



Health and Environment



Description

The Health and Environment departments are a group of departments with a central mission to preserve, protect, and promote our community. These departments are diverse in that they receive their funding through one of three mechanisms: from general city funds, special revenue funds, or funds held in trust. The departments receiving general city funding include Public Health and Human Services, Community Development, Economic Development, and Cultural Affairs. While there is some funding from dedicated sources such as grants and fees and service charges, much of the funding for these departments is considered to be general and, as such, can be moved from one department to any other general city funded department. The departments that receive special revenue funding include the Convention and Visitors Bureau, and the Community Development Block Grant Fund. The funding for these departments are dedicated and must be used to meet the specific needs of those departments. The department with funding held in trust is the Contributions Fund. Funds received in this department must be used for the specific purpose designated. The Office of Sustainability while a general fund department is completely offset by grants and transfers from the utilities.

Health and Human Services

Public Health and Human Services provides essential services that support optimal health, safety and well-being for all city and county residents.

Economic Development

Economic Development provides the necessary support to encourage and facilitate the growth of the economic base in Columbia.

Cultural Affairs

Cultural Affairs enhances the vitality of the city and the quality of life for all citizens by creating an environment wherein artists and cultural organizations can thrive by fostering opportunities for creative expression and the preservation and celebration of the City's multi-cultural heritage.

Office of Sustainability

The Office of Sustainability is responsible for internal and external sustainability efforts in Columbia.

Community Development

The Office of Neighborhood Services, Building and Site Development and Planning have been combined into one department to better serve the public. The goal is customer service. Neighborhood Services improves the quality of life for Columbia's residents through fairly and swiftly enforcing city codes related to residential life and building a sense of community by offering valuable volunteer opportunities, and providing resources for neighborhood leaders to solve issues independently. Building and Site Development responds to our community's building safety needs in order to deliver an effective and efficient system of services, which minimizes risk to life, health and property. Planning provides long-range land use planning, transportation, housing, community and economic development planning services to the community.

Community Development Block Grant

Community Development Block Grant Fund (CDBG) administers federal funding to improve low to moderate income neighborhoods through improvement of public infrastructure and community facilities, demolition of dilapidated buildings, construction of replacement housing, assistance to home owners and prospective home buyers, and rehabilitation of existing housing.

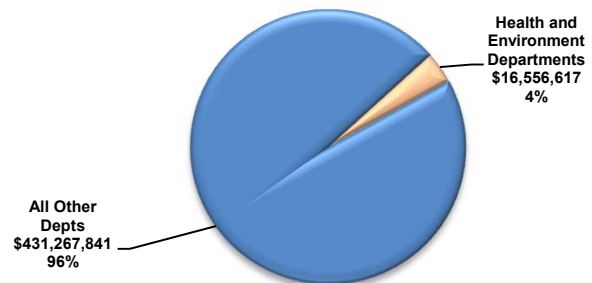
Convention and Visitors Bureau

Convention and Visitors Bureau (CVB) promotes Columbia as a meeting, leisure and group tour destination through direct solicitations, tradeshow attendance, advertising and marketing.

Contributions Fund

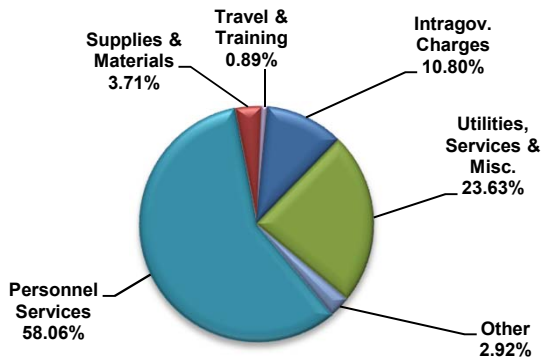
Contributions Fund manages donations to support and improve our community.

Health and Environment Expenses vs. All Other Dept. Expenses

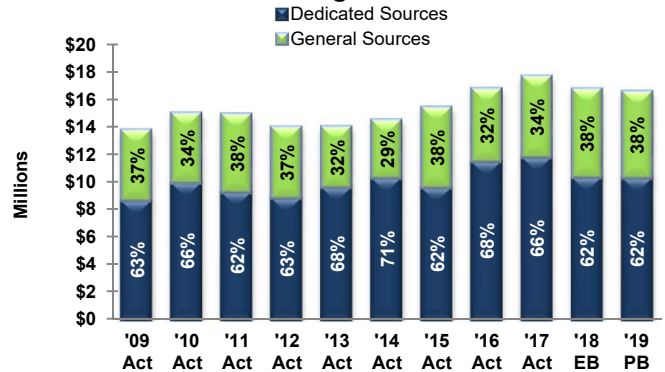


Health and Environment - Summary

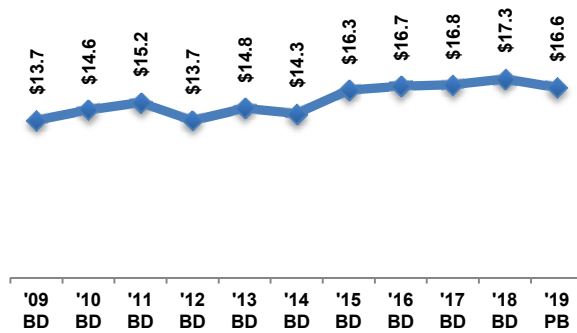
FY 2019 Total Expenditures By Category



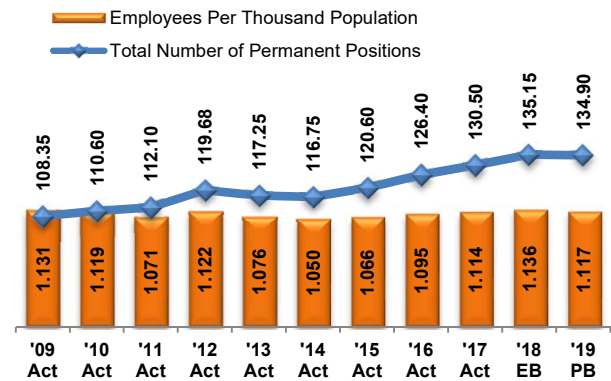
Funding Sources



Budgeted Expenditure History (in Millions)



Permanent Positions



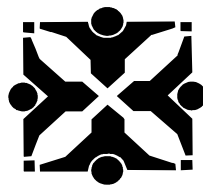
Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$8,963,745	\$9,498,827	\$9,283,598	\$9,612,288	\$113,461	1.2%
Supplies & Materials	\$578,353	\$668,848	\$643,447	\$613,527	(\$55,321)	(8.3%)
Travel & Training	\$119,873	\$155,652	\$140,645	\$147,967	(\$7,685)	(4.9%)
Intragov. Charges	\$1,740,951	\$1,796,646	\$1,796,646	\$1,787,889	(\$8,757)	(0.5%)
Utilities, Services & Misc.	\$4,666,229	\$4,370,188	\$4,389,887	\$3,911,824	(\$458,364)	(10.5%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$1,405,062	\$831,404	\$481,404	\$483,122	(\$348,282)	(41.9%)
Total	\$17,474,213	\$17,321,565	\$16,735,627	\$16,556,617	(\$764,948)	(4.4%)
Operating Expenses	\$16,069,151	\$16,490,161	\$16,254,223	\$16,073,495	(\$416,666)	(2.5%)
Non-Operating Expenses	\$1,405,062	\$831,404	\$481,404	\$483,122	(\$348,282)	(41.9%)
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
Total Expenses	\$17,474,213	\$17,321,565	\$16,735,627	\$16,556,617	(\$764,948)	(4.4%)

Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Gross Rec. Taxes & Other Loc. Txes	\$3,227,138	\$3,579,406	\$3,359,009	\$3,359,009	(\$220,397)	(6.2%)
Grants	\$4,377,333	\$3,691,753	\$3,681,457	\$3,457,063	(\$234,690)	(6.4%)
Interest Revenue	(\$17,007)	\$78,128	\$78,128	\$78,128	\$0	0.0%
Fees & Service Charges	\$2,770,126	\$2,815,804	\$2,711,243	\$2,882,124	\$66,320	2.4%
Other Local Revenues	\$641,773	\$746,553	\$704,330	\$349,122	(\$397,431)	(53.2%)
Operating Transfer	\$740,033	\$704,380	\$695,880	\$685,118	(\$19,262)	(2.7%)
Intragov. Revenues (G&A Fees)	\$21,844	\$24,568	\$24,568	\$22,043	(\$2,525)	
Use of Fund Balance	\$155,369	\$352,350	\$0	\$0	(\$352,350)	(100.0%)
Less: Amt Added to Fund Bal	(\$366,179)	(\$751,206)	(\$959,271)	(\$582,692)	\$168,514	(22.4%)
Dedicated Sources	\$11,550,430	\$11,241,736	\$10,295,344	\$10,249,915	(\$991,821)	(8.8%)
General Sources	\$5,923,783	\$6,079,829	\$6,440,283	\$6,306,702	\$226,873	3.7%
Total Funding Sources	\$17,474,213	\$17,321,565	\$16,735,627	\$16,556,617	(\$764,948)	(4.4%)

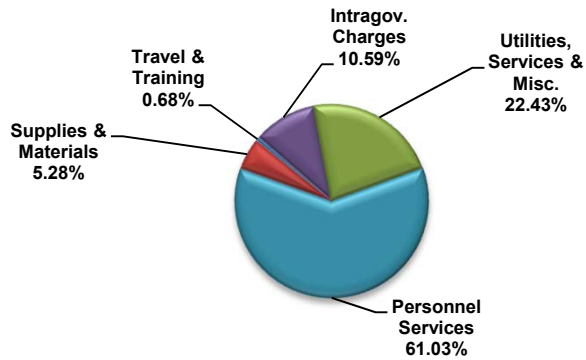
Public Health &
Human Services
Department
(General Fund)



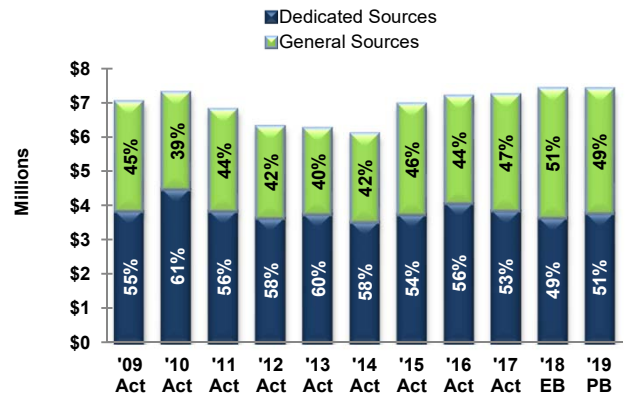
City of Columbia
Columbia, Missouri

Public Health & Human Services - Summary

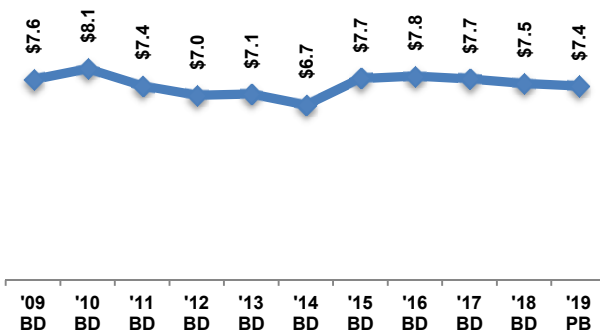
FY 2019 Total Expenditures By Category



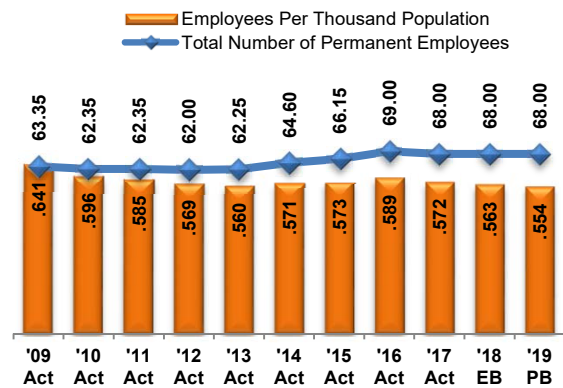
Funding Sources



Budgeted Expenditure History (in Millions)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$4,353,106	\$4,491,599	\$4,428,522	\$4,515,601	\$24,002	0.5%
Supplies & Materials	\$408,440	\$427,681	\$413,693	\$390,382	(\$37,299)	(8.7%)
Travel & Training	\$58,111	\$53,418	\$46,011	\$50,418	(\$3,000)	(5.6%)
Intragov. Charges	\$854,467	\$855,114	\$855,114	\$783,236	(\$71,878)	(8.4%)
Utilities, Services & Misc.	\$1,552,695	\$1,667,694	\$1,668,709	\$1,659,563	(\$8,131)	(0.5%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$7,226,819	\$7,495,506	\$7,412,049	\$7,399,200	(\$96,306)	(1.3%)
Operating Expenses	\$7,226,819	\$7,495,506	\$7,412,049	\$7,399,200	(\$96,306)	(1.3%)
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	
Total Expenses	\$7,226,819	\$7,495,506	\$7,412,049	\$7,399,200	(\$96,306)	(1.3%)

Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Grants	\$2,798,972	\$3,048,619	\$2,646,154	\$2,755,215	(\$293,404)	(9.6%)
Other Funding Sources/Transfers	\$20,593	\$15,281	\$15,281	\$23,310	\$8,029	52.5%
Fees & Service Charges	\$743,947	\$740,725	\$784,364	\$766,425	\$25,700	3.5%
Other Local Revenue	\$284,696	\$231,182	\$193,698	\$226,675	(\$4,507)	(1.9%)
Dedicated Sources	\$3,848,208	\$4,035,807	\$3,639,497	\$3,771,625	(\$264,182)	(6.5%)
General Sources	\$3,378,611	\$3,459,699	\$3,772,552	\$3,627,575	\$167,876	4.9%
Total Funding Sources	\$7,226,819	\$7,495,506	\$7,412,049	\$7,399,200	(\$96,306)	(1.3%)

Description

The Columbia/Boone County Department of Public Health & Human Services provides essential services that support optimal health, safety and well-being for all city and county residents.

Department Objectives

There are no fee increases proposed for FY 2019.

Administration: Responsible for the overall management of department operations. Includes the Epidemiology, Planning, and Evaluation Unit; Public Communications; and Vital Records. Provides staff support to the Board of Health.

Community Health Promotion: Supports overall community health with programs focused on overweight/obesity, physical activity, nutrition, adolescent health, HIV/STD, and health literacy. Emphasis is placed on evidence-based, comprehensive approaches to planning, developing, and evaluating health promotion initiatives to address social determinants of health.

Animal Control: Enforces Columbia and Boone County animal control ordinances. Services include investigating animal bite cases, rabies prevention, responsible pet ownership education, impoundment of dogs running at large, assistance in locating lost animals, animal cruelty and neglect investigations, and responding to injured animal and wildlife calls 24 hours per day.

Environmental Public Health: Enforces city, county, and state ordinances, rules, and regulations relating to environmental health and sanitation. Services include food service, licensed day care, lodging facility, and tattoo establishment inspections; food handler education and certification; recreational water testing and analysis; permitting and monitoring of public and semi-public swimming pools; environmental lead assessments; and mosquito control. The unit administers the Boone County Waste Water Permit Program and enforces the county's nuisance ordinance.

Community Health: Provides population-based health services including: communicable disease investigation and treatment, tuberculosis control, immunizations, child care nurse consultation, blood lead testing, chronic disease screening and education, tobacco cessation, as well as refugee, family planning, well-woman, and sexually transmitted disease clinics.

WIC Program: Provides nutrition education, breastfeeding support and supplemental food packages to women, infants, and children who meet medical and income requirements. The program serves women who are pregnant or breast-feeding; babies born prematurely, at a low birth weight or who demonstrate a medical or nutritional risk factor; and children under age five. Administers the Summer Food Program at Douglass Park.

Social Services: Provides a variety of social services including: pregnancy testing and counseling, pregnancy support services, Healthy Families America home visitation services, information and referral, medication assistance, utility assistance, and eligibility determination for department services.

Department Objectives- continued

Human Services: Work includes addressing the causes and conditions of poverty by purchasing, coordinating and providing social services in the community. Provides staff support to the Columbia Human Services Commission and the Substance Abuse Advisory Commission.

Highlights/Significant Changes

- For FY 2019, the Public Health and Human Services budget will decrease \$96,306 or 1.3%. This is primarily due to the end or reduction of some county and state grants.
- Potential cuts to Public Health and Human Services funding, at the state and federal level, could have a significant impact on revenue and services locally.
- There are no additional positions budgeted. The department is a City/County department, and as such, serves all of the Boone County population, employees per thousand Boone County population is estimated at 0.38 for FY 2019.
- **Strategic Priority: Social Equity** - With continued support from the Lichtenstein Foundation and MU Health Care, influenza vaccines will continue to be offered to all K-12 students in public and private schools throughout the county.
- **Strategic Priority: Social Equity** - Social Services funding is \$893,556 for FY 2019. This amount remains unchanged since FY 2010 which was a decrease from the FY 2009 level of \$903,743.
- Boone County pays one-third of costs for services.

