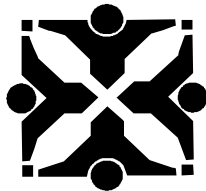


# Cultural Affairs Fund



*City of Columbia*  
*Columbia, Missouri*

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**DEPARTMENT DESCRIPTION**

The Office of Cultural Affairs' (OCA) mission is to enhance 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. The OCA strives to enhance the artistic, management and marketing capabilities of local artists and arts organizations; increase public and private resources for the arts; develop a broader audience for the arts; and encourage cooperation, partnerships and collaborations within the city's diverse cultural heritage.

**DEPARTMENT OBJECTIVE**

- ▶ To continue to implement the following general goals: promote the arts and life-long learning; market the arts; integrate business and the arts; advocate public art policies; and ensure managerial, fiscal and human resources to achieve all programs and services.
- ▶ To raise awareness of accessibility to, participation in and support for Columbia's rich array of artists and cultural offerings.
- ▶ To place new works of public art in Columbia with the goals of enhancing the public environment and civic pride while maintaining works currently owned by the City.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

In FY 2007, the Cultural Affairs fund was moved to the General Fund. It is now located in the Health and Environment Section of this budget document.

**APPROPRIATIONS**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>% Change From Budget FY 2007</u>
Personnel Services	\$ 169,383	\$ 0	0	0	
Supplies & Materials	19,216	0	0	0	
Travel & Training	1,163	0	0	0	
Intragovernmental Charges	38,245	0	0	0	
Utilities, Services & Misc.	131,831	0	0	0	
Capital	0	0	0	0	
Other	36,284	145,456	145,456	0	(100.0%)
<b>Total</b>	<b>396,122</b>	<b>145,456</b>	<b>145,456</b>	<b>0</b>	<b>(100.0%)</b>
Summary					
Operating Expenses	359,838	0	0	0	
Non-Operating Expenses	36,284	145,456	145,456	0	(100.0%)
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 396,122</b>	<b>\$ 145,456</b>	<b>145,456</b>	<b>0</b>	<b>(100.0%)</b>

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
4625 - Manager of Cultural Affairs	1.00	0.00	0.00	0.00	
4624 - Cultural Affairs Specialist	1.00	0.00	0.00	0.00	
1002 - Admin Support Assistant II	1.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Permanent Full-Time	3.00	0.00	0.00	0.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>3.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

In FY 2007 Cultural Affairs moved from a special revenues fund into the general fund.

**PERFORMANCE MEASUREMENTS / SERVICE INDICATORS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2008</b>
<b>Programs:</b>			
Columbia Festival of the Arts	1		
Funding of Local Arts Agencies: \$1,000+/under \$500	**14/5		
Percent for Art Projects	2		
Public Art Programming	5		
Programs not listed above	N/A		
<b>Services:</b>			
Artists' Registry	100		
Arts Administrators Roundtable	***4		
Arts Express Newsletter	23,000		
Creative Artist Resource Directory (CARD)	100		
C.A.R.E. Gallery (collaboration with Parks and Recreation)	12		
Cultural Tourism Collaborative	6		
Gallery Crawl (collaboration with Downtown Business Associations)	2		
Marketing Initiatives	25+		
Partners in Education Programming	10		
Workshops & Technical Assistance	300		

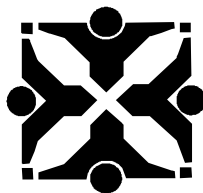
\*\*A policy, begun in '04, requires agencies to combine education and presentation proposals in one application.

\*\*\*Roundtable meetings are scheduled quarterly rather than monthly.

\*\*\*\*CARD is now handled entirely by the Missouri Association of Community Arts Agencies.

**COMPARATIVE DATA**

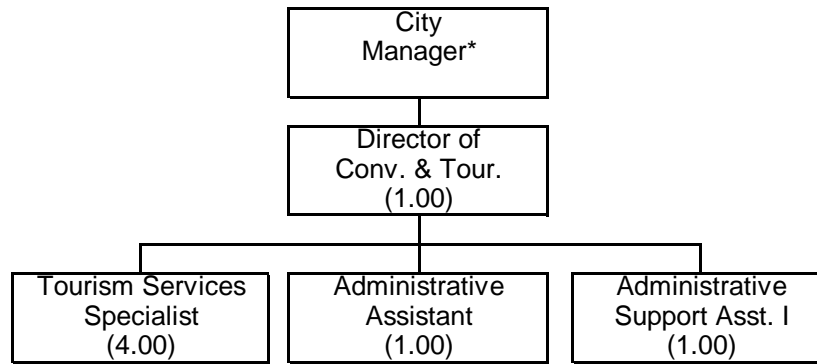
# Convention and Tourism Fund



*City of Columbia*  
*Columbia, Missouri*

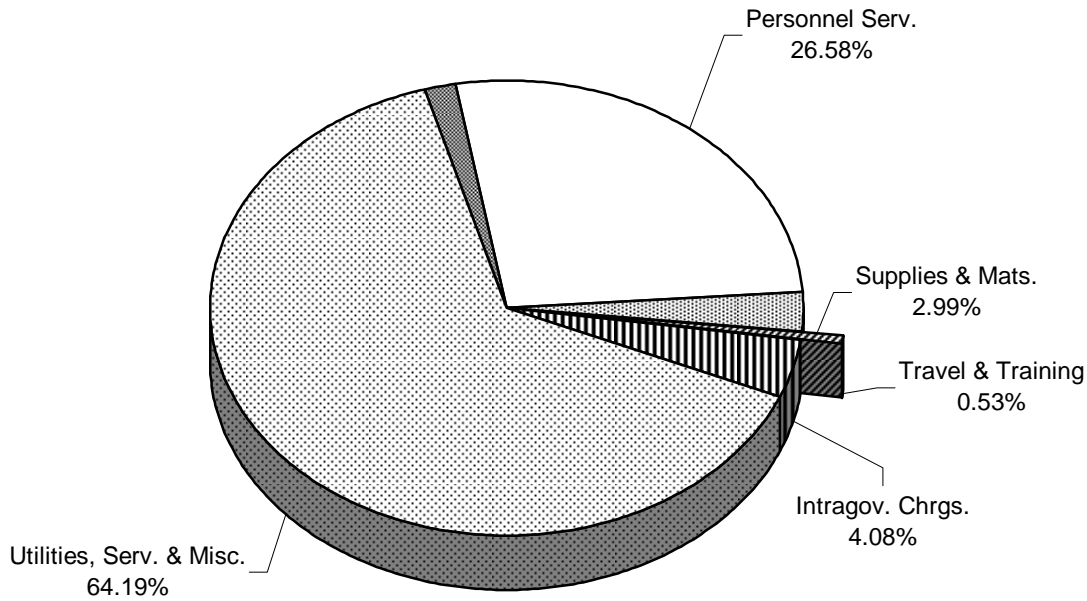


**City of Columbia - Convention and Tourism**  
7.00 FTE Positions



\* Positions not included in Convention & Tourism's FTE count.

# Convention & Tourism Fund FY 2008



## APPROPRIATIONS

	Actual FY 2006	Budget FY 2007	Estimated FY 2007	Adopted FY 2008	% Change From Budget FY 2007
Personnel Services	\$ 452,303	\$ 475,768	\$ 460,480	\$ 487,040	2.4%
Supplies & Materials	61,513	60,865	47,888	54,804	(10.0%)
Travel & Training	6,536	11,420	11,070	9,725	(14.8%)
Intragovernmental Charges	59,509	69,828	69,855	74,745	7.0%
Utilities, Services & Misc.	945,070	1,379,798	1,364,702	1,176,318	(14.7%)
Capital	0	0	0	0	
Other	238,946	22,400	22,400	30,000	33.9%
<b>Total</b>	<b>1,763,877</b>	<b>2,020,079</b>	<b>1,976,395</b>	<b>1,832,632</b>	<b>(9.3%)</b>
Summary					
Operating Expenses	1,524,931	1,997,679	1,953,995	1,802,632	(9.8%)
Non-Operating Expenses	238,946	22,400	22,400	30,000	33.9%
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 1,763,877</b>	<b>\$ 2,020,079</b>	<b>\$ 1,976,395</b>	<b>\$ 1,832,632</b>	<b>(9.3%)</b>

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**DEPARTMENT DESCRIPTION**

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

**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 leisure travel visitation through the enhancement and development of festivals, 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.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

Hotel room supply continues to outstrip demand. Although two hotels, the Ramada and the Campus Inn, were razed in 2007, the construction of the Hampton Inn and Suites and the soon to open Country Inn and Suites will replace the lost rooms. Additional hotel construction is planned for 2008. Lodging tax revenue rose 7% over 2006 due to increases in room rates rather than occupancy which hovers at 56%. The CVB continues to work on the development of new "demand drivers" which will bring additional overnight tourism to the city.

The CVB's focus in 2008 will be on further development of our web presence. More than 75% of all travel planning is now done on-line. Web content must be fresh, easy to navigate and comprehensive. We have requested a departmental reorganization which would provide for a full-time position dedicated exclusively to web marketing and communication.

The Tourism Development Program (TDP), created in 2000, has grown to encompass three separate programs: Festivals and Events, Sports Development and Attraction Development. Each program has a different process and a separate set of guidelines. The administration of the TDP has been handled by the Administrative Secretary and the Director. The program needs a dedicated staff position to assure proper follow-up, education of potential applicants and adequate preparation for the Advisory Board review of applications.

**Walton Building:**

After further review of parking issues related to the expansion of the Walton building, the Walton building Board of Managers decided to renovate the existing structure and reconfigure the space to allow the future expansion of the Chamber of Commerce and Convention and Visitors Bureau staff. Regional Economic Development, a tenant of the Walton building, would relocate to another facility. Sufficient funds for the renovation are in the CVB's unreserved fund balance.

