



# Administrative Departments



## Description

The City of Columbia has administrative departments which are funded with general city funds and provide centralized services (such as purchasing and accounting) to all of the departments. A portion of the cost of these operations is recovered from the departments outside of the General Fund in the form of a General and Administrative Fee. The allocation methodology was developed by our external auditors many years ago and is updated annually. The revenue from this fee comes into the General Fund and is used to offset the costs of the administrative departments. The remainder of these budgets are funded with general sources which means that the funding can be moved to any other department that is funded with general city funds.

## City Council

The Mayor and City Council act as the legislative and policy making body for the City of Columbia. Operating under a home rule charter, the Council uses various voluntary citizen boards, commissions, and task forces as well as public hearings in the development of City policy matters. According to the City Charter, the City Council is responsible for the appointment of the City Manager, City Clerk, and Municipal Judge.

## City Clerk

The City Clerk serves as the depository for all official records of the City. The City Clerk certifies City records for the courts, City departments, and citizens. The Clerk's office serves as a center for citizen inquiry, proclamation preparation and signing, and personal appearance requests. The Clerk maintains membership rosters for all boards and commissions. The City Clerk also acts as secretary to the Board of Adjustment.

## City Manager

The City Manager is responsible for the general administration of the City of Columbia, an annual statement of City programs and priorities, preparation of the annual budget, 5-year capital improvements plan, preparation of Council agendas and special staff reports, and program coordination and development. The City Manager is directly responsible to the City Council for the proper administration of all the City affairs as well as implementation of policies and programs adopted by the Council. Trust, Special Events, and Journey to Excellence programs are also included in this budget.

## Finance

Finance is responsible for the administration, direction, and coordination of all financial services of the City involving financial planning, budgeting, treasury management, investments, purchasing, accounting, payroll, and business licensing.

## Human Resources

Human Resources is responsible for coordinating the efforts of all City departments in the recruitment, selection, hiring, evaluation, promotion, training and development of a diverse staff of qualified and dedicated employees to serve the citizens of Columbia. General pay and benefits administration, employee health and wellness programs, and drug and alcohol testing are also the responsibility of the Department.

## Law

Law is charged with managing all litigation in which the City is a party, prosecuting municipal ordinance violations, and advising the City Council, the City boards and commissions, the City Manager, and department directors on legal matters. The City Counselor is the director of the Department, which is composed of two divisions: the Counselor Division (Civil) and the Prosecution Division.

## City General

City General accounts for non-departmental expenditures. These include various subsidies and transfers as well as other items which are not related to a specific department.

## Public Works - Administration

The Administration section provides management of all divisions and functions of the Department which include: Transit (buses), Parking, Custodial and Maintenance Services, and Fleet Operations.

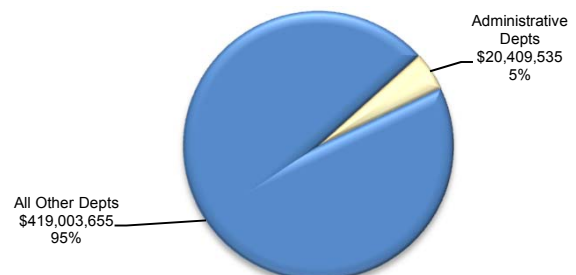
## Other General Government Capital Projects

General government projects that are not associated with Streets and Sidewalks, Parks and Recreation, or Public Safety, are included in Other General Government Projects.

## General Government Debt

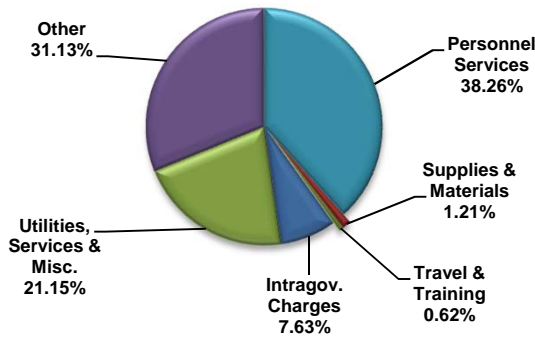
Debt Service Funds are used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special obligation bond principal and interest when the government is obligated in some manner for the payment.

Administrative Dept Expenses vs All Other Dept Expenses

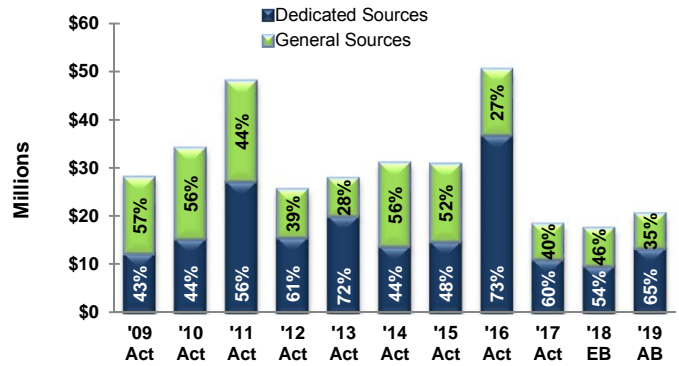


# Administrative Departments - Combined

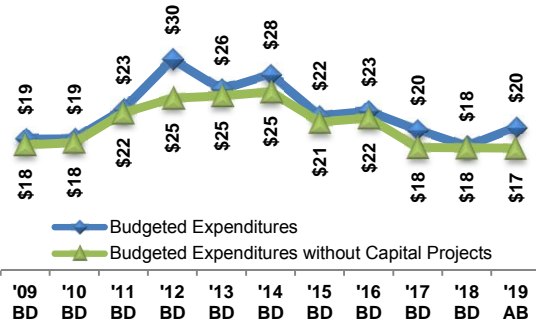
### FY 2019 Total Expenditures By Category



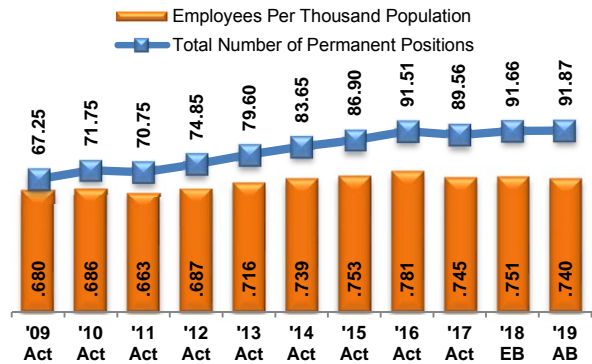
### Funding Sources



### Budgeted Expenditure History (in Millions)



### Permanent Positions



## Appropriations (Where the Money Goes)

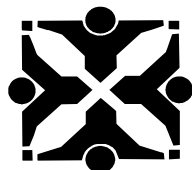
	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$6,453,846	\$7,529,587	\$7,325,495	\$7,808,598	\$279,011	3.7%
Supplies & Materials	\$162,403	\$256,421	\$240,608	\$246,750	(\$9,671)	(3.8%)
Travel & Training	\$79,856	\$130,849	\$125,474	\$126,649	\$4,200	(3.2%)
Intragov. Charges	\$1,685,964	\$1,582,776	\$1,582,776	\$1,557,626	(\$25,150)	(1.6%)
Utilities, Services & Misc.	\$3,180,767	\$1,668,246	\$1,630,180	\$4,316,767	\$2,648,521	158.8%
Capital	\$31,365	\$0	\$0	\$0	\$0	
Other	\$6,677,244	\$6,567,565	\$6,512,105	\$6,353,145	(\$214,420)	(3.3%)
<b>Total</b>	<b>\$18,271,445</b>	<b>\$17,735,444</b>	<b>\$17,416,638</b>	<b>\$20,409,535</b>	<b>\$2,674,091</b>	<b>15.1%</b>
Operating Expenses	\$9,873,405	\$10,942,879	\$10,679,533	\$11,106,390	\$163,511	1.5%
Non-Operating Expenses	\$2,141,439	\$2,228,833	\$2,172,902	\$2,009,412	(\$219,421)	(9.8%)
Debt Service	\$4,861,187	\$4,338,732	\$4,339,203	\$4,343,733	\$5,001	0.1%
Capital Additions	\$31,365	\$0	\$0	\$0	\$0	
Capital Projects	\$1,364,049	\$225,000	\$225,000	\$2,950,000	\$2,725,000	1211.1%
<b>Total Expenses</b>	<b>\$18,271,445</b>	<b>\$17,735,444</b>	<b>\$17,416,638</b>	<b>\$20,409,535</b>	<b>\$2,674,091</b>	<b>15.1%</b>

## Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Lease/Bond Proceeds	\$0	\$0	\$0	\$0	\$0	
Intragov. Revenues (G&A Fees)	\$4,726,906	\$4,792,696	\$4,792,696	\$5,752,920	\$960,224	20.0%
Grant Revenue	\$200,773	\$12,000	\$0	\$0	(\$12,000)	(100.0%)
Interest Revenue	(\$8,884)	\$122,456	\$133,810	\$122,456	\$0	0.0%
Other Local Revenues	\$1,851,641	\$1,292,123	\$1,309,094	\$1,295,174	\$3,051	0.2%
Operating Transfers	\$4,143,758	\$3,102,802	\$3,101,502	\$5,819,023	\$2,716,221	87.5%
Use of Fund Balance	\$194,325	\$159,985	\$149,102	\$175,176	\$15,191	9.5%
Less: Amt. Added to Fund Bal.	\$0	\$0	\$0	\$0	\$0	
<b>Dedicated Sources</b>	<b>\$11,108,519</b>	<b>\$9,482,062</b>	<b>\$9,486,204</b>	<b>\$13,164,749</b>	<b>\$3,682,687</b>	<b>38.8%</b>
General Sources	\$7,162,926	\$8,253,382	\$7,930,434	\$7,244,786	(\$1,008,596)	(12.2%)
<b>Total Funding Sources</b>	<b>\$18,271,445</b>	<b>\$17,735,444</b>	<b>\$17,416,638</b>	<b>\$20,409,535</b>	<b>\$2,674,091</b>	<b>15.1%</b>

# City Council

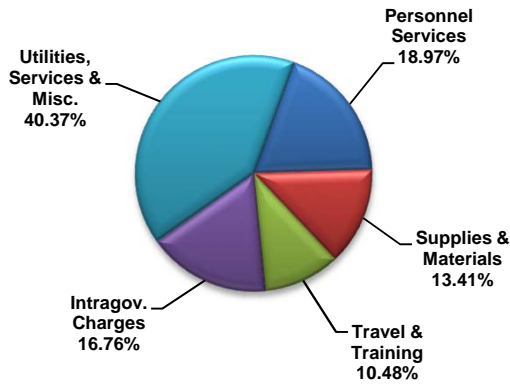
(General Fund)



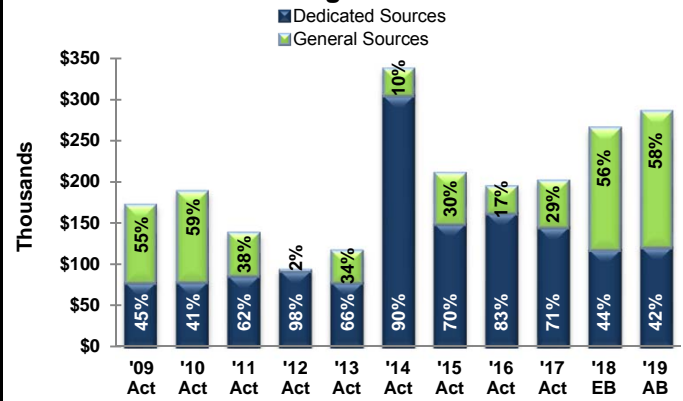
*City of Columbia*  
*Columbia, Missouri*

# City Council - Summary

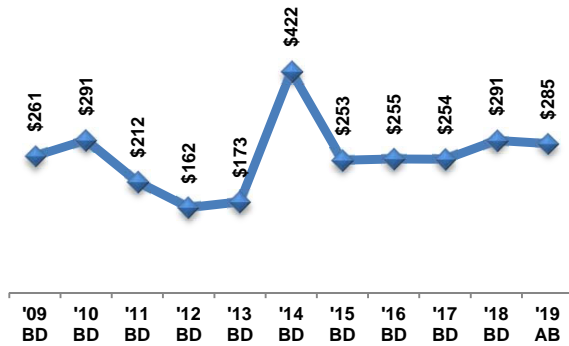
### FY 2019 Total Expenditures By Category



### Funding Sources



### Budgeted Expenditure History (in Thousands)



### Permanent Positions

There are no personnel assigned to this department

## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$52,826	\$53,909	\$53,909	\$53,966	\$57	0.1%
Supplies & Materials	\$11,718	\$42,009	\$37,467	\$38,159	(\$3,850)	(9.2%)
Travel & Training	\$22,853	\$34,020	\$34,020	\$29,820	(\$4,200)	(12.3%)
Intragov. Charges	\$50,563	\$44,674	\$44,674	\$47,697	\$3,023	6.8%
Utilities, Services & Misc.	\$63,227	\$115,913	\$94,897	\$114,863	(\$1,050)	(0.9%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$201,187</b>	<b>\$290,525</b>	<b>\$264,967</b>	<b>\$284,505</b>	<b>(\$6,020)</b>	<b>(2.1%)</b>
Operating Expenses	\$201,187	\$290,525	\$264,967	\$284,505	(\$6,020)	(2.1%)
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$201,187</b>	<b>\$290,525</b>	<b>\$264,967</b>	<b>\$284,505</b>	<b>(\$6,020)</b>	<b>(2.1%)</b>

## Funding Sources (Where the Money Comes From)

Transfers	\$664	\$3,300	\$2,000	\$3,150	(\$150)	(4.5%)
Grant Revenue	\$12,000	\$12,000	\$0	\$0	(\$12,000)	(100.0%)
Other Local Revenues	\$1,828	\$0	\$0	\$0	\$0	
Intragov. Revenues (G&A Fees)	\$129,166	\$114,651	\$114,651	\$116,652	\$2,001	1.7%
<b>Dedicated Sources</b>	<b>\$143,658</b>	<b>\$129,951</b>	<b>\$116,651</b>	<b>\$119,802</b>	<b>(\$10,149)</b>	<b>(7.8%)</b>
General Sources	\$57,529	\$160,574	\$148,316	\$164,703	\$4,129	2.6%
<b>Total Funding Sources</b>	<b>\$201,187</b>	<b>\$290,525</b>	<b>\$264,967</b>	<b>\$284,505</b>	<b>(\$6,020)</b>	<b>(2.1%)</b>

## Description

## Highlights / Significant Changes

The Mayor and City Council act as the legislative and policy making body for the City of Columbia. Operating under a home rule charter, the Council uses various voluntary citizen boards, commissions, and task forces as well as public hearings in the development of City policy matters. According to the City Charter, the City Council is responsible for the appointment of the City Manager, City Clerk, and Municipal Judge.

- There over 40 Council appointed boards, commissions, committees and task forces. Beginning in FY 2018, the budgets for all of these groups had started to be moved to the City Council budget, and this process is continuing in FY 2019 resulting in a budget increase.

## Department Objectives

**Strategic Priority: Operational Excellence:** Set policy to meet the City's strategic priorities and objectives.

## Authorized Personnel

Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019
-------------------	------------------------	----------------------	--------------------

There are no personnel assigned to this budget; however, there are voter approved stipends for the 7 voter elected council members - 1 at-large (Mayor) and 6 respectively representing the six wards.