Public Health & Human Services Department - Summary

Authorized Personnel

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>	<u>Position Changes</u>
Administration	10.00	10.00	10.00	10.00	
Community Health Promotion	6.00	6.00	6.00	6.00	
Animal Control	7.50	7.50	7.50	7.50	
Environmental Public Health	9.30	9.30	9.30	9.30	
Community Health	17.95	17.95	17.95	17.95	
Women, Infants, and Children (WIC)	8.50	8.50	8.50	8.50	
Human & Social Services	8.75	8.75	8.75	8.75	
Total Personnel	68.00	68.00	68.00	68.00	
Permanent Full-Time	63.90	63.90	63.90	63.90	
Permanent Part-Time	4.10	4.10	4.10	4.10	
Total Permanent	68.00	68.00	68.00	68.00	

Public Health & Human Services

Budget Detail By Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Administration						
Personnel Services	\$817,168	\$816,186	\$828,879	\$836,143	\$19,957	2.4%
Supplies and Materials	\$18,413	\$25,320	\$23,156	\$18,425	(\$6,895)	(27.2%)
Travel and Training	\$19,233	\$9,250	\$9,250	\$9,250	\$0	0.0%
Intragovernmental Charges	\$146,033	\$134,673	\$134,673	\$127,601	(\$7,072)	(5.3%)
Utilities, Services, & Misc.	\$89,889	\$88,212	\$87,609	\$90,055	\$1,843	2.1%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$1,090,736	\$1,073,641	\$1,083,567	\$1,081,474	\$7,833	0.7%
Community Health Promotion						
Personnel Services	\$390,602	\$412,581	\$405,465	\$394,682	(\$17,899)	(4.3%)
Supplies and Materials	\$87,650	\$57,854	\$50,355	\$47,850	(\$10,004)	(17.3%)
Travel and Training	\$6,181	\$3,842	\$3,842	\$3,842	\$0	0.0%
Intragovernmental Charges	\$886	\$34,479	\$34,479	\$30,098	(\$4,381)	(12.7%)
Utilities, Services, & Misc.	\$80,535	\$41,778	\$41,778	\$39,314	(\$2,464)	(5.9%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$565,854	\$550,534	\$535,919	\$515,786	(\$34,748)	(6.3%)
Animal Control						
Personnel Services	\$406,319	\$403,027	\$390,933	\$406,910	\$3,883	1.0%
Supplies and Materials	\$16,975	\$29,594	\$24,329	\$25,486	(\$4,108)	(13.9%)
Travel and Training	\$2,966	\$3,152	\$3,152	\$3,152	\$0	0.0%
Intragovernmental Charges	\$93,976	\$97,034	\$97,034	\$62,372	(\$34,662)	(35.7%)
Utilities, Services, & Misc.	\$170,302	\$185,641	\$183,947	\$190,738	\$5,097	2.7%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$690,538	\$718,448	\$699,395	\$688,658	(\$29,790)	(4.1%)
Environmental Public Health						
Personnel Services	\$487,125	\$550,974	\$544,660	\$565,052	\$14,078	2.6%
Supplies and Materials	\$17,112	\$20,946	\$21,256	\$20,946	\$0	0.0%
Travel and Training	\$9,025	\$12,372	\$12,372	\$9,372	(\$3,000)	(24.2%)
Intragovernmental Charges	\$97,364	\$109,267	\$109,267	\$127,293	\$18,026	16.5%
Utilities, Services, & Misc.	\$50,434	\$88,359	\$88,493	\$86,871	(\$1,488)	(1.7%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$661,060	\$781,918	\$776,048	\$809,534	\$27,616	3.5%
Community Health						
Personnel Services	\$1,242,519	\$1,276,081	\$1,252,376	\$1,298,061	\$21,980	1.7%
Supplies and Materials	\$186,405	\$199,928	\$201,474	\$184,400	(\$15,528)	(7.8%)
Travel and Training	\$12,436	\$13,375	\$12,875	\$13,375	\$0	0.0%
Intragovernmental Charges	\$278,765	\$267,243	\$267,243	\$232,881	(\$34,362)	(12.9%)
Utilities, Services, & Misc.	\$237,138	\$288,657	\$293,507	\$267,105	(\$21,552)	(7.5%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$1,957,263	\$2,045,284	\$2,027,475	\$1,995,822	(\$49,462)	(2.4%)

Public Health & Human Services

Budget Detail By Division - Continued

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Women, Infants and Children (WIC)						
Personnel Services	\$466,826	\$486,344	\$460,639	\$484,671	(\$1,673)	(0.3%)
Supplies and Materials	\$9,922	\$13,614	\$12,850	\$12,850	(\$764)	(5.6%)
Travel and Training	\$4,022	\$3,850	\$1,150	\$3,850	\$0	0.0%
Intragovernmental Charges	\$165,666	\$140,347	\$140,347	\$129,322	(\$11,025)	(7.9%)
Utilities, Services, & Misc.	\$26,915	\$21,119	\$21,119	\$32,509	\$11,390	53.9%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$673,351	\$665,274	\$636,105	\$663,202	(\$2,072)	(0.3%)
Human Services						
Personnel Services	\$542,547	\$546,406	\$545,570	\$530,082	(\$16,324)	(3.0%)
Supplies and Materials	\$71,963	\$80,425	\$80,273	\$80,425	\$0	0.0%
Travel and Training	\$4,248	\$7,577	\$3,370	\$7,577	\$0	0.0%
Intragovernmental Charges	\$71,777	\$72,071	\$72,071	\$73,669	\$1,598	2.2%
Utilities, Services, & Misc.	\$60,636	\$60,375	\$58,700	\$59,415	(\$960)	(1.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$751,171	\$766,854	\$759,984	\$751,168	(\$15,686)	(2.0%)
Social Services Funding						
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.	\$836,846	\$893,553	\$893,556	\$893,556	\$3	0.0%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$836,846	\$893,553	\$893,556	\$893,556	\$3	0.0%
Department Total						
Personnel Services	\$4,353,106	\$4,491,599	\$4,428,522	\$4,515,601	\$24,002	0.5%
Supplies and Materials	\$408,440	\$427,681	\$413,693	\$390,382	(\$37,299)	(8.7%)
Travel and Training	\$58,111	\$53,418	\$46,011	\$50,418	(\$3,000)	(5.6%)
Intragovernmental Charges	\$854,467	\$855,114	\$855,114	\$783,236	(\$71,878)	(8.4%)
Utilities, Services, & Misc.	\$1,552,695	\$1,667,694	\$1,668,709	\$1,659,563	(\$8,131)	(0.5%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$7,226,819	\$7,495,506	\$7,412,049	\$7,399,200	(\$96,306)	(1.3%)

Public Health & Human Services

Authorized Positions By Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
Administration					
7700 - Director, Public of Hlth & Hum Srvs	1.00	1.00	1.00	1.00	
7680 - Asst. Director, Pub. Hlth & Hum Srv	1.00	1.00	1.00	1.00	
7308 - Public Health Planning Supervisor	1.00	1.00	1.00	1.00	
4801 - Community Relations Spec.	1.00	1.00	1.00	1.00	
4103 - Senior Planner	3.00	3.00	3.00	3.00	
1008 - Senior Administrative Supervisor	1.00	1.00	1.00	1.00	
1006 - Senior Administrative Supp. Assistant	1.00	1.00	1.00	1.00	
1005 - Administrative Support Assistant	1.00	1.00	1.00	1.00	
Total Personnel	10.00	10.00	10.00	10.00	
Permanent Full-Time	10.00	10.00	10.00	10.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	10.00	10.00	10.00	10.00	
Community Health Promotion					
7375 - Public Health Promotion Supervisor	1.00	1.00	1.00	1.00	
7303 - Health Educator	4.75	4.75	4.75	4.75	
1005 - Administrative Support Assistant	0.25	0.25	0.25	0.25	
Total Personnel	6.00	6.00	6.00	6.00	
Permanent Full-Time	4.15	4.15	4.15	4.15	
Permanent Part-Time	1.85	1.85	1.85	1.85	
Total Permanent	6.00	6.00	6.00	6.00	
Animal Control					
7105 - Animal Control Supervisor	1.00	1.00	1.00	1.00	
7101 - Animal Control Officer	6.00	6.00	6.00	6.00	
1005 - Administrative Support Assistant	0.50	0.50	0.50	0.50	
Total Personnel	7.50	7.50	7.50	7.50	
Permanent Full-Time	7.50	7.50	7.50	7.50	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	7.50	7.50	7.50	7.50	
City Animal Control Officers	3.00	3.00	3.00	3.00	
County Animal Control Officers	3.00	3.00	3.00	3.00	
	6.00	6.00	6.00	6.00	
<i>Note: County animal control officers are funded by the Boone County Commission through an annual contract.</i>					
Environmental Public Health					
7309 - Communicable Disease Spec.	0.05	0.05	0.05	0.05	
7207 - Environmental Public Health Supv	1.00	1.00	1.00	1.00	
7201 - Environmental Public Health Spec.	7.00	7.00	7.00	7.00	
1006 - Senior Admin. Support Assistant	1.00	1.00	1.00	1.00	
1005 - Administrative Support Assistant	0.25	0.25	0.25	0.25	
Total Personnel	9.30	9.30	9.30	9.30	
Permanent Full-Time	9.30	9.30	9.30	9.30	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.30	9.30	9.30	9.30	
City Funded Positions	6.70	6.70	6.70	6.70	
County Funded Env. Health Spec.**	2.60	2.60	2.60	2.60	
	9.30	9.30	9.30	9.30	

** Cost of these positions are reimbursed by Boone County.

Public Health & Human Services

Authorized Positions By Division - Continued

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
Community Health					
7600 - Community Health Manager	1.00	1.00	1.00	1.00	
7515 - Nursing Supervisor	1.00	1.00	1.00	1.00	
7506 - Nurse Practitioner	2.00	2.00	2.00	2.00	
7503 - Public Health Nurse	8.00	8.00	8.00	8.00	
7309 - Communicable Disease Spec	0.95	0.95	0.95	0.95	
1030 - Medical Billing Clerk	1.00	1.00	1.00	1.00	
1007 - Administrative Supervisor	1.00	1.00	1.00	1.00	
1005 - Admin. Support Assistant	3.00	3.00	3.00	3.00	
Total Personnel	17.95	17.95	17.95	17.95	0.00
Permanent Full-Time	16.95	16.95	16.95	16.95	
Permanent Part-Time	1.00	1.00	1.00	1.00	
Total Permanent	17.95	17.95	17.95	17.95	0.00
Women, Infants and Children (WIC)					
7451 - WIC Office Specialist	3.00	3.00	3.00	3.00	
7405 - Nutrition Supervisor	1.00	1.00	1.00	1.00	
7403 - Nutritionist	2.50	2.50	2.50	2.50	
1005 - Administrative Support Assistant	2.00	2.00	2.00	2.00	
Total Personnel	8.50	8.50	8.50	8.50	0.00
Permanent Full-Time	8.00	8.00	8.00	8.00	
Permanent Part-Time	0.50	0.50	0.50	0.50	
Total Permanent	8.50	8.50	8.50	8.50	0.00
Human Services					
7302 - Social Services Supervisor	1.00	1.00	1.00	1.00	
7301 - Social Services Clinic Specialist	2.75	2.75	2.75	2.75	
7299 - Social Services Home Visit Spec.	3.00	3.00	3.00	3.00	
4616 - Human Services Manager	1.00	1.00	1.00	1.00	
1006 - Senior Admin. Support Assistant	1.00	1.00	1.00	1.00	
Total Personnel	8.75	8.75	8.75	8.75	0.00
Permanent Full-Time	8.00	8.00	8.00	8.00	
Permanent Part-Time	0.75	0.75	0.75	0.75	
Total Permanent	8.75	8.75	8.75	8.75	0.00
Department Totals					
Permanent Full-Time	63.90	63.90	63.90	63.90	
Permanent Part-Time	4.10	4.10	4.10	4.10	
Total Permanent	68.00	68.00	68.00	68.00	

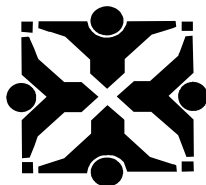
Health Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2018	FY 2019
			Fee	Fee
Death Certificates Fee collected for death certificates is determined by the Missouri Department of Health and Senior Services	State		\$13.00 for first copy/ \$10.00 for each additional copy	\$13.00 for first copy/ \$10.00 for each additional copy
Birth Certificates Fee collected for birth certificates is determined by the Missouri Department of Health and Senior Services	State		\$15.00	\$15.00
Domestic Partnership Registry Fee collected for domestic partnership registration and termination	12-74 (c)	09-04-12	\$25.00	\$25.00
Alcohol Server Certificates Fee collected for server certificates issued to persons selling or serving alcohol	4-104 (a)	11-19-12	\$3.00 \$2.00 \$5.00 total	\$3.00 \$2.00 \$5.00 total
Boarding Fee Animal impounded for running at large that is not a dangerous exotic animal or a dangerous or aggressive animal	5-5(a)	07-05-11	\$15.00/day	\$15.00/day
Impoundment Fee Animal impounded for running at large that is not a dangerous exotic animal or a dangerous or aggressive animal	5-5(a)	07-05-11	\$25.00	\$25.00
Dangerous and Aggressive Animal Permit Fees Annual fee collected from pet owners who have an animal that has been declared by Municipal Court as a dangerous or aggressive animal	5-57 (i)	07-05-11	\$275.00	\$275.00
Microchipping Animal that is a domestic dog or cat that has not been implanted with a readable identifying microchip , the animal shall be implanted with an identifying microchip before being released	5-5(a)	07-05-11	\$10.00, plus the cost of the microchip	\$10.00, plus the cost of the microchip
Spay or neuter fee Owner shall pay a spay or neuter fee before the dog or cat is released	5-5(a)(6)	07-05-11	\$75.00	\$75.00
Charges for Health services Patrons of the health department shall pay fees based on the current Medicaid invoice amount, with the exception of the services listed below, for personal health services. No one will be denied health services for inability to pay.	11-17	10-01-13		
Social Services Prescription eye glass co-pay	11-17	10-01-13	\$10.00	\$10.00
Food Establishments Annual inspection fee - Annual Gross Receipts less than \$250,000 - Annual Gross Receipts of \$250,000-\$750,000 - Annual Gross Receipts more than \$750,000	11-132(a)(1) 11-132(a)(2) 11-132(a)(3)	10-01-17 10-01-17 10-01-17	\$205.00 \$285.00 \$530.00	\$205.00 \$285.00 \$530.00

Health Department Fees and Charges

			FY 2018	FY 2019
	Chapter/ Section	Date Last Changed	Fee	Fee
Food Establishments (continued)				
Administrative service fee per inspection for the second and subsequent reinspections required to correct violations noted during the inspection process.	11-132(e)	10-01-17	\$110.00	\$110.00
Persons conducting a temporary food event (an event lasting less than fifteen (15) days)	11-132(f)	09-19-11		
- One to Three-day event		10-01-17	\$35.00	\$35.00
- Four to Fourteen-day event		10-01-07	\$65.00	\$65.00
Food Managers/Food Handler Cards Fees				
- For each new or renewed food manager's certificate	11-132(g)	09-19-11	\$15.00	\$15.00
- For each duplicate food manager's certificate	11-132(g)	09-19-11	\$5.00	\$5.00
- For each new or renewed food handler's certificate	11-132(h)	09-19-11	\$15.00	\$15.00
- For each duplicate food handler's certificate	11-132(h)	09-19-11	\$5.00	\$5.00
Plan				
- Facilities classified as low risk	11-132(i)(1)	10-01-17	\$130.00	\$130.00
- Facilities classified as medium risk	11-132(i)(2)	10-01-17	\$200.00	\$200.00
- Facilities classified as high risk	11-132(i)(3)	10-01-17	\$400.00	\$400.00
Tattoo				
Annual inspection fee	11-362(d)	10-01-12	\$150.00	\$150.00
Junkyard inspections annual license				
Annual gross sales of twenty-five thousand dollars (\$25,000.00) or less shall pay an annual inspection fee	11-179	09-18-00	\$100.00	\$100.00
Swimming Pools				
Annual				
- per pool or spa permit for pools requiring seasonal inspections	11-278	09-21-09	\$250.00	\$250.00
- per pool or spa permit requiring annual inspections	11-278	09-21-09	\$400.00	\$400.00

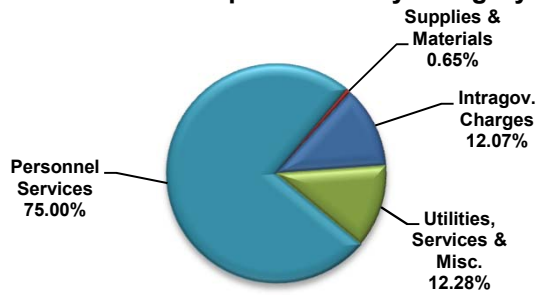
Economic Development Department (General Fund)



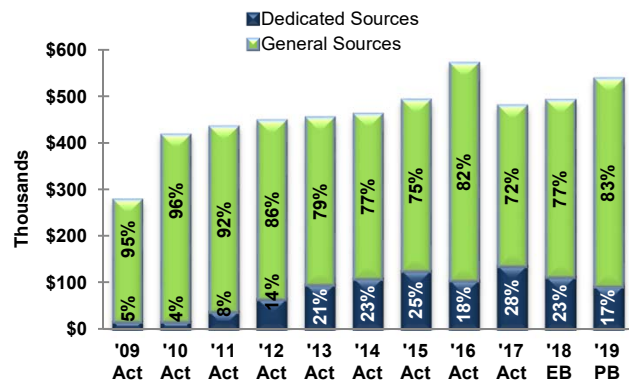
*City of Columbia
Columbia, Missouri*

Economic Development (General Fund)

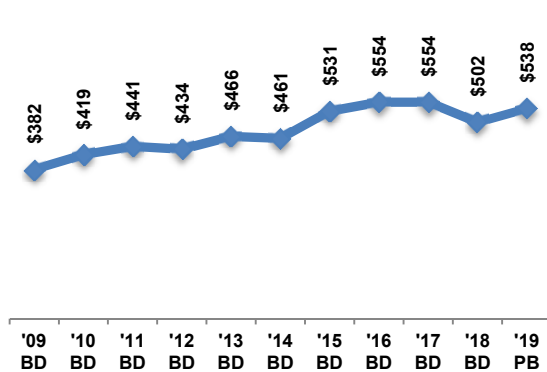
FY 2019 Total Expenditures By Category



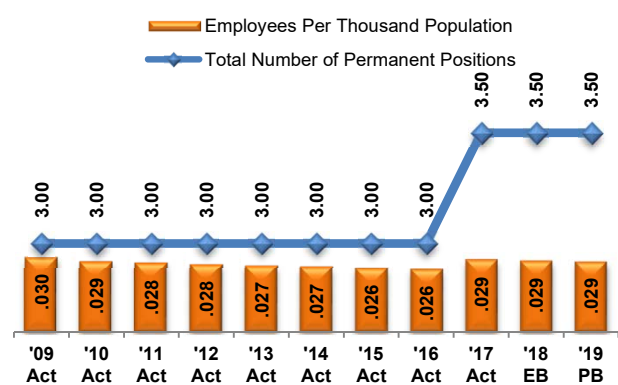
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$365,459	\$396,304	\$385,447	\$403,185	\$6,881	1.7%
Supplies & Materials	\$1,400	\$3,520	\$3,520	\$3,520	\$0	0.0%
Travel & Training	\$0	\$0	\$0	\$0	\$0	
Intragov. Charges	\$50,989	\$56,498	\$56,498	\$64,871	\$8,373	14.8%
Utilities, Services & Misc.	\$62,000	\$46,000	\$46,000	\$66,000	\$20,000	43.5%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$479,848	\$502,322	\$491,465	\$537,576	\$35,254	7.0%
Operating Expenses	\$479,848	\$502,322	\$491,465	\$537,576	\$35,254	7.0%
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	
Total Expenses	\$479,848	\$502,322	\$491,465	\$537,576	\$35,254	7.0%

Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change	% Change
Other Funding Sources/Trnsfrs *	\$75,000	\$46,000	\$46,000	\$46,000	\$0	0.0%
Other Local Rev:**	\$59,485	\$75,482	\$65,207	\$45,482	(\$30,000)	(39.7%)
Dedicated Sources	\$134,485	\$121,482	\$111,207	\$91,482	(\$30,000)	(24.7%)
General Sources	\$345,363	\$380,840	\$380,258	\$446,094	\$65,254	17.1%
Total Funding Sources	\$479,848	\$502,322	\$491,465	\$537,576	\$35,254	7.0%

* Other Funding Sources/Trnsfrs, do not include \$29,000 that is going directly from CVB to REDI for Economic Development activities in FY 2018 & FY 2019.

**Other Local Revenues include a Reimbursement from REDI (Regional Economic Development Incorporated). For FY 2018 this also includes \$30,000 from the University for partial reimbursement of Entrepreneurship Program Coordinator position.

Description

This Department provides the necessary support to encourage and facilitate the growth of the economic base in Columbia. This task includes working with the various local, regional and state economic development agencies, as well as educational institutions in an effort to attract new businesses, retain and expand existing businesses, and foster a stronger entrepreneurial ecosystem for business start-ups and emerging technologies. This Department staffs **Regional Economic Development Inc. (REDI)**, which provides additional operating funds.

