



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.

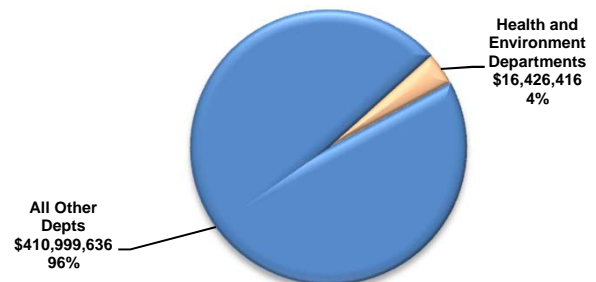
Convention and Visitors Bureau

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

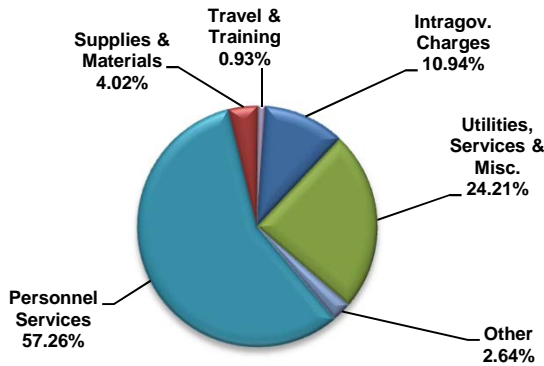
Contributions Fund manages donations to support and improve our community.

Health and Environment Expenses vs. All Other Dept. Expenses

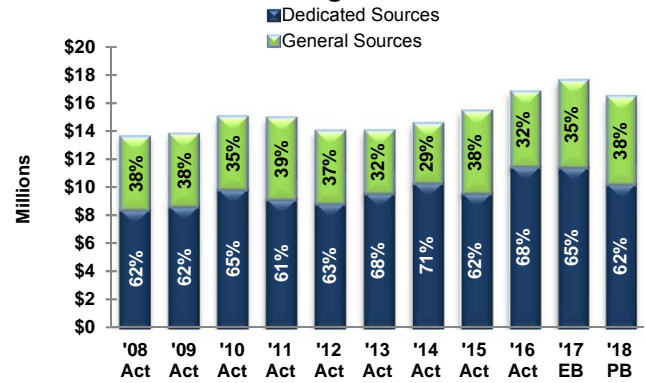


Health and Environment - Summary

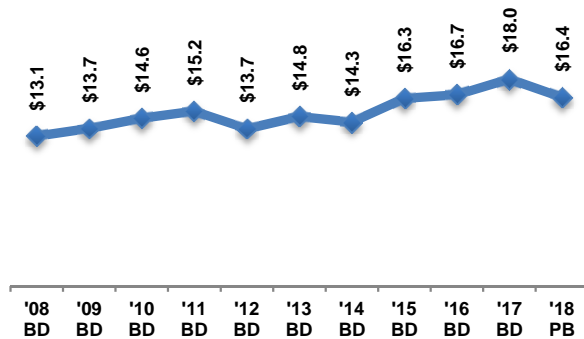
FY 2018 Total Expenditures By Category



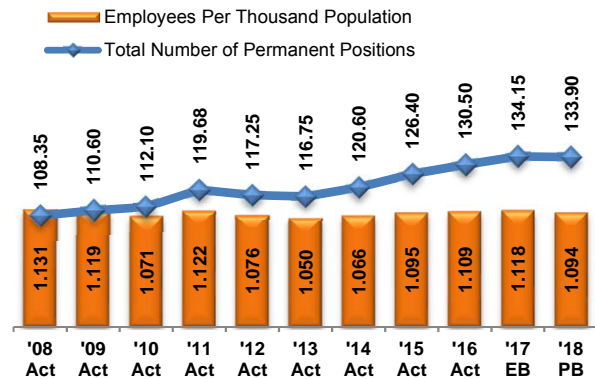
Funding Sources



Budgeted Expenditure History (in Millions)



Permanent Positions



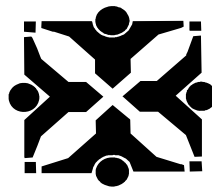
Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$8,480,236	\$9,476,946	\$9,158,090	\$9,405,010	2.7%	(0.8%)
Supplies & Materials	\$647,557	\$748,239	\$698,880	\$660,920	(5.4%)	(11.7%)
Travel & Training	\$127,064	\$148,063	\$136,831	\$152,652	11.6%	3.1%
Intragov. Charges	\$1,437,727	\$1,740,262	\$1,740,262	\$1,797,785	3.3%	3.3%
Utilities, Services & Misc.	\$4,336,873	\$4,626,097	\$4,533,861	\$3,976,465	(12.3%)	(14.0%)
Capital	\$87,603	\$0	\$0	\$0		
Other	\$671,116	\$1,295,362	\$1,295,362	\$433,584	(66.5%)	(66.5%)
Total	\$15,788,176	\$18,034,969	\$17,563,286	\$16,426,416	(6.5%)	(8.9%)
Operating Expenses	\$15,029,457	\$16,739,607	\$16,267,924	\$15,992,832	(1.7%)	(4.5%)
Non-Operating Expenses	\$671,116	\$1,295,362	\$1,295,362	\$433,584	(66.5%)	(66.5%)
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$87,603	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$15,788,176	\$18,034,969	\$17,563,286	\$16,426,416	(6.5%)	(8.9%)

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Gross Rec. Taxes & Other Loc. Tx	\$2,555,875	\$2,778,489	\$3,345,028	\$3,579,406	7.0%	28.8%
Grants	\$4,885,188	\$4,630,500	\$3,771,837	\$3,467,944	(8.1%)	(25.1%)
Interest Revenue	\$141,536	\$78,128	\$78,128	\$78,128	0.0%	0.0%
Fees & Service Charges	\$3,117,731	\$2,371,421	\$2,878,572	\$2,787,706	(3.2%)	17.6%
Other Local Revenues	\$512,463	\$382,448	\$404,707	\$371,954	(8.1%)	(2.7%)
Operating Transfer	\$212,018	\$622,678	\$622,678	\$610,768	(1.9%)	(1.9%)
Intragov. Revenues (G&A Fees)	\$0	\$21,844	\$21,844	\$24,568		
Use of Fund Balance	\$0	\$936,666	\$252,422	\$0	(100.0%)	(100.0%)
Less: Amt Added to Fund Bal	(\$969,448)	\$0	\$0	(\$762,228)		
Dedicated Sources	\$10,455,363	\$11,822,174	\$11,375,216	\$10,158,246	(10.7%)	(14.1%)
General Sources	\$5,332,813	\$6,212,795	\$6,188,070	\$6,268,170	1.3%	0.9%
Total Funding Sources	\$15,788,176	\$18,034,969	\$17,563,286	\$16,426,416	(6.5%)	(8.9%)

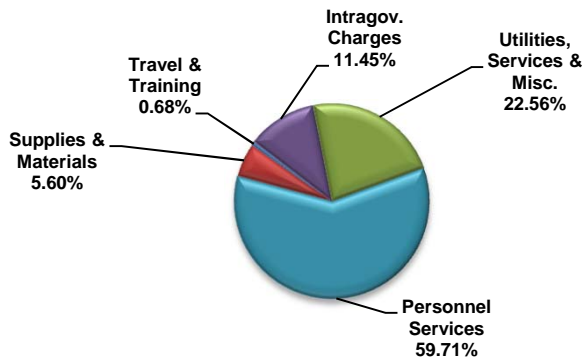
Public Health &
Human Services
Department
(General Fund)



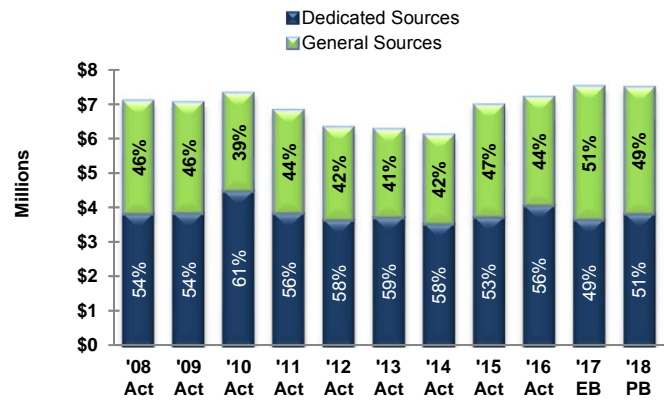
City of Columbia
Columbia, Missouri

Public Health & Human Services - Summary

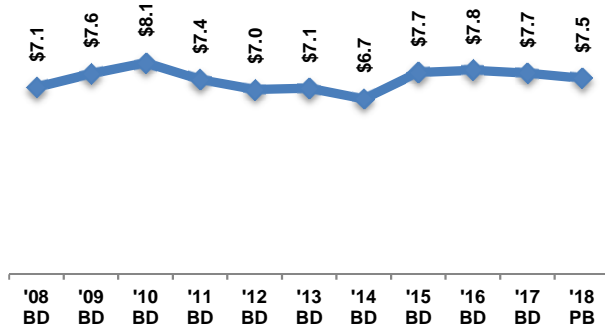
FY 2018 Total Expenditures By Category



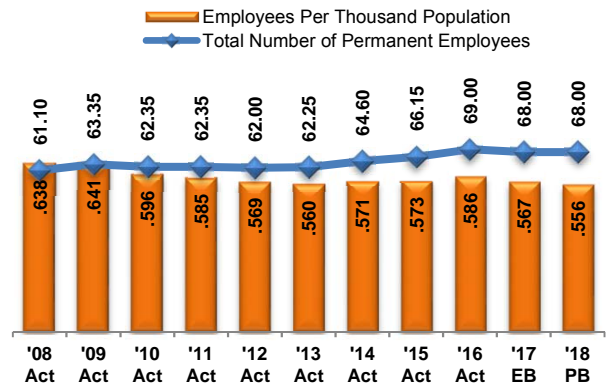
Funding Sources



Budgeted Expenditure History (in Millions)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$4,217,816	\$4,553,594	\$4,451,042	\$4,459,058	0.2%	(2.1%)
Supplies & Materials	\$485,391	\$451,964	\$423,886	\$417,893	(1.4%)	(7.5%)
Travel & Training	\$49,741	\$53,189	\$46,060	\$50,418	9.5%	(5.2%)
Intragov. Charges	\$788,122	\$853,855	\$853,855	\$855,114	0.1%	0.1%
Utilities, Services & Misc.	\$1,613,728	\$1,748,596	\$1,717,453	\$1,685,020	(1.9%)	(3.6%)
Capital	\$28,767	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$7,183,565	\$7,661,198	\$7,492,296	\$7,467,503	(0.3%)	(2.5%)
Operating Expenses	\$7,154,798	\$7,661,198	\$7,492,296	\$7,467,503	(0.3%)	(2.5%)
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$28,767	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$7,183,565	\$7,661,198	\$7,492,296	\$7,467,503	(0.3%)	(2.5%)

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Grants	\$3,006,671	\$3,498,826	\$2,668,840	\$2,825,005	5.9%	(19.3%)
Other Funding Sources/Transfers	\$14,699	\$20,593	\$20,593	\$15,281	(25.8%)	(25.8%)
Fees & Service Charges	\$759,114	\$708,850	\$726,935	\$740,725	1.9%	4.5%
Other Local Revenue	\$272,566	\$209,182	\$223,571	\$231,182	3.4%	10.5%
Dedicated Sources	\$4,053,050	\$4,437,451	\$3,639,939	\$3,812,193	4.7%	(14.1%)
General Sources	\$3,130,515	\$3,223,747	\$3,852,357	\$3,655,310	(5.1%)	13.4%
Total Funding Sources	\$7,183,565	\$7,661,198	\$7,492,296	\$7,467,503	(0.3%)	(2.5%)

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- 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.

Department Objectives

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.

Highlights/Significant Changes

- For FY 2018, the Public Health and Human Services budget will decrease \$193,695 or 2.5%. This is primarily due to the ending of HEAL and Tobacco grants.
- Potential cuts to public health and human services funding, at the federal level, could have a significant impact on revenue and services locally.
- There are no additional positions budgeted. Employees per thousand population will decrease from 0.567 to 0.556.
- **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 2018 (the same amount since FY 2010).
- Permit inspections and plan review fees for the food safety program will be increased in FY 2018 to cover 75% of costs.
- Dental pain relief program costs are eliminated with funds transferred to medication assistance due to other options that are now available.
- Increased Medicaid reimbursement rates will result in slight increases in revenue in FY 2018.