- Council stipends are scheduled to increase in FY 2020

(THIS PAGE INTENTIONALLY LEFT BLANK)

**Budget Detail by Division**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Adopted FY 2019</u>	<u>\$ Change 19/18B</u>	<u>% Change 19/18B</u>
<b>City Council:</b>						
Personnel Services	\$52,826	\$53,909	\$53,909	\$53,966	\$57	0.1%
Supplies and Materials	\$7,168	\$17,592	\$14,350	\$17,592	\$0	0.0%
Travel and Training	\$15,661	\$20,250	\$20,250	\$20,250	\$0	0.0%
Intragovernmental Charges	\$50,563	\$44,674	\$44,674	\$47,697	\$3,023	6.8%
Utilities, Services, & Misc.	\$37,868	\$51,550	\$47,534	\$51,550	\$0	0.0%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$164,086</b>	<b>\$187,975</b>	<b>\$180,717</b>	<b>\$191,055</b>	<b>\$3,080</b>	<b>1.6%</b>
<b>Boards and Commissions:</b>						
Personnel Services	\$0	\$0	\$0	\$0	\$0	
Supplies and Materials	\$4,550	\$24,417	\$23,117	\$20,567	(\$3,850)	(15.8%)
Travel and Training	\$7,192	\$13,770	\$13,770	\$9,570	(\$4,200)	(30.5%)
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services, & Misc.	\$25,359	\$64,363	\$47,363	\$63,313	(\$1,050)	(1.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$37,101</b>	<b>\$102,550</b>	<b>\$84,250</b>	<b>\$93,450</b>	<b>(\$9,100)</b>	<b>(8.9%)</b>
<b>Department Totals</b>						
Personnel Services	\$52,826	\$53,909	\$53,909	\$53,966	\$57	0.1%
Supplies and Materials	\$11,718	\$42,009	\$37,467	\$38,159	(\$3,850)	(9.2%)
Travel and Training	\$22,853	\$34,020	\$34,020	\$29,820	(\$4,200)	(12.3%)
Intragovernmental Charges	\$50,563	\$44,674	\$44,674	\$47,697	\$3,023	6.8%
Utilities, Services, & Misc.	\$63,227	\$115,913	\$94,897	\$114,863	(\$1,050)	(0.9%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$201,187</b>	<b>\$290,525</b>	<b>\$264,967</b>	<b>\$284,505</b>	<b>(\$6,020)</b>	<b>(2.1%)</b>

# City Council

## Established Boards and Commissions

Liaison Department Board/Commission Name	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
<b>City Council:</b>						
1. Sister Cities*	\$0	\$0	\$0	\$0	\$0	
2. Commissions - General [B11253]	\$525	\$9,000	\$9,000	\$9,000	\$0	0.0%
<b>City Manager:</b>						
3. City of Columbia New Century Fund Inc.	\$0	\$0	\$0	\$0	\$0	
4. Downtown Columbia Leadership Council	\$0	\$0	\$0	\$0	\$0	
5. Tax Increment Financing Commission	\$0	\$0	\$0	\$0	\$0	
6. Youth Advisory Council	\$0	\$0	\$0	\$0	\$0	
<b>Community Development:</b>						
7. Bicycle/Pedestrian Commission	\$0	\$0	\$0	\$0	\$0	
8. Board of Adjustment [B11210]	\$1,458	\$7,000	\$7,689	\$10,000	\$3,000	42.9%
9. Building Construction Codes Commission	\$0	\$3,550	\$3,550	\$9,500	\$5,950	167.6%
10. Columbia Community Development Commission	\$0	\$0	\$0	\$0	\$0	
11. Community Land Trust Organization Board	\$0	\$0	\$0	\$0	\$0	
12. Community Tree Task Force	\$0	\$0	\$0	\$0	\$0	
13. Historic Preservation [B11270]	\$24,261	\$22,000	\$10,000	\$10,000	(\$12,000)	(54.5%)
14. Parking & Traffic Management Task Force	\$0	\$0	\$0	\$0	\$0	
15. Planning and Zoning [B11240]	\$4,074	\$20,900	\$20,900	\$15,000	(\$5,900)	(28.2%)
<b>Community Relations:</b>						
16. Columbia Vision Commission [B11295]	\$0	\$0	\$0	\$0	\$0	
<b>Convention &amp; Visitors Bureau:</b>						
17. Convention & Visitors Advisory Board [B11295]	\$0	\$2,000	\$2,000	\$2,000	\$0	0.0%
<b>Cultural Affairs:</b>						
18. Commission on Cultural Affairs	\$0	\$0	\$0	\$0	\$0	
19. Mayor's Task Force On The U.S.S. Columbia	\$0	\$0	\$0	\$0	\$0	
20. Standing Comm. on Public Art	\$0	\$0	\$0	\$0	\$0	
<b>Economic Development:</b>						
21. Airport Advisory Board [B11220]	\$40	\$0	\$0	\$0	\$0	
<b>Finance:</b>						
22. Finance Advisory and Audit Committee	\$0	\$0	\$0	\$0	\$0	
23. Firefighters' Retirement Board	\$0	\$0	\$0	\$0	\$0	
24. Liquor License Review Board	\$0	\$0	\$0	\$0	\$0	
25. Police Retirement Board	\$0	\$0	\$0	\$0	\$0	
<b>Human Resources:</b>						
26. Personnel Advisory Board	\$0	\$0	\$0	\$0	\$0	
<b>Law:</b>						
27. Citizens Police Review Board [B11292]	\$3,458	\$22,500	\$17,500	\$22,500	\$0	0.0%
28. Commission on Human Rights [B11296]	\$3	\$5,800	\$4,800	\$4,500	(\$1,300)	(22.4%)
29. Disabilities [B11280]	\$0	\$1,300	\$1,300	\$1,300	\$0	0.0%

\* Beginning in FY 2017, funding has been moved to the Cultural Affairs operating budget.



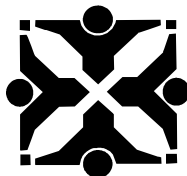
# City Council

## Established Boards and Commissions

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
<b>Liaison Department</b>						
<b>Parks &amp; Recreation:</b>						
30. Mayor's Council on Phys. Fitness [B11290]	\$98	\$6,000	\$5,011	\$6,000	\$0	0.0%
31. Parks and Recreation Commission [B11260]	\$3,184	\$2,500	\$2,500	\$2,500	\$0	0.0%
<b>Public Health &amp; Human Services:</b>						
32. Board of Health	\$0	\$0	\$0	\$0	\$0	
33. Human Services Comm.	\$0	\$0	\$0	\$0	\$0	
34. Substance Abuse Advisory Commission	\$0	\$0	\$0	\$0	\$0	
<b>Public Works:</b>						
35. Public Transit Advisory Commission	\$0	\$0	\$0	\$0	\$0	
36. Rock Quarry Scenic Roadway Stakeholder	\$0	\$0	\$0	\$0	\$0	
<b>Utilities:</b>						
37. Drink Water Planning Work Group	\$0	\$0	\$0	\$0	\$0	
38. Environment and Energy Commission	\$0	\$0	\$0	\$0	\$0	
39. Integrated Water Resource Planning Comm.	\$0	\$0	\$0	\$0	\$0	
40. Railroad Advisory Board	\$0	\$0	\$0	\$200	\$200	
41. Source Water Protection Plan Task Force	\$0	\$0	\$0	\$0	\$0	
42. Water and Light Advisory Board	\$0	\$0	\$0	\$950	\$950	
<b>Total</b>	<b>\$37,101</b>	<b>\$102,550</b>	<b>\$84,250</b>	<b>\$93,450</b>	<b>(\$9,100)</b>	<b>(8.9%)</b>

(THIS PAGE INTENTIONALLY LEFT BLANK)

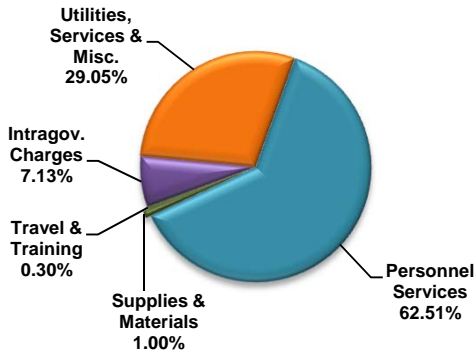
# City Clerk and Elections (General Fund)



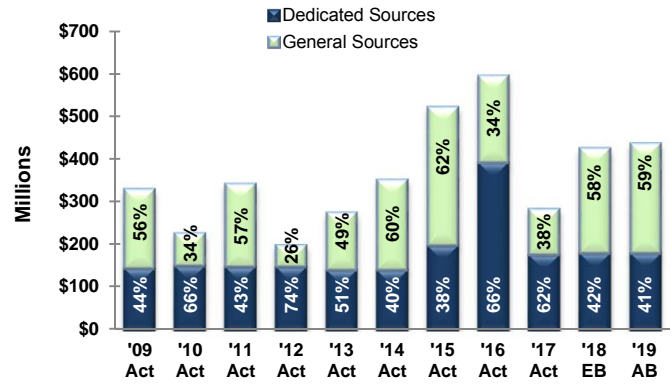
*City of Columbia*  
*Columbia, Missouri*

# City Clerk - Summary

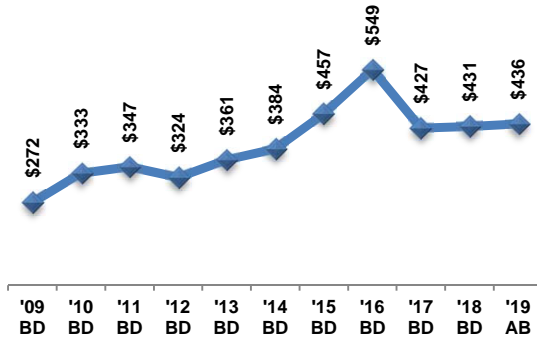
### FY 2019 Total Expenditures By Category



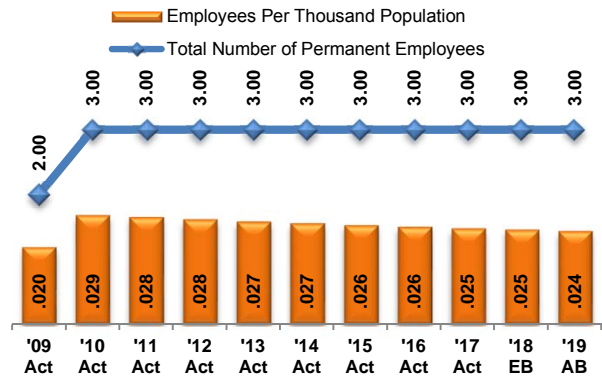
### Funding Sources



### Budgeted Expenditure History (in Thousands)



### Permanent Positions



## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$232,310	\$271,465	\$266,098	\$272,407	\$942	0.3%
Supplies & Materials	\$1,250	\$4,379	\$3,518	\$4,379	\$0	0.0%
Travel & Training	\$70	\$1,319	\$1,200	\$1,319	\$0	0.0%
Intragov. Charges	\$26,715	\$26,760	\$26,760	\$31,050	\$4,290	16.0%
Utilities, Services & Misc.	\$21,929	\$126,600	\$126,600	\$126,600	\$0	0.0%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$282,274</b>	<b>\$430,523</b>	<b>\$424,176</b>	<b>\$435,755</b>	<b>\$5,232</b>	<b>1.2%</b>
Operating Expenses	\$282,274	\$430,523	\$424,176	\$435,755	\$5,232	1.2%
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$282,274</b>	<b>\$430,523</b>	<b>\$424,176</b>	<b>\$435,755</b>	<b>\$5,232</b>	<b>1.2%</b>

## Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Other Local Revenues	\$30	\$0	\$91	\$0	\$0	
Intragov. Revenues (G&A Fees)	\$174,754	\$178,720	\$178,720	\$178,443	(\$277)	(0.2%)
Operating Transfers	\$0	\$0	\$0	\$0	\$0	
Dedicated Sources	\$174,784	\$178,720	\$178,811	\$178,443	(\$277)	(0.2%)
General Sources	\$107,490	\$251,803	\$245,365	\$257,312	\$5,509	2.2%
<b>Total Funding Sources</b>	<b>\$282,274</b>	<b>\$430,523</b>	<b>\$424,176</b>	<b>\$435,755</b>	<b>\$5,232</b>	<b>1.2%</b>

**Description**

The City Clerk's office serves as the depository for all official records of the City, and the Clerk certifies City records for the courts, City departments, and citizens. The Clerk's office serves as a center for citizen inquiry, proclamation preparation and signing, and personal appearance requests. The Clerk maintains membership rosters for all boards and commissions.

**Highlights / Significant Changes**

- Personnel costs increased \$942 due to pay plan changes approved by the Council for \$0.45 per hour across the board increase.

**Department Objectives**

- **Strategic Priority: Operational Excellence:** Maintain and provide access to official city documents in the most expedient and efficient manner; and to expeditiously respond to the citizenry, City Council, Boards and Commissions, and City staff requests for services as provided by this department.

**Authorized Personnel**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Adopted FY 2019</u>	<u>Position Changes</u>
City Clerk - General	3.00	3.00	3.00	3.00	
City Clerk - Elections	0.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	
Permanent Full-Time	3.00	3.00	3.00	3.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	

# City Clerk - Detail

## Budget Detail By Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
<b>General:</b>						
Personnel Services	\$232,310	\$271,465	\$266,098	\$272,407	\$942	0.3%
Supplies and Materials	\$1,250	\$4,379	\$3,518	\$4,379	\$0	0.0%
Travel and Training	\$70	\$1,319	\$1,200	\$1,319	\$0	0.0%
Intragovernmental Charges	\$26,715	\$26,760	\$26,760	\$31,050	\$4,290	16.0%
Utilities, Services, & Misc.	\$3,295	\$7,940	\$7,940	\$7,940	\$0	0.0%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$263,640</b>	<b>\$311,863</b>	<b>\$305,516</b>	<b>\$317,095</b>	<b>\$5,232</b>	<b>1.7%</b>
<b>Elections:</b>						
Personnel Services	\$0	\$0	\$0	\$0	\$0	
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	
Travel and Training	\$0	\$0	\$0	\$0	\$0	
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services & Misc.	\$18,634	\$118,660	\$118,660	\$118,660	\$0	0.0%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$18,634</b>	<b>\$118,660</b>	<b>\$118,660</b>	<b>\$118,660</b>	<b>\$0</b>	<b>0.0%</b>
<b>Department Totals</b>						
Personnel Services	\$232,310	\$271,465	\$266,098	\$272,407	\$942	0.3%
Supplies and Materials	\$1,250	\$4,379	\$3,518	\$4,379	\$0	0.0%
Travel and Training	\$70	\$1,319	\$1,200	\$1,319	\$0	0.0%
Intragovernmental Charges	\$26,715	\$26,760	\$26,760	\$31,050	\$4,290	16.0%
Utilities, Services & Misc.	\$21,929	\$126,600	\$126,600	\$126,600	\$0	0.0%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$282,274</b>	<b>\$430,523</b>	<b>\$424,176</b>	<b>\$435,755</b>	<b>\$5,232</b>	<b>1.2%</b>

## Authorized Personnel

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	Position Changes
<b>General</b>					
8804 - Deputy City Clerk	1.00	1.00	1.00	1.00	
8803 - City Clerk	1.00	1.00	1.00	1.00	
1006 - Sr Administrative Supp Asst.	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	
Permanent Full-Time	3.00	3.00	3.00	3.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	

### Elections

There are no personnel assigned to the Elections division.