Department Objectives

Strategic Priority: Economy - Jobs that Support Families

The staff's goal is to promote positive economic growth in Columbia and Boone County while maintaining the region's exceptional quality of life. The Department/REDI purpose is to facilitate the creation and retention of quality, sustainable jobs in our community. The three program areas are: 1) marketing the community as a destination for primary businesses with an emphasis on manufacturing, life science and technology sectors by providing workforce, site and building data to prospects; 2) working with existing employers on business retention and expansion, especially workforce development initiatives including labor availability analysis and the Certified Work Ready Community (CWRC) program; and, 3) supporting the entrepreneurial community through a variety of activities, programs and business counseling services at REDI's Innovation Hub through collaborative and coordinated efforts with area resources and agencies.

Highlights/Significant Changes

- Staff serves as co-chairs for the Economy Priority of the City's Strategic Plan 2016-2019 and 2020, providing leadership to the team in establishing goals, indicators and metrics to ensure the creation of quality jobs that pay a living wage. The Boone County Average Wage has increased from \$34,808 in July 1, 2015 to \$37,442 in July 1, 2017 and then increased to \$38,256 for July 1, 2018. Since July 1, 2015, the Boone County Average Wage has increased by \$3,448.
- The International Economic Development Council (IEDC) recognized REDI as an Accredited Economic Development Organization (AEDO) in November 2017. REDI staff compiled and submitted an application for accreditation which was followed by an IEDC site visit to REDI. REDI is one of only 60 organizations to earn AEDO status worldwide.
- Staff leads the Certified Work Ready Community (CWRC) designation effort by providing program facilitation through the Steering Committee. The CWRC program encourages job seekers to earn the National Career Readiness Certificate (NCRC), and businesses to sign on to recognize the NCRC in their hiring practices. Boone County earned the Certified Work Ready Community status in November 2016 and is now in the Maintaining Phase of the program until December 2018. Over 1,400 individuals in Boone County have now earned a National

Highlights/Significant Changes (cont.)

- Dana Light Axle Products is preparing its plant for the arrival of new equipment, a \$39 million investment that will retain 89 jobs and create at least 135 new jobs. REDI worked with Dana to secure Chapter 100 Revenue Bonds and bring this new production line to Columbia.
- Aurora Organic Dairy announced in 2017 its selection of the Sutter Industrial Site in Columbia for a \$106 million fluid milk processing facility that will create 100 jobs, and construction is currently underway. An expansion planned for the first three years of the facility's operation will bring an additional \$50 million investment and create 50 additional jobs. It is anticipated that the plant will be operational and commissioning sales beginning Q1 2019. REDI facilitated the project from proposal through site visits and selection, as well as the Chapter 100 Revenue Bonds incentive process.
- American Outdoor Brands has broken ground on its national distribution center announced in 2017 for Boone County, a \$55 million investment that will create more than 150 jobs. The facility will be operational by Q4 2018. REDI facilitated the site selection and Chapter 100 Revenue Bonds incentive process.
- In May 2018 the Nuclear Regulatory Commission (NRC) authorized its staff to issue a construction permit to Northwest Medical Isotopes, LLC (NWMI) for a first-of-a-kind facility dedicated to medical isotope production. The approved construction permit allows NWMI to build a Radioisotope Production Facility in the Discovery Ridge Research Park for the production of molybdenum-99 (Mo-99) and other radioisotopes. Mo-99 is used in medicine to create technetium-99m, an isotope used in millions of diagnostic procedures annually in the United States. NWMI hopes to break ground in Q3 2018.
- Kraft Heinz has completed all major external construction for the \$100 million expansion of its Columbia Foods plant in preparation of the internal work to complete the project. The modernization of the Kraft Heinz plant will retain 350 local employees.
- The Hinshaw East Site, a 57-acre site on Route B in Columbia, was granted a temporary and conditional award as a Missouri Certified Site in September 2017, and is currently undergoing required ground preparation to become a permanent Certified site without any conditions. A full Certification is anticipated by May 31, 2019.
- REDI's Innovation Hub is a co-working space that offers business counseling, training sessions, classes and programs to local entrepreneurs. REDI's Entrepreneurship Coordinator continually develops new programming for the Hub, which is currently home to over 25 entrepreneurs advancing their startups and business concepts.
- Funding from the University to offset part of the 1.00 FTE Entrepreneurship Coordinator position will no longer be available.

Department of Economic Development

Highlights/Significant Changes (cont.)

- In support of the region's burgeoning entrepreneurial ecosystem, REDI staff coordinates entrepreneurial activities and events, such as pitch competitions, Game Jam weekends and a Family Business Bootcamp. REDI staff continues to collaborate with the region's other entrepreneurial resources, and has provided leadership and coordination of several initiatives, including the Entrepreneurial Master Calendar and Ecosystem Resource Map.
- Staff creates and maintains marketing and promotional materials for REDI, including its website, social media presence, publications, videos, and Newslinks, a newsletter format that is distributed weekly or biweekly to a wide audience to share information and awareness of REDI programs and activities.
- Staff assists the Supplier Diversity Program Development Director with promotion of events, workshops, contractor expos and an online directory of resources for the City's M/WBE program. Staff also participates in other community initiatives including Cradle to Career Alliance, Mayors Climate Protection Agreement Awards, Economic Outlook Conference, and University of Missouri student recruitment efforts.

Highlights/Significant Changes (cont.)

- The REDI Board of Directors adopted the Principles of Community diversity/inclusion resolution authored by Kevin McDonald, UM System Chief Diversity Officer & MU Vice Chancellor for Inclusion, Diversity and Equity. The Board adopted the resolution in March 2018 as part of REDI's continuing efforts to grow and foster diversity and inclusion within the REDI organization.
- Bernie Andrews, REDI Executive Vice President, was named Professional Economic Developer of the Year for 2017 by the Missouri Economic Development Council. Bernie's exceptional local and regional leadership, as well as efforts to locate two major projects in the Columbia area, were cited in his nomination.
- In FY 2019, \$20,000 for dues in the Mid-Missouri Regional Planning Commission are now being budgeted in Economic Development.

Authorized Personnel

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
8903 - Entrepreneurship Prog. Coord.	1.00	1.00	1.00	1.00	
8901 - Asst. Director, Economic Dev.	1.00	1.00	1.00	1.00	
8900 - Director, Economic Development	0.50	0.50	0.50	0.50	
1006 - Senior Admin. Support Assistant	1.00	1.00	1.00	1.00	
Total Personnel	3.50	3.50	3.50	3.50	
Permanent Full-Time	3.50	3.50	3.50	3.50	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	3.50	3.50	3.50	3.50	

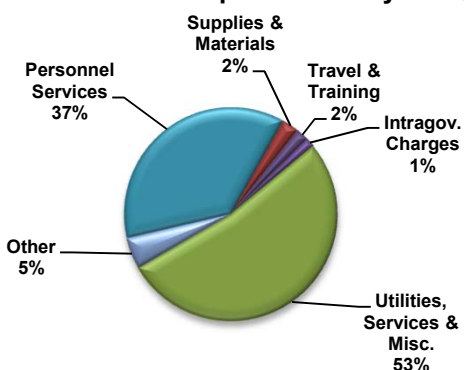
Cultural Affairs (General Fund)



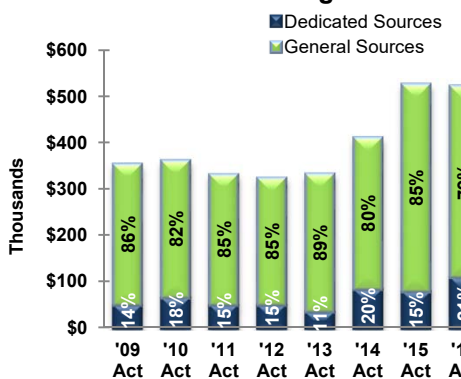
*City of Columbia
Columbia, Missouri*

Cultural Affairs (General Fund)

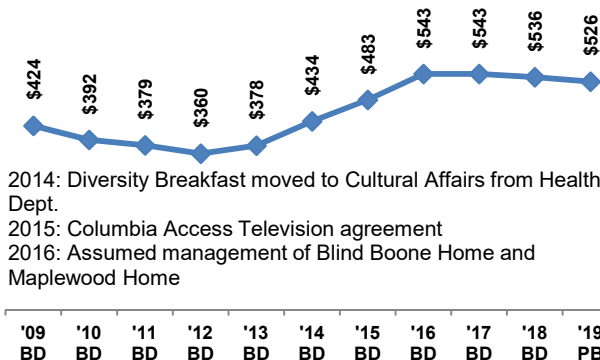
FY 2019 Total Expenditures By Category



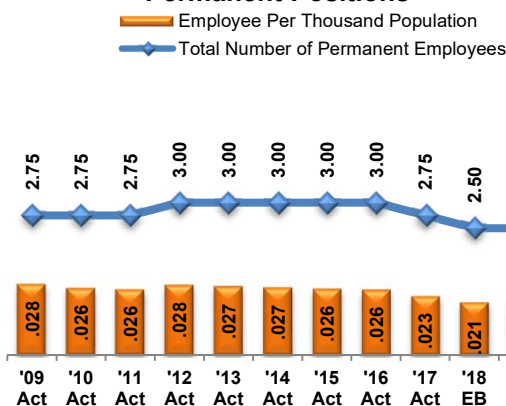
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$176,046	\$217,587	\$169,894	\$192,965	(\$24,622)	(11.3%)
Supplies & Materials	\$16,845	\$12,169	\$12,159	\$13,500	\$1,331	10.9%
Travel & Training	\$4,081	\$10,000	\$10,000	\$10,000	\$0	0.0%
Intragov. Charges	\$5,608	\$6,597	\$6,597	\$7,414	\$817	12.4%
Utilities, Services & Misc.	\$277,851	\$289,674	\$283,976	\$276,894	(\$12,780)	(4.4%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$25,000	\$25,000	
Total	\$480,431	\$536,027	\$482,626	\$525,773	(\$10,254)	(1.9%)
Operating Expenses	\$480,431	\$536,027	\$482,626	\$500,773	(\$35,254)	(6.6%)
Non-Operating Expenses	\$0	\$0	\$0	\$25,000	\$25,000	
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
Total Expenses	\$480,431	\$536,027	\$482,626	\$525,773	(\$10,254)	(1.9%)

Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Grant Revenues	\$13,042	\$12,000	\$12,477	\$12,000	\$0	0.0%
Other Funding Sources/Transfers	\$36,500	\$72,000	\$63,500	\$62,800	(\$9,200)	
Other Local Revenue	\$20,462	\$14,290	\$19,690	\$13,540	(\$750)	(5.2%)
Fees and Service Charges	\$37,663	\$40,568	\$40,568	\$40,568	\$0	0.0%
Dedicated Sources	\$107,667	\$138,858	\$136,235	\$128,908	(\$9,950)	(7.2%)
General Sources	\$372,764	\$397,169	\$346,391	\$396,865	(\$304)	(0.1%)
Total Funding Sources	\$480,431	\$536,027	\$482,626	\$525,773	(\$10,254)	(1.9%)

Description

The Office of Cultural Affairs' (OCA) mission is to create an environment where artists and cultural organizations thrive by advancing and supporting the arts and culture for the benefit of the citizens of Columbia.

Cultural Affairs is the department liaison for the following boards and commissions:

- Commission on Cultural Affairs
- Commission on Cultural Affairs Standing Committee on Public Art
- Mayor's Task Force on U.S.S. Columbia

Core Values

- **Service** - We exist to provide the best possible support to all arts and culture organizations in Columbia.
- **Communication** - We listen and respond with clarity and timeliness.
- **Continuous Improvement** - We maintain excellence by assessing our practices and by exploring new and innovative methods to serve.
- **Integrity** - Our office ethic will be one of integrity and impartiality regardless of the capacity of the organization we are serving.
- **Teamwork** - We value diversity and partnerships not only within our own organization but also throughout the community.
- **Stewardship** - We are responsible and respectful of the resources the community entrusts to us.

Strategic Priorities

- **Sustainability** - to provide resources to our arts and culture organizations so they are able to fulfill their missions.
- **Advocacy** - to influence public policy and resource allocation decisions that affect the Columbia arts and culture community.
- **Cultural Stewardship** - to ensure that Columbia celebrates and maintains its cultural heritage by responsible planning and management of cultural resources and assets.

Highlights/Significant Changes

- OCA embarked upon a mission in 2013 to increase the level of funding allocated to arts and culture organizations by creating and maintaining the Columbia Arts Fund (CAF), an arts endowment established at the Community Foundation of Central Missouri in 2012. The CAF's mission is to augment annual funding already distributed to eligible arts and culture organizations. Due to individual donations, contributions from the Convention and Visitors Bureau, and successful fundraisers such as the annual Celebration of the Arts event, the fund began its first distributions in FY 2017.
- Since expanding the Poster Party for the Arts in 2014, approximately \$45,400 has been raised for the Columbia Arts Fund. The event was rebranded in 2016 as the Celebration of the Arts and not only continues the tradition of unveiling an annual commemorative poster but also recognizes an individual who has provided invaluable service to an arts/cultural organization(s) nominated by their own peers.

Highlights/Significant Changes- continued

- The OCA manages agreements between the John William "Blind" Boone Heritage Foundation and the Boone County Historical Society regarding the curation of the Blind Boone Home and the Maplewood House respectively.
- OCA continues to utilize an online funding application process for nonprofit arts organizations, which has improved customer service and ensured accessibility to all.
- The Traffic Box Art Program, a graffiti abatement collaborative with the District, Convention and Visitors Bureau, and the Columbia Police Department, continues with an 11th box completed in 2018. Two additional installations have also been created by students through OCA's Partner in Education with Columbia Public Schools, with a third box planned in 2018.
- The OCA continues its efforts to promote the arts. The OCA underwrites year-round radio and print advertising to assist local arts agencies with publicity and to raise awareness about the variety of arts opportunities available to citizens and visitors. In addition to social media, weekly email newsletter, printed arts guides, and a public art mobile app, the office produces a monthly half-hour show on Columbia Access Television entitled "Arts Focus."
- The OCA staff manages the Columbia Sister City program as well as acts as the liaison for the Mayor's Task Force on the U.S.S. Columbia. New international connections are always being explored to expand Columbia's reach throughout the world.
- CAT TV funding for FY 2019 is \$35,000. Annual arts funding will remain at \$100,000.
- Two Percent for Art projects, designated by City Council, are underway - the Columbia Sports Fieldhouse and the Columbia Police Department North Municipal Service Center. The Sports Fieldhouse Percent for Art project has a total budget of \$50,310, with \$42,764 established for the artist commission. The Police Department Percent for Art project has a total budget of \$72,625, with \$61,730 established for the artist commission. An upcoming Percent for Art project will be the new fire station off Broadway in east Columbia.
- The OCA staff manages the Percent for Art Program along with the Standing Committee on Public Art.

Strategic Priority: Social Equity - Improving the Odds for Success - The Office of Cultural Affairs will work to strengthen participation in cultural activities in the three strategic focus areas.

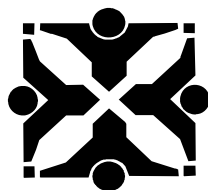
Authorized Personnel

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>	<u>Position Changes</u>
4627 - Program Specialist	1.00	1.00	1.00	1.00	
4625 - Director, Cultural Affairs *	1.00	1.00	1.00	1.00	
1006 - Sr. Administrative Support Asst. +	0.75	0.50	0.50	0.50	
Total Personnel	2.75	2.50	2.50	2.50	
Permanent Full-Time	2.75	2.50	2.50	2.50	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	2.75	2.50	2.50	2.50	

+ In FY 2018, 0.25 FTE Sr Administrative Support Asst. position was reallocated to the City Manager's office to provide additional clerical support to that department

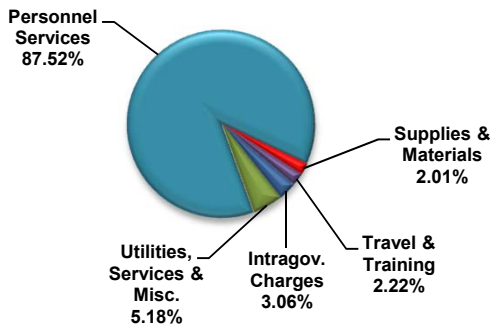
* In FY 2018, the Director of Cultural Affairs was underfilled with a Cultural Affairs Manager.

Office of Sustainability (General Fund)

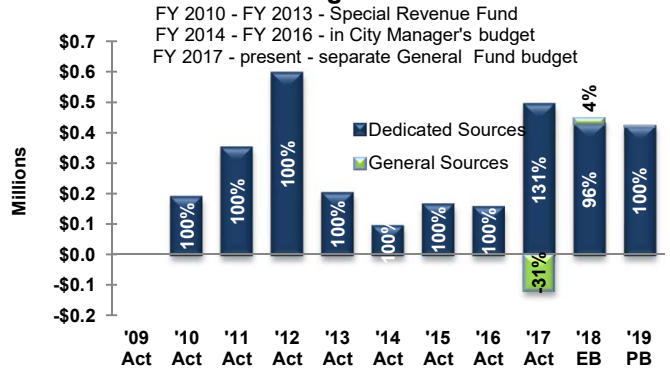


City of Columbia
Columbia, Missouri

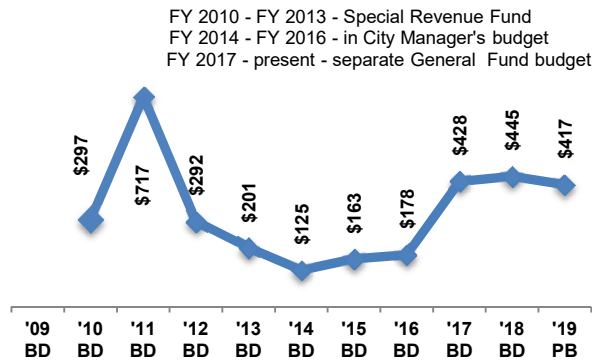
FY 2019 Total Expenditures By Category



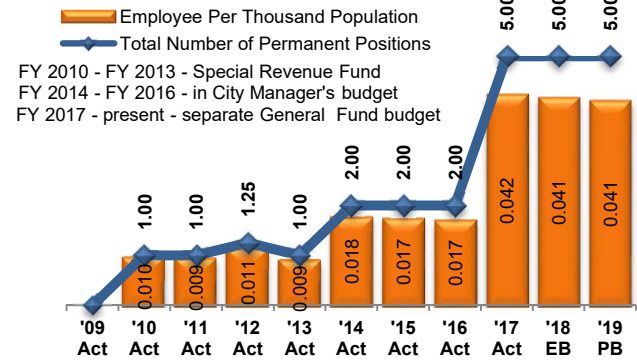
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$348,980	\$360,779	\$360,136	\$365,080	\$4,301	1.2%
Supplies & Materials	\$10,179	\$12,071	\$12,071	\$8,392	(\$3,679)	(30.5%)
Travel & Training	\$4,214	\$6,260	\$6,260	\$9,260	\$3,000	47.9%
Intragov. Charges	\$5,068	\$13,966	\$13,966	\$12,780	(\$1,186)	(8.5%)
Utilities, Services & Misc.	\$4,279	\$51,885	\$50,925	\$21,625	(\$30,260)	(58.3%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$372,720	\$444,961	\$443,358	\$417,137	(\$27,824)	(6.3%)
Operating Expenses	\$372,720	\$444,961	\$443,358	\$417,137	(\$27,824)	(6.3%)
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	
Total Expenses	\$372,720	\$444,961	\$443,358	\$417,137	(\$27,824)	(6.3%)

Funding Sources (Where the Money Comes From)

Grant Revenue	\$25,840	\$31,000	\$31,000	\$31,000	\$0	0.0%
Operating Transfers *	\$455,481	\$393,961	\$393,961	\$386,135	(\$7,826)	(2.0%)
Other Local Revenue	\$8,515	\$0	\$0	\$0	\$0	
Dedicated Sources	\$489,836	\$424,961	\$424,961	\$417,135	(\$7,826)	(1.8%)
General Sources	(\$117,116)	\$20,000	\$18,397	\$2	(\$19,998)	(100.0%)
Total Funding Sources	\$372,720	\$444,961	\$443,358	\$417,137	(\$27,824)	(6.3%)

* Transfers come from Water, Electric, Transit, Parking, Solid Waste, Storm Water, and Fleet Operations.

