

**Special Revenue Funds
Cost By Service Area
Adopted FY 2019**

Health and Environment

CDBG Fund
Convention & Visitors Fund

Transportation

Non-Motorized Grant Fund

Utility

Mid Missouri Solid Waste
Management District Fund

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CDBG Fund (Special Revenue Fund)
FY 2019 Adopted Budget

Service Area:	FTE Utilized	Full Time Position Costs (Salary + Benefits)	Temp Help Utilized	Other Costs	Total Cost	Total Dedicated Sources Used	Total Discretionary (General Sources) Used	Federal, State, or Local Mandate (Ordinance) - List the source and section that requires this service	Can Council change this? (Yes/No) Explain if necessary	Notes
Grant Administration	1.30	\$89,510	\$0	\$118,922	\$208,432	\$208,432		PR137-14 CDBG and HOME Policy Funding Resolution	Yes	
Housing Programs Manager	0.60	\$50,437	\$0	\$0	\$50,437	\$50,437	\$0			Grant Administration includes federal reporting (Section 3, MBE/WBE, accomplishments, monitoring, expenditures, annual RFP process, support to CDC, FHTF L&G Committee, public and neighborhood engagement, media and supervision of staff.
Housing Specialist	0.20	\$12,147	\$0	\$0	\$12,147	\$12,147	\$0			Assists with drawing funds, processing payments, monitoring of sub-recipients.
Housing Specialist	0.10	\$6,353	\$0	\$0	\$6,353	\$6,353	\$0			Assists with environmental reviews, oversight of sub-recipient projects and monitoring of sub-recipients.
Administrative Technician	0.40	\$20,573	\$0	\$0	\$20,573	\$20,573	\$0			Processes payments, sets up POs, meeting agendas and minutes within Legistar.
Transfer to Community Development - for Property Maintenance Inspections		\$0	\$0	\$30,000	\$30,000	\$30,000	\$0			ONS Inspector: Property maintenance inspections in NRT.
Transfer to Law Department to support fair housing activities		\$0	\$0	\$14,000	\$14,000	\$14,000	\$0			Fair Housing: Legal dept assists with fair housing counseling, outreach and education
Building Rental and Equipment		\$0	\$0	\$20,960	\$20,960	\$20,960	\$0			
Supplies, printing, legal, dues, computer, furniture		\$0	\$0	\$21,014	\$21,014	\$21,014	\$0			
Travel and Training		\$0	\$0	\$7,849	\$7,849	\$7,849	\$0			
Electric, Water, Telephone, Solid Waste, Storm Water		\$0	\$0	\$4,644	\$4,644	\$4,644	\$0			
Building Rental and Equipment Rentals		\$0	\$0	\$20,455	\$20,455	\$20,455	\$0			
Internal Housing Program Delivery	1.90	\$115,963	\$0	\$0	\$115,963	\$115,963		PR137-14 CDBG and HOME Policy Funding Resolution	Yes	
Housing Programs Manager	0.10	\$8,406	\$0	\$0	\$8,406	\$8,406	\$0			Manages timeliness of expenditures, project progress, project budgets.
Housing Specialist	0.70	\$42,515	\$0	\$0	\$42,515	\$42,515	\$0			Oversees homeownership assistance program, assists in tracking rehab program expenses, formulates legal documents, manages loan portfolio including payments and forgiveness.
Housing Specialist	0.70	\$44,468	\$0	\$0	\$44,468	\$44,468	\$0			Conducts project site inspections, workscope write ups, progress inspections, participant education, environmental reviews and coordination with contractors.
Administrative Technician	0.40	\$20,573	\$0	\$0	\$20,573	\$20,573	\$0			Assists in outreach and qualifying program participants, compiles participant file data and assists in ensuring payments to vendors.
Columbia Community Land Trust Operations	0.80	\$54,582	\$0	\$0	\$54,582	\$54,582		B219-16 Aug. 18, 2016	Yes	
Housing Programs Manager	0.30	\$25,517	\$0	\$0	\$25,517	\$25,517	\$0	Ord. 023055 B 350-16 Dec. 19, 2016		Provides executive support to CCLT Board, oversees daily operations, manages stewardship of properties, budgeting and tracking expenditures.
Housing Specialist	0.10	\$6,074	\$0	\$0	\$6,074	\$6,074	\$0			Conducts homebuyer education and ground lease orientation.
Housing Specialist	0.20	\$12,705	\$0	\$0	\$12,705	\$12,705	\$0			Project site inspections, coordinates with mowing and snow removal, assists with predevelopment for new projects.
Administrative Technician	0.20	\$10,287	\$0	\$0	\$10,287	\$10,287	\$0			Tracks and enters expenses, formulates marketing and outreach materials, coordinates with accountant for monthly expense reports, assists in stewardship through communication to participants, meeting minutes and agendas for CCLT board.
TOTALS	4.00	\$260,055	\$0	\$118,922	\$378,977	\$378,977	\$0			