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
Operations	7.00	7.00	7.00	7.00	
Tourism	0.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	
Permanent Full-Time	7.00	7.00	7.00	7.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	

**PERFORMANCE MEASUREMENTS / SERVICE INDICATORS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2008</b>
<b>Convention Services:</b>			
No. of Meetings Serviced	202	190	200
No. of Convention Welcomes & Promotions	13	20	20
<b>Visitor Services:</b>			
No. of Inquiries	20,500*	23,000*	24,500
No. of Visitors to Walton Bldg. & Lake of the Woods Visitor Center	11,000	12,500	13,500
<b>Records Section:</b>			
Sales Leads Generated	65	80	98
Definite Bookings	44	50	64
Economic Impact	\$8,308,000	\$9,500,000	\$10,400.00
<b>Group Tours:**</b>			
No. of Group Tours Serviced	20	20	18
No. Leads Generated	42	45	30
No. of Proposals/Itineraries	70	60	40
Media/PR	79	80	60
Press Generation	17	25	15

\* Inquires from CVB website & Mid-MO Tourism Council website have significantly increased.

\*\*Group tour numbers are down because we have reduced the level of group tour marketing and have concentrated more on travel media. There is, however, a corresponding increase in the amount of press we have generated for Columbia in state, regional and national publications.

**COMPARATIVE DATA**

	<b>Columbia, MO</b>	<b>Springfield, MO</b>	<b>St. Joseph, MO</b>	<b>Joplin, MO</b>	<b>Lake Ozarks, MO</b>
<b>Population</b>	<b>96,093</b>	<b>149,535</b>	<b>71,878</b>	<b>48,227</b>	<b>80,000 *</b>
Number of Employees	7	19.0	8.0	6.0	13
Employees Per 1,000 Population	0.0728	0.1271	0.1113	0.1244	0.1625
Advertising Budget	\$365,000	\$1,167,272	\$350,000	\$200,000	\$1,500,000
Number of Rooms	3,574	6,000	1,200	2,080	6,800

\*includes three-county area

**DESCRIPTION**

The Convention and Visitors Bureau has four primary responsibilities: 1) to promote Columbia as a destination for meetings and conventions; 2) to promote Columbia as an overnight and day-trip destination for leisure travelers and group tours; 3) to facilitate partnerships and cooperation among Columbia's tourism related businesses and associations and 4) to assure that Columbia is a "user friendly" destination for visitors through the provision of visitor brochures in tourism information centers and in businesses throughout Columbia.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

The Convention & Visitors Bureau will continue its emphasis on building a destination image through continued development of our advertising and promotional campaign and our web site. The addition of a hospitality volunteer program, in partnership with the office of Volunteer Services last year, has been very successful and continues to grow. In 2003, the CVB also opened a visitor information center at the Lake of the Woods exit. We will continue to work to enhance operations at the center. We also continue to support the efforts of the Mid Missouri Tourism Council in regard to assuring reliable air service. Work continues in the area of attraction development, arts based tourism, and film industry development.

**BUDGET DETAIL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Percent Change</b>
Personnel Services	\$ 452,303	\$ 475,768	\$ 460,480	\$ 487,040	2.4%
Supplies and Materials	61,513	60,865	47,888	54,804	(10.0%)
Travel and Training	6,536	11,420	11,070	9,725	(14.8%)
Intragovernmental Charges	59,509	69,828	69,855	74,745	7.0%
Utilities, Services, & Misc.	593,713	704,798	689,702	723,318	2.6%
Capital	0	0	0	0	
Other	2,996	0	0	0	
<b>Total</b>	<b>\$ 1,176,570</b>	<b>\$ 1,322,679</b>	<b>\$ 1,278,995</b>	<b>\$ 1,349,632</b>	<b>2.0%</b>

**AUTHORIZED PERSONNEL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Position Changes</b>
8950 - Director Convention & Tourism*	1.00	1.00	1.00	1.00	
4300 - Tourism Services Specialist	4.00	4.00	4.00	4.00	
1101 - Administrative Assistant*	1.00	1.00	1.00	1.00	
1002 - Admin. Support Assistant II	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	
Permanent Full-Time	7.00	7.00	7.00	7.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	

\*In FY 2008 Administrative Secretary was reclassified to an Administrative Assistant.

**DESCRIPTION**

In November, 1999, Columbia citizens passed a 2% increase in the hotel/motel tax. Of the 2%, one-half was designated for the enhancement or development of festivals, events and attractions. The Convention and Visitors Advisory Board was expanded to 12 members and charged with the development of guidelines for the Tourism Development program. The Board is also responsible for the review of applications and submission of funding recommendations to the City Council for final review and approval or amendment. The program is divided into three segments: Festivals and Events, Attractions and Sports. The Sports Development fund, new in 2006, has provided funds for new events that have collectively generated more than 2,500 room nights.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

- ▶ The Festival and Event program of the Tourism Development Fund is entering the eighth year of applications. The fund has provided enhancements to many area festivals and has enabled the development of several first-time events such as the 2004 "True/False Film Festival." Festivals and events often expose visitors to a destination for the first time and create a positive image of our community in the mind of the visitor which often leads to future visits for other leisure activities. In 2004, the CVB sponsored a seminar, for all interested festival/event applicants, on developing sponsorships and event partnerships. We continue to provide educational opportunities for applicants. In 2005, we contracted for professional surveys to assist the Advisory Board with the assessment of TDF applications. The surveys will provide the Advisory Board with a comparison from year to year of each event in the areas of attendance growth, economic impact and overnight stays.
- ▶ The Attraction Development Fund has contributed significantly to the development of the city's attraction base. The CVB's short term goal has been to assist developing attractions, e.g.; Youzeum, Blind Boone Home, Nifong Park Historic Village, with emphasis on those attractions in the city's center. The long term goal is to foster the development of an attraction that on its merit alone would draw a significant number of visitors to our city.
- ▶ In 2005 we began an Arts Tourism initiative which is entering its third year. The program is being implemented with input and assistance from the Office of Cultural Affairs and local arts organizations. We have seen increased ticket sales, new galleries under construction and a renewed interest in the arts. An expanding, vital arts community is critical to the success of an arts based tourism initiative.
- ▶ In 2005, the Missouri Film Office opened an office on the campus of the University of Missouri. With the success of the True/False Film Festival and the development of a film program at Stephens College and a summer filmmaker's bootcamp, Columbia is poised for significant future development in this area.
- ▶ Reliable commercial air service is critical to Columbia's economic development whether tourism or industrial. The CVB has worked closely with the Chamber, REDI, Score and the Mid Missouri Tourism Council on this issue for the past several years. We will continue to assist with marketing and promotional efforts to stabilize and eventually grow air service in our community.

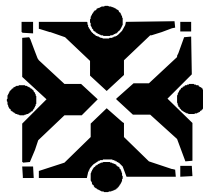
**BUDGET DETAIL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Percent Change</b>
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.	351,357	675,000	675,000	453,000	(32.9%)
Capital	0	0	0	0	
Other	235,950	22,400	22,400	30,000	33.9%
<b>Total</b>	<b>\$ 587,307</b>	<b>\$ 697,400</b>	<b>\$ 697,400</b>	<b>483,000</b>	<b>(30.7%)</b>

**AUTHORIZED PERSONNEL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Position Changes</b>
None	0.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Permanent Full-Time	0.00	0.00	0.00	0.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

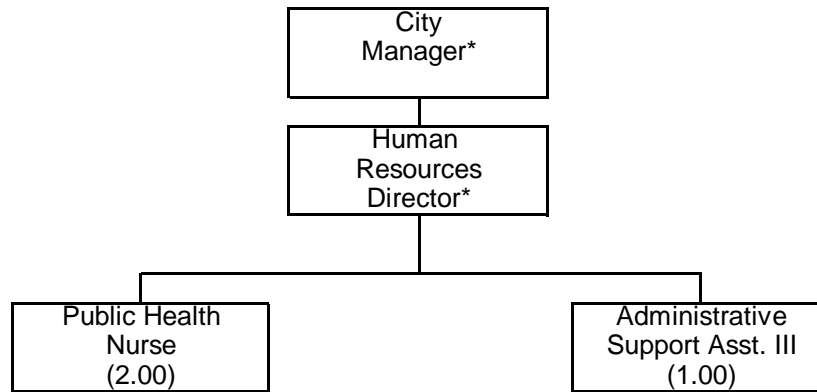
# Employee Benefit Fund



*City of Columbia*  
*Columbia, Missouri*

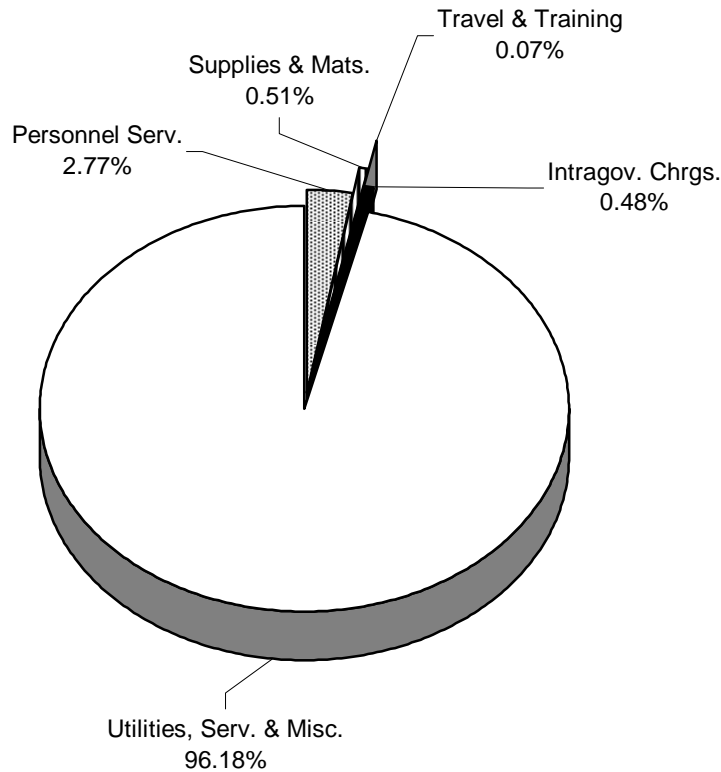


City of Columbia - Employee Benefit Fund  
3.00 FTE Positions



\* Positions not included in the Employee Benefit Fund's FTE count.