Description

The Office of Sustainability is responsible for internal and external sustainability efforts in Columbia. As part of Columbia's efforts to increase conservation of fiscal and natural resources, it was important to have a department and staff dedicated to spearheading all of the sustainability efforts for the community. This will ensure that all areas of the local government and community are working together to reach the same goals guided by this department and staff.

The Office of Sustainability is the department liaison for the Energy and Environment Commission and the Mayor's Task Force on Climate Action and Adaptation Planning.

Highlights/Significant Changes

- Savings from FY 2016 are being utilized for the development of Columbia's first Climate Action and Adaptation Plan, as directed by Resolution 83-17A. Funds are currently being used for a consultant and necessary community engagement activities.
- This budget also reflects year three of a cooperative agreement with Missouri Department of Conservation for a Community Conservationist position. This position coordinates projects with departments and community education efforts about the social, environmental, and economic benefits to urban conservation. This position also manages the 3M Urban Restoration grant, CoMo Wild Yard program, and Mayors for Monarchs efforts.
- There are no general source revenues used to fund this budget. The costs for this budget are completely offset by the transfers of one-half of the savings that resulted from sustainability projects paid for by the Sustainability budget, grants, and funding from the utilities.

Department Objectives

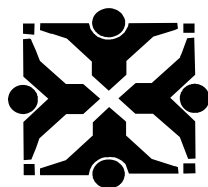
- Coordinate efforts across departments to ensure sustainability goals are met and Columbia is a good steward of all resources.
- Evaluate, propose and implement sustainability objectives of the City of Columbia Strategic Plan and those highlighted as opportunities for improvement in Columbia's STAR Communities certification.
- Develop, coordinate and implement environmental education with community and regional partners; including Columbia Public Schools.
- The Sustainability Office coordinates and pursues sustainability grants for the City to reduce the City's consumption of natural resources.

Authorized Personnel

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>	<u>Position Changes</u>
9917 - Community Conservationist	1.00	1.00	1.00	1.00	
9915 - Sustainability Manager	1.00	1.00	1.00	1.00	
4533 - Waste Minimization Coord	1.00	1.00	1.00	1.00	
4509 - Energy Educator	1.00	1.00	1.00	1.00	
2584 - Storm Water Educator	1.00	1.00	1.00	1.00	
Total Personnel	5.00	5.00	5.00	5.00	0.00
Permanent Full-Time	5.00	5.00	5.00	5.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	5.00	5.00	5.00	5.00	

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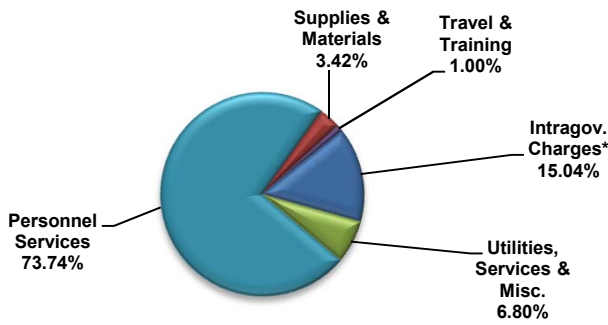
Community Development Department (General Fund)



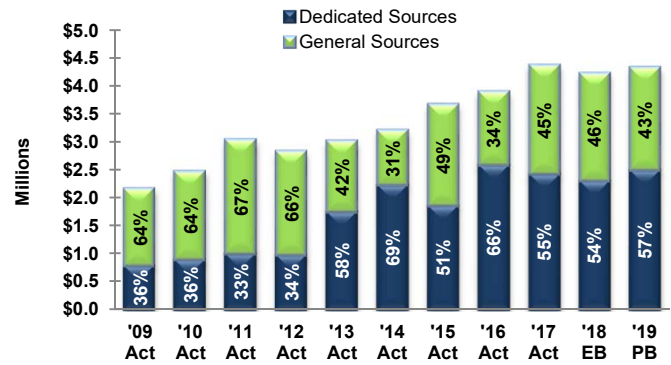
City of Columbia
Columbia, Missouri

Community Development - Summary

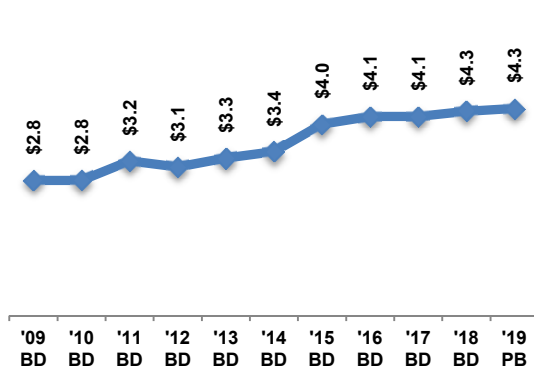
FY 2019 Total Expenditures By Category



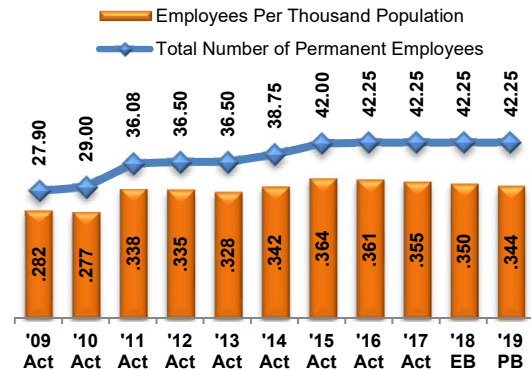
Funding Sources



Budgeted Expenditure History (in Millions)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$2,859,936	\$3,087,258	\$3,051,783	\$3,178,598	\$91,340	3.0%
Supplies & Materials	\$94,091	\$159,877	\$151,125	\$147,569	(\$12,308)	(7.7%)
Travel & Training	\$30,626	\$43,004	\$43,004	\$43,004	\$0	0.0%
Intragov. Charges*	\$606,524	\$635,779	\$635,779	\$648,414	\$12,635	2.0%
Utilities, Services & Misc.	\$761,703	\$328,123	\$324,850	\$293,221	(\$34,902)	(10.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$4,352,880	\$4,254,041	\$4,206,541	\$4,310,806	\$56,765	1.3%
Operating Expenses	\$4,352,880	\$4,254,041	\$4,206,541	\$4,310,806	\$56,765	1.3%
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	
Total Expenses	\$4,352,880	\$4,254,041	\$4,206,541	\$4,310,806	\$56,765	1.3%

Funding Sources (Where the Money Comes From)

Grants	\$154,810	\$200,968	\$200,968	\$200,968	\$0	0.0%
Other Funding Sources/Transfers	\$141,604	\$141,873	\$141,873	\$141,873	\$0	0.0%
Fees and Service Charges	\$1,988,516	\$2,034,511	\$1,886,311	\$2,075,131	\$40,620	2.0%
Other Local Revenue	\$101,945	\$30,000	\$30,136	\$34,625	\$4,625	15.4%
Intragov. Revenues (G&A Fees)	\$21,844	\$24,568	\$24,568	\$22,043	(\$2,525)	(10.3%)
Dedicated Sources	\$2,408,719	\$2,431,920	\$2,283,856	\$2,474,640	\$42,720	1.8%
General Sources	\$1,944,161	\$1,822,121	\$1,922,685	\$1,836,166	\$14,045	0.8%
Total Funding Sources	\$4,352,880	\$4,254,041	\$4,206,541	\$4,310,806	\$56,765	1.3%

Description

The Community Development Department has three functional divisions: Building and Site Development, Planning and Zoning, Neighborhood Services.

Building and Site Development: functions as a "one stop shop" for the development community. This division is responsible for coordinating plan review, permitting, and inspection of both privately constructed infrastructure and building construction, and ensures compliance with Code of Ordinances, specifications and standards, and the adopted International Building Codes.

Neighborhood Services: administers the existing Office of Neighborhood Services (ONS) programs and the Housing Programs (HOME and CDBG). Neighborhood Services administers compliance of the Rental Unit Conservation Law, code enforcement, coordination of the Neighborhood Association Recognition Program, "Neighborhood Congresses," the Neighborhood Leadership Program; Volunteer Programs which support volunteer activities for all departments throughout the City; and Housing Program prepares plans and administers HOME and CDBG grant programs.

Planning and Zoning: consists of current and long-range planning. Current planning works to coordinate inter-departmental development review to facilitate better communication and more neighborhood engagement during the development process and administers the zoning and subdivision codes. Long-range planning is engaged in the preparation of the comprehensive plan, future land use plans, neighborhood and special area plans, and transportation plans; and provides staff for the federally funded and mandated (Columbia Area Transportation Study Organization) transportation planning which collects demographic and economic data.

Community Development is the department liaison for the following boards and commissions:

- Bicycle/Pedestrian Commission
- Board of Adjustment
- Building Construction Codes Commission
- Columbia Community Development Commission
- Columbia Land Trust Organization Board
- Columbia Tree Task Force
- Historic Preservation Commission
- Parking and Traffic Management Task Force
- Planning and Zoning Commission

Department Objectives & Highlights/Significant Changes

There are no fee increases for FY 2019.

All divisions will complete preparations for the implementation of EnerGov software in FY 2018. Scheduled to "go live" in October, EnerGov is a Community Development and Infrastructure software product purchased by the City as the final stage of the COFERS Enterprise Resource Program initiative. EnerGov will modernize the Department's systems to better assist the development community with the plan review, permitting, and inspection processes.

Department Objectives & Highlights/Significant Changes (Cont.)

Building and Site Development:

Staff continues to strive to protect the public health, safety, and welfare through the plan review and inspection of privately funded public infrastructure and residential and commercial structures. As of June 1, 2018, staff has issued 182 building permits for the construction of single family homes. Staff anticipates meeting its 75% cost recovery goal. The Public Utility Rights-of-way Users Ordinance became effective on May 1, 2018 which will help staff better coordinate work within the right of way by utility companies and their contractors.

Strategic Priority: Operational Excellence - The division added a Right of Way Technician in October and an additional Project Compliance Inspector (site inspector) in July and to assist with the enforcement of the Public Utility Rights-of-way Users Ordinance. Staff anticipates these position changes will be offset by the additional permit fees required by the ordinance. These changes will allow the division to divide the inspection of privately funded public infrastructure, residential and commercial civil/site work, erosion and sediment control, etc. amongst staff so as to provide better enforcement citywide. These changes will also, for the first time, dedicate an employee to specifically coordinate all work within the City right of way.

Neighborhood Services:

- As of June 26, 2018, ONS had 10,124 buildings and 28,075 units registered under the Rental Unit Conservation Law. ONS inspects all rental units that are in compliance. Certificates of Compliance are issued for three years and can be renewed for an additional three years if there are no violations reported. ONS staff are working with the Convention & Visitors Bureau and other Community Development staff to explore how short term or vacation rentals should be addressed under this ordinance.
- ONS has focused on demolition and enforcement of nuisance structures and properties in code violation, particularly in the Central Strategic Plan neighborhood. Inspectors have also been assigned to each of the three Strategic Plan neighborhoods to work on code enforcement and liaison with residents and Columbia Outreach Unit (COU) officers.
- In FY 2017, ONS handled 4,248 code enforcement cases, most on residential properties excluding rental inspections. Code enforcement cases include 1,438 nuisance violations, 1,520 weed cases, 426 property maintenance cases and 234 vehicle violations (unlicensed/inoperable/junk filled).
- Neighborhood Services is working with the Office of Sustainability to update the weed ordinance to be more friendly to those with native plantings. Staff is reviewing the effect of a possible change in the summer of 2018 so that City Council may consider an update to go into effect in 2019.
- Volunteer Services reports that volunteers shared 42,251 hours of service in FY 2017 valued at \$1.019 million. Volunteers continue to play an important role in staffing events, picking up litter in public spaces, and beautifying our right of way.

Highlights/Significant Changes (Cont.)

Planning and Zoning:

- In FY 2018 the Planning and Zoning division continued to implement the newly adopted Unified Development Code (UDC) through additional training, forms, interpretation decisions, and “clean-up” amendments.
- Staff has focused significant attention toward preparing for the “go-live” activities associated with the EnerGov software. Such activities have included staff training sessions and sample submissions designed to ensure program functionality as well as proficiency in the new application submission/review process.
- Staff also began to prepare for the 5-year update of the Comprehensive Plan which will include an update of the interactive Columbia Imagined Implementation matrix as well as continues work on a development scorecard.
- The Division’s Transportation Planners updated the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP).

Highlights/Significant Changes (Cont.)

Planning and Zoning (Cont.):

- In FY 2019 the Division will complete its 5-year update of the Comprehensive Plan and solicit input from the public as well as the Planning and Zoning Commission prior to forwarding such updates to Council for review and consideration.
- The Division will complete the development scorecard, will “go-live” with the EnerGov software program for plan submission and review, and process additional updates and code amendments to the Unified Development Code.

Authorized Personnel

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>	<u>Position Changes</u>
Planning	6.10	6.10	6.10	6.10	
Economic Planning	2.55	2.55	2.55	2.55	
Volunteer Services	2.75	2.75	2.75	2.75	
Neighborhood Programs	8.90	8.90	8.90	8.90	
Building and Site Development	21.95	21.95	21.95	21.95	
Total Personnel	42.25	42.25	42.25	42.25	
Permanent Full-Time	42.25	42.25	42.25	42.25	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	42.25	42.25	42.25	42.25	

Budget Detail By Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Planning						
Personnel Services	\$422,437	\$500,698	\$479,025	\$502,495	\$1,797	0.4%
Supplies & Materials	\$9,622	\$19,193	\$15,402	\$19,209	\$16	0.1%
Travel & Training	\$8,456	\$10,050	\$10,050	\$10,050	\$0	0.0%
Intragov. Charges	\$151,953	\$148,893	\$148,893	\$154,052	\$5,159	3.5%
Utilities, Services & Misc.	\$607,556	\$74,331	\$72,987	\$46,234	(\$28,097)	(37.8%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$1,200,024	\$753,165	\$726,357	\$732,040	(\$21,125)	(2.8%)
Economic Planning						
Personnel Services	\$222,541	\$223,457	\$222,079	\$227,990	\$4,533	2.0%
Supplies & Materials	\$416	\$2,950	\$2,950	\$2,560	(\$390)	(13.2%)
Travel & Training	\$1,535	\$6,000	\$6,000	\$6,000	\$0	0.0%
Intragov. Charges	\$264	\$1,474	\$1,474	\$258	(\$1,216)	(82.5%)
Utilities, Services & Misc.	\$5,782	\$19,189	\$17,741	\$17,609	(\$1,580)	(8.2%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$230,538	\$253,070	\$250,244	\$254,417	\$1,347	0.5%
Volunteer Services						
Personnel Services	\$182,143	\$192,711	\$191,552	\$196,554	\$3,843	2.0%
Supplies and Materials	\$34,836	\$43,637	\$42,695	\$43,637	\$0	0.0%
Travel and Training	\$1,064	\$5,044	\$5,044	\$5,044	\$0	0.0%
Intragovernmental Charges	\$5,181	\$30,335	\$30,335	\$34,626	\$4,291	14.1%
Utilities, Services, & Misc.	\$14,175	\$21,766	\$21,766	\$21,202	(\$564)	(2.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$237,399	\$293,493	\$291,392	\$301,063	\$7,570	2.6%
Neighborhood Programs						
Personnel Services	\$574,076	\$600,679	\$598,837	\$608,733	\$8,054	1.3%
Supplies and Materials	\$17,901	\$33,373	\$29,633	\$32,173	(\$1,200)	(3.6%)
Travel and Training	\$3,901	\$5,450	\$5,450	\$5,450	\$0	0.0%
Intragovernmental Charges	\$141,759	\$150,503	\$150,503	\$162,124	\$11,621	7.7%
Utilities, Services, & Misc.	\$44,384	\$108,096	\$108,096	\$107,488	(\$608)	(0.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$782,021	\$898,101	\$892,519	\$915,968	\$17,867	2.0%
Building & Site Development						
Personnel Services	\$1,458,739	\$1,569,713	\$1,560,290	\$1,642,826	\$73,113	4.7%
Supplies & Materials	\$31,316	\$60,724	\$60,445	\$49,990	(\$10,734)	(17.7%)
Travel & Training	\$15,670	\$16,460	\$16,460	\$16,460	\$0	0.0%
Intragov. Charges	\$307,367	\$304,574	\$304,574	\$297,354	(\$7,220)	(2.4%)
Utilities, Services & Misc.	\$89,806	\$104,741	\$104,260	\$100,688	(\$4,053)	(3.9%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$1,902,898	\$2,056,212	\$2,046,029	\$2,107,318	\$51,106	2.5%
Department Totals						
Personnel Services	\$2,859,936	\$3,087,258	\$3,051,783	\$3,178,598	\$91,340	3.0%
Supplies and Materials	\$94,091	\$159,877	\$151,125	\$147,569	(\$12,308)	(7.7%)
Travel and Training	\$30,626	\$43,004	\$43,004	\$43,004	\$0	0.0%
Intragovernmental Charges	\$606,524	\$635,779	\$635,779	\$648,414	\$12,635	2.0%
Utilities, Services, & Misc.	\$761,703	\$328,123	\$324,850	\$293,221	(\$34,902)	(10.6%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$0	\$0	\$0	\$0	\$0	
Total	\$4,352,880	\$4,254,041	\$4,206,541	\$4,310,806	\$56,765	1.3%

Authorized Personnel By Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
Planning					
4107 - Development Services Manager	1.00	1.00	1.00	1.00	
4105 - Director, Community Development	0.41	0.41	0.41	0.41	
4103 - Senior Planner	2.00	2.00	2.00	2.00	
4101 - Planner	1.00	1.00	1.00	1.00	
1008 - Senior Administrative Supervisor	0.32	0.32	0.32	0.32	
1006 - Senior Admin Support Assistant *	1.00	1.00	1.00	1.37	0.37
1005 - Administrative Support Assistant *	0.37	0.37	0.37	0.00	(0.37)
Total Personnel	6.10	6.10	6.10	6.10	
Permanent Full-Time	6.10	6.10	6.10	6.10	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	6.10	6.10	6.10	6.10	
Economic Planning					
4105 - Director, Community Development	0.30	0.30	0.30	0.30	
4103 - Senior Planner	1.00	1.00	1.00	1.00	
4101 - Planner	1.00	1.00	1.00	1.00	
1008 - Senior Administrative Supervisor	0.25	0.25	0.25	0.25	
Total Personnel	2.55	2.55	2.55	2.55	
Permanent Full-Time	2.55	2.55	2.55	2.55	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	2.55	2.55	2.55	2.55	
Volunteer Services					
4622 - Neighborhood Services Manager	0.50	0.50	0.50	0.50	
4615 - Volunteer Program Specialist	2.00	2.00	2.00	2.00	
1006 - Senior Admin Support Assistant	0.25	0.25	0.25	0.25	
Total Personnel	2.75	2.75	2.75	2.75	
Permanent Full-Time	2.75	2.75	2.75	2.75	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	2.75	2.75	2.75	2.75	
Neighborhood Services					
4652 - Sr. Code Enforcement Specialist	2.00	2.00	2.00	2.00	
4650 - Code Enforcement Specialist	4.00	4.00	4.00	4.00	
4622 - Neighborhood Services Manager	0.50	0.50	0.50	0.50	
4105 - Director, Community Development	0.05	0.05	0.05	0.05	
4104 - Neighborhood Communications Coord.	1.00	1.00	1.00	1.00	
1008 - Senior Administrative Supervisor	0.10	0.10	0.10	0.10	
1006 - Senior Admin Support Assistant *	0.75	0.75	0.75	1.25	0.50
1005 - Administrative Support Assistant *	0.50	0.50	0.50	0.00	(0.50)
Total Personnel	8.90	8.90	8.90	8.90	
Permanent Full-Time	8.90	8.90	8.90	8.90	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	8.90	8.90	8.90	8.90	

* In FY 2019, 1.00 FTE Administrative Support Assistant was reclassified to a Senior Admin Support Assistant.