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Convention and Visitors Bureau (Special Revenue Fund)
FY 2019 Adopted Budget

Service Area:	FTE Utilized	Full Time Position Costs (Salary + Benefits)	Temp Help Utilized	Other Costs	Total Cost	Total Dedicated Sources Used	Total Discretionary (General Sources) Used	Federal, State, or Local Mandate (Ordinance) - List the source and section that requires this service	Can Council change this? (Yes/No) Explain if necessary	Notes
ADMINISTRATION	1.40	\$232,570	\$0	\$399,046	\$631,616	\$631,616	\$0			
Personnel	1.40	\$232,570		\$0	\$232,570	\$232,570	\$0	Chapter 26.IV.Section 26.82	no	1.40 FTE: 1.00-CVB Director, .25 Asst. CM, .15 Tourism Administrative Supervisor
CVB Advisory Board				\$2,000	\$2,000	\$2,000		Chapter 26.IV.Section 26.83	no-only through ordinance change	A 12-member advisory board that administers the Tourism Development Program to support new and growing tourism events and attractions.
Admin. Travel				\$10,800	\$10,800	\$10,800			yes	
Industry Dues				\$3,795	\$3,795	\$3,795			yes	
Misc. Contractual				\$17,400	\$17,400	\$17,400			yes	janitorial services, snow removal, floor mats, Culligan water
Materials & Supplies				\$55,268	\$55,268	\$55,268			yes	
City Utilities				\$26,072	\$26,072	\$26,072			no	water, electric, gas, telephone, sewer, stormwater
One time transfer - Employee Benefit Fund				\$2,450	\$2,450	\$2,450	\$0		N/A	one time transfer
Transfer to CIP for Walton Bldg. maintenance & parking lot				\$15,000	\$15,000	\$15,000			yes	annual transfer for major maintenance project
IT Support & Main., GIS, Fiber Optics - Intergovernmental Charges				\$52,395	\$52,395	\$52,395			yes	
HR Services - Intergovernmental Charges				\$7,784	\$7,784	\$7,784			yes	
Bldg. Maintenance - Intergovernmental Charges				\$15,000	\$15,000	\$15,000			yes	
General Admin - Intergovernmental Charges				\$83,023	\$83,023	\$83,023			yes	
Public Comm. - City Contact Center - intergovernmental charge				\$108,059	\$108,059	\$108,059			yes	
OPERATIONS & PROGRAMS	3.10	\$190,585	\$0	\$467,032	\$657,617	\$657,617	\$0			
Personnel	3.10	\$190,585			\$190,585	\$190,585		Chapter 26.IV.Section 26.82	No	3.10 FTE: .85-Tourism Administrative Supervisor, 1.00-Sr. Admin. Support Asst., 1.00-Tourism Events Specialist, .25-Industry Relations Specialist. (Personnel costs for Special Events will decrease in FY2020.)
Personnel -overtime budgeted 33%				\$2,032	\$2,032	\$2,032			yes	
Walton Bldg. Receptionist reimbursement				\$22,000	\$22,000	\$22,000			yes	Paid monthly to Chamber of Commerce for 1/2 front desk coverage
Tourism Development Program		\$0	\$0	\$425,000	\$425,000	\$425,000	\$0	Chapter 26.IV.Section 26.77	no-only through ordinance change	Ordinance-based program that support new attractions, festivals and events, and sporting events to increase tourism and economic development.
Certified Tourism Ambassador Program		\$0		\$14,500	\$14,500	\$14,500			yes	Nationwide certification program that trains community members about Columbia's tourism product and the importance of tourism overall.
Special Events Program		\$0		\$0*	\$0	\$0			yes	This allows for a systematic, streamlined permitting process for city & tourism events.
CoMo Retail Program				\$3,500	\$3,500	\$3,500			yes	
SALES & SERVICE	4.75	\$288,124	\$0	\$228,102	\$516,226	\$516,226	\$0			
Personnel	4.75	\$288,124		\$0	\$288,124	\$288,124	\$0		no	4.75 FTE: 1.00 Tourism Sales Supervisor, three 1.00 Tourism Services Specialists, .75 Industry Relations Specialist. (Personnel costs for Special Events will decrease in FY2020.) This includes the movement of 1 Tourism Services Specialist from City Manager's office to CVB
Personnel -overtime budgeted 33%				\$2,032	\$2,032	\$2,032			yes	
Sales Initiatives				\$13,100	\$13,100	\$13,100		Chapter 26.IV.Section 26.82	no-only through ordinance change	The CVB sales team conducts sales calls with meeting planners and sports planners to get them to bring conferences and/or sports team to Columbia.
Hotel Relations				\$8,900	\$8,900	\$8,900			yes	Local hotels collect the lodging tax that supports all CVB funding, strong hotel partnerships ensure the hotels understand taxes are being spent in a way that is promoting Columbia and overnight stays.
Convention Services				\$27,750	\$27,750	\$27,750			yes	Offered to incoming conferences as value added services for coming to Columbia
Convention/Meeting Sponsorships				\$64,275	\$64,275	\$64,275			yes	The ability to offer sponsorships to incoming conferences/meetings as part of a services package sets Columbia apart from other cities.