# Employee Benefit Fund FY 2008



## APPROPRIATIONS

	Actual FY 2006	Budget FY 2007	Estimated FY 2007	Adopted FY 2008	% Change From Budget FY 2007
Personnel Services	\$ 244,345	\$ 316,616	\$ 301,757	\$ 326,448	3.1%
Supplies & Materials	33,812	58,907	42,752	59,980	1.8%
Travel & Training	637	7,772	7,050	7,925	2.0%
Intragovernmental Charges	44,770	50,698	50,698	56,312	11.1%
Utilities, Services & Misc.	11,353,058	10,867,455	10,658,462	11,351,480	4.5%
Capital	0	0	0	0	
Other	1,286	0	0	0	
<b>Total</b>	<b>11,677,908</b>	<b>11,301,448</b>	<b>11,060,719</b>	<b>11,802,145</b>	<b>4.4%</b>
Summary					
Operating Expenses	11,676,622	11,301,448	11,060,719	11,802,145	4.4%
Non-Operating Expenses	1,286	0	0	0	
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 11,677,908</b>	<b>\$ 11,301,448</b>	<b>\$ 11,060,719</b>	<b>\$ 11,802,145</b>	<b>4.4%</b>

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**DEPARTMENT DESCRIPTION**

The Employee Benefit Fund accounts for the transactions and reserves associated with the City's medical, dental, prescription drug, life and long-term disability programs for City employees, plus other benefits such as safety and service awards and sick leave buyback. Employee health and wellness programs are also managed through this fund. Coverage for health, dental, and prescription drug plans are self-insured. Other coverages are placed with commercial insurance carriers.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

The City's self-funded health insurance plan continues to experience double digit percentage increases in claim costs. The highest rate of increase continues to be in the prescription drug portion of the plan. Claims experience will continue to be closely monitored. The impact of OPEB/GASB 45 on retiree health plan participation has been evaluated in an actuarial study and options for plan changes have been studied by a retiree/employee committee. The City will implement changes this year that significantly reduce this new liability. The goal of the recommended changes is to treat current retirees and active employees fairly, while developing a solution that the city can afford.

Employee education and information sessions on benefit plans will be developed. Additional benefit fact sheets will be placed on the intranet, with links to appropriate providers. Retirement planning workshops, developed in 2006, will continue in 2008.

**FY 2008 Goal: City Workforce**

Employee Health and Wellness programs will continue emphasis on safety, illness prevention and disease management programs for City employees. Access to health screening services for all employees was added in FY 2005. Almost 600 employees have participated in this program to date. Drug and alcohol testing for new and federally-mandated employees is a function of this program. Automated External Defibrillators (AED) devices have been installed in all City work locations, including Water and Light Department line trucks. Employee Health staff provides CPR/AED training to all interested staff members. Over 200 employees will be recertified in 2008. An Employee Health/Wellness fee is charged to all departments to cover the cost of the operation of this unit.

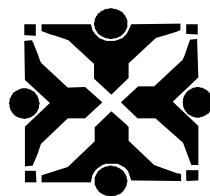
The increase in this budget has been limited by changing the coverage for Medicare-eligible retirees. The City will sponsor a separate plan through a private insurer for Medicare-eligible retirees. This budget includes full funding for the required contribution for post-employment benefits liability as defined in GASB statement 45. Medical costs for covered participants are projected to increase 10% for 2008.

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
7503 - Public Health Nurse	2.00	2.00	2.00	2.00	
1003 - Admin. Support Assistant III	1.00	1.00	1.00	1.00	
1002 - Admin. Support Assistant II	0.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	
Permanent Full-Time	3.00	3.00	3.00	3.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	

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# Information Technologies Fund

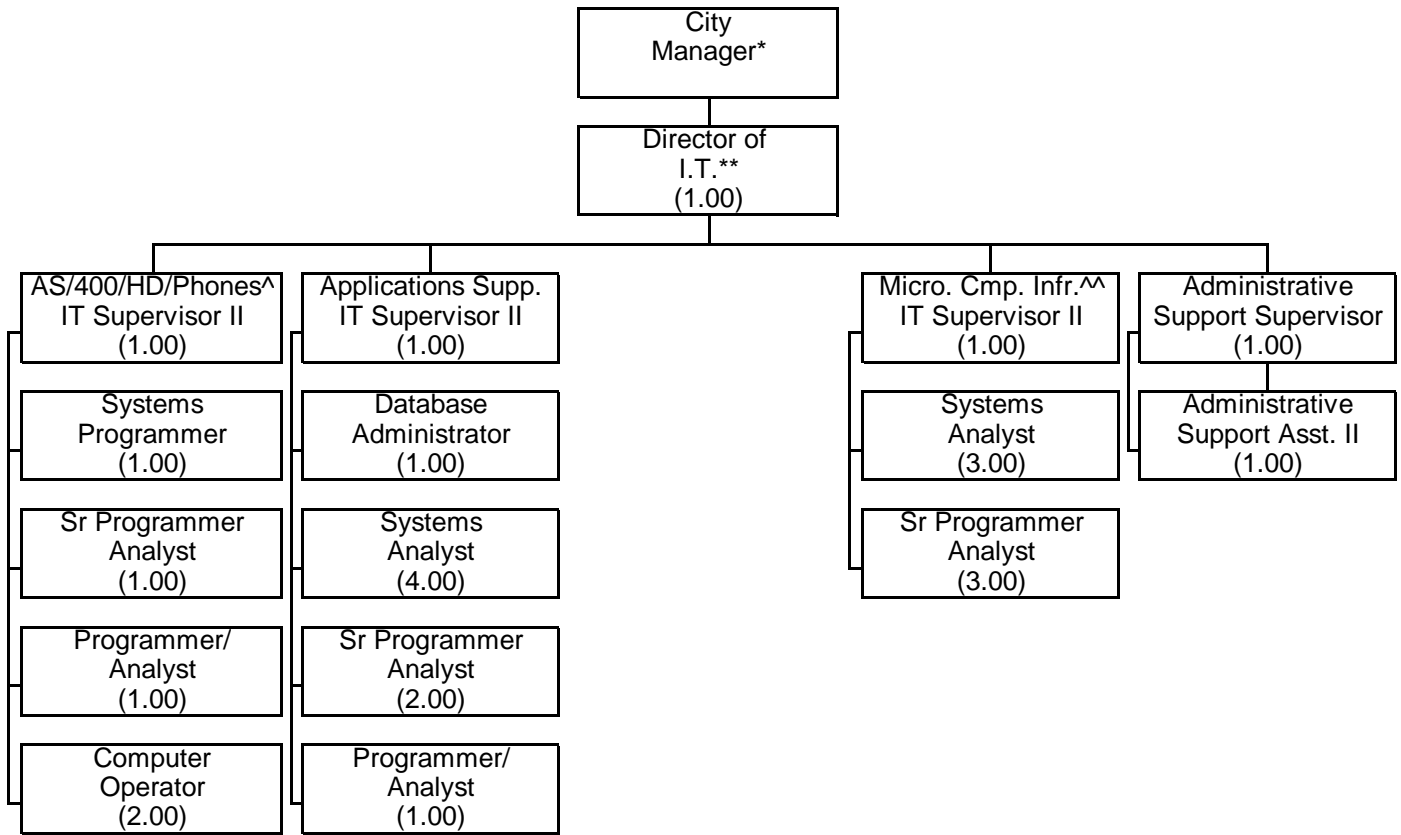


*City of Columbia*  
*Columbia, Missouri*



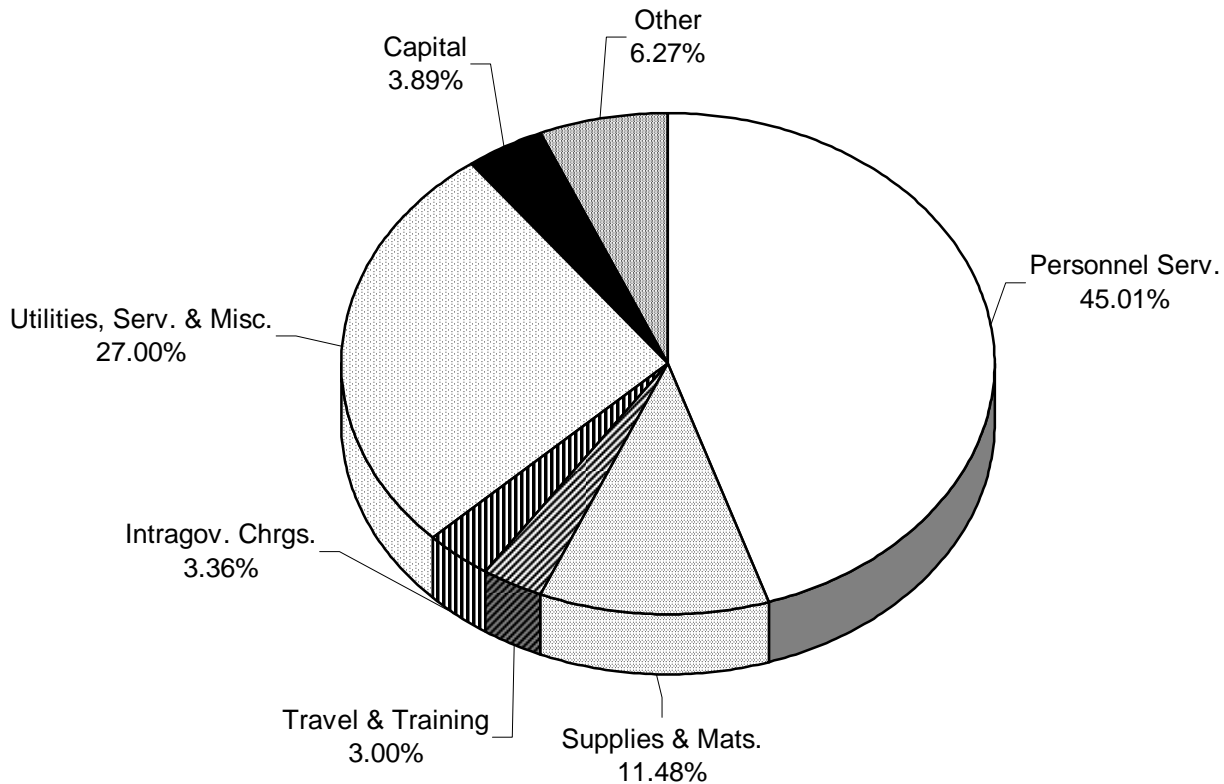
# City of Columbia - Information Technologies

25.00 FTE Positions



\* Position not included in Information Technologies's FTE count.  
 \*\* IT - Information Technologies  
 ^ HD - Help Desk  
 ^^ Micro. Cmp. Infr. - Micro Computer Infrastructure