Authorized Personnel By Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
Building & Site Development					
5108 - Engineering Manager	1.00	1.00	1.00	1.00	
5013 - Right of Way Technician	1.00	1.00	1.00	1.00	
5098/5113 - Engineering Specialist/Engineer	2.00	2.00	2.00	2.00	
5007 - City Arborist	1.00	1.00	1.00	1.00	
5003 - Engineering Technician **	4.00	1.00	1.00	0.00	(1.00)
4998 - Project Compliance Inspector **	0.00	3.00	3.00	4.00	1.00
4108 - Senior Plan Reviewer	3.00	3.00	3.00	3.00	
4105 - Director, Comm. Development	0.24	0.24	0.24	0.24	
3205 - Building Regulations Supv.	1.00	1.00	1.00	1.00	
3203 - Senior Building Inspector	1.00	1.00	1.00	1.00	
3202 - Building Inspector	5.00	5.00	5.00	5.00	
2160 - Addressing Specialist	0.25	0.25	0.25	0.25	
1008 - Senior Administrative Supervisor	0.33	0.33	0.33	0.33	
1006 - Senior Admin Support Assistant *	2.00	2.00	2.00	2.13	0.13
1005 - Administrative Support Assistant *	0.13	0.13	0.13	0.00	(0.13)
Total Personnel	21.95	21.95	21.95	21.95	
Permanent Full-Time	21.95	21.95	21.95	21.95	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	21.95	21.95	21.95	21.95	
Department Totals					
Permanent Full-Time	42.25	42.25	42.25	42.25	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	42.25	42.25	42.25	42.25	

** In FY 2018 (3) 1.00 FTE and FY 2019 1.00 FTE Engineering Technician positions were reassigned to Project Compliance Inspector.

* In FY 2019, 1.00 FTE Administrative Support Assistant was reclassified to a Senior Admin Support Assistant.

Community Development Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2018	FY 2019
			Fee	Fee
Building Code Permit Fees Building Permit Fee	6-17 (109.2)	10-01-15	\$2.25/thousand dollars of value (minimum fee \$21.60)	\$2.25/thousand dollars of value (minimum fee \$21.60)
Building Code Permit Fees (All Construction) Footing & Foundation Only	6-17 (109.2)	10-10-1994	\$54	\$54
Plan Review Fee	6-17 (109.2)	09-16-1996	50% of building permit fee	50% of building permit fee
Failed Inspection Fee - for each failed inspection - for each failed re-inspection	6-17 (109.2)	03-21-11 03-21-11	\$35 \$75	\$35 \$75
Removal of a building or structure Removal of a building or structure from one lot to another or to a new location on the same lot	6-17 (109.2.1)	09-21-1992	50% of the fee for new buildings with a minimum fee of \$45	50% of the fee for new buildings with a minimum fee of \$45
Inspection fee prior to moving the building or structure	6-17 (109.2.1)	09-21-1992	\$25	\$25
Demolition Permit for the demolition of building or structure:				
- Residential	6-17 (109.2.2)	09-21-1992	\$50	\$50
- Commercial	6-17 (109.2.2)	09-21-1992	\$100	\$100
Signs Permit for signs, billboards and other display structures	6-17 (109.2.3)			
- not more than fifty (50) square feet		09-15-14	\$75	\$75
- each sign over fifty (50) square feet		09-15-14	\$75	\$75
- for each square foot over fifty (50)		09-15-14	\$0.25	\$0.25
Failure to obtain permit Failure to obtain the necessary permit(s) within five (5) days after being notified in writing to do so by the building official				
- for each day in excess of the five (5) days that pass before the person obtains the necessary permit	6-17 (109.4)		\$5	\$5
Application for appeals Application for appeals fee (fee refunded to the applicant if the applicant appears at the commission meeting at which the appeal is scheduled to be heard)	6-17 (113.2)	09-17-07	\$120	\$120
Electrical permit For alterations of or extensions to existing wiring, or any other electrical permit	6-32 (404.2)	10-01-15	\$35	\$35
For each service entrance panel 225 amperes or less	6-32 (404.2)	10-01-15	\$35	\$35
For each service entrance panel over 225 amperes	6-32 (404.2)	10-01-15	\$0.175/Amp	\$0.175/Amp

Community Development Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2018	FY 2019
			Fee	Fee
Electrical permit (continued)				
For each circuit (whether 2-wire, 3-wire or 3-phase)	6-32 (404.2)			
For first fifteen, each		03-21-11	\$2.35	\$2.35
For all over fifteen, each		03-21-11	\$2.19	\$2.19
For each connection of hot air or hot water heating plant, each	6-32 (404.2)	03-21-11	\$7	\$7
For installation of or addition to sound, audio-visual, or communication equipment	6-32 (404.2)	10-01-15	\$35	\$35
Swimming pool	6-32 (404.2)	10-01-15	\$75	\$75
Re-inspection fees:	6-32 (404.2)			
First failed inspection		03-21-11	\$35	\$35
Failed re-inspection of prior correction notice		03-21-11	\$70	\$70
Certified licensed plumber				
Application fee	6-52 (101.11)	09-17-07	\$50	\$50
Certificate Fees				
City of Columbia Journeyman Certificate	6-52 (101.14.1)	05-21-12	\$30	\$30
City of Columbia Master Certificate	6-52 (101.14.1)	05-21-12	\$90	\$90
Certificate Renewal				
Journeyman certificate renewal	6-52 (101.15)	05-21-12	\$30	\$30
Master certificate renewal	6-52 (101.15)	05-21-12	\$90	\$90
An individual requesting renewal of an expired certificate must apply for a new plumbing certificate:				
- From January 2 to March 30 of the first year after expiration	6-52 (101.15)	12-05-05	\$10	\$10
- From April 1 to December 31 of the first year after expiration		12-05-05	\$50	\$50
- After January 2 of the second year after expiration		12-05-05	\$100	\$100
- plus each additional year or fraction of a year after expiration		12-05-05	\$100	\$100
Plumbing permit fee				
Each tap or opening into any public sewer, or private sewer that is connected to a public sewer	6-52 (106.6.2)	10-01-15	\$72.90	\$72.90
Per fixture for the first twenty-five fixtures, and for each additional fixture or opening	6-52 (106.6.2)	10-01-15	\$5.67	\$5.67
	6-52(106.6.2)	10-01-15	\$1.62	\$1.62
Each floor drain, garage drain, or any other fixture, appliance, or waste line connecting directly with the drainage system of the building	6-52 (106.6.2)	10-01-15	\$3.24	\$3.24
For structures not previously plumbed or alterations of, or extensions to, existing plumbing.	6-52 (106.6.2)	10-01-15	Not less than \$35.00	Not less than \$35.00

Community Development Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2018	FY 2019
			Fee	Fee
Chimney Sweep certificate All applicants approved by the board for chimney sweep certificates	6-61 (101.8)	05-21-12	\$90	\$90
Journeyman Certificates All applicants approved by the board for journeyman certificates	6-61 (101.8)	09-16-13	\$30	\$30
Master Certificate issuance All applicants approved by the board for master certificate	6-61 (101.8)	09-16-13	\$90	\$90
Mechanical Work Fees				
\$0 to \$1,000	6-61 (106.5.2)	10-01-15	\$35.00	\$35.00
\$1,000.01 to \$5,000	6-61 (106.5.2)	10-01-15	\$25.00 plus \$6.25 per thousand over \$1,000	\$25.00 plus \$6.25 per thousand over \$1,000
\$5,000.01 to \$10,000	6-61 (106.5.2)	10-01-15	\$50.00 plus \$5.00 per thousand over \$5,000	\$50.00 plus \$5.00 per thousand over \$5,000
\$10,000.01 to \$20,000	6-61 (106.5.2)	10-01-15	\$75.00 plus \$3.75 per thousand over \$10,000	\$75.00 plus \$3.75 per thousand over \$10,000
Over \$20,000	6-61 (106.5.2)	10-01-15	\$112.50 plus \$2.50 per thousand over \$20,000	\$112.50 plus \$2.50 per thousand over \$20,000
Fuel Gas Work				
\$0 to \$1,000	6-61 (106.6.2)	10-01-15	\$35.00	\$35.00
\$1,000.01 to \$5,000	6-61 (106.6.2)	10-01-15	\$25 plus \$6.25 per thousand over \$1,000	\$25 plus \$6.25 per thousand over \$1,000
\$5,000.01 to \$10,000	6-61 (106.6.2)	10-01-15	\$50 plus \$5 per thousand over \$5,000	\$50 plus \$5 per thousand over \$5,000
\$10,000.01 to \$20,000	6-61 (106.6.2)	10-01-15	\$75 plus \$3.75 per thousand over \$10,000	\$75 plus \$3.75 per thousand over \$10,000
Over \$20,000	6-61 (106.6.2)	10-01-15	\$112.50 plus \$2.50 per thousand over \$20,000	\$112.50 plus \$2.50 per thousand over \$20,000
Land Disturbance Permit Application Fee	12A-36	09-20-04	\$200	\$200

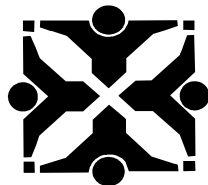
Community Development Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2018	FY 2019
			Fee	Fee
Planning Fees				
Advertising costs for Board of Adjustment cases - An applicant shall deposit a sum sufficient to pay the costs of advertising as required by statute and ordinance. The clerk shall inform applicants of the estimated costs of advertising and require a deposit sufficient to meet the costs upon filing. All unexpended portions of the deposit shall be returned after the actual costs of advertising have been met.	29-31(g)(3) Deposit is determined by the Board rules	02-01-10	\$150.00	\$150.00
Preliminary Plat	20-24(1)	09-15-14	\$600 + \$10 per	\$600 + \$10 per
Final Plat (in addition to recording fee)	20-24(2)	09-15-14	\$400 + \$10 per	\$400 + \$10 per
Replat (in addition to recording fee)	20-24(3)	09-15-14	\$300 + \$10 per	\$300 + \$10 per
Rezoning (in addition to advertising)	20-24(4)			
0 to 2 acres		09-15-14	\$300	\$300
Greater than 2 acres to 5 acres		09-15-14	\$450	\$450
Greater than 5 acres to 10 acres		09-15-14	\$600	\$600
Greater than 10 acres to 15 acres		09-15-14	\$900	\$900
Greater than 15 acres to 20 acres		09-15-14	\$1,200	\$1,200
Greater than 20 acres		09-15-14	\$1,500	\$1,500
Planned district development plan or major revision to a development plan (in addition to advertising)	20-24(5)			
0 to 2 acres		09-15-14	\$300	\$300
Greater than 2 acres to 5 acres		09-15-14	\$450	\$450
Greater than 5 acres to 10 acres		09-15-14	\$600	\$600
Greater than 10 acres to 15 acres		09-15-14	\$900	\$900
Greater than 15 acres to 20 acres		09-15-14	\$1,200	\$1,200
Greater than 20 acres		09-15-14	\$1,500	\$1,500
Minor revisions to planned district development plan	20-24(6)	09-15-14	\$200	\$200
Vacation of public easement, street or alley (in addition to recording fee)	20-24(7)	09-15-14	\$350	\$350
Variance from subdivision regulations	20-24(8)	09-15-14	\$350	\$350
Rezoning from any district to district R-1, (advertising fee shall apply)	20-24(9)	12-07-15	No fee	No fee
Rezoning from district R-3 or R-4 to district R-2, (advertising fee shall apply)	20-24(9)	12-07-15	No fee	No fee
Rezoning to district H-P	20-24(9)	09-15-14	No fee	No fee
Annexation petitions (voluntary or agreement)	20-24(10)	11-03-14	\$250	\$250
Rezoning to equivalent or lesser intensity Boone County zoning concurrent with annexation petition	20-24(11)	09-15-14	No fee	No fee
Hearing Continuance (applicant request after advertising) Zoning	20-24(12)	09-15-14	\$100	\$100
Administrative Plat	20-24(13)	09-15-14	\$200 + \$10 per	\$200 + \$10 per
Plat Vacation (abrogation)	20-24(14)	09-15-14	\$300	\$300
Cell Tower (new)	20-24(15)	09-15-14	\$1,500	\$1,500
Cell Tower (co-locate)	20-24(16)	09-15-14	\$250	\$250
Neighborhood Services Rental Fees				
Application Fee for Inspection per building	22-188(a)(1)	09-15-14	\$60	\$60
Inspection fee per dwelling unit or rooming unit, as the case may be, covered by each certificate of compliance	22-188(a)(2)	09-15-14	\$26	\$26

Community Development Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2018	FY 2019
			Fee	Fee
Reinspection fee per unit	22-188(a)(3)	09-15-14	\$43	\$43
Fee assessed when owner or owner's representative fails to meet with inspector at scheduled appointment time	22-188(a)(4)	09-15-14	\$34	\$34
In addition to inspection upon application or complaint, units may be inspected at the request of the owner	22-188(b)	09-18-00	\$15	\$15
In the event that a unit for which an unexpired certificate of compliance has been issued is inspected pursuant to a complaint, the person making the complaint shall pay a fee	22-188(c)	09-18-00	\$15	\$15
Fee per building, to extend a current certificate of compliance for a period not to exceed three (3) years without further inspection, if the apartment house, rooming house, two-family dwelling or single rental unit for which the certificate of compliance for the past (3) three years	22-191(b)	09-15-14	\$43	\$43
Right-of-Way permit Application for permit to construct, reconstruct, repair, alter or grade any sidewalk, curb, curb cut, driveway or street	24-43	09-15-14	\$50	\$50
Development Charge Development charge for a building permit for new construction	26-151	09-21-09	\$0.50 per sq. foot of total floor area of new construction	\$0.50 per sq. foot of total floor area of new construction
Right-of-Way Closure Permit Application for a permit to close a public street, sidewalk, parking lane, traffic lane or alley in connection with a construction permit.	24-43(a)	12-05-16	\$50	\$50
Public Inconvenience Fee Sidewalk/curb usage	24-43(b)	12-05-16	\$0.20 per linear foot per day (unless the walkway is covered and remains open to public use)	\$0.20 per linear foot per day (unless the walkway is covered and remains open to public use)
Parking lane usage	24-43(b)	12-05-16	\$0.30 per linear foot per day (in addition to lost revenue for daily parking fee due and owing to the parking utility)	\$0.30 per linear foot per day (in addition to lost revenue for daily parking fee due and owing to the parking utility)
Traffic lane usage	24-43(b)	12-05-16	\$0.35 per linear foot per day per each lane of traffic	\$0.35 per linear foot per day per each lane of traffic
Alley usage	24-43(b)	12-05-16	\$0.02 per linear foot per day	\$0.02 per linear foot per day

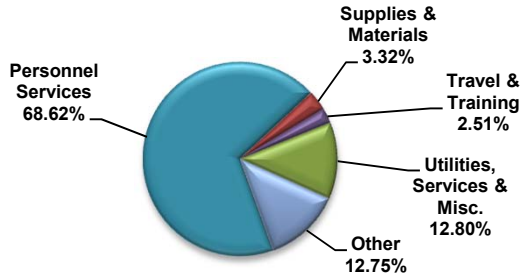
Community Development Block Grant (CDBG) Fund (Special Revenue Fund)



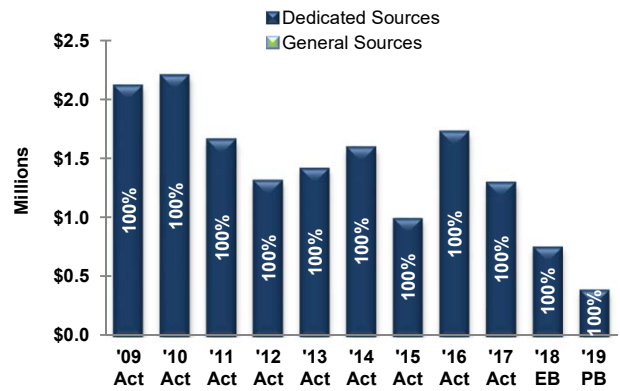
City of Columbia
Columbia, Missouri

CDBG Fund(Special Revenue Fund)

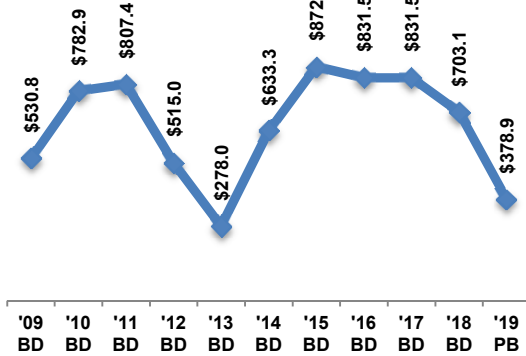
FY 2019 Total Expenditures By Category



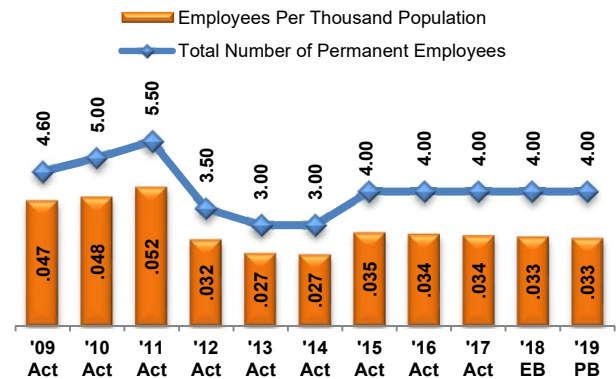
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$243,311	\$252,401	\$209,568	\$260,010	\$7,609	3.0%
Supplies & Materials	\$2,188	\$12,591	\$12,591	\$12,591	\$0	0.0%
Travel & Training	\$6,057	\$9,500	\$9,500	\$9,500	\$0	0.0%
Intragov. Charges	\$0	\$0	\$0	\$0	\$0	
Utilities, Services & Misc.	\$593,309	\$380,325	\$462,500	\$48,514	(\$331,811)	(87.2%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$81,563	\$48,308	\$48,308	\$48,308	\$0	0.0%
Total	\$926,428	\$703,125	\$742,467	\$378,923	(\$324,202)	(46.1%)

Note: Actual reflects total expenses for all grant activities. Proposed amounts include administrative costs only.

