

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

PURPOSE

This fund accounts for and disburses funds received by the City from the Dept. of Housing and Urban Development's Community Development Block Grant Program. These funds are to be used to provide facilities and assistance to low and moderate income citizens of the City such as housing programs, neighborhood improvements and community facilities. 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 that approval, the funds become available in the spring of 2010.

In 2008 the City Council adopted the following guidelines for the expenditure of the annual allocation of Community Development Block Grant funds: 30-40% for Housing Programs, 40-55% for Public Improvements, 0-35% for Community Facilities, Community Services and Economic Development and 10-16% for Planning and Administration.

RESOURCES

	Adopted FY 2010
Reprogrammed Funds	
Entitlement Amount Estimate	\$ 860,000
Total Resources	\$ 860,000

EXPENDITURES

	Staff and Agency Requests	Community Development Commission Proposal	City Manager Recommended	Council Adopted
Housing Programs:				
Housing Rehabilitation	220,000	151,729	176,729	156,729
Emergency Repair	20,000	20,000	20,000	20,000
NRT Code Enforcement	30,000	15,000	15,000	15,000
NRT Demolition	25,000	25,000	25,000	25,000
Homebuyers Classes	8,000	8,000	8,000	8,000
Boone County Council on Aging	55,000	30,000	5,000	25,000
Central Missouri Community Action	137,664	0	0	0
Community Housing Options	8,712	8,500	8,500	8,500
Subtotal (Council Policy 30-40%)	504,376	258,229	258,229	258,229
	31.7%	30.0%	30.0%	30.0%
Public Improvements:				
East Side Sidewalks	315,227	261,027	315,227	290,227
Highview Avenue Engineering	25,000	25,000	25,000	0
Subtotal (Council Policy 40-55%)	340,227	286,027	340,227	290,227
	21.4%	33.3%	39.6%	33.7%
Community Facilities, Services and Economic Development:				
Columbia Housing Authority	115,000	90,000	90,000	90,000
CHA Low Income Services	12,000	4,044	4,044	4,044
Comprehensive Human Services	22,172	20,000	20,000	20,000
First Chance for Children	148,433	50,000	0	50,000
Nora Stewart memorial Nursery	102,389	0	0	0
Enterprise Development Corporation	22,500	0	10,000	10,000
Urban Empowerment	16,248	14,200	0	0
Gren	23,200	0	0	0
Central Missouri Community Action	135,510	0	0	0
Subtotal (Council Policy 0-35%)	597,452	178,244	124,044	174,044
	37.5%	20.7%	14.4%	20.2%
Administration and Planning				
Planning	94,000	86,000	86,000	86,000
Administration	56,000	51,500	51,500	51,500
Subtotal (Council Policy 10-16%)	150,000	137,500	137,500	137,500
	9.4%	16.0%	16.0%	16.0%
	\$1,592,055	\$860,000	\$860,000	\$860,000

HOME REQUESTS**PURPOSE**

This fund accounts for and disburses funds received by the City from the HOME Investment Partnership Act Program from the Department of Housing and Urban Development. HUD allows funding to be provided in four six basic categories: Owner Occupied Housing Rehabilitation, Homebuyer Assistance, Community Housing Development Organizations (15% required setaside), Rental Housing, Tenant-Based Rental Assistance, and Administration (10% Maximum). All funds must be spent on projects that are defined by HUD as meeting their definition of "affordable." 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 that approval, the funds usually are available by the middle of the fiscal year.

RESOURCES

		<u>Adopted FY 2010</u>
Reprogrammed Funds		
Entitlement Amount Estimate	\$	660,000
Total Resources	\$	660,000

EXPENDITURES

	Staff and Agency Requests	City Manager Recommend	Alloc.	Community Development Commission Recommend	Alloc.
Projects:					
Owner Occupied Housing Rehab	\$250,000	\$210,000	31.8%	\$200,000	30.2%
Homeownership Assistance **	\$170,501	\$185,000	28.0%	\$170,000	25.8%
Rental Production *	\$412,612	\$0	0.0%	\$25,000	3.8%
Tenant Based Rental Assistance	\$150,000	\$100,000	15.2%	\$100,000	15.2%
Subtotal Projects	\$983,113	\$495,000	75.0%	\$495,000	75.0%
CHDO Set aside	\$99,000	\$99,000	15.0%	\$99,000	15.0%
Administration Set aside***	\$66,000	\$66,000	10.0%	\$66,000	10.0%
Grand Total	\$1,148,113	\$660,000	100.00%	\$660,000	100.00%