Public Health & Human Services Department - Summary

Authorized Personnel

	<u>Actual FY 2016</u>	<u>Adj. Budget FY 2017</u>	<u>Estimated FY 2017</u>	<u>Proposed FY 2018</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	9.75	9.75	8.75	8.75	
Total Personnel	69.00	69.00	68.00	68.00	
Permanent Full-Time	64.90	64.90	63.90	63.90	
Permanent Part-Time	4.10	4.10	4.10	4.10	
Total Permanent	69.00	69.00	68.00	68.00	

Public Health & Human Services

Budget Detail By Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Administration						
Personnel Services	\$799,264	\$830,697	\$830,338	\$828,977	(0.2%)	(0.2%)
Supplies and Materials	\$20,109	\$23,506	\$21,590	\$25,357	17.4%	7.9%
Travel and Training	\$16,426	\$10,509	\$7,500	\$9,250	23.3%	(12.0%)
Intragovernmental Charges	\$132,289	\$145,420	\$145,420	\$134,673	(7.4%)	(7.4%)
Utilities, Services, & Misc.	\$77,160	\$86,446	\$81,051	\$88,549	9.3%	2.4%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$1,045,248	\$1,096,578	\$1,085,899	\$1,086,806	0.1%	(0.9%)
Community Health Promotion						
Personnel Services	\$326,292	\$420,584	\$400,801	\$379,077	(5.4%)	(9.9%)
Supplies and Materials	\$82,902	\$75,263	\$57,624	\$46,719	(18.9%)	(37.9%)
Travel and Training	\$4,226	\$3,325	\$3,325	\$3,842	15.5%	15.5%
Intragovernmental Charges	\$826	\$886	\$886	\$34,479	3791.5%	3791.5%
Utilities, Services, & Misc.	\$105,074	\$79,134	\$76,298	\$40,178	(47.3%)	(49.2%)
Capital	\$7,195	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$526,515	\$579,192	\$538,934	\$504,295	(6.4%)	(12.9%)
Animal Control						
Personnel Services	\$384,605	\$416,313	\$416,313	\$403,027	(3.2%)	(3.2%)
Supplies and Materials	\$18,751	\$26,105	\$26,105	\$25,546	(2.1%)	(2.1%)
Travel and Training	\$1,671	\$2,852	\$3,152	\$3,152	0.0%	10.5%
Intragovernmental Charges	\$88,246	\$93,976	\$93,976	\$97,034	3.3%	3.3%
Utilities, Services, & Misc.	\$166,930	\$186,091	\$181,371	\$185,947	2.5%	(0.1%)
Capital	\$21,572	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$681,775	\$725,337	\$720,917	\$714,706	(0.9%)	(1.5%)
Environmental Public Health						
Personnel Services	\$502,768	\$532,143	\$530,210	\$559,974	5.6%	5.2%
Supplies and Materials	\$22,301	\$23,060	\$22,374	\$20,946	(6.4%)	(9.2%)
Travel and Training	\$6,696	\$10,326	\$9,596	\$9,372	(2.3%)	(9.2%)
Intragovernmental Charges	\$89,339	\$97,364	\$97,364	\$109,267	12.2%	12.2%
Utilities, Services, & Misc.	\$93,938	\$95,359	\$95,359	\$88,743	(6.9%)	(6.9%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$715,042	\$758,252	\$754,903	\$788,302	4.4%	4.0%
Community Health						
Personnel Services	\$1,190,555	\$1,274,491	\$1,261,944	\$1,273,650	0.9%	(0.1%)
Supplies and Materials	\$253,517	\$213,000	\$205,271	\$205,250	(0.0%)	(3.6%)
Travel and Training	\$11,186	\$14,088	\$12,025	\$13,375	11.2%	(5.1%)
Intragovernmental Charges	\$256,925	\$278,766	\$278,766	\$267,243	(4.1%)	(4.1%)
Utilities, Services, & Misc.	\$234,507	\$299,784	\$288,077	\$293,627	1.9%	(2.1%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$1,946,690	\$2,080,129	\$2,046,083	\$2,053,145	0.3%	(1.3%)

Public Health & Human Services

Budget Detail By Division - Continued

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Women, Infants and Children (WIC)						
Personnel Services	\$466,727	\$491,644	\$476,841	\$486,344	2.0%	(1.1%)
Supplies and Materials	\$10,835	\$13,650	\$13,650	\$13,650	0.0%	0.0%
Travel and Training	\$1,686	\$4,262	\$3,962	\$3,850	(2.8%)	(9.7%)
Intragovernmental Charges	\$154,133	\$165,666	\$165,666	\$140,347	(15.3%)	(15.3%)
Utilities, Services, & Misc.	\$10,912	\$38,756	\$38,531	\$34,045	(11.6%)	(12.2%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$644,293	\$713,978	\$698,650	\$678,236	(2.9%)	(5.0%)
Human Services						
Personnel Services	\$547,605	\$587,722	\$534,595	\$528,009	(1.2%)	(10.2%)
Supplies and Materials	\$76,976	\$77,380	\$77,272	\$80,425	4.1%	3.9%
Travel and Training	\$7,850	\$7,827	\$6,500	\$7,577	16.6%	(3.2%)
Intragovernmental Charges	\$66,364	\$71,777	\$71,777	\$72,071	0.4%	0.4%
Utilities, Services, & Misc.	\$50,653	\$69,470	\$63,210	\$60,375	(4.5%)	(13.1%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$749,448	\$814,176	\$753,354	\$748,457	(0.7%)	
Social Services Funding						
Personnel Services	\$0	\$0	\$0	\$0		
Supplies and Materials	\$0	\$0	\$0	\$0		
Travel and Training	\$0	\$0	\$0	\$0		
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$874,554	\$893,556	\$893,556	\$893,556	0.0%	0.0%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$874,554	\$893,556	\$893,556	\$893,556	0.0%	0.0%
Department Total						
Personnel Services	\$4,217,816	\$4,553,594	\$4,451,042	\$4,459,058	0.2%	(2.1%)
Supplies and Materials	\$485,391	\$451,964	\$423,886	\$417,893	(1.4%)	(7.5%)
Travel and Training	\$49,741	\$53,189	\$46,060	\$50,418	9.5%	(5.2%)
Intragovernmental Charges	\$788,122	\$853,855	\$853,855	\$855,114	0.1%	0.1%
Utilities, Services, & Misc.	\$1,613,728	\$1,748,596	\$1,717,453	\$1,685,020	(1.9%)	(3.6%)
Capital	\$28,767	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$7,183,565	\$7,661,198	\$7,492,296	\$7,467,503	(0.3%)	(2.5%)

Public Health & Human Services

Authorized Positions By Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	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. ***	0.00	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	
5132 - Laboratory Analyst ***	0.05	0.00	0.00	0.00	
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	

* In FY 2013 an FDA grant funded (1.00) Environmental Public Health Specialist was added for five years. The City will continue to fund the position after the grant ends.

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

*** In FY 2017 Laboratory Analyst job title changed to Communicable Disease Specialist

Public Health & Human Services

Authorized Positions By Division - Continued

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	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 ***	0.00	0.95	0.95	0.95	
5132 - Laboratory Analyst ***	0.95	0.00	0.00	0.00	
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 Specialist	0.00	0.00	0.00	0.00	
7301 - Social Services Clinic Specialist ^	3.75	3.75	2.75	2.75	
7299 - Social Services Home Visit Specialist	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	9.75	9.75	8.75	8.75	0.00
Permanent Full-Time	9.00	9.00	8.00	8.00	
Permanent Part-Time	0.75	0.75	0.75	0.75	
Total Permanent	9.75	9.75	8.75	8.75	0.00
Department Totals					
Permanent Full-Time	64.90	64.90	63.90	63.90	
Permanent Part-Time	4.10	4.10	4.10	4.10	
Total Permanent	69.00	69.00	68.00	68.00	

*** In FY 2017 Laboratory Analyst job title changed to Communicable Disease Specialist

^ Mid-year FY 2017 (1) Social Services Clinic Specialist position was eliminated.

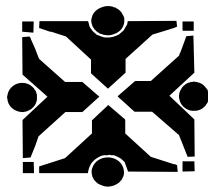
Health Department Fees and Charges

	Chapter/ Section	Date Last	FY 2017	FY 2018	
			Fee	Fee	Effective Date
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	11-132(a)(1)	10-01-12	\$185.00	\$205.00	10-01-17
- Annual Gross Receipts of \$250,000-\$750,000	11-132(a)(2)	10-01-12	\$260.00	\$285.00	10-01-17
- Annual Gross Receipts more than \$750,000	11-132(a)(3)	10-01-12	\$480.00	\$530.00	10-01-17

Health Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2017	FY 2018	
			Fee	Fee	Effective Date
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)	09-19-11	\$100.00	\$110.00	10-01-17
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			\$30.00	\$35.00	10-01-17
- Four to Fourteen-day event			\$60.00	\$65.00	10-01-17
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 Review Fee					
- Facilities classified as low risk	11-132(i)(1)	09-19-11	\$100.00	\$130.00	10-01-17
- Facilities classified as medium risk	11-132(i)(2)	09-19-11	\$150.00	\$200.00	10-01-17
- Facilities classified as high risk	11-132(i)(3)	09-19-11	\$300.00	\$400.00	10-01-17
Tattoo Establishment					
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 Inspection Fee					
- 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	

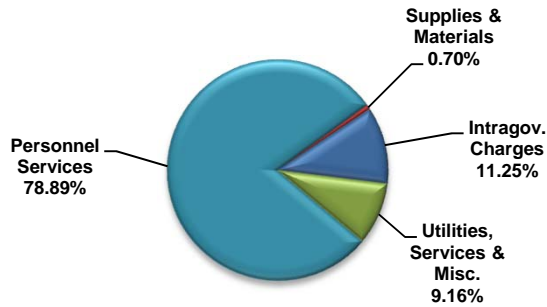
Economic Development Department (General Fund)



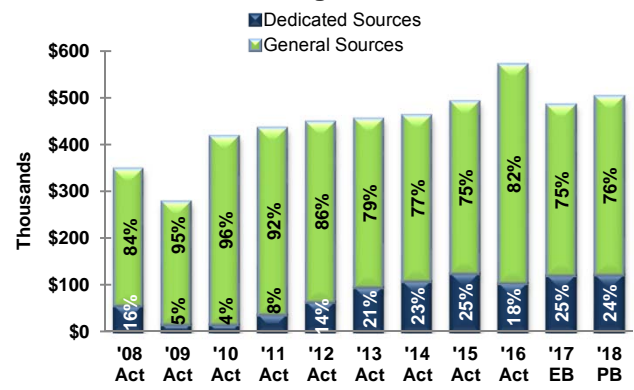
City of Columbia
Columbia, Missouri

Economic Development (General Fund)

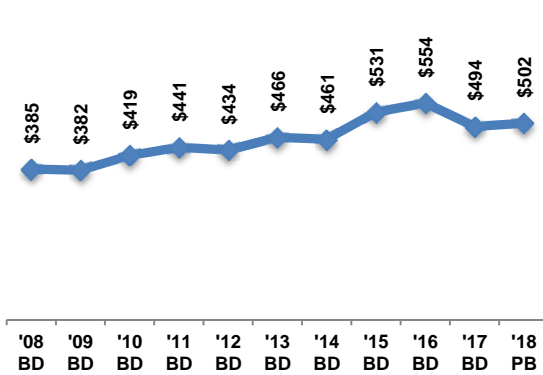
FY 2018 Total Expenditures By Category



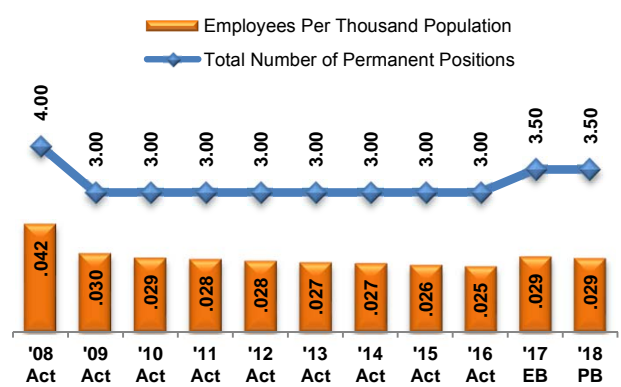
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$412,782	\$379,236	\$370,129	\$396,304	7.1%	4.5%
Supplies & Materials	\$0	\$1,630	\$1,630	\$3,520	116.0%	116.0%
Travel & Training	\$0	\$0	\$0	\$0		
Intragov. Charges	\$48,311	\$50,989	\$50,989	\$56,498	10.8%	10.8%
Utilities, Services & Misc.	\$109,262	\$62,480	\$62,000	\$46,000	(25.8%)	(26.4%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$570,355	\$494,335	\$484,748	\$502,322	3.6%	1.6%
Operating Expenses	\$570,355	\$494,335	\$484,748	\$502,322	3.6%	1.6%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$0	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$570,355	\$494,335	\$484,748	\$502,322	3.6%	1.6%

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Other Funding Sources/Trnsfrs *	\$50,000	\$75,000	\$75,000	\$46,000	(38.7%)	(38.7%)
Other Local Rev.**	\$53,514	\$44,137	\$45,482	\$75,482	66.0%	71.0%
Dedicated Sources	\$103,514	\$119,137	\$120,482	\$121,482	0.8%	2.0%
General Sources	\$466,841	\$375,198	\$364,266	\$380,840	4.5%	1.5%
Total Funding Sources	\$570,355	\$494,335	\$484,748	\$502,322	3.6%	1.6%

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

**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 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, providing leadership to the team in establishing goals, indicators and metrics to ensure the creation of quality jobs that pay a living wage.
- 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 1,200 individuals in Boone County have now earned a National Career Readiness Certificate.
- Staff provided assistance and facilitation of the Chapter 100 project for Dana Light Axle Products, LLC that resulted in an additional capital investment of \$39 million and the addition of 135 new manufacturing positions at the local facility over a 3-year period from 2016-2018.
- Staff provided assistance and facilitation to Aurora Organic Dairy (AOD) that resulted in AOD purchasing the city-owned Sutter site for a \$100+ million investment in a milk processing facility that will employ 130+ individuals over the next several years. Staff also facilitated the Chapter 100 process for the company, and is assisting the company during the current construction phase.

Highlights/Significant Changes (cont.)