Convention and Visitors Bureau (Special Revenue Fund)
FY 2019 Adopted Budget

Service Area:	FTE Utilized	Full Time Position Costs (Salary + Benefits)	Temp Help Utilized	Other Costs	Total Cost	Total Dedicated Sources Used	Total Discretionary (General Sources) Used	Federal, State, or Local Mandate (Ordinance) - List the source and section that requires this service	Can Council change this? (Yes/No) Explain if necessary	Notes
Customer Relations Database Mgmt. System				\$17,500	\$17,500	\$17,500			yes	Simpleview, the CVB's database for customer relationship management, is an industry standard.
Sponsorships				\$55,200	\$55,200	\$55,200			yes	
Sales Travel				\$34,950	\$34,950	\$34,950			yes	
Sales Related Annual Dues				\$4,395	\$4,395	\$4,395			yes	
PUBLIC RELATIONS & COMMUNICATIONS	1.00	\$67,707	\$0	\$732,842	\$800,549	\$800,549	\$0			
Personnel	1.00	\$67,707	\$0	\$0	\$67,707	\$67,707	\$0	Chapter 26.IV. Section 26.82	no-only through ordinance change	1.00 FTE, 1-Tourism Operations Analyst
Personnel -overtime budgeted 33%				\$2,032	\$2,032	\$2,032			yes	
Public Relations				\$106,795	\$106,795	\$106,795	\$0		yes	In addition to marketing placement, "earned media" is an important part of a destination's media mix. Using a PR company allows the CVB to reach across the nation and get in front of media they may not be able to reach otherwise
Media Placement				\$355,000	\$355,000	\$355,000	\$0	Chapter 26.IV. Section 26.82	no	Media/Advertising Placement. \$92,141 is matching grant dollars from State of Missouri Division of Tourism.
Creative Services				\$186,000	\$186,000	\$186,000	\$0	Chapter 26.IV. Section 26.82	no	Creates marketing campaigns that are attractive and true to the destination.
On line Initiatives				\$31,410	\$31,410	\$31,410		Chapter 26.IV. Section 26.82	potentially, but this is part of marketing Columbia	Website, social media and other connecting online platforms are now an expected part of marketing plans
Travel Writers				\$17,500	\$17,500	\$17,500			yes	Columbia hosts travel journalists whose articles provide "earned media" and gain national exposure.
Local Advertising				\$12,000	\$12,000	\$12,000			yes	Local ads are used to reach out to specific groups to thank them for spending their time in our destination.
Industry Research				\$19,650	\$19,650	\$19,650			yes	Two commissioned studies provide information on successes over the past year and where to focus in the coming year.
PR Travel				\$2,100	\$2,100	\$2,100			yes	
PR related Annual Dues				\$355	\$355	\$355			yes	
SUPPORT TO OTHER CITY DEPT./PROGRAMS	0.00	\$0	\$0	\$155,500	\$155,500	\$155,500	\$0			
Support to Economic Development/REDI				\$75,000	\$75,000	\$75,000	\$0		yes	\$29,000 for REDI Operating costs and \$46,000 for Class A Inventor status
Support to Office of Cultural Affairs				\$30,000	\$30,000	\$30,000	\$0		yes	\$15,000 each for Maplewood Home and J.W. Blind Boone Home
Support to the Columbia Arts Foundation				\$25,000	\$25,000	\$25,000	\$0		yes	
Support to Parks & Rec events				\$13,500	\$13,500	\$13,500	\$0		yes	Heritage Festival - \$5,000; Fire in the Sky - \$5,000; SPLAT - \$2,000; Family Fun Fests - \$1,500
Support to Transit				\$12,000	\$12,000	\$12,000	\$0		yes	Visitor transportation assistance to MU football games
TOTALS	10.25	\$778,986	\$0	\$1,982,522	\$2,761,508	\$2,761,508	\$0			