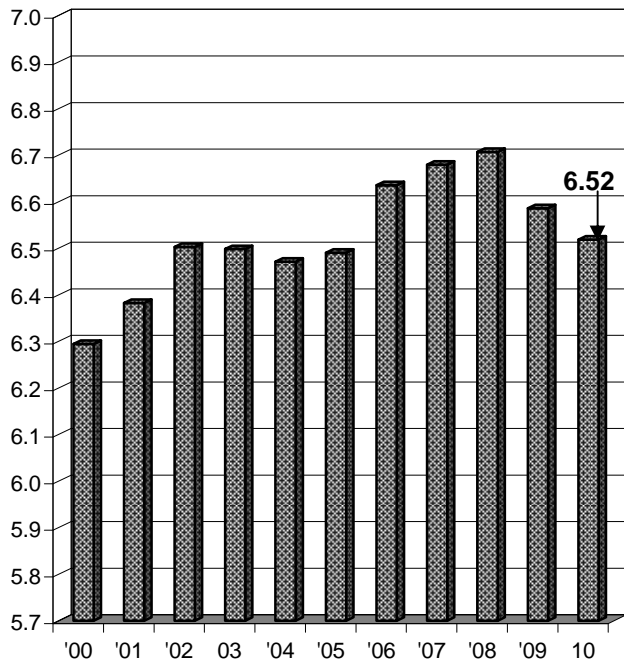
* Total Funding Requests in the Pipeline

** Includes: Neighborhood Development Homeownership Assistance Activities

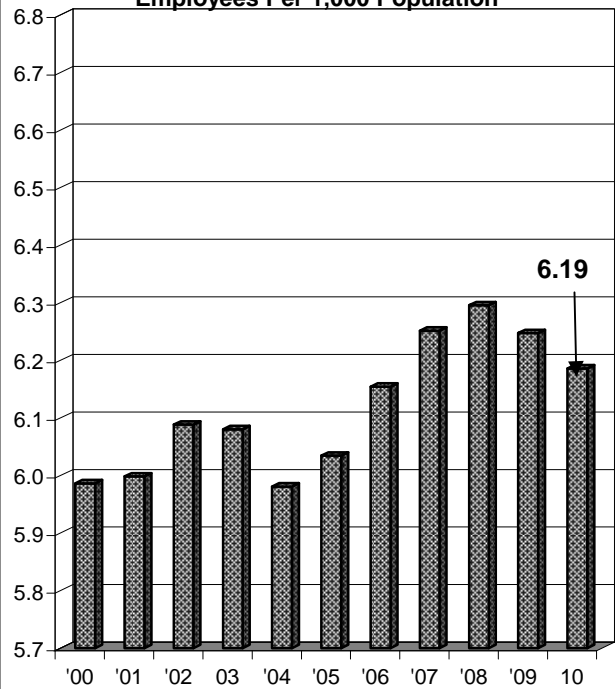
*** Includes: Administration funding for (TBRA) - Tenant-Based Rental Assistance

PERSONNEL SUMMARY INFORMATION

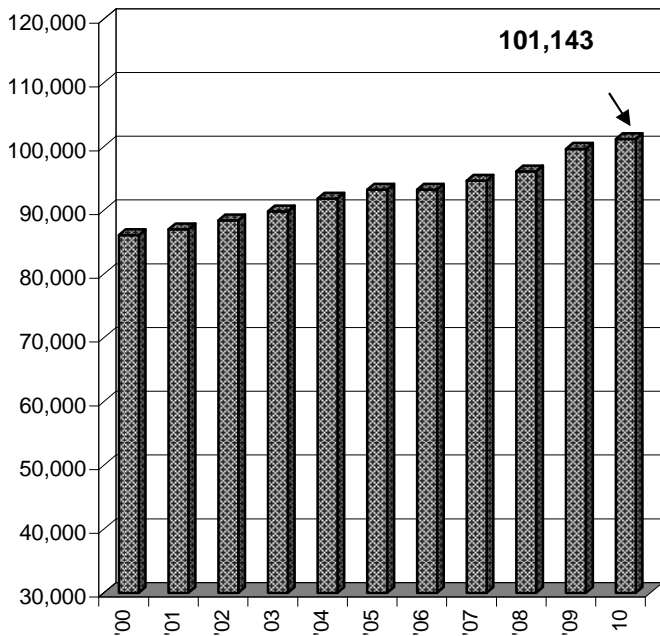
**General Fund Growth Rate*
Employees Per 1,000 Population**