- Staff provided site selection and facilitation of the American Outdoor Brands Corporation Distribution Center that is planned for the Route Z area in Boone County. This investment of more than \$50 million will create additional employment, and also retains a significant number of the current employees of Battenfeld Technologies, a Columbia company.
- Hired a dedicated full-time Entrepreneurship Program Coordinator to focus on Innovation Hub clients, connecting the entrepreneurial ecosystem of support, and creating new initiatives to spur entrepreneurial activity.
- Hosted several new entrepreneurial events throughout the year, including the first Video Game Jam in January which brought six teams together and created a finished product.
- Organized and hosted a meeting place for a community Social Entrepreneurship Group that is currently developing programming, support, and highlighting mission driven organizations in Columbia.
- Several of the entrepreneurs utilizing the Innovation Hub have bootstrapped to grow their team, acquired investors, and secured a SBA loan in 2017.
- Six new companies have been accepted into the Innovation Hub (as of June 2017). Additional applications continue to be received throughout the year.
- Staff worked through a branding process with a graphic designer who designed logos and marketing pieces for the Innovation Hub. These designs will be used to create a graphic identity for the Hub and is already in use in new signage promoting the location of the Hub.
- Staff created additional promotional videos highlighting REDI's work with existing legacy companies and promoting Columbia as a location for businesses new to the region.
- Staff compiled and submitted an application for Accredited Economic Development Organization status from the International Economic Development Council; application is currently pending approval (as of June 2017).
- Staff created Newslinks, a new newsletter format that is distributed weekly or biweekly to a wide audience to share information and awareness of REDI programs and activities.
- Staff created a Marketing Plan for REDI which aligns with REDI's Strategic Plan implementation.
- Staff assisted with promotion of the Minority and Women Owned Business Directory, and participated in other community initiatives including Cradle to Career Alliance, Mayors Climate Protection Agreement Awards, Economic Outlook Conference, and University of Missouri student recruitment efforts.
- Completed a department reorganization by moving the Columbia Regional Airport from Public Works to Economic Development to allow for continued growth and expansion of the airport as an economic driver of the mid-Missouri region.

Department of Economic Development

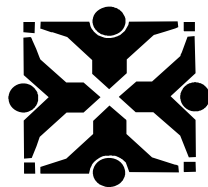
Authorized Personnel

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	Position Changes
8903 - Entrepreneurship Prog. Coord. ++	0.00	1.00	1.00	1.00	
8901 - Asst. Director, Economic Dev.	1.00	1.00	1.00	1.00	
8900 - Director, Economic Development +	1.00	0.50	0.50	0.50	
1006 - Senior Admin. Support Assistant	1.00	1.00	1.00	1.00	
Total Personnel	3.00	3.50	3.50	3.50	
Permanent Full-Time	3.00	3.50	3.50	3.50	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	3.00	3.50	3.50	3.50	

+ In FY 2017, due to a reorganization, the Economic Development Director began providing direction to the Airport; therefore 50% of the position has been allocated to the Airport budget.

++ In FY 2017 an Entrepreneurship Program Coordinator was added to provide assistance to entrepreneurs and Innovation Hub clients with advancing their business startups and emerging technologies. This position is partially offset by funding from the University.

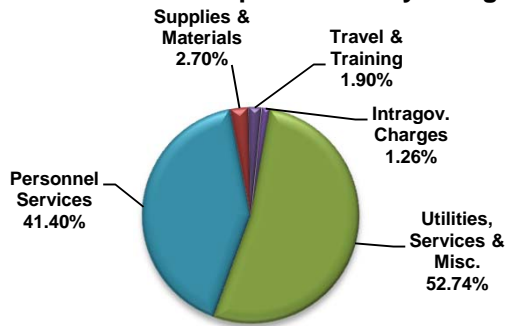
Cultural Affairs (General Fund)



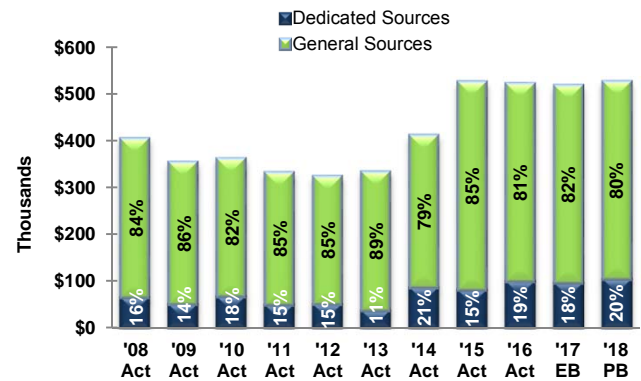
*City of Columbia
Columbia, Missouri*

Cultural Affairs (General Fund)

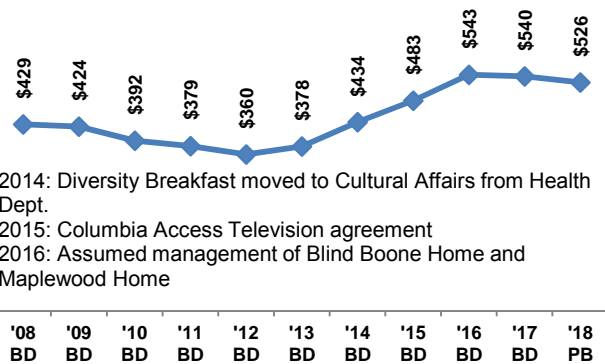
FY 2018 Total Expenditures By Category



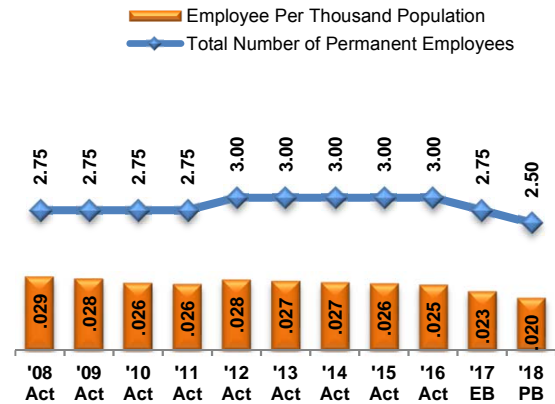
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$240,334	\$225,947	\$217,357	\$217,587	0.1%	(3.7%)
Supplies & Materials	\$9,185	\$24,276	\$22,991	\$14,170	(38.4%)	(41.6%)
Travel & Training	\$6,801	\$10,000	\$8,000	\$10,000	25.0%	0.0%
Intragov. Charges	\$5,192	\$5,496	\$5,496	\$6,597	20.0%	20.0%
Utilities, Services & Misc.	\$259,669	\$273,897	\$263,285	\$277,194	5.3%	1.2%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$521,181	\$539,616	\$517,129	\$525,548	1.6%	(2.6%)
Operating Expenses	\$521,181	\$539,616	\$517,129	\$525,548	1.6%	(2.6%)
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$0	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$521,181	\$539,616	\$517,129	\$525,548	1.6%	(2.6%)

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Grant Revenues	\$12,567	\$12,000	\$13,000	\$12,000	(7.7%)	0.0%
Other Funding Sources/Transfers	\$30,000	\$30,000	\$30,000	\$38,500	28.3%	
Other Local Revenue	\$19,229	\$14,290	\$14,540	\$14,290	(1.7%)	0.0%
Fees and Service Charges	\$36,929	\$37,663	\$37,663	\$38,500	2.2%	2.2%
Dedicated Sources	\$98,725	\$93,953	\$95,203	\$103,290	8.5%	9.9%
General Sources	\$422,456	\$445,663	\$421,926	\$422,258	0.1%	(5.3%)
Total Funding Sources	\$521,181	\$539,616	\$517,129	\$525,548	1.6%	(2.6%)

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.
- After expanding the Poster Party for the Arts in 2014, approximately \$36,500 has been raised for the Columbia Arts Fund. The event is being rebranded as the 2016 Celebration of the Arts and not only will continue the tradition of unveiling an annual commemorative poster but also will recognize an individual who has provided invaluable service to an arts/cultural organization(s) nominated by their own peers.

Highlights/Significant Changes- continued

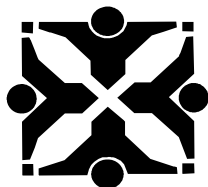
- The OCA manages agreements between the John William "Blind" Boone Heritage Foundation and the Boone County Historical Society regarding the curation of the Blind Boone Home and the Maplewood House respectively.
- OCA took the lead to help redesign the Columbia Citizen's Handbook. The annual commemorative poster design is now featured on the cover, and other submissions are included throughout the booklet as honorable mentions.
- OCA has moved their entire funding process online to improve customer service and ensure accessibility to all.
- The Traffic Box Art Program, a graffiti abatement collaborative with the District and the Columbia Police Department, continues with a tenth box being completed in 2017. Two additional installations have also been created by students through OCA's Partner in Education with Columbia Public Schools, with a third box to be completed in 2017.
- 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, 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.
- The FY 2018 budget reflects a decrease of \$14,068 or 2.6%. A 0.25 FTE Sr. ASA position will be reallocated to the City Manager's budget to provide additional support to that department.
- CAT TV funding for FY 2018 is \$35,000. Annual arts funding will remain at \$100,000.
- The City Council has designated the Columbia Sports Fieldhouse Phase I as an eligible Percent for Art Project. The OCA staff manages the Percent for Art Program along with the Standing Committee on Public Art. The Sports Fieldhouse Percent for Art project has a total budget of \$37,000, with \$31,450 established for the art component.
- **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 2016</u>	<u>Adj. Budget FY 2017</u>	<u>Estimated FY 2017</u>	<u>Proposed FY 2018</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. +	1.00	0.75	0.75	0.50	(0.25)
Total Personnel	3.00	2.75	2.75	2.50	(0.25)
Permanent Full-Time	3.00	2.75	2.75	2.50	(0.25)
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	3.00	2.75	2.75	2.50	(0.25)

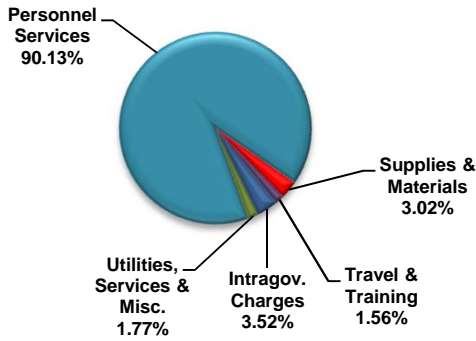
+ In FY 2017, due to budget constraints, 0.25 FTE Sr. Administrative Support Asst. position was reallocated to the Community Relations Department to allow that department to have administrative support and to meet budget cut amounts needed to balance the general fund. In FY 2018, 0.25 FTE Sr Administrative Support Asst. position is being reallocated to the City Manager's office to provide additional clerical support to that department.

Office of Sustainability (General Fund)

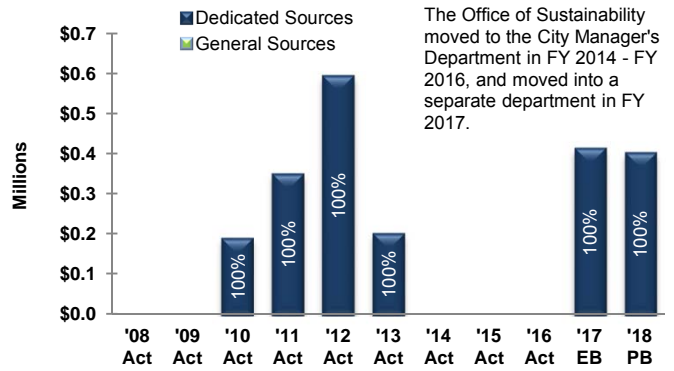


City of Columbia
Columbia, Missouri

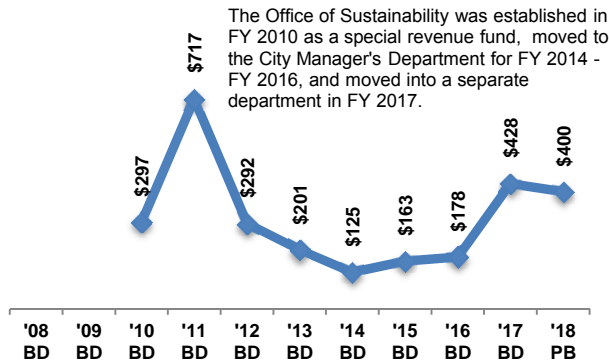
FY 2018 Total Expenditures By Category



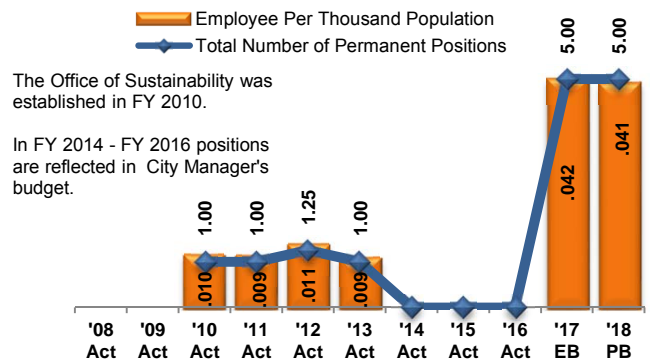
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$0	\$369,806	\$354,676	\$360,632	1.7%	(2.5%)
Supplies & Materials	\$0	\$26,931	\$26,070	\$12,071	(53.7%)	(55.2%)
Travel & Training	\$0	\$4,500	\$4,500	\$6,260	39.1%	39.1%
Intragov. Charges	\$0	\$5,068	\$5,068	\$14,066	177.5%	177.5%
Utilities, Services & Misc.	\$0	\$21,302	\$21,167	\$7,085	(66.5%)	(66.7%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$0	\$427,607	\$411,481	\$400,114	(2.8%)	(6.4%)
Operating Expenses	\$0	\$427,607	\$411,481	\$400,114	(2.8%)	(6.4%)
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$0	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$0	\$427,607	\$411,481	\$400,114	(2.8%)	(6.4%)

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Grant Revenue	\$0	\$47,126	\$31,000	\$31,000	0.0%	(34.2%)
Operating Transfers **	\$0	\$355,481	\$355,481	\$369,114	3.8%	3.8%
Other Local Revenue	\$0	\$25,000	\$25,000	\$0		
Dedicated Sources	\$0	\$427,607	\$411,481	\$400,114	(2.8%)	(6.4%)
General Sources	\$0	\$0	\$0	\$0		
Total Funding Sources	\$0	\$427,607	\$411,481	\$400,114	(2.8%)	(6.4%)

*In FY 2014 - FY 2016 Sustainability was reflected in the City Manager's section of the budget

** 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.

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.