Operating Expenses	\$844,865	\$654,817	\$694,159	\$330,615	(\$324,202)	(49.5%)
Non-Operating Expenses	\$81,563	\$48,308	\$48,308	\$48,308	\$0	0.0%
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
Total Expenses	\$926,428	\$703,125	\$742,467	\$378,923	(\$324,202)	(46.1%)

Funding Sources (Where the Money Comes From)

Grant Revenue	\$1,260,685	\$337,591	\$729,283	\$365,739	\$28,148	8.3%
Interest	\$11,222	\$13,184	\$13,184	\$13,184	\$0	0.0%
Other Local Revenue	\$20,700	\$0	\$0	\$0	\$0	
Use of Prior Year Sources	\$0	\$352,350	\$0	\$0	(\$352,350)	(100.0%)
Less: Current Year Surplus	(\$366,179)	\$0	\$0	\$0	\$0	
Dedicated Sources	\$926,428	\$703,125	\$742,467	\$378,923	(\$324,202)	(46.1%)
General Sources	\$0	\$0	\$0	\$0	\$0	
Total Funding Sources	\$926,428	\$703,125	\$742,467	\$378,923	(\$324,202)	(46.1%)

Planning & Development - Community Development & Home Admin. Fund 2660

Description

Strategic Priority: Social Equity - Improving the odds for success - This program disburses funds received by the City from the Department of Housing and Urban Development's Community Development Block Grant Program and HOME Investment Partnerships Program. These funds are used to assist low and moderate income citizens of the City with affordable housing, neighborhood needs, economic development, community facilities and fair housing. After receiving recommendations from the Community Development Commission, the staff, and public hearings, the Council adopts this budget and submits it to HUD for final approval. Following HUD approval, the funds become available in the spring/summer of 2018.

Highlights/Significant Changes

- Housing Programs Division staff have significantly expanded their efforts to increase permanently affordable housing by implementing the formation of the Columbia Community Land Trust (CCLT). To respond to this effort, the City has upgraded its Administrative Support Assistant to Administrative Services Technician and the Housing Programs Supervisor to Housing Programs Manager.
- The workgroup was also upgraded to and designated as the Housing Programs Division.
- Significant progress has been made on organizational infrastructure and plans for future CCLT projects at N. 8th Street and 3rd Avenue.
- The City of Columbia has received national recognition for the level and quality of progress made on implementing the Columbia Community Land Trust organization and the development of the Lynn Street Cottages.
- Construction of the N. 8th Street-Cullimore Cottages will begin during FY 2019 with estimated completion in fall of 2019 or spring of 2020.
- FY 2019 reflects a \$0.3 million decrease as the City only budgets administrative costs during the budget process and the budget is revised when CDBG funds are awarded.

Authorized Personnel

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
3975 - Housing Program Supervisor *	1.00	1.00	0.00	0.00	
3975 - Housing Program Manager *	0.00	0.00	1.00	1.00	
3960 - Housing Specialist	2.00	2.00	2.00	2.00	
1400 - Administrative Technician **	0.00	0.00	1.00	1.00	
1006 - Senior Admin Support Assistant **	1.00	1.00	0.00	0.00	
Total Personnel	4.00	4.00	4.00	4.00	
Permanent Full-Time	4.00	4.00	4.00	4.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	4.00	4.00	4.00	4.00	

* During FY 2018, 1.00 FTE Housing Programs Supervisor was reassigned to a Housing Programs Manager.

** During FY 2018, 1.00 Sr. ASA was reclassified to an Administrative Technician.

Community Development Block Grant (CDBG)

Purpose

This program disburses funds received by the City from the Department of Housing and Urban Development's Community Development Block Grant Program. These funds are to be used to provide facilities and assistance to low to moderate income citizens of the City such as affordable housing, neighborhood needs, economic development, community facilities and fair housing. The City Council adopted the following guidelines for expenditure of annual Community Development Block Grant funds from 2015 through 2019:

- 25 - 40% for Affordable Housing
- 20 - 50% for Neighborhood Needs
- 0 - 30% for Community Facilities
- 10 - 50% for Economic Development
- 0 - 5% for Fair Housing
- 0 - 18% for Planning and Administration

These funding categories and guidelines for annual expenditure of CDBG funding are a direct result of public input received through the 2015-2019 consolidated planning process. This year's funding requests exceeded target percentages for affordable housing and were below in Neighborhood Needs, therefore funding recommendations are outside of the annual funding percentages.

Resources

Entitlement Amount Estimate	Proposed FY 2019
Reprogrammed Funds	\$924,000
Total Resources	\$0
	\$924,000

Expenditures

	Staff and Agency Requests	Community Development Commission Proposal	City Manager Recommended	Council Adopted
Housing Programs:				
Housing Rehabilitation	\$250,000	\$225,000	\$225,000	
NRT Code Enforcement	\$30,000	\$30,000	\$30,000	
NRT Demolition	\$100,000	\$50,000	\$50,000	
SIL Minor Home Repair & Accessibility	\$120,000	\$115,000	\$115,000	
Subtotal (Council Policy 25-40%)	\$500,000 34.4%	\$420,000 45.5%	\$420,000 45.5%	
Neighborhood Needs:				
McKee Street Sidewalk	\$182,910	\$150,000	\$150,000	
Pershing Street Sidewalk	\$246,110	\$0	\$0	
Subtotal (Council Policy 20-50%)	\$429,020 29.5%	\$150,000 16.2%	\$150,000 16.2%	
Economic Development:				
Job Point Vocational Training	\$102,500	\$98,000	\$98,000	
Subtotal (Council Policy 10-50%)	\$102,500 7.1%	\$98,000 10.6%	\$98,000 10.6%	
Community Facilities:				
CHA - Blind Boone Playground	\$27,369	\$27,000	\$27,000	
Food Bank	\$19,671	\$19,000	\$19,000	
CHA - Park Avenue Renovations	\$41,321	\$0	\$0	
King's Kids - Facility Purchase and Renovations	\$87,619	\$30,000	\$30,000	
Nat. Hope Assoc. - Cars for Columbia	\$65,000	\$0	\$0	
Subtotal (Council Policy 0-30%)	\$240,980 16.6%	\$76,000 8.2%	\$76,000 8.2%	
Fair Housing				
Fair Housing Set-Aside	\$14,000	\$14,000	\$14,000	
Subtotal (Council Policy 0-5%)	\$14,000 1.0%	\$14,000 1.5%	\$14,000 1.5%	
Administration				
Community Development Dept	\$166,320	\$166,000	\$166,000	
Subtotal (Council Policy 0-18%)	\$166,320 11.4%	\$166,000 18.0%	\$166,000 18.0%	
Total	\$1,452,820	\$924,000	\$924,000	

Home Requests

Purpose

This program disburses funds received by the City from the HOME Investment Partnership Act Program from the Department of Housing and Urban Development. The City provides funds in the following five categories: Owner Occupied Housing Rehabilitation, Homebuyer Assistance, Community Housing Development Organizations (15% required set aside), Rental Housing, and Administration (10% maximum). All funds must be spent on projects that are defined by HUD as meeting their definition of "affordable."

This year, applications for HOME dollars received by the deadline were lower than the amount of estimated funding available. The additional funds were allocated to the Community Housing Development Organization (CHDO) Funding and will be allocated as part of the FY 2019 CHDO funding process in fall of 2019.

Resources

	Proposed FY 2019
Reprogrammed Funds	\$0
Entitlement Amount Estimate	\$550,000
Total Resources	\$550,000

Expenditures

	Staff and Agency Requests	City Manager Recommend	Alloc.	Community Development Commission Recommend	City Council Adopted
Projects:					
Homeownership Assistance *	\$250,000	\$250,000		\$250,000	
Columbia Housing Authority	\$100,000	\$100,000		\$100,000	
Subtotal Projects	\$350,000	\$350,000	63.6%	\$350,000	
CHDO Set aside	\$97,500	\$145,000	26.4%	\$145,000	
Administration Set aside	\$55,000	\$55,000	10.0%	\$55,000	
Grand Total	\$502,500	\$550,000	100.00%	\$550,000	

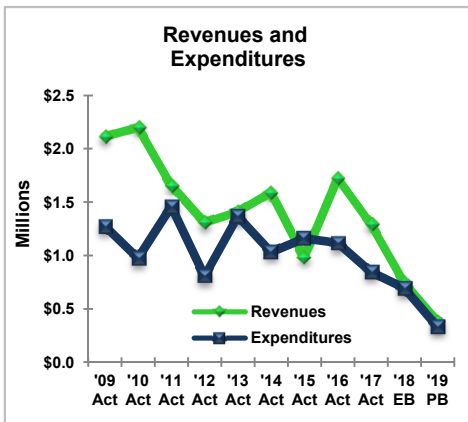
* Includes: Neighborhood Development Homeownership Assistance Activities

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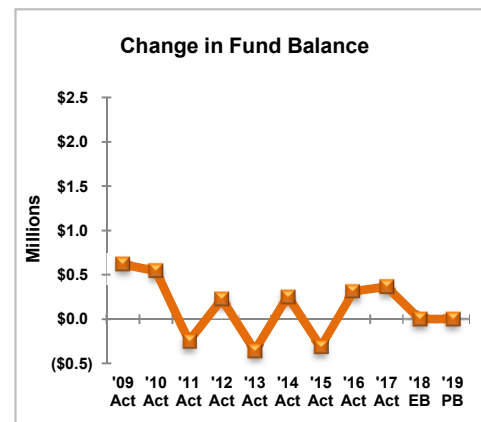
**Statement of Revenues, Expenditures, and Changes in Fund Balance
Community Development Block Grant (CDBG) Fund**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>
Revenues:				
Grant Revenue	\$1,260,685	\$337,591	\$729,283	\$365,739
Investment Revenue	\$11,222	\$13,184	\$13,184	\$13,184
Miscellaneous Revenue	\$20,700	\$0	\$0	\$0
Total Revenues	\$1,292,607	\$350,775	\$742,467	\$378,923
Expenditures:				
Personnel Services	\$243,311	\$252,401	\$209,568	\$260,010
Supplies & Materials	\$2,188	\$12,591	\$12,591	\$12,591
Travel & Training	\$6,057	\$9,500	\$9,500	\$9,500
Intragovernmental Charges	\$0	\$0	\$0	\$0
Utilities Services & Other Misc.	\$593,309	\$380,325	\$462,500	\$48,514
Total Expenditures	\$844,865	\$654,817	\$694,159	\$330,615
Excess (Deficiency) of Revenues Over Expenditures	\$447,742	(\$304,042)	\$48,308	\$48,308
Other Financing Sources (Uses):				
Transfers In				
Transfers Out	(\$81,563)	(\$48,308)	(\$48,308)	(\$48,308)
Total Other Financing Sources (Uses)	(\$81,563)	(\$48,308)	(\$48,308)	(\$48,308)
Net Change in Fund Balance	\$366,179	(\$352,350)	\$0	\$0
Fund Balance Beginning of Year	\$7,344,868	\$7,711,047	\$7,711,047	\$7,711,047
Fund Balance End of Year	\$7,711,047	\$7,358,697	\$7,711,047	\$7,711,047

Note: Actual column reflects total expenses for all grant activities. Proposed amounts include administrative costs only.



The graph at the left shows revenues are above or below expenditures as a result of the timing of the grant drawdown and the receipt of funds. The CDBG grant is a reimbursement grant which means the funds can only be received after the expenses occur and a drawdown request is submitted. This process may cross from one fiscal year to another which causes the revenues, expenditures, change in fund balance to vary from year to year.



Financial Sources and Uses
Community Development Block Grant Fund

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019
Financial Sources				
Grants	\$1,260,685	\$337,591	\$729,283	\$365,739
Interest	\$11,222	\$13,184	\$13,184	\$13,184
Less: GASB 31 Interest Adjustment	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$20,700	\$0	\$0	\$0
Total Financial Sources Before Transfers	\$1,292,607	\$350,775	\$742,467	\$378,923
Transfers In	\$0	\$0	\$0	\$0
Total Financial Sources	\$1,292,607	\$350,775	\$742,467	\$378,923
Financial Uses				
Personnel Services	\$243,311	\$252,401	\$209,568	\$260,010
Less: GASB 16 Vacation Liability Adjustment*	\$0	\$0	\$0	\$0
Less: GASB 68 Pension Adjustment*	\$0	\$0	\$0	\$0
Supplies & Materials	\$2,188	\$12,591	\$12,591	\$12,591
Travel & Training	\$6,057	\$9,500	\$9,500	\$9,500
Intragovernmental Charges	\$0	\$0	\$0	\$0
Utilities, Services and Other Misc.	\$593,309	\$380,325	\$462,500	\$48,514
Interest Expense	\$0	\$0	\$0	\$0
Bank & Paying Agent Fees	\$0	\$0	\$0	\$0
Transfers Out	\$81,563	\$48,308	\$48,308	\$48,308
Total Financial Uses	\$926,428	\$703,125	\$742,467	\$378,923
Financial Sources Over/(Under) Uses	\$366,179	(\$352,350)	\$0	\$0
Unassigned Cash Reserves				
Beginning Unassigned Cash Reserve		\$4,100	\$4,100	\$4,100
Financial Sources Over/(Under) Uses		(\$352,350)	\$0	\$0
Cash and Cash Equivalent	\$4,100			
Less: GASB 31 Pooled Cash Adj	\$0			
Ending Cash Reserve	\$4,100	(\$348,250)	\$4,100	\$4,100

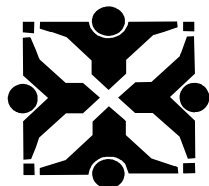
Budgeted Cash Reserve Target

This is a special revenue fund primarily funded with CDBG federal grant funds. There is no budgeted cash reserve target for this fund. In the event the grant were to be cut, the City would either reduce expenses or pay for them with the Community Development budget.

Note: Actual reflects total expenses for all grant activities. Proposed amounts include administrative costs only.

** GASB 16 and GASB 68 do not apply to special revenue funds such as the CDBG fund.*

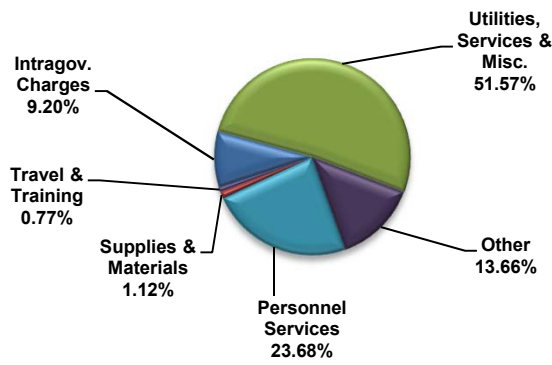
Convention and Tourism Fund (Special Revenue Fund)



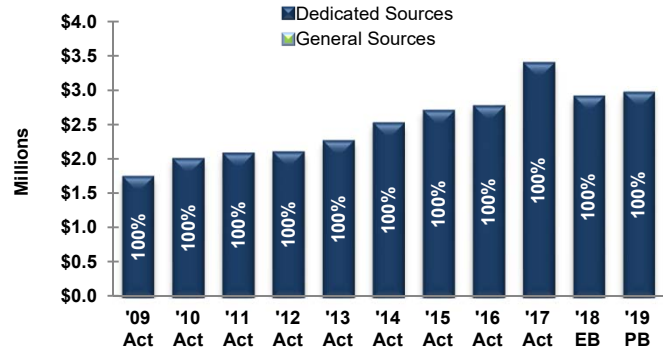
City of Columbia
Columbia, Missouri

Convention and Visitors Bureau (Special Revenue Fund)

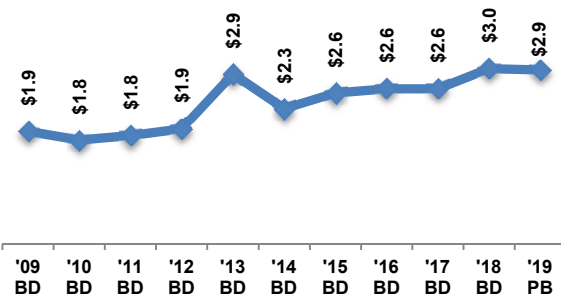
FY 2019 Total Expenditures By Category



Funding Sources

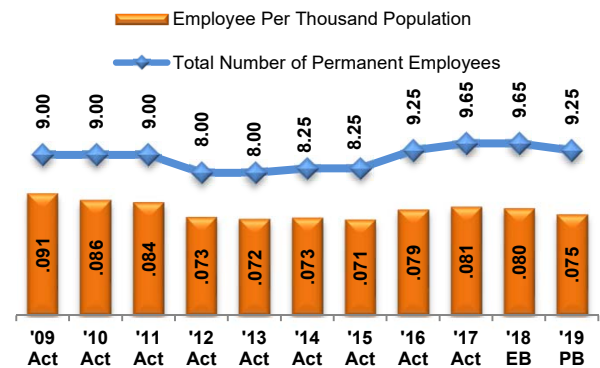


Budgeted Expenditure History (in Millions)



*Includes \$1 million transfer of Tourism Development funds to the Capital Projects Fund to help fund construction of a Sports Field House in FY 17.

Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$616,907	\$692,899	\$678,248	\$696,849	\$3,950	0.6%
Supplies & Materials	\$42,824	\$36,310	\$33,659	\$32,900	(\$3,410)	(9.4%)
Travel & Training	\$16,017	\$30,285	\$22,685	\$22,600	(\$7,685)	(25.4%)
Intragov. Charges	\$217,729	\$228,141	\$228,141	\$270,667	\$42,526	18.6%
Utilities, Services & Misc.	\$1,399,783	\$1,566,643	\$1,513,083	\$1,517,442	(\$49,201)	(3.1%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$1,222,320	\$410,276	\$410,276	\$402,014	(\$8,262)	(2.0%)
Total	\$3,515,580	\$2,964,554	\$2,886,092	\$2,942,472	(\$22,082)	(0.7%)
Operating Expenses	\$2,293,260	\$2,554,278	\$2,475,816	\$2,540,458	(\$13,820)	(0.5%)
Non-Operating Expenses	\$1,222,320	\$410,276	\$410,276	\$402,014	(\$8,262)	(2.0%)
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
Total Expenses	\$3,515,580	\$2,964,554	\$2,886,092	\$2,942,472	(\$22,082)	(0.7%)

Funding Sources (Where the Money Comes From)

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Gross Receipts Tax: Hotel/Motel Tax	\$3,227,138	\$3,579,406	\$3,359,009	\$3,359,009	(\$220,397)	(6.2%)
Grant Revenue	\$123,984	\$61,575	\$61,575	\$92,141	\$30,566	49.6%
Interest Revenue	(\$25,122)	\$53,014	\$53,014	\$53,014	\$0	0.0%
Other Local Revenues	\$41,431	\$21,000	\$21,000	\$21,000	\$0	0.0%
Other Funding Sources/Transfers	\$4,000	\$0	\$0	\$0	\$0	
Use of Prior Year Sources	\$144,149	\$0	\$0	\$0	\$0	
Less: Current Year Surplus	\$0	(\$750,441)	(\$608,506)	(\$582,692)	\$167,749	(22.4%)
Dedicated Sources	\$3,515,580	\$2,964,554	\$2,886,092	\$2,942,472	(\$22,082)	(0.7%)
General Sources	\$0	\$0	\$0	\$0	\$0	
Total Funding Sources	\$3,515,580	\$2,964,554	\$2,886,092	\$2,942,472	(\$22,082)	(0.7%)

Description

The Convention and Visitors Bureau (CVB) promotes Columbia as a meeting, leisure, group tour and sports destination through direct solicitations, tradeshow attendance, marketing, advertising, and public relations. The initial 2% lodging tax levied by City Council took effect in 1980 and the public approved an additional 2% increase in 1999. In August of 2016 the public approved another 1% increase to fund the Airport terminal project. This 1% is temporary and is projected to sunset after 23 years.