100.00% 0.00%

This reflects the movement of Event Services Spec from City Manager to CVB mid-FY 2019. Transfer to GF is removed, but position costs are increased. Net impact on total expenses is \$0

Non-Motorized Grant Fund - Cost by Service Area (Special Revenue Fund)
FY 2019 Adopted Budget

Non-Motorized Grant: Page 1

Service Area:	FTE Utilized	Full Time Position Costs (Salary + Benefits)	Temp Help Utilized	Other Costs	Total Cost	Total Dedicated Sources Used	Total Discretionary (General Sources) Used	Federal, State, or Local Mandate (Ordinance) - List the source and section that requires this service	Can Council change this? (Yes/No) Explain if necessary	Notes
Totals	2.00	\$155,924	\$33,934	\$21,094	\$210,952	\$210,952				There will be nothing funded here in FY20. All obligated funds will be going towards Shepard to Rollins project.
TOTALS	2.00	\$155,924.00	\$33,934.00	\$21,094.00	\$210,952.00	\$210,952.00	\$0			

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Mid Missouri Solid Waste Management District Fund - Costs by Service Area (Special Revenue Fund)

FY 2019 Adopted Budget

Service Area:	FTE Utilized	Full Time Position Costs (Salary + Benefits)	Temp Help Utilized	Other Costs	Total Cost	Total Dedicated Sources Used	Total Discretionar y (General Sources) Used	Federal, State, or Local Mandate (Ordinance) - List the source and section that requires this service	Can Council change this? (Yes/No) Explain if necessary	Notes
Totals	2.00	\$125,198	\$0	\$40,908	\$166,106					
Grant Administration	0.60	\$37,560	\$0	\$8,182	\$45,741	\$45,741				
Personnel						\$37,560		MMSWMD program is mandated by MO State Statutes 206.300.1-260.345.1 and regulated by MDNR Rule Division 80, Chapter 9	Yes, the City of Columbia choose to bid on the administration of the MMSWMD. The bid is currently out for 2019-2024.	MDNR reimburses the City for 100% of the District Managers Salary, 50% of the Admin Tech's Salary and most of the other cost.
District Manager	0.30	\$21,470								
Admin. Tech.	0.30	\$16,090								
Non-personnel costs				\$8,182		\$8,182				
Board, Committee, and Council Support	0.35	\$21,462	\$0	\$8,182	\$29,644	\$120,365				
Personnel						\$21,462		MMSWMD program is mandated by MO State Statutes 206.300.1-260.345.1 and regulated by MDNR Rule Division 80, Chapter 9	Yes, the City of Columbia choose to bid on the administration of the MMSWMD. The bid is currently out for 2019-2024.	
District Manager	0.15	\$10,735								
Admin. Tech.	0.20	\$10,727								
Non-personnel costs				\$8,182		\$8,182				
Programs (Collection Events, Tire Round-up, Fix-it-Fairs, Pilot Projects)	0.40	\$25,936	\$0	\$8,182	\$34,118	\$90,721				
Personnel						\$25,936				
District Manager	0.25	\$17,891								
Admin. Tech.	0.15	\$8,045								
Non-personnel costs				\$8,182		\$8,182				
Education and Promotion	0.25	\$16,098	\$0	\$8,181	\$24,279	\$56,604				
Personnel						\$16,098				
District Manager	0.15	\$10,735								
Admin. Tech.	0.10	\$5,363								
Non-personnel costs				\$8,181		\$8,181				
City of Columbia Support (Office of Sustainability, Building Inclusive Communities, Strategic Planning, etc.)	0.40	\$24,144	\$0	\$8,181	\$32,325	\$32,325				
Personnel						\$24,144				
District Manager	0.15	\$10,735								
Admin. Tech.	0.25	\$13,409								
Non-personnel costs				\$8,181		\$8,181				
TOTALS	2.00	\$125,199	\$0	\$40,907	\$166,106					

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