Highlights/Significant Changes

- Due to a reallocation, the Mid-Missouri Solid Waste Management District budget will move from being under the direction of the Public Works Department to the direction of the Office of Sustainability in FY 2018. The majority of expenses are reimbursed from the Missouri Department of Natural Resources.
- Savings from FY 2016 will be utilized for the development of Columbia's first Climate Action Plan, as directed by Resolution 83-17A. Funds will be used to hire a consultant for project coordination and for necessary community engagement activities.
- This budget also reflects year two 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.
- For FY 2018, the Office of Sustainability budget will decrease \$27,493 or 6.4% due to the ending of a grant which resulted in the Sustainability Educator position being eliminated.
- There are no general source revenues used to fund this budget.

Authorized Personnel

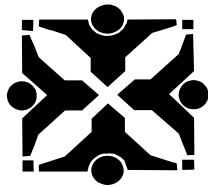
	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	Position Changes
9917 - Community Conservationist	0.00	1.00	1.00	1.00	
9916 - Sustainability Educator* +	0.00	1.00	0.00	0.00	
9915 - Sustainability Manager♦	0.00	1.00	1.00	1.00	
4533 - Waste Minimization Coord‡	0.00	1.00	1.00	1.00	
4509 - Energy Educator^	0.00	1.00	1.00	1.00	
2584 - Storm Water Educator‡	0.00	1.00	1.00	1.00	
Total Personnel	0.00	6.00	5.00	5.00	0.00
Permanent Full-Time	0.00	6.00	5.00	5.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	0.00	6.00	5.00	5.00	

For FY 2016 these positions were budgeted in the following departments:

- *City Manager's Office
- ♦City Manager's Office
- ‡Solid Waste
- ^Electric
- ‡Storm Water
- + Position eliminated in FY 2017 when grant ended

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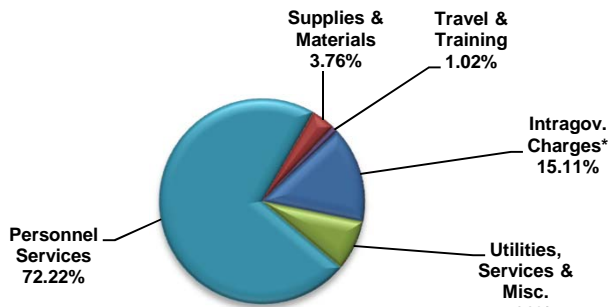
Community Development Department (General Fund)



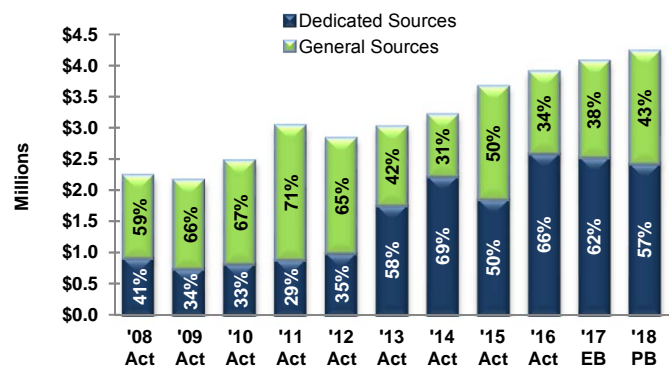
*City of Columbia
Columbia, Missouri*

Community Development - Summary

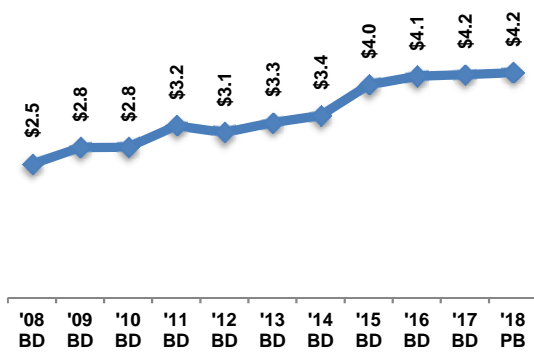
FY 2018 Total Expenditures By Category



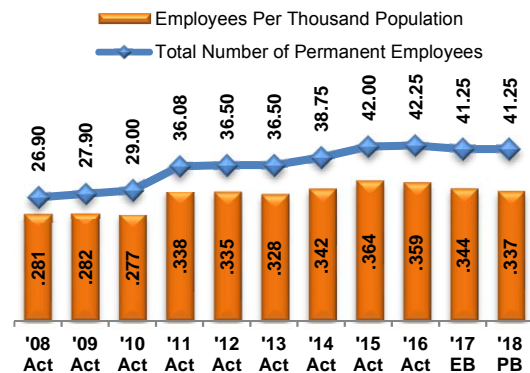
Funding Sources



Budgeted Expenditure History (in Millions)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$2,808,482	\$3,020,054	\$2,943,234	\$3,044,406	3.4%	0.8%
Supplies & Materials	\$112,135	\$171,533	\$154,710	\$158,327	2.3%	(7.7%)
Travel & Training	\$36,899	\$41,329	\$39,226	\$43,004	9.6%	4.1%
Intragov. Charges*	\$473,209	\$606,559	\$606,559	\$636,818	5.0%	5.0%
Utilities, Services & Misc.	\$393,787	\$340,536	\$312,957	\$333,097	6.4%	(2.2%)
Capital	\$58,836	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$3,883,348	\$4,180,011	\$4,056,686	\$4,215,652	3.9%	0.9%
Operating Expenses	\$3,824,512	\$4,180,011	\$4,056,686	\$4,215,652	3.9%	0.9%
Non-Operating Expenses	\$0	\$0	\$0	\$0		
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$58,836	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$3,883,348	\$4,180,011	\$4,056,686	\$4,215,652	3.9%	0.9%

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Grants	\$102,525	\$200,968	\$200,968	\$200,968	0.0%	0.0%
Other Funding Sources/Transfers	\$117,319	\$141,604	\$141,604	\$141,873	0.2%	0.2%
Fees and Service Charges	\$2,321,688	\$1,624,908	\$2,113,974	\$2,008,481	(5.0%)	23.6%
Other Local Revenue	\$28,815	\$22,500	\$28,775	\$30,000	4.3%	33.3%
Intragov. Revenues (G&A Fees)	\$0	\$21,844	\$21,844	\$24,568	12.5%	12.5%
Dedicated Sources	\$2,570,347	\$2,011,824	\$2,507,165	\$2,405,890	(4.0%)	19.6%
General Sources	\$1,313,001	\$2,168,187	\$1,549,521	\$1,809,762	16.8%	(16.5%)
Total Funding Sources	\$3,883,348	\$4,180,011	\$4,056,686	\$4,215,652	3.9%	0.9%

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

All divisions will complete preparations for the implementation of EnerGov software in FY 2018. Scheduled to "go live" in January, 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 in a year dominated by multi-family residential projects. In addition, as of June 1, 2017, staff has issued 211 building permits for the construction of single family homes. Staff anticipates meeting its 75% cost recovery goal and the adoption of a Right of Way Management Ordinance in FY 2017 which will help staff better coordinate work within the right of way by private utility companies and their contractors.

Strategic Priority: Operational Excellence - The division anticipates adding an additional Engineering Technician (site inspector) and reclassifying an existing Engineering Technician to a Right of Way Technician to assist with the adoption and enforcement of the Right of Way Management Ordinance in FY 2017. 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 City-wide. 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 13, 2017, ONS had 10,056 buildings and 27,476 units registered under the Rental Unit Conservation Law (RUCL).
- Staff is conducting a systematic review of the City to ensure all rental properties are in compliance with the RUCL.
- 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 2016, the office handled 3,937 code enforcement cases, most on residential properties excluding rental inspections. Code enforcement cases include 1,360 nuisance violations, 1,277 weed cases, 530 property maintenance cases and 257 vehicle violations (unlicensed/inoperable/junk filled).
- Volunteer Services reports that volunteers shared 35,180 hours of service valued at nearly \$830,000.
- In FY 2017, staff worked with Parks & Recreation on a new Adopt-A-Trail program to remove invasive plants along the MKT trail.
- Volunteers also supported the new Community Conservation program in the Office of Sustainability.

Highlights/Significant Changes (Cont.)

Neighborhood Services: (cont.)

- Volunteer Programs is working with Public Works Streets and Sustainability to replant roundabouts that will be maintained by volunteers through the Adopt-A-Spot Beautification Program.
- 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 2017 the Planning and Zoning division completed the comprehensive revisions to the zoning and subdivision regulations (approved by the City Council March 20, 2017). Known as the Unified Development Code (UDC), the new chapter 29 replaced the previously existing Chapters 29 (Zoning), 25 (Subdivisions), and 23 (Signs), and parts of Chapters 20 (Planning) and 12A (Land Preservation) and re-codified them as a single chapter with six articles. Staff continued work on a development scorecard and interactive services map; and continued monitoring and updating the interactive Columbia Imagined Implementation matrix. The Transportation Planners updated the Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP). Staff began administration of historic preservation grant monies for a survey of the North Central Neighborhood area.

In FY 2018 the Division will implement the new development code through additional training, forms, interpretation decisions, and “clean-up” amendments as necessary. The Division will complete the infrastructure scoring system and solicit a list of 5-year updates to Columbia Imagined (comprehensive plan) for Planning & Zoning Commission review and Council consideration.

Authorized Personnel

	<u>Actual FY 2016</u>	<u>Adj. Budget FY 2017</u>	<u>Estimated FY 2017</u>	<u>Proposed FY 2018</u>	<u>Position Changes</u>
Planning	6.90	6.10	6.10	6.10	
Economic Planning	2.75	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	20.95	20.95	20.95	20.95	
Total Personnel	42.25	41.25	41.25	41.25	
Permanent Full-Time	42.25	41.25	41.25	41.25	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	42.25	41.25	41.25	41.25	

Budget Detail By Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Planning						
Personnel Services	\$502,638	\$497,277	\$451,225	\$500,241	10.9%	0.6%
Supplies & Materials	\$15,048	\$22,693	\$22,643	\$19,193	(15.2%)	(15.4%)
Travel & Training	\$4,990	\$8,484	\$8,375	\$10,050	20.0%	18.5%
Intragov. Charges	\$93,811	\$151,953	\$151,953	\$149,148	(1.8%)	(1.8%)
Utilities, Services & Misc.	\$215,730	\$97,212	\$95,332	\$92,713	(2.7%)	(4.6%)
Capital	\$19,612	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$851,829	\$777,619	\$729,528	\$771,345	5.7%	(0.8%)
Economic Planning						
Personnel Services	\$192,328	\$223,864	\$221,434	\$223,457	0.9%	(0.2%)
Supplies & Materials	\$1,180	\$2,950	\$2,950	\$2,950	0.0%	0.0%
Travel & Training	\$0	\$6,000	\$6,000	\$6,000	0.0%	0.0%
Intragov. Charges	\$244	\$264	\$264	\$1,474	458.3%	458.3%
Utilities, Services & Misc.	\$5,182	\$7,069	\$7,069	\$7,189	1.7%	1.7%
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$198,934	\$240,147	\$237,717	\$241,070	1.4%	0.4%
Volunteer Services						
Personnel Services	\$174,518	\$199,021	\$190,445	\$192,564	1.1%	(3.2%)
Supplies and Materials	\$32,327	\$44,479	\$42,307	\$43,637	3.1%	(1.9%)
Travel and Training	\$6,948	\$5,044	\$4,000	\$5,044	26.1%	0.0%
Intragovernmental Charges	\$8,894	\$5,260	\$5,260	\$30,432	478.6%	478.6%
Utilities, Services, & Misc.	\$14,178	\$23,717	\$22,991	\$21,766	(5.3%)	(8.2%)
Capital	\$0	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$236,865	\$277,521	\$265,003	\$293,443	10.7%	5.7%
Neighborhood Programs						
Personnel Services	\$576,393	\$584,596	\$576,497	\$600,093	4.1%	2.7%
Supplies and Materials	\$22,504	\$34,215	\$33,265	\$33,373	0.3%	(2.5%)
Travel and Training	\$4,260	\$5,450	\$4,500	\$5,450	21.1%	0.0%
Intragovernmental Charges	\$103,532	\$141,715	\$141,715	\$150,778	6.4%	6.4%
Utilities, Services, & Misc.	\$64,137	\$105,894	\$103,828	\$107,754	3.8%	1.8%
Capital	\$19,612	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$790,438	\$871,870	\$859,805	\$897,448	4.4%	2.9%
Building & Site Development						
Personnel Services	\$1,362,605	\$1,515,296	\$1,503,633	\$1,528,051	1.6%	0.8%
Supplies & Materials	\$41,076	\$67,196	\$53,545	\$59,174	10.5%	(11.9%)
Travel & Training	\$20,701	\$16,351	\$16,351	\$16,460	0.7%	0.7%
Intragov. Charges	\$266,728	\$307,367	\$307,367	\$304,986	(0.8%)	(0.8%)
Utilities, Services & Misc.	\$94,560	\$106,644	\$83,737	\$103,675	23.8%	(2.8%)
Capital	\$19,612	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$1,805,282	\$2,012,854	\$1,964,633	\$2,012,346	2.4%	(0.0%)
Department Totals						
Personnel Services	\$2,808,482	\$3,020,054	\$2,943,234	\$3,044,406	3.4%	0.8%
Supplies and Materials	\$112,135	\$171,533	\$154,710	\$158,327	2.3%	(7.7%)
Travel and Training	\$36,899	\$41,329	\$39,226	\$43,004	9.6%	4.1%
Intragovernmental Charges	\$473,209	\$606,559	\$606,559	\$636,818	5.0%	5.0%
Utilities, Services, & Misc.	\$393,787	\$340,536	\$312,957	\$333,097	6.4%	(2.2%)
Capital	\$58,836	\$0	\$0	\$0		
Other	\$0	\$0	\$0	\$0		
Total	\$3,883,348	\$4,180,011	\$4,056,686	\$4,215,652	3.9%	0.9%