The CVB is liaison to a 12 member advisory board appointed by the City Council.

Department Objectives

To increase the number of regional and national conventions held in Columbia; to increase the number of Sunday through Thursday visitors and lodgers while retaining existing weekend business; to increase travel visitation through the enhancement and development of festivals, sports, events and attractions; to provide exceptional service to our convention and meeting customers; to increase awareness of tourism as a viable form of economic development.

Highlights/Significant Changes

CVB Operations: As the tourism industry grows, so does the role of destination marketing and management organizations. CVBs are taking on more responsibilities and require a high-performing staff to meet those needs.

In FY 2018, the CVB commissioned its second sales and marketing effectiveness study for the Conventions and Meetings market. This study measures the effectiveness of the CVB's marketing to Convention and Meeting planners as well as the impact of the CVB's sales and services staff. The FY 2017 results showed significant increases in key measures for sales staff performance. CVB sales staff efforts resulted in 96,200 meeting attendees (up from 75,800 in FY 2016) and generated revenue in the amount of \$27 million (up from \$21.2 million in FY 2016). Additionally, CVB staff and its partners were able to secure and retain vital pieces of Missouri State High School Activities Association (MSHSAA) business.

Tourism growth was evident in a number of areas important to Columbia as a destination. Digital audiences grew, especially on Instagram and the CVB achieved a record return on investment for our leisure marketing efforts. Columbia's tourism related spending increased over Fiscal Year 2017.

Highlights/Significant Changes- Continued

Destination and Tourism Awareness: Not only is it important for visitors to see Columbia as a destination, but locals and businesses must buy-in as well and become advocates. A key piece of this process is the Columbia Tourism Ambassador (CTA) program. Since its inception in 2013, the program has certified over 720 CTAs and has a large active base that attends networking events, volunteers at events and welcomes visitors to our city. The CVB also executed a luncheon event during National Travel and Tourism Week in May to raise awareness of tourism as an important industry in Columbia. These efforts will be expanded in FY 2019 in partnership with the CVB's creative agency, Woodruff.

Industry Partnerships: Also vital to tourism's success is a strong group of tourism industry partners. The CVB prides itself on the relationships it builds and maintains with businesses across the tourism sector. This includes the creation of the Industry Partner Specialist position in FY 2017. The CVB also conducted its fourth annual Industry Partner Survey (IPS) to gauge partner satisfaction with various aspects of operations. Overall satisfaction with the CVB measured at 4.43 out of 5 (up from 4.28). In FY 2018, the CVB also gave industry partners a new opportunity to network with meeting and event planners at its Meet in CoMo Showcase. The CVB continues to pursue new ways to creatively work with local partners to promote the destination, including becoming a Google Destination Verifier to help partners bolster their online presence.

Economic Growth: The growth of Columbia's hotel gross receipts has slowed and key measures such as Occupancy and Average Daily Rate (ADR) have slowed as well. In calendar year 2018, all of these key measures were down from January to March. Hotel gross receipts rebounded, as did ADR, but occupancy still remained under into the summer months. In FY 2018 there were approximately 350 new rooms in the Columbia market. This is in part due to the success Columbia has seen. The CVB is working closely with the hotel community to see what impact the new rooms will have, as well as to partner and bring new business to Columbia. Growth for Boone County and Columbia will continue at a slower pace than it has over the past few years, mirroring the State's growth.

Public Relations and Marketing: In FY 2018, the CVB launched a new marketing campaign with new creative tactics for all markets in traditional and digital marketing for its leisure tourism market. The CVB conducted its annual Advertising Effectiveness Study with the following results for FY 2017: Columbia's ads and PR messages reached approximately 2.3 million households; the campaign generated over 46,600 incremental trips (up from 39,800 in FY 2016), resulting in 100,000 room nights; more than \$23.2 million in incremental travel revenue that would not have occurred without the marketing efforts; and for every \$1 spent on marketing by the CVB, \$92 was generated in visitor spending, up from \$81 in FY 2016. The effectiveness of the CVB's Conventions and Meetings marketing was also measured. Advertising to this market resulted in 27,500 attendee visits (up from 21,700 in FY 2016), \$7.7 million in revenue (up from \$6.1 million in FY 2016), and for every dollar spent on Conventions and Meetings marketing, there was \$126 in visitor spending (up from \$94 in FY 2016).

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Convention and Visitors Bureau

Budget Detail By Division

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Operations						
Personnel Services	\$616,907	\$692,899	\$678,248	\$629,044	(\$63,855)	(9.2%)
Supplies and Materials	\$42,824	\$36,310	\$33,659	\$32,900	(\$3,410)	(9.4%)
Travel and Training	\$16,017	\$30,285	\$22,685	\$22,600	(\$7,685)	(25.4%)
Intragovernmental Charges	\$217,729	\$228,141	\$228,141	\$270,667	\$42,526	18.6%
Utilities, Services, & Misc.	\$1,259,174	\$1,141,067	\$1,087,507	\$1,017,871	(\$123,196)	(10.8%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$206,320	\$396,776	\$396,776	\$388,514	(\$8,262)	(2.1%)
Total	\$2,358,971	\$2,525,478	\$2,447,016	\$2,361,596	(\$163,882)	(6.5%)
Tourism Development						
Personnel Services	\$0	\$0	\$0	\$67,805	\$67,805	
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.	\$140,609	\$425,576	\$425,576	\$499,571	\$73,995	17.4%
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$1,016,000	\$13,500	\$13,500	\$13,500	\$0	0.0%
Total	\$1,156,609	\$439,076	\$439,076	\$580,876	\$141,800	32.3%
Department Totals						
Personnel Services	\$616,907	\$692,899	\$678,248	\$696,849	\$3,950	0.6%
Supplies and Materials	\$42,824	\$36,310	\$33,659	\$32,900	(\$3,410)	(9.4%)
Travel and Training	\$16,017	\$30,285	\$22,685	\$22,600	(\$7,685)	(25.4%)
Intragovernmental Charges	\$217,729	\$228,141	\$228,141	\$270,667	\$42,526	18.6%
Utilities, Services, & Misc.	\$1,399,783	\$1,566,643	\$1,513,083	\$1,517,442	(\$49,201)	(3.1%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$1,222,320	\$410,276	\$410,276	\$402,014	(\$8,262)	(2.0%)
Total	\$3,515,580	\$2,964,554	\$2,886,092	\$2,942,472	(\$22,082)	(0.7%)

Authorized Personnel

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
Operations	9.65	9.65	9.65	8.30	(1.35)
Tourism	0.00	0.00	0.00	0.95	0.95
Total Personnel	9.65	9.65	9.65	9.25	(0.40)
Permanent Full-Time	9.65	9.65	9.65	9.25	(0.40)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.65	9.65	9.65	9.25	(0.40)

Convention and Visitors Bureau

Authorized Personnel By Division

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>	<u>Position Changes</u>
Operations:					
9901 - Assistant City Manager #	0.25	0.25	0.25	0.25	
8950 - Director, Convention & Tourism #	1.00	1.00	1.00	1.00	
4801 - Community Relations Specialist +	0.40	0.40	0.40	0.00	(0.40)
4320 - Tourism Admin Supervisor #	1.00	1.00	1.00	0.25	(0.75)
4310 - Industry Relations Specialist	1.00	1.00	1.00	1.00	
4309 - Tourism Operations Analyst	1.00	1.00	1.00	1.00	
4302 - Tourism Services Supervisor	1.00	1.00	1.00	1.00	
4300 - Tourism Services Specialist #	3.00	3.00	3.00	2.80	(0.20)
1006 - Senior Admin Support Assistant	1.00	1.00	1.00	1.00	
Total Personnel	9.65	9.65	9.65	8.30	(1.35)
Permanent Full-Time	9.65	9.65	9.65	8.30	(1.35)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.65	9.65	9.65	8.30	(1.35)
Tourism Development:					
4320 - Tourism Admin Supervisor #	0.00	0.00	0.00	0.75	0.75
4300 - Tourism Services Specialist #	0.00	0.00	0.00	0.20	0.20
Total Personnel	0.00	0.00	0.00	0.95	0.95
Permanent Full-Time	0.00	0.00	0.00	0.95	0.95
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	0.00	0.00	0.00	0.95	0.95
Department Totals					
Permanent Full-Time	9.65	9.65	9.65	9.25	(0.40)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.65	9.65	9.65	9.25	(0.40)

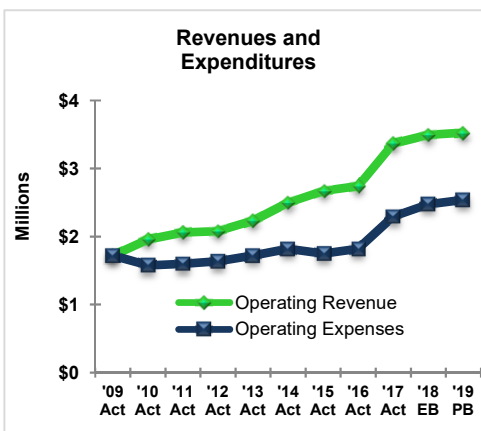
+ In FY 2019, the remaining 0.40 FTE of the Community Relations Specialist was reallocated to the Community Relations Department citywide.

In FY 2019, 0.95 FTE were reallocated to Tourism Development to better reflect their time spent in that area.

**Statement of Revenues, Expenditures, and Changes in Fund Balance
Convention and Tourism Fund**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>
Revenues:				
Hotel/Motel Tax 3% Operating	\$2,047,492	\$2,146,383	\$2,016,773	\$2,016,773
Hotel/Motel Tax 1% Tourism Development Fund	\$682,497	\$715,461	\$671,118	\$671,118
Hotel/Motel Temp. Tax 1% Airport Improvements	\$497,149	\$717,562	\$671,118	\$671,118
Grant Revenues	\$123,984	\$61,575	\$61,575	\$92,141
Investment Revenue	(\$25,122)	\$53,014	\$53,014	\$53,014
Other Miscellaneous Revenues	\$41,431	\$21,000	\$21,000	\$21,000
Total Revenues	\$3,367,431	\$3,714,995	\$3,494,598	\$3,525,164
Expenditures:				
Personnel Services	\$616,907	\$692,899	\$678,248	\$696,849
Supplies & Materials	\$42,824	\$36,310	\$33,659	\$32,900
Travel & Training	\$16,017	\$30,285	\$22,685	\$22,600
Intragovernmental Charges	\$217,729	\$228,141	\$228,141	\$270,667
Utilities, Services & Other Misc.	\$1,399,783	\$1,566,643	\$1,513,083	\$1,517,442
Capital Additions	\$0	\$0	\$0	\$0
Interest & Lease Payment	\$0	\$0	\$0	\$0
Total Expenditures	\$2,293,260	\$2,554,278	\$2,475,816	\$2,540,458
Excess (Deficiency) of Revenues Over Expenditures Before Transfers	\$1,074,171	\$1,160,717	\$1,018,782	\$984,706
Other Financing Sources(Uses):				
Transfers In	\$4,000	\$0	\$0	\$0
Transfer to General Fund - CM Spec Events	(\$59,320)	(\$61,205)	(\$61,205)	(\$62,766)
Transfer to Employee Benefit Fund - FY 2019 One time	\$0	\$0	\$0	(\$2,450)
Transfer to GF for Boards & Commissions	\$0	(\$2,000)	(\$2,000)	(\$2,000)
Transfer to Cultural Affairs - Maplewood & Blind Boone	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)
Transfer to Cultural Affairs - Col. Arts Fund	\$0	(\$25,000)	(\$25,000)	(\$25,000)
Transfers to City Investment to REDI	(\$75,000)	(\$46,000)	(\$46,000)	(\$46,000)
Transfer to Capital Project Fund (Walton Bldg)	(\$30,000)	(\$30,000)	(\$30,000)	(\$15,000)
Transfer to Transit - Contribution	(\$12,000)	(\$12,000)	(\$12,000)	(\$5,142)
Transfer to Airport Fund ++	\$0	(\$190,571)	(\$190,571)	(\$200,156)
Transfer to Capital Project Fund (Field House)+	(\$1,000,000)	\$0	\$0	\$0
Transfer to General Fund (Parks & Rec events)+	(\$16,000)	(\$13,500)	(\$13,500)	(\$13,500)
Total Other Financing Sources (Uses)	(\$1,218,320)	(\$410,276)	(\$410,276)	(\$402,014)
Net Change in Fund Balance	(\$144,149)	\$750,441	\$608,506	\$582,692
Fund Balance Beg of Year	\$4,469,527	\$4,325,378	\$4,325,378	\$4,933,884
Fund Balance, End of Year*	\$4,325,378	\$5,075,819	\$4,933,884	\$5,516,576
Percent Change in Fund Equity	(3.23%)	17.35%	14.07%	11.81%
* Amount of Restricted Tourism Funds	\$2,304,791	\$3,055,288	\$3,010,945	\$2,985,945

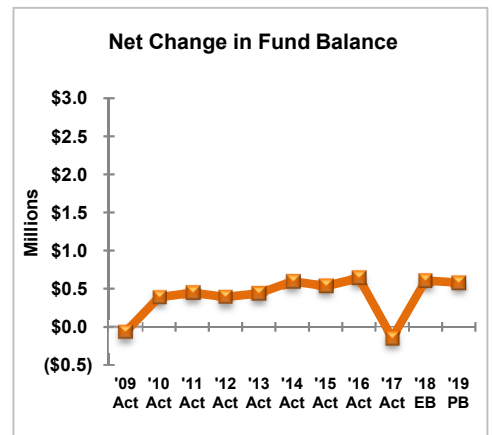
+ Transfer of tourism development funds from 1% Hotel/Motel tax.
 ++ Transfer of Temporary 1% Hotel/Motel Tax for Airport improvements



Total revenues have been above expenditures since FY 2010. Funds received for the 1% hotel/motel tax that is dedicated for tourism development are accumulated over time and then used to fund specific projects.

Beginning in FY 2017, there is also a 1% temporary hotel/motel tax being collected to fund airport improvements. These funds will be accumulated & transferred as needed for various airport improvement projects.

In FY 2017 there was a deficiency of revenues over expenditures due to a transfer of tourism development funds to the capital projects fund to help fund the parks and recreation indoor sports field house.



**Financial Sources and Uses
Convention and Tourism Fund**

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019
Financial Sources for Operation*				
Hotel/Motel Tax 3% Operating	\$2,047,492	\$2,146,383	\$2,016,773	\$2,016,773
Grants	\$123,984	\$61,575	\$61,575	\$92,141
Interest	(\$25,122)	\$53,014	\$53,014	\$53,014
Less: GASB 31 Interest Adjustment	\$50,080	\$0	\$0	\$0
Other Local Revenues	\$41,431	\$21,000	\$21,000	\$21,000
Total Financial Sources Before Transfers	\$2,237,865	\$2,281,972	\$2,152,362	\$2,182,928
Transfers In	\$4,000	\$0	\$0	\$0
Total Financial Sources (for operations)	\$2,241,865	\$2,281,972	\$2,152,362	\$2,182,928
Financial Uses for Operations*				
Personnel Services	\$616,907	\$692,899	\$678,248	\$629,044
Less: GASB 16 Vacation Liability Adjustment**	\$0	\$0	\$0	\$0
Less: GASB 68 Pension Adjustment**	\$0	\$0	\$0	\$0
Supplies & Materials	\$42,824	\$36,310	\$33,659	\$32,900
Travel & Training	\$16,017	\$30,285	\$22,685	\$22,600
Intragovernmental Charges	\$217,729	\$228,141	\$228,141	\$270,667
Utilities, Services & Other Misc.	\$1,259,174	\$1,141,067	\$1,087,507	\$1,017,871
Interest Expense	\$0	\$0	\$0	\$0
Bank & Paying Agent Fees	\$0	\$0	\$0	\$0
Transfers Out	\$206,320	\$206,205	\$206,205	\$188,358
Total Financial Uses (for operations)	\$2,358,971	\$2,334,907	\$2,256,445	\$2,161,440
Financial Sources Over/(Under) Uses for Operations	(\$117,106)	(\$52,935)	(\$104,083)	\$21,488
Unassigned Cash Reserves				
Beginning Unassigned Cash Reserve		\$1,527,916	\$1,527,916	\$1,423,833
Financial Sources Over/(Under) Uses		(\$52,935)	(\$104,083)	\$21,488
Unrestricted Cash and Cash Equivalents	\$1,430,267			
Less: GASB 31 Pooled Cash Adj	\$97,649			
Ending Cash Reserve	\$1,527,916	\$1,474,981	\$1,423,833	\$1,445,321
Budgeted Operating Expenses w/o Depr	\$2,425,492	\$2,579,278	\$2,579,278	\$1,973,082
Less: Tourism Development Op-Exp	(\$425,576)	(\$425,576)	(\$425,576)	(\$499,571)
Add: Budgeted Interest Expense	\$0	\$0	\$0	\$0
Add: Budgeted Bank and Paying Agent Fees	\$0	\$0	\$0	\$0
Add: Budgeted Operating Transfers Out	\$1,213,320	\$385,276	\$385,276	\$188,358
Less: Op. Transfers from Tourism Dev Division	(\$1,007,000)	(\$13,500)	(\$13,500)	(\$13,500)
Less: Op. Transfer from 1% Temp Airport Tax	\$0	(\$190,571)	(\$190,571)	(\$200,156)
Total Budgeted Financial Uses for Operations	\$2,206,236	\$2,334,907	\$2,334,907	\$1,448,213
	x 20%	x 20%	x 20%	x 20%
Budgeted Cash Reserve Target	\$441,247	\$466,981	\$466,981	\$289,643
Above/(Below) Budgeted Cash Reserve Target	\$1,086,669	\$1,008,000	\$956,852	\$1,155,678

** GASB 16 and GASB 68 do not apply to special revenue funds such as the Contributions Fund.

*Does not include Tourism Development or Airport Improvement Hotel/Motel Tax dollars as these are not used for the operational costs of this fund.

