106	282,730	311,516
143	Retirement	235,348	254,777	251,313	253,665
145	Dental Insurance	6,282	7,128	6,426	6,912
146	Worker's Compensation	6,420	50,000	40,000	40,000
147	Unemployment Claims	<u>0</u>	<u>3,000</u>	<u>2,000</u>	<u>2,000</u>
	Total Personnel:	\$1,625,857	\$1,909,182	\$1,779,567	\$1,900,653
SERVICES AND SUPPLIES					
211	Office Services	\$ 3,826	\$ 9,000	\$ 5,174	\$ 3,500
240	Utilities	22,586	27,400	24,613	26,600
245	Telephones	1,787	2,000	2,017	2,000
250	Professional Services	2,173	8,000	2,658	8,000
253	Auditing Services	3,000	3,000	2,375	3,000

(continued on next page)

PUBLIC WORKS -SANITATION FUND – 127

ACTIVITY BREAKDOWN

DEPARTMENTAL BUDGET SUMMARY (CONTINUED)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES & SUPPLIES (CONTINUED)					
254	Worker's Comp. Administration	0	0	0	0
255	Software Maintenance	0	0	0	0
259	Administrative Fee	100,360	107,000	107,000	107,000
261	Maintenance & Repair-Auto	35,613	28,000	33,859	28,000
269	Maintenance & Repair-Other	586	4,000	3,831	4,000
280	Travel	4,246	5,000	4,302	5,000
290	Other Services	176,949	200,000	162,123	200,000
295	Landfill Charges	563,437	690,000	702,202	715,000
310	Office Supplies	1,636	2,000	1,877	2,000
320	Operating Supplies	160,080	57,696	44,147	48,550
321	Operating Supplies Controllable	0	0	1,610	0
322	Chemical & Cleaning Supplies	5,300	6,500	3,912	3,900
326	Wearing Apparel	4,958	4,000	3,252	4,000
329	Cleaning Uniforms	5,785	7,000	5,924	7,000
331	Fuel	132,605	196,200	148,488	160,500
332	Maint & Repair Supplies-Auto	94,528	88,500	82,608	86,500
340	Maint & Repair Supplies-Other	1,007	3,000	2,009	3,000
341	Small Tools	2,133	600	756	600
410	Concrete Supplies	549	0	310	0
420	Metal Products	30	5,000	2,000	5,000
450	Construction Materials	240	10,000	0	10,000
510	Insurance & Bonds	43,066	45,000	44,960	55,000
511	Liability and Other Insurance	14,107	15,000	14,985	15,000
790	Refunds	0	2,000	558	2,000
800	Reserves	0	25,000	25,000	25,000
	Total Services & Supplies:	<u>\$1,380,587</u>	<u>\$1,550,896</u>	<u>\$1,432,550</u>	<u>\$1,530,150</u>
TRANSFERS					
761	Transfer to Debt Service	<u>\$ 49,235</u>	<u>\$ 251,150</u>	<u>\$ 251,150</u>	<u>\$ 252,266</u>
	Total Transfers:	<u>\$ 49,235</u>	<u>\$ 251,150</u>	<u>\$ 251,150</u>	<u>\$ 252,266</u>
941	Machinery/Auto Equip	<u>\$ 113,302</u>	<u>\$ 960,972</u>	<u>\$ 960,972</u>	<u>\$ 0</u>
945	Communications Equip	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Total Capital Outlay:	<u>\$ 113,302</u>	<u>\$ 960,972</u>	<u>\$ 960,972</u>	<u>\$ 0</u>
	GRAND TOTAL	\$3,168,981	\$4,672,200	\$4,424,239	\$3,683,069

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DEBT SERVICE FUND
EXPENDITURES

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DEBT SERVICE FUND - 211

FINANCIAL SUMMARY

	Budget	Actual	Budget	Estimated	Budget
	<u>FY 2015</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2016</u>	<u>FY 2017</u>
Principal	\$ 822,491	\$ 840,317	\$1,045,259	\$1,045,259	\$1,086,526
Interest	438,297	390,482	385,203	349,566	338,373
Administrative Fees	500	500	500	500	750
Reserves	<u>1,000</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>1,250</u>
Total	\$1,262,288	\$1,231,299	\$1,431,462	\$1,395,325	\$1,426,899

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. A portion of this issue was refunded with the 2016 General Obligation Refunding Issue.
- FY 2009-10 - \$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.
- FY 2013-14 - \$1,900,000 10-year Capital Outlay Note for improvements to the former City Hall location for relocation of the Police Department and for reimbursement for the narrow-banding radio system.
- FY 2014-15 - \$1,000,000 4-year Capital Outlay Note for the purchase of Sanitation vehicles: 4 residential collection truck, 1 commercial collection truck, 1 truck for recycling and 1 pickup truck.
- FY 2015-16 - \$1,400,000 2016 General Obligation Refunding Bond issue to refund portion of 2003 General Obligation Bond Issue to realize interest savings without extending life of debt.

DEBT SERVICE FUND - 211

The current year budget provides for payment of:

- \$100,000 principal and \$7,690 interest for the 2008 General Obligation Bond issue,
- \$370,000 principal and \$227,419 interest for the 2010 General Obligation Refunding & Improvement Bond issue,
- \$172,101 principal and \$30,355 interest for the 2011 Equipment Capital Outlay Notes,
- \$179,983 principal and \$31,354 interest for the 2014 Public Safety Improvement/Public Safety Equipment Capital Outlay Note,
- \$249,442 principal and \$10,224 interest for the 2014 Sanitation Vehicle Capital Outlay Note, and
- \$15,000 principal and \$31,331 interest for the General Fund portion of the 2016 General Obligation Refunding Bond Issue.

BUDGET BREAKDOWN

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
DEBT SERVICE					
610	2010 GO Refunding & Imp Prin.	\$ 355,000	\$ 360,000	\$ 360,000	\$ 370,000
613	2011 Equipment Note Principal	159,346	166,314	166,314	172,101
615	2011 Sanitation Note Principal	48,517	0	0	0
616	2016 GO Refunding Principal	0	0	0	15,000
618	2008 GO Bond Principal	100,000	100,000	100,000	100,000
619	2014 Sanitation Note Principal	0	242,633	242,633	249,442
621	2014 Public Safety Note Principal	177,454	176,312	176,312	179,983
630	2010 GO Refunding & Imp Interest	249,094	238,369	238,369	227,419
633	2011 Equipment Note Interest	43,109	36,142	36,142	30,355
635	2011 Sanitation Note Interest	718	0	0	0
636	2016 GO Refunding Interest	0	0	0	31,331
638	2008 GO Bond Interest	70,750	67,150	39,245	7,690
639	2014 Sanitation Note Interest	0	8,517	785	10,224
641	2014 Public Safety Note Interest	26,811	35,025	35,025	31,354
690	2010 GO Ref & Imp Admin. Fee	250	250	250	250
693	2008 GO Bond Admin. Fee	250	250	250	250
696	2016 GO Bond Admin. Fee	0	0	0	250
800	Reserves	0	500	0	1,250
	Total Debt Service:	<u>\$1,231,299</u>	<u>\$1,431,462</u>	<u>\$1,395,325</u>	<u>\$1,426,899</u>
	ACTIVITY GRAND TOTAL:	\$1,231,299	\$1,431,462	\$1,395,325	\$1,426,899

**CITY OF COLUMBIA, TENNESSEE
SCHEDULE OF DEBT SERVICE REQUIREMENTS - GENERAL LONG-TERM DEBT
FISCAL YEAR 2016-17 BUDGET**

Year	General Obligation Bonds - 2008 (1)		General Obligation Refunding Bonds 2016 -Gen Fund (2)		General Obligation Refunding & Improvement Bonds - 2010 (3)		Equipment Capital Outlay Note 2011 (4)		Public Safety Improvement/Equipment Capital Outlay Note 2014 (5)		Sanitation Equipment Capital Outlay Note 2014 (6)		Total Requirements	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	100,000	7,690	15,000	31,331	370,000	227,419	172,101	30,355	179,983	31,354	249,442	10,224	1,086,526	338,373
2018	105,000	3,990	15,000	30,994	385,000	216,094	178,089	24,366	183,633	27,705	253,011	6,556	1,119,733	309,704
2019			125,000	29,419	395,000	204,394	184,286	18,169	187,356	23,981	215,887	3,064	1,107,529	279,027
2020			125,000	26,606	410,000	192,318	190,699	11,757	191,100	20,237			916,799	250,918
2021			130,000	23,738	425,000	179,528	150,347	5,120	195,031	16,307			900,378	224,693
2022			130,000	20,813	445,000	165,656			198,985	12,352			773,985	198,821
2023			135,000	17,831	460,000	150,662			203,020	8,317			798,020	176,810
2024			140,000	14,738	480,000	134,500			207,126	4,211			827,126	153,449
2025			145,000	11,531	500,000	117,350							645,000	128,881
2026			145,000	8,269	520,000	99,175							665,000	107,444
2027			150,000	4,950	540,000	79,625							690,000	84,575
2028			145,000	1,631	560,000	58,650							705,000	60,281
2029					585,000	36,100							585,000	36,100
2030					610,000	12,200							610,000	12,200
Total	\$ 205,000	\$ 11,680	\$ 1,400,000	\$ 221,850	\$ 6,685,000	\$ 1,873,671	\$ 875,522	\$ 89,767	\$ 1,546,234	\$ 144,464	\$ 718,339	\$ 19,844	\$ 11,430,095	\$ 2,361,276

(1) Proceeds from 2008 General Obligation Refunding Issue were used for construction of a Fire Station #2 and other cap improvements to public safety facilities.

(2) Proceeds from the 2016 General Obligation Refunding Issue were used to refund 2008 General Obligation Bonds used for construction of a fire hall to replace Station #2 and for other capital improvements to public safety facilities (2.25%).

(3) Proceeds from the 2010 General Obligation Refunding & Improvement Issue were 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). Converted variable rate debt to fixed rate debt.

2) Replacing undrawn balances of two Tennessee Municipal Bond Fund loans with fixed rate debt. Funds were used for completion of Ridley Park (infrastructure, ballfields and a concession stand /restroom building, maintenance building at that facility).

3) Acquisition of property at 700 North Garden Street for relocation of City Hall / improvements to that facility.

(4) Proceeds from the 2011 Capital Outlay note were used to purchase 2 pieces of Fire equipment and an excavator for Public Works (3.45%)

(5) Proceeds from the 2014 Note were used to fund building renovations for the Police Department and the narrow banding radio upgrade for Police/Fire (2%)

(6) Proceeds from the 2014 Sanitation Capital Outlay note were used for the purchase of 4 residential sanitation collection vehicles, 2 commercial collection vehicles and 1 pickup truck (1.4%)

FY17 General	1,165,233
FY17 Sanitation	259,666
Total	1,424,899

All debt	
General	13,053,188
Sanitation	738,183
Total debt serv	13,791,371

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CAPITAL PROJECTS

FUND

EXPENDITURES

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CAPITAL PROJECTS FUND – 311

FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2015</u>	<u>Actual</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2016</u>	<u>Estimated</u> <u>FY 2016</u>	<u>Budget</u> <u>FY 2017</u>
Other	\$1,304,289	\$ 20,350	\$1,285,678	\$ 299,777	\$ 854,208
Capital Outlay	<u>3,845,225</u>	<u>3,472,364</u>	<u>3,565,292</u>	<u>512,701</u>	<u>3,299,369</u>
TOTAL	\$5,149,514	\$3,492,714	\$4,850,970	\$ 812,478	\$4,153,577

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 2016-2017 budget anticipates the following projects will be continued or completed during the fiscal year.

<u>Project Title – Capital projects</u>	<u>Amount</u> <u>Budgeted</u>
TDOT Roadscapes grant	\$ 88,800
Police/Jack & Jill Building Improvements	348,640
STP- James Campbell/Highland Avenue	500,617
STP-West 6 th Street Improvements	527,758
Ridley Sports Complex	106,000
West 7 th Street Multimodal Grant	<u>1,727,554</u>
Total	\$3,299,369

Budgets for the projects listed above will be adjusted as needed based upon final expenditures at June 30, 2016.