Authorized Personnel By Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	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	1.00	2.00	2.00	2.00	
4101 - Planner	2.00	1.00	1.00	1.00	
2190 - GIS Technician +	0.80	0.00	0.00	0.00	
1008 - Senior Administrative Supervisor	0.32	0.32	0.32	0.32	
1006 - Senior Admin Support Assistant	1.00	1.00	1.00	1.00	
1005 - Administrative Support Assistant	0.37	0.37	0.37	0.37	
Total Personnel	6.90	6.10	6.10	6.10	
Permanent Full-Time	6.90	6.10	6.10	6.10	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	6.90	6.10	6.10	6.10	
Economic Planning					
4105 - Director, Community Development	0.30	0.30	0.30	0.30	
4103 - Senior Planner	2.00	1.00	1.00	1.00	
4101 - Planner	0.00	1.00	1.00	1.00	
2190 - GIS Technician +	0.20	0.00	0.00	0.00	
1008 - Senior Administrative Supervisor	0.25	0.25	0.25	0.25	
Total Personnel	2.75	2.55	2.55	2.55	
Permanent Full-Time	2.75	2.55	2.55	2.55	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	2.75	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	0.75	
1005 - Administrative Support Assistant	0.50	0.50	0.50	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	

+ Due to a reorganization in FY 2017, the GIS Technician was moved into the GIS Budget to centralize the GIS function citywide.

Authorized Personnel By Division

	<u>Actual FY 2016</u>	<u>Adj. Budget FY 2017</u>	<u>Estimated FY 2017</u>	<u>Proposed FY 2018</u>	<u>Position Changes</u>
Building & Site Development					
5108 - Engineering Manager	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	4.00	4.00	1.00	(3.00)
4998 - Project Compliance Inspector **	0.00	0.00	0.00	3.00	3.00
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	2.00	
1005 - Administrative Support Assistant	0.13	0.13	0.13	0.13	
Total Personnel	20.95	20.95	20.95	20.95	
Permanent Full-Time	20.95	20.95	20.95	20.95	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	20.95	20.95	20.95	20.95	
Department Totals					
Permanent Full-Time	42.25	41.25	41.25	41.25	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	42.25	41.25	41.25	41.25	

** In FY 2018 (3) Engineering Technician positions were reassigned to Project Compliance Inspector

Community Development Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2017	FY 2018
			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

			FY 2017	FY 2018
	Chapter/ Section	Date Last Changed	Fee	Fee
Electrical permit (continued)				
For each circuit (whether 2-wire, 3-wire or 3-phase)	6-32 (404.2)			
For first fifteen, each		3-21-11	\$2.35	\$2.35
For all over fifteen, each		3-21-11	\$2.19	\$2.19
For each connection of hot air or hot water heating plant, each	6-32 (404.2)	3-21-11	\$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 2017	FY 2018
			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

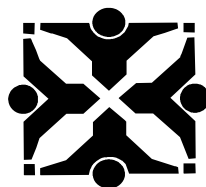
Community Development Department Fees and Charges

	Chapter/ Section	Date Last Changed	FY 2017	FY 2018
			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 2017	FY 2018
			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

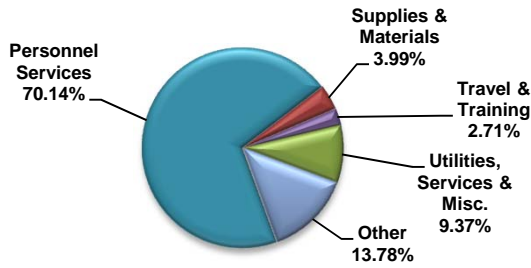
Community Development Block Grant (CDBG) Fund (Special Revenue Fund)



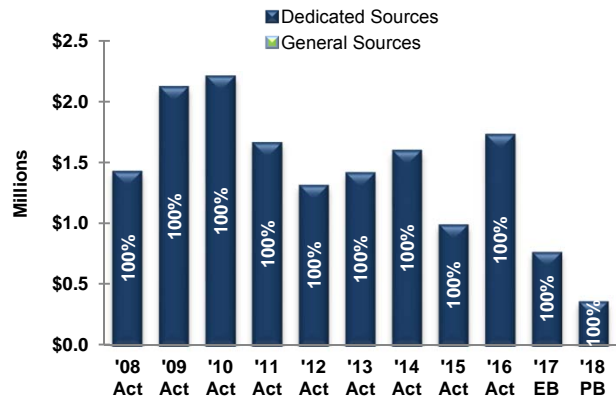
City of Columbia
Columbia, Missouri

CDBG Fund(Special Revenue Fund)

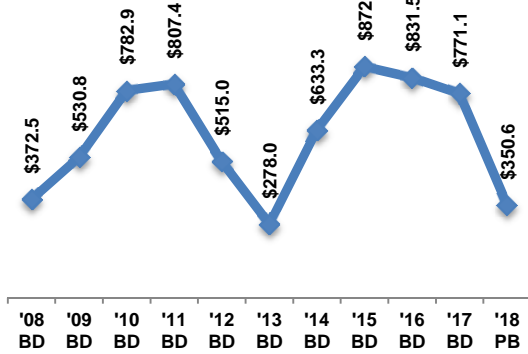
FY 2018 Total Expenditures By Category



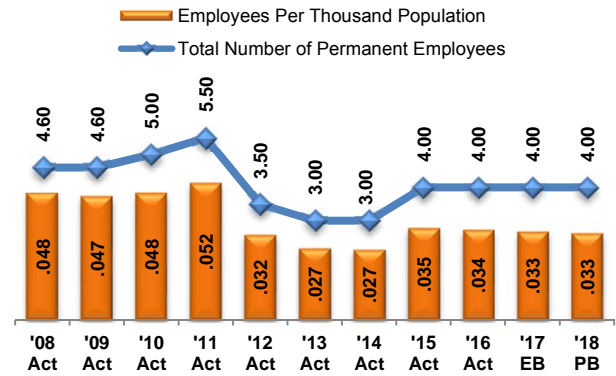
Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions



Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$225,510	\$243,609	\$232,325	\$245,911	5.8%	0.9%
Supplies & Materials	\$5,811	\$14,000	\$11,733	\$14,000	19.3%	0.0%
Travel & Training	\$3,640	\$9,500	\$9,500	\$9,500	0.0%	0.0%
Intragov. Charges	\$0	\$0	\$0	\$0		
Utilities, Services & Misc.	\$881,815	\$455,668	\$455,668	\$32,861	(92.8%)	(92.8%)
Capital	\$0	\$0	\$0	\$0		
Other	\$291,723	\$48,308	\$48,308	\$48,308	0.0%	0.0%
Total	\$1,408,499	\$771,085	\$757,534	\$350,580	(53.7%)	(54.5%)

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

Operating Expenses	\$1,116,776	\$722,777	\$709,226	\$302,272	(57.4%)	(58.2%)
Non-Operating Expenses	\$291,723	\$48,308	\$48,308	\$48,308	0.0%	0.0%
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$0	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$1,408,499	\$771,085	\$757,534	\$350,580	(53.7%)	(54.5%)

Funding Sources (Where the Money Comes From)

Grant Revenue	\$1,711,395	\$757,901	\$744,350	\$337,396	(54.7%)	(55.5%)
Interest	\$11,315	\$13,184	\$13,184	\$13,184	0.0%	0.0%
Other Local Revenue	\$1,000	\$0	\$0	\$0		
Use of Prior Year Sources	\$0	\$0	\$0	\$0		
Less: Current Year Surplus	(\$315,211)	\$0	\$0	\$0		
Dedicated Sources	\$1,408,499	\$771,085	\$757,534	\$350,580	(53.7%)	(54.5%)
General Sources	\$0	\$0	\$0	\$0		
Total Funding Sources	\$1,408,499	\$771,085	\$757,534	\$350,580	(53.7%)	(54.5%)

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 and CDBG Programs staff have significantly expanded their efforts to increase permanently affordable housing by implementing the formation of the Columbia Community Land Trust (CCLT). Significant progress has been made on organizational infrastructure and plans for future CCLT projects. The City of Columbia has received national recognition for the level and quality of progress made on implementing the Columbia Community Land Trust organization. The CCLT received a grant and local donations of support to host the first regional convening of other community land trust organizations. This event provided the opportunity to educate local and regional partners on CLTs and share best practices between existing CLTs. Construction of the Lynn Street Cottages will be completed during FY 2018 and staff anticipates completing significant planning for its next CCLT project to be completed on the City's N. Eighth Street lot.

Authorized Personnel

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	Position Changes
3975 - Housing Program Supervisor	1.00	1.00	1.00	1.00	
3960 - Housing Specialist	2.00	2.00	2.00	2.00	
1006 - Senior Admin Support Assistant	1.00	1.00	1.00	1.00	
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	

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 2018
Reprogrammed Funds	\$835,000
Total Resources	\$0
	\$835,000

Expenditures

	Staff and Agency Requests	Community Development Commission Proposal	City Manager Recommended	Council Adopted
Housing Programs:				
Housing Rehabilitation	\$194,880	\$160,000	\$160,000	
NRT Code Enforcement	\$35,000	\$30,000	\$30,000	
NRT Demolition	\$90,000	\$30,000	\$30,000	
Homeownership Assistance	\$10,000	\$8,000	\$8,000	
SIL Minor Home Repair & Accessibility	\$119,350	\$100,800	\$100,800	
Subtotal (Council Policy 25-40%)	\$449,230 26.1%	\$328,800 39.4%	\$328,800 39.4%	
Neighborhood Needs:				
Show-Me Habitat for Humanity	\$200,000	\$85,000	\$85,000	
Garth, Sexton, Oak, & Lynn Sidewalks	\$119,548	\$80,000	\$80,000	
Subtotal (Council Policy 20-50%)	\$319,548 18.6%	\$165,000 19.8%	\$165,000 19.8%	
Economic Development:				
Job Point Vocational Training	\$110,000	\$102,700	\$102,700	
Subtotal (Council Policy 10-50%)	\$110,000 6.4%	\$102,700 12.3%	\$102,700 12.3%	
Community Facilities:				
Central Missouri Community Action	\$85,000	\$74,200	\$74,200	
Job Point	\$275,000	\$0	\$0	
YEZ	\$250,000	\$0	\$0	
Family Health Center	\$67,944	\$0	\$0	
Subtotal (Council Policy 0-30%)	\$677,944 39.4%	\$74,200 8.9%	\$74,200 8.9%	
Fair Housing				
Fair Housing Set-Aside	\$14,000	\$14,000	\$14,000	
Subtotal (Council Policy 0-5%)	\$14,000 0.8%	\$14,000 1.7%	\$14,000 1.7%	
Administration				
Community Development Dept	\$150,300	\$150,300	\$150,300	
Subtotal (Council Policy 0-18%)	\$150,300 8.7%	\$150,300 18.0%	\$150,300 18.0%	
Total	\$1,721,022	\$835,000	\$835,000	

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 significantly greater than the amount of estimated funding available. Funds available for the HOME Program are at a historical low, since the inception of the program.