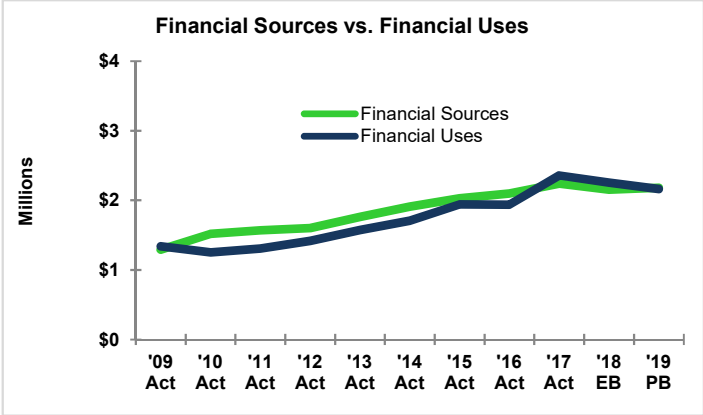
Financial Sources and Uses Convention and Tourism Fund

The Financial Sources and Uses Statement is a management tool which provides a more complete look at the cash and other resources for the operation compared to the expenses and other uses of the operation. This allows management to examine the projected ending cash reserves for the operation compared to a budgeted cash reserve target which provides useful information about the financial health of the fund.

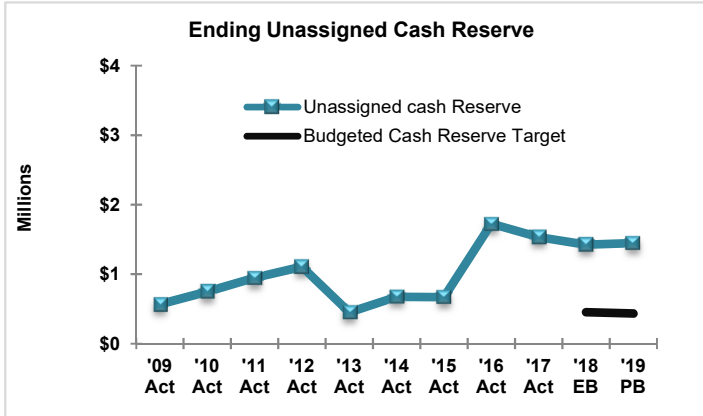
This statement takes information from the Revenues, Expenses and Changes in Fund Balance and subtracts out non-cash items (GASB adjustments for interest revenue, pensions, and vacation liabilities).

A budgeted cash reserve target is calculated in accordance with the cash reserve policy. In the event of a disaster, these funds would be used to keep the operation going for approximately three months plus fund the next year's infrastructure costs. The budgeted cash reserve target amount is different for each operation and depends on their operational and capital project needs.

The ending unassigned cash reserves are compared to the budgeted cash reserve target. When the reserves are below the budgeted cash reserve target it will be necessary for management to adjust fees or reduce expenses in order to get the reserves at or above the budgeted cash reserve target. With this type of fund, it is a normal practice to utilize smaller rate increases over time in order to build up reserves and then use those reserve balance to fund capital project costs.



Financial sources were below financial uses in FY 2017 thru FY 2018 due to a one-time transfer of tourism development funds to the Capital Projects fund to help fund an indoor sports field house.



There was a drop in the unassigned cash reserve in FY 2013 as CVB provided funding for a revenue guarantee at the airport. As it was not used, the revenue guarantee funds were returned to CVB's unassigned cash reserve when the revenue guarantee time period expired in FY 2016.

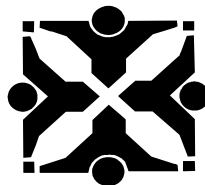
The unassigned cash reserve is above the budgeted cash reserve target for all years.

Convention and Visitor Fees and Charges

			FY 2018	FY 2019
	Chapter/ Section	Date Last Changed	Fee	Fee
Certified Tourism Ambassador (CTA) program CTA class fee	NA * * part of signed agreement with outside company	03-06-13	\$25	\$25

Contributions Fund

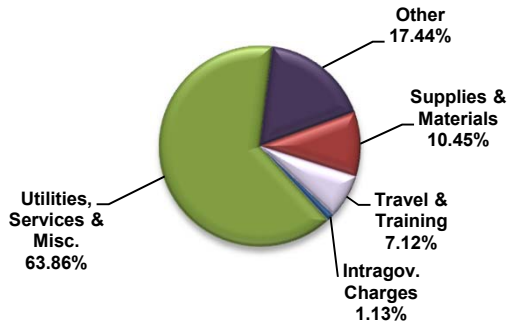
(Trust Fund)



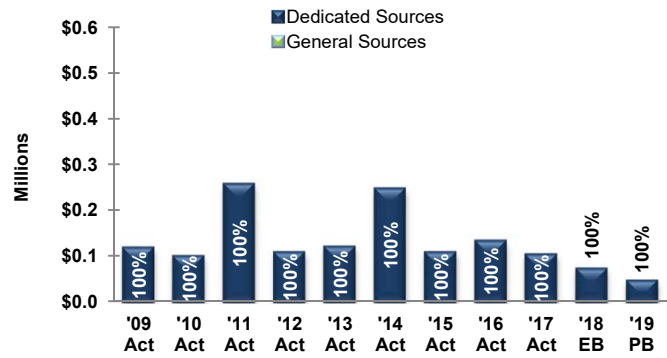
City of Columbia
Columbia, Missouri

Contributions Fund (Trust Fund)

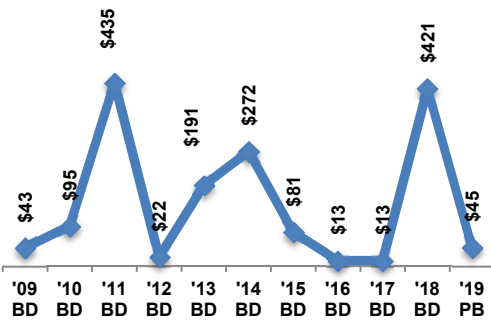
FY 2019 Total Expenditures By Category



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	Proposed FY 2019	\$ Change 19/18B	% Change 19/18B
Personnel Services	\$0	\$0	\$0	\$0	\$0	
Supplies & Materials	\$2,386	\$4,629	\$4,629	\$4,673	\$44	1.0%
Travel & Training	\$767	\$3,185	\$3,185	\$3,185	\$0	0.0%
Intragov. Charges	\$566	\$551	\$551	\$507	(\$44)	(8.0%)
Utilities, Services & Misc.	\$14,609	\$39,844	\$39,844	\$28,565	(\$11,279)	(28.3%)
Capital	\$0	\$0	\$0	\$0	\$0	
Other	\$101,179	\$372,820	\$22,820	\$7,800	(\$365,020)	(97.9%)
Total	\$119,507	\$421,029	\$71,029	\$44,730	(\$376,299)	(89.4%)
Operating Expenses	\$18,328	\$48,209	\$48,209	\$36,930	(\$11,279)	(23.4%)
Non-Operating Expenses	\$101,179	\$372,820	\$22,820	\$7,800	(\$365,020)	(97.9%)
Debt Service	\$0	\$0	\$0	\$0	\$0	
Capital Additions	\$0	\$0	\$0	\$0	\$0	
Capital Projects	\$0	\$0	\$0	\$0	\$0	
Total Expenses	\$119,507	\$421,029	\$71,029	\$44,730	(\$376,299)	(89.4%)

Funding Sources (Where the Money Comes From)

Grant Revenue	\$0	\$0	\$0	\$0	\$0	
Interest	(\$3,107)	\$11,930	\$11,930	\$11,930	\$0	0.0%
Other Local Revenue	\$104,539	\$374,599	\$374,599	\$7,800	(\$366,799)	(97.9%)
Operating Transfers	\$6,855	\$35,265	\$35,265	\$25,000	(\$10,265)	(29.1%)
Use of Prior Year Sources	\$11,220	\$0	\$0	\$0	\$0	
Less: Current Year Surplus	\$0	(\$765)	(\$350,765)	\$0	\$765	(100.0%)
Dedicated Sources	\$119,507	\$421,029	\$71,029	\$44,730	(\$376,299)	(89.4%)
General Sources	\$0	\$0	\$0	\$0	\$0	
Total Funding Sources	\$119,507	\$421,029	\$71,029	\$44,730	(\$376,299)	(89.4%)

Description

The Columbia Trust was founded in May 1999 as a formal structure for the City to receive gifts of cash, land, and other items. Other programs under the umbrella of the Trust include the City of Columbia New Century Fund, Inc. and Share the Light. Donations include gifts of cash, securities, and some types of real property. Proper procedures have been established to ensure funds and donations are expended for the purpose designated by the donor.

Department Objectives

The Columbia Trust serves as a channel both to receive and solicit donations for City of Columbia projects that enhance the lives of Columbia citizens. To that end, the Columbia Trust seeks to:

- Cooperate willingly with and express appreciation to donors.
- Handle all funds and processes in a fiduciary responsible manner.
- Increase the impact of the Trust year by year.
- Help in such a way as to truly serve those who work on or give to any Columbia Trust-related project.

Highlights/Significant Changes

- The Contributions Fund has three ongoing aspects: 1) The Columbia Trust which includes gifts directly to the city; 2) Share the Light, an ongoing program that allows small and repeated donations to a variety of city programs through a customer's utility bill; and 3) The City of Columbia New Century Fund, a separate 501(c)(3) organization with a board appointed by City Council.
- The New Century Fund, established in 2001, functions as a fundraising tool for the City of Columbia and is used to receive gifts and grants on behalf of the City. Most any significant enhancement to community life sponsored or directed by the City may become a project for the New Century Fund. Recent programs of the New Century Fund were the Columbia Public Schools' Influenza Inoculation program (majority funding granted from the David B. Lichtenstein Foundation through the NCF); the Christy Welliver Project - a re-landscaped main entrance to Stephens Lake Park; the Children's Grove - a community-wide gardens project at Stephens Lake Park to provide a positive influence in response to the Newtown, Connecticut, tragedy of December, 2012; upgrades to the Martin Luther King Memorial on Stadium Blvd; fundraising for a new dog-themed bench at the Grindstone Park Dog Park; and fund development for historical preservation in Columbia.

Highlights/Significant Changes - Continued

- Share the Light has received over \$271,000 in donations since beginning in the summer of 2001. More than \$210,000 has been appropriated for use in a variety of city projects including community arts funding, community beautification, youth recreation scholarships, youth dental care, public health issues, fire prevention and education, and crime prevention. Donations for this program are solicited each September.
- The Columbia Trust sends acknowledgment letters to donors to City fundraising projects including Share the Light and CASH and HELP utility assistance programs. Approximately \$60,000 was donated by local citizens to these two programs, helping over 400 local families last year.
- The Trust Administrator position works with the Columbia Trust, the New Century Fund, and serves as the executive director of the Community Foundation of Central Missouri (CFCM), which was established in 2010. CFCM is a 501(c)(3) nonprofit organization with an independent board of community leaders and the broad charitable purpose of improving lives in the communities it serves. As of June, 2018, there were over \$8 million in assets in 90+ funds administered by the Community Foundation of Central Missouri. The funds and their earnings are used for charitable purposes mostly in the Columbia and central Missouri area. Over \$1,333,000 was gifted out from Community Foundation funds and programs to nonprofit organizations in FY 2017 - FY 2018 (the City's fiscal year and CFCM's overlap). Included in that total is the Foundation's 2017 end-of-year campaign named "CoMoGives," which received and distributed over \$718,000 in donations to 114 participating nonprofit agencies in Columbia.
- FY 2019 reflects a \$376,299 decrease due to donations not being budgeted during the process. When donations are received and appropriated, the adjusted budget is increased.

Authorized Personnel

	Actual FY 2017	Adj. Budget FY 2018	Estimated FY 2018	Proposed FY 2019	Position Changes
There are no personnel assigned to this budget. The Trust Administrator position is included in the City Manager's budget.					

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**Statement of Revenues, Expenditures, and Changes in Fund Balance
Contributions Fund**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>
Revenues:				
Grant Revenue	\$0	\$0	\$0	\$0
Investment Revenue	(\$3,107)	\$11,930	\$11,930	\$11,930
Miscellaneous Revenues	\$104,539	\$374,599	\$374,599	\$7,800
Total Revenues	<u>\$101,432</u>	<u>\$386,529</u>	<u>\$386,529</u>	<u>\$19,730</u>
Expenditures:				
Personnel Services	\$0	\$0	\$0	\$0
Supplies & Materials	\$2,386	\$4,629	\$4,629	\$4,673
Travel & Training	\$767	\$3,185	\$3,185	\$3,185
Intragovernmental Charges	\$566	\$551	\$551	\$507
Utilities, Services & Other Misc.	\$14,609	\$39,844	\$39,844	\$28,565
Capital Additions	\$0	\$0	\$0	\$0
Total Expenditures	<u>\$18,328</u>	<u>\$48,209</u>	<u>\$48,209</u>	<u>\$36,930</u>
Excess (Deficiency) of Revenues Over Expenditures Before Transfers	<u>\$83,104</u>	<u>\$338,320</u>	<u>\$338,320</u>	<u>(\$17,200)</u>
Other Financing Sources(Uses):				
Transfers In	\$6,855	\$35,265	\$35,265	\$25,000
Transfers Out	(\$101,179)	(\$372,820)	(\$22,820)	(\$7,800)
Total Other Financing Sources (Uses)	<u>(\$94,324)</u>	<u>(\$337,555)</u>	<u>\$12,445</u>	<u>\$17,200</u>
Net Change in Fund Balance	<u>(\$11,220)</u>	<u>\$765</u>	<u>\$350,765</u>	<u>\$0</u>
Fund Balance Beg of Year	\$623,684	\$612,464	\$612,464	\$963,229
Fund Balance End of Year	<u><u>\$612,464</u></u>	<u><u>\$613,229</u></u>	<u><u>\$963,229</u></u>	<u><u>\$963,229</u></u>

**Financial Sources and Uses
Contributions Fund**

	<u>Actual FY 2017</u>	<u>Adj. Budget FY 2018</u>	<u>Estimated FY 2018</u>	<u>Proposed FY 2019</u>
Financial Sources				
Grant Revenue	\$0	\$0	\$0	\$0
Interest	(\$3,107)	\$11,930	\$11,930	\$11,930
Less: GASB 31 Interest Adjustment	\$7,517	\$0	\$0	\$0
Other Local Revenues ++	\$104,539	\$374,599	\$374,599	\$7,800
Total Financial Sources Before Transfers	\$108,949	\$386,529	\$386,529	\$19,730
Transfers In	\$6,855	\$35,265	\$35,265	\$25,000
Total Financial Sources	\$115,804	\$421,794	\$421,794	\$44,730
Financial Uses				
Personnel Services	\$0	\$0	\$0	\$0
Less: GASB 16 Vacation Liability Adjustment*	\$0	\$0	\$0	\$0
Less: GASB 68 Pension Adjustment*	\$0	\$0	\$0	\$0
Supplies & Materials	\$2,386	\$4,629	\$4,629	\$4,673
Travel & Training	\$767	\$3,185	\$3,185	\$3,185
Intragovernmental Charges	\$566	\$551	\$551	\$507
Utilities, Services & Other Misc.	\$14,609	\$39,844	\$39,844	\$28,565
Interest & Lease Payment	\$0	\$0	\$0	\$0
Bank & Paying Agent Fees	\$0	\$0	\$0	\$0
Transfers Out	\$101,179	\$372,820	\$22,820	\$7,800
Principal Payments	\$0	\$0	\$0	\$0
Capital Additions	\$0	\$0	\$0	\$0
Ent. Revenues used for Capital Projects	\$0	\$0	\$0	\$0
Total Financial Uses	\$119,507	\$421,029	\$71,029	\$44,730
Financial Sources Over/(Under) Uses	(\$3,703)	\$765	\$350,765	\$0
Assigned Cash Reserves				
Beginning Assigned Cash Reserve		\$204,273	\$204,273	\$555,038
Financial Sources Over/(Under) Uses		\$765	\$350,765	\$0
Assigned Fund Balance	\$204,273			
Ending Cash Reserves	\$204,273	\$205,038	\$555,038	\$555,038

Budgeted Cash Reserve Target

The primary expenditures from this fund are for items specifically donated; therefore, there is no budgeted cash reserve target for this fund.

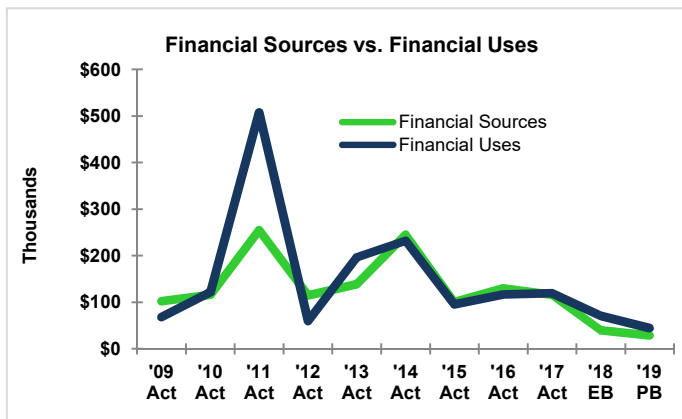
++ Other Local Revenues include donations received.

* GASB 16 and GASB 68 do not apply to special revenue funds such as the Contributions Fund.

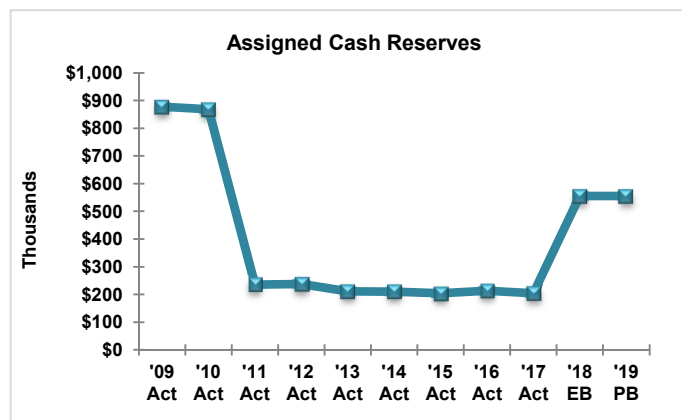
Financial Sources and Uses Contributions Fund

The Financial Sources and Uses Statement is a management tool which provides a more complete look at the cash and other resources for the operation compared to the expenses and other uses of the operation. This allows management to examine the projected ending cash reserves for the operation compared to a budgeted cash reserve target which provides useful information about the financial health of the fund.

This statement takes information from the net income statement and subtracts out non-cash items (GASB adjustments for interest revenue).



Financial sources represent donations by citizens through a variety of different programs. Financial uses represent the transfer of the accumulated funds for a specific project to the responsible departmental budget to be spent. In years where financial sources are above financial uses, donations are being accumulated. In years where financial uses are above financial sources, accumulated balances are being transferred to a department budget to be spent according to the purpose of the donation.



The assigned cash reserve has been relatively stable since FY 2011. There is no budgeted cash reserve target for this fund because the purpose of the fund is to track donations coming in and the transfer of the donations to the respective departmental budgets to be spent. FY 2018 includes \$350,000 donation for Clary-Shy Community Park improvements. The minimal operating costs of this function are covered by interest revenue that is generated on the accumulated donations.

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