# City Manager

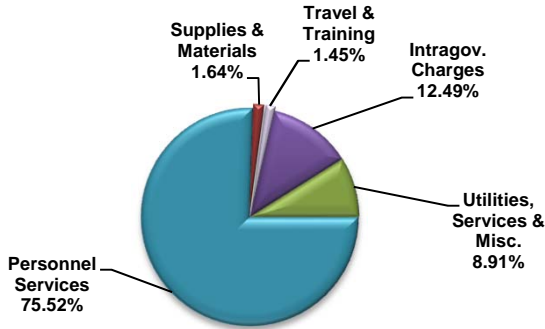
(General Fund)



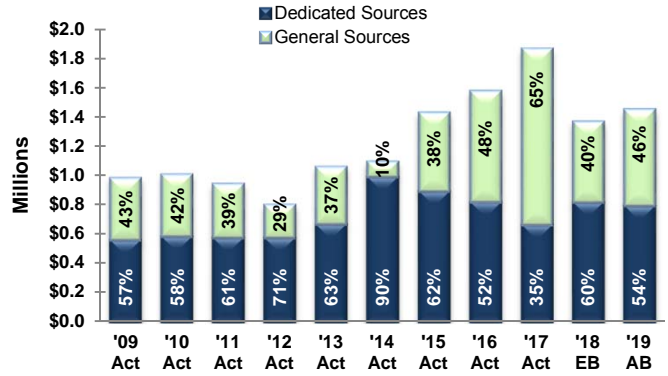
*City of Columbia*  
*Columbia, Missouri*

# City Manager

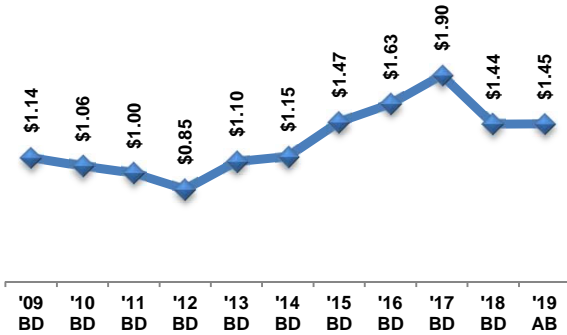
### FY 2019 Total Expenditures By Category



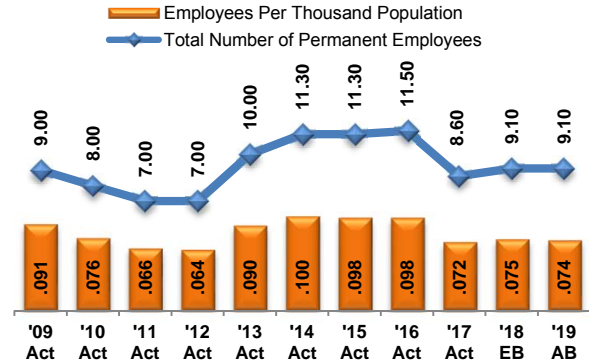
### Funding Sources



### Budgeted Expenditure History (in Millions)



### Permanent Positions



## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$950,826	\$1,036,350	\$958,877	\$1,093,336	\$56,986	5.5%
Supplies & Materials	\$13,146	\$25,150	\$24,024	\$23,700	(\$1,450)	(5.8%)
Travel & Training	\$14,577	\$21,050	\$21,050	\$21,050	\$0	0.0%
Intragov. Charges	\$250,995	\$230,371	\$230,371	\$180,772	(\$49,599)	(21.5%)
Utilities, Services & Misc.	\$631,195	\$130,250	\$130,056	\$128,936	(\$1,314)	(1.0%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,860,739</b>	<b>\$1,443,171</b>	<b>\$1,364,378</b>	<b>\$1,447,794</b>	<b>\$4,623</b>	<b>0.3%</b>
Operating Expenses	\$1,860,739	\$1,443,171	\$1,364,378	\$1,447,794	\$4,623	0.3%
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$1,860,739</b>	<b>\$1,443,171</b>	<b>\$1,364,378</b>	<b>\$1,447,794</b>	<b>\$4,623</b>	<b>0.3%</b>

## Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Transfers *	\$59,320	\$61,205	\$61,205	\$62,766	\$1,561	2.6%
Other Local Revenues	\$35,705	\$34,399	\$39,993	\$37,420	\$3,021	8.8%
Intragov. Revenues (G&A Fees)	\$562,727	\$711,992	\$711,992	\$687,786	(\$24,206)	(3.4%)
<b>Dedicated Sources</b>	<b>\$657,752</b>	<b>\$807,596</b>	<b>\$813,190</b>	<b>\$787,972</b>	<b>(\$19,624)</b>	<b>(2.4%)</b>
General Sources	\$1,202,987	\$635,575	\$551,188	\$659,822	\$24,247	3.8%
<b>Total Funding Sources</b>	<b>\$1,860,739</b>	<b>\$1,443,171</b>	<b>\$1,364,378</b>	<b>\$1,447,794</b>	<b>\$4,623</b>	<b>0.3%</b>

\* Transfers from Convention and Visitors Bureau to fund Event Services Specialist



**Description**

The City Manager's Office is responsible for the general administration of the City of Columbia, an annual statement of City programs and priorities, preparation of the annual budget, 5-year capital improvements plan, preparation of Council agendas and special staff reports, and program coordination and development. The City Manager is directly responsible to the City Council for the proper administration of all the City affairs as well as implementation of policies and programs adopted by the Council. The City Manager attends all Council meetings and Council work sessions. The City Manager appoints all officers and employees of the City except for the City Clerk and Municipal Judge. The City Counselor's appointment is subject to City Council approval. Appointment of subordinates is generally delegated to the appropriate Department Director.

**Department Objectives, cont.**

- The City Manager's Department is the liaison department for the following Boards and Commissions:
  - City of Columbia New Century Fund Incorporated Board
  - Downtown Columbia Leadership Council
  - Tax Increment Financing Commission
  - Youth Advisory Council

**Highlights / Significant Changes**

- As the City Council requested, the City Manager's Office remains committed to achieving the Missouri Quality Award, official state recognition for excellence in local government.
- During FY 2018 another 0.25 FTE of the Sr. Admin Support Assistant was reallocated from Community Relations to the City Manager's office. The funding was moved in the FY 2019 budget.
- Personnel increases also reflect a 3.3% increase in health insurance costs, pay plan changes approved by Council (move to \$15 per hour minimum salary for all permanent employees, move to current midpoint for all employees who have been in their current classification five or more years as of March 1, 2018, and a \$0.45 per hour across the board increase).
- Intragovernmental charges decreased \$49,599 due to lower Self Insurance charges.

**Department Objectives**

- **Implement the City Wide Strategic Plan** through consistent, measurable execution of strategic plan goals; and the alignment of departmental strategic plans with the city-wide plan.
- **Streamline customer service** to increase citizen agreement that it was easy to reach the right person the last time they contacted the city to 65% by 2019.
- **Execute performance measurement and improvement initiatives** that will assist the city with an award-level Missouri Quality Award (MQA) application.
- **Elevate citizen engagement** to increase citizen agreement that the city is a trusted source of information about programs and services to 68% by 2019.

**Authorized Personnel**

	<b>Actual FY 2017</b>	<b>Adj. Budget FY 2018</b>	<b>Estimated FY 2018</b>	<b>Adopted FY 2019</b>	<b>Position Changes</b>
9998 - City Manager	1.00	1.00	1.00	1.00	
9950 - City Management Fellow	2.00	2.00	2.00	2.00	
9911 - Assistant to City Manager	1.00	1.00	1.00	1.00	
9905 - Deputy City Manager	1.10	1.10	1.10	1.10	
9901 - Assistant City Manager	0.50	0.50	0.50	0.50	
9800 - Event Services Specialist	1.00	1.00	1.00	1.00	
4619 - Trust Administrator	1.00	1.00	1.00	1.00	
4610 - Internal Auditor	1.00	1.00	1.00	1.00	
1006 - Sr Admin Supp Asst.* ^	0.00	0.25	0.50	0.50	
<b>Total Personnel</b>	<b>8.60</b>	<b>8.85</b>	<b>9.10</b>	<b>9.10</b>	
Permanent Full-Time	8.60	8.85	9.10	9.10	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>8.60</b>	<b>8.85</b>	<b>9.10</b>	<b>9.10</b>	

\*In FY 2018 a portion of Senior Administrative Support Assistant was reallocated from Cultural Affairs to City Manager

^ During FY 2018, 0.25 of the Senior Administrative Support Assistant was reallocated from Community Relations to City Manager

**Budget Detail by Divisions**

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
<b>Administration:</b>						
Personnel Services	\$933,979	\$1,002,043	\$927,570	\$1,059,879	\$57,836	5.8%
Supplies and Materials	\$12,941	\$25,150	\$23,974	\$23,700	(\$1,450)	(5.8%)
Travel and Training	\$14,577	\$21,050	\$21,050	\$21,050	\$0	0.0%
Intragovernmental Charges	\$250,995	\$230,371	\$230,371	\$180,772	(\$49,599)	(21.5%)
Utilities, Services, & Misc.	\$587,288	\$89,485	\$89,291	\$88,171	(\$1,314)	(1.5%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,799,780</b>	<b>\$1,368,099</b>	<b>\$1,292,256</b>	<b>\$1,373,572</b>	<b>\$5,473</b>	<b>0.4%</b>
<b>Sustainability:</b>						
Personnel Services	\$0	\$0	\$0	\$0	\$0	
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	
Travel and Training	\$0	\$0	\$0	\$0	\$0	
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services, & Misc.	\$80	\$0	\$0	\$0	\$0	
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total *</b>	<b>\$80</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Special Events:</b>						
Personnel Services	\$1,259	\$0	\$0	\$0	\$0	
Supplies and Materials	\$0	\$0	\$0	\$0	\$0	
Travel and Training	\$0	\$0	\$0	\$0	\$0	
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services, & Misc.	\$0	\$0	\$0	\$0	\$0	
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total **</b>	<b>\$1,259</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Leadership for Performance Excellence:</b>						
Personnel Services	\$15,588	\$34,307	\$31,307	\$33,457	(\$850)	(2.5%)
Supplies and Materials	\$205	\$0	\$50	\$0	\$0	
Travel and Training	\$0	\$0	\$0	\$0	\$0	
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services, & Misc.	\$43,827	\$40,765	\$40,765	\$40,765	\$0	0.0%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$59,620</b>	<b>\$75,072</b>	<b>\$72,122</b>	<b>\$74,222</b>	<b>(\$850)</b>	<b>(1.1%)</b>

\* In FY 2017, Sustainability was moved to a separate department and placed under the direction of the Utilities to improve coordination of city wide sustainability efforts.

\*\* In FY 2017, Special Events was moved back into the Administration Division.

<b>Total Department</b>						
Personnel Services	\$950,826	\$1,036,350	\$958,877	\$1,093,336	\$56,986	5.5%
Supplies and Materials	\$13,146	\$25,150	\$24,024	\$23,700	(\$1,450)	(5.8%)
Travel and Training	\$14,577	\$21,050	\$21,050	\$21,050	\$0	0.0%
Intragovernmental Charges	\$250,995	\$230,371	\$230,371	\$180,772	(\$49,599)	(21.5%)
Utilities, Services, & Misc.	\$631,195	\$130,250	\$130,056	\$128,936	(\$1,314)	(1.0%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,860,739</b>	<b>\$1,443,171</b>	<b>\$1,364,378</b>	<b>\$1,447,794</b>	<b>\$4,623</b>	<b>0.3%</b>

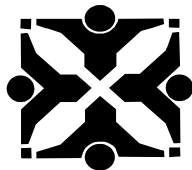
# City Manager Fees/Charges/Fines

			FY 2018	FY 2019
	Chapter/ Section	Date Last Changed	Fee	Fee
<b>Special Events permit</b>				
Application processing fee	24-73(c)	01-06-14	\$100	\$100

(THIS PAGE INTENTIONALLY LEFT BLANK)

# Finance Department

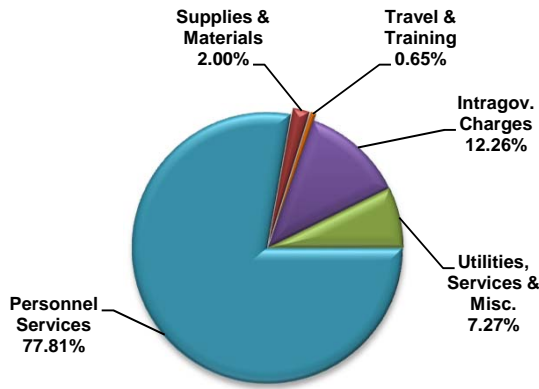
(General Fund)



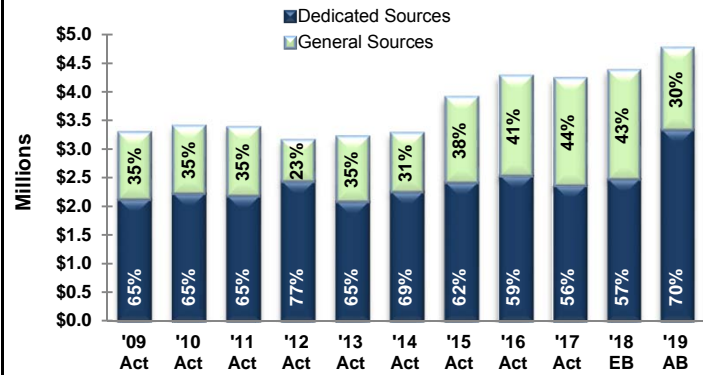
*City of Columbia*  
*Columbia, Missouri*

# Finance - Summary

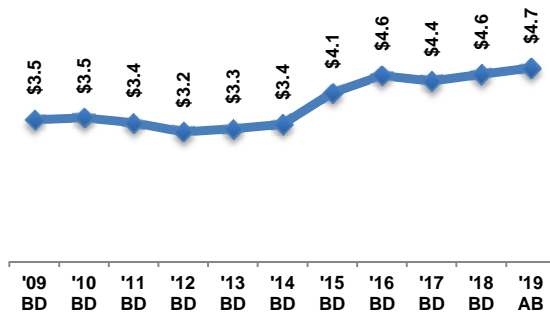
### FY 2019 Total Expenditures By Category



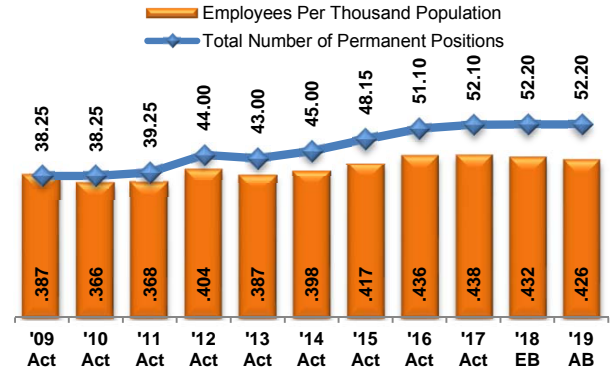
### Funding Sources



### Budgeted Expenditure History (in Millions)



### Permanent Positions



## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$3,114,964	\$3,551,965	\$3,320,711	\$3,693,213	\$141,248	4.0%
Supplies & Materials	\$93,270	\$98,424	\$96,852	\$94,808	(\$3,616)	(3.7%)
Travel & Training	\$17,691	\$31,087	\$27,137	\$31,087	\$0	0.0%
Intragov. Charges	\$571,618	\$557,779	\$557,779	\$582,100	\$24,321	4.4%
Utilities, Services & Misc.	\$386,512	\$352,383	\$352,055	\$344,975	(\$7,408)	(2.1%)
Capital	\$31,365	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$4,215,420</b>	<b>\$4,591,638</b>	<b>\$4,354,534</b>	<b>\$4,746,183</b>	<b>\$154,545</b>	<b>3.4%</b>
Operating Expenses	\$4,184,055	\$4,591,638	\$4,354,534	\$4,746,183	\$154,545	3.4%
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$31,365	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$4,215,420</b>	<b>\$4,591,638</b>	<b>\$4,354,534</b>	<b>\$4,746,183</b>	<b>\$154,545</b>	<b>3.4%</b>

## Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Transfers	\$0	\$0	\$0	\$0	\$0	
Other Local Revenues	\$7,473	\$230	\$230	\$260	\$30	13.0%
Intragov. Revenues (G&A Fees)	\$2,343,033	\$2,462,586	\$2,462,586	\$3,319,971	\$857,385	34.8%
<b>Dedicated Sources</b>	<b>\$2,350,506</b>	<b>\$2,462,816</b>	<b>\$2,462,816</b>	<b>\$3,320,231</b>	<b>\$857,415</b>	<b>34.8%</b>
General Sources	\$1,864,914	\$2,128,822	\$1,891,718	\$1,425,952	(\$702,870)	(33.0%)
<b>Total Funding Sources</b>	<b>\$4,215,420</b>	<b>\$4,591,638</b>	<b>\$4,354,534</b>	<b>\$4,746,183</b>	<b>\$154,545</b>	<b>3.4%</b>

## Description

The Finance Department is responsible for the administration, direction, and coordination of all financial services of the City involving financial planning, budgeting, treasury management, investments, purchasing, accounting, payroll, business licensing, risk management, and administering Police and Fire pension funds. With the exception of Self Insurance, which is an internal service fund and is located in the Supporting Activities section of this document, all Finance Divisions are budgeted and accounted for in the General Fund.