Resources

	Proposed FY 2018
Reprogrammed Funds	\$0
Entitlement Amount Estimate	\$415,000
Total Resources	\$415,000

Expenditures

	Staff and Agency Requests	City Manager Recommend	Alloc.	Community Development Commission Recommend	City Council Adopted
Projects:					
Homeownership Assistance *	\$170,000	\$164,250		\$164,250	
Columbia Housing Authority	\$100,000	\$100,000		\$100,000	
Show-Me Central Habitat for Humanity	\$50,000	\$47,000		\$47,000	
Subtotal Projects	\$320,000	\$311,250	75.0%	\$311,250	
CHDO Set aside	\$62,250	\$62,250	15.0%	\$62,250	
Administration Set aside	\$41,500	\$41,500	10.0%	\$41,500	
Grand Total	\$423,750	\$415,000	100.00%	\$415,000	

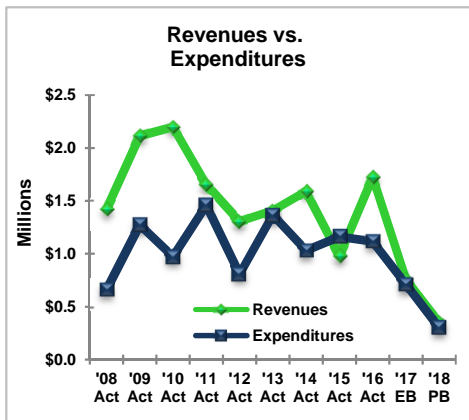
* Includes: Neighborhood Development Homeownership Assistance Activities

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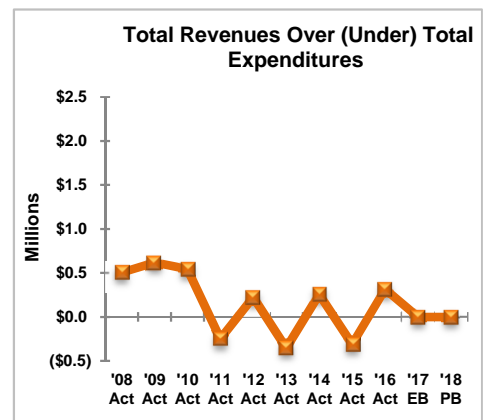
**Statement of Revenues, Expenditures, and Changes in Fund Balance
Community Development Block Grant (CDBG) Fund**

	<u>Actual FY 2016</u>	<u>Adj. Budget FY 2017</u>	<u>Estimated FY 2017</u>	<u>Proposed FY 2018</u>
Revenues:				
Grant Revenue	\$1,711,395	\$757,901	\$744,350	\$337,396
Investment Revenue	\$11,315	\$13,184	\$13,184	\$13,184
Miscellaneous Revenue	\$1,000	\$0	\$0	\$0
Total Revenues	\$1,723,710	\$771,085	\$757,534	\$350,580
Expenditures:				
Personnel Services	\$225,510	\$243,609	\$232,325	\$245,911
Supplies & Materials	\$5,811	\$14,000	\$11,733	\$14,000
Travel & Training	\$3,640	\$9,500	\$9,500	\$9,500
Intragovernmental Charges	\$0	\$0	\$0	\$0
Utilities Services & Other Misc.	\$881,815	\$455,668	\$455,668	\$32,861
Capital Additions	\$0	\$0	\$0	\$0
Total Expenditures	\$1,116,776	\$722,777	\$709,226	\$302,272
Excess (Deficiency) of Revenues Over Expenditures	\$606,934	\$48,308	\$48,308	\$48,308
Other Financing Sources (Uses):				
Operating Transfers From Other Funds				
Operating Transfers To Other Funds	(\$291,723)	(\$48,308)	(\$48,308)	(\$48,308)
Total Otr. Financing Sources (Uses)	(\$291,723)	(\$48,308)	(\$48,308)	(\$48,308)
Excess (Deficiency) of Revenues & Other Financing Sources Over Expenditures and Other Financing Uses	\$315,211	\$0	\$0	\$0
Fund Balance Beg. of Year	\$7,029,657	\$7,344,868	\$7,344,868	\$7,344,868
Fund Balance End of Year	\$7,344,868	\$7,344,868	\$7,344,868	\$7,344,868

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



The graph at the right 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.



**Financial Summary of Funding Sources and Uses
Community Development Block Grant Fund**

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018
Financial Sources				
Interest	\$11,315	\$13,184	\$13,184	\$13,184
Less: GASB 31 Interest Adjustment	\$0	\$0	\$0	\$0
Total Interest w/o GASB 31 Adj	\$11,315	\$13,184	\$13,184	\$13,184
Grants	\$1,711,395	\$757,901	\$744,350	\$337,396
Other Local Revenues	\$1,000	\$0	\$0	\$0
Total Financial Sources	\$1,723,710	\$771,085	\$757,534	\$350,580
Financial Uses of Restricted Cash				
Personnel Services	\$225,510	\$243,609	\$232,325	\$245,911
Supplies & Materials	\$5,811	\$14,000	\$11,733	\$14,000
Travel & Training	\$3,640	\$9,500	\$9,500	\$9,500
Intragovernmental Charges	\$0	\$0	\$0	\$0
Utilities Services & Other Misc.	\$881,815	\$455,668	\$455,668	\$32,861
Total Operating Expenses	\$1,116,776	\$722,777	\$709,226	\$302,272
Less: GASB 68 Pension Adjustment	\$0	\$0	\$0	\$0
Less: GASB 16 Vacation Liability Adj	\$0	\$0	\$0	\$0
Total Operating Expenses w/o GASB Adj	\$1,116,776	\$722,777	\$709,226	\$302,272
Operating Transfers to Other Funds	\$291,723	\$48,308	\$48,308	\$48,308
Total Financial Uses	\$1,408,499	\$771,085	\$757,534	\$350,580
Financial Sources Over/(Under) Uses	\$315,211	\$0	\$0	\$0

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

**Financial Summary of Funding Sources and Uses
Community Development Block Grant Fund**

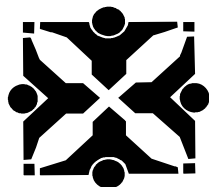
	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018
Unassigned Cash Reserves				
Beginning Unassigned Cash Reserve		\$0	\$0	\$0
Financial Sources Over/(Under) Uses Cash and Cash Equivalent	\$0	\$0	\$0	\$0
Projected Unassigned Cash Reserve	\$0	\$0	\$0	\$0

Cash Reserve Target

This is a special revenue fund primarily funded with CDBG federal grant funds. There is no 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.

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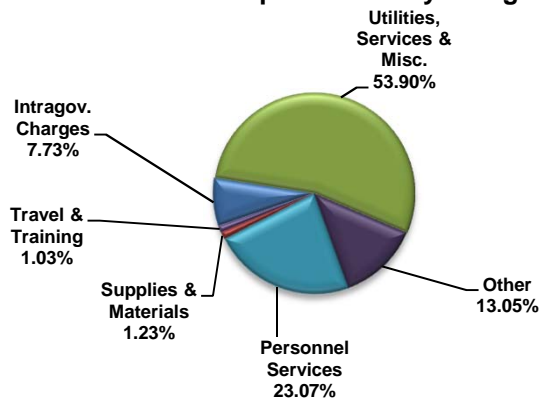
Convention and Tourism Fund (Special Revenue Fund)



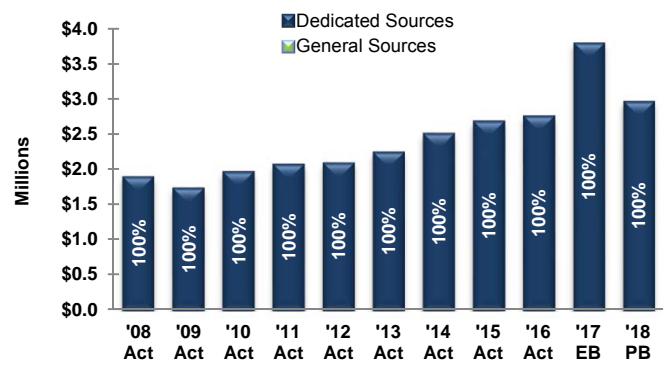
City of Columbia
Columbia, Missouri

Convention and Visitors Bureau (Special Revenue Fund)

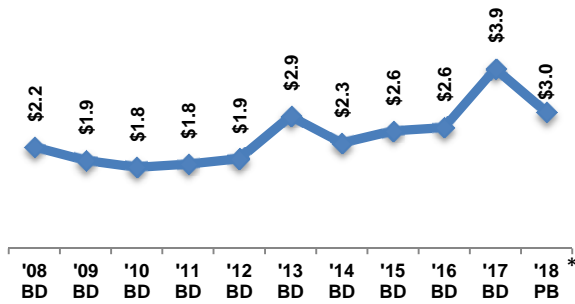
FY 2018 Total Expenditures By Category



Funding Sources

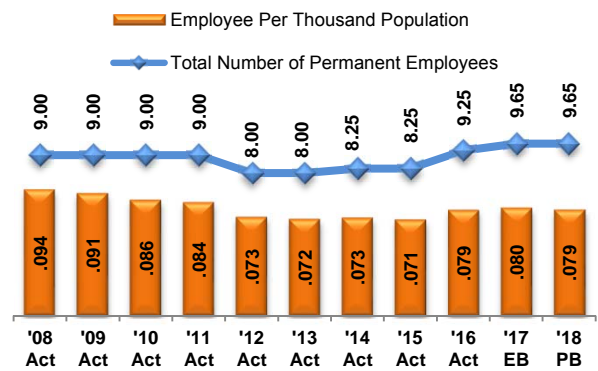


Budgeted Expenditure History (in Millions)



*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 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$575,312	\$684,700	\$589,327	\$681,112	15.6%	(0.5%)
Supplies & Materials	\$30,921	\$52,255	\$52,210	\$36,310	(30.5%)	(30.5%)
Travel & Training	\$27,615	\$26,360	\$26,360	\$30,285	14.9%	14.9%
Intragov. Charges	\$122,319	\$217,729	\$217,729	\$228,141	4.8%	4.8%
Utilities, Services & Misc.	\$1,064,708	\$1,707,448	\$1,685,161	\$1,591,643	(5.5%)	(6.8%)
Capital	\$0	\$0	\$0	\$0		
Other	\$283,616	\$1,213,320	\$1,213,320	\$385,276	(68.2%)	(68.2%)
Total	\$2,104,491	\$3,901,812	\$3,784,107	\$2,952,767	(22.0%)	(24.3%)
Operating Expenses	\$1,820,875	\$2,688,492	\$2,570,787	\$2,567,491	(0.1%)	(4.5%)
Non-Operating Expenses	\$283,616	\$1,213,320	\$1,213,320	\$385,276	(68.2%)	(68.2%)
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$0	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$2,104,491	\$3,901,812	\$3,784,107	\$2,952,767	(22.0%)	(24.3%)

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Gross Receipts Tax: Hotel/Motel Tax	\$2,555,875	\$2,778,489	\$3,345,028	\$3,579,406	7.0%	28.8%
Grant Revenue	\$52,030	\$113,679	\$113,679	\$61,575	(45.8%)	(45.8%)
Interest Revenue	\$117,070	\$53,014	\$53,014	\$53,014	0.0%	0.0%
Other Local Revenues	\$19,272	\$21,000	\$21,000	\$21,000	0.0%	0.0%
Other Funding Sources/Transfers	\$0	\$0	\$0	\$0		
Use of Prior Year Sources	\$0	\$935,630	\$251,386	\$0	(100.0%)	(100.0%)
Less: Current Year Surplus	(\$639,756)	\$0	\$0	(\$762,228)		
Dedicated Sources	\$2,104,491	\$3,901,812	\$3,784,107	\$2,952,767	(22.0%)	(24.3%)
General Sources	\$0	\$0	\$0	\$0		
Total Funding Sources	\$2,104,491	\$3,901,812	\$3,784,107	\$2,952,767	(22.0%)	(24.3%)

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.

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.

The CVB is the dept. liaison for the CVB advisory Board.

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 2017, the organization of the CVB was restructured. Three (3) supervisory positions were established to oversee the many different facets the CVB represents. The Operations Supervisor is responsible for the office management, Tourism Development Program, Certified Tourism Ambassador Program, and the supervision of Sr. Administrative Assistant and the newly created Industry Relations Specialist. The Sales Supervisor oversees the sales and service specialists who are tasked with bringing and retaining convention and meetings business in Columbia. The Operations Analyst assists the director with tracking and benchmarking success through analysis of room revenue, occupancy, and marketing assessments. The Operations Analyst also is the public relations liaison for the CVB.

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 occupancy, hotel tax revenues and tourism related spending increased over Fiscal Year 2016.

The CVB also implemented a new Customer Relationship Management (CRM) system called Simpleview. This system allows all CVB staff to store information, optimize communications and align processes for more streamlined operations while also creating an improved process for hotels to submit proposals to convention and meeting planners.

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 well over 500 CTAs and has a large active base that attends networking events, volunteers at events and welcomes visitors to our city. In FY 2017 more than 175 new CTAs were certified and were involved in networking events that included visits to Harold's Doughnuts, the "Blind" Boone Home and the Boone County Historical Society.

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. The CVB also conducted its third annual Industry Partner Survey (IPS) to gauge partner satisfaction with various aspects of operations. Overall satisfaction with the CVB measured at 4.28/5. The CVB continues to pursue new ways to creatively work with local partners to promote the destination.

Economic Growth: Columbia's hotel gross receipts continue to grow, and key measures such as Occupancy and Average Daily Rate (ADR) are on the rise as well. Tourism is very dependent upon the state of the economy, recovery in manufacturing and service industry sectors, gas prices and the unemployment rate. In FY 2018 there will be more than 350 new rooms in the Columbia market. This is in part due to the success Columbia has seen. We will be 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, but not at the pace it has over the past few years.

Public Relations and Marketing: In FY 2017, the CVB launched a new marketing campaign with new creative tactics for all three markets in traditional and digital marketing for its amateur sports market and continued with its established leisure and conventions/meetings marketing tactics. The CVB conducted its annual Advertising Effectiveness Study with the following results for FY 2016: Columbia's ads and PR messages reached approximately 2.4 million households (up from 1.7 million in FY 2015); the campaign generated over 39,800 incremental trips, resulting in 105,000 room nights; more than \$21.3 million in incremental travel revenue that would not have occurred without the marketing efforts; and for every \$1 spent on marketing by the CVB, \$81 was generated in visitor spending, up from \$76 in FY 2015.

The FY 2018 budget reflects a decrease of \$949,045 or 24.3%. The FY 2017 budget included a one-time transfer of \$1 million to the Capital Projects Fund for the Parks and Recreation Field House project.