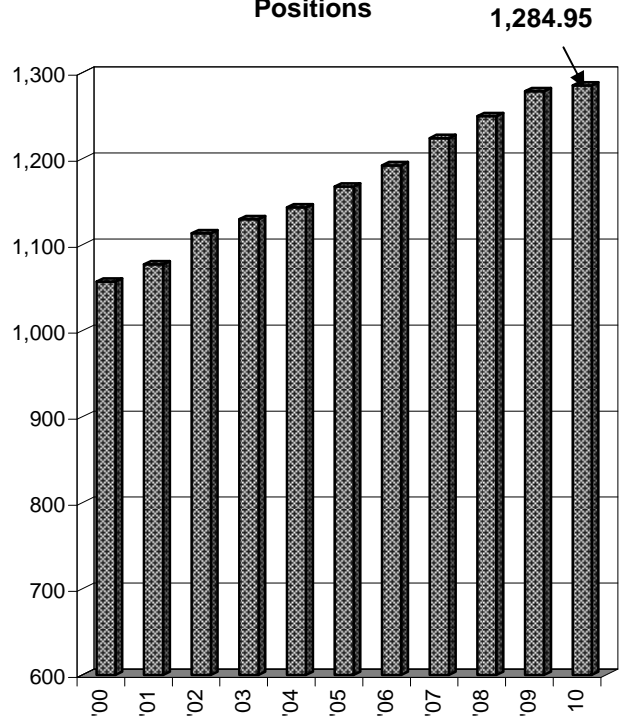
**Enterprise & Internal Serv. Fund
Growth Rate *
Employees Per 1,000 Population**



**City of Columbia
Population****



**Total Authorized
Positions**



* During the past 10 years it has been the City's practice to maintain a growth rate in total authorized similar to the growth rate in the City's population.

** Revised population numbers based on estimates from the Missouri Census Data Center 1994-2005
2007 - 2009 estimates based on average five year growth of 1.80%

**Additional Positions
Adopted FY 2010**

Department - Division	Number of Positions	Position Added
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General Fund

City Clerk	1.00	(1) 1.00 FTE Admin. Support Asst II (9 months) code 1002
Finance - Administration	(1.00)	(1) 1.00 FTE ASA I - will be eliminated March 31, 2010
Finance - Purchasing	1.00	(1) 1.00 FTE Compliance Officer code 6308
Neighborhood Services-Neigh. Prog.	0.50	(1) .50 FTE Assistant City Counselor III (9 months) code 3303
Law - City Counselor	0.50	(1) .50 FTE Assistant City Counselor III (9 months) code 3303
Police - Patrol	(1.00)	(1) 1.00 FTE Community Service Aide code 3011
Police - Patrol	2.00	(2) 1.00 FTE Lieutenants code 3003
Police - Patrol	(2.00)	(2) 1.00 FTE Police Officers code 3001
Police - Patrol	2.00	(1) 1.00 FTE Police Officers - DWI Unit code 3001
Police - Traffic	2.00	(2) 1.00 FTE Traffic Officers code 3001
PSJC/Emergency Mgmt	1.00	(1) 1.00 FTE Systems Support Analyst - code 7911
PW - Engineering *	1.00	(1) 1.00 FTE Engineering Aide II - Survey code 5002

Vacant Positions Deleted:

City Manager	(1.00)	(1) 1.00 FTE Ombudsmen - vacant code 4630
PW - Streets and Sidewalks	(1.00)	(1) 1.00 Equipment Operator III - vacant code 2303
PW - Protective Inspection	(3.00)	(3) 1.00 FTE Building Inspectors - vacant code 3202

<u>2.00</u>
<u>0.30%</u>

NET GENERAL FUND POSITIONS ADDED

Positions Authorized but Unfunded for FY 2010

Fire	4.00	(4) 1.00 FTE Firefighters
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Other Funds

Office of Sustainability	1.00	(1) 1.00 FTE Sustainability Manager code 9915
CDBG	1.00	(1) 1.00 FTE Housing Planner code 4101
Recreation Services	(1.00)	(1) 1.00 FTE Recreation Specialist code 8520
PW - Sewer	1.00	(1) 1.00 FTE WWTP Operator I code 2601
PW - Sewer	1.00	(1) 1.00 FTE Utility Maintenance Mechanic III code 2425
PW - Sewer	0.50	(1) 0.50 FTE Engineer II* code 5100
PW - Sewer	1.00	(1) 1.00 FTE Equipment Operator II (6 months) code 2300
PW - Sewer	1.00	(1) 1.00 FTE Public Works Supervisor I (6 months) code 2309
PW - Solid Waste	1.00	(1) 1.00 FTE Bioreactor Specialist code 5114

Vacant Positions Deleted:

Railroad	(1.00)	(1) 1.00 FTE Railroad Administrator code 2620
Recreation Services	(1.00)	(1) 1.00 FTE Recreation Supervisor code 8530

<u>4.50</u>
<u>0.88%</u>

NET OTHER FUND POSITIONS ADDED

<u>6.50</u>
<u>0.51%</u>

**TOTAL NUMBER OF POSITIONS ADDED
FOR FY 2010**

* Position will be converted from temporary (unbenefitted) position to permanent position.

PERSONNEL POSITION SUMMARY

	<u>Actual FY 2008</u>	<u>Budget FY 2009</u>	<u>Estimated FY 2009</u>	<u>Adopted FY 2010</u>	<u>Position Changes</u>
TOTAL PERSONNEL					
PERMANENT					
FULL-TIME POSITIONS:					
City Clerk and Elections	2.00	2.00	2.00	3.00	1.00
City Manager	8.00	9.00	9.00	8.00	(1.00)
Neighborhood Programs	2.25	2.25	2.25	8.50	6.25
Finance Department	51.00	52.00	52.00	52.00	
Human Resources	9.00	9.00	9.00	9.00	
Law Department	10.00	9.00	9.00	9.50	0.50
Municipal Court	9.00	9.00	9.00	9.00	
Police Department	186.00	190.00	190.00	191.00	1.00
Fire Department	138.00	140.00	140.00	140.00	
Health Department	55.00	56.00	56.00	55.00	(1.00)
Joint Communications/Emerg Mgt.	32.00	32.00	32.00	33.00	1.00
Planning and Development	12.50	12.50	12.50	13.00	0.50
Economic Development	4.00	3.00	3.00	3.00	
Cultural Affairs	2.75	2.75	2.75	2.75	
Parks & Recreation	79.00	79.00	79.00	77.00	(2.00)
Public Works Department	336.50	347.50	347.50	346.00	(1.50)
Railroad Fund	5.00	5.00	5.00	4.00	(1.00)
Water & Electric Utility Fund	239.00	243.00	246.00	246.00	
Convention & Tourism Fund	9.00	9.00	9.00	9.00	
Office of Sustainability	0.00	0.00	0.00	1.25	1.25
Employee Benefit Fund	3.00	4.00	4.00	4.00	
Information Services Fund	25.00	26.00	26.00	28.00	2.00
Public Communications Fund	10.00	10.00	10.00	9.00	(1.00)
Contributions Fund	0.00	0.00	0.00	0.00	
Total Full-Time Perm.	1,228.00	1,252.00	1,255.00	1,261.00	6.00
PERMANENT PART-TIME POSITIONS					
Finance Department	1.25	1.25	1.25	1.25	
Municipal Court	0.00	0.00	0.00	0.00	
Health Department	6.10	7.35	7.35	7.35	
Joint Communications	0.75	0.75	0.75	0.75	
Parks & Recreation	0.75	0.75	0.75	0.75	
Public Works	10.25	11.00	11.00	11.50	0.50
Water and Electric Utility Fund	0.60	0.60	0.60	0.60	
Information Services Fund	0.00	0.00	0.00	0.00	
Public Communications Fund	1.75	1.75	1.75	1.75	
Total Perm. Part-Time Pos.	21.45	23.45	23.45	23.95	0.50
TOTAL PERSONNEL	1,249.45	1,275.45	1,278.45	1,284.95	6.50
Summary By Fund Type:					
General Fund Positions	644.49	656.10	656.10	659.30	3.20
Enterprise Fund Positions	500.56	507.35	510.35	511.00	0.65
Internal Service Fund Positions	90.80	98.40	98.40	99.40	1.00
Special Revenue Fund Positions	13.60	13.60	13.60	15.25	1.65
Trust Fund Positions	0.00	0.00	0.00	0.00	
TOTAL PERSONNEL	1,249.45	1,275.45	1,278.45	1,284.95	6.50

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GLOSSARY

Accrual Basis of Accounting - Internal Service Fund and Enterprise Fund revenues and expenses are recognized on the accrual basis. Under this method of accounting, revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period occurred.

Account Number - A system of numbering or otherwise designating accounts, entries, invoices, vouchers, in such a manner that the number sequence used quickly reveals certain required information.

Adopted Budget - Refers to the budget amount as originally approved by the City Council at the beginning of the fiscal year.

Anticipated Expenditures and Revenues - The expenditures or revenues that are expected by the close of the budget year/fiscal year.

Appropriation - The legal authorizations made by the City Council (who approve department budgets) to the departments, offices and agencies of the City, allowing the departments to make expenditures and incur obligations for specific purposes within the amounts approved.

Assessed Valuation - This is the value of property set for tax purposes. The assessed value is set by the County Assessor, who is charged with determining the taxable value of property according to a formula set by the State of Missouri.

Budget - The financial plan for the operation of the City for the fiscal year.

Budgetary Control - The control or management of a government or enterprise fund/entity in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital - An asset item with a value of \$5,000 or more and is expected to have an estimated life of greater than one year.

Capital Projects Fund - Capital Projects Funds are established to account for financial resources to be used for the acquisition or construction of major capital facilities or improvements.

Debt Service Fund - The debt service funds are used to account for the accumulation of resources and payment of general long-term debt principal and interest.

Deficit - An excess of the liabilities of a fund over its assets. Also, the excess of expenditures over revenues during the budget year.

Department - The Department is the primary unit in City operations. Each is managed by a department director. Departments are generally composed of divisions which share a common purpose or which perform similar duties.

Depreciation - The decrease in value of physical assets due to use and the passage of time. In accounting for depreciation, the cost of a fixed asset is prorated over the estimated service life of such an asset, and each year is charged with a portion of such cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

Encumbrance - Commitment for unperformed contracts for goods or services. An amount of money committed and set aside, but not yet expended, for the purpose of a specific good or service.

Enterprise Funds - These funds are used to account for resources committed to self-supporting activities of governmental units that render services to the general public on a user-charged basis. Budgeted enterprise funds include: Water Utility, Electric Utility, Sanitary Sewer Utility, Regional Airport, Public Transportation, Solid Waste Collection, Parking Facilities, Recreation Services, Railroad, and Storm Water Utility.

GLOSSARY

Expendable Trust Fund - A trust fund whose principal and earnings may be expended. The only expendable trust fund that is budgeted is the Contributions Fund.

Expenditure - An actual obligation incurred for goods or services received whether or not yet paid by a City check or by an interfund transfer for internal City bills.

Fiscal Year - The period used for the accounting year. The City of Columbia has a fiscal year of October 1st through the following September 30th.

Fund - A fund is a self balancing set of accounts designed to track specific revenues and the uses of those revenues.

Fund Balance - An accumulated excess of revenues over expenditures. Any amount left over after expenditures are subtracted from resources is then added to the beginning fund balance each year. Each fund begins and ends each year with a positive or negative fund balance. The exception to this is Enterprise Funds and Internal Service Funds which are accounted for in the same manner as private businesses and record retained earnings as opposed to a fund balance.

Fund Equity - Additional funds generated by the cost of operating as internal service funds which is used to offset charges assessed to other internal departments.

Fund Type - In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenues, Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

GAAP - Generally Accepted Accounting Principals

General Fund - The fund used to account for all City activities not required to be accounted for elsewhere. The General Fund of a governmental unit is made up of the resources available for the purpose of carrying on the unit's operating activities. The General Fund includes the following departments: City Council, City Clerk and Elections, City Manager, Municipal Court, Human Resources, Law, Planning, Economic Development, Finance, Fire, Police, Health, Joint Communications, Emergency Management, Community Services, Divisions of Public Works (Administration and Engineering, Streets, Traffic, and Protective Inspection), and Divisions of Parks and Recreation (Administration, C.A.R.E. Program, and Parks).

General Obligation Bonds - Bonds backed by the full faith and credit of the City.

Governmental/Trust Funds - Includes the General Fund, Expendable Trust Funds, Non-Expendable Trust Funds, Special Revenue Funds, and Capital Project Fund.

Legal Debt Margin - The amount of additional debt the City may legally issue. It is currently 20% of the assessed value less general obligation debt currently outstanding.

Intergovernmental Revenues - Revenues from other governments in the form of grants, entitlement, shared revenues or payments in lieu of taxes.

Internal Service Funds - These funds are used to finance, administer, and account for the financing of goods and services provided by one department to other departments of the City on a cost reimbursement basis. Budgeted internal service funds are Fleet Operations, Custodial and Maintenance Services, Finance Utility Customer Service, Information Technologies, Public Communications, Employee Benefit Fund, and Self-Insurance Reserve Fund.

Intragovernmental Charges - Charges assessed to all other departments i.e. Enterprise, Special Revenue, Governmental and other Internal Service funds for services provided to those various departments. Some of the services include, delivery of mail, vehicle repair, custodial and building maintenance & computer support.

GLOSSARY

Modified Accrual Basis - General Fund, Special Revenue, Debt Service, Capital Projects, and Expendable Trust Funds are recognized on the modified accrual basis of accounting. Under this method, revenues are recognized in the accounting period in which they become both available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred. This basis measures resources available to the City.

Net Assets - A funds total assets less all liabilities.

Net Income - The excess of revenues over expenses. Net income is calculated for Internal Service Funds and Enterprise Funds. Net income is not calculated for a governmental fund.

Net-Working Capital - The total of all current assets less the total of all current liabilities.

Non-Expendable Trust Funds - A trust fund whose principal must be preserved intact. Revenues earned on the principal may be expended.

Non-Operating Expenses - Expenses incurred by Enterprise and Internal Service Funds that are not directly related to the fund's primary service activities. Examples of non-operating expenses include Interest Expense, Loss on Disposal of Fixed Assets, and Miscellaneous Expenses.

Non-Operating Revenues - Enterprise and Internal Service Fund revenues that are not directly related to the fund's primary service activities. Examples of non-operating revenues include Interest revenue, gain on disposal of fixed assets, and miscellaneous revenue.

Operating Budget - The annual budget and process which provide a financial plan for the operation of government and the provision of services for the year. Excluded from the operating budget are capital projects which are determined by a separate, but interrelated process.

Property Tax - This refers to the property tax placed on property. The tax income is determined by multiplying the tax rate by each \$100 of assessed valuation.

Proposed Budget - The recommended City budget submitted by the City Manager to the City Council in late July each year.

Retained Earnings - Profits generated by enterprise funds that are either reinvested into the fund or are kept as a reserve for specific objectives - such as to pay off a debt or purchase capital assets.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund. In addition, these bonds may contain a mortgage on the enterprise fund's property.

Revenues - Money generated through taxes, charges, licenses and other sources to fund City operations.

Special Obligation Bonds - Special obligations of the City. The payment of the principal of and the interest on the Bonds is subject to an annual appropriation by the City. The City is not required or obligated to make any such annual appropriation.

Special Revenue Funds - These funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes. Budgeted special revenue funds include: Convention and Tourism Fund, Transportation Sales Tax Fund, Community Development Block Grant Fund, Cultural Affairs Fund, Parks Sales Tax, Capital Impr. 1/4 Cent Tax, Special Road District Tax Fund, and Public Improvement Fund.

Subsidy - Legally authorized subsidy from a fund receiving revenue to the fund through which the resources are to be expended.

GLOSSARY

Supplementals - A list of requests by each department which include computers, all other equipment, vehicles, trucks (capital items) and personnel. Requests are listed in priority order and then reviewed and amended by the City Manager and the Department Director based on the budget year's spending limitations.

Transfer - Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

Trust Funds - These funds are used to account for assets held by the government in a trustee capacity. Trust Funds are composed of two main types, Non-Expendable and Expendable. The only Budgeted Trust Fund is the Contributions Fund.

User Charges or Fees - The payment of a charge or fee for direct receipt of a service by the party benefiting from the service.