# Information Technologies Fund FY 2008



## APPROPRIATIONS

	Actual FY 2006	Budget FY 2007	Estimated FY 2007	Adopted FY 2008	% Change From Budget FY 2007
Personnel Services	\$ 1,729,822	\$ 1,898,054	\$ 1,898,458	2,000,897	5.4%
Supplies & Materials	373,172	448,872	378,445	510,116	13.6%
Travel & Training	58,565	157,389	104,670	133,229	(15.4%)
Intragovernmental Charges	127,653	139,761	139,761	149,538	7.0%
Utilities, Services & Misc.	804,315	1,125,542	1,048,317	1,200,017	6.6%
Capital	195,520	381,701	341,486	172,787	(54.7%)
Other	294,546	278,500	294,000	278,500	0.0%
<b>Total</b>	<b>3,583,593</b>	<b>4,429,819</b>	<b>4,205,137</b>	<b>4,445,084</b>	<b>0.3%</b>
Summary					
Operating Expenses	3,093,527	3,769,618	3,569,651	3,993,797	5.9%
Non-Operating Expenses	294,546	278,500	294,000	278,500	0.0%
Debt Service	0	0	0	0	
Capital Additions	195,520	381,701	341,486	172,787	(54.7%)
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 3,583,593</b>	<b>\$ 4,429,819</b>	<b>\$ 4,205,137</b>	<b>4,445,084</b>	<b>0.3%</b>

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**DEPARTMENT DESCRIPTION**

Information Technologies (I.T.) is responsible for support and administration of an AS/400 midrange computer, a Wide Area Network (WAN), Local Area Networks (LANs), telecommunications (PBX) personal computers (PCS), and workstations throughout all City departments. I.T. provides systems development, system enhancements, upgrades, repairs and consulting in regards to individual department needs. I.T. also works to improve the operational efficiencies of the City as a whole.

**DEPARTMENT OBJECTIVES**

Information Technologies will, within the framework of its existing resources, continue to provide the highest level of support possible to all user agencies. We will continue to identify and suggest new and better methods of providing services to our users at the lowest possible cost.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

Information Technologies replaced 10 servers and deployed over 180 PCs. The Planning & Engineering module from H.T.E. was implemented allowing project plans to be tracked more easily. The on-line Building Permit application was deployed allowing builders to schedule inspections, track the status of permits and to pay fees online. G.I.S. capabilities were upgraded and several applications were deployed to the intranet. Document Imaging is being piloted by several departments and full implementation is expected the first quarter of FY 2008.

The Information Technologies Department priorities include the design of a new data center in the new City Government Center, expansion of G.I.S. and the implementation of new security policies.

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
9901 - Assistant City Manager	0.20	0.00	0.00	0.00	
7950 - Director of Information Technologies	1.00	1.00	1.00	1.00	
7926 - Information Technologies Sprv II	3.00	3.00	3.00	3.00	
7924 - Database Administrator	1.00	1.00	1.00	1.00	
7923 - Senior Programmer Analyst*	4.00	6.00	6.00	6.00	
7922 - Systems Analyst	5.00	6.00	6.00	7.00	1.00
7921 - Systems Programmer	1.00	1.00	1.00	1.00	
7911 - Programmer/Analyst*	4.00	2.00	2.00	2.00	
7910 - Computer Operator	2.00	2.00	2.00	2.00	
1004 - Administrative Support Supervisor	1.00	1.00	1.00	1.00	
1002 - Administrative Support Asst. II	0.00	1.00	1.00	1.00	
1001 - Administrative Support Asst. I	1.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>23.20</b>	<b>24.00</b>	<b>24.00</b>	<b>25.00</b>	<b>1.00</b>
Permanent Full-Time	23.20	24.00	24.00	25.00	1.00
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>23.20</b>	<b>24.00</b>	<b>24.00</b>	<b>25.00</b>	<b>1.00</b>

\*In FY 2008 a Programmer was reclassified to a Senior Programmer Analyst and a Senior Programmer was reclassified to a Systems Analyst and a Programmer was added.

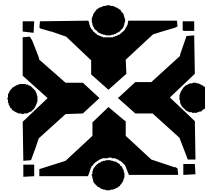
**PERFORMANCE MEASUREMENTS / SERVICE INDICATORS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2008</b>
Number of Production Programs	27,952	28,650	30,083
Number of Support Requests:			
a. Applications	1,508	1,860	2,100
b. HELP Desk Calls	6,448	6,928	7,200
Number of Hardware Supported			
a. PC's	868	918	937
Number of Users Supported			
a. AS/400	689	721	741
b. PC's	925	914	
Number of Application Systems Supported			
a. AS/400	98	103	108
b. PC's	274	279	284

**COMPARATIVE DATA**

	<b>Columbia, MO</b>	<b>Ames, IA</b>	<b>Waco, TX</b>	<b>Stockton, CA</b>	<b>Berkeley, CA</b>
<b>Population</b>	<b>96,093</b>	<b>53,210</b>	<b>17,439</b>	<b>317,403</b>	<b>99,568</b>
Number of Employees	24	9	15	42	20
Employees Per 1,000 Population	0.250	0.169	0.860	0.132	0.201
Capital Budget	172,787	216,085	370,643	1,183,688	50,000
Budget - Operating	3,993,797	1,563,901	2,018,756	7,000,000	685,634
Budget Dollar Per I.T Employee	\$166,408	\$173,767	\$134,584	\$166,667	\$34,282
Mainframe/AS/400 Applications	82	38	40	18	20
Micro Computer Networks/Servers	53	22	61		17
Micro Computers	868	300	1,081	1,100	185
Utility Accounts	50,411	24,000	30,000	47,657	20,523