Authorized Personnel

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	Position Changes
Operations	9.25	9.65	9.65	9.65	
Tourism	0.00	0.00	0.00	0.00	
Total Personnel	9.25	9.65	9.65	9.65	
Permanent Full-Time	9.25	9.65	9.65	9.65	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.25	9.65	9.65	9.65	

Convention and Visitors Bureau

Budget Detail By Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Operations						
Personnel Services	\$575,312	\$684,700	\$589,327	\$681,112	15.6%	(0.5%)
Supplies and Materials	\$30,921	\$52,255	\$52,210	\$36,310	(30.5%)	(30.5%)
Travel and Training	\$27,615	\$26,360	\$26,360	\$30,285	14.9%	14.9%
Intragovernmental Charges	\$122,319	\$217,729	\$217,729	\$228,141	4.8%	4.8%
Utilities, Services, & Misc.	\$913,009	\$1,290,372	\$1,268,085	\$1,166,067	(8.0%)	(9.6%)
Capital	\$0	\$0	\$0	\$0		
Other	\$267,116	\$206,320	\$206,320	\$371,776	80.2%	80.2%
Total	\$1,936,292	\$2,477,736	\$2,360,031	\$2,513,691	6.5%	1.5%
Tourism Development						
Personnel Services	\$0	\$0	\$0	\$0		
Supplies and Materials	\$0	\$0	\$0	\$0		
Travel and Training	\$0	\$0	\$0	\$0		
Intragovernmental Charges	\$0	\$0	\$0	\$0		
Utilities, Services, & Misc.	\$151,699	\$417,076	\$417,076	\$425,576	2.0%	2.0%
Capital	\$0	\$0	\$0	\$0		
Other	\$16,500	\$1,007,000	\$1,007,000	\$13,500	(98.7%)	(98.7%)
Total	\$168,199	\$1,424,076	\$1,424,076	\$439,076	(69.2%)	(69.2%)
Department Totals						
Personnel Services	\$575,312	\$684,700	\$589,327	\$681,112	15.6%	(0.5%)
Supplies and Materials	\$30,921	\$52,255	\$52,210	\$36,310	(30.5%)	(30.5%)
Travel and Training	\$27,615	\$26,360	\$26,360	\$30,285	14.9%	14.9%
Intragovernmental Charges	\$122,319	\$217,729	\$217,729	\$228,141	4.8%	4.8%
Utilities, Services, & Misc.	\$1,064,708	\$1,707,448	\$1,685,161	\$1,591,643	(5.5%)	(6.8%)
Capital	\$0	\$0	\$0	\$0		
Other	\$283,616	\$1,213,320	\$1,213,320	\$385,276	(68.2%)	(68.2%)
Total	\$2,104,491	\$3,901,812	\$3,784,107	\$2,952,767	(22.0%)	(24.3%)

Authorized Personnel By Division

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	Position Changes
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	
4802 - Public Information Specialist +	1.00	0.00	0.00	0.00	
4801 - Community Relations Specialist +	0.00	0.40	0.40	0.40	
4800 - Communications & Marketing Supervisor **	1.00	0.00	0.00	0.00	
4320 - Tourism Admin Supervisor *	0.00	1.00	1.00	1.00	
4310 - Industry Relations Specialist ++	0.00	1.00	1.00	1.00	
4309 - Tourism Operations Analyst **	0.00	1.00	1.00	1.00	
4302 - Tourism Services Supervisor ^	0.00	1.00	1.00	1.00	
4300 - Tourism Services Specialist ^*	5.00	3.00	3.00	3.00	
1006 - Senior Admin Support Assistant	1.00	1.00	1.00	1.00	
Total Personnel	9.25	9.65	9.65	9.65	
Permanent Full-Time	9.25	9.65	9.65	9.65	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.25	9.65	9.65	9.65	
Tourism Development:					
There are no personnel assigned to this budget.					
Department Totals					
Permanent Full-Time	9.25	9.65	9.65	9.65	
Permanent Part-Time	0.00	0.00	0.00	0.00	
Total Permanent	9.25	9.65	9.65	9.65	

* In FY 2017, (1) Tourism Services Specialist was reassigned to a Tourism Admin Supervisor.

^ In FY 2017, (1) Tourism Services Soecialist was reassigned to a Tourism Services Tourism Services Supervisor.

+ In FY 2017, the Public Information Specialist position was changed to a Community Relations Specialist and .60 of the position was moved to the Community Relations Department in an effort to centralize the function citywide.

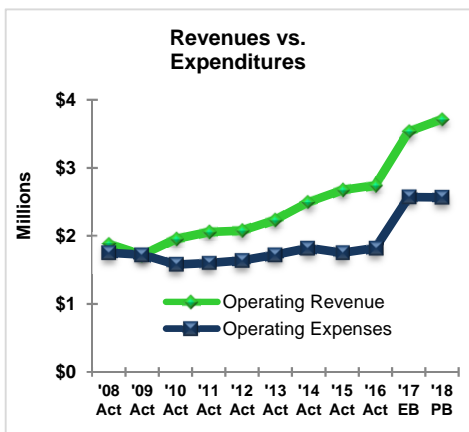
++ In FY 2017, an Industry Relations Specialist position was added to work on special events/projects for industry partners to further the mission of economic growth in Columbia.

** In FY 2017, (1) Communications and Marketing Supervisor was reassigned to a Tourism Operations Analyst.

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

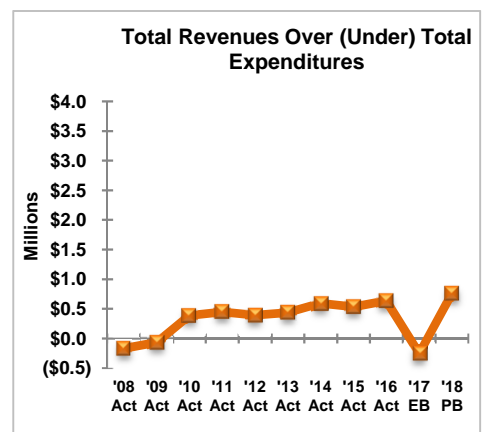
	<u>Actual FY 2016</u>	<u>Adj. Budget FY 2017</u>	<u>Estimated FY 2017</u>	<u>Proposed FY 2018</u>
Revenues:				
Hotel/Motel Tax 3% Operating	\$1,916,906	\$2,083,867	\$2,083,867	\$2,146,383
Hotel/Motel Tax 1% Tourism Development Fund	\$638,969	\$694,622	\$694,622	\$715,461
Hotel/Motel Temp. Tax 1% Airport Improvements	\$0	\$0	\$566,539	\$717,562
Grant Revenues	\$52,030	\$113,679	\$113,679	\$61,575
Investment Revenue	\$117,070	\$53,014	\$53,014	\$53,014
Other Miscellaneous Revenues	\$19,272	\$21,000	\$21,000	\$21,000
Total Revenues	\$2,744,247	\$2,966,182	\$3,532,721	\$3,714,995
Expenditures:				
Personnel Services	\$575,312	\$684,700	\$589,327	\$681,112
Supplies & Materials	\$30,921	\$52,255	\$52,210	\$36,310
Travel & Training	\$27,615	\$26,360	\$26,360	\$30,285
Intragovernmental Charges	\$122,319	\$217,729	\$217,729	\$228,141
Utilities, Services & Other Misc.	\$1,064,708	\$1,707,448	\$1,685,161	\$1,591,643
Capital Additions	\$0	\$0	\$0	\$0
Interest & Lease Payment	\$0	\$0	\$0	\$0
Total Expenditures	\$1,820,875	\$2,688,492	\$2,570,787	\$2,567,491
Excess (Deficiency) of Revenues Over Expenditures	\$923,372	\$277,690	\$961,934	\$1,147,504
Other Financing Sources (Uses):				
Operating Transfers From Other Funds	\$0	\$0	\$0	\$0
Transfer to General Fund	(\$205,116)	(\$164,320)	(\$164,320)	(\$139,205)
Transfer to Capital Project Fund (Walton Bldg)	(\$50,000)	(\$30,000)	(\$30,000)	(\$30,000)
Transfer to Transit - Contribution	(\$12,000)	(\$12,000)	(\$12,000)	(\$12,000)
Transfer to Airport Fund	\$0	\$0	\$0	(\$190,571)
Transfer to Capital Project Fund (Field House)	\$0	(\$1,000,000) +	(\$1,000,000) +	\$0
Transfer to General Fund (Parks & Rec events)	(\$16,500)	(\$7,000)	(\$7,000)	(\$13,500)
Total Otr. Financing Sources (Uses)	(\$283,616)	(\$1,213,320) +	(\$1,213,320) +	(\$385,276)
Excess (Deficiency) of Revenues Over Expenditures	\$639,756	(\$935,630) +	(\$251,386) +	\$762,228
Fund Balance, Beg. of Year	\$3,829,771	\$4,469,527	\$4,469,527	\$4,218,141
Fund Balance, End of Year*	\$4,469,527	\$3,533,897	\$4,218,141	\$4,980,369
Percent Change in Fund Equity	16.70%	(20.93%)	(5.62%)	18.07%
* Amount of Restricted Tourism Funds	\$2,279,233	\$2,458,657	\$2,495,567	\$1,541,279

+ Planned use of fund balance. The CVB utilized \$1 million of its restricted tourism funds to help pay for the construction of an indoor sports field house in FY 2017.



Total revenues have been above expenditures since FY 2010. Funds received for the 1% hotel/motel tax that is dedicated for tourism development is accumulated over time and then used to fund specific projects. This was used in FY 2017 to help fund an indoor sports field house.

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



Funding Sources and Uses Convention and Tourism Fund

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018
Financial Sources				
Interest	\$117,070	\$53,014	\$53,014	\$53,014
Less: GASB 31 Interest Adjustment	\$5,554	\$0	\$0	\$0
Total Interest w/o GASB 31 Adj	\$111,516	\$53,014	\$53,014	\$53,014
Total Hotel/Motel Tax Receipts	\$2,555,875	\$2,778,489	\$3,345,028	\$3,579,406
Grants	\$52,030	\$113,679	\$113,679	\$61,575
Other Local Revenues	\$19,272	\$21,000	\$21,000	\$21,000
Total Financial Sources Before Transfers	\$2,738,693	\$2,966,182	\$3,532,721	\$3,714,995
Other Funding Sources/Transfers	\$0	\$0	\$0	\$0
Less: 1% Tax for Tourism Dev.	(\$638,969)	(\$694,622)	(\$694,622)	(\$715,461)
Less: 1% Temporary tax for Airport Improvements	\$0	\$0	(\$566,539)	(\$717,562)
Total Financial Sources (for operations)	\$2,099,724	\$2,271,560	\$2,271,560	\$2,281,972
Financial Uses of Unrestricted Cash				
Personnel Services	\$575,312	\$684,700	\$589,327	\$681,112
Supplies & Materials	\$30,921	\$52,255	\$52,210	\$36,310
Travel & Training	\$27,615	\$26,360	\$26,360	\$30,285
Intragovernmental Charges	\$122,319	\$217,729	\$217,729	\$228,141
Utilities, Services & Other Misc.	\$1,064,708	\$1,707,448	\$1,685,161	\$1,591,643
Less: Tourism Development Operating Exp	(\$151,699)	(\$417,076)	(\$417,076)	(\$425,576)
Total Operating Expenses	\$1,669,176	\$2,271,416	\$2,153,711	\$2,141,915
Less: GASB 68 Pension Adjustment	\$0	\$0	\$0	\$0
Less: GASB 16 Vacation Liability Adj	\$0	\$0	\$0	\$0
Total Operating Expenses w/o GASB Adj	\$1,669,176	\$2,271,416	\$2,153,711	\$2,141,915
Operating Transfers to Other Funds	\$283,616	\$1,213,320	\$1,213,320	\$385,276
Less: Tourism Dev. Operating Transfers	(\$16,500)	(\$1,007,000)	(\$1,007,000)	(\$13,500)
Less: 1% Temporary tax for Airport Improvements	\$0	\$0	\$0	(\$190,571)
Total Financial Uses (for operations)	\$1,936,292	\$2,477,736	\$2,360,031	\$2,323,120
Financial Sources Over/(Under) Uses for Operations	\$163,432	(\$206,176)	(\$88,471)	(\$41,148)

The Funding 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 cash reserve target which provides useful information about the financial health of the fund.

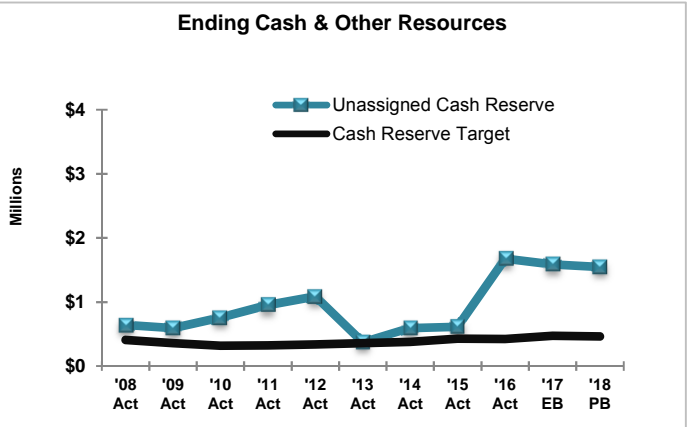
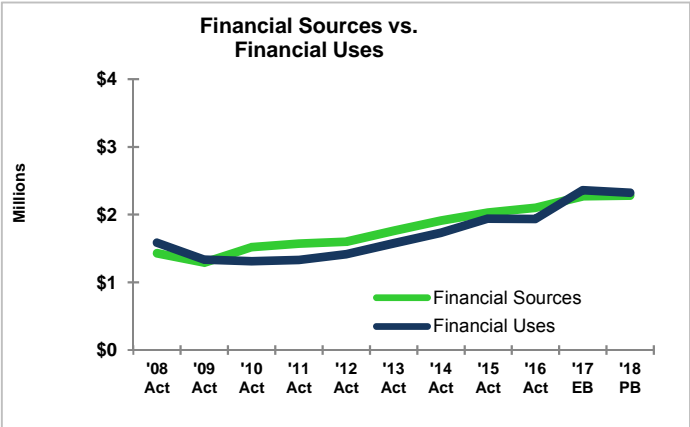
This statement takes information from the net income statement and subtracts out non-cash items (GASB adjustments for interest revenue, pensions, and vacation liabilities).