<u>Project Title - Other projects</u>	<u>Budgeted</u>
NSP Program Income Expenditures	\$ 286,698
TDEC Community Livability Grant	310,410
THDA Home Grant	250,000
Reserves	<u>2,100</u>
Total	\$ 849,208

CAPITAL PROJECTS FUND – 311

BUDGET SUMMARY

OBJ ODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
OTHER					
41850-272	CDBG Demolition Grant	\$ 6,100	\$ 374,980	\$ 49,777	\$ 310,410
41850-290	Other Service & Charges	14,250	0	0	0
41850-800	Reserves	0	5,000	0	5,000
41900-272	THDA Home Grant	0	513,000	250,000	250,000
43100-800	Reserves-STP Matching Funds	0	106,000	0	2,100
43610-721	NSP Program Income Agreement	0	286,698	0	286,698
	Total Other	<u>\$ 20,350</u>	<u>\$1,285,678</u>	<u>\$ 299,777</u>	<u>\$ 854,208</u>
CAPITAL OUTLAY					
41850-921	Riverwalk-ineligible expenses	\$ 379	\$ 0	\$ 0	\$ 0
41850-922	Riverwalk project	0	515,808	125,000	0
41850-932	TDOT Roadscapes Grant	0	91,500	2,700	88,800
41850-945	Communications Equipment	58,380	0	0	0
42110-920	Police Dept Bldg Improvements	1,565,204	354,000	5,360	348,640
43100-930	Surface Transportation Program	1,848,401	3,617	2,741	0
43100-932	STP-James Campbell/Highland	0	422,814	32,900	500,617
43100-933	STP-West 6 th Street Improvement	0	0	0	527,758
43120-930	West 7 th Multimodal Streetscape	0	1,727,553	0	1,727,554
44415-934	Ridley Sports Complex	0	450,000	344,000	106,000
	Total Capital Outlay	<u>\$3,472,364</u>	<u>\$3,565,292</u>	<u>\$ 512,701</u>	<u>\$3,299,369</u>
	GRAND TOTAL	\$3,492,714	\$4,850,970	\$ 812,478	\$4,153,577

ENTERPRISE FUND

EXPENDITURES

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WASTEWATER SYSTEM REVENUE FUND

FINANCIAL SUMMARY

Category	<u>Budget</u> <u>FY 2015</u>	<u>Actual</u> <u>FY 2015</u>	<u>Budget</u> <u>FY 2016</u>	<u>Estimated</u> <u>FY 2016</u>	<u>Budget</u> <u>FY 2017</u>
Personnel Services	\$3,034,777	\$02,763,055	\$3,087,888	\$2,883,804	\$3,088,982
Services & Supplies	3,625,439	3,102,900	3,413,375	3,081,385	3,401,657
Capital Outlay	3,088,106	1,030,334	2,564,000	2,323,705	2,089,000
Debt Service	<u>1,939,228</u>	<u>1,939,227</u>	<u>1,933,796</u>	<u>1,795,713</u>	<u>1,825,540</u>
TOTAL	\$11,687,550	\$8,835,516	\$10,999,059	\$10,084,607	\$10,405,179

DEPARTMENT DESCRIPTION

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

The wastewater collection and transmission system (WCTS) includes over 306 miles of sewer line, 7,093 manhole structures and 24 pump stations. The lines range in age from new to over seventy-five years. The construction materials for these lines include clay, concrete, metal, and PVC. The WCTS is divided into drainage basins and sub-basins. Basin boundaries are typically defined by the natural topography of the land. Pump stations are used only when wastewater must be transported to another drainage basin. The major pump 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 provides for quicker response to malfunctions, thereby reducing possible environmental and health concerns.

Columbia operates a wastewater treatment plant (WWTP) that utilizes a conventional activated sludge biological treatment process. The WWTP has a design capacity of 14 million gallons per day. The facility is staffed 24 hours a 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. Numerous laboratory analyses are 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.

Columbia Wastewater System is a government enterprise fund supported by charges and fees associated with the services provided from the department functions. All improvements, equipment, salaries, benefits, repairs, etc., are funded from revenue generated by the system. The Wastewater System will pay \$500,532 in lieu of taxes to the general government during FY 2016-17, as well as \$220,000 in administrative fees.

Operating funds are generated solely 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 charge" and a "user charge". The adopted user charge is \$14.99 per month and the sewer volume charge is \$4.90 per thousand gallons of water used each month. (Billing for 5,000 gallons is \$39.49)

No changes are proposed to the current rate structure for FY 2016-17.

WASTEWATER SYSTEM REVENUE FUND

BUDGET HIGHLIGHTS – CAPITAL OUTLAY ITEMS

The FY 2016-17 Wastewater budget includes capital outlay expenditures as follows:

	<u>Proposed</u>
<u>Capital Equipment Replacement (CERP)</u>	
Flushing/Vacuum Truck	\$ 270,000
Skid Steer Loader with Brush Cutter	<u>80,000</u>
Total CERP	\$ 350,000
 <u>Other Equipment</u>	
Replacement Pump & Air Relief Equipment	\$ 47,500
Computer Replacements	16,500
Turblex Aeration Blowers (Major Prevent. Maint.)	40,000
GIS Support and Advancement	<u>45,000</u>
Total Other Equipment	\$ 149,000
 <u>Capital Improvements/Projects</u>	
Collection System Improvement (SSO Reduction)	\$ 500,000
Dixie Pump Station Replacement	250,000
West 7 th Street Improvements (Streetscape)	810,000
Various Project Easements	<u>30,000</u>
Total Capital Improvements/Projects	\$1,590,000
 TOTAL CAPITAL OUTLAY	 \$2,089,000

WASTEWATER SYSTEM REVENUE FUND

FY 2015-16 ACCOMPLISHMENTS

- Upgrade to the wastewater pump station telemetry system was completed in the 2nd quarter of FY2015-16. The dedicated telemetry circuit (provided by AT&T) used to monitor and control pump stations from a central location at the wastewater treatment plant had become very costly. Installation of a VHF radio-based system with low operating costs and a relatively short payback period on the capital investment has been achieved.
- Upgrade and repair of the wastewater treatment plant's supervisory control and data acquisition (SCADA) system was completed in the 1st quarter of FY2015-16. The project had previously been placed on hold due to the level of funding necessary to accomplish the desired results. Updating much of the hardware and software that comprises the system was necessary due to its age and state of disrepair.
- All seven (7) of the Management Operation & Maintenance Programs (MOM) set forth in the 2014 EPA Administrative Order on Consent have been completed, submitted and approved by the agency. These include:
 - 1) Sanitary Sewer Overflow Response Plan (SORP)
 - 2) Pump Station Operations & Preventive Maintenance Program (PSOPMP)
 - 3) Fats Oils & Grease Control Program (FOG)
 - 4) Gravity Line Preventive Maintenance Program (GLPMP)
 - 5) Continuing Sewer System Assessment Program (CSSAP)
 - 6) Infrastructure Rehabilitation Program for the WCTS (IRP)
 - 7) Information Management System Program (IMS)

ONGOING PROJECTS

- Construction of the sewer rehabilitation project to reduce or eliminate system overflows in the Royal Oaks and Stevens Bottom sub-basins, and to the West 1st Street area sewer is currently in progress. Competitive bids for construction of the project were solicited in the 4th quarter of FY2014-15, and the bid was awarded to Parchman Construction Company in the amount of \$1,326,656. Construction is estimated to be complete in the 4th quarter of FY2015-16.
- Construction of the project to renovate and upgrade the Carters Creek Pike Pump Station is in its early stages. Competitive bids for construction of the project were opened in the 2nd quarter of FY2015-16, and the bid was awarded to Cleary Construction, Inc., in the amount of \$651,000.
- The project to replace the Dixie Pump Station is in the design phase and competitive bids for construction are expected to be solicited in the 1st quarter of FY2016-17. This is a small pump station that is the last remaining "in-ground" station within the collection system. The integrity of the station is deteriorating and allowing ground water to seep through the wall of the structure. The initial construction estimate used to develop the funding request submitted in the FY2015-16 budget was somewhat low based on a recent

WASTEWATER SYSTEM REVENUE FUND

ONGOING PROJECTS (Continued)

comparable project (Stevens Bottom pump station replacement). Funding for construction of this project has been requested for FY2016-17 to more accurately reflect the revised construction estimate.

- Investigation and evaluation of the condition of the sanitary sewer within the footprint of the proposed West 7th Street Multi-Modal Streetscape Project is being advanced. An agreement has been executed with Water Management Services to provide engineering services for the project. Infrastructure within the footprint of the proposed project is very old, and a proactive approach to sewer improvements will reduce the probability of failures and disturbance of the area after completion of the Streetscape Project. Funding allocated in FY2015-16 for construction of the project is being brought forward to FY2016-17 along with a request for additional funds to more accurately reflect the engineer's estimated construction budget. Timeline for construction of the sanitary sewer improvements is largely dependent on design and progress of the project as a whole.
- Efforts to satisfy all measures set forth in the 2014 EPA Administrative Order on Consent are ongoing. The AOC requires the City to evaluate the condition of its sewer system and develop Management, Operation, and Maintenance (MOM) programs designed to prevent sanitary sewer overflows. As mentioned previously, the MOM programs have been completed, submitted and approved by the agency. The next phase of the required activities will include preparation of the Capacity Assessment Report, Sewer System Evaluation, Survey Results Report, and the Wastewater Collection and Transmission System Remediation Plan. These will identify any capacity related deficiencies, and document specific measures and schedules that will result in their remediation. Proposed measures and schedules are to be as expeditious as possible, and no later than five (5) years from the effective date of the Order (which will be September 11, 2019).
- Assessment of the wastewater collection system to identify and quantify sources of inflow and infiltration (I & I) is a critical activity that must be performed in a continuous and ongoing manner. Improvement of the sewer infrastructure requires development of relevant work plans, as well as implementation of remediation measures in areas found to be prone to excessive I & I. Striving to eliminate sanitary sewer overflows is an on-going activity of paramount importance.

WASTEWATER SYSTEM REVENUE FUND

ACTIVITY BREAKDOWN

Sewer Line Maintenance	\$ 640,611
Pumping Station	1,248,670
Treatment Plant	4,088,575
Industrial Pretreatment	73,859
Sewer Rehabilitation	1,265,290
Sewer Debt Service	1,825,540
Sewer Construction	<u>1,262,634</u>
Total	\$10,405,179

DEPARTMENTAL BUDGET SUMMARY

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
PERSONNEL SERVICES					
110	Salaries	\$1,545,971	\$1,838,282	\$1,729,804	\$1,861,443
112	Overtime Pay	12,374	109,432	82,077	114,251
114	Vacation Pay	74,171	0	56,843	0
115	Sick Pay	37,807	0	19,810	0
116	Holiday Pay	60,395	0	34,943	0
117	Bonus Pay	0	0	2,545	0
118	Longevity Pay	26,500	30,350	30,350	27,950
119	Miscellaneous	10,380	0	7,862	0
141	FICA	130,336	151,322	146,806	153,279
142	Group Insurance	412,696	470,478	360,587	486,097
143	Retirement	399,570	421,656	379,300	401,594
145	Dental Insurance	9,090	10,368	9,810	10,368
146	Worker's Compensation	41,855	50,000	17,067	30,000
147	Unemployment Insurance	<u>1,910</u>	<u>6,000</u>	<u>6,000</u>	<u>4,000</u>
	Total Personnel Services:	\$2,763,055	\$3,087,888	\$2,883,804	\$3,088,982
SERVICES AND SUPPLIES					
211	Office Services	\$ 2,540	\$ 1,950	\$ 1,964	\$ 1,925
240	Utilities	1,048,171	1,020,000	1,002,140	1,035,000
245	Telephones	102,825	49,000	62,882	26,500
250	Consulting Services	38,443	45,250	39,076	45,150
253	Auditing Services	10,000	12,000	12,000	12,000
255	Software Support & Maint.	17,788	12,500	12,500	12,500
259	Administrative Fees	205,000	205,000	220,000	220,000
261	Maintenance & Repair Auto	9,566	15,500	23,717	15,500
269	Maintenance & Repair Other	73,272	122,750	136,439	125,000