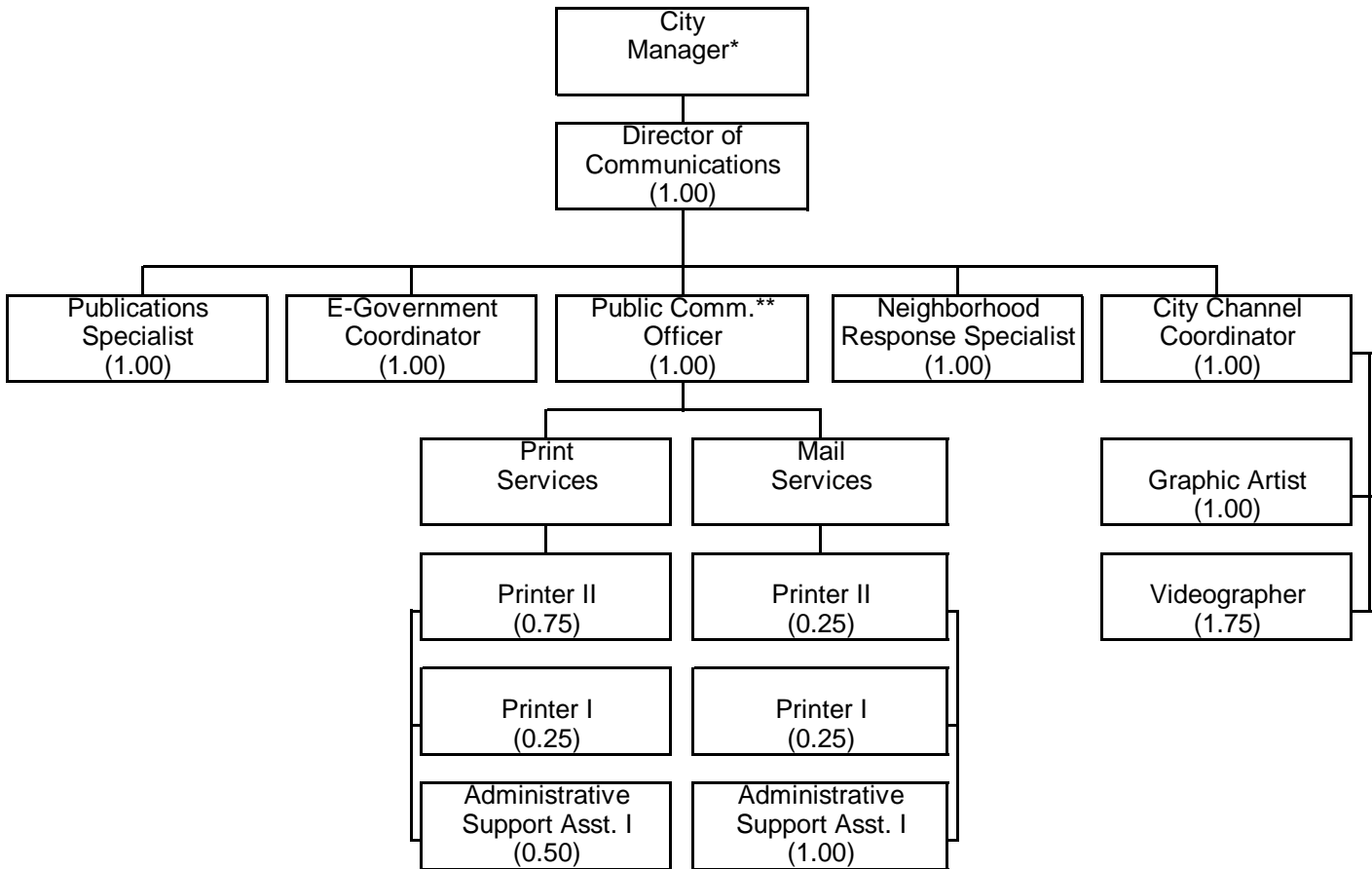
# Public Communications Fund



*City of Columbia*  
*Columbia, Missouri*



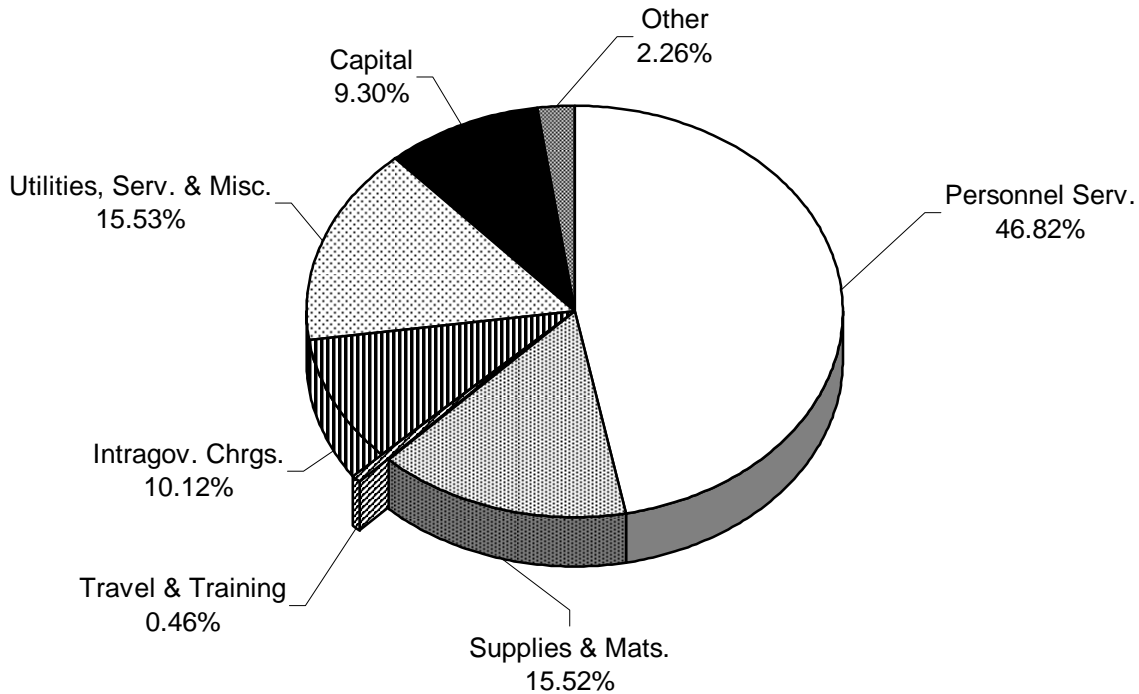
**City of Columbia - Public Communications**  
11.75 FTE Positions



\* Position not included in Public Communication's FTE count.  
\*\* Comm - Communications

# Public Communications Fund

## FY 2008



### APPROPRIATIONS

	Actual FY 2006	Budget FY 2007	Estimated FY 2007	Adopted FY 2008	% Change From Budget FY 2007
Personnel Services	\$ 401,829	\$ 724,454	\$ 726,810	\$ 786,473	8.6%
Supplies & Materials	185,006	262,545	251,264	260,648	(0.7%)
Travel & Training	2,390	10,725	4,850	7,760	(27.6%)
Intragovernmental Charges	71,529	148,078	137,182	169,941	14.8%
Utilities, Services & Misc.	60,123	178,164	198,058	260,815	46.4%
Capital	0	45,600	45,600	156,207	242.6%
Other	96,682	36,800	38,000	38,000	3.3%
<b>Total</b>	<b>817,559</b>	<b>1,406,366</b>	<b>1,401,764</b>	<b>1,679,844</b>	<b>19.4%</b>
Summary					
Operating Expenses	720,877	1,323,966	1,318,164	1,485,637	12.2%
Non-Operating Expenses	96,682	36,800	38,000	38,000	3.3%
Debt Service	0	0	0	0	
Capital Additions	0	45,600	45,600	156,207	242.6%
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 817,559</b>	<b>\$ 1,406,366</b>	<b>\$ 1,401,764</b>	<b>\$ 1,679,844</b>	<b>19.4%</b>

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**DEPARTMENT DESCRIPTION**

The Public Communications Department provides direct technical and consultation services for City agencies and the public. Its umbrella covers central printing and mailing services; web-based, print and broadcast outlets; neighborhood relations; and coordination of communication strategies. The Communications Director supervises overall operations and reports to the City Manager.

**DEPARTMENT OBJECTIVES**

To increase opportunities for citizens to communicate with City government; improve the clarity and consistency of City communications both internally and with external constituencies; to provide high-quality service that helps all aspects of communications.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

The Public Communications Department is completing its first year as a functional unit within City Government. Significant achievements include: support for Community Visioning outreach efforts; an updated Citizens Handbook; major redesign of the City's website; a new online building inspection service; staff reorganization at the City Channel; and increased overall output through all City communications media. Challenges in FY 2008 will include planned technological modernization at the City Channel; dealing with laws and regulations affecting public access broadcasting and postal rates; and finding more meaningful ways to communicate with diverse audiences in Columbia.

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
Public Communications Office	4.00	4.00	4.00	4.00	
E-Government	1.00	1.00	1.00	1.00	
Print Services	1.50	1.50	1.50	1.50	
Mail Room	1.50	1.50	1.50	1.50	
City Channel	2.50	2.50	3.75	3.75	
<b>Total Personnel</b>	<b>10.50</b>	<b>10.50</b>	<b>11.75</b>	<b>11.75</b>	
Permanent Full-Time	8.00	8.00	10.00	10.00	
Permanent Part-Time	2.50	2.50	1.75	1.75	
<b>Total Permanent</b>	<b>10.50</b>	<b>10.50</b>	<b>11.75</b>	<b>11.75</b>	

## PERFORMANCE MEASUREMENTS / SERVICE INDICATORS

	Actual FY 2006	Budget FY 2007	Estimated FY 2008
<b>Public Communications Office:</b>			
Monthly Newsletters	12	12	12
Press Releases/Advisories	349	315	350
Community Line Accesses, telephone	6,683	10,000	8,000
Web	321,488	130,000	400,000
<b>Print Services:</b>			
No. of Photocopy Jobs	1,597	1,580	1,650
No. Photocopy Impressions	1,700,691	1,900,500	1,950,500
Desk Top Publishing	370	380	400
<b>Mail Room:</b>			
Outbound Mail Pieces	246,141	225,000	250,500
Outbound Packages	664	600	800
<b>Electronic Gov't/Web</b>			
Number sessions	1,045,000	1,000,000	1,045,000
Number page views	4,700,000	4,000,000	4,700,000
Online services	2	3	4
<b>Neighborhood Relations</b>			
NRT properties inspected	NA	1,800	1,800
NRT demolitions	NA	6	6
Neighborhood Assn. meetings attended	NA	36	36
<b>City Channel</b>			
Live meeting broadcast hours	NA	210	210
Internet views on City website	NA	10,800	11,100
City departments assisted	NA	15	15

## COMPARATIVE DATA

	Columbia, MO	Springfield, MO	Independence, MO	Ames, IA
<b>Population</b>	<b>96,093</b>	<b>149,535</b>	<b>108,410</b>	<b>53,210</b>
<b>Public Communications Office:</b>				
No. of Employees	2.50	N/A	N/A	1FT/2PT
No. of Press Releases	349	N/A	N/A	150
No. of Speaking Engagements	6	N/A	N/A	2
<b>Print Services:</b>				
No. of Employees	2	N/A	N/A	1
No. of Photocopy Impressions, B/W	1,629,549	N/A	N/A	1,811,259
Color copies	71,142	N/A	N/A	29,157
<b>Mail Services:</b>				
Number of Employees	1	N/A	N/A	1
Outbound Mail	246,141	N/A	N/A	180,603
No. of Packages Handled	664	N/A	N/A	459
<b>E-Gov Services</b>				
Sessions	1,045,828	1,089,252	1,167,852	N/A
Page views	4,714,403	3,831,856	7,513,001	N/A
Online payment services	2	1	7	10
No. employees	1	3	2	1
<b>City Channel</b>				
New programs per year	210	N/A	N/A	165
Live meeting broadcast hours	60	120	N/A	100
No. of employees	2FT/.75PT	N/A	N/A	1FT/2PT

**DESCRIPTION**

Staff is available to support all City agencies with services that enhance communication with internal and external audiences. Services include web-posting, publications, graphic design, news writing, event planning, ad copywriting, photography, mapping, consultation on communications strategies and coordination of responses to requests for public records. Staff also coordinates relations with neighborhood associations and manages programs to improve or demolish problem properties.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

Staff produced a new Citizens Handbook in FY 2007 and will update it annually to provide the most accurate information. Staff provided a full range of support for Community Visioning outreach efforts and will continue this work, as needed. In addition to providing City agencies with communications services, Staff will publish 12 editions of CitySource newsletter (distributed with City utility bills); publish 12 issues of CityInsider (a newsletter for City employees); maintain "Community Line," a 24-hour service of pre-recorded telephone and online messages relating to City services; survey and work to cure problem housing in a defined geographic area; and attend 36 neighborhood association meetings.

**BUDGET DETAIL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Percent Change</u>
Personnel Services	\$ 173,148	\$ 300,597	\$ 297,956	\$ 294,949	(1.9%)
Supplies and Materials	52,099	49,025	61,530	49,314	0.6%
Travel and Training	901	1,500	1,500	1,060	(29.3%)
Intragovernmental Charges	39,306	59,924	59,924	68,345	14.1%
Utilities, Services, & Misc.	34,922	85,770	109,644	112,465	31.1%
Capital	0	0	0	0	
Other	69,235	0	0	0	
<b>Total</b>	<b>\$ 369,611</b>	<b>\$ 496,816</b>	<b>\$ 530,554</b>	<b>\$ 526,133</b>	<b>5.9%</b>

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
9921 - Public Communications Officer	1.00	1.00	1.00	1.00	
9920 - Director of Communications	1.00	1.00	1.00	1.00	
7811 - Publications Specialist	1.00	1.00	1.00	1.00	
4104 - Neighborhood Response Specialist	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	
Permanent Full-Time	4.00	4.00	4.00	4.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	

**DESCRIPTION**

The E-Government Coordinator supports all City agencies and is responsible for all facets of web communications, online services and other E-Government products. This work includes strategic planning, training, monitoring, maintenance, budgeting and implementing new online applications. The Coordinator serves as liaison for the Internet Citizens Advisory Group (ICAG). City agencies pay reasonable costs for these services.

**HIGHLIGHTS / SIGNIFICANT CHANGES / GOALS**

With the ICAG's active participation, Staff launched a redesigned City website in FY 2007, the first major update in five years. Selected new features include faster page-loading times, an improved "search" feature, better access for visitors with disabilities and easier access to the City's primary communications channels. E-Gov Services will complete an online building inspection service in FY 2007. This service will allow builders and homeowners to schedule inspections, review permits and inspection results and make payments online or using a touchtone telephone. In FY 2008, Staff will start developing a service that allows citizens to pay court fees and fines online.