A 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 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 cash reserve target. When the reserves are below the 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 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.

**Funding Sources and Uses
Convention and Tourism Fund**

	<u>Actual FY 2016</u>	<u>Adj. Budget FY 2017</u>	<u>Estimated FY 2017</u>	<u>Proposed FY 2018</u>
Unassigned Cash Reserves				
Beginning Unassigned Cash Reserve		\$1,676,940	\$1,676,940	\$1,588,469
Financial Sources Over/(Under) Uses Cash and Cash Equivalent		(\$206,176)	(\$88,471)	(\$41,148)
Projected Unassigned Cash Reserve	<u><u>\$1,676,940</u></u>	<u><u>\$1,470,764</u></u>	<u><u>\$1,588,469</u></u>	<u><u>\$1,547,321</u></u>
Cash Reserve Target				
Total Financial Uses for Operations	\$1,936,292	\$2,477,736	\$2,360,031	\$2,323,120
20% Guideline for Operational Expenses	x 20%	x 20%	x 20%	x 20%
Cash Reserve Target	<u><u>\$387,258</u></u>	<u><u>\$495,547</u></u>	<u><u>\$472,006</u></u>	<u><u>\$464,624</u></u>
Above/(Below) Cash Reserve Target	\$1,289,682	\$975,217	\$1,116,463	\$1,082,697



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

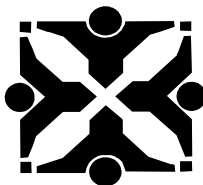
The unassigned cash reserve is above the cash reserve target for FY 2017 and FY 2018.

Convention and Visitor Fees and Charges

			FY 2017	FY 2018
	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

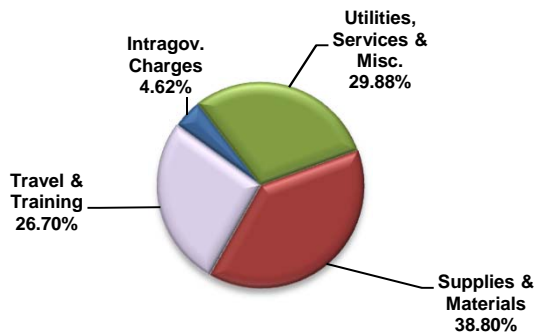
(Trust Fund)



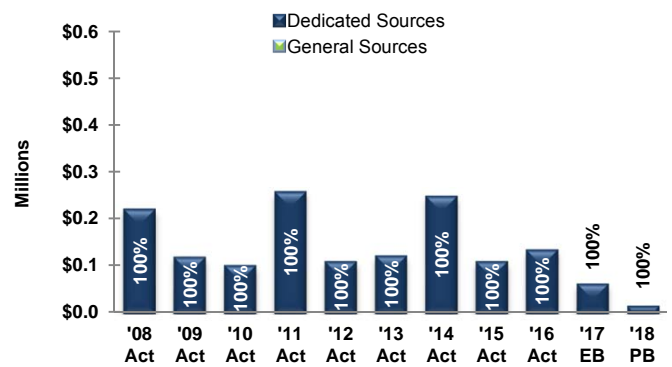
City of Columbia
Columbia, Missouri

Contributions Fund (Trust Fund)

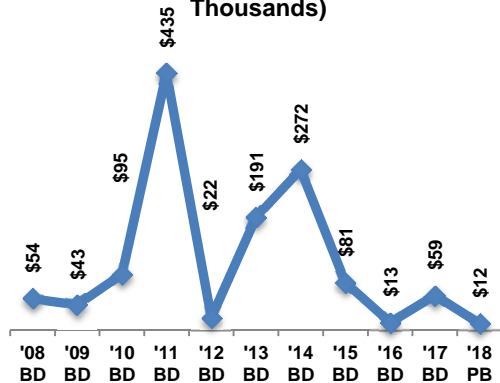
FY 2018 Total Expenditures By Category



Funding Sources



Budgeted Expenditure History (in Thousands)



Permanent Positions

There are no personnel assigned to this department

Appropriations (Where the Money Goes)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Personnel Services	\$0	\$0	\$0	\$0		
Supplies & Materials	\$4,114	\$5,650	\$5,650	\$4,629	(18.1%)	(18.1%)
Travel & Training	\$2,368	\$3,185	\$3,185	\$3,185	0.0%	0.0%
Intragov. Charges	\$574	\$566	\$566	\$551	(2.7%)	(2.7%)
Utilities, Services & Misc.	\$13,904	\$16,170	\$16,170	\$3,565	(78.0%)	(78.0%)
Capital	\$0	\$0	\$0	\$0		
Other	\$95,777	\$33,734	\$33,734	\$0	(100.0%)	(100.0%)
Total	\$116,737	\$59,305	\$59,305	\$11,930	(79.9%)	(79.9%)
Operating Expenses	\$20,960	\$25,571	\$25,571	\$11,930	(53.3%)	(53.3%)
Non-Operating Expenses	\$95,777	\$33,734	\$33,734	\$0	(100.0%)	(100.0%)
Debt Service	\$0	\$0	\$0	\$0		
Capital Additions	\$0	\$0	\$0	\$0		
Capital Projects	\$0	\$0	\$0	\$0		
Total Expenses	\$116,737	\$59,305	\$59,305	\$11,930	(79.9%)	(79.9%)

Funding Sources (Where the Money Comes From)

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	% Change 18/17EB	% Change 18/17B
Grant Revenue	\$0	\$0	\$0	\$0		
Interest	\$13,151	\$11,930	\$11,930	\$11,930	0.0%	0.0%
Other Local Revenue	\$118,067	\$46,339	\$46,339	\$0	(100.0%)	(100.0%)
Use of Prior Year Sources	\$0	\$1,036	\$1,036	\$0	(100.0%)	(100.0%)
Less: Current Year Surplus	(\$14,481)	\$0	\$0	\$0		
Dedicated Sources	\$116,737	\$59,305	\$59,305	\$11,930	(79.9%)	(79.9%)
General Sources	\$0	\$0	\$0	\$0		
Total Funding Sources	\$116,737	\$59,305	\$59,305	\$11,930	(79.9%)	(79.9%)

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 New Century Fund, Inc. and Share the Light. Donations include volunteer time, as well as 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 which 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 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 approximately \$255,000 in donations since beginning in the summer of 2001. More than \$202,000 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 \$62,000 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, 2017, there were over \$6 million in assets in 80 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 \$1,200,000 was gifted out from Community Foundation funds and programs to nonprofit organizations in FY 2016 - FY 2017 (the City's fiscal year and CFCM's overlap). Included in that total is the Foundation's 2016 end-of-year campaign named "CoMoGives," which received and distributed over \$567,000 in donations to participating nonprofit agencies in Columbia.

Authorized Personnel

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018	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**

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018
Revenues:				
Grant Revenue	\$0	\$0	\$0	\$0
Investment Revenue	\$13,151	\$11,930	\$11,930	\$11,930
Other Miscellaneous Revenues	\$118,067	\$46,339	\$46,339	\$0
Total Revenues	\$131,218	\$58,269	\$58,269	\$11,930
Expenditures:				
Personnel Services	\$0	\$0	\$0	\$0
Supplies & Materials	\$4,114	\$5,650	\$5,650	\$4,629
Travel & Training	\$2,368	\$3,185	\$3,185	\$3,185
Intragovernmental Charges	\$574	\$566	\$566	\$551
Utilities, Services & Other Misc.	\$13,904	\$16,170	\$16,170	\$3,565
Capital Additions	\$0	\$0	\$0	\$0
Total Expenditures	\$20,960	\$25,571	\$25,571	\$11,930
Excess (Deficiency) of Revenues Over Expenditures	\$110,258	\$32,698	\$32,698	\$0
Other Financing Sources (Uses):				
Operating Transfers From Other Fds.	\$0	\$6,855	\$6,855	\$0
Operating Transfers To Other Funds	(\$95,777)	(\$33,734)	(\$33,734)	\$0
Total Otr. Financing Sources (Uses)	(\$95,777)	(\$26,879)	(\$26,879)	\$0
Excess (Deficiency) of Revenues & Other Financing Sources Over Expenditures and Other Financing Uses	\$14,481	\$5,819	\$5,819	\$0
Fund Balance, Beg. of Year As Restated	\$609,203	\$623,684	\$623,684	\$629,503
Fund Balance, End of Year	\$623,684	\$629,503	\$629,503	\$629,503

The Funding 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 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).

Funding Sources and Uses Contributions Fund

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018
Financial Sources				
Interest	\$13,151	\$11,930	\$11,930	\$11,930
Less: GASB 31 Interest Adjustment	\$1,595			
Total Interest w/o GASB 31 Adj	\$11,556	\$11,930	\$11,930	\$11,930
Other Local Revenues ++	\$118,067	\$46,339	\$46,339	\$0
Total Financial Sources	\$129,623	\$58,269	\$58,269	\$11,930
Financial Uses				
Personnel Services	\$0	\$0	\$0	\$0
Supplies & Materials	\$4,114	\$5,650	\$5,650	\$4,629
Travel & Training	\$2,368	\$3,185	\$3,185	\$3,185
Intragovernmental Charges	\$574	\$566	\$566	\$551
Utilities, Services & Other Misc.	\$13,904	\$16,170	\$16,170	\$3,565
Capital Additions	\$0	\$0	\$0	\$0
Total Operating Expenses	\$20,960	\$25,571	\$25,571	\$11,930
Less: GASB 68 Pension Adjustment	\$0	\$0	\$0	\$0
Less: GASB 16 Vacation Liability Adj	\$0	\$0	\$0	\$0
Total Operating Expenses w/o GASB Adj	\$20,960	\$25,571	\$25,571	\$11,930
Operating Transfers to Other Funds	\$95,777	\$33,734	\$33,734	\$0
Total Financial Uses	\$116,737	\$59,305	\$59,305	\$11,930
Financial Sources Over/(Under) Uses	\$12,886	(\$1,036)	(\$1,036)	\$0

++ Other Local Revenues include donations received.

The Funding 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 cash reserve target which provides useful information about the financial health of the fund.

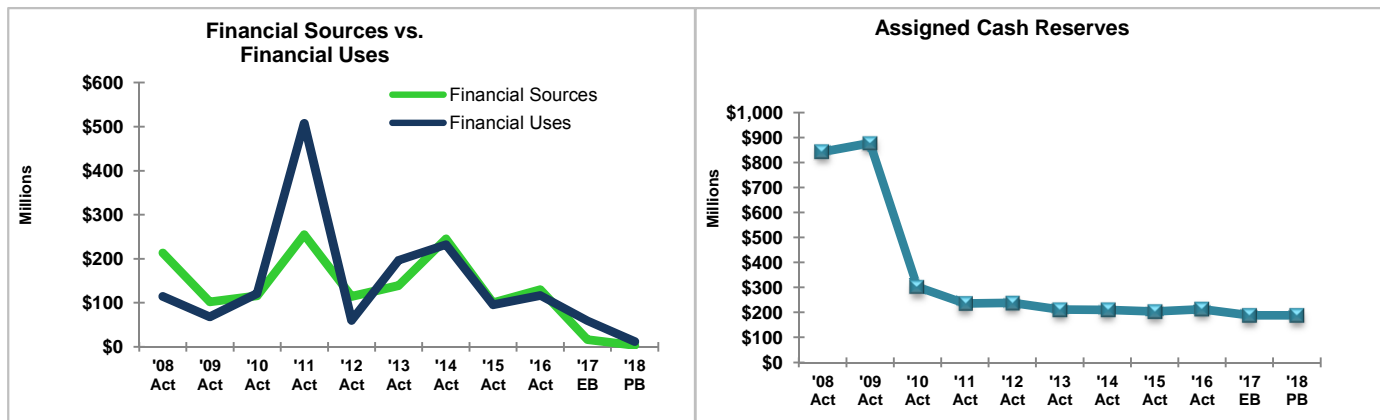
This statement takes information from the net income statement and subtracts out non-cash items (GASB adjustments for interest revenue).

**Funding Sources and Uses
Contributions Fund**

	Actual FY 2016	Adj. Budget FY 2017	Estimated FY 2017	Proposed FY 2018
Assigned Cash Reserves				
Beginning Assigned Cash Reserve		\$189,141	\$189,141	\$188,105
Financial Sources Over/(Under) Uses		(\$1,036)	(\$1,036)	\$0
Assigned Fund Balance	\$213,104			
Less: GASB 31 Pooled Cash Adj	\$23,963			
Projected Assigned Cash Reserve	\$189,141	\$188,105	\$188,105	\$188,105

Cash Reserve Target

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



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 2010. There is no 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. The minimal operating costs of this function are covered by interest revenue that is generated on the accumulated donations.

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