## Department Objectives

**Strategic Priority: Operational Excellence:** The Finance Department will provide the support necessary to allow the City to conduct business in an efficient and effective manner. This includes performing the day-to-day processing activities, providing accurate and timely management information, external financial reports that adhere to professional standards, and managing the city's capital needs through investing and borrowing activities. In addition, the Finance Department is responsible for ensuring the City adheres to all federal, state and local requirements that relate to accounting, budgeting, purchasing, business license, treasury management including investments, and other related activities.

Finance Department is the department liaison for the following Boards and Commissions:

- o Finance Advisory and Audit Committee
- o Firefighter's Retirement Board
- o Liquor License Review Board
- o Police Retirement Board

## Highlights / Significant Changes

- **Administration:** In FY 2019 there is a \$0.2 million increase in personnel services due to the reallocation of funding for the Business Services Mgr from Community Relations, partial year funding for the Pension Administrator position, and pay plan changes approved by the City Council. There were a number of Finance positions impacted by the move to minimum \$15 per hour increase and the move to midpoint adjusted. The Budget Division has enhanced the Ten-Year Trend Manual to include additional financial information and financial indicators within each section of the document and continues to develop reporting within the new financial system. In FY 2019, the previously authorized but unfunded Pension Administrator position is funded for the last six months of the fiscal year.
- **Accounting:** In the second year since implementation of financials in Munis, and utility billing in Advanced Utilities, fine tuning of processes continues. The EnerGov suite of software for Business License and Community Development is scheduled to be implemented at the end of FY 2018. Tyler Transparency is currently in the implementation phase with a go-live date anticipated for the last half of FY 2018. Information from those legacy systems continues to be cross-walked to the new financial system until that time. Several new Governmental Accounting Standards Board pronouncements are on the horizon for implementation in FY 2019 and beyond.

## Highlights / Significant Changes continued

- **Purchasing:** The Purchasing Division continues to work on process improvement and training for the Munis Purchasing Module of the enterprise resource planning system (COFERS). The Purchasing Division processed 148 formal bids (RFQ or RFP) in FY 2017 (\$15,000.00 and over), and processed 2,638 purchase orders totaling \$79,740,933.38 in FY 2017. Purchasing administers in-the-field contract compliance, prevailing wage payrolls, DBE program, sole source approvals, addendums, change orders, renewals, cancellations, staff training, procurement card program (P-Card), and open record requests. There are more than 600 contracts for various types of services, products and construction on a yearly basis. The Purchasing Division administers the P-Card program for the City which had a total spend of \$5,456,644.03 with 24,728 transactions monitored in FY 2017. The Purchasing Division also administers the sale of surplus property. In FY 2017, the City sold approximately 99 individual surplus items through GovDeals and collected \$58,027.77 through surplus property sales. In FY 2017, the city went over the \$1,000,000.00 in total surplus property sales since beginning to utilize GovDeals in 2005.
- During FY 2018, members of the City's Purchasing Division were recognized for their hard work and dedication to public procurement. Staff member Melissa Pasley, Senior Procurement Officer, was presented with the Buyer of Year (large entity) award from the Missouri Association of Public Purchasing for calendar year 2017 and staff member Michelle Sorensen, Procurement Officer, was presented with the Linda D. Windsor Distinguished Service award (MAPP's Highest Honor) from the Missouri Association of Public Purchasing for calendar year 2017.
- **Business License:** The Business License Division is heavily engaged in the implementation of the new EnerGov licensing software application which is scheduled to go into production on October 1, 2018. There were 5,230 business licenses renewed and 705 new business licenses issued during license year 2018. The number of renewed business licenses increased slightly, while there was a slight decrease in the number of new business licenses issued. In addition, 619 annual and temporary liquor licenses were issued, as well as 203 armed/unarmed guard licenses, 134 taxi/limousine driver and vehicle permits (34% decrease), and numerous animal licenses, solicitors permits and temporary business licenses. Staff will continue to review pertinent sections of the City Code of Ordinances to identify areas of improvement in an effort to provide the highest level of customer service.
- **Treasury Management:** During FY 2017, the Treasury Management Division continued to enhance their understanding of both the new Advanced CIS utility billing software and the Tyler Cashiering software that were implemented as part of the COFERS project. Investment of the operating funds not needed for immediate expenditures earned over \$5.5 million during FY 2017. The cashiering staff processed over 875,000 payments totaling over \$280 million which consisted of payments made face-to-face, electronically and by mail.

## Authorized Personnel

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	Position Changes
Administration & Financial Planning	9.75	9.50	9.60	9.60	
Accounting	22.00	22.00	22.00	22.00	
Treasury Management	9.90	9.90	9.90	9.90	
Purchasing	8.20	8.20	8.20	8.20	
Business License	2.25	2.50	2.50	2.50	
<b>Total Personnel</b>	<b>52.10</b>	<b>52.10</b>	<b>52.20</b>	<b>52.20</b>	
Permanent Full-Time	50.35	50.35	50.45	50.70	0.25
Permanent Part-Time	1.75	1.75	1.75	1.50	(0.25)
<b>Total Permanent</b>	<b>52.10</b>	<b>52.10</b>	<b>52.20</b>	<b>52.20</b>	

# Finance

## Budget Detail by Divisions

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
<b>Administration:</b>						
Personnel Services	\$821,844	\$834,924	\$778,820	\$902,197	\$67,273	8.1%
Supplies and Materials	\$18,943	\$23,750	\$20,750	\$17,752	(\$5,998)	(25.3%)
Travel and Training	\$10,107	\$11,675	\$11,675	\$11,675	\$0	0.0%
Intragovernmental Charges	\$566,940	\$551,841	\$551,841	\$576,854	\$25,013	4.5%
Utilities, Services, & Misc.	\$210,078	\$203,065	\$204,090	\$196,969	(\$6,096)	(3.0%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,627,912</b>	<b>\$1,625,255</b>	<b>\$1,567,176</b>	<b>\$1,705,447</b>	<b>\$80,192</b>	<b>4.9%</b>
<b>Accounting:</b>						
Personnel Services	\$1,280,324	\$1,547,049	\$1,454,579	\$1,536,104	(\$10,945)	(0.7%)
Supplies and Materials	\$30,361	\$37,550	\$40,550	\$40,550	\$3,000	8.0%
Travel and Training	\$1,928	\$9,352	\$9,352	\$9,352	\$0	0.0%
Intragovernmental Charges	\$1,371	\$1,665	\$1,665	\$1,612	(\$53)	(3.2%)
Utilities, Services, & Misc.	\$42,070	\$25,106	\$24,641	\$25,298	\$192	0.8%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,356,054</b>	<b>\$1,620,722</b>	<b>\$1,530,787</b>	<b>\$1,612,916</b>	<b>(\$7,806)</b>	<b>(0.5%)</b>
<b>Treasury Management:</b>						
Personnel Services	\$403,706	\$512,704	\$450,765	\$579,001	\$66,297	12.9%
Supplies and Materials	\$23,709	\$10,710	\$9,386	\$10,710	\$0	0.0%
Travel and Training	\$2,222	\$4,000	\$50	\$4,000	\$0	0.0%
Intragovernmental Charges	\$555	\$460	\$460	\$779	\$319	69.3%
Utilities, Services, & Misc.	\$69,243	\$50,715	\$51,880	\$52,571	\$1,856	3.7%
Capital	\$31,365	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$530,800</b>	<b>\$578,589</b>	<b>\$512,541</b>	<b>\$647,061</b>	<b>\$68,472</b>	<b>11.8%</b>
<b>Purchasing:</b>						
Personnel Services	\$483,462	\$514,703	\$494,242	\$530,240	\$15,537	3.0%
Supplies and Materials	\$6,448	\$7,870	\$8,117	\$7,317	(\$553)	(7.0%)
Travel and Training	\$1,560	\$4,250	\$4,250	\$4,250	\$0	0.0%
Intragovernmental Charges	\$2,328	\$3,355	\$3,355	\$2,397	(\$958)	(28.6%)
Utilities, Services, & Misc.	\$31,118	\$32,914	\$33,324	\$33,809	\$895	2.7%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$524,916</b>	<b>\$563,092</b>	<b>\$543,288</b>	<b>\$578,013</b>	<b>\$14,921</b>	<b>2.6%</b>
<b>Business License:</b>						
Personnel Services	\$125,628	\$142,585	\$142,305	\$145,671	\$3,086	2.2%
Supplies and Materials	\$13,809	\$18,544	\$18,049	\$18,479	(\$65)	(0.4%)
Travel and Training	\$1,874	\$1,810	\$1,810	\$1,810	\$0	0.0%
Intragovernmental Charges	\$424	\$458	\$458	\$458	\$0	0.0%
Utilities, Services, & Misc.	\$34,003	\$40,583	\$38,120	\$36,328	(\$4,255)	(10.5%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$175,738</b>	<b>\$203,980</b>	<b>\$200,742</b>	<b>\$202,746</b>	<b>(\$1,234)</b>	<b>(0.6%)</b>
<b>Department Totals:</b>						
Personnel Services	\$3,114,964	\$3,551,965	\$3,320,711	\$3,693,213	\$141,248	4.0%
Supplies and Materials	\$93,270	\$98,424	\$96,852	\$94,808	(\$3,616)	(3.7%)
Travel and Training	\$17,691	\$31,087	\$27,137	\$31,087	\$0	0.0%
Intragovernmental Charges	\$571,618	\$557,779	\$557,779	\$582,100	\$24,321	4.4%
Utilities, Services, & Misc.	\$386,512	\$352,383	\$352,055	\$344,975	(\$7,408)	(2.1%)
Capital	\$31,365	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$4,215,420</b>	<b>\$4,591,638</b>	<b>\$4,354,534</b>	<b>\$4,746,183</b>	<b>\$154,545</b>	<b>3.4%</b>



# Finance

## Authorized Personnel by Divisions

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	Position Changes
<b>Administration:</b>					
6800 - Director, Finance	1.00	1.00	1.00	1.00	
6750 - Asst. Director, Finance	0.10	0.10	0.10	0.10	
6606 - Budget Supervisor	1.00	1.00	1.00	1.00	
6605 - Budget Officer	1.00	1.00	1.00	1.00	
6604 - Budget Analyst	2.00	2.00	2.00	2.00	
6603 - Senior Budget Analyst	2.00	2.00	2.00	2.00	
6505 - Business Services Manager ^	0.40	0.40	0.50	0.50	
6500 - Pension Administrator *	1.00	1.00	1.00	1.00	
1400 - Administrative Technician	1.00	1.00	1.00	1.00	
1006 - Sr Administrative Supp Asst. #	0.25	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>9.75</b>	<b>9.50</b>	<b>9.60</b>	<b>9.60</b>	
Permanent Full-Time	9.75	9.50	9.60	9.60	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>9.75</b>	<b>9.50</b>	<b>9.60</b>	<b>9.60</b>	
<b>Accounting:</b>					
6208 - Accountant I	1.00	1.00	1.00	1.00	
6207 - Accountant II	2.00	2.00	2.00	2.00	
6206 - Assistant Controller	1.00	1.00	1.00	1.00	
6205 - Controller	1.00	1.00	1.00	1.00	
6203 - Senior Accountant	4.00	4.00	4.00	4.00	
6201 - Accounting Supervisor	3.00	3.00	3.00	3.00	
1205 - Payroll Specialist	1.00	1.00	1.00	1.00	
1203 - Accounting Assistant	9.00	9.00	9.00	9.00	
<b>Total Personnel</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	
Permanent Full-Time	21.00	21.00	21.00	21.00	
Permanent Part-Time	1.00	1.00	1.00	1.00	
<b>Total Permanent</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	
<b>Treasury Management:</b>					
6750 - Asst. Director, Finance	0.40	0.40	0.40	0.40	
6700 - Treasurer	1.00	1.00	1.00	1.00	
1210 - Treasury Support Supervisor	1.00	1.00	1.00	1.00	
1201 - Cashier	6.50	6.50	6.50	6.50	
1200 - Lead Cashier	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>9.90</b>	<b>9.90</b>	<b>9.90</b>	<b>9.90</b>	
Permanent Full-Time	9.15	9.15	9.15	9.40	0.25
Permanent Part-Time	0.75	0.75	0.75	0.50	(0.25)
<b>Total Permanent</b>	<b>9.90</b>	<b>9.90</b>	<b>9.90</b>	<b>9.90</b>	

\* Due to budget constraints, the Pension Administrator position was authorized but unfunded for FY 2017 and in FY 2018 the funds were moved to the Assistant Controller position. In the FY 2019 budget, the position is funded for the last six months of the fiscal year.

# In FY 2018 2 (1.00) FTE Sr. Administrative Support Assistants were reassigned to Business Services Technicians and (.25) FTE was reallocated from Administration to Business License.

^ During FY 2018, 0.10 FTE Business Services Manager was reallocated from Community Relations to Finance due to a reorganization that placed Document Support Services under Community Relations.

# Finance

## Authorized Personnel by Divisions - (cont.)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	Position Changes
<b>Purchasing:</b>					
6750 - Asst. Director, Finance	0.20	0.20	0.20	0.20	
6401 - Purchasing Agent	1.00	1.00	1.00	1.00	
6308 - Contract Compliance Officer	1.00	1.00	1.00	1.00	
6307 - Senior Procurement Officer	1.00	1.00	1.00	1.00	
6305 - Procurement Officer	3.00	3.00	3.00	3.00	
1006 - Sr Administrative Supp Asst.	1.00	1.00	1.00	1.00	
1005 - Administrative Support Asst.	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	
Permanent Full-Time	8.20	8.20	8.20	8.20	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	<b>8.20</b>	
<b>Business License:</b>					
6507 - Business Services Technician #	0.00	2.00	2.00	2.00	
6505 - Business Services Manager	0.50	0.50	0.50	0.50	
1006 - Sr Administrative Supp Asst. #	1.75	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>2.25</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	
Permanent Full-Time	2.25	2.50	2.50	2.50	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>2.25</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	
<b>Department Totals</b>					
Permanent Full-Time	50.35	50.35	50.45	50.70	0.25
Permanent Part-Time	1.75	1.75	1.75	1.50	(0.25)
<b>Total Permanent</b>	<b>52.10</b>	<b>52.10</b>	<b>52.20</b>	<b>52.20</b>	

# In FY 2018 2 (1.00) FTE Sr. Administrative Support Assistants were reassigned to Business Services Technicians and (.25) FTE was reallocated from Administration to Business License.