**BUDGET DETAIL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Percent Change</u>
Personnel Services	\$ 59,712	\$ 62,971	\$ 62,971	\$ 64,108	1.8%
Supplies and Materials	960	4,750	2,764	3,050	(35.8%)
Travel and Training	1,489	8,000	2,000	5,500	(31.3%)
Intragovernmental Charges	2,731	2,850	2,850	5,358	88.0%
Utilities, Services, & Misc.	1,198	15,210	13,210	12,210	(19.7%)
Capital	0	0	0	0	
Other	0	0	0	0	
<b>Total</b>	<b>\$ 66,090</b>	<b>\$ 93,781</b>	<b>\$ 83,795</b>	<b>\$ 90,226</b>	<b>(3.8%)</b>

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
9941 - E-Government Coordinator	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	
Permanent Full-Time	1.00	1.00	1.00	1.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	

**DESCRIPTION**

Print Services supports all City agencies by providing high-speed, black-and-white and color copies and binding, perforating, drilling, folding and inserter services. City agencies pay reasonable costs for these services.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

During the past year, Staff has supported the community visioning process with a variety of high-volume print products, including posters, brochures, fliers and meeting materials. Staff supports the City Council by producing Agenda packets, planning documents, retreat materials and other items needed for public meetings. Print Services continues to explore better methods to produce the highest-quality product, striving for accuracy and prompt completion of jobs.

**BUDGET DETAIL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Percent Change</u>
Personnel Services	\$ 59,817	\$ 68,348	\$ 68,409	\$ 69,466	1.6%
Supplies and Materials	21,781	22,610	22,610	22,614	0.0%
Travel and Training	0	175	250	100	(42.9%)
Intragovernmental Charges	27,136	41,488	41,788	45,360	9.3%
Utilities, Services, & Misc.	16,322	37,300	40,070	40,000	7.2%
Capital	0	0	0	0	
Other	27,447	36,800	38,000	38,000	3.3%
<b>Total</b>	<b>\$ 152,503</b>	<b>\$ 206,721</b>	<b>\$ 211,127</b>	<b>\$ 215,540</b>	<b>4.3%</b>

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
7810 - Printer I	0.25	0.25	0.25	0.25	
7809 - Printer II	0.75	0.75	0.75	0.75	
1001 - Admin. Support Assistant I	0.50	0.50	0.50	0.50	
<b>Total Personnel</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	
Permanent Full-Time	0.75	0.75	0.75	0.75	
Permanent Part-Time	0.75	0.75	0.75	0.75	
<b>Total Permanent</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	

**DESCRIPTION**

Mail Services supports all City agencies by providing central and off-site pick-up and delivery of internal mail, US mail and UPS packages, at least twice daily. Mail Services also arranges special deliveries, when needed. Staff monitors security of mail and packages to minimize the threat of potential hazards. City agencies pay reasonable costs for these services.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

The goal of Mail Services is to maintain this internal service and assure that it is customer-friendly, timely, efficient and responsive. Staff will continue to implement US Postal Service regulations that took effect in FY 2007. These changes include postal rate increases and new guidelines on letter and package sizes. It is possible – but not assured – that additional mail handling attachments may be needed for existing equipment.

**BUDGET DETAIL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Percent Change</u>
Personnel Services	\$ 55,669	\$ 59,316	\$ 59,552	\$ 61,259	3.3%
Supplies and Materials	105,524	146,070	126,070	136,070	(6.8%)
Travel and Training	0	50	100	100	100.0%
Intragovernmental Charges	2,356	2,669	2,669	2,766	3.6%
Utilities, Services, & Misc.	7,123	7,696	7,046	8,332	8.3%
Capital	0	17,000	17,000	0	(100.0%)
Other	0	0	0	0	
<b>Total</b>	<b>\$ 170,672</b>	<b>\$ 232,801</b>	<b>\$ 212,437</b>	<b>\$ 208,527</b>	<b>(10.4%)</b>

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
7810 - Printer I	0.25	0.25	0.25	0.25	
7809 - Printer II	0.25	0.25	0.25	0.25	
1001 - Admin. Support Assistant I	1.00	1.00	1.00	1.00	
<b>Total Personnel</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	
Permanent Full-Time	1.25	1.25	1.25	1.25	
Permanent Part-Time	0.25	0.25	0.25	0.25	
<b>Total Permanent</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	

**DESCRIPTION**

The City Channel supports all City agencies by broadcasting public service-oriented programming to persons who subscribe to cable television service in Columbia: live and rebroadcast sessions that include meetings of the City Council and other boards; the City Manager's regular and special news conferences; and special meetings on City issues. The Channel produces continually changing public service announcements and original local programming, aired on a two-week broadcast "loop," that informs citizens of City programs and services. It also airs general-interest programming available from Missouri state agencies. City agencies pay reasonable costs for program production services.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

After its transfer from the City Water and Light Department to the newly formed Public Communications Department in FY 2007, the City Channel changed leadership, increased its graphic arts capacity and production hours and moved to a new location consistent with plans to renovate and expand City buildings. Plans for FY 2008 include further improvements in production and moving from a nearly obsolete tape-based broadcast technology to the digital industry standard. These changes will help the Channel comply with new state laws affecting "video service providers" and public, educational and government access broadcasting.

**BUDGET DETAIL**

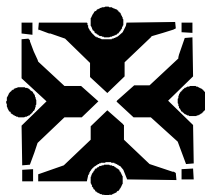
	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Percent Change</b>
Personnel Services	\$ 53,483	233,222	237,922	296,691	27.2%
Supplies and Materials	4,642	40,090	38,290	49,600	23.7%
Travel and Training	0	1,000	1,000	1,000	0.0%
Intragovernmental Charges	0	41,147	29,951	48,112	16.9%
Utilities, Services, & Misc.	558	32,188	28,088	87,808	172.8%
Capital	0	28,600	28,600	156,207	446.2%
Other	0	0	0	0	
<b>Total</b>	<b>\$ 58,683</b>	<b>\$ 376,247</b>	<b>\$ 363,851</b>	<b>\$ 639,418</b>	<b>69.9%</b>

**AUTHORIZED PERSONNEL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Position Changes</b>
9932 - Videographer	1.50	1.50	1.75	1.75	
9931 - City Channel Coordinator	1.00	1.00	1.00	1.00	
4803 - Graphic Artist	0.00	0.00	1.00	1.00	
<b>Total Personnel</b>	<b>2.50</b>	<b>2.50</b>	<b>3.75</b>	<b>3.75</b>	
Permanent Full-Time	1.00	1.00	3.00	3.00	
Permanent Part-Time	1.50	1.50	0.75	0.75	
<b>Total Permanent</b>	<b>2.50</b>	<b>2.50</b>	<b>3.75</b>	<b>3.75</b>	

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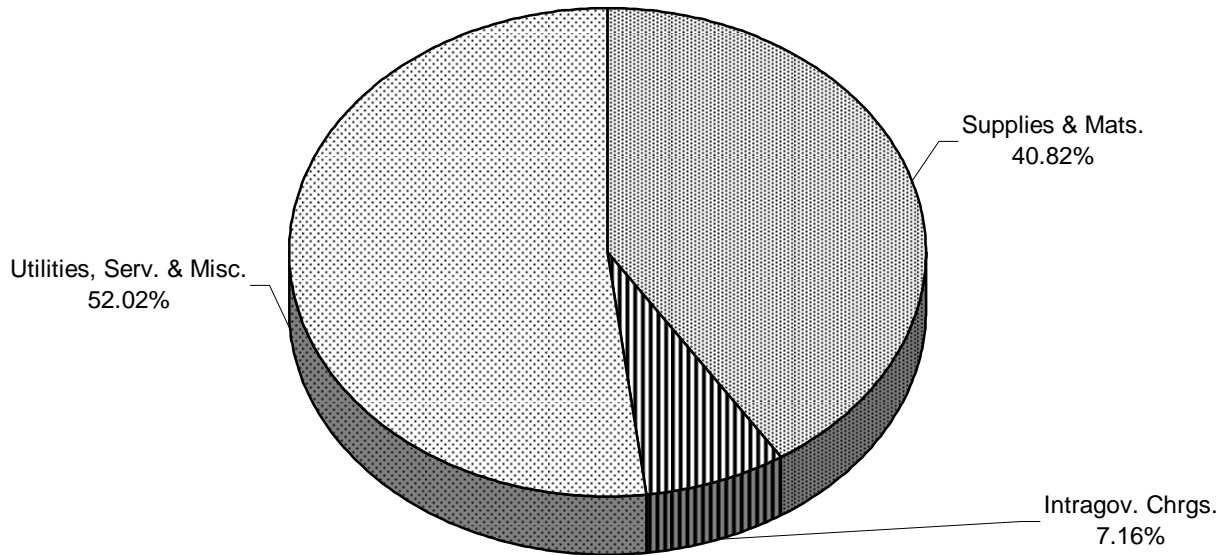
# Contributions Fund



*City of Columbia*  
*Columbia, Missouri*

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# Contributions Fund FY 2008



## APPROPRIATIONS

	Actual FY 2006	Budget FY 2007	Estimated FY 2007	Adopted FY 2008	% Change From Budget FY 2007
Personnel Services	\$ 115,699	\$ 0	\$ 0	0	
Supplies & Materials	21,385	5,100	3,175	5,100	0.0%
Travel & Training	646	0	0	0	
Intragovernmental Charges	21,122	7,716	7,716	895	(88.4%)
Utilities, Services & Misc.	7,810	6,500	4,000	6,500	0.0%
Capital	0	0	0	0	
Other	59,343	175,493	182,314	0	(100.0%)
<b>Total</b>	<b>226,005</b>	<b>194,809</b>	<b>197,205</b>	<b>12,495</b>	<b>(93.6%)</b>
Summary					
Operating Expenses	166,662	19,316	14,891	12,495	(35.3%)
Non-Operating Expenses	59,343	175,493	182,314	0	(100.0%)
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 226,005</b>	<b>\$ 194,809</b>	<b>\$ 197,205</b>	<b>12,495</b>	<b>(93.6%)</b>

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**DEPARTMENT DESCRIPTION**

The Contributions Fund is a trust fund that was established to process donations and contributions given to the City. Donations include volunteer time, and gifts of cash, property and land. Proper procedures have been established to ensure funds and donations are expended for the purpose designated by the donor.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

The Contributions Fund has three aspects: The Columbia Trust which includes gifts directly to the city, Share the Light which allows donations to a variety of programs through the utility bill, and the New Century Fund, a separate 501c3 organization with a board appointed by city council.