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WASTEWATER SYSTEM REVENUE FUND

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SERVICES AND SUPPLIES					
280	Travel / Schooling	1,856	11,200	8,905	10,950
290	Other Services	107,954	44,750	35,500	44,250
293	Billing and Collection	177,037	200,000	186,909	200,000
295	Landfill Charges	186,721	192,500	188,649	195,000
310	Office Supplies	2,402	3,125	2,472	3,125
320	Operation Supplies	35,900	22,250	19,819	22,250
321	Operation Supplies - Controllable	5,848	22,700	22,685	17,500
322	Chemical & Cleaning Supplies	99,011	120,250	96,366	120,250
326	Wearing Apparel	9,875	8,750	7,195	8,750
329	Cleaning Uniforms	7,790	11,850	9,533	11,750
331	Fuel	61,882	75,750	60,486	75,750
332	Maintenance & Repair Auto	16,594	21,450	17,423	21,450
340	Maintenance & Repair Other	159,771	194,400	163,523	194,400
341	Small Tools	4,470	7,425	6,147	7,425
410	Concrete Supplies	7,677	16,500	13,253	16,500
420	Metal Products	5,199	12,500	3,982	12,500
450	Construction Materials	25,141	41,700	34,247	41,700
470	Asphalt	13,735	31,000	23,475	31,000
510	Insurance & Bonds	107,144	110,000	110,000	105,000
511	Liability & Other Insurance	8,851	20,000	20,000	20,000
530	Rental Equipment	14,864	5,250	16,350	5,500
592	In Lieu of Taxes	531,714	513,575	513,575	500,532
733	Awards	0	0	25	0
790	Refunds	3,859	7,500	10,148	7,500
800	Reserves	0	200,000	0	200,000
803	Reserves, Sewer Impact Fee	0	35,000	0	35,000
	Total Services & Supplies	\$3,102,900	\$3,413,375	\$3,081,385	\$3,401,657
CAPITAL OUTLAY					
911	Land & Easements	\$ 0	\$ 30,000	\$ 0	\$ 30,000
930	Improve Other Than Building	456,714	2,345,000	2,078,776	1,605,000
941	Machinery/ Auto Equipment	327,970	172,500	180,724	437,500
948	Computer Equipment	245,650	16,500	64,205	16,500
	Total Capital Outlay:	\$1,030,334	\$2,564,000	\$2,323,705	\$2,089,000

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WASTEWATER SYSTEM REVENUE FUND

DEPARTMENTAL BUDGET SUMMARY (continued)

OBJ CODE	TITLE	ACTUAL 2014-2015	BUDGETED 2015-2016	ESTIMATED 2015-2016	BUDGETED 2016-2017
SEWER DEBT SERVICE					
611	2015 GO Refunding Principal	\$ 0	\$ 0	\$ 0	\$ 800,000
612	2016 GO Refunding Principal	0	0	0	70,000
614	2005 SRTB Principal	700,000	720,000	720,000	0
616	2008 Bond Principal	240,000	250,000	250,000	260,000
617	2011 Bond Principal	275,000	280,000	280,000	285,000
631	2015 GO Refunding Interest	0	0	25,329	50,040
632	2016 GO Refunding Interest	0	0	52,148	137,250
644	2005 SRTB Interest	305,848	280,638	146,799	0
646	2008 Bond Interest	205,680	197,408	116,063	25,725
647	2011 Bond Interest	211,450	204,500	204,500	196,025
686	2008 Bond Admin Fee	250	250	250	250
687	2011 Bond Admin Fee	250	250	250	250
690	2005 SRTB Admin Fee	750	750	0	0
691	2015 GO Refunding Admin Fee	0	0	375	250
692	2016 GO Refunding Admin Fee	0	0	0	250
800	Reserves	0	0	0	500
	Total Debt Service:	<u>\$1,939,228</u>	<u>\$1,933,796</u>	<u>\$1,795,714</u>	<u>\$1,825,540</u>
	GRAND TOTAL	\$8,835,516	\$10,999,059	\$10,084,607	\$10,405,179

CITY OF COLUMBIA, TENNESSEE

Schedule of Debt Service Requirements

Wastewater Fund

June 30, 2015

Year	General Obligation Refunding Bonds-2015 (1)		General Obligation Refunding Bonds-2016 (2)		Sewer Revenue and Tax Bonds - 2008 (3)		Sewer Revenue and Tax Bonds - 2011		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2017	800,000	50,040	70,000	137,250	260,000	25,725	285,000	196,025	1,415,000	409,040
2018	815,000	38,816	75,000	135,619	270,000	15,983	295,000	187,325	1,455,000	377,742
2019	825,000	27,418	75,000	133,931	280,000	5,460	305,000	178,325	1,485,000	345,134
2020	835,000	15,881	365,000	128,981			310,000	169,100	1,510,000	313,962
2021	515,000	6,498	375,000	120,656			320,000	159,650	1,210,000	286,805
2022	210,000	1,460	705,000	108,506			335,000	149,825	1,250,000	259,791
2023			975,000	89,606			345,000	139,625	1,320,000	229,231
2024			995,000	67,444			355,000	129,125	1,350,000	196,569
2025			1,025,000	44,719			365,000	118,325	1,390,000	163,044
2026			360,000	29,138			380,000	106,913	740,000	136,051
2027			365,000	20,981			395,000	94,062	760,000	115,043
2028	-	-	375,000	12,656			410,000	79,975	785,000	92,631
2029	-	-	375,000	4,219			425,000	64,300	800,000	68,519
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
	<u>\$ 4,000,000</u>	<u>\$ 140,112</u>	<u>\$ 6,135,000</u>	<u>\$ 1,033,706</u>	<u>\$ 810,000</u>	<u>\$ 47,168</u>	<u>\$ 5,920,000</u>	<u>\$ 1,857,875</u>	<u>\$ 16,865,000</u>	<u>\$ 3,078,861</u>

1) Used to refund a portion of 2005 Sewer Revenue & Tax Bonds

2) Used to refund remainder of 2005 Sewer Revenue & Tax Bonds and callable portion of 2008 Sewer Revenue & Tax Bonds (and 2008 GO Bonds)

3) Unrefunded portion of 2008 Sewer Revenue & Tax Bonds

**CAPITAL IMPROVEMENTS
PROGRAM**

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

	FUNDING SOURCE	EST. COST	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
MUNICIPAL BUILDINGS								
1. 814 South Main Street	General Fund	200,000	27,143					
2. Fire Station - Bear Creek Pike	Bond Issue	unknown	0	0	0	0	0	0
3. City property maintenance analysis	General Fund	unknown	0	0	0	0	0	0
4. Jack & Jill Building	General Fund Drug Fund	500,000	12,850	348,640 126,000	0	0	0	0
	SUBTOTAL \$	700,000	\$39,993	\$ 474,640	\$0	\$0	\$0	\$0
TRANSPORTATION SYSTEM								
1. Street Resurfacing	State Street Aid Fund		0	800,000	400,000	400,000	400,000	400,000
2. Surface Transportation Program projects *								
	<u>James Campbell @ Trotwood and Hwy 31 @ SpringMeade</u>							
a. City share	State Street Aid Fund		0	0	0	0	0	0
b. Surface Transportation Funds from TDOT	TDOT		2,741	0	0	0	0	0
	<u>Highland @ James Campbell</u>							
a. City share	State Street Aid Fund	533,517	32,900	0	0	0	0	0
b. Surface Transportation Funds from TDOT	TDOT		0	500,617	0	0	0	0
	<u>West 6th Street streetscape</u>							
a. City share	State Street Aid Fund	527,758	0	35,000	0	0	0	0
b. Surface Transportation Funds from TDOT	General Fund TDOT		0	71,000 421,758	0	0	0	0
3. "Columbia Works" Infrastructure Improvements**	General Fund		162,753	136,000	210,000	210,000	210,000	210,000

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

FUNDING SOURCE	EST. COST	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
TRANSPORTATION SYSTEM (Continued)							
4. Roadscapes - gateway beautification project							
a. City share	18,300	0	18,300	0	0	0	0
b. Grant Funds from TDOT	73,200	0	73,200	0	0	0	0
5. West 7th Street enhancement project							
a. Design costs-City responsibility		41,500	0	0	0	0	0
a. City share	352,250	0	352,250	0	0	0	0
b. Grant Funds from State or Federal Source	1,375,304	0	1,375,304	0	0	0	0
6. Street lighting - audit		0	0	0	0	0	0
SUBTOTAL		\$ 2,880,329	\$ 3,783,429	\$ 610,000	\$ 610,000	\$ 610,000	\$ 610,000
PARKS & RECREATION							
1. Duck River Riverwalk							
SAFETEA-LU grant funds*	100,000	0	0	0	0	0	0
City match* (carried fwd.fm prev years)	25,000	0	0	0	0	0	0
2. Parking Lot-Farmer's Market	35,000	25,000	0	0	0	0	0
3. Ridley Sports Complex*	7,500,000						
General Fund		344,000	856,000				
General Fund-Hotel/Motel tax			250,000				
TDEC-LPRF Grant-pending			500,000				
Potential Bond Issue (amt will vary)		0	5,550,000	0	0	0	0
SUBTOTAL		\$ 7,535,000	\$ 494,000	\$ 7,156,000	\$ 0	\$ 0	\$ 0
STORMWATER/DRAINAGE							
1. Community Development Block Grant							
a. City share (design)	263,500	13,753	35,747	0	0	0	0
General Fund (Columbia Work	214,000	0	0	0	0	0	0
TN Dept of Econ & Comm Dev	315,000	0	0	0	0	0	0
b. CDBG Funds	\$792,500	\$13,753	\$35,747	\$0	\$0	\$0	\$0
SUBTOTAL		\$792,500	\$13,753	\$35,747	\$0	\$0	\$0

* Unexpended portions of these projects at 6/30/16 will be rebudgeted into FY 2016-17 with the first appropriation amendment
 ** Includes street improvements, drainage/stormwater projects, sidewalks, etc.

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

FUNDING SOURCE	EST. COST	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
WASTEWATER SYSTEM							
1. Carters Creek Pump Station Upgrade		850,000	0	0	0	0	0
2. Royal Oaks Sewer Rehab		0	0	0	0	0	0
3. Royal Oaks, Stevens Bottom, W. 1st Rehab		0	0	0	0	0	0
4. Rehabilitation Activities (AOC Compliance)		750,000	500,000	1,000,000	1,000,000	1,000,000	1,000,000
5. Infrastructure		0	0	0	0	0	0
6. Pump Station Telemetry Upgrade		0	0	0	0	0	0
7. Treatment Plant SCADA Upgrade		0	0	0	0	0	0
8. West 7th Street Improvements (Streetscape)		475,000	810,000	0	0	0	0
9. Dixie Pump Station Replacement		225,000	250,000	0	0	0	0
SUBTOTAL	\$ -	\$ 2,300,000	\$ 1,560,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
GRAND TOTAL	\$ 11,907,829	\$ 3,087,640	\$ 13,009,816	\$ 1,610,000	\$ 1,610,000	\$ 1,610,000	\$ 1,610,000

* Unexpended portions of these projects at 6/30/16 will be rebudgeted into FY 2016-17 with the first appropriation amendment

Explanation of Terminology

Potential Bond - Proposed to be funded with General Obligation Bonds 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
 TDEC - Tennessee Department of Environment and Conservation (TDEC)
 LPRF-Local Parks & Recreation Fund

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**CAPITAL EQUIPMENT
REPLACEMENT PROGRAM**

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SUMMARY OF CAPITAL EQUIPMENT REPLACEMENT PLAN (CERP)

General Fund:	2015-2016	2016-17	2017-18	2018-19	2018-19	2018-19	2020-21
	<u>Budgeted</u>	<u>Requested</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>	<u>Estimated</u>
Management Info. Systems	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police	252,000	341,629	860,520	295,448	369,731	352,629	
Fire	67,000	36,000	913,500	450,000	-	875,000	
Public Works-Streets	66,000	140,000	532,000	98,000	285,000	-	
Development Services	-	20,000	-	-	-	-	
Parks & Recreation	80,000	42,000	174,750	69,400	24,000	-	
Total General Fund	\$ 465,000	\$ 579,629	\$ 2,480,770	\$ 912,848	\$ 678,731	\$ 1,227,629	
Special Revenue Funds:							
State Street Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Drug	25,000	-	50,000	75,000	-	25,000	
Public Works-Sanitation**	960,972	-	473,000	135,000	135,000	135,000	
Total Special Rev. Funds	\$ 985,972	\$ -	\$ 523,000	\$ 210,000	\$ 135,000	\$ 160,000	
Enterprise Fund:							
Wastewater	\$ 125,000	\$ 350,000	\$ 185,000	\$ 205,000	\$ 210,000	\$ 188,000	
Total Enterprise Fund	\$ 125,000	\$ 350,000	\$ 185,000	\$ 205,000	\$ 210,000	\$ 188,000	
Total CERP Expenses	\$ 1,575,972	\$ 929,629	\$ 3,188,770	\$ 1,327,848	\$ 1,023,731	\$ 1,575,629	

POLICE DEPARTMENT FLEET CAPITAL EQUIPMENT REPLACEMENT PROGRAM

POLICE DEPARTMENT FLEET CAPITAL EQUIPMENT REPLACEMENT PROGRAM													
VIN	Year	Make	Model	Mileage	LIFE YRS	Assignment	2015-16	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	SERVICE
2G1WF55K259283104	2005	Chevy	Impala	153,890	5-7	PTL	\$28,000	Surplus					
2G1WS55R779242544	2007	Chevy	Impala	152,654	5-7	PTL	\$28,000	Surplus					
2G1WS55R179241129	2007	Chevy	Impala	151,606	5-7	PTL	\$28,000	Surplus					
1GNEC13T8YJ178387	2000	Chevy	Tahoe	140,554	5-7	SUPPORT	\$28,000	Surplus					
2G1WF52K659381881	2005	Chevy	Impala	137,164	5-7	SRT SPARE	\$28,000	Surplus					
2FAFP71V38X145111	2008	Ford	Crown Vic	135,543	5-7	PTL	\$28,000	Surplus					
2G1WS55R279244024	2007	Chevy	Impala	132,277	5-7	PTL	\$28,000	Surplus					
2G1WF55K259385048	2005	Chevy	Impala	132,202	5-7	PTL	\$28,000	Surplus					
2G1WS55R79240240	2007	Chevy	Impala	130,826	5-7	PTL	\$28,000	Surplus					
2FAFP71V38X145108	2008	Ford	Crown Vic	124,380	5-7	PTL		Surplus					
2G1WS551769314528	2006	Chevy	Impala	122,748	5-7	SRT		\$34,810					
2G1WS55R979242917	2007	Chevy	Impala	122,707	5-7	PTL		\$34,810					
2G1WF55K259384899	2005	Chevy	Impala	122,112	5-7	PTL		\$34,810					
2G1WF55K13904442	2003	Chevy	Impala	121,997	5-7	PTL		\$34,810					
2G1WF55K759387085	2005	Chevy	Impala	121,155	5-7	PTL		\$34,810					
2G1WF52K129292201	2002	Chevy	Impala	120,367	5-7	DET		\$34,810					
2FAFP71VX8X145106	2008	Ford	Crown Vic	119,472	5-7	PTL		\$34,810					
2G1WF55K259382571	2005	Chevy	Impala	118,213	5-7	PTL		\$34,810					
2FAFP71V58X144655	2008	Ford	Crown Vic	118,011	5-7	PTL		\$34,810					
1FTRW07L62KC65146	2002	Ford	F-150	116,171	5-7	SUPPORT			\$35,855				
2G1WS55R179240689	2007	Chevy	Impala	115,648	5-7	PTL			\$35,855				
1GNET16MX56172416	2005	Chev	Trailblazer	114,083	5-7	SRT			\$35,855				
2G1WF55K859280126	2005	Chevy	Impala	113,095	5-7	DET			\$35,855				
2FAFP71V58X145109	2008	Ford	Crown Vic	112,825	5-7	PTL			\$35,855				
2FAFP71V58X145112	2008	Ford	Crown Vic	108,532	5-7	PTL			\$35,855				
2FAFP71W21X143509	2001	Ford	Crown Vic	106,055	5-7	DET			\$35,855				
2FAFP71V18X145110	2008	Ford	Crown Vic	105,900	5-7	PTL			\$35,855				
2G1WS55R179248307	2007	Chevy	Impala	103,355	5-7	SRT			\$35,855				
2G1WS55R779242219	2007	Chevy	Impala	103,080	5-7	PTL			\$35,855				
2G1WS57M091276523	2009	Chevy	Impala	101,606	5-7	PTL			\$35,855				
2G1WS551069315715	2006	Chevy	Impala	99,493	5-7	SRT			\$35,855				
2FAFP71V78X144656	2008	Ford	Crown Vic	98,607	5-7	PTL			\$35,855				
2G1WS55R279239454	2007	Chevy	Impala	96,792	5-7	PTL			\$35,855				
2FAFP71V88X145105	2008	Ford	Crown Vic	96,400	5-7	PTL			\$35,855				

POLICE DEPARTMENT FLEET CAPITAL EQUIPMENT REPLACEMENT PROGRAM

VIN	Year	Make	Model	Mileage	SERVICE LIFE YRS	Assignment	2015-16	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
2G1WD5EM7B1124063	2011	Chevy	Impala	96,157	5-7	PTL			\$35,855			
1FMEU63838UA72289	2008	Ford	Explorer	94,138	5-7	C.O.P.S.			\$35,855			
2G1WD5EM5B1124076	2011	Chevy	Impala	94,090	5-7	PTL			\$35,855			
2G1WD5EM6B1124717	2011	Chevy	Impala	92,414	5-7	PTL			\$35,855			
1FMFU165X7LA57088	2007	Ford	Expedition	92,358	5-7	C.O.P.S.			\$35,855			
2G1WD5EM2B1124097	2011	Chevy	Impala	90,452	5-7	PTL			\$35,855			
2G1WS55R379243268	2007	Chevy	Impala	88,340	5-7	PTL			\$35,855			
2G1WD5EM2B1124942	2011	Chevy	Impala	88,000	5-7	PTL			\$35,855			
2G1WS55R979243095	2007	Chevy	Impala	83,552	5-7	PTL			\$35,855			
1FMEU63E79UA23541	2009	Ford	EXPL	79,522	5-7	ADMIN				\$36,931		
1FMEU63818UA72288	2008	Ford	Explorer	77,981	5-7	SRT				\$36,931		
2G1WD5EM2B1124973	2011	Chevy	Impala	73,443	5-7	PTL				\$36,931		
2G1WS57M291276569	2009	Chevy	Impala	71,789	5-7	PTL				\$36,931		
2G1WD5E30C1185201	2012	Chevy	Impala	70,072	5-7	PTL				\$36,931		
1B3CC4FD8AN145671	2010	Dodge	Avenger	69,179	5-7	Gang/Intel				\$36,931		
2G1WS57M191277065	2009	Chevy	Impala	69,101	5-7	PTL				\$36,931		
3FAHP0HG1BR268743	2011	Ford	Fusion	66,056	5-7	DET					\$38,039	
2G1WD5E32C1184888	2012	Chevy	Impala	63,495	5-7	PTL					\$38,039	
3FAHP0HG9AR284669	2010	Ford	Fusion	59,901	5-7	Gang/Intel					\$38,039	
2G1WD5EM2B1122172	2011	Chevy	Impala	59,500	5-7	PTL					\$38,039	
2G1WD5EM8B1123567	2011	Chevy	Impala	55,072	5-7	PTL					\$38,039	
2G1WD5E37C1180626	2012	Chevy	Impala	55,026	5-7	PTL					\$38,039	
3FAHP0HG3BR268744	2011	Ford	Fusion	52,057	5-7	DET					\$38,039	
2G1WD5EXC1184430	2012	Chevy	Impala	51,269	5-7	PTL					\$38,039	
2G1WD5E37C1183168	2012	Chevy	Impala	50,824	5-7	PTL					\$38,039	
1B3BD4FG7BN528389	2011	Dodge	Avenger	48,557	5-7	N/V						\$39,181
1FAHP2DW5AG141718	2010	Ford	Taurus	47,880	5-7	ADMIN						\$39,181
2G1WD5E32E1143762	2014	Chevy	Impala	47,521	5-7	PTL						\$39,181
3FAHP0HG7BR268746	2011	Ford	Fusion	44,310	5-7	DET						\$39,181
2G1WD5EM8B1125044	2010	Chevy	Impala	42,000	5-7	PTL						\$39,181
3FAHP0HG9BR268747	2011	Ford	Fusion	40,106	5-7	DET						\$39,181
2G1WD5EM5B1123123	2011	Chevy	Impala	39,492	5-7	PTL						\$39,181
3FAHP0HG5BR268745	2011	Ford	Fusion	38,036	5-7	DET						\$39,181
2G1WD5E31E1143834	2014	Chevy	Impala	32,109	5-7	PTL						\$39,181

POLICE DEPARTMENT (DRUG FUND) CAPITAL EQUIPMENT REPLACEMENT PROGRAM

VIN	Year	Make	Model	Mileage	SERVICE LIFE YRS	Assignment	2015-16	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
2G1WT58K389232932	2008	Chev	Impala	96,177	5-7	N/V			\$25,000			
1FTRW12W89FB18692	2009	Ford	F-150	84,900	5-7	N/V			\$25,000			
3FAHP0HG7AR284668	2010	Ford	Fusion	78,669	5-7	N/V				\$25,000		
1B3CC4FD6AN145670	2010	Dodge	Avenger	68,753	5-7	N/V				\$25,000		
1FMEU63E99UA39403	2009	Ford	Explorer	67,229	5-7	N/V				\$25,000		
2GNALBEK5D6238142	2013	Chev	Equinox	35,921	5-7	N/V						\$25,000
1FTRX17L92NB18532	2002	Ford	F-150	150,532	5-7	Spare N/V						
1FTSX21R78EA57887	2008	Ford	F-250	151,888	5-7	Spare N/V						
Unknown for add. Vice Ofc.												
TOTALS							\$0	\$0	\$50,000	\$75,000	\$0	\$25,000
Notes:												
Special Use Vehicles / Support Services Vehicles												
1FDJE37MIPH65224	1993	Ford	E37	172,789		Juvenile Program Bus						
2GCCEC19V4X1110792	1999	Chev	1500	123,585		Support Trk, Pewter						
2FAGP71W2RX201424	1994	Ford	Crown Vic	70,230		School Car #1 White						
2FAPP71WX1X143502	2001	Ford	Crown Vic	138,316		School Car #2, White						
2G1WFS2EX39303921	2003	Chevy	Impala	67,915		School Car #4, White						
2G1WF55K239306281	2003	Chevy	Impala	108,432		School Car #5 Black						
1FCJE39L61HB28055	2001	Ford	E-350	37,008		Crime Scene Box Truck						
1GDI7D1F1GV509842	1986	GMC	Truck	535,444		Armored SWAT Truck						
1FUGHJAA48HA4661	1999	White	Freightliner	16,355		Command Post Trk						
1FTRX12W45NA84909	2005	Ford	F-150	93,412		Support Trk, Green						
2 Utility Trailers												
1 Bomb Tech. Trailer												
1 SWAT Equip Trailer												
TOTALS							\$0	\$0	\$0	\$0	\$0	\$0

FIRE DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
Description	Mileage/ Hours	Department	Service Life	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	
2015 Ford Explorer	4,083	Fire-Administration	5-7							
2002 Chevy Tahoe	130,744	Fire-Administration	5-7	36,000						
2002 Ford F-150 pickup (repl 15-16)	surplus	Fire Prevention	5-7	31,000						
2007 Chevy Pickup Truck (repl 15-16)	113,328	Fire-Suppression	5-7	36,000						
2007-Dodge Dakota	116,024	Fire Prevention	5-7			31,000				
2015 Ford F-150	2,728	Fire-Prevention	5-7							
2005 Ford 150	100,471	Fire-Training	5-7			32,500				
2012 Pierce Engine 1	15,825	Fire-Suppression	15-20							
2012 Pierce Truck 1	12,878	Fire-Suppression	15-20							
2002 Pierce Truck #2	83,085	Fire-Suppression	15-20							
2007 Pierce Truck #3	50,046	Fire Suppression	15-20							
2008 Pierce Engine # 4	37,229	Fire Suppression	15-20							
1993 Pierce Engine #10 (E7522)	110,472	Fire-Suppression	15-20				450,000			
1996 E-One Engine #5 *	65,544	Fire-Suppression	15-20						875,000	
1988 Pierce Engine #11 (E1425)**	97,234	Fire-Suppression	15-20		0	850,000				
1928 Ahrens Fox (Antique Engine)	N/A	Fire-Suppression	0							
1998 GMC Pick-up (Rescue One) 3	182,373	Fire-Suppression	0							
1997 White Ford 250/Support 1	97664	Fire Suppression	0							
2014 Ford F 250 (Rescue One)	15,670	Fire Suppression	3-5							
TOTALS				\$67,000	\$36,000	\$913,500	\$450,000	\$0	\$875,000	

Italicized items were shifted forward from the previous year.

PUBLIC WORKS - STREET - CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	DEPARTMENT	MILEAGE/ HOURS	SERVICE LIFE YRS	2015-2016	2016-17	2017-18	2018-19	2019-20	2020-21	
2002 Ford F350 1-ton crew cab 4x4	Street Maintenance	99,267	10-15	0	0	38,000				
1996 GMC pickup truck	Street Maintenance	83,905	10-15							
1999 Ford dump truck (SSA)	Street Maintenance	91,491	10-15	0	0	98,000				
2000 Sterling dump truck	Street Maintenance	82,602	10-15				98,000			
1989 GMC dump truck	Street Maintenance	79,963	10-15	0	0	98,000				
1985 Chevrolet truck	Street Maintenance	48,734	10-15							
1997 Mack tractor truck/lowboy	Street Maintenance	339,908	15-20			120,000				
1985 Cat grader	Street Maintenance	3,997	20-25							
1997 Cat D4 dozer	Street Maintenance	1,794	15-20							
1983 Cat track loader	Street Maintenance	5,452	15-20					285,000		
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	860	15-20							
2007 Ford F150 4x4 pickup	Street Maintenance	106,856	8-10							
2003 Chevrolet pickup truck	Street Maintenance	134,729	8-10	22,000						
1998 Ford F150	Street Maintenance	238,241	8-10	22,000						
2003 Chevrolet pickup truck	Street Maintenance	165,970	8-10	22,000						
2000 Massey-Ferguson tractor	Street Maintenance	16,673	15-20							
2006 Ford street sweeper	Street Maintenance	64,185	15-18							
1998 Ford pothole patcher	Street Maintenance	21,163	15-20							
1985 Ford backhoe	Street Maintenance	odometer broke	15-20							
2002 Massey-Ferguson tractor (SSA)	Street Maintenance	2,615	15-20							
1990 Ford tractor	Street Maintenance	3,136	15-20							
1997 New Holland flail mower	Street Maintenance	5,664	15-20							
1999 Ford flat bed truck	Street Maintenance	171,974	10-15	0	0	60,000				
1986 Sullivan air compressor	Street Maintenance	1,054	15-20			20,000				
1998 Ford New Holland backhoe	Street Maintenance	6,803	15-20							
1991 Ford-Super Duty dump truck	Street Maintenance	211,617	15-20							
2011 Freightliner Dump Truck	Street Maintenance	22,960	15-20							
2010 New Holland Tractor	Street Maintenance	1244	15-20							
2014 Kubota Mower	Street Maintenance	531	15-20							
2014 Kubota Mower	Street Maintenance	529	15-20							

PUBLIC WORKS - STREET - CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	DEPARTMENT	MILEAGE/ HOURS	SERVICE LIFE YRS	2015-2016	2016-17	2017-18	2018-19	2019-20	2020-21	
2006 John Deere Mower (SSA)	Street Maintenance	1,917	15-20							
1998 Miller curb builder	Street Maintenance	n/a	15-20							
2003 Ford F350 4 x 4 pickup	Street Maintenance	96,073	8-10							
2005 GMC Sweeper	Street Maintenance	54,652	8-10							
2006 Bobcat Skid Steer Loader	Street Maintenance	425	15-20							
1995 Badger hydraulic excavator	Street Maintenance	12,888	15-20							
1991 Ford dump truck	Street Maintenance	103,252	10-15		0	98,000				
1986 Mauldin steel wheel roller	Street Maintenance	n/a	15-20							
1984 Ford backhoe	Street Maintenance	3,687	15-20							
2010 Ford F350	Street Maintenance	12,243	15-20							
2009 East Dump Trailer	Street Maintenance	n/a	15-20							
2009 Freightliner Pothole Patcher	Street Maintenance	32,110	15-20							
2009 Tennant Litter Vacuum	Street Maintenance	367	8-10							
2014 Caterpillar Backhoe	Street Maintenance	25	15-20							
2011 Excavator	Street Maintenance	522								
1994 Chevrolet pickup truck	Street-Vehicle Maintenance	206,493	8-10							
1982 International boom truck	Street-Vehicle Maintenance	178,663	15-25							
2002 Ford F250 pickup truck	Street-Vehicle Maintenance	72,000	10-15							
2002 Freightliner water truck	Street-Vehicle Maintenance	3,660	15-20							
2004 Ford (New Holland) backhoe	Street-Vehicle Maintenance	4,884	15-20							
2006 Ford dump truck	Street-Vehicle Maintenance	53,788	15-20							
2006 Ford dump truck	Street-Vehicle Maintenance	57,160	15-20							
2006 Ford dump truck	Street-Vehicle Maintenance	59,996	15-20							
1994 Dodge 350 Van	Street-Vehicle Maintenance									
2001 GMC Sierra Pickup	Street-Traffic Control	181,371	10-15	0						
1997 Bucket Truck (SSA)	Street-Traffic Control	136,091	15-20							
1990 Ford Van	Street-Traffic Control	79,769	10-15							
1995 GMC 3/4 ton pickup truck	Street-Traffic Control	148,307	8-10							
2008 Ford F-150 Pickup (SSA)	Street-Traffic Control	81,000	8-10							
2010 Ford Platform Truck (SSA)	Street-Traffic Control	40,033	10-15							
New tandem truck with plow	Street Maintenance	-	15-20		140,000					
TOTALS				\$66,000	\$140,000	\$532,000	\$98,000	\$285,000	\$0	

PARKS & RECREATION DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	MILEAGE/HOU RS	SERVICE LIFE YEARS on GovDeals	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21		
1986 GMC - Surplus										
1992 Jeep - SOLD	7852	8-10	24,000							
1989 Ford	170863	12-15		0	22,000					
2001 Kubota	3367 H	5-7								
2004 Kubota	2311 HR	5-7								
2006 Kubota	2386 HR	5-7								
2007 Kubota	1761 HR	5-7								
2008 Kubota	1747 HR	5-7								
2011 Kubota	2013 HR	5-7								
2011 Kubota	1219 HR	5-7								
2011 Kubota	950 HR	5-7								
2010 Kubota	1479 HR	5-7								
2014 Hustler	156 HR	5-7								
2014 Hustler	167 HR	5-7								
2010 John Deere	1041 HR	5-7								
2014 Smithco	184 HR	8-10								
2001 Kubota	4986 HR	12-15								
2002 New Holland	2077 HR	15-20								
2013 New Holland	81 HR	12-15								
2003 International	38795	15-20								
2001 Ford	69346	8-10				23,800				
2001 Ford	63070	8-10				23,800				
2001 Ford	71723	8-10			40,000					
2002 GMC	122346	8-10	23,000							
2002 Ford	81833	8-10	23,000							
2002 Ford	76788	8-10		0	24,500					
2002 Ford	94228	8-10					24,000			
2002 Ford	90946	8-10			24,000			0		
2002 Ford	96481	8-10		0	24,800					
2003 Chevrolet	83758(broken od)	8-10			21,800					
2005 Ford	12852	6-10				21,800				
2006 GMC	35500	8-10				17,650				
2008 Ford	25846	8-10								
2010 Ford	36827	8-10								
2010 Bobcat	121 HR	8-10								
2011 John Deere	2106 HR	8-10								
Aeravator	N/A	8-10	10,000							
1987 Kubota	1539	12-15								
2003 Chevrolet	73132									
New tractor		15-20		42,000						
TOTALS			\$80,000	\$42,000	\$174,750	\$69,400	\$24,000	\$0		

PUBLIC WORKS - SANITATION - CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	DEPARTMENT	MILEAGE	SERVICE LIFE YRS	2015-2016	2016-17	2017-18	2018-19	2019-20	2020-21	
2005 Chevrolet Malibu	Administrator	85,381	8-10							
2011 Freightliner Side Loading Garbage Truck	Residential	70,305	5							
2011 Freightliner Side Loading Garbage Truck	Residential	67,765	5							
2011 Freightliner Side Loading Garbage Truck	Residential	64,453	5							
2016 Freightliner Side Loading Garbage Truck	Residential	2,125	5	178,034						
2016 Freightliner Side Loading Garbage Truck	Residential	1,925	5	178,034						
2016 Freightliner Side Loading Garbage Truck	Residential	965	5	178,034						
2016 Freightliner Side Loading Garbage Truck	Residential	923	5	178,034						
2016 Freightliner Rear-Loading Garbage Truck	Commercial	-	5							
2009 Freightliner Rear-Loading Garbage Truck	Commercial	100,430	10							
2015 Dodge Ram 4x4 Quad Cab	Administrator	321	8							
2015 Dodge Ram 4x4 Quad Cab with Ram Box	Administrator	10,148	8							
2006 Ford F150 Pickup	Residential	94,576	8			24,000				
2001 GMC pickup truck	Brush/Trash	125,992	10							
2004 Freightliner Front Loading Garbage Truck	Commercial	179,975	5	0		290,000				
2005 Freightliner Front Loading Garbage Truck	Commercial	154,302	5	124,418						
2010 Mack Front Loading Garbage Truck	Commercial	92,382	5							
2012 Ford F250 Pickup Truck	Residential	46,000	8							
2006 Ford F150 Pickup	Administrator	59,970	8			24,000				
2016 Dodge Ram Tradesman 4x2	Brush/Trash	4,554	8							
2014 Dodge Ram with 9' dump bed	Brush/Trash	12,265	10							
2012 Freightliner Tractor Trailer	Brush/Trash	1,870	10							
1993 Ford Knuckleboom	Brush/Trash	after broken (22	10							
2006 Ford Knuckleboom	Brush/Trash	106,346	10			135,000				
2007 Freightliner Knuckleboom	Brush/Trash	93,063	10					135,000		
2007 Freightliner Knuckleboom	Brush/Trash	102,813	10						135,000	
2008 Ford Knuckleboom	Brush/Trash	95,451	10							
2016 Dodge Ram Tradesman 4x2	Residential	10,000	8							
2016 Dodge Ram Tradesman 4x2	Residential	9,418	8							
2004 Ford Pickup Truck	Residential	176,431	8							
2014 Freightliner Side-Loading Truck	Recycling	35,735	5							
2016 Freightliner Rear-Loading Garbage Truck	Recycling	-	5	124,418						
Brush Burner	Brush/Trash		20							
Litter Machine	Brush/Trash		20							

PUBLIC WORKS - SANITATION - CAPITAL EQUIPMENT REPLACEMENT PROGRAM										
DESCRIPTION	DEPARTMENT	MILEAGE	SERVICE LIFE YRS	2015-2016	2016-17	2017-18	2018-19	2019-20	2020-21	
20 ft. brush trailer	Brush/Trash		15							
20 ft. brush trailer	Brush/Trash		15							
20 ft. brush trailer	Brush/Trash		15							
TOTALS				\$ 960,972	\$ -	\$ 473,000	\$ 135,000	\$ 135,000	\$ 135,000	\$ 135,000

WASTEWATER DEPARTMENT CAPITAL EQUIPMENT REPLACEMENT PROGRAM (VEHICLES)										
DESCRIPTION	DEPARTMENT	ASSIGNED TO	MILEAGE	SERVICE LIFE YRS	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
1993 Dovetail Trailer (#361)	Wastewater	Wastewater	NA	12-16			15,000			
1996 Caterpillar Loader (#330)	Wastewater	Wastewater	3,027	12-16			95,000			
1998 Kubota Tractor, Loader, Backhoe (#316 OLD)	Wastewater	Wastewater	NA	8-16						
2001 Ford Truck With Auto crane (#326)	Wastewater	Wastewater	14,701	7-12				90,000		
2001 Caterpillar Backhoe (#319 OLD) (hoe ram)	Wastewater	Wastewater	2,960	8-10						
2001 Econoline Dovetail Trailer (#357)	Wastewater	Wastewater	NA	12-16			15,000			
2002 Ingersoll-Rand Air Compressor (#317)	Wastewater	Wastewater	NA	7-12			20,000			
2002 Ford High-Cube Series TV Van (#359)	Wastewater	Wastewater	43,404	8-12						
2002 International Model 4700 (#311 OLD) (bob-tail)	Wastewater	Wastewater	NA	8-12						
2003 New Holland Backhoe (#358)	Wastewater	Wastewater	3,209	8-10	85,000					
2004 John Deere Backhoe (#367)	Wastewater	Wastewater	2,622	8-10					85,000	
2005 International Flushing Truck (#310)	Wastewater	Wastewater	18,759	8-12		270,000				
2005 Dodge Durango (#301)	Wastewater	Wastewater	44,621	6-10			40,000			
2005 Dodge 3/4 Ton Utility Truck (#302)	Wastewater	Wastewater	37,555	6-10	40,000					
2005 Massey Ferguson T33 Tractor (#338)	Wastewater	Wastewater	1,491	8-16						20,500
2007 Freightliner Dump Truck (#334)	Wastewater	Wastewater	114,606	8-12				125,000		
2008 International Model 4300 Dump Truck (#313)	Wastewater	Wastewater	41,290	8-12						72,500
2008 International Model 4300 Dump Truck (#354)	Wastewater	Wastewater	23,852	8-12						72,500
2008 Ford F250 3/4 Ton 4x4 Utility Truck (#364)	Wastewater	Wastewater	61,586	6-10				40,000		
2008 Ford E250 Cargo Van (#341)	Wastewater	Wastewater	15,885	6-10						22,500
2009 Sullair Air Compressor (#362)	Wastewater	Wastewater	NA	7-12						
2009 Freightliner Camel Flushing Truck (#314)	Wastewater	Wastewater	16,240	8-12						
2009 Ford F250 Pickup Truck (#333)	Wastewater	Wastewater	32,678	6-10						
2009 Ford F250 3/4 Ton Utility Truck (#365)	Wastewater	Wastewater	87,213	6-10						
2009 Hi-Vac Obrien Flushing Trailer (#318)	Wastewater	Wastewater	NA	7-10				75,000		
2009 Kubota Tractor, Loader, Backhoe (#316)	Wastewater	Wastewater	2,291	8-16						
2011 Ford F250 3/4 Ton Utility Truck (#323)	Wastewater	Wastewater	74,123	6-10						
2011 Ford F250 3/4 Ton Utility Truck (#320)	Wastewater	Wastewater	18,403	6-10						
2011 Ford F750 Dump Truck (#311)	Wastewater	Wastewater	21,547	8-12						
2013 Ford F250 3/4 Ton Utility Truck (#322)	Wastewater	Wastewater	48,640	6-10						
2013 Ford F250 3/4 Ton Utility Truck (#315)	Wastewater	Wastewater	35,718	6-10						
2013 New Holland Backhoe (#319)	Wastewater	Wastewater	1,075	8-10						
2014 Ford 1/2 Ton Pickup Truck (#372)	Wastewater	Wastewater	7,630	6-10						
2014 Ford 1/2 Ton Pickup Truck (#375)	Wastewater	Wastewater	8,219	6-10						
2015 Ford F250 3/4 Ton Utility Truck (#312)	Wastewater	Wastewater	14,634	6-10						
2015 Ford F250 3/4 Ton Utility Truck (#321)	Wastewater	Wastewater	21,070	6-10						
2015 Ford F250 3/4 Ton Utility Truck (#351)	Wastewater	Wastewater	8,147	6-10						
2015 Kenworth Dump Truck (#355)	Wastewater	Wastewater	6,264	8-12						
2015 Kenworth Dump Truck (#356)	Wastewater	Wastewater	9,635	8-12						
2015 GMC Passenger Van (#337)	Wastewater	Wastewater	3,154	6-10						
2016 Skid Steer Loader w/ Brush Cutter	Wastewater	Wastewater	NEW	8-10		80,000				
TOTALS					\$125,000	\$350,000	\$185,000	\$205,000	\$210,000	\$188,000

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MANAGEMENT INFORMATION

SYSTEM SCHEDULE

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MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2016-17 4-YEAR CYCLE

Department/Item	Tot Qty.	Est. Cost 2015-2016	Qty.	Est. Cost 2016-2017	Qty.	Est. Cost 2017-2018	Qty.	Est. Cost 2018-2019	Qty.	Est. Cost 2019-2020	Qty.	Est. Cost 2020-2021	Qty.
Mayor													
Dell Optiplex 790	1			\$1,500	1							\$1,500	1
HP Laserjet Pro M251nw	1			\$500	1							\$500	1
		\$0		\$2,000		\$0		\$0		\$0		\$2,000	

MIS													
Dell Optiplex 780													
Dell Optiplex 790 (Ghost Image)	1			\$1,500	1							\$1,500	1
Dell Optiplex 7020	7							\$10,500	7				
Dell Optiplex 9020 Micro	3							\$4,500	3				
Laptop Dell Latitude E6530 (present)	1			\$1,500	1							\$1,500	1
Laptop Dell Latitude E6540	4									\$6,000	4		
		\$0		\$3,000		\$0		\$15,000		\$6,000		\$3,000	

City Manager													
Dell Optiplex 790	1			\$1,500	1							\$1,500	1
Dell Optiplex 780	1												
Dell Optiplex 7020	1							\$1,500	1				
Dell Precision T5810	1									\$2,000	1		
Laptop Dell Latitude E6500	1												
Laptop Dell Latitude E6520	2	\$3,000	2							\$3,000	1		
Laptop Dell Latitude E6540	3	\$3,000		\$1,500		\$0		\$3,000		\$5,000		\$1,500	

Finance													
Dell Optiplex 790	1			\$1,500	1							\$1,500	1
Dell Optiplex 7020	3							\$4,500	3				
Laptop Dell Latitude E6540	1							\$1,500	1				
HP Laserjet 4015n	1	\$1,000	1									\$1,000	1
HP Laserjet MFP M570dn	1			\$1,000	1								
Okidata ML 421	1	\$1,000		\$2,500		\$0		\$7,000	1	\$0		\$2,500	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2016-17 4-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2015-2016	Qty.	Est. Cost 2016-2017	Qty.	Est. Cost 2017-2018	Qty.	Est. Cost 2018-2019	Qty.	Est. Cost 2019-2020	Qty.	Est. Cost 2020-2021	Qty.
City Recorder													
Dell Optiplex 790	3	\$4,500	3										
Dell Optiplex 7020	11							\$12,000	8	\$4,500	3		
Printer Dell 5530DN	1			\$1,500	1								
Okidata ML420n	6			\$3,600	6								
		\$4,500		\$5,100		\$0		\$12,000		\$4,500		\$0	
Personnel													
Dell Optiplex 7020	3							\$4,500	3				
Laptop Dell Latitude E6540	2							\$3,000	2				
		\$0		\$0		\$0		\$7,500		\$0		\$0	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2016-17 4-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2015-2016	Qty.	Est. Cost 2016-2017	Qty.	Est. Cost 2017-2018	Qty.	Est. Cost 2018-2019	Qty.	Est. Cost 2019-2020	Qty.	Est. Cost 2020-2021	Qty.
General Government													
APC SmartUPS RM 3000	2					\$4,000	2						
Dell MD1200	2	\$20,000	2							\$20,000	2		
Dell PowerEdge R710 (crimeview)	1	\$10,000	1							\$10,000	1		
Dell PowerEdge R710 (diamond, am	3												
Dell PowerEdge R720 (lapis)(jade)(c	3	\$30,000	3			\$30,000	3					\$30,000	3
Dell PowerEdge R420 (titanium, irid	2			\$20,000	2					\$20,000	2		
KBOX	1					\$8,000	1					\$8,000	1
Dell EquallLogic SAN	2							\$70,000	2				
Edgewave ePrism Mag2505 Anti-Sp	1					\$3,000	1						
Barracuda Webfilter	1					\$5,000	1						
Cisco ASA 5510 Firewall	1			\$10,000	1							\$3,000	1
Cisco Wi-Fi 5508 Controller	2							\$18,000	2				
Cisco Wi-Fi Aps	16							\$14,000	16				
APC SmartUPS 1500	9	\$5,000	5					\$4,000	4	\$5,000	5		
Catalyst 2960X 24port PoE (Armory	1							\$2,000	1				
Catalyst 3560G 24port	8			\$13,000	5	\$7,800	3					\$13,000	5
Catalyst 3560G 48port PoE	2			\$10,000	2							\$10,000	2
Cisco Catalyst 2960S 48 Port PoE	5	\$7,500	5									\$7,500	5
Cisco Catalyst 2960S FlexStack mod	3	\$2,000	3									\$2,000	3
Cisco Catalyst 3750 12port	3			\$6,500	1	\$6,500	1	\$6,500	1			\$6,500	1
Cisco Catalyst 3750X 24 Port PoE (c	2			\$13,000	1	\$13,000	1					\$13,000	1
LC Connector SX Transceiver	12	\$3,300	12									\$3,300	12
LC Connector LX/LH Transceiver	3	\$1,650	3									\$1,650	3
Cisco Catalyst 3750X 48 Port PoE (c	1	\$12,500	1									\$12,500	1
Cisco 2821 Voice Gateway (city hall	1	\$4,000	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							\$2,800	1		
Communication Manager 25 seat lice	1	\$300	1							\$300	1		
2 Port Multiflex Truck Voice/Wan In	1	\$1,200	1							\$1,200	1		
Four Port Voice Interface Card	1	\$500	1							\$500	1		
Two Port Voice Interface Card	1	\$250	1							\$250	1		
PVDM3 32-channel to 64-channel	1	\$800	1							\$800	1		
MCS-7825-H2 Unity 75%	1	\$3,750	1									\$3,750	1
Outdoor AP (CPD)	3							\$4,200	3				
Cisco Catalyst 2960X 48port PoE (C	3							\$11,000	3				
Cisco 2960X Stacking module	3							\$2,000	3				
Software pool		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000		\$30,000	
		\$95,000		\$149,050		\$107,300		\$191,700		\$85,000		\$30,000	
													\$160,050

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2016-17 4-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2015-2016	Qty.	Est. Cost 2016-2017	Qty.	Est. Cost 2017-2018	Qty.	Est. Cost 2018-2019	Qty.	Est. Cost 2019-2020	Qty.	Est. Cost 2020-2021	Qty.
Police													
Dell Optiplex 780	1			\$1,500	1							\$1,500	1
Dell Optiplex 790	11	\$13,500	9	\$3,000	2							\$3,000	2
Dell Optiplex 7020	13							\$19,500	13				
Dell Optiplex 7020 SFF	12							\$4,500	3	\$13,500	9		
Dell Inspiron 13 Tablet	3							\$28,500	19	\$9,000	6		
Laptop Dell Latitude E6540	25					\$1,500	1					\$16,000	8
Laptop Dell Latitude E6530	10			\$16,000	8	\$37,500	25					\$67,500	45
Laptop Dell Latitude E6530	70			\$67,500	45								
Laptop Dell Latitude E6520	6	\$9,000	6										
Dell Precision T5500 Workstation	1	\$2,500	1									\$2,500	1
		\$25,000		\$88,000		\$39,000		\$52,500		\$27,000		\$90,500	

Fire Department													
Dell Optiplex 790	11	\$7,500	5	\$9,000	6							\$9,000	6
Dell Optiplex 7020	2							\$3,000	2				
Dell Optiplex 7020 SFF	5									\$7,500	5		
Laptop Dell Latitude E6540	8							\$9,000	6	\$3,000	2		
Laptop Dell Latitude E6520	2	\$3,000	2									\$15,000	10
Tablet Dell XPS 12	10			\$15,000	10								
Dell 5530dn	1			\$1,500	1								
Brother MFC-7820n	4					\$1,000	4						
HP Officejet 150 Mobile All-In-One	2					\$1,000	2						
		\$10,500		\$25,500		\$2,000		\$12,000		\$10,500		\$24,000	

Public Works													
Dell Optiplex 790	6	\$1,500	1	\$7,500	5							\$7,500	5
Dell Optiplex 7020	8							\$12,000	8				
Dell Optiplex 7020 SFF	2									\$3,000	2		
Laptop Dell Latitude E6530	1					\$1,500	1						
Laptop Dell Latitude E6540	1							\$1,500	1				
Printer Dell 5530DN	1			\$1,500	1								
		\$1,500		\$9,000		\$1,500		\$13,500		\$3,000		\$7,500	

MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2016-17 4-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2015-2016	Qty.	Est. Cost 2016-2017	Qty.	Est. Cost 2017-2018	Qty.	Est. Cost 2018-2019	Qty.	Est. Cost 2019-2020	Qty.	Est. Cost 2020-2021	Qty.
Development Services													
Dell Precision T3610	1							\$2,000	1				
Dell Optiplex 790	6	\$3,000	2	\$6,000	4							\$6,000	4
Dell Optiplex 7020	9							\$13,500	9				
Dell Optiplex 7020 SFF	3									\$4,500	3		
Dell Precision T1600	1	\$2,500	1										
Laptop Dell Latitude E6540	1									\$1,500	1		
Laptop Dell Latitude E6520	1	\$1,500	1									\$3,000	1
Laptop Dell Latitude E6530	1			\$3,000	1								
Printer Dell 5530DN	2	\$7,000		\$12,000	2	\$0		\$15,500		\$6,000		\$9,000	

Parks & Recreation													
Dell Optiplex 7020 SFF	10									\$15,000	10		
Dell Optiplex 790	11	\$13,500	9	\$3,000	2							\$3,000	2
Dell Optiplex 7020	4							\$6,000	4				
Laptop Dell Latitude E6540	1									\$1,500	1		
Laptop Gateway E-475M	1	\$15,000	1	\$3,000		\$0		\$6,000		\$16,500		\$3,000	

TOTAL GENERAL FUND		\$162,500		\$300,650		\$149,800		\$335,700		\$163,500		\$303,050	
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MANAGEMENT INFORMATION SYSTEM SCHEDULE - FY 2016-17 4-YEAR CYCLE (continued)

Department/Item	Tot Qty.	Est. Cost 2015-2016	Qty.	Est. Cost 2016-2017	Qty.	Est. Cost 2017-2018	Qty.	Est. Cost 2018-2019	Qty.	Est. Cost 2019-2020	Qty.	Est. Cost 2020-2021	Qty.
Wastewater													
Dell Optiplex 790	10	\$7,500	5	\$7,500	5							\$7,500	5
Dell Optiplex 7020	6							\$9,000	6				
Dell Optiplex 7020 SFF	7							\$3,000	2	\$7,500	5		
Laptop Dell Latitude E6530	3			\$4,500	3							\$4,500	3
Laptop Dell Latitude E6540	3							\$4,500	3				
APC SmartUPS RM 3000XL	2			\$2,000	1			\$2,000	1			\$2,000	1
APC SmartUPS RM 1500	2			\$1,500	2							\$1,500	2
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
TOTAL WASTEWATER		\$7,500		\$26,750		\$0		\$18,500		\$7,500		\$26,750	
TOTAL ALL FUNDS		\$170,000		\$327,400		\$149,800		\$354,200		\$171,000		\$329,800	

LISTING OF APPENDIXES

APPENDIX A	Personnel Summary/Schedule
APPENDIX B	Glossary
APPENDIX C	Budget Ordinance
APPENDIX D	Budget Summary

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APPENDIX A

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

	<u>Budget FY 2014-15</u>	<u>Budget FY 2015-16</u>	<u>Budget FY 2016-17</u>
41320 City Manager			
City Manager	1	1	1
Assistant City Manager	1	1	1
Executive Secretary	1	1	1
PT Administrative Secretary	<u>1</u>	<u>1</u>	<u>1</u>
Total	4	4	4
41300 Management Information Systems			
MIS Director	1	1	1
Computer Services Specialist II	<u>3</u>	<u>3</u>	<u>3</u>
Total	4	4	4
41400 Emergency Management			
Emergency Management Director	<u>1</u>	<u>1</u>	<u>1</u>
Total	1	1	1
41500 Finance			
Finance Director	1	1	1
Assistant Finance Director	1	1	1
Senior Accounting Technician	1	1	1
Accounting Technician II	1	1	1
PT Senior Accounting Clerk	<u>1</u>	<u>0</u>	<u>0</u>
Total	5	4	4
41510 City Recorder			
City Recorder	1	1	1
Assistant City Recorder	1	1	1
Deputy Court Clerk	1	1	1
Accounting Technician II*	5	5	5
Accounting Technician I - PT	<u>1</u>	<u>1</u>	<u>1</u>
Total	9	9	9

* 1 not budgeted

	<u>Budget</u> <u>FY 2014-15</u>	<u>Budget</u> <u>FY 2015-16</u>	<u>Budget</u> <u>FY 2016-17</u>
41650 Personnel (Human Resources)			
Human Resource Director	1	1	1
Human Resources Technician	1	1	1
Benefits and Safety Administrator	<u>1</u>	<u>1</u>	<u>1</u>
Total	3	3	3
 42100 Police Department			
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Captain	3	3	3
Lieutenant	6	6	6
Sergeant	15	15	15
Corporal	0	6	6
Police Officer	62	56	56
Administrative Assistant	4	4	4
Animal Control Officer	2	2	2
Records Supervisor	1	1	1
Police Records Clerk	2	2	2
Evidence Technician	1	1	1
Fleet Equipment Coordinator	1	1	1
Building Custodian	0	1	1
PT Building Custodian	2	2	2
PT Parking Control Officer	2	2	2
School Crossing Guards	<u>7</u>	<u>7</u>	<u>7</u>
Total	110	111	111
 42200 Fire Department			
Fire Chief	1	1	1
Assistant Chief - Administrative	1	1	1
Assistant Chief - Suppression	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
Assistant Chief - Training Officer	1	1	1
Administrative Assistant*	2	1	1
PT Administrative Assistant	<u>0</u>	<u>1</u>	<u>1</u>
Total	91	91	91

	<u>Budget</u> <u>FY 2014-15</u>	<u>Budget</u> <u>FY 2015-16</u>	<u>Budget</u> <u>FY 2016-17</u>
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	20	20	20
Crew Leader	3	3	3
Equipment Mechanic*	6	6	6
Parts Room Technician	1	1	1
Welder Fabricator	1	1	1
Traffic Maintenance Technician	3	3	3
Electrician	1	1	1
Administrative Assistant	2	2	2
PT Custodian	1	1	1
PT Administrative Secretary	1	1	1
PT Utility Worker	<u>3</u>	<u>3</u>	<u>3</u>
Total	49	49	49

* 1 not budgeted

Public Works Department			
43200 Sanitation Division			
Supervisors	2	2	2
Sanitation Operator	24	24	24
Sanitation Worker	4	4	4
PT Sanitation Worker	<u>1</u>	<u>1</u>	<u>1</u>
Total	31	31	31

	Budget <u>FY 2014-15</u>	Budget <u>FY 2015-16</u>	Budget <u>FY 2016-17</u>
43700 Department of Development Services			
Planning & Engineering Division			
Director of Development Services	1	1	1
City Planner	1	1	1
City Engineer	1	1	1
Assistant City Engineer	1	1	1
** Staff Engineer	1	1	1
Engineering Technician	2	2	1
Planning Technician	1	1	1
Administrative Assistant	2	2	2
Planning Assistant	<u>1</u>	<u>1</u>	<u>0</u>
Total	11	11	9
 Code Administration Division			
Building Official	1	1	1
* Building Inspector	2	2	2
Code Enforcement Officer	1	1	2
Custodian	1	1	1
PT Custodian	<u>1</u>	<u>1</u>	<u>1</u>
Total	6	6	7
 Development Service Department Total	 17	 17	 16

*1 not budgeted

**Title changed

	<u>Budget</u> <u>FY 2014-15</u>	<u>Budget</u> <u>FY 2015-16</u>	<u>Budget</u> <u>FY 2016-17</u>
44400 Parks and Recreation			
Director of Parks and Recreation	1	1	1
Assistant Director of Parks and Recreation	1	1	1
Administrative Assistant	2	2	2
Recreation Manager	1	0	1
Shop Manager	1	0	0
Building and Grounds Maint. Wkr.	10	9	9
Crew Leader	1	2	2
Community Center Supervisor	3	3	2
Recreation Specialist	3	3	3
Seasonal Recreation Aides	13	13	13
Seasonal Park Maintenance Workers	11	11	10
Seasonal Pool Manager	1	1	1
Seasonal Head Lifeguard	2	2	2
Seasonal Lifeguard	4	4	4
Seasonal Facility Supervisor	<u>1</u>	<u>1</u>	<u>2</u>
Total	54	54	54
52200 Wastewater			
Director of Wastewater	1	1	1
Superintendent Treatment Plant	1	1	1
Chief Operator	1	1	1
Plant Operator	8	8	8
Laboratory Supervisor	1	1	1
Pretreatment Coordinator	1	1	1
Collection Superintendent	1	1	1
Foreman - Sewer Rehabilitation	3	3	3
Equipment Operator	11	11	11
Collection Worker	4	4	4
Pump Station Maintenance Supervisor	1	1	1
Wastewater Maintenance Workers	6	6	6
Administrative Assistant	1	1	1
CMOM/GIS Coordinator	1	1	1
Engineering Technician	1	1	1
Operation Worker	6	6	6
PT Administrative Secretary	2	2	2
PT Lab Assistant	<u>2</u>	<u>2</u>	<u>2</u>
Total	52	52	52
TOTAL FULL-TIME AND PART-TIME POSITIONS	<u>430</u>	<u>430</u>	<u>429</u>

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APPENDIX B

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APPENDIX B

GLOSSARY OF TERMS

Accrual Accounting	The basis of accounting in which revenues and expenditures are recorded at the time they are earned or incurred as opposed to the cash basis of accounting where the transfer of funds causes the recording of the transaction.
Activity	A specific and distinguishable unit of service or program performed, such as Finance Department (#41500).
Adopted Budget	The budget approved by the City Council and enacted by budget appropriation ordinance, on or before June 30 of each year.
Appropriation	An authorization made by the City Council which permits the City staff to incur obligations against and to make expenditures of governmental funds and resources. Appropriations are usually for a fixed dollar amount for a particular budget year.
Budget Appropriation Ordinance	The official enactment by the City Council on two considerations establishing the legal authority for City officials to expend funds.
Appraised Value	The estimate of fair market value assigned to property by an appraiser or the County Tax Assessor. For tax assessment purposes, the value is stated as of the last reappraisal date. See also assessed value.
Assessed Value	The value of personal and real property for use as the basis for levying the real and personal property taxes.
Budget	A plan of the financial operations comprised of estimates of anticipated revenues and expenses for a specific period (fiscal year).
Budget Calendar	The schedule of the dates involved in the preparation, review and passage of the annual budget.
Budget Documents	The official written documents comprised of the annual operating budget and the five-year Capital Improvements Program as approved by the City Council.

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

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

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

APPENDIX C

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AN APPROPRIATION ORDINANCE FOR THE CITY OF COLUMBIA, TENNESSEE FOR THE FISCAL YEAR BEGINNING JULY 1, 2016 AND ENDING JUNE 30, 2017

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE CITY OF COLUMBIA, TENNESSEE, AS FOLLOWS:

SECTION 1. That amounts hereinafter set out constitute the estimated revenues and the budgeted expenditures for the City of Columbia, Tennessee, and the said sums specified herein are hereby appropriated for the purpose of meeting the expenses of the various departments and programs of the City of Columbia for the fiscal year beginning July 1, 2016 and ending June 30, 2017, to wit:

	GENERAL FUND		
	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>ESTIMATED</u>	<u>FY 2016-17</u> <u>BUDGET</u>
Beginning Fund Balance			\$ 20,495,069
<u>Revenues and Other Sources:</u>			
Taxes	\$ 23,941,682	\$ 24,559,499	\$ 24,952,986
Licenses and Permits	318,425	541,900	342,100
Fines and Fees	363,284	256,000	266,000
Charges for Services	357,575	373,700	374,800
Intergovernmental	3,809,771	3,672,605	3,431,600
Interest	68,200	65,000	40,000
Other	247,094	579,243	119,400
Total Revenues and Sources	\$ 29,106,031	\$ 30,047,947	\$ 29,526,886
Total Funds Available			\$ 50,021,955

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

GENERAL FUND

	FY 2014-15 ACTUAL	FY 2015-16 ESTIMATED	FY 2016-17 BUDGET
<u>Expenditures and Other Uses:</u>			
City Council	\$ 334,982	\$ 340,737	\$ 339,729
Legal Services	375,630	323,922	284,199
City Manager's Office	405,510	413,907	448,271
Emergency Management	126,748	128,804	134,097
Management Information Systems	582,676	617,827	775,555
Finance	378,788	393,888	414,485
City Recorder's Office	482,347	467,293	465,904
Personnel	248,794	256,471	275,171
General Government-Other	2,472,348	2,474,700	4,594,951
Police Department	7,945,681	8,017,428	8,542,660
Fire Department	6,975,276	7,407,697	7,648,133
Public Works-Streets	2,692,706	2,777,776	3,287,401
Development Services	1,083,598	1,238,465	1,330,684
Parks and Recreation	1,817,533	2,001,409	1,999,498
Transfer to Capital Projects Fund	51,280	706,250	35,000
Transfer to Debt Service Fund	1,211,053	1,178,312	1,165,233
Total Expenditures and Other Uses	\$ 27,184,950	\$ 28,744,886	\$ 31,740,971
Estimated Ending Fund Balance			\$ 18,280,984

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

STATE STREET AID FUND

	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>ESTIMATED</u>	<u>FY 2016-17</u> <u>BUDGET</u>
Beginning Fund Balance			\$ 1,226,500
<u>Revenues:</u>			
State Fuel Taxes	\$ 906,703	\$ 941,156	\$ 940,000
Interest Earnings	4,295	3,700	3,800
Total Revenues	\$ 910,998	\$ 944,856	\$ 943,800
Total Funds Available			\$ 2,170,300
<u>Expenditures:</u>			
Street Maintenance	\$ 1,192,270	\$ 626,946	\$ 1,525,000
Transfer to Capital Projects Fund	-	27,000	79,000
Capital Outlay	8,665	15,000	15,000
Total Expenditures	\$ 1,200,935	\$ 668,946	\$ 1,619,000
Estimated Ending Fund Balance			\$ 551,300

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

NARCOTICS & VICE FUND

	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>ESTIMATED</u>	<u>FY 2016-17</u> <u>BUDGET</u>
Beginning Fund Balance			\$ 19,441
<u>Revenues and Other Sources:</u>			
Settlements	\$ 25,476	\$ 50,000	\$ 50,000
Transfer from Drug Fund	5,000	-	-
Total Revenues	\$ 30,476	\$ 50,000	\$ 50,000
Total Funds Available			\$ 69,441
<u>Expenditures:</u>			
Drug Enforcement	\$ 32,079	\$ 40,000	\$ 50,000
Total Expenditures	\$ 32,079	\$ 40,000	\$ 50,000
Estimated Ending Fund Balance			\$ 19,441

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

STREETS & TRANSPORTATION FUND

	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>ESTIMATED</u>	<u>FY 2016-17</u> <u>BUDGET</u>
Beginning Fund Balance			\$ 12,807
<u>Revenues:</u>			
State Fuel Taxes	\$ 70,785	\$ 70,575	\$ 70,000
Interest Earnings	118	78	60
Total Revenues	\$ 70,903	\$ 70,653	\$ 70,060
Total Funds Available			\$ 82,867
Street lighting-utilities	\$ 70,060	\$ 70,000	\$ 70,000
Total Expenditures and Other Uses	\$ 70,060	\$ 70,000	\$ 70,000
Estimated Ending Fund Balance			\$ 12,867

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

DRUG FUND

	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>ESTIMATED</u>	<u>FY 2016-17</u> <u>BUDGET</u>
Beginning Fund Balance			\$ 215,069
<u>Revenues:</u>			
Drug Related Fines/Other	\$ 82,566	\$ 169,000	\$ 27,000
Interest Earnings	941	900	800
Total Revenues	\$ 83,507	\$ 169,900	\$ 27,800
Total Funds Available			\$ 242,869
<u>Expenditures and Other Uses:</u>			
Drug Enforcement	\$ 46,525	\$ 57,334	\$ 71,053
Transfer to N&V Fund	5,000	5,000	30,000
Capital Outlay	-	49,558	126,000
Total Expenditures and Other Uses	\$ 51,525	\$ 111,892	\$ 227,053
Estimated Ending Fund Balance			\$ 15,816

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

SOLID WASTE SANITATION REVENUE FUND

	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>ESTIMATED</u>	<u>FY 2016-17</u> <u>BUDGET</u>
Beginning Fund Balance			\$ 1,207,147
<u>Revenues and Other Sources:</u>			
Charges for Services	\$3,052,130	\$ 3,095,000	\$ 3,095,000
Other	\$145,687	963,172	1,500
Interest Earnings	5,119	4,000	3,000
Total Revenues	<u>\$3,202,936</u>	<u>\$ 4,062,172</u>	<u>\$ 3,099,500</u>
Total Funds Available			\$ 4,306,647
<u>Expenditures and Other Uses:</u>			
Sanitation operations	\$ 3,006,445	\$ 3,212,117	\$ 3,430,803
Capital outlay	113,302	960,972	-
Transfer to Debt Service Fund	49,235	251,150	252,266
Total Expenditures and Other Uses	<u>\$ 3,168,982</u>	<u>\$ 4,424,239</u>	<u>\$ 3,683,069</u>
Estimated Ending Fund Balance			\$ 623,578

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

DEBT SERVICE FUND

	<u>FY 2014-15 ACTUAL</u>	<u>FY 2015-16 ESTIMATED</u>	<u>FY 2016-17 BUDGET</u>
Beginning Fund Balance			\$ 61,633
<u>Revenues:</u>			
Transfer from General Fund	\$ 1,211,053	\$ 1,179,778	\$ 1,165,233
Transfer from Sanitation Fund	49,235	251,150	252,666
Interest Earnings	3,169	2,300	2,000
Total Revenues and Other Sources	\$ 1,263,457	\$ 1,433,228	\$ 1,419,899
Total Funds Available			\$ 1,481,532
Debt Service Expenditures	\$ 1,231,299	\$ 1,395,325	\$ 1,426,899
Estimated Ending Fund Balance			\$ 54,633

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

CAPITAL PROJECTS FUND

	<u>FY 2014-15</u> <u>ACTUAL</u>	<u>FY 2015-16</u> <u>BUDGET*</u>	<u>FY 2016-17</u> <u>BUDGET*</u>
<u>Revenues And Other Sources:</u>			
Federal, State and Private Sources	\$ 1,854,501	\$ 655,558	\$ 3,281,084
Transfer from General Fund	51,280	706,250	35,000
Transfer from Other Funds	-	32,900	73,100
Debt Proceeds	1,900,000	-	-
Interest Earnings	3,766	4,000	3,000
Total Revenues and Other Sources	\$ 3,809,547	\$ 1,398,708	\$ 3,392,184
<u>Expenditures:</u>			
Transportation projects (incl roadscapes grant)	\$ 1,848,780	\$ 1,739,438	\$ 3,193,369
Parks and Recreation	-	379	-
Buildings and Facilities	1,565,204	1,568,158	-
Hazard Mitigation Grant	-	-	-
NSP Program Income agreement	-	-	286,698
THDA Home Grant	-	-	250,000
CDBG Demolition Grant	6,100	-	310,410
Communications Equipment	58,380	72,630	-
Other	14,250	-	113,100
Total Project Appropriations and Other Uses	\$ 3,492,714	\$ 3,380,605	\$ 4,153,577

* Project appropriations shown are amounts estimated to remain for outstanding or committed projects or project phases. Balances remaining at the end of any fiscal year may carry over to subsequent years.

Note: FY 2014-15 and 2015-16 columns are shown for informational purposes only.

SECTION 2. That the following amounts in the Wastewater Fund are projected operating revenues and expenses for the fiscal year beginning July 1, 2016 and ending June 30, 2017 and are provided for informational purposes.

Operating Revenues	\$ 9,005,211
Operating Expenses	\$ 10,405,179

SECTION 3. That total actual expenditures for the funds shown in Sections 1 and 2 herein shall not exceed total appropriations for said funds, except as may be provided by ordinance to amend the budget.

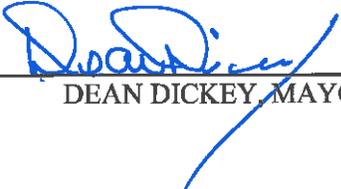
SECTION 4. Said amounts so allocated and appropriated to be on the basis of the analysis of disbursements as shown in the budget, which will be considered by the City Council. All warrants for expenditure of funds hereinafter appropriated shall be drawn by the Finance Director and signed by the Mayor, City Manager and Finance Director.

SECTION 5. That a detailed line item financial plan to support the budget as set forth herein shall be provided to the City Council and to the various departments of the City, which financial plan shall be used as guidance and generally followed in incurring expenditures and obligations on behalf of the City.

SECTION 6. That upon second and final passage, this ordinance shall be effective as of July 1, 2016, which is the beginning of the Fiscal Year, the public welfare requiring it, and that all ordinances or part of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

SECTION 7. This ordinance is enacted pursuant to and in compliance and conformity with Article XV of the Charter of the City of Columbia and has been published on the 24th day of April, 2016, 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 9th DAY OF JUNE, 2016.



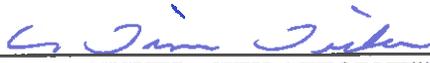
DEAN DICKEY, MAYOR

ATTEST:



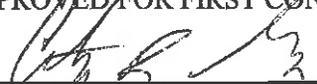
PATTI AMORELLO, CITY RECORDER

LEGAL FORM APPROVED:



C. TIM TISHER, CITY ATTORNEY

APPROVED FOR FIRST CONSIDERATION:



ANTHONY R. MASSEY, CITY MANAGER

Passed on 1st Consideration: 5/12/16

Passed on 2nd Consideration: 6/9/16

APPENDIX D

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