# Finance Department Fees and Charges

			FY 2018	FY 2019	
	Chapter/ Section	Date Last Changed	Fee	Fee	Effective Date
<b>Business License</b>	13-27(a)(1)				
- Gross receipts not exceeding \$25,000		1964	\$15.00	\$15.00	
- Gross receipts above \$25,000 but less than \$100,000		1964	\$25.00	\$25.00	
- Gross receipts of above \$100,000					
Plus \$0.25 for every \$1,000 of gross receipts above \$100,000, up to maximum fee of \$750.00 or \$1.25 for every regular employee or whichever is higher		1964	\$0.25	\$0.25	
- Application fee	13-22(a)(4)	1964	\$30.00	\$30.00	
- Fee to cover costs incurred in obtaining criminal record check	13-22(a)(4)	10-01-16	\$17.00	\$17.00	
<b>Armed Guards and Security Guards</b>					
Application or reapplication and testing:					
-Security guards	13-55(a)(1)	10-01-13	\$20.00	\$20.00	
-Armed guards	13-55(a)(1)	10-01-13	\$25.00	\$25.00	
Written or shooting retest	13-55(a)(2)	12-2-1985	\$10.00	\$10.00	
The applicant shall pay a fee to cover costs incurred by the Finance in obtaining the criminal record check required in Section	13-55(b)	10-01-16	\$17.00	\$17.00	
<b>Solicitors and Canvassers</b>					
Permit application	13-228(b)	05-07-07	\$20.00	\$20.00	
-plus a fee to cover costs incurred by the Department of Finance in obtaining the criminal record check required in Section 13-229	13--228(b)	10-01-16	\$17.00	\$17.00	
<b>Temporary Entertainment Events</b>					
- Gross receipts not exceeding \$25,000	13-295	09-17-01	\$15.00	\$15.00	
- Gross receipts above \$25,000 but less than \$100,000			\$25.00	\$25.00	
in accordance with the fee schedule in Section 13-27(a)(1)					
<b>Temporary Special Events</b>					
Special events license: \$5 cost per day for each vendor participating at the temporary special event, not to exceed a total of dollars (\$15.00) for each vendor	13-415(a)	09-17-01	\$5.00	\$5.00	
<b>Temporary Business Stands</b>					
- Gross receipts not exceeding \$25,000	13-315	1964	\$15.00	\$15.00	
- Gross receipts above \$25,000 but less than \$100,000			\$25.00	\$25.00	
- Gross receipts of above \$100,000					
Plus \$0.25 for every \$1,000 of gross receipts above \$100,000, up to maximum fee of \$750.00 or \$1.25 for every regular employee or whichever is higher			\$0.25	\$0.25	
- Application fee	13-22(a)(4)	1964	\$20.00	\$20.00	
<b>License to Manufacture or Wholesale or Retail or Permit Consumption of Alcoholic Beverages</b>	4-2(a)	03-01-04			
Type of License Applied For:					
(a) Manufacture malt liquor not in excess of 5% alcohol by weight			\$350.00	\$350.00	
(b) Manufacture intoxicating liquor in excess of 5% alcohol by weight			\$750.00	\$750.00	
(c) Wholesale malt liquor not in excess of 5% alcohol by weight			\$150.00	\$150.00	
(d) Wholesale intoxicating liquor in excess of 5% alcohol by weight			\$375.00	\$375.00	
(e) Retail malt liquor not in excess of 5% alcohol, by drink & light (including Sunday)			\$75.00	\$75.00	
(f) Retail sale of all kinds of intoxicating liquor by drink, including			\$450.00	\$450.00	

# Finance Department Fees and Charges

			FY 2018	FY 2019	
	Chapter/ Section	Date Last Changed	Fee	Fee	Effective Date
<b>License to Manufacture or Wholesale or Retail or Permit</b>					
(g) Retail sale of all kinds of intoxicating liquor by drink on premises - Sunday only			\$300.00	\$300.00	
(h) Retail sale of all kinds of intoxicating liquor by package only - Sunday only			\$300.00	\$300.00	
(l) Retail malt liquor not in excess of 5% alcohol, by package only (including Sunday)			\$75.00	\$75.00	
(j) Retail intoxicating liquor in excess of 5% alcohol, package only			\$150.00	\$150.00	
(k) Permit consumption of intoxicating liquor on premises			\$300.00	\$300.00	
(l) Microbrewery - \$7.50 per 100 barrels to maximum 5,000 barrels			\$375.00	\$375.00	
(m) Sidewalk Cafe			no charge	no charge	
(n) Picnic License			\$15.00	\$15.00	
<b>Alcoholic Beverages license</b>					
Failure to submit a renewal application on or before May 1, a late shall be added to the renewal fee as follows:					
- May 2 to May 31	4-5(e)(1)	10-01-13	\$100.00	\$100.00	
- June 1 to June 30	4-5(e)(2)	10-01-13	\$200.00	\$200.00	
- July 1 and later	4-5(e)(3)	10-01-13	\$300.00	\$300.00	
<b>Dog, Cats and Other Animal License Fee</b>					
There is hereby levied for each domestic cat or dog between the three (3) months and twelve (12) months, and for each neutered cat or dog of any age kept, harbored or owned within the city for any period of time not to exceed one (1) year	5-65(a)	09-18-00	\$5.00	\$5.00	
There is hereby levied for each domestic cat or dog between the three (3) months and twelve (12) months, and for each neutered cat or dog of any age kept, harbored or owned within the city for any period greater than one (1) year, but not exceeding two (2) years	5-65(a)	09-18-00	\$10.00	\$10.00	
There is hereby levied for each domestic cat or dog between the three (3) months and twelve (12) months, and for each neutered cat or dog of any age kept, harbored or owned within the city for any period greater than two (2) years, but not exceeding three (3) years	5-65(a)	09-18-00	\$15.00	\$15.00	
There is hereby levied for each intact domestic cat or dog over the twelve (12) months kept, harbored or owned within the city for any of time not to exceed one (1) year	5-65(b)	09-18-00	\$15.00	\$15.00	
There is hereby levied for each intact domestic cat or dog over the twelve (12) months kept, harbored or owned within the city for any greater than one (1) year, but not exceeding two (2) years	5-65(b)	09-18-00	\$30.00	\$30.00	
There is hereby levied for each intact domestic cat or dog over the twelve (12) months kept, harbored or owned within the city for any greater than two (2) years, but not exceeding three (3) years	5-65(b)	09-18-00	\$45.00	\$45.00	

# Finance Department Fees and Charges

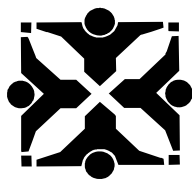
			FY 2018	FY 2019	
	Chapter/ Section	Date Last Changed	Fee	Fee	Effective Date
<b>Motor Buses</b>					
Annual fee for filing of application for each motor bus of a seating of forty (40) passengers or less	28-30(a)	1964	\$50.00	\$50.00	
Annual fee for filing of application for each motor bus or operated as a unit of a seating capacity of more than forty (40) passengers on the public streets and places of the city.	28-30(a)	1964	\$75.00	\$75.00	
<b>Public Transfer Businesses</b>					
License tax for every person engaging in, operating or conducting a transfer business or delivery business for one public transfer	28-58	1964	\$15.00	\$15.00	
For each additional public transfer vehicle used in the business	28-58	1964	\$5.00	\$5.00	
<b>Taxicabs and Limousines</b>					
Permit fee for any person, corporation or partnership to operate any vehicle for hire within the city limits of Columbia	28-113(C)	10-01-13	\$25.00	\$25.00	
<b>Criminal record check</b>					
Fee to cover costs incurred in obtaining criminal record check	28-114	10-01-16	\$17.00	\$17.00	
<b>Food Inspection Fee</b>					
Businesses selling/serving food or drink shall pay an annual fee	11-132				
- Gross receipts less than \$250,000		10-01-17	\$185.00	\$205.00	10-01-18
- Gross receipts between \$250,000 and \$750,000		10-01-17	\$260.00	\$285.00	10-01-18
- Gross receipts over \$750,000		10-01-17	\$480.00	\$530.00	10-01-18
<b>Waste Haulers Permit</b>					
Permit fee for any person to transport, haul, convey or carry on or streets of the City, any contents of privies or septic tanks, manure or garbage unless licensed as a waste hauler	13-207	08-05-1996	\$10 for 1st vehicle \$5/ each vehicle thereafter	\$10 for 1st vehicle \$5/ each vehicle thereafter	
<b>Junk Dealers License</b>					
License fee for any person to construct, erect, operate or maintain junkyard or to act as a junk dealer in the City.	11-179	09-18-00			
- Annual inspection fee with gross receipts of \$25,000 or less			\$100.00	\$100.00	
- Over \$25,000			\$150.00	\$150.00	
<b>Pool Inspection Permit</b>					
Every person owning, operating or maintaining a class A, B, C, E or F swimming pool in the City of Columbia shall obtain an annual permit per pool or spa permit for pools requiring seasonal inspections, and pools or spas requiring annual inspections	11-278(A)	09-21-09			
- Seasonal			\$250.00	\$250.00	
- Annual			\$400.00	\$400.00	

# Finance Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2018	FY 2019	
			Fee	FY 2019	Effective Date
<b>Food Inspection Fee for Nonprofit Organizations/Businesses</b> Businesses selling/serving food or drink shall pay an annual food inspection fee	11-132				
- Gross receipts less than \$250,000		10-01-17	\$185.00	\$205.00	10-01-18
- Gross receipts between \$250,000 and \$750,000		10-01-17	\$260.00	\$285.00	10-01-18
- Gross receipts over \$750,000		10-01-17	\$480.00	\$530.00	10-01-18
<b>Alcoholic Beverage</b> - Caterers permit (temporary location for liquor by drink)	4-49 (o)	1964	\$15.00	\$15.00	
- Annual caterers permit	4-51 (a)	01-18-05	\$500 for maximum of 50 functions	\$500 for maximum of 50 functions	
	4-51(b)		\$1,000	\$1,000	
<b>Tattoo Establishment Permit</b> Annual tattoo establishment inspection fee	11-362		\$150	\$150	
<b>Chauffer/Taxi Driver permit</b> Permit fee for any person to drive a vehicle for hire within the City limits of Columbia	28-113 (c)	08-01-17	\$20.00	\$20.00	

# Human Resources

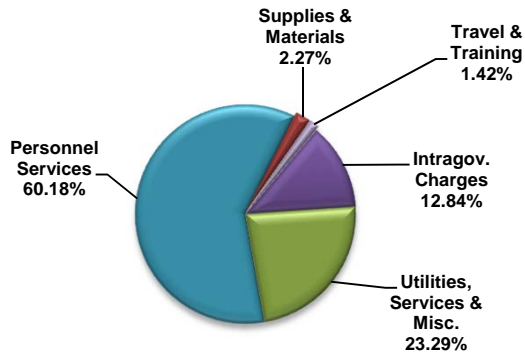
(General Fund)



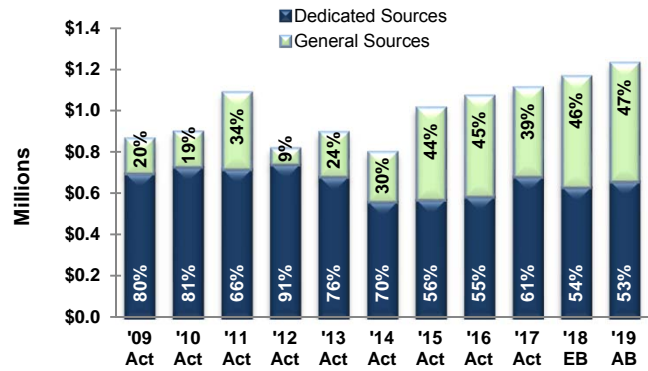
*City of Columbia*  
*Columbia, Missouri*

# Human Resources

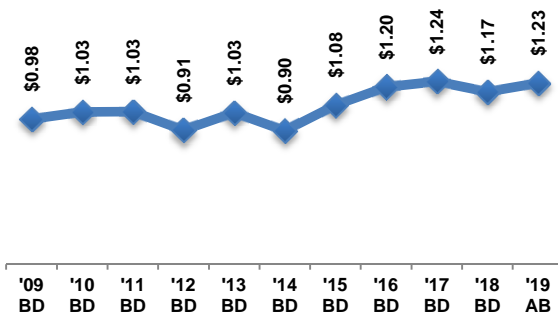
### FY 2019 Total Expenditures By Category



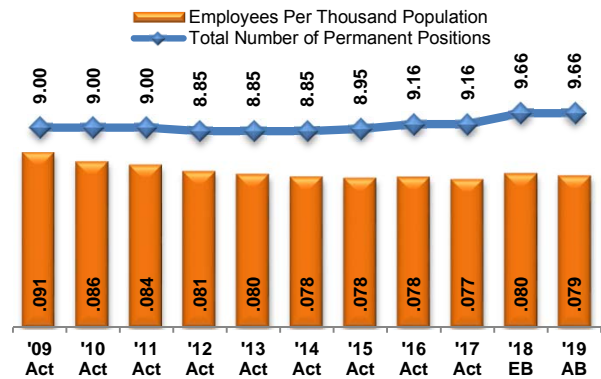
### Funding Sources



### Budgeted Expenditure History (in Millions)



### Permanent Positions



## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$663,752	\$709,678	\$709,419	\$738,312	\$28,634	4.0%
Supplies & Materials	\$12,121	\$24,640	\$19,940	\$27,840	\$3,200	13.0%
Travel & Training	\$9,620	\$17,407	\$17,407	\$17,407	\$0	0.0%
Intragov. Charges	\$233,801	\$160,492	\$160,492	\$157,566	(\$2,926)	(1.8%)
Utilities, Services & Misc.	\$190,011	\$255,998	\$254,781	\$285,773	\$29,775	11.6%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,109,305</b>	<b>\$1,168,215</b>	<b>\$1,162,039</b>	<b>\$1,226,898</b>	<b>\$58,683</b>	<b>5.0%</b>
Operating Expenses	\$1,109,305	\$1,168,215	\$1,162,039	\$1,226,898	\$58,683	5.0%
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$1,109,305</b>	<b>\$1,168,215</b>	<b>\$1,162,039</b>	<b>\$1,226,898</b>	<b>\$58,683</b>	<b>5.0%</b>

## Funding Sources (Where the Money Comes From)

Other Local Revenues	(\$1)	\$0	\$130	\$0	\$0	
Intragov. Revenues (G&A Fees)	\$677,647	\$627,689	\$627,689	\$655,447	\$27,758	4.4%
<b>Dedicated Sources</b>	<b>\$677,646</b>	<b>\$627,689</b>	<b>\$627,819</b>	<b>\$655,447</b>	<b>\$27,758</b>	<b>4.4%</b>
General Sources	\$431,659	\$540,526	\$534,220	\$571,451	\$30,925	5.7%
<b>Total Funding Sources</b>	<b>\$1,109,305</b>	<b>\$1,168,215</b>	<b>\$1,162,039</b>	<b>\$1,226,898</b>	<b>\$58,683</b>	<b>5.0%</b>



## Description

The Human Resources Department is committed to operational excellence, and helping the City of Columbia provide the best possible service to all customers (employees and citizens) through our people by recruiting, training and retaining a diverse, customer-oriented and high performing workforce. Core services include recruitment, training and development, compensation and classification, benefits administration, wellness, employee relations, compliance and customer service.

## Department Objectives

Assist all departments in creating an environment that supports engaged, high performing employees, enable the City to recruit, retain and compete for talent, and ensure retention of institutional knowledge to support the Operational Excellence Strategic Priority. Develop and maintain classification, compensation and benefits strategy. Create and deliver training and development opportunities that improve capacity and leadership. Foster an environment that allows employees to make decisions about their jobs and take responsibility for their results. Seek innovative ways to recognize high performing employees. Assist all departments to comply with federal, state and City employment laws, ordinances, policies and procedures.

## Highlights / Significant Changes

### Strategic Priority: Operational Excellence - Increase City employee engagement and satisfaction

- Classification requests for 105.5 FTE were reviewed for the FY 2019 budget. Currently working with a new classification and compensation consultant to review and redefine labor markets. The system is intended to maintain a total compensation system that is internally fair and externally competitive, and support the strategic outcome of increasing employee engagement and satisfaction.
- Manage and participate in annual labor negotiations with five employee groups. Negotiated first collective bargaining agreements, beginning in FY 2018, with the Columbia Police Officers Association, Local 1055 of International Association of Fire Fighters, Local 773 of Laborers' International Union of North America, Water and Light Association, and the Columbia Police Lieutenants Association.
- Manage the veteran's on-the-job training reimbursement program. Successfully completed state audit with zero deficiencies.

## Highlights / Significant Changes continued

- Conducted sixth annual HR customer service survey.
- Successfully completed FTA (Federal Transit Administration) triennial review for drug and alcohol compliance with zero deficiencies.
- Facilitate Third Party Examiners testing program under the state Commercial Driver's License (CDL) program, and coordinate the licensing program with state regulators. The City of Columbia is the only municipal third party examiner in Missouri and currently has three certified examiners.
- Added (0.50 FTE) Human Resources Technician in FY 2018 to address capacity issues for increased payroll setup and documentation, employee record administration requirements, and maintenance of the performance management system. A full year of funding for the position is reflected in FY 2019.
- Recruitment, selection and retention efforts are priorities.
- Continue STAR training for supervisors to cultivate a learning culture to improve employee job performance and leadership skills. The sixth cohort of STAR participants started the 22 month training in January 2018.
- Continue Leadership Advancement for Devoted and Dedicated Employees Ready to Supervise (LADDERS) training program to develop leaders within our organization, preparing them to promote to supervisory roles. The seventh cohort started in April 2018.
- In calendar year 2016 Employee Wellness implemented the City's first formal wellness incentive program to encourage employees to develop healthy habits and establish a medical home. In 2017 participation increased from 466 employees to 501 employees with 73 employees successfully completing all four components of the program. The program continues for a fourth year in 2019.
- In 2018 Employee Wellness introduced the eight dimensions of well-being, creating a holistic integration of social, emotional, intellectual, physical, spiritual, occupational, financial and environmental well-being programs and activities.
- Employee Wellness and City U continue to offer a financial literacy training program. 64 employees have participated in the training in the first 6 months of the calendar year.
- Completed a review and consolidation of Administrative Rules (Supplement to Chapter 19) into one indexed document.
- Continue to implement Human Resources Department strategic plan that supports citywide strategic priorities.

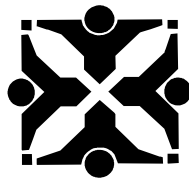
**Authorized Personnel**

	<b>Actual FY 2017</b>	<b>Adj. Budget FY 2018</b>	<b>Estimated FY 2018</b>	<b>Adopted FY 2019</b>	<b>Position Changes</b>
4606 - Asst Director, Human Resources	0.66	0.66	0.66	0.66	
4605 - Human Resources Manager	0.50	0.50	0.50	0.50	
4604 - Director, Human Resources	0.75	0.75	0.75	0.75	
4603 - Human Resources Coordinator	1.00	1.00	1.00	1.00	
4601 - Human Resources Analyst	0.75	0.75	0.75	0.75	
4600 - Human Resources Specialist	2.00	2.00	2.00	2.00	
1403 - Lead Human Resources Tech	0.50	0.50	0.50	0.50	
1402 - Human Resources Technician ^	1.00	1.50	1.50	1.50	
1006 - Sr. Administrative Supp. Asst.	2.00	2.00	2.00	2.00	
<b>Total Personnel</b>	<b>9.16</b>	<b>9.66</b>	<b>9.66</b>	<b>9.66</b>	
Permanent Full-Time	9.16	9.66	9.66	9.66	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>9.16</b>	<b>9.66</b>	<b>9.66</b>	<b>9.66</b>	

^ In FY 2018 (1) 0.50 FTE HR Technician position was added to address capacity issues for increased payroll setup and documentation, employee record administration requirements, and maintenance of the performance management system. The other 0.50 FTE of this position was added to the Employee Benefit Fund budget.

# Law Department

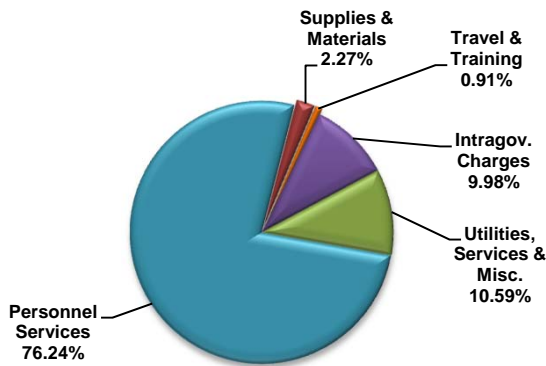
(General Fund)



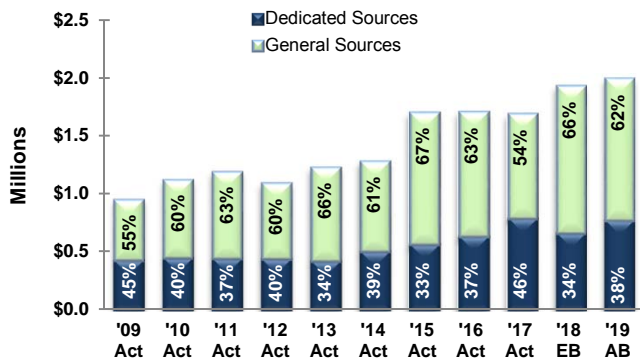
*City of Columbia*  
*Columbia, Missouri*

# Law Department - Summary

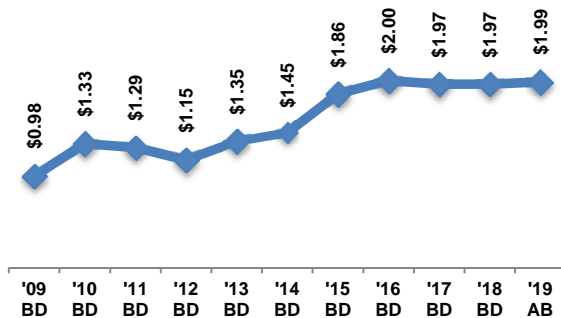
### FY 2019 Total Expenditures By Category



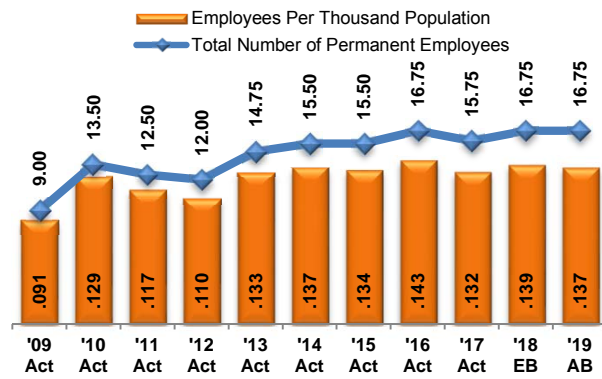
### Funding Sources



### Budgeted Expenditure History (in Millions)



### Permanent Positions



## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$1,287,296	\$1,474,057	\$1,448,572	\$1,517,778	\$43,721	3.0%
Supplies & Materials	\$24,547	\$46,609	\$46,609	\$45,154	(\$1,455)	(3.1%)
Travel & Training	\$10,246	\$18,166	\$16,860	\$18,166	\$0	0.0%
Intragov. Charges	\$211,817	\$199,421	\$199,421	\$198,768	(\$653)	(0.3%)
Utilities, Services & Misc.	\$153,658	\$228,261	\$211,731	\$210,867	(\$17,394)	(7.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,687,564</b>	<b>\$1,966,514</b>	<b>\$1,923,193</b>	<b>\$1,990,733</b>	<b>\$24,219</b>	<b>1.2%</b>
Operating Expenses	\$1,687,564	\$1,966,514	\$1,923,193	\$1,990,733	\$24,219	1.2%
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$1,687,564</b>	<b>\$1,966,514</b>	<b>\$1,923,193</b>	<b>\$1,990,733</b>	<b>\$24,219</b>	<b>1.2%</b>

## Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Transfers	\$11,903	\$14,500	\$14,500	\$14,500	\$0	0.0%
Other Local Revenues	\$0	\$0	\$130	\$0	\$0	
Intragov. Revenues (G&A Fees)	\$770,247	\$640,214	\$640,214	\$751,310	\$111,096	17.4%
<b>Dedicated Sources</b>	<b>\$782,150</b>	<b>\$654,714</b>	<b>\$654,844</b>	<b>\$765,810</b>	<b>\$111,096</b>	<b>17.0%</b>
General Sources	\$905,414	\$1,311,800	\$1,268,349	\$1,224,923	(\$86,877)	(6.6%)
<b>Total Funding Sources</b>	<b>\$1,687,564</b>	<b>\$1,966,514</b>	<b>\$1,923,193</b>	<b>\$1,990,733</b>	<b>\$24,219</b>	<b>1.2%</b>

**Description**

The Law Department is charged with managing all litigation in which the City is a party or interested, prosecuting municipal ordinance violations, drafting legislation, approving as to form all contracts, deeds, bonds and other documents signed in the name of the city, serving as the Americans with Disabilities Act (ADA) Coordinator and human rights investigator, providing primary staff support for the Citizen Police Review Board, Disabilities Commission and Commission on Human Rights, and advising the City Council, City boards and commissions, City Manager, and department directors on legal matters. The City Counselor is the director of the Department, which is composed of two divisions: the Counselor Division (Civil) and the Prosecution Division.

**Highlights / Significant Changes (cont.)**

- In FY 2015, the resource for posting the code of ordinances on the city's website was transitioned from CodeMaster to Municode OrdBank to create a permanent, online collection of previous ordinances. In FY 2016, additional historical references and original ordinances were linked electronically in the current Code for ease of research and comparison. The enactment of a Unified Development Code to replace the City's subdivision and zoning chapters of the City Code in FY 2017 resulted in significant costs to create a code supplement. The additional cost for this added service is reflected in the Supplies and Materials category.
- The Utilities, Services and Miscellaneous category in the budget continues to reflect additional expenses related to litigation filed by the City in FY 2015 against Spectra Communications, d/b/a CenturyLink, et al. related to recoupment of alleged underpayment of business license taxes.

**Department Objectives**

The mission of the Law Department is to give timely, practical advice on legal questions affecting the City's interest and to represent the interests of the City in legal matters and proceedings with integrity, professionalism and efficiency. The Law Department's primary objective is to assist the City Council, Manager and City departments in setting and meeting their objectives by providing accurate and high-quality legal support services.

**Highlights / Significant Changes**

- The FY 2019 budget reflects an operational and budgetary change that occurred during FY 2018. In January of 2018, an Administrative Support Assistant was moved from Municipal Court into the Law Department-Prosecution Division due to a mandate by the Supreme Court of Missouri related to municipal court operating procedures and separation of judiciary functions from executive functions. A full year cost of the position is reflected in FY 2019 along with the pay plan changes approved by the Council.

**Authorized Personnel**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Adopted FY 2019</u>	<u>Position Changes</u>
Counselor (Civil)	9.75	9.75	9.75	9.75	
Prosecution	6.00	6.00	7.00	7.00	
<b>Total Personnel</b>	<b>15.75</b>	<b>15.75</b>	<b>16.75</b>	<b>16.75</b>	
Permanent Full-Time	14.25	14.25	15.25	14.00	(1.25)
Permanent Part-Time	1.50	1.50	1.50	2.75	1.25
<b>Total Permanent</b>	<b>15.75</b>	<b>15.75</b>	<b>16.75</b>	<b>16.75</b>	

# Law Department

## Budget Detail by Divisions

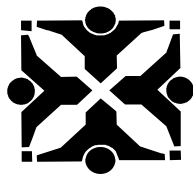
	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
<b>Counselor (Civil):</b>						
Personnel Services	\$891,611	\$985,541	\$1,001,903	\$1,010,200	\$24,659	2.5%
Supplies and Materials	\$18,365	\$22,950	\$22,950	\$22,950	\$0	0.0%
Travel and Training	\$7,817	\$12,140	\$12,140	\$12,140	\$0	0.0%
Intragovernmental Charges	\$112,078	\$114,044	\$114,044	\$114,826	\$782	0.7%
Utilities, Services, & Misc.	\$136,440	\$203,542	\$187,012	\$186,532	(\$17,010)	(8.4%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,166,311</b>	<b>\$1,338,217</b>	<b>\$1,338,049</b>	<b>\$1,346,648</b>	<b>\$8,431</b>	<b>0.6%</b>
<b>Prosecution:</b>						
Personnel Services	\$395,685	\$488,516	\$446,669	\$507,578	\$19,062	3.9%
Supplies and Materials	\$6,182	\$23,659	\$23,659	\$22,204	(\$1,455)	(6.1%)
Travel and Training	\$2,429	\$6,026	\$4,720	\$6,026	\$0	0.0%
Intragovernmental Charges	\$99,739	\$85,377	\$85,377	\$83,942	(\$1,435)	(1.7%)
Utilities, Services, & Misc.	\$17,218	\$24,719	\$24,719	\$24,335	(\$384)	(1.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$521,253</b>	<b>\$628,297</b>	<b>\$585,144</b>	<b>\$644,085</b>	<b>\$15,788</b>	<b>2.5%</b>
<b>Total Department</b>						
Personnel Services	\$1,287,296	\$1,474,057	\$1,448,572	\$1,517,778	\$43,721	3.0%
Supplies and Materials	\$24,547	\$46,609	\$46,609	\$45,154	(\$1,455)	(3.1%)
Travel and Training	\$10,246	\$18,166	\$16,860	\$18,166	\$0	0.0%
Intragovernmental Charges	\$211,817	\$199,421	\$199,421	\$198,768	(\$653)	(0.3%)
Utilities, Services, & Misc.	\$153,658	\$228,261	\$211,731	\$210,867	(\$17,394)	(7.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,687,564</b>	<b>\$1,966,514</b>	<b>\$1,923,193</b>	<b>\$1,990,733</b>	<b>\$24,219</b>	<b>1.2%</b>

## Authorized Personnel by Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	Position Changes
<b>Counselor (Civil):</b>					
3410 - City Counselor	1.00	1.00	1.00	1.00	
3408 - Deputy City Counselor	1.00	1.00	1.00	1.00	
3301 - Assistant City Counselor	4.75	4.75	4.75	4.75	
3295 - Assistant to City Counselor	1.00	1.00	1.00	1.00	
3290 - Paralegal	1.00	1.00	1.00	1.00	
1006 - Sr. Administrative Supp Asst.	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>	
Permanent Full-Time	8.25	8.25	8.25	7.00	(1.25)
Permanent Part-Time	1.50	1.50	1.50	2.75	1.25
<b>Total Permanent</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>	<b>9.75</b>	
<b>Prosecution:</b>					
3301 - Assistant City Counselor	1.00	1.00	1.00	1.00	
3300 - City Prosecutor	1.00	1.00	1.00	1.00	
1007 - Administrative Supervisor	1.00	1.00	1.00	1.00	
1006 - Sr. Administrative Supp Asst. ++	3.00	3.00	4.00	4.00	
<b>Total Personnel</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	
Permanent Full-Time	6.00	6.00	7.00	7.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>6.00</b>	<b>6.00</b>	<b>7.00</b>	<b>7.00</b>	
<b>Total Department</b>					
Permanent Full-Time	14.25	14.25	15.25	14.00	(1.25)
Permanent Part-Time	1.50	1.50	1.50	2.75	1.25
<b>Total Permanent</b>	<b>15.75</b>	<b>15.75</b>	<b>16.75</b>	<b>16.75</b>	

++ Mid year FY 2018, 1.00 FTE Sr ASA was moved from Municipal Court due to changes in the mandates from the MO Supreme Court.