The New Century Fund functions as a fundraising tool for the City of Columbia and is used to receive gifts and grants on behalf of the City. The New Century Fund board has been approached to assist with fundraising for the City Hall Plaza project, including the art, streetscape and landscaping. Although the Martin Luther King, Jr. Memorial Restoration was complete in FY06, the New Century Fund holds the endowment fund for future repairs and maintenance.

Share the Light has received approximately \$95,000 in donations since beginning in the summer of 2001. More than \$77,000 has been appropriated for use in a variety of city projects including public art, community beautification, youth recreation scholarships, youth dental care, public health issues, fire prevention & education and crime prevention. Donations will again be solicited for this program in September 2007.

The Columbia Trust continued with the Share the Light program, publishing a newsletter promoting giving to the City and by publishing an annual report of gifts to the City of Columbia. Acknowledgment are also sent to many donors, including some who give to the CASH and HELP utility assistance programs.

**AUTHORIZED PERSONNEL**

	<u>Actual FY 2006</u>	<u>Budget FY 2007</u>	<u>Estimated FY 2007</u>	<u>Adopted FY 2008</u>	<u>Position Changes</u>
Office of Volunteer Services	2.00	0.00	0.00	0.00	
Trust	0.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Permanent Full-Time	2.00	0.00	0.00	0.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

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**DESCRIPTION**

This office coordinates the promotion of volunteer opportunities within City Government. Advised by a Volunteer Working Group made up of city staff from a variety of departments, the office recruits volunteers, matches them with projects that compliment their interest and experience, and tracks their volunteer hours. The office also works on volunteer recognition activities and public relations events to promote volunteerism for City government.

In addition to general volunteer coordination, the Office of Volunteer Services coordinates a number of specific programs including the Park Patrol, the Adopt a Spot Beautification program, Cleanup Columbia, Youth in Action, and TreeKeepers, a program conducted in conjunction with the Parks & Recreation Department.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

In FY 2007, the Office of Volunteer Services was moved to the General Fund. It is located behind the City Manager's budget in the Administrative Section of this budget document.

**BUDGET DETAIL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Percent Change</b>
Personnel Services	\$ 115,699	\$ 0	\$ 0	\$ 0	
Supplies and Materials	18,434	0	0	0	
Travel and Training	646	0	0	0	
Intragovernmental Charges	20,980	0	0	0	
Utilities, Services, & Misc.	6,021	0	0	0	
Capital	0	0	0	0	
Other	856	0	0	0	
<b>Total</b>	<b>\$ 162,636</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	

**AUTHORIZED PERSONNEL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Position Changes</b>
4620 - Volunteer Coordinator	1.00	0.00	0.00	0.00	
4615 - Program Assistant	1.00	0.00	0.00	0.00	
<b>Total Personnel</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
Permanent Full-Time	2.00	0.00	0.00	0.00	
Permanent Part-Time	0.00	0.00	0.00	0.00	
<b>Total Permanent</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**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.

**HIGHLIGHTS / SIGNIFICANT CHANGES**

In Fiscal Year 2006, the Share the Light utility checkoff was continued, allowing utility customers to donate to a number of city programs including public art, public beautification, youth recreation scholarships, public health, the fire department, and the police department. To-date, nearly \$150,000 has been raised since Share the Light was created with \$77,000 appropriated to programs. The Columbia Trust uses the New Century Fund, Inc., a 501c3 organization, to receive gifts. Promotion of the Trust and opportunities to give to the City continue. A newsletter, annual report of giving, and information in the City Source and Columbia Channel have all been used as avenues to get information to the public about gifts and opportunities to make donations. Staff with the Office of Volunteer Services track donations to the city and prepare acknowledgements and thank you notes for the Columbia Trust, Share the Light and the New Century Fund, Inc.

**BUDGET DETAIL**

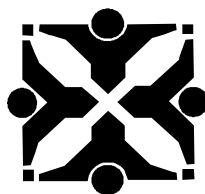
	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Percent Change</b>
Personnel Services	\$ 0	0 \$	0 \$	0	
Supplies and Materials	2,951	5,100	3,175	5,100	0.0%
Travel and Training	0	0	0	0	
Intragovernmental Charges	142	7,716	7,716	895	(88.4%)
Utilities, Services, & Misc.	1,789	6,500	4,000	6,500	0.0%
Capital	0	0	0	0	
Other	58,487	175,493	182,314	0	(100.0%)
<b>Total</b>	<b>\$ 63,369</b>	<b>\$ 194,809</b>	<b>\$ 197,205</b>	<b>12,495</b>	<b>(93.6%)</b>

**AUTHORIZED PERSONNEL**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>Position Changes</b>
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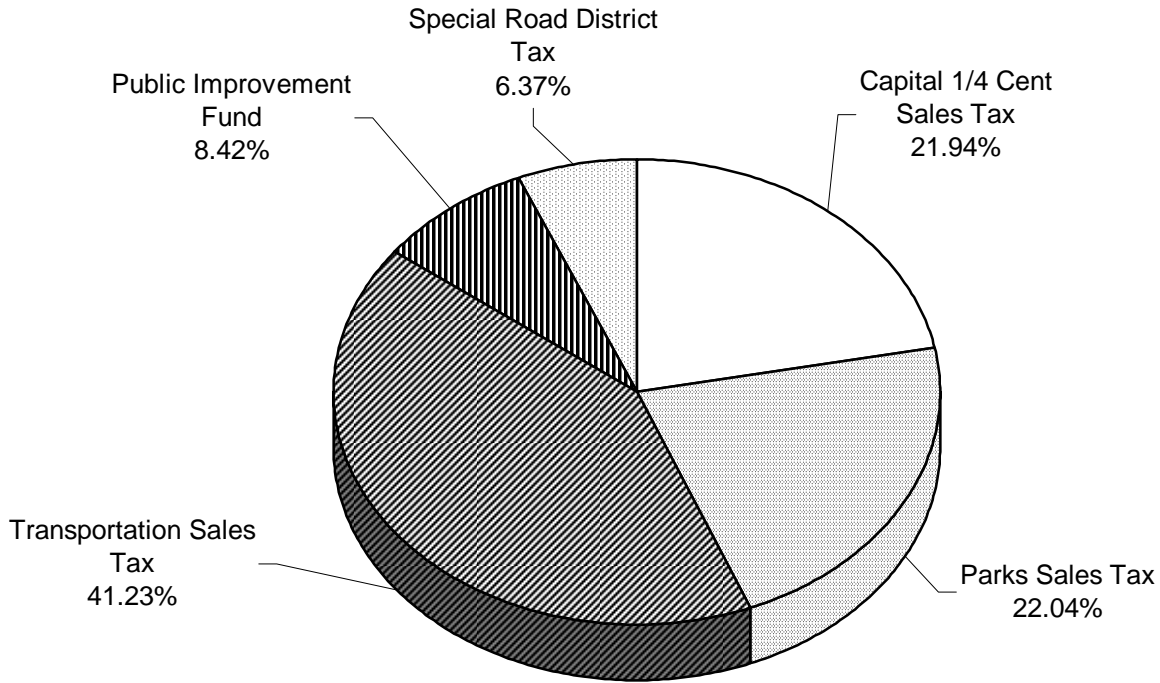
There are no personnel assigned to this budget.

# Other Special Revenue Funds



*City of Columbia*  
*Columbia, Missouri*

# Other Special Revenue Funds FY 2008



## APPROPRIATIONS

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>% Change From Budget FY 2007</b>
Capital 1/4 Cent Sales Tax	\$ 6,248,100	\$ 3,040,875	\$ 3,040,875	\$ 5,022,750	65.2%
Parks Sales Tax	4,034,173	3,886,710	3,886,710	5,044,797	29.8%
Transportation Sales Tax	11,918,880	8,659,000	8,659,000	9,438,600	9.0%
Public Improvement Fund	1,346,169	1,666,780	1,666,780	1,927,970	15.7%
Special Road District Tax	1,003,425	2,383,425	2,383,425	1,458,425	(38.8%)
<b>Total</b>	<b>24,550,747</b>	<b>19,636,790</b>	<b>19,636,790</b>	<b>22,892,542</b>	<b>16.6%</b>

**DEPARTMENT DESCRIPTION**

Special Revenue Funds are established to track the receipts and disbursement of taxes collected for use for a specific purpose. In most cases, the legislation that enacts these taxes limit the use of these funds. In the case of the Public Improvement Fund it is the policy of the City Council to restrict the use of these funds for public improvement purposes. Transportation Sales Tax and Special Road District Tax proceeds are restricted for use for general transportation and road and bridge maintenance expenditures. The Capital 1/4 Cent Sales Tax is restricted by legislation for capital improvement purposes and by Council policy for use on specific projects outlined during the ballot issue. Parks Sales Tax is limited for use for park and recreation purposes.

**DEPARTMENT HIGHLIGHTS / SIGNIFICANT CHANGES**

Much of the revenues collected on an annual basis in the special revenue funds are accumulated for use to fund projects in the Capital Improvement Plan (CIP). The FY 2008 CIP requires the use of balances in the Transportation Sales Tax, Parks Sales Tax and Special Road District Tax Funds. The Park Sales Tax Fund is now required to transfer debt payments to the debt service fund for notes issued to purchase regional park property.

**APPROPRIATIONS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>% Change From Budget FY 2007</b>
Personnel Services	\$ 0	\$ 0	\$ 0	0	
Supplies & Materials	0	0	0	0	
Travel & Training	0	0	0	0	
Intragovernmental Charges	47,562	37,249	37,249	64,543	73.3%
Utilities, Services & Misc.	0	0	0	0	
Capital	0	0	0	0	
Other	24,503,185	19,599,541	19,599,541	22,827,999	16.5%
<b>Total</b>	<b>24,550,747</b>	<b>19,636,790</b>	<b>19,636,790</b>	<b>22,892,542</b>	<b>16.6%</b>
Summary					
Operating Expenses	47,562	37,249	37,249	64,543	73.3%
Non-Operating Expenses	24,503,185	19,599,541	19,599,541	22,827,999	16.5%
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 24,550,747</b>	<b>\$ 19,636,790</b>	<b>\$ 19,636,790</b>	<b>\$ 22,892,542</b>	<b>16.6%</b>

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**DEPARTMENT DESCRIPTION**

On November 8, 2005, Columbia voters passed a five year extension of the one quarter cent capital improvement sales tax. This vote extended the tax from January 1, 2006 to December 31, 2015. Projects approved include replacement fire trucks, two new fire stations, construction of a police training facility and emergency storm warning sirens. Transportation projects to improve major streets to relieve traffic congestion and sidewalk improvements were also approved.