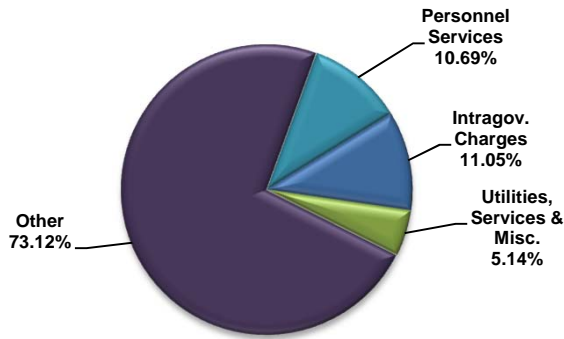
# City General Non-Departmental Expenditures (General Fund)



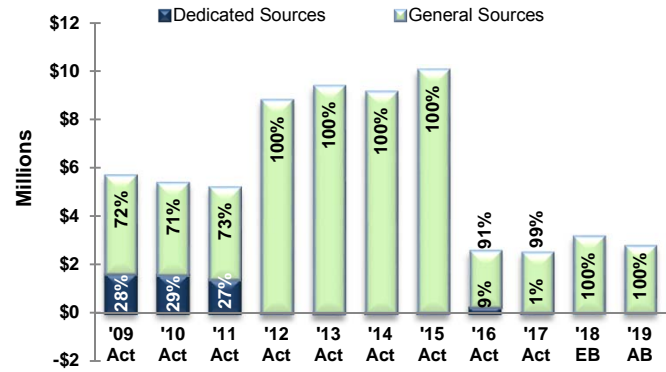
*City of Columbia  
Columbia, Missouri*

# City General - Non-Departmental Expenses

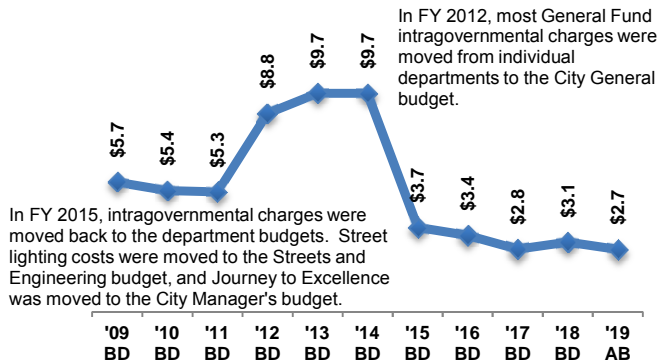
### FY 2019 Total Expenditures By Category



### Funding Sources



### Budgeted Expenditures (in Millions)



### Permanent Positions

There are no personnel assigned to this department.

## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$44,149	\$313,471	\$442,560	\$293,652	(\$19,819)	(6.3%)
Supplies & Materials	\$1,215	\$2,500	\$2,408	\$0	(\$2,500)	(100.0%)
Travel & Training	\$0	\$0	\$0	\$0	\$0	
Intragov. Charges	\$263,144	\$304,907	\$304,907	\$303,781	(\$1,126)	(0.4%)
Utilities, Services & Misc.	\$38,565	\$219,786	\$223,855	\$141,221	(\$78,565)	(35.7%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$2,141,439	\$2,228,833	\$2,172,902	\$2,009,412	(\$219,421)	(9.8%)
<b>Total</b>	<b>\$2,488,512</b>	<b>\$3,069,497</b>	<b>\$3,146,632</b>	<b>\$2,748,066</b>	<b>(\$321,431)</b>	<b>(10.5%)</b>
Operating Expenses	\$347,073	\$840,664	\$973,730	\$738,654	(\$102,010)	(12.1%)
Non-Operating Expenses	\$2,141,439	\$2,228,833	\$2,172,902	\$2,009,412	(\$219,421)	(9.8%)
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$2,488,512</b>	<b>\$3,069,497</b>	<b>\$3,146,632</b>	<b>\$2,748,066</b>	<b>(\$321,431)</b>	<b>(10.5%)</b>

## Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Other Local Revenues	\$17,086	\$0	\$0	\$0	\$0	
<b>Dedicated Sources</b>	<b>\$17,086</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
General Sources	\$2,471,426	\$3,069,497	\$3,146,632	\$2,748,066	(\$321,431)	(10.5%)
<b>Total Funding Sources</b>	<b>\$2,488,512</b>	<b>\$3,069,497</b>	<b>\$3,146,632</b>	<b>\$2,748,066</b>	<b>(\$321,431)</b>	<b>(10.5%)</b>



# City General - Non-Departmental Expenses

110085xx

## Description

City General is the part of the general fund budget where non-departmental expenditures are located. These include various subsidies and transfers as well as other items which are not related to a specific department.

## Highlights / Significant Changes

- The Recreation Services subsidy remains at the same level for FY 2019.
- The FY 2019 expense includes a one-time transfer to Employee Benefit Fund to improve the cash reserves of that fund.
- There are decreases reflected in personnel services and utilities, services and miscellaneous categories due to budget cuts in order to afford pay plan enhancements in the general fund.

## Department Objectives

- Council Reserve of \$91,000 has been set aside for the Council to allocate during the fiscal year.
- Contingency of \$20,155 has been budgeted.
- Transfers to the special obligation debt service funds reflect the debt assessed to the General Fund for the purchase and improvement to the Health Facility and the construction, expansion, renovation, and equipping of the downtown government center. These transfers will continue until FY 2028 when the debt will be paid off.

## Subsidies, Transfers, and Other (Detail)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
<b>SUBSIDIES:</b>						
Recreation Services	\$1,203,241	\$1,161,910	\$1,161,910	\$1,161,910	\$0	0.0%
<b>TRANSFERS:</b>						
Employee Benefit Fund	\$0	\$0	\$0	\$139,650	139,650	
2016B S.O. Bond Fund	\$707,352	\$702,852	\$702,852	\$707,852	\$5,000	0.7%
Capital Projects Fund	\$134,271	\$328,806	\$272,875	\$0	(\$328,806)	(100.0%)
Contributions	\$6,855	\$35,265	\$35,265	\$0	(\$35,265)	(100.0%)
Public Transportation	\$69,014	\$0	\$0	\$0	\$0	
Regional Airport	\$20,706	\$0	\$0	\$0	\$0	
<b>Total Transfers</b>	<b>\$938,198</b>	<b>\$1,066,923</b>	<b>\$1,010,992</b>	<b>\$847,502</b>	<b>(\$219,421)</b>	<b>(20.6%)</b>
<b>OTHER:</b>						
Miscellaneous Nonprogrammed	\$64,501	\$398,602	\$527,668	\$293,718	(\$104,884)	(26.3%)
Health Facility - Condo Assoc.	\$17,637	\$30,000	\$30,000	\$30,000	\$0	0.0%
TIFF Fees	\$1,791	\$0	\$0	\$0	\$0	
Council Reserve	\$0	\$87,000	\$91,000	\$91,000	\$4,000	4.6%
Contingency	\$0	\$20,155	\$20,155	\$20,155	\$0	0.0%
Intragovernmental Charges	\$263,144	\$304,907	\$304,907	\$303,781	(\$1,126)	(0.4%)
<b>Total Other</b>	<b>\$347,073</b>	<b>\$840,664</b>	<b>\$973,730</b>	<b>\$738,654</b>	<b>(\$102,010)</b>	<b>(12.1%)</b>
<b>Total City General</b>	<b>\$2,488,512</b>	<b>\$3,069,497</b>	<b>\$3,146,632</b>	<b>\$2,748,066</b>	<b>(\$321,431)</b>	<b>(10.5%)</b>

## Authorized Personnel

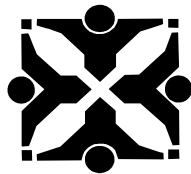
	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	Position Changes
--	-------------------	------------------------	----------------------	--------------------	---------------------

There are no personnel assigned to this budget.

(THIS PAGE INTENTIONALLY LEFT BLANK)

# Public Works - Administration

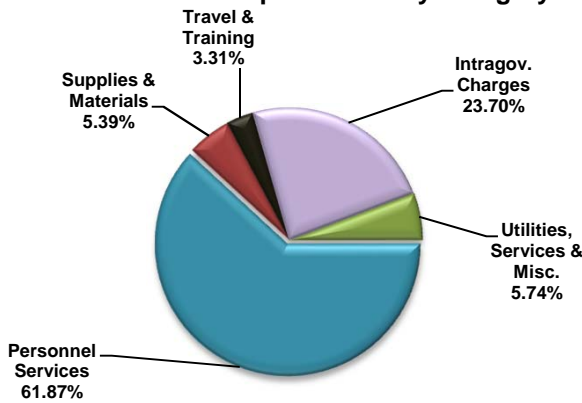
(General Fund)



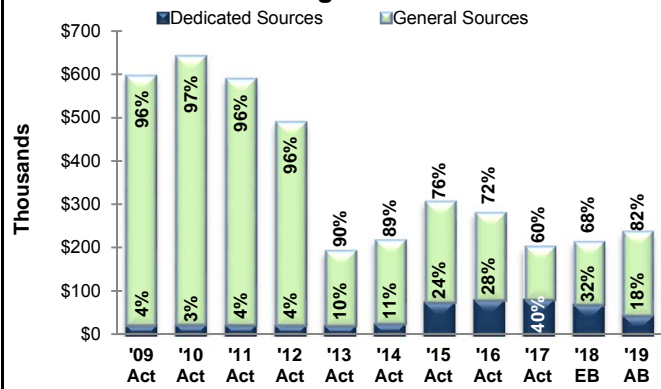
*City of Columbia*  
*Columbia, Missouri*

# Public Works - Administration

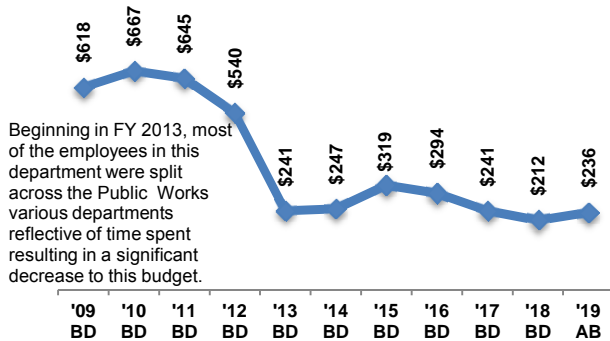
### FY 2019 Total Expenditures By Category



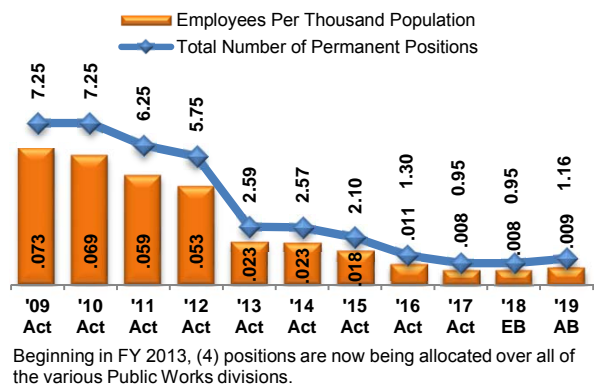
### Funding Sources



### Budgeted Expenditure History (in Thousands)



### Permanent Positions



## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$104,731	\$118,692	\$125,349	\$145,934	\$27,242	23.0%
Supplies & Materials	\$4,750	\$12,710	\$9,790	\$12,710	\$0	0.0%
Travel & Training	\$4,799	\$7,800	\$7,800	\$7,800	\$0	0.0%
Intragov. Charges	\$77,311	\$58,372	\$58,372	\$55,892	(\$2,480)	(4.2%)
Utilities, Services & Misc.	\$9,617	\$14,055	\$11,205	\$13,532	(\$523)	(3.7%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$201,208</b>	<b>\$211,629</b>	<b>\$212,516</b>	<b>\$235,868</b>	<b>\$24,239</b>	<b>11.5%</b>
Operating Expenses	\$201,208	\$211,629	\$212,516	\$235,868	\$24,239	11.5%
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$201,208</b>	<b>\$211,629</b>	<b>\$212,516</b>	<b>\$235,868</b>	<b>\$24,239</b>	<b>11.5%</b>

## Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Other Local Revenues	\$10,369	\$0	\$11,026	\$0	\$0	
Intragov. Revenues (G&A Fees)	\$69,332	\$56,844	\$56,844	\$43,311	(\$13,533)	(23.8%)
<b>Dedicated Sources</b>	<b>\$79,701</b>	<b>\$56,844</b>	<b>\$67,870</b>	<b>\$43,311</b>	<b>(\$13,533)</b>	<b>(23.8%)</b>
General Sources	\$121,507	\$154,785	\$144,646	\$192,557	\$37,772	24.4%
<b>Total Funding Sources</b>	<b>\$201,208</b>	<b>\$211,629</b>	<b>\$212,516</b>	<b>\$235,868</b>	<b>\$24,239</b>	<b>11.5%</b>

**Description**

The Administration section provides management of all divisions and functions of the Department including Transportation, Streets & Engineering, Parking, Traffic & Parking Enforcement, Custodial & Maintenance Services, Fleet Operations, Public Improvements, and Right-of-Way acquisition.

**Highlights / Significant Changes**

- In FY 2019, 0.21 FTE are being transitioned back to Public Works Administration from the Airport as a part of the transition of the Airport to Economic Development. The Director of Public Works will continue to provide oversight of capital projects at the Airport. The Asst. to the PW Director will complete training of Airport Staff on submitting paperwork related to FAA grants and will be completely transitioned back to general fund in the FY 2020 budget.

**Department Objectives**

- Continue to assist with the transition of the Columbia Regional Airport moving from the Public Works department to Economic Development.
- Assist the Columbia Police Department with administration of their contract for design services and construction of a new north precinct/municipal service center in the Auburn Hills Subdivision.
- Assist the Columbia Fire Department with administration of their contract for design services and construction of the remodel of Fire Stations 4, 5, 6, Training Facility, and construction of two additional fire stations in FY 2019.

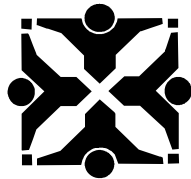
**Authorized Personnel**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Adopted FY 2019</u>	<u>Position Changes</u>
6204 - Financial Analyst	0.10	0.10	0.10	0.10	
5901 - Director of Public Works ^	0.15	0.15	0.15	0.20	0.05
5800 - Asst. to the PW Director ^	0.15	0.15	0.15	0.31	0.16
1007 - Administrative Supervisor	0.25	0.25	0.25	0.25	
1006 - Senior Admin. Support Asst.	0.30	0.30	0.30	0.30	
<b>Total Personnel</b>	<b>0.95</b>	<b>0.95</b>	<b>0.95</b>	<b>1.16</b>	<b>0.21</b>
Permanent Full-Time	0.95	0.95	0.95	1.16	0.21
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>0.95</b>	<b>0.95</b>	<b>0.95</b>	<b>1.16</b>	<b>0.21</b>

^ In FY 2019, positions were reallocated from Airport to PW Administration.

(THIS PAGE INTENTIONALLY LEFT BLANK)

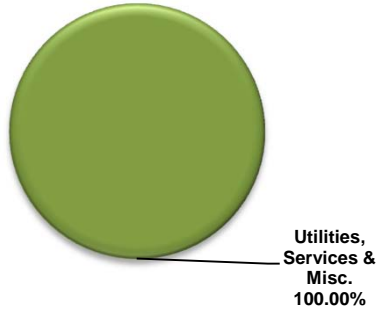
# Capital Projects Fund - Other General Government Projects



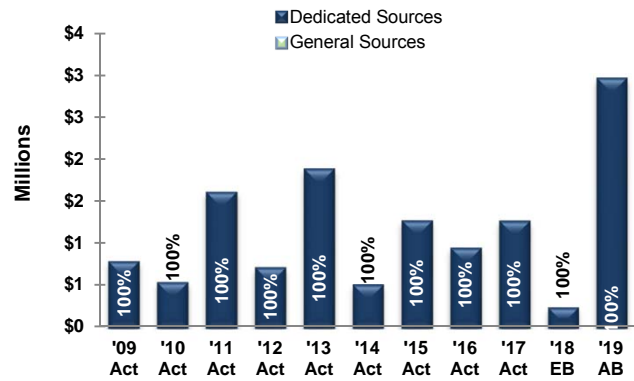
*City of Columbia*  
*Columbia, Missouri*

# Capital Projects Fund - Other General Government Projects

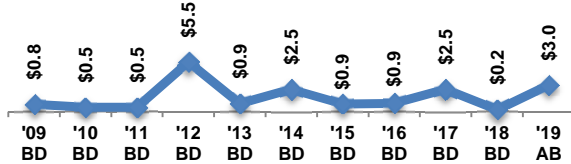
**FY 2019 Total Expenditures By Category**



**Funding Sources**



**Budgeted Expenditure History (in Millions)**



**Permanent Positions**

There are no personnel assigned to this department.

## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$2,992	\$0	\$0	\$0	\$0	
Supplies & Materials	\$386	\$0	\$0	\$0	\$0	
Travel & Training	\$0	\$0	\$0	\$0	\$0	
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services & Misc.	\$1,169,105	\$225,000	\$225,000	\$2,950,000	\$2,725,000	1211.1%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$191,566	\$0	\$0	\$0	\$0	
<b>Total</b>	<b>\$1,364,049</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$2,950,000</b>	<b>\$2,725,000</b>	<b>1211.1%</b>
Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$1,364,049	\$225,000	\$225,000	\$2,950,000	\$2,725,000	1211.1%
<b>Total Expenses</b>	<b>\$1,364,049</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$2,950,000</b>	<b>\$2,725,000</b>	<b>1211.1%</b>

## Funding Sources (Where the Money Comes From)

Other Local Revenue	\$0	\$0	\$0	\$0	\$0	
Operating Transfers	\$1,254,158	\$225,000	\$225,000	\$2,950,000	\$2,725,000	1211.1%
Grant Revenue	\$0	\$0	\$0	\$0	\$0	
Use of Existing Resources	\$109,891	\$0	\$0	\$0	\$0	
<b>Dedicated Sources</b>	<b>\$1,364,049</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$2,950,000</b>	<b>\$2,725,000</b>	<b>1211.1%</b>
General Sources	\$0	\$0	\$0	\$0	\$0	
<b>Total Funding Sources</b>	<b>\$1,364,049</b>	<b>\$225,000</b>	<b>\$225,000</b>	<b>\$2,950,000</b>	<b>\$2,725,000</b>	<b>1211.1%</b>



# Capital Projects Fund - Other General Government Projects

44008810

## Major Projects

- Municipal Service Center South - #2,740,000
- Downtown Special Projects - \$20,000
- Continued funding for Pub Buildings Major Renovation.
- Continued funding for Walton Building.
- Contingency funds - \$100,000

## Fiscal Impact

- Funds will be accumulated in the annual projects until specific projects are identified and funded.
- The only project budgeted for FY 2019 that is not an annual project is for the purchase of land for the Municipal Service Center South which will be the future site for a fire station, salt dome, and fueling station. Funds for FY 2019 include land purchase and salt storage building. Construction of the fire station is reflected in the public safety section.

## Authorized Personnel

<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Adopted FY 2019</u>	<u>Position Changes</u>
---------------------------	--------------------------------	------------------------------	----------------------------	-----------------------------

There are no personnel assigned to this budget.

## Other General Government

## Annual and 5 Year Capital Projects

Funding Source	Adopted FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Future Cost	D	C
<b>Other General Govt</b>								
<b>1 Contingency 40138 [ID: 518]</b>								
Gen Fd/PI	\$100,000	\$100,000						
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>						
<b>2 Downtown Special Projects 00140 [ID: 519]</b>								
Gen Fd/PI	\$20,000	\$20,000						
<b>Total</b>	<b>\$20,000</b>	<b>\$20,000</b>						
<b>3 Pub Bldgs Major Maint Ren 00021 [ID: 514]</b>								
Gen Fd/PI	\$75,000	\$75,000	\$75,000	\$75,000				
<b>Total</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$75,000</b>				
<b>4 Grissum Building Renovations 00659 [ID: 1821]</b>								
Cap Imp S Tax - 2015 Ballot		\$4,000,000					2017	2019
<b>Total</b>		<b>\$4,000,000</b>						
<b>5 Walton Bldg Cap Improv 00587 [ID: 1846]</b>								
CVB	\$15,000	\$15,000	\$15,000	\$15,000			2015	2015
<b>Total</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>	<b>\$15,000</b>				
<b>6 Addl Salt Storage Bldg (Mun Serv Center S) - 00632 [ID: 1831]</b>								
Cap Imp S Tax - 2015 Ballot	\$2,740,000						2021	2023
<b>Total</b>	<b>\$2,740,000</b>							

### Other General Government Funding Source Summary

Cap Imp S Tax - 2015 Ballot	\$2,740,000	\$4,000,000						
CVB	\$15,000	\$15,000	\$15,000	\$15,000				
Gen Fd/PI	\$195,000	\$195,000	\$75,000	\$75,000				
<b>New Funding</b>	<b>\$2,950,000</b>	<b>\$4,210,000</b>	<b>\$90,000</b>	<b>\$90,000</b>			<b>\$0</b>	
<b>Total</b>	<b>\$2,950,000</b>	<b>\$4,210,000</b>	<b>\$90,000</b>	<b>\$90,000</b>			<b>\$0</b>	

### Other General Government Current Capital Projects

1 Adopt A Spot - 00100 [ID: 7]							2009	2009
2 Disabilities Commission Projects 00544 [ID: 1730]							2013	2013
3 Disaster Recovery Facil 00538 [ID: 1736]							2014	2014
4 Enterprise Resource Group Software COFERS- 00476 [ID: 1397]							2011	2012
5 Old McAdams Building Demo 00702 [ID: 2066]							2018	2018
6 Preliminary Project Studies 40140 [ID: 535]							2009	2009
7 Proximity Locks - 00599 [ID: 1858]							2015	2015
8 Satellite Ops - Location in SW Columbia 00077 [ID: 517]							2011	2012
9 Site: New Day/Room @ the Inn 00543 [ID: 1729]							2013	2013
10 Transfer to GF for COFFERS Project Manager 00476 [ID: 1567]							2013	2013

### Other General Government Impact of Capital Projects

D = Year being designed; C = Year construction will begin.

For projects planned beyond five years, please refer to the City's Capital Improvement Plan Document.

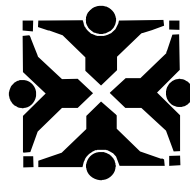
# General Government Debt -

2016B Special Obligation Improvement Bonds

Robert M. Lemone Trust

Missouri Transportation Finance Corporation

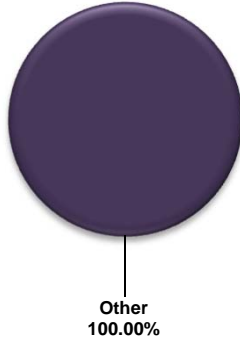
(Debt Service Funds)



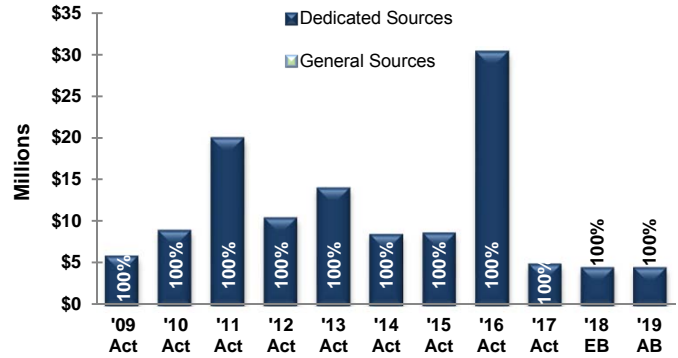
*City of Columbia*  
*Columbia, Missouri*

# General Government Debt - Debt Service Funds

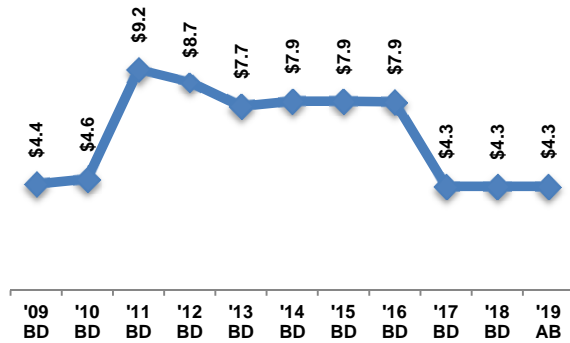
FY 2019 Total Expenditures By Category



Funding Sources



Budgeted Expenditures (in Millions)



Permanent Positions

There are no personnel assigned to this department

## Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Adopted FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$0	\$0	\$0	\$0	\$0	
Supplies & Materials	\$0	\$0	\$0	\$0	\$0	
Travel & Training	\$0	\$0	\$0	\$0	\$0	
Intragovernmental Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services & Misc.	\$516,948	\$0	\$0	\$0	\$0	
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$4,344,239	\$4,338,732	\$4,339,203	\$4,343,733	\$5,001	0.1%
<b>Total</b>	<b>\$4,861,187</b>	<b>\$4,338,732</b>	<b>\$4,339,203</b>	<b>\$4,343,733</b>	<b>\$5,001</b>	<b>0.1%</b>
Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Non-Operating Expenses	\$0	\$0	\$0	\$0	\$0	
Debt Service	\$4,861,187	\$4,338,732	\$4,339,203	\$4,343,733	\$5,001	0.1%
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
<b>Total Expenses</b>	<b>\$4,861,187</b>	<b>\$4,338,732</b>	<b>\$4,339,203</b>	<b>\$4,343,733</b>	<b>\$5,001</b>	<b>0.1%</b>

## Funding Sources (Where the Money Comes From)

State Grant Revenues	\$188,773	\$0	\$0	\$0		
Lease/Bond Proceeds	\$0	\$0	\$0	\$0	\$0	
Interest Revenue	(\$8,884)	\$122,456	\$133,810	\$122,456	\$0	0.0%
Other Local Revenues	\$1,779,151	\$1,257,494	\$1,257,494	\$1,257,494	\$0	0.0%
Operating Transfers	\$2,817,713	\$2,798,797	\$2,798,797	\$2,788,607	(\$10,190)	(0.4%)
Use of Fund Balance	\$84,434	\$159,985	\$149,102	\$175,176	\$15,191	9.5%
Less: Amt. Added to Fund Balance	\$0	\$0	\$0	\$0	\$0	
<b>Dedicated Sources</b>	<b>\$4,861,187</b>	<b>\$4,338,732</b>	<b>\$4,339,203</b>	<b>\$4,343,733</b>	<b>\$5,001</b>	<b>0.1%</b>
General Sources	\$0	\$0	\$0	\$0	\$0	
<b>Total Funding Sources</b>	<b>\$4,861,187</b>	<b>\$4,338,732</b>	<b>\$4,339,203</b>	<b>\$4,343,733</b>	<b>\$5,001</b>	<b>0.1%</b>

**Description**

Debt Service Funds are used to account for the accumulation of resources and payment of general obligation bond principal and interest from governmental resources and special obligation bond principal and interest when the government is obligated in some manner for the payment. The City currently has three debt service funds.

**2016 Special Obligation Improvement Bonds**

This fund is used to accumulate monies for payment of Series 2016 \$17,580,000, 4.3% Special Obligation Bonds with semi-annual installments of principal plus interest until maturity in 2028. Financing is to be provided by property tax in the general fund and lease payments from enterprise funds. These bonds were used for the purchase and improvement of the Health Facility and Construction, expansion, renovation, and equipping the downtown government center. These bonds will be paid off in FY 2028.

The 2008B SO Bonds were refinanced in FY 2016 resulting in a savings of \$4,640,040 over the next thirteen years (average \$355,000/yr).

**Missouri Transportation Finance Corporation Loan**

This fund accumulates monies for payment of the \$8.2 million, 3.92% loan for improvements to the Stadium Boulevard Corridor from Broadway to I-70. Financing is to be provided by TDD sales tax revenue. This loan will be paid off in FY 2022.

**Robert M. Lemone Trust**

This fund is used to accumulate monies for payment of the loans for the purchase and renovation of 2810 Lemone Industrial Blvd. (the IBM building). The City assumed the obligation to pay these loans December 31, 2010. Financing is to be provided by sales tax revenue in the Public Improvement Fund and building lease payments. This loan will be paid off in FY 2020.

**Authorized Personnel**

<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Adopted FY 2019</u>	<u>Position Changes</u>
---------------------------	--------------------------------	------------------------------	----------------------------	-----------------------------

There are no personnel assigned to this budget.

# Debt Service Funds - Detail

## Mo Trans Finance Corp (Fund 3110)

### Missouri Transportation Finance Corp Loan (Interest rate: 3.92%)

Original Issue - \$8,200,000

Balance As of 9/30/2018 - \$3,187,476

Maturity date - 3/1/2022

Ordinance #20001 authorized a direct loan agreement with the Missouri Transportation Finance Corp for improvements to the Stadium Boulevard Corridor from Broadway to I-70. \$2.5 million of the loan was obtained during FY 2012 with the balance of \$5.7 million received 10/1/2012.

Year	Principal Requirements	Interest Requirements	Total Requirements
2019	\$867,020	\$116,456	\$983,476
2020	\$901,086	\$82,390	\$983,476
2021	\$937,009	\$46,467	\$983,476
2022	\$482,361	\$9,376	\$491,737
<b>Total</b>	<b>\$3,187,476</b>	<b>\$254,689</b>	<b>\$3,442,165</b>

## Lemone Trust Fund (Fund 3100)

### Special Obligation Bonds - Robert M. Lemone Trust

#### 12/28/10 (2810 Lemone Industrial Blvd. - IBM Building (interest Rate: 6.00%))

Original Issues - \$9,229,723

Balance As of 9/30/2018 - \$2,454,455

Maturity Date - 10/1/2020

On 12/28/10 the City received title to property at 2810 Lemone Industrial Blvd. and assumed the obligation to pay the seller's loan of \$2,550,000 to CAJF (Columbia Area Jobs Foundation) as well as a second loan in the amount of \$9,229,723. The debt is to be repaid by monthly lease payments for the building.

Year	Principal Requirements	Interest Requirements	Total Requirements
2019	\$1,139,752	\$117,742	\$1,257,494
2020	\$1,210,912	\$46,581	\$1,257,493
2021	\$103,791	\$0	\$103,791
<b>Total</b>	<b>\$2,454,455</b>	<b>\$164,323</b>	<b>\$2,618,778</b>

# Debt Service Funds - Detail

## Lemone Trust Fund (Fund 3100)

### Special Obligation Bonds - Robert M. Lemone Trust

12/28/10 (2810 Lemone Industrial Blvd. - IBM Building (interest Rate: 5.25%))

Original Issues - \$2,550,000

Balance As of 9/30/2018 - \$719,523

Maturity Date - 1/1/2021

On 12/28/10 the City received title to property at 2810 Lemone Industrial Blvd. and assumed the obligation to pay the seller's loan of \$2,550,000 to CAJF (Columbia Area Jobs Foundation) as well as a second loan in the amount of \$9,229,723. The debt is to be repaid by annual appropriation of sales tax revenue in the Public Improvement Fund. The principal is in escrow at Boone County National Bank.

Year	Principal Requirements	Interest Requirements	Total Requirements
2019	\$297,632	\$30,681	\$328,313
2020	\$313,639	\$14,674	\$328,313
2021	\$108,252	\$1,186	\$109,438
<b>Total</b>	<b>\$719,523</b>	<b>\$46,541</b>	<b>\$766,064</b>

## Special Obligation Bond - Downtown Gov Center (Fund 3120)

### Special Obligation Bonds

16 Improv. Downtown Govt. Center (Interest Rates: 3.50% - 5.00%)

Original Issue - \$17,580,000

Balance As of 9/30/2018 - \$15,130,000

Maturity Date - 9/30/2028

In July 2016, the City issued Special Obligation Refunding Bonds. The City intends to fund the annual debt service payments in the bonds through lease payments to be charged to the City enterprise and governmental departments that will occupy space in the government center. The bonds were issued to refund the City's Special Obligation Bonds, Series 2008B.

Year	Principal Requirements	Interest Requirements	Total Requirements
2019	\$1,265,000	\$509,450	\$1,774,450
2020	\$1,295,000	\$477,375	\$1,772,375
2021	\$1,350,000	\$424,200	\$1,774,200
2022	\$1,415,000	\$355,075	\$1,770,075
2023	\$1,475,000	\$282,825	\$1,757,825
2024	\$1,550,000	\$207,200	\$1,757,200
2025	\$1,615,000	\$144,225	\$1,759,225
2026	\$1,670,000	\$94,950	\$1,764,950
2027	\$1,720,000	\$52,700	\$1,772,700
2028	\$1,775,000	\$17,750	\$1,792,750
<b>Total</b>	<b>\$15,130,000</b>	<b>\$2,565,750</b>	<b>\$17,695,750</b>

(THIS PAGE INTENTIONALLY LEFT BLANK)