**RESOURCES**

	<b>Adopted FY 2008</b>
Capital 1/4 Cent Sales Tax Receipts	\$ 4,960,000
Investment Revenue	15,000
<b>Total Resources</b>	<b>4,975,000</b>

**EXPENDITURES**

Capital Projects - General Government	2,000,000
Debt Services	3,017,750
General Fund - Landscaping Maintenance	5,000
<b>Total Expenditures</b>	<b>5,022,750</b>
Revenues Under Expenditures	\$ <u><u>(47,750)</u></u>

**APPROPRIATIONS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>% Change From Budget FY 2007</b>
Personnel Services	\$ 0	\$ 0	\$ 0	0	
Supplies & Materials	0	0	0	0	
Travel & Training	0	0	0	0	
Intragovernmental Charges	0	0	0	0	
Utilities, Services & Misc.	0	0	0	0	
Capital	0	0	0	0	
Other	6,248,100	3,040,875	3,040,875	5,022,750	65.2%
<b>Total</b>	<b>6,248,100</b>	<b>3,040,875</b>	<b>3,040,875</b>	<b>5,022,750</b>	<b>65.2%</b>
Summary					
Operating Expenses	0	0	0	0	
Non-Operating Expenses	6,248,100	3,040,875	3,040,875	5,022,750	65.2%
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 6,248,100</b>	<b>\$ 3,040,875</b>	<b>\$ 3,040,875</b>	<b>5,022,750</b>	<b>65.2%</b>

**DESCRIPTION**

In November of 2000, the voters of the City of Columbia passed a Local Parks Sales Tax in the amount of one-quarter of one percent (for five years), and one-eighth of one percent thereafter, on retail sales made in the City. The collection of this tax commenced on April 1, 2001. These funds must be used for parks purposes. In November 2005 voters approved an extension of the one-eighth of one percent sales tax that was to expire March 31, 2006. The extension is for an additional five years and is to fund renovation/improvements to existing parks, acquisition/development of parks and additional trails and greenbelts.

**RESOURCES**

	<b>Adopted FY 2008</b>
	<hr/>
FY 2008 Parks Sales Taxes Receipts	\$ 4,960,000
Investment Revenue	75,000
Total Resources	<hr/> <b>5,035,000</b>

**EXPENDITURES**

Debt Service - 2007A S.O. Notes	1,014,696
Capital Projects - General Government	2,370,000
General & Administrative Fee	1,801
General Fund	1,030,000
Recreation Services Fund	628,300
Total Expenditures	<hr/> <b>5,044,797</b>
Revenues Under Expenditures	<hr/> <b>\$ (9,797)</b>

**APPROPRIATIONS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>% Change From Budget FY 2007</b>
Personnel Services	\$ 0	\$ 0	\$ 0	0	
Supplies & Materials	0	0	0	0	
Travel & Training	0	0	0	0	
Intragovernmental Charges	1,393	1,710	1,710	1,801	5.3%
Utilities, Services & Misc.	0	0	0	0	
Capital	0	0	0	0	
Other	4,032,780	3,885,000	3,885,000	5,042,996	29.8%
<b>Total</b>	<hr/> <b>4,034,173</b>	<hr/> <b>3,886,710</b>	<hr/> <b>3,886,710</b>	<hr/> <b>5,044,797</b>	<hr/> <b>29.8%</b>
Summary					
Operating Expenses	1,393	1,710	1,710	1,801	5.3%
Non-Operating Expenses	4,032,780	3,885,000	3,885,000	5,042,996	29.8%
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<hr/> <b>\$ 4,034,173</b>	<hr/> <b>\$ 3,886,710</b>	<hr/> <b>\$ 3,886,710</b>	<hr/> <b>\$ 5,044,797</b>	<hr/> <b>29.8%</b>

**DESCRIPTION**

Section 94.600 of the Revised Missouri State Statutes allows cities to authorize a 1/2 cent sales tax for transportation purposes if a simple majority of the voters approve such action. The voters of the City of Columbia authorized the addition of this tax on April 6, 1982. State Statutes require proceeds from the tax to be accounted for in a trust fund separate from other sales tax resources. When the City receives proceeds from the transportation sales tax, the money is placed in a Transportation Sales Tax Fund. These funds are then transferred to subsidize Airport and Transit activities, fund various road projects, and pay for street and sidewalk related activities in the General Fund.

**RESOURCES**

	<b>Adopted FY 2008</b>
FY 2008 Transportation Sales Taxes Receipts	\$ 9,950,850
Investment Revenue	25,000
<b>Total Resources</b>	<b>9,975,850</b>

**EXPENDITURES**

Airport Subsidy	1,120,250
Bus Subsidy	1,400,000
CIP	856,150
Street and Sidewalk Related	6,062,200
<b>Total Expenditures</b>	<b>9,438,600</b>
Revenues Over Expenditures	<b>\$ 537,250</b>

**APPROPRIATIONS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>% Change From Budget FY 2007</b>
Personnel Services	\$ 0	\$ 0	\$ 0	0	
Supplies & Materials	0	0	0	0	
Travel & Training	0	0	0	0	
Intragovernmental Charges	0	0	0	0	
Utilities, Services & Misc.	0	0	0	0	
Capital	0	0	0	0	
Other	11,918,880	8,659,000	8,659,000	9,438,600	9.0%
<b>Total</b>	<b>11,918,880</b>	<b>8,659,000</b>	<b>8,659,000</b>	<b>9,438,600</b>	<b>9.0%</b>
Summary					
Operating Expenses	0	0	0	0	
Non-Operating Expenses	11,918,880	8,659,000	8,659,000	9,438,600	9.0%
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 11,918,880</b>	<b>\$ 8,659,000</b>	<b>\$ 8,659,000</b>	<b>\$ 9,438,600</b>	<b>9.0%</b>

**DESCRIPTION**

The Public Improvement Fund was established to account for and disburse monies the City receives from the city sales tax that it allocates for the Capital Improvement Plan. This fund receives a portion of the city sales tax and is allocated for a wide range of public improvements to the City which includes general government projects in the Capital Improvement Plan. The amount of the General Fund Sales Tax allocated for FY 2008 is 4.1%.

**RESOURCES**

	<b>Adopted FY 2008</b>
FY 2008 Sales Taxes Receipts	\$ 844,135
Development Fees	750,000
Investment Revenue	100,000
<b>Total Resources</b>	<b>1,694,135</b>

**EXPENDITURES**

Capital Projects - General Government	1,760,000
Engineering Transfer & Personnel to support capital program	105,228
General and Administrative Fees	62,742
Capital Projects - Railroad	0
<b>Total Expenditures</b>	<b>1,927,970</b>
Revenues Under Expenditures	\$ <b>(233,835)</b>

**APPROPRIATIONS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>% Change From Budget FY 2007</b>
Personnel Services	\$ 0	\$ 0	\$ 0	0	
Supplies & Materials	0	0	0	0	
Travel & Training	0	0	0	0	
Intragovernmental Charges	46,169	35,539	35,539	62,742	76.5%
Utilities, Services & Misc.	0	0	0	0	
Capital	0	0	0	0	
Other	1,300,000	1,631,241	1,631,241	1,865,228	14.3%
<b>Total</b>	<b>1,346,169</b>	<b>1,666,780</b>	<b>1,666,780</b>	<b>1,927,970</b>	<b>15.7%</b>
Summary					
Operating Expenses	46,169	35,539	35,539	62,742	76.5%
Non-Operating Expenses	1,300,000	1,631,241	1,631,241	1,865,228	14.3%
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 1,346,169</b>	<b>\$ 1,666,780</b>	<b>\$ 1,666,780</b>	<b>1,927,970</b>	<b>15.7%</b>

**DESCRIPTION**

The Special Road District Tax Fund was created to account for the road and bridge tax revenues that are collected by Boone County and shared with the City per agreement. These revenues are used to improve, maintain, construct and repair streets and roads within the City limits that qualify per this agreement. The majority of these funds are transferred for street projects in the Capital Improvement Plan.

**RESOURCES**

	<b>Adopted FY 2008</b>
County Revenues	\$ 1,200,000
Investment Revenue	50,000
<b>Total Resources</b>	<b>1,250,000</b>

**EXPENDITURES**

Capital Projects Transfer	1,345,000
General Fund Transfer	113,425
<b>Total Expenditures</b>	<b>1,458,425</b>
Revenues Under Expenditures	<b>\$ (208,425)</b>

**APPROPRIATIONS**

	<b>Actual FY 2006</b>	<b>Budget FY 2007</b>	<b>Estimated FY 2007</b>	<b>Adopted FY 2008</b>	<b>% Change From Budget FY 2007</b>
Personnel Services	\$ 0	\$ 0	\$ 0	\$ 0	
Supplies & Materials	0	0	0	0	
Travel & Training	0	0	0	0	
Intragovernmental Charges	0	0	0	0	
Utilities, Services & Misc.	0	0	0	0	
Capital	0	0	0	0	
Other	1,003,425	2,383,425	2,383,425	1,458,425	(38.8%)
<b>Total</b>	<b>1,003,425</b>	<b>2,383,425</b>	<b>2,383,425</b>	<b>1,458,425</b>	<b>(38.8%)</b>
Summary					
Operating Expenses	0	0	0	0	
Non-Operating Expenses	1,003,425	2,383,425	2,383,425	1,458,425	(38.8%)
Debt Service	0	0	0	0	
Capital Additions	0	0	0	0	
Capital Projects	0	0	0	0	
<b>Total Expenses</b>	<b>\$ 1,003,425</b>	<b>\$ 2,383,425</b>	<b>\$ 2,383,425</b>	<b>\$ 1,458,425</b>	<b>(38.8%